



University of Kashmir



Hazratbal Srinagar, Kashmir

NAAC Accredited Grade 'A+' University



Check List of Minimum Requirements

For

Grant of Temporary Affiliation

To

BUMS Colleges

In The

Union Territory of J & K

Guidelines and Minimum Requirements

For

Grant of Temporary Affiliation to BUMS Colleges

A. Brief Profile of the College/ Institution

- Name of the College (*Attach brief profile of the college*) :- _____
- Name of the Principal with qualification & experience (*Attach CV*): _____
- Programme/s offered/ to be offered: _____
- Approved/ Proposed intake of students for each programme or course of of study: _____
- No of students on rolls for the current session (*Semester-wise and programme-wise*) : _____
- NOC from State Govt. for the course / College / Institution: (*Attach Copy of NOC as appendix*).
- Whether recognized by National Commission for Indian System of Medicine? (*Attach copy of recognition*)-----
- Whether entered into an agreement with recognized Hospitals for Internship Training? (*Attach copy of agreement as appendix*):
- Duly audited financial statements of the last financial year viz; Balance Sheet, Statement of Income & Expenditure & Statement of Receipts & Payments: (*Attach These Statements as appendix*)
- Monthly salary statements along with monthly bank statements of individual staff members (*Attach statement as appendix*)
- Current and previous years revenue budget of the college (*Attach budget copies as appendix*)
- Names of the members of student grievance committee(*Attach as appendix*)
- Names of the members of teaching & non-teaching grievance cell (*Attach as appendix*)
- Whether constituted College Management Committee as per the prescribed constitution of the committee (*Attach the constitution of the committee as appendix*)
- *Any other Particulars:*

Note: Constitution of College Management Committee

• Two Representatives of Sponsoring Society/ Trust
• Two Prominent BUMS doctors of the Valley
• Two Prominent educationists in thee fieeld of BUMS
• Representative of the Affiliating University
• Principal of the Colleegee
• To Senior Faculty Members of thee colleegee by Rotation

Note: The term of the members of the College Management Committee shall be three years except for the representatives of sponsoring society/trust and the Affiliating University.

B. Infrastructural Facilities

S. No.	Infrastructural Facilities	Minimum Requirement of Physical Infrastructure	Infrastructure Available	Deficiency If Any	Remarks		
1.	<p>Land</p> <ul style="list-style-type: none"> • For an intake capacity of 60 seats • For an intake capacity from 61 to 100 seats • Land has to be in the name of the trust or society. • Land use certificate mandatory • Land should have a boundary wall from all sides with at least one well designed/ Built entry gate. • Requisite green cover must • Properly well laid roads within the college campus. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	<p>Not less than 3 acres</p> <p>Not less than 5 acres</p>					
2.	Total Built Up Area of Hospital Building	<p>Built up Area (in sq.mt.)</p> <table border="1"> <tr> <td>Upto 60 students intake 2000</td> <td>61-100 students intake 3000</td> </tr> </table>	Upto 60 students intake 2000	61-100 students intake 3000			
Upto 60 students intake 2000	61-100 students intake 3000						
3.	<p>Hospital Administration Block</p> <ul style="list-style-type: none"> • Superintendents Room 	<p>100 sq.mt.</p> <p>150 sq.mt.</p>					

	<ul style="list-style-type: none"> • Deputy Superintendents Room • Medical Officers (for 2 Resident medical Officer / Resident Surgical Officer) • Matron Room • Assistant Matron Room (for 2) • Reception and Registration <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>					
4.	<p>Out-Patient Departments (OPD)</p> <ul style="list-style-type: none"> • Moalajat OPD with Wash Basin • Jarahat including Ain, Uzn, Anaf, Halaq wa Asnan OPD with wash basin and Examination Room • Qabalatwa mraze Niswan OPD with toilet and Examination Room • Amraze Atfal OPD with wash room • Amraze Jild wa Tazeeniyat OPD with wash basin • Tahaffuzi wa samaji Tib OPD with wash basin • Dressing and First Aid Room • Dispensary • Waiting Space for Patients • Store room • Separate Male and Female Toilets for patients and staff 	300 Sq.mts	500 Sq.mts.			

