

**Monthwise attendance analysis for Non-Teaching Staff of Hayat Unani Medical College &  
Research Centre for the month of July 2026**

| S.No | Name                     | Designation                                        | Department                      | No. of days<br>in a month | Total<br>working days | Week<br>off | Holiday | Total<br>Present | Total<br>Leave | Total<br>Absent | Attendance<br>Percentage |
|------|--------------------------|----------------------------------------------------|---------------------------------|---------------------------|-----------------------|-------------|---------|------------------|----------------|-----------------|--------------------------|
| 1    | Mr. Junaid Ali Siddiqui  | Personal Assistant to Principal                    | Administrative account Services | 31                        | 27                    | 4           | 0       | 24               | 2              | 1               | 89%                      |
| 2    | Mr. Asim Khan            | Office Superintendent                              | Administrative account Services | 31                        | 27                    | 4           | 0       | 22               | 4              | 1               | 81%                      |
| 3    | Mr. Shahnawaz Ahmad Khan | Clerical Staff                                     | Administrative account Services | 31                        | 27                    | 4           | 0       | 25               | 2              | 0               | 93%                      |
| 4    | Mrs. Iram Khan           | Librarian                                          | Library                         | 31                        | 27                    | 4           | 0       | 25               | 2              | 0               | 93%                      |
| 5    | <b>Mr. Iqbal Ahmad</b>   | Attendant cum museum keeper or multitasking worker | Amraze Jild wa Tazeeniyat       | 31                        | 27                    | 4           | 0       | 27               | 0              | 0               | 100%                     |
| 6    | Mr. Aman Azeem Khan      | IT Officer                                         | IT Cell                         | 31                        | 27                    | 4           | 0       | 26               | 1              | 0               | 96%                      |
| 7    | <b>Mr. Mohd Javed</b>    | Office Assistant                                   | IT Cell                         | 31                        | 27                    | 4           | 0       | 26               | 1              | 0               | 96%                      |
| 8    | Mr. Lalit Singh          | Lab Technician                                     | Munafeul Aza                    | 31                        | 27                    | 4           | 0       | 21               | 3              | 3               | 78%                      |

|    |                         |                             |                                         |    |    |   |   |    |   |   |      |
|----|-------------------------|-----------------------------|-----------------------------------------|----|----|---|---|----|---|---|------|
| 9  | Mr. Amit Kumar Sharma   | Lab Assistant               | Tashreehul Badan                        | 31 | 27 | 4 | 0 | 25 | 2 | 0 | 93%  |
| 10 | Mr.Sayeed Akhtar        | Clerical Staff              | Administrative account Services         | 31 | 27 | 4 | 0 | 27 | 0 | 0 | 100% |
| 11 | Mr. Syed Mohd Akasha    | Lab Technician              | Mahiyatul Amraz                         | 31 | 27 | 4 | 0 | 25 | 1 | 1 | 93%  |
| 12 | Mr. Naushad Husain Khan | Coordinator                 | Clinical Skill or Simulation Laboratory | 31 | 27 | 4 | 0 | 23 | 1 | 4 | 85%  |
| 13 | Mr. Meraj Ansari        | Clerical Staff              | Administrative account Services         | 31 | 27 | 4 | 0 | 26 | 1 | 0 | 96%  |
| 14 | Mr. Abu Talha           | Attendent cum Museum Keeper | Saidla                                  | 31 | 27 | 4 | 0 | 25 | 1 | 1 | 93%  |
| 15 | Mrs. Poonam Devi        | Library Attendant           | Library                                 | 31 | 27 | 4 | 0 | 25 | 2 | 0 | 93%  |
| 16 | Mrs. Sunita Devi        | Attendant cum Museum Keeper | Tashreehul Badan                        | 31 | 27 | 4 | 0 | 23 | 2 | 2 | 85%  |
| 17 | Ms. Seema Devi          | Multitasking Worker         | Munafeul Aza                            | 31 | 27 | 4 | 0 | 25 | 1 | 1 | 93%  |
| 18 | Ms. Andesh Kumari       | Attendent cum Museum Keeper | Mahiyatul Amraz                         | 31 | 27 | 4 | 0 | 24 | 1 | 2 | 89%  |

