

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