	(Give details of each of the above items., Wherever required give information on a separate sheet)					
5.	In-Patient Department (IPD) <ul style="list-style-type: none"> • Moalajat including Ilaj bit Tadbeer Male Ward with attached toilet and wash room • Moalajat including Ilaj bit Tadbeer Female Ward with attached toilet and wash room • Jarahat including Am Uzn Anaf, Halaqwa Asnan Male Ward with attached toilet and bathroom • Jarahat including An Uzn Anaf, Halaqwa Asnan female Ward with attached toilet and wash room • Qabalatwa Amraze Niswan wa atfal ward with attached toilet and wash room • Doctors duty room one for each department with attached toilet and wash room • Nursing staff duty rooms, one in each ward with attached toilet and wash room • Store room for linen etc (Give details of each of the above items., Wherever required give information on a separate sheet)	900 Sq.mts.	1650 Sq.mts.			
6.	Operation Theatres Block <ul style="list-style-type: none"> • Operation Theatre for Major and Minor 	150 Sq.mts.	250 Sq.mts.			

	<p>Procedures</p> <ul style="list-style-type: none"> • Labour Room with attached toilet and wash room • Neonatal Care room • Central Sterilization or Autoclave unit • Scrub room • Two Recovery rooms • Doctors duty room with attached toilet and wash room • Interns or house officer or resident doctors room with attached toilet and wash room • Nursing staff room with attached toilet and wash room <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>					
7.	<p>Ilaj Bit Tadbeer Block</p> <ul style="list-style-type: none"> • Hammam • Dalak • Riyazat • Fasad • Kai • Alq, Hajamat etc • Ilaj bit tadbeer therapist Physicians Room • Ilaj bit Tadbeer Store room • Physiotherapy room <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	275 Sq.mts.	500 Sq.mts.			

8.	<p>Clinical Laboratory</p> <ul style="list-style-type: none"> Well equipped and spacious area with separate sections for Pathology, Biochemistry and Microbiology. Attached toilet shall be there for collection of urine samples. Other latest diagnostic facilities such as ECG also shall be provided <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	100 Sq.mts.	150 Sq.mts.			
9.	<p>Radiology or Sonography Section</p> <ul style="list-style-type: none"> Radiology chamber with X-ray room, Dark room, film drying room, store room, USG room, patients waiting and dressing room, reception or registration or report room. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	50 Sq.mts.	100 Sq.mts.			
10.	Hospital Kitchen and Canteen	100 Sq.mts.	150 Sq.mts.			
11.	Store room	25 Sq.mts.	50 Sq.mts.			

C. Requirement of a Unani College

S. No.	Infrastructural Facility	Minimum Requirement of Infrastructure facility		Infrastructure Available	Deficiency If Any	Remarks
1.	College Built Up Area <ul style="list-style-type: none"> • College can be in a rented/leased building only for the first two years • Parking space for vehicles must • Benches placed at requisite places for students in the college lawns. • Every Building should have ramps <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	Built up area in (square meter)				
		Upto 60 students intake	61 to 100 students intake			
		2000	4000			
4.	Administrative Section <ul style="list-style-type: none"> • Principals Room • P.A.'s Room • Reception • Visitors lounge • Staff Committee room • Office Room • Accounts Section • Record Room • Central Store • Separate Toilets for gents and ladies <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	150	300			

5.	<p>Lecture Halls</p> <ul style="list-style-type: none"> • Space Sufficient enough to accommodate 65 to 100 students. • Fully equipped with White Boards and LCDs • Well furnished and ventilated. • Atleast one Smart -cum- Virtual Classroom • Comfortable seating arrangement Preferably Gallery type class rooms • Fans/coolers/ Split ACs • Properly ventilated. <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	5 (80 sq mts)	5 (160 sq. mts)			
6.	<p>Seminar / Conference Hall</p> <ul style="list-style-type: none"> • A large hall with sitting capacity for 400 to 500 persons shall be available within the college premises for meetings, seminars, conferences, symposia, counseling etc. • With proper stage & green room facilities, well ventilated and proper lightening system • There should be arrangements for the use of all kinds of basic and advanced audio-visuals aids <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	150	300			

