

6/03/26 Non Teaching staff

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
Administrative section			
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
Central Library			
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 th standard)	1	Ashish Kumar Napit
Teaching Departments			
(1) Kulliyat (Basic Principles of Unani Medicine)			
7	Attendant (with minimum 10 th standard)	1	Ashpak Shaikh
(2) Tashreehul Badan (Anatomy)			
8	Cadaver lifter	1	Firoz Mohd. Khan
9	Lab Assistant (with minimum 12 th standard)	1	Shakih Mohammad Shaikh
10	Attendant cum Museum Keeper (with minimum 10 th standard)	1	Sadique Kasam
(3) Manafeul Aza (Physiology)			
11	Lab Technician (with Diploma or bachelor's degree in medical Lab Technology)	1	Afsana Salahuddin Shaikh
12	Multitasking worker (with minimum 10 th standard)	1	1. Altaf Yunus Tamboli
(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. Arshi Basheer 2. Mrs. Shagufta Rahmatullah Khan

14	Attendant cum Museum Keeper (Herbarium and Museum cum Tutorial room) (with minimum 10 th standard)	1	Rahemmatullah Hafizullah Khan
(5) Ilmul Saidla (Unani Pharmacy)			
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 th standard)	1	Mazhar Aminuddin Shaikh
(6) Mahiyatul Amraz (Pathology)			
17	Lab Technician (with Diploma or bachelor's degree in medical Lab Technology)	1	Pankaj Dharme
18	Attendant cum Museum Keeper (with minimum 10 th standard)	1	Machindra Gazanand Thorat
(7) Tahaffuzi wa Samaji Tib (Preventive and Social Medicine)			
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 th standard)	1	Krishna Bai
(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	1. Ilyas Hujre 2. Shakeel Sayyed 3. Attar Sharif 4. Abdus Salam 5. Rafique Mohammad Waghela 6. Totekar Shalini 7. Altaf Zakir Hussain Sayyed
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	Hkm. Mohammed Ali (Teacher-Additional charge as per NCISM circular)
Human Resource Development Cell			
23	Coordinator (Bachelor of Unani Medicine and Surgery preferred with Post Graduation or Postgraduate Diploma Management)	1	Hkm. Ejaz Shaikh (Teacher-Additional charge as per NCISM circular)
24	Office Assistant (graduation with computer knowledge)	1	Zafar Laltu Shaikh
IT Cell including Digital Library			
25	IT Officer (Bachelor of Engineering or Bachelor of Technology Computer Science or master's in computer application)	1	Kazi Fahim Ahmad Ashpak Ali
26	IT Assistant (Bachelor of Science Computer Science, bachelor's in computer application)	1	Rameez Maqsood Ahmad Shaikh
27	Multi-Tasking Staff	1	Riyaz Pathan
Central Workshop/ Maintenance Cell			
28	Site Engineer (with Bachelor of Engineering or Bachelor of Technology preferably civil)	1	Hanif Patel

	Herbal garden		
29	Gardener	1	Dilip Devede
30	Multi-purpose worker	1	Firoza Ibrahim Shaikh
	Total	39	

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



Minimum Essential Requirements of Non-Teaching Staff for Postgraduate departments in Undergraduate College or Institution

[In addition to the non-teaching staff specified for the undergraduate department as per the student intake capacity in the NCISM- UG MES Regulations, 2023, the following requirements also shall be fulfilled]

