

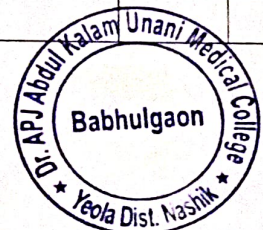
SCHEDULE-VI

MINIMUM ESSENTIAL STANDARDS: REQUIREMENT OF NON-TEACHING STAFF (TECHNICAL AND OTHER STAFF) IN AN UNANI MEDICAL COLLEGE

Sr No. (1)	Department or Section or Unit (2)	Minimum Requirement of non-teaching staff (Students Intake capacity wise)				Available	Deficiency
		sixty students intake capacity (3)	one hundred students intake capacity (4)	one hundred fifty students intake capacity (5)	two hundred students intake capacity (6)		
Administrative section							
1	Personal Assistant or Personal Secretary to Principal or Dean or Director (Graduation with Secretarial Training)	1	1	1	1	Available	
2	Office Superintendent (Graduation with five year of administrative experience)	1	1	1	1	Available	
3	Clerical Staff for administrative and account services (Clerical staff-Graduation with computer knowledge and Accounts staff-B Com or M.Com with computer knowledge)	3	4	6	9	Available	
Central Library							
4	Librarian (with Bachelor in Library Science or Masters in Library Science with five years of Library experience)	1	1	1	1	Available	
5	Assistant Librarian (with with Bachelor in Library Science or Masters in Library Science)	1	1	2	2	Available	
6	Library Attendant (minimum 10 th standard)	1	1	2	2	Available	
Teaching Departments							
(1) Kulliyat (Basic Principles of Unani Medicine)							
7	Attendant (with minimum 10 th standard)	1	1	1	1	Available	
(2) Tashreehul Badan (Anatomy)							
8	Cadaver lifter	1	1	1	1	Available	
9	Lab Assistant (with minimum 12 th standard)	1	1	2	2	Available	



10	Attendant cum Museum Keeper (with minimum 10 th standard)	1	1	2	2	Available	
(3) Manafeul Aza (Physiology)							
11	Lab Technician (with Diploma or Bachelor degree in Medical Lab Technology)	1	1	2	2	Available	
12	Multitasking worker (with minimum 10 th standard)	1	1	2	2	Available	
(4) Ilmul Advia (Pharmacology)							
13	Lab Technician or Pharmacognosist Ilmul Advia (Pharmacology) Practical Lab and Wasful Aqaqir (Pharmacognosy) Practical Lab (with MSc Botany), and Lab Assistant (minimum 12 th standard with Chemistry and Biology)	1+1	1+1	2+2	2+2	NA	
14	Attendant cum Museum Keeper (Herbarium and Museum cum Tutorial room) (with minimum 10 th standard)	1	1	4	4	NA	
(5) Ilmul Saidla (Unani Pharmacy)							
15	Lab Technician for Quality testing Laboratory (B Pharm or M Pharm)	1	1	1	1	NA	
16	Attendant cum Museum Keeper (Teaching Pharmacy and Museum or Quality Testing Lab) (with minimum 10 th standard)	1	1	4	4	NA	
(6) Mahiyatul Amraz (Pathology)							
17	Lab Technician (with Diploma or Bachelor degree in Medical Lab Technology)	1	1	2	2	NA	
18	Attendant cum Museum Keeper (with minimum 10 th standard)	1	1	2	2	NA	
(7) Tahaffuzi wa Samaji Tib (Preventive and Social Medicine)							
19	Nutritionist or Lab Technician (Nutrition Lab) (with BSc or Nutrition and Dietetics)	1	1	2	2	NA	
20	Attendant cum Museum Keeper (with minimum 10 th standard)	1	1	2	2	NA	
(8) Moalajat (Medicine), (9) Ilaj bit Tadabeer (Regimenal Therapy) (10) Amraze Jild wa Tazeeniyat (Dermatology and Cosmetology) (11) Ilmul Atfal (Paediatrics) (12) Jarahat (Surgery) (13) Ain, Uzn, Anaf, Halaq wa Asnan (Ophthalmology, Ear, Nose and Throat and Dentistry) (14) Qabalat wa Niswan (Obstetrics and Gynaecology).							
21	Attendant cum museum keeper or multitasking worker (with minimum 10 th standard)	7	7	7	7	NA	