7.	<p>Library.....(Area)</p> <ul style="list-style-type: none"> • Books different titles of Unani, modern medicine and allied sciences for: <ul style="list-style-type: none"> ✓ First batch 2500 Books ✓ For second and third batch 5000 Books ✓ For fourth batch 7000 Books ✓ Upto fifth batch 10000 books • A library shall have seating capacity for 45 students for 60 intake and 75 students for 100 intake • Adequate number of shelves or almirahs, sufficient space, • Separate reading room for teachers • At least five subject journals should be subscribed by the library. • Comfortable seating arrangement for atleast half of the total strength of the students and teachers. • Separate budget for the Library with atleast recurring expenditure of not less than Rs.3000 per subject per year for books. • Cabin for Librarian with intercom facility. • Proper requisite Book Racks, Book shelves, Display Racks and Proper records system • Reading room with proper furniture with seating capacity for 20% of the total strength of the students. • ICT facility for browsing online material. 	100	200			
		50	80			

	<ul style="list-style-type: none"> • Photocopying facility • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities • Student reading Room (35 Persons) • Browsing centre with internet facility <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>					
8.	<p>Teaching Departments</p> <ul style="list-style-type: none"> • There shall be 14 teaching depts. • Separate rooms for teachers, • A small departmental library, • A small office for each Dept, • Museum or laboratory or dissection hall or tutorial room <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	Total 1200 sq.mt and break up may be as follows	Total 2400 sq.mt and break up may be as follows			
	Departments & Area Requirement for each Dept.					
9.	<ul style="list-style-type: none"> • Deptt. of Kulliyat plus Departmental Library cum tutorial room • Deptt. of Tashreeh-ul-Badan and a well ventilated Dissection Hall with exhaust fans and air conditioner, a room for students with adequate 	50	100			
		125	250			

	lockers and wash basins.					
	• Deptt.of Munafe-ul-Aza and Munafe-ul-Aza (Physiology) laboratory with optional facility for Bio-chemistry testing	75	150			
	• Deptt. of Ilmul Advia and Herbarium-cum Advia museum, Pharmacognosy, Pharmacology and drug testing labs	100	200			
	• Deptt. of Saidla with teaching pharmacy	75	150 150			
	• Deptt. of Tahaffuzi-wa-samaji Tib plus museum	75	100			
	• Deptt. of Mahiyatul Amraz plus Pathology Laboratory	50	150			
	• Department of Moalajat (Medicine)	75	100			
	• Deptt. of Haj-bit Tadbeer	50	150			
	• Deptt. of Jarahat and museum cum tutorial room	75 50	100			
	• Deptt. Amraze Ain Uzn Anf wa Halaq and museum cum tutorial room	100	200			
	• Teaching Pharmacy and Quality Testing Laboratory:					
	• The college shall have a teaching of pharmacy with proper training facilities for preparation of different types of Unani Medicines					
	(Give details of each of the above items., Wherever required give information on a separate sheet)					

10.	<p>Common Rooms:</p> <ul style="list-style-type: none"> • Separate common rooms for boys and girls with adequate space and sitting arrangement shall be available • proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	50	100			
11.	<p>Canteen:</p> <ul style="list-style-type: none"> • Canteen facility with sitting arrangement for about 100 persons shall be available in the college premise 	50	100			
12.	<p>Administrative Office</p> <ul style="list-style-type: none"> • Separate office room for the office staff with adequate toilet facility. • Spacious enough space to accommodate the entire office staff with separate cabin for each official. • Each office room adequately furnished with items like tables, chairs, cupboards, built-in racks and shelves filling cabinets and book cases. • Provision for typewriters, 	1	1			

