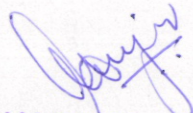


ANNEXURE-V


Ancillary staff

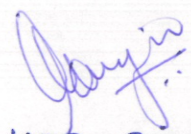
Name of the College / Institute: SETH GS MEDICAL COLLEGE & KEM HOSPITAL, PAREL

Unit	Post	Required	EXT.	DEF.
Central Record Section	Medical Record Officer Statistician Coding Clerks Recording Clerks Drafteries Peon Steno-Typist	√		
Central Animal House	Veterinary Officer Animal Attendant Technicians for Animal Operation Room Sweepers	-		
Central Library	Librarian with Degree in Lib. Sci. Deputy Librarian Documentalist Cataloguer Library Assistant Drafteries Peons	√		
Central Photographic cum Audio Visual Unit	Photographer Artist Modelleur Dark Room assistant Audio Visual Technician Storekeeper cum Clerk Attendant	√		
Medical Education Unit	Officer Incharge (Principal/Dean) Co-Ordinator (Head of Deptt. nominated by Principal / Dean) Faculty college faculty on part time basis. Supporting Staff: Stenographer Computer Operator Tech. in Audio Visual Photograph & Artist	-		
Central Sterilization Services Dept.	Matron Staff Nurse Technical Asst. Technician Ward Boy Sweeper	√		
Laundry	Supervisor Dhobi/Washerman/woman Packer	√		
Blood Bank	Professor/Reader Lecturer Technician Lab Attendants Storekeepers Record Clerk	√		


 DR. SUNIL KARANDE
 PROFESSOR & HOD, Pediatric
 DEPARTMENT OF PEDIATRICS,
 SETH G.S. MEDICAL COLLEGE &
 K.E.M. HOSPITAL,
 PAREL, MUMBAI - 400 012.

Central Casualty Service	Casualty Medical Officers Operation Theatre staff Stretcher bearers Recept. cum Clerk Ward Boys Nursing and Para Medical staff Clinical staff for casualty beds	√		
Central Workshop	Superintendent who shall be qualified Engineer Senior Technician Junior Technicians Carpenter Black Smith Attendants	√		


ACADEMIC DEAN
 Seth G. S. Medical College,
 Donde Margade,
 Mumbai - 400 012, India.


 For HOD Pediatrics

DR. SUNIL KARANDE
 PROFESSOR & HEAD,
 DEPARTMENT OF PEDIATRICS,
 SETH G.S. MEDICAL COLLEGE &
 K.E.M. HOSPITAL,
 PAREL, MUMBAI - 400 012.

Ancillary staff

Name of the College / Institute: Seth GS Medical college, Mumbai

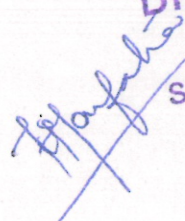
Unit	Post	Required	EXT.	DEF.
Central Record Section	Medical Record Officer Statistician Coding Clerks Recording Clerks Drafteries Peon Steno-Typist	1 1 4 6 2 2 1		
Central Animal House	Veterinary Officer Animal Attendant Technicians for Animal Operation Room Sweepers	1 2 1 2		
Central Library	Librarian with Degree in Lib. Sci. Deputy Librarian Documentalist Cataloguer Library Assistant Dafteries Peons	1 1 1 1 4 2 2		
Central Photographic cum Audio Visual Unit	Photographer Artist Modelleur Dark Room assistant Audio Visual Technician Storekeeper cum Clerk Attendant	1 1 1 1 1 1	each	
Medical Education Unit	Officer Incharge (Principal/Dean) Co-Ordinator (Head of Deptt. nominated by Principal / Dean) Faculty college faculty on part time basis. Supporting Staff: Stenographer Computer Operator Tech. in Audio Visual Photograph & Artist	1 1 . . . 1 1 2		
Central Sterilization Services Dept.	Matron Staff Nurse Technical Asst. Technician Ward Boy Sweeper	1 4 8 8 8 4		
Laundry	Supervisor Dhobi/Washerman/woman Packer	2 12 12		
Blood Bank	Professor/Reader Lecturer Technician Lab Attendants Storekeepers Record Clerk	1 1 6 6 6 6 2		
Central Casualty Service	Casualty Medical Officers Operation Theatre staff Stretcher bearers Recept. cum Clerk Ward Boys Nursing and Para Medical staff Clinical staff for casualty beds	4 As required 6 2 6 6 As required		
Central Workshop	Superintendent who shall be qualified Engineer Senior Technician Junior Technicians Carpenter Black Smith Attendants	1 4 (Mechanical, Electrical, Electronic, Refrigeration) 2 1 1 4		

