

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

Serial No. (1)	Department or Section or Unit (2)	Minimum Requirement of non-teaching staff (Students Intake capacity wise)				Availabl e	Defici ency
		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		
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	

Member

Member

Chairman

(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	Available
14	Attendant cum Museum Keeper (Herbarium and Museum cum Tutorial room) (with minimum 10 th standard)	1	1	4	4	Available
(5) Ilmul Saidla (Unani Pharmacy)						
15	Lab Technician for Quality testing Laboratory (B Pharm or M Pharm)	1	1	1	1	Available
16	Attendant cum Museum Keeper (Teaching Pharmacy and Museum or Quality Testing Lab) (with minimum 10 th standard)	1	1	4	4	Available
(6) Mahiyatul Amraz (Pathology)						
17	Lab Technician (with Diploma or Bachelor degree in Medical Lab Technology)	1	1	2	2	Available
18	Attendant cum Museum Keeper (with minimum 10 th standard)	1	1	2	2	Available
(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	Available
20	Attendant cum Museum Keeper (with minimum 10 th standard)	1	1	2	2	Available
(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	Available
# 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	
23	Office Assistant (graduation with computer knowledge)	1	1	1	1	
# Human Resource Development Cell						

Member

Member

Chairman

24	Coordinator (Bachelor of Unani Medicine and Surgery preferred with Post Graduation or Postgraduate Diploma Management)	1	1	1	1		
25	Office Assistant (graduation with computer knowledge)	1	1	1	1		
# IT Cell including Digital Library							
26	IT Officer (Bachelor of Engineering or Bachelor of Technology Computer Science or Master in Computer Application)	1	1	1	1		
27	IT Assistant (Bachelor of Science Computer Science, Bachelor in Computer Application)	1	1	2	3		
28	Multi-Tasking Staff	1	1	1	1		
# Central Workshop/ Maintenance Cell							
29	Site Engineer (with Bachelor of Engineering or Bachelor of Technology preferably civil)	1	1	1	1		
Herbal garden							
30	Gardener	1	1	2	2	Available	
31	Multi-purpose worker	1	1	2	2	Available	
	Total	40	41	64	68		
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.							

Principal

Unus Fazlani Unani Medical College &
Al-Fazlani Unani Hospital, Kunjkheda
Tal-Kannad Dist-Aurangabad 431103

Member

Member

Chairman