	<p>computers and intercom facility.</p> <ul style="list-style-type: none"> • Proper light arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>					
13.	<p>Other Facilities</p> <ul style="list-style-type: none"> • Students Welfare Hall • Indoor Games Hall • Facility of safe drinking water and adequate sanitary/toilets for men and women separately • Each floor should have atleast 4 toilets with wash basins for faculty and staff • Common toilets 12 with washbasins for 60 students <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	<p>400 Sq. ft 4000 Sq ft</p>				
14.	<p>Garage</p>	<p>To accommodate 60 Seater Vehicle</p>				
15.	<p>Fire Extinguisher</p> <ul style="list-style-type: none"> • Adequate provision for extinguishing fire should be available as per the local bye-laws 					

16.	Playground <ul style="list-style-type: none"> Well Developed Play Grounds for outdoor sports like Volleyball, Football, Cricket and for Athletics 					
17.	Sick Room	Minimum of 5 beds be provided				
18.	Essential Services <ul style="list-style-type: none"> Adequate facilities for essential services of safe drinking water, toilets, wash basins, electricity and sewerage facilities be provided to all the buildings 					
19.	Other Facilities <ul style="list-style-type: none"> Ramps be provided in the buildings for physically handicapped Separate common rooms for girls and boys be provided in co-educational colleges. Separate toilets for girls. Garage for 50 seater bus Fire extinguishers (adequate provision for extinguishing fire should be available as per the local bye-laws) <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>					

D. Allied Infrastructure Requirements of a Unani College

S.No.	Infrastructural Facilities	Minimum Requirement	Infrastructure Available	Deficiency If Any	Remarks
1.	Herbal Garden: <ul style="list-style-type: none">A well developed medicinal plant garden with 250 species of medicinal plants and a demonstration room of 25 to 50 sq.mt	2500 Sq. Mts	4000 Sq. Mts		

E: Hostel Block

1.	HOSTEL BLOCK for 60 students <ul style="list-style-type: none"> • Separate hostel for the male and female students 	24000 sq.ft			
i)	Single Room/ Double Room <ul style="list-style-type: none"> • Hostel facility be created within 5 years of the establishment of the college • Ideally 2 students in one room with adequate furniture like beds, reading tables, chairs and cupboards.. <ul style="list-style-type: none"> • Single Seater • Double Seater • Three Seater • Proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	8-9 Sq. Mts. per student 7.5 to 8 Sq. Mts. per student 7 to 7.5 Sq. Mts. per student			
ii)	Sanitary <ul style="list-style-type: none"> • Toilet and bathroom facilities should be provided on each floor of the student's hostel @ of one toilet and one bathroom for 2-6 students. • Geysers in bathroom and wash basins should also be provided. 	500 sq.ft			
iii)	Visitor Room <ul style="list-style-type: none"> • There should be a visitor room in the hostel with comfortable seating, lightening and toilet facilities. • Proper lighting arrangement, fans/coolers/ Split ACs, 	500 sq.ft			

iv)	<p>Reading Room</p> <ul style="list-style-type: none"> • Space and furniture ideally for 40% of the boarders • Proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	250 sq.ft			
v)	<p>Store Room</p> <ul style="list-style-type: none"> • Facilities to keep articles and equipments like Cupboards, Built in Shelves, Racks, Cabinets, Fire Proof Steel Almirahs, Furniture items like Tables and Chairs with properly lighted and well-ventilated 	500 sq.ft			
vi)	<p>Recreation Room</p> <ul style="list-style-type: none"> • Provisions for T.V should be there. • Separate Hall for indoor games <p>(Give details of each of the above items., Wherever required give information on a separate sheet</p>	500 sq.ft			
vii)	<p>Dining Hall</p> <ul style="list-style-type: none"> • To seat at least 80% of the total students strength at one time with adequate furniture • Proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities <p>(Give details of each of the above items., Wherever required give information on a separate sheet)</p>	3000 sq.ft			

viii)	Kitchen (Hygienic with proper ventilation)	1000 sq.ft			
ix)	Pantry <ul style="list-style-type: none"> • One Pantry on each floor should be provided. It should have water cooler and heating arrangements. 	01			
x)	Washing & Ironing Room <ul style="list-style-type: none"> • Facility for drying and ironing clothes should be provided in each floor 	01			
xi)	Room for Cooks & Room Attendants <ul style="list-style-type: none"> • 1 room of 9.60 sq. m. with WC and bathrooms • Proper lighting arrangement, fans/coolers/ Split ACs, drinking water arrangement and toilet facilities 	1			