|    |                     |                                                    |                               |    |    |   |   |    |   |   |      |
|----|---------------------|----------------------------------------------------|-------------------------------|----|----|---|---|----|---|---|------|
| 19 | Mrs. Soni           | Multi-Tasking Staff                                | IT Cell                       | 31 | 27 | 4 | 0 | 26 | 1 | 0 | 96%  |
| 20 | Mr. Ram Shankar     | Gardener                                           | Herbal Garden                 | 31 | 27 | 4 | 0 | 24 | 2 | 1 | 89%  |
| 21 | Mr. Sudarshan Kumar | Multi-Purpose Worker                               | Herbal Garden                 | 31 | 27 | 4 | 0 | 26 | 1 | 0 | 96%  |
| 22 | Mrs. Aarti Devi     | Attendent cum Museum Keeper                        | Ilmul Advia                   | 31 | 27 | 4 | 0 | 23 | 1 | 3 | 85%  |
| 23 | Mrs. Sunita Gautam  | Attendant                                          | Kulliyat                      | 31 | 27 | 4 | 0 | 20 | 3 | 4 | 74%  |
| 24 | Ms. Radha Rawat     | Attendant cum museum keeper or multitasking worker | Moalajat                      | 31 | 27 | 4 | 0 | 24 | 1 | 2 | 89%  |
| 25 | Mrs. Sima           | Attendant cum museum keeper or multitasking worker | Ilmul Atfal                   | 31 | 27 | 4 | 0 | 26 | 1 | 0 | 96%  |
| 26 | Mrs. Shakuntala     | Attendant cum museum keeper or multitasking worker | Jarahat                       | 31 | 27 | 4 | 0 | 25 | 2 | 0 | 93%  |
| 27 | Mrs. Gudiya Devi    | Attendant cum museum keeper or multitasking worker | Ilaj bit Tadbeer              | 31 | 27 | 4 | 0 | 26 | 1 | 0 | 96%  |
| 28 | Mrs. Gyanwati       | Attendant cum museum keeper or multitasking worker | Amraze Ain, uzn, Anf wa Halaq | 31 | 27 | 4 | 0 | 27 | 0 | 0 | 100% |

|    |                         |                                                    |                                 |    |    |   |   |    |   |   |      |
|----|-------------------------|----------------------------------------------------|---------------------------------|----|----|---|---|----|---|---|------|
| 29 | Ms. Alqama              | Warden                                             | Hostel Warden                   | 31 | 27 | 4 | 0 | 27 | 0 | 0 | 100% |
| 30 | Ms. Kajal               | Attendant cum museum keeper or multitasking worker | Niswan wa Qabalat               | 31 | 27 | 4 | 0 | 26 | 0 | 1 | 96%  |
| 31 | Afzal Khan Gauri        | Site Engineer                                      | Maintenance Cell                | 31 | 27 | 4 | 0 | 27 | 0 | 0 | 100% |
| 32 | Farhan Ahmad            | Office Assistant                                   | Human Resource Development Cell | 31 | 27 | 4 | 0 | 24 | 2 | 1 | 89%  |
| 33 | Afajal Khan             | Cadaver Lifter                                     | Tashreehul Badan                | 31 | 27 | 4 | 0 | 18 | 0 | 9 | 67%  |
| 34 | Rehan Haider            | Lab Technician for Quality testing laboratory      | Ilmul Advia                     | 31 | 27 | 4 | 0 | 27 | 0 | 0 | 100% |
| 35 | Sikander Yadav          | Lab Assistant                                      | Ilmul Advia                     | 31 | 27 | 4 | 0 | 27 | 0 | 0 | 100% |
| 36 | Darakshan Anjum         | Lab technician (Pharmacognosist)                   | Ilmul Advia                     | 31 | 27 | 4 | 0 | 24 | 3 | 0 | 89%  |
| 37 | Mohd Athar Husen Idrisi | Assistant Librarian                                | Library                         | 22 | 19 | 3 | 0 | 18 | 0 | 1 | 95%  |
| 38 | Ms. Rupali Rawat        | Attendant cum museum keeper or multitasking worker | Ilmul Atfal                     | 11 | 10 | 1 | 0 | 8  | 0 | 1 | 80%  |