

## SCHEDULE-VI

(see regulation 13 and 18)

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

Serial No.	Department or Section or Unit	Minimum Requirement of non-teaching staff (Students Intake capacity wise)	Name of Staff
<b>Administrative section</b>			
01	Personal Assistant or Personal Secretary to Principal or Dean or Director (Graduation with Secretarial Training)	01	Salim Razzak Mullah
02	Office Superintendent (Graduation with five year of administrative experience)	01	1. Shabana Madki
03	Clerical Staff for administrative and account services (Clerical Staff-Graduation with computer knowledge and Accounts staff-B. Com or M. Com with computer knowledge)	03	1. Asad Madki 2. Shabnum Shoaib Sayyed 3. Junaid Ghulam Husain Shaikh 4. Ayyub Shaikh 5. Asad shaikh
<b>Central Library</b>			
4	Librarian (with bachelor's in library science or master's in library science with five years of Library experience)	01	Shabana Shaikh
5	Assistant Librarian (with with bachelor's in library science or master's in library science)	1	Rafiya Ameenuddin Shaikh
6	Library Attendant (minimum 10 <sup>th</sup> standard)	1	Ashish Kumar Napit
<b>Teaching Departments</b>			
<b>(1) Kulliyat (Basic Principles of Unani Medicine)</b>			
7	Attendant (with minimum 10 <sup>th</sup> standard)	1	Ashpak Shaikh
<b>(2) Tashreehul Badan (Anatomy)</b>			
8	Cadaver lifter	1	Firoz Mohd. Khan
9	Lab Assistant (with minimum 12 <sup>th</sup> standard)	1	Ashok Vihai Devde
10	Attendant cum Museum Keeper (with minimum 10 <sup>th</sup> standard)	1	Mohammad Shaikh
<b>(3) Manafeul Aza (Physiology)</b>			
11	Lab Technician (with Diploma or bachelor's degree in medical Lab Technology)	1	Afsana Salahuddin Shaikh
12	Multitasking worker (with minimum 10 <sup>th</sup> standard)	1	1. Altaf Yunus Tamboli
<b>(4) Ilmul Advia (Pharmacology)</b>			
13	Lab Technician or Pharmacognosist Ilmul Advia (Pharmacology) Practical Lab and Wasful Aqaqir (Pharmacognosy) Practical Lab (with MSc Botany); and Lab Assistant (minimum 12 <sup>th</sup> standard with Chemistry and Biology)	1+1	1. Arshi Basheer 2. Mrs..Shagufta Rahmatullah Khan



14	Attendant cum Museum Keeper (Herbarium and Museum cum Tutorial room) (with minimum 10 <sup>th</sup> standard)	1	Rahemmatullah Hafizullah Khan
<b>(5) Ilmul Saidla (Unani Pharmacy)</b>			
15	Lab Technician for Quality testing Laboratory (B Pharm or M Pharm)	1	Humera Azam Tamboli
16	Attendant cum Museum Keeper (Teaching Pharmacy and Museum or Quality Testing Lab) (with minimum 10 <sup>th</sup> standard)	1	Mazhar Aminuddin Shaikh
<b>(6) Mahiyatul Amraz (Pathology)</b>			
17	Lab Technician (with Diploma or bachelor's degree in medical Lab Technology)	1	Pankaj Dharme
18	Attendant cum Museum Keeper (with minimum 10 <sup>th</sup> standard)	1	Machindra Gazanand Thorat
<b>(7) Tahaffuzi wa Samaji Tib (Preventive and Social Medicine)</b>			
19	Nutritionist or Lab Technician (Nutrition Lab) (with BSc or Nutrition and Dietetics)	1	Jinabade Misba Nisar Ahmed
20	Attendant cum Museum Keeper (with minimum 10 <sup>th</sup> standard)	1	Krishna Bai
<b>(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 Asnat (Ophthalmology, Ear, Nose and Throat and Dentistry) (14) Qabalat wa Niswan (Obstetrics and Gynaecology).</b>			
21	Attendant cum museum keeper or multitasking worker (with minimum 10 <sup>th</sup> standard)	7	1. Ilyas Hujre 2. Shakeel Shaikh 3. Attar Sharif 4. Zubeda Mohammad Shaikh 5. Abdus Salam 6. Rafique Mohammad Waghela 7. Shakila Rashid Pathan
<b>Clinical Skill or Simulation Laboratory</b>			
22	Coordinator (Bachelor of Unani Medicine and Surgery graduate preferably with training or orientation on handling of manikins and simulators)	1	Hkm. Noorul Ain Sayyed
23	Office Assistant (graduation with computer knowledge)	1	Mr. Sahil Nabilal Shaikh
<b>Human Resource Development Cell</b>			
24	Coordinator (Bachelor of Unani Medicine and Surgery preferred with Post Graduation or Postgraduate Diploma Management)	1	Hkm. Nisar Ansari
25	Office Assistant (graduation with computer knowledge)	1	Zafar Laltu Shaikh
<b>IT Cell including Digital Library</b>			
26	IT Officer (Bachelor of Engineering or Bachelor of Technology Computer Science or master's in computer application)	1	Kazi Fahim Ahmad Ashpak Ali
27	IT Assistant (Bachelor of Science Computer Science, bachelor's in computer application)	1	Rameez Maqsood Ahmad Shaikh
28	Multi-Tasking Staff	1	Riyaz Pathan
<b>Central Workshop/ Maintenance Cell</b>			
29	Site Engineer (with Bachelor of Engineering or Bachelor of	1	Hanif Patel

  
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	Technology preferably civil)		
	<b>Herbal garden</b>		
30	Gardener	1	Dilip Devede
31	Multi-purpose worker	1	Firoza Ibrahim Shaikh
	<b>Total</b>	<b>40</b>	

**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.

$$40 + 2 = 42$$

  
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