

**SCHEDULE II**  
**AREA STATEMENT OF COLLEGE (AS PER NEW MES 1<sup>ST</sup> MAY 2024)**  
**(APPLICABLE FOR INSTITUTE FULLY ESTABLISHED OR UNDER ESTABLISH AFTER THE PUBLICATION OF**  
**MESA&R 1<sup>ST</sup> MAY 2024)**

Minimum constructed area required for Administrative Section

Serial Number	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	50.5	
2.	Personal Assistant to head of the Institution	10	10	10	10	12	
3.	Visitors lounge for visitors to head of the Institute and office	20	20	20	20	22	
4.	Office superintendent	10	10	10	10	10.5	
5.	Clerical staff, establishment and accounts section with cash counter	40	60	80	80	64	
6.	Record room	20	40	40	40	45	
7.	Central store	30	50	50	50	52	
8.	Pantry	05	05	05	05	15	
9.	Toilets for office staff	20	20	20	20	25	
10.	College council meeting room	75	100	125	150	101	
11.	Deputy Director or Deputy Dean or vice-principal (Two posts in case of intake capacity more than hundred)	20	20	40	40	25	
12.	Central workshop and maintenance cell	50	50	50	50	54	

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Principal  
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Signature of Member

Signature of Member

Signature of Chairman