F: Requirement of Staff for Unani College Hospital

S.No.	Post	In Place	Deficiency If Any	Qualification of Appointee	Nature of Appointment	Pay Scale	Remarks
1.	<p>Hospital Superintendent</p> <ul style="list-style-type: none"> The incumbent to the post of Medical Superintendent shall be with a qualification of not less than that of Professor <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Principal or Dean may function as ex-officio Medical Superintendent. However, if there exists a post of hospital Superintendent, it shall continue to exist and a person shall have to be in place 	01					
2.	<p>Deputy Medical Superintendent</p> <ul style="list-style-type: none"> The qualification shall be BUMS and PG Degree in clinical subject or BUMS with 10 years of clinical experience. Full time regular incumbent other than the teaching staff. 	01					
3.	Consultants	Teachers of clinical departments					
4.	Resident Medical Officers/Resident Surgical/Medical Officer/Clinical Registrar	05					

	<ul style="list-style-type: none"> • Moaljat • Niswan wa Qabalat • Jarahat • Amraze Atfal <p>Qualification:- BUMS</p>	01 01 01 01					
5.	Matron/Nursing Superintendent	One					
6.	Staff Nurses for in Patient Department	One for every ten beds					
7.	Ward Boy or Ayah	One for every 20 beds					
8.	Pharmacists	Two					
9.	Dresser	Two					
10.	Store Keeper	One					
11.	Office Staff (for Registration, Record Maintenance, Data Entry)	Two					
12.	Dark Room Attendant	One					
13. Modern Medical Staff							
i.	Medical Specialist	One Part Time/ On Contract					
ii.	Surgical Specialist	One Part Time / On Contract					

iii.	Obstetrician and Gynecologist	One Part Time / On Contract					
iv.	Pathologist	One Part Time / On Contract					
v.	Anesthesiologist	One Part Time / On Contract					
vi	Ophthalmologist	One Part Time / On Contract					
vii	Pediatrician	One Part Time / On Contract					
viii	Radiologist	One Part Time / On Contract					
ix	Dentist	One Part Time / On Contract					
x	Physiotherapist	One Part Time / On Contract					
xi	X-Ray Technician / Radiographer	One					
xii	Ilaj bit Tadbeer Specialists	Teachers Of Ilaj Bit Tadbeer Department.					
xiii	House Officer or Clinical Registrar or Senior Resident (Unani)	One					
xiv	Ilaj bit tadbeer Nurse (in addition to the nurses indicated at S.No. 6)	One					

xv	Ilaj bit tadbeer Assistant	One Male and One Female					
xvi	Messieurs	One Male and One Female					

F. Staff for Operation Theatre

S.No.	Post	In Place	Deficiency If Any	Qualification of Appointee	Nature of Appointment	Pay Scale	Remarks
1.	Jarahat Specialists	Teachers of Ilmul Jarahat Department					
2.	Operation Theatre Attendant	One					
3.	Dresser	One					
4.	Nurse • In addition to the nurses indicated at S. No. 6	One					
5. Labour Room							
i.	Qabalat wa Amraze Niswan Specialists	Teachers of Qabalat wa Amraze Niswan department					
ii	Midwife	One					
6. Clinical Laboratory							

i.	Pathologist / Microbiologist	One					
ii.	Laboratory Technicians	Two					
iii.	Peon or Attendant	Two					
7. Teaching Pharmacy And Quality Testing Laboratory							
i	Pharmacy Incharge (Teachers of Ilmu Advia wa Saidla deptt.)	One					
ii.	Peon or Attendant	One					
iii.	Workers	Two (need base more number)					
iv	Analytical Chemist (Part time) <ul style="list-style-type: none"> • Lab Technician provided under non-teaching staff in the Deptt. • 	One					
v.	Pharmacognosist (Part time) <ul style="list-style-type: none"> • Lab Technician provided under non-teaching staff in the Deptt. 	One					
	Total: <ul style="list-style-type: none"> • For sixty bedded hospital • For hundred bedded hospital 	Fifty-seven excluding teachers of teaching departments as mentioned above. Seventy-one excluding teachers of teaching departments as mentioned above.					