Sl. No	Department or Section or Unit and Required Non-Teaching Staff	Required Numbers	Name of Staff
1	Postgraduate Departments		
01	Tahaffuzi wa Samaji Tib (Preventive and Social Medicine)		
	Multi-tasking staff	One	Asma Ashfak shaikh
	b) Nutrition Laboratory		
	Lab Assistant	One	Shanoor Yusuf Shaikh
	Lab Attendant	One	Irfan Khatri
02	Moalajat (Medicine)	One multi-tasking staff	Shakila Pathan
03	Jarahat (Surgery)	One multi-tasking staff	Shahjahan Barkatullah Shaikh
04	Qabalat wa Niswan (Obstetrics and Gynaecology)	One multi-tasking staff	Zubeda Mohammad Shaikh
05	Integrative and Translational Research		
	Clerical staff (graduate with computer knowledge)	Two	1. Salma Aziz Irani 2. Fehmida Abdulsamad Shaikh 3. Sahil Nabilal Shaikh
	Multi-tasking staff (with minimum 10 th standard)	One	Shek Abdul Latif
06	Quality Testing Laboratory		
	In-Charge (Faculty member of Ilmul Advia and Ilmul Saidla)	One	
	Clerical staff	One	Jasmeen Zameer sayyed
07	Central Research Laboratory		
	In-charge (Faculty member of any department, well-versed with laboratory and analytical equipment)	One	
	Lab Technician (B.Sc Chemistry or B.Sc Botany)	One	
	Lab Attendant	One	Nabiha Rahmatullah Khan
08	Animal House and Animal Experimentation Laboratory		MOU
	In-charge (Faculty member of Department of Ilmul Advia and Ilmul Saidla)	One	NA
	Lab Technician (B.Sc Zoology)	One	
	Animal House and Lab Attendant	One	
09	Clinical Research Cell		
	Clinical Research Coordinator (BUMS degree with Postgraduation or Diploma in Clinical Research or Master of Public Health)	One	Dr. Nuzhat Naeem Shaikh
	Clerical staff	one	Zamil Altaf Molla
	Multi-tasking staff	One	Sadique Saleem
10	Internal Quality Assurance Cell		
	Coordinator (with MBA in quality management)	One	
	Clerical staff	One	Shaista Junaid Maniyar
	Multi-tasking staff	One	Sudheer Armour

11	Clinical Registrar/RSO/MO	(44 beds)	Dr. Saima, (PG) Dr. Adil, (PG) Dr. Danish(PG)
12	Nursing Staff	(44 beds) 5	Sunita Ambadas Gore Manjusha Kalpana Vijay Suryavanshi
13	Ayas/ Ward boys	(44 beds) 3	Gaffar Abdul Sattar Khanre Haseena Musa Shaikh Shalini Totekar

- Note:** 1. Additional staff like sweeper, attendant, lifter, data entry operator, security guards, electrician, plumber, carpenter, driver, multi-tasking staff, etc may be appointed by outsourcing based on the requirement.
2. Skilled professionals trained by any of the skill development agency under the Ministry of Skill Development and Entrepreneurship shall be given preference to the extent of availability while appointing the non-teaching staff.

Minimum Essential Requirements of Hospital Staff

[In addition to the hospital staff specified for undergraduate institution as per student intake capacity in the NCISM-UG MES Regulations, 2023]

Sl. No	Required Staff	Required Numbers
(1)	(2)	(3)
1	Nursing staff	One for every ten beds in in-patient departments; Two nurses for Qabalat wa Niswan Operation Theatre; One nurse for each Intensive Care Unit (ICU) bed in Moalajat Department; and 2 nurses for Neonatal Intensive Care Unit in Ilmul Atfal Department.
2	Clinical Registrar or Senior Resident or Resident Doctor	One for every twenty beds
3	Ayah	One for every twenty beds

- Note:** 1. Nursing staff numbers may be increased as per the shift in a day.
2. Number of therapists may be increased in accordance with number of patients for Ilaj bit tadabeer.
3. Paediatric therapist, occupational therapist and speech therapist may be appointed on a part-time basis for Department of Ilmul Atfal.
4. Postgraduate students may be appointed as clinical registrar or senior resident or resident doctor, provided the students shall be paid stipend or salary.
5. Security guards, electrician, plumber, sanitation workers, washer man, gardener, driver, housekeeping staff, cook, maintenance staff, multipurpose worker, if additionally needed, may be obtained by out-sourcing.
6. Skilled professionals trained by any of the skill development agency under the Ministry of Skill Development and Entrepreneurship shall be given preference to the extent of availability while appointing the hospital staff.

