

SCHEDULE II

AREA STATEMENT OF COLLEGE (AS PER NEW MES 1ST MAY 2024)

**(APPLICABLE FOR INSTITUTE FULLY ESTABLISHED OR UNDER ESTABLISH AFTER
THE PUBLICATION OF MESA&R 1ST MAY 2024)**

Minimum constructed area required for Administrative Section

Sr. No.	Unit	Minimum required constructed area (square meter) intake capacity wise				Available Area	Deficiency
		60	100	150	200		
1	Head of the Institution (Director or Dean or Principal) Office including anteroom and attached toilet	50	50	50	50	33.82	No
2	Personal Assistant to head of the Institution	10	10	10	10	10	No
3	Visitors lounge for visitors to head of the Institute and office	20	20	20	20	20	No
4	Office superintendent	10	10	10	10	10	No
5	Clerical staff, establishment and accounts section with cash counter	40	60	80	80	20	No
6	Record room	20	40	40	40	20	No
7	Central store	30	50	50	50	30	No
8	Pantry	05	05	05	05	-	No
9	Toilets for office staff	20	20	20	20	20	No
10	College council meeting room	75	100	150	200	75	No
11	Deputy Director or Deputy Dean or vice-principal (Two posts in case of intake capacity more than hundred)	20	20	40	40	20	No
12	Central workshop and maintenance cell	50	50	50	50	50	No




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