Note:-

- i. For hospital with more than sixty beds, two incumbents each as Resident Medical Officers, Resident Surgical Officers, Assistant Matrons and Pharmacists shall be additionally required.
- ii. The hospital shall be equipped with adequate provision of security, civil and electrical, sanitation, dietary and canteen, laundry and waste incineration and disposal services
- iii. Essential duty staff and services shall be available round the clock.
- iv. Services of the non-technical staff such as Peon, Attendant, Sweeper, Guards, Washer man, Gardener and Cook etc. be obtained permanent basis.
- v. For conditional permission, minimum eighty percent of above hospital staff shall be required.

G. Details of Teaching Staff Required In Unani College

S. No.	Position/ Teaching Deptts.	Minimum Requirement		Faculty in Place	Deficiency If Any	Qualification of Appointee	Nature of Appointment	Pay Scale	Remarks
1.	Dept. of Kulliyat	Upto 60 Students	Upto 100 Students						
i.	Professor	01	01						
ii.	Associate Professor	01	01						
iii.	Assistant Professor	01	01						
2.	Dept. of Tashreehul badan								
i.	Professor	01	01						
ii.	Associate Professor	01	01						
iii.	Assistant Professor	01	01						
3.	Dept. of Munafeul Aza								
i.	Professor	01	01						

ii.	Associate Professor	01	01						
iii.	Assistant Professor	01	01						
4.	Dept. of Ilmu Advia								
i.	Professor	01	01						
ii.	Associate Professor	01	01						
iii.	Assistant Professor	01	01						
5.	Dept. of Ilmu Saidla								
i.	Professor	01	01						
ii.	Associate Professor	01	01						
iii.	Assistant Professor	01	01						
6.	Dept. of Mahiyatul Amraz								
i.	Professor	01	01						
ii.	Associate Professor	01	01						
iii.	Assistant Professor	01	01						
7.	Dept. of Tahaffuzi wa Samaji Tib								
i.	Professor	01	01						
ii.	Associate Professor	01	01						
iii.	Assistant Professor	02	02						
8.	Dept. of Moalajat								
i.	Professor	01	01						
ii.	Associate Professor	01	01						
iii.	Assistant Professor	02	02						

9.	Dept. of Niswan wa Qabalat								
i.	Professor	01	01						
ii.	Associate Professor	01	01						
iii.	Assistant Professor	01	02						
10.	Dept. of Ilmul Atfal								
i.	Professor	01	01						
ii.	Associate Professor	01	01						
iii.	Assistant Professor	01	01						
11.	Dept. of Jarahat								
i.	Professor	01	01						
ii.	Associate Professor	01	01						
iii.	Assistant Professor	01	01						
12.	Dept. of Am uзн Halaq wa Asnan								
i.	Professor	01	01						
ii.	Associate Professor	01	01						
iii.	Assistant Professor	01	01						
13.	Dept. of Amraze Jild wa Tazeeniyat								
i.	Professor	01	01						
ii.	Associate Professor	01	01						
iii.	Assistant Professor	01	01						

14.	Dept. of Ilaj bit Tadbeer								
i.	Professor	01	01						
ii.	Associate Professor	01	01						
iii.	Assistant Professor	01	01						

Note:

- i. For an intake upto 60, the departments. require to have either Professor or Associate Professor
- ii. Faculty Appointments shall have to be on permanent basis.
- iii. Faculty on contractual basis or on Academic Arrangement basis only to the extent of 25% of the total faculty positions prescribed for the programme.
- iv. Pay scales as per the scales prescribed by the state Govt. or Affiliating University from time to time
- v. Selection committee should be in accordance with the constitution prescribed by the State Govt. or Affiliating University.
- vi. Age of superannuation and other benefits shall be same as that of the state government / Affiliating University norms
- vii. Teacher- Student Ratio should be 1:10
- viii. Tutor-Student Ratio should be 1:10
- ix. No part time Nursing faculty will be counted for calculating total number of faculty required for a college
- x. Irrespective of number of admissions, all faculty positions must be filled.