Clinical Skill or Simulation Laboratory							
22	Coordinator (Bachelor of Unani Medicine and Surgery graduate preferably with training or orientation on handling of manikins and simulators)	1	1	1	1	NA	
Human Resource Development Cell							
*23	Coordinator (Bachelor of Unani Medicine and Surgery preferred with Post Graduation or Postgraduate Diploma Management)	1	1	1	1	Available	
24	Office Assistant (graduation with computer knowledge)	1	1	1	1	Available	
IT Cell including Digital Library							
25	IT Officer (Bachelor of Engineering or Bachelor of Technology Computer Science or graduation in computer sciences /BCA/Diploma in in Computer Application/science/IT with 2 years experience)	1	1	1	1	Available	
26	IT Assistant (Bachelor of Science Computer Science, Bachelor in Computer Application)	1	1	2	3	Available	
27	Multi-Tasking Staff	1	1	1	1	Available	
*Maintenance Cell							
28	Site Engineer (with Bachelor of Engineering or Bachelor of Technology preferably civil)	1	1	1	1	Available	
Herbal garden							
29	Gardener	1	1	2	2	Available	
30	Multi-purpose worker	1	1	2	2	Available	
	Total	39	40	63	67	Available	
<p>Note: Additional Staff like Sweeper, attendant, lifter, data entry operator, security guards, electrician, plumber, carpenter, driver, multi-purpose worker etc. may be obtained by outsourcing. Sr.No. 23 "Assign this post as an additional charge to the administrative officer or additional charge to any teaching faculty /non-teaching staff with graduate qualification.</p>							



As Per PG MES 2024 (Not Applicable)

***Minimum essential non-teaching Staff required for the college**

Minimum (Additional) Requirement for Post -graduate Institutions where Under-graduate course is in existence:

Sr.No	Post	Particulars	Available Staff	Deficiency
(i) In each of the department of Tashreeh ul Badan, Munafe ul Aza, Ilmu Advia, Ilmu Saidla, Mahiyal Amraz and Jarahat, the following non-teaching staff shall be required in addition to the under-graduate staff requirement:				
(i)	Laboratory technician	1 (one)		
(ii)	Laboratory assistant	1 (one)		
(iii)	Attendant or Peon or Multipurpose worker	1 (one)		
(ii) The Additional Ancillary staff like Biochemist, Pharmacologist, Bio Statistician, Microbiologist to be appointed and the Qualification shall be Post Graduate degree in the subject concerned or equivalent qualification from a recognised University.)				
(i)	Biochemist	1 (one)		
(ii)	Pharmacologist	1 (one)		
(iii)	Bio Statistician	1 (one)		
(iv)	Microbiologist	1 (one)		

Minimum Essential Requirements of Non-Teaching Staff for Postgraduate departments in undergraduate college

(In addition to the non-teaching staff in undergraduate departments as per student intake capacity specified in MES-UG)

Serial number	Department	Required Non-Teaching Staff	Required Numbers	Available Staff	Deficiency
01	Department of In Integrative Health and Translational Research				
	(a) Central Research Laboratory	In-Charge (Faculty member of any department well-versed with laboratory and analytical equipment)	1	Not Applicable	
		Lab Technician (B.Sc. Chemistry or B.Sc. Botany)	1	Not Applicable	
	# (b) Clinical Research Cell	Clinical Research Coordinator (BUMS with Post graduation degree or Diploma in Clinical Research or MPH)	1	Not Applicable	
		Clerk	1	Not Applicable	
Multitasking Staff		1	Not Applicable		

Dean/ Principal of the College