Essential Qualifications: Same as recommended by National Council of Indian System of Medicines.

H. Details of Technical & Other Staff for an Unani College

S. No.	Department	Post	Minimum Requirement	Staff in Place	Deficiency If Any	Qualification of Appointee	Nature of Appointment	Pay Scale	Remarks
1.	Kulliyat	Attendant	One						
2.	Tashreehul Badam	Laboratory Technician	One						
		Museum Keeper	One						
3.	Munafeul Aza	Laboratory Technician	One						
		Museum Keeper	One						
4.	Ilmul Advia	Laboratory Technician	One						
		Museum Keeper	One						
5.	Saidla	Dawasaz/Pharmacy Attendant	One						
6.	Mahiyatul Amra	Laboratory Technician	Two						
7.	Niswan wa Qabalat	Attendant	Two						
8.	Ilmul Atfal								
9.	Tahafuza wa Samaji Tib								
10.	Moalajat								
11.	Jarahat								

12.	Amraze Amuzn Antwa Halaq								
13.	Ilaj bit Tadbeer								
14.	Amraze wa Tazeemat								
15.	Herbal Garden	Gardener	One						
		Multipurpose worker	One						

Note:

- i. Technical staff appointments shall have to be on permanent basis.
- ii. Technical staff on contractual basis or on casual basis only to the extent of 20% of the total staff positions prescribed for the college
- iii. Pay scales as per the scales prescribed by the state Govt. or Affiliating University from time to time
- iv. Constitution of the selection committee should be in accordance with the constitution prescribed by the affiliating university.
- v. Age of superannuation and other benefits shall be same as that of the state government / Affiliating University norms

Essential Qualifications: For the above posts qualifications will be same as recommended by the affiliating university and National Council of Indian System of Medicines.

I: Administrative and Supporting Staff

S. No.	Post	Minimum Requirement As Per J&K Paramedical Council	Staff Available	Deficiency If Any	Prescribed Qualification	Qualification of Appointee	Nature Of Appointment	Pay Scale	Remarks
1.	Administrative Officer	01							
2.	Clerk / Accountant	01							
3.	Store Keeper	01							
4.	Computer Assistant	01							
5.	Librarian	01							
6.	Peons	02							
7.	Sweepers	01							
8.	Gardener	01							

J: Requirement of Staff for College Library

S. No.	Post	Minimum Requirement of Staff	Staff Available	Deficiency If Any	Prescribed Qualification	Qualification of Appointee	Nature Of Appointment	Pay Scale	Remarks
1	Librarian	01							
2	Assistant Librarian	01							
3	Book Picker	01							
4	Peon	01							

K: Staff for the Hostel

S. No.	Post	Minimum Requirement of Hostel Staff	Staff Available	Deficiency If Any	Nature Of Appointment	Pay Scale	Remarks
1.	Warden	01					
2.	Cook	One For Every 50 Students For Each Shift					
3.	Kitchen & Dining Room Helper	One For Every 50 Students For Each Shift					
4.	Sweeper	01					
5.	Security Guard/ Chowkidar	01					

Note:

- i. Staff Appointments shall have to be on permanent basis.
- ii. Non- teaching staff on contractual basis or on casual basis only to the extent of 25% of the total staff positions prescribed for the college
- iii. Essential qualifications as per the qualifications prescribed by the state Govt or affiliating university for the above posts.
- iv. Pay scales as per the scales prescribed by the state Govt or Affiliating University from time to time.
- v. Selection committee shall be as per the constitution prescribed by the Affiliating University for such positions.
- vi. Age of superannuation and other benefits shall be same as that of the state government / Affiliating University norm.

L: Restricted Funds

S. No	Name Of The Fund	Minimum Amount Prescribed By The Affiliating University/ NCTE	Date Of Establishment	Amount As On Date	Remarks
1	Endowment Fund	Rs 5 Lakhs			
2	Contingency Fund	Rs. 7 Lakhs			

M: Budgets:

There has to be separate budget for every department and service centre like:

- Salary, pension and other benefits.
- Office contingencies
- Labs
- Library
- Sports