ANNEXURE-V**Ancillary staff****Name of the College / Institute: Seth G.S. Medical College & KEM Hospital**

Unit	Post	Required	EXT.	DEF.
Central Record Section	Medical Record Officer Statistician Coding Clerks Recording Clerks Drafteries Peon Steno-Typist			
Central Animal House	Veterinary Officer Animal Attendant Technicians for Animal Operation Room Sweepers			
Central Library	Librarian with Degree in Lib. Sci. Deputy Librarian Documentalist Cataloguer Library Assistant Drafteries Peons			
Central Photographic cum Audio Visual Unit	Photographer Artist Modelleur Dark Room assistant Audio Visual Technician Storekeeper cum Clerk Attendant			
Medical Education Unit	Officer Incharge (Principal/Dean) Co-Ordinator (Head of Deptt. nominated by Principal / Dean) Faculty college faculty on part time basis. Supporting Staff:			

H. Marfatia
DR. HETAL MARFATIA
PROFESSOR AND HEAD
DEPARTMENT OF ENT
SETH G. S. MEDICAL COLLEGE
AND K.E.M. HOSPITAL,
PAREL, MUMBAI-400012
REG. NO.: 63884

	Stenographer Computer Operator Tech. in Audio Visual Photograph & Artist			
Central Sterilization Services Dept.	Matron Staff Nurse Technical Asst. Technician Ward Boy Sweeper			
Laundry	Supervisor Dhobi/Washerman/woman Packer			
Blood Bank	Professor/Reader Lecturer Technician Lab Attendants Storekeepers Record Clerk			
Central Casualty Service	Casualty Medical Officers Operation Theatre staff Stretcher bearers Recept. cum Clerk Ward Boys Nursing and Para Medical staff Clinical staff for casualty beds			
Central Workshop	Superintendent who shall be qualified Engineer Senior Technician Junior Technicians Carpenter Black Smith Attendants			


DR. HETAL MARFATIA
 PROFESSOR AND HEAD
 DEPARTMENT OF ENT
 SETH G. S. MEDICAL COLLEGE
 AND K.E.M. HOSPITAL.
 PAREL, MUMBAI - 400012.
 REG. NO.: 63884

Ancillary staff

Name of the College / Institute:

Unit	Post	Required	EXT.	DEF.
Central Record Section	Medical Record Officer Statistician Coding Clerks Recording Clerks Drafteries Peon Steno-Typist			
Central Animal House	Veterinary Officer Animal Attendant Technicians for Animal Operation Room Sweepers			
Central Library	Librarian with Degree in Lib. Sci. Deputy Librarian Documentalist Cataloguer Library Assistant Dafteries Peons			
Central Photographic cum Audio Visual Unit	Photographer Artist Modelleur Dark Room assistant Audio Visual Technician Storekeeper cum Clerk Attendant			
Medical Education Unit	Officer Incharge (Principal/Dean) Co-Ordinator (Head of Deptt. nominated by Principal / Dean) Faculty college faculty on part time basis. Supporting Staff: Stenographer Computer Operator Tech. in Audio Visual Photograph & Artist			
Central Sterilization Services Dept.	Matron Staff Nurse Technical Asst. Technician Ward Boy Sweeper			
Laundry	Supervisor Dhobi/Washerman/woman Packer			
Blood Bank	Professor/Reader Lecturer Technician Lab Attendants Storekeepers Record Clerk			
Central Casualty Service	Casualty Medical Officers Operation Theatre staff Stretcher bearers Recept. cum Clerk Ward Boys Nursing and Para Medical staff Clinical staff for casualty beds			
Central Workshop	Superintendent who shall be qualified Engineer Senior Technician Junior Technicians Carpenter Black Smith Attendants			

Ancillary staff

Name of the College/Institute:

Unit	Post	Required	EXT.	DEF.
Central Record Section	Medical Record Officer Statistician Coding Clerks Recording Clerks Drafteries Peon Steno-Typist			
Central Animal House	Veterinary Officer Animal Attendant Technicians for Animal Operation Room Sweepers			
Central Library	Librarian with Degree in Lib. Sci. Deputy Librarian Documentalist Cataloguer Library Assistant Dafteries Peons			
Central Photographic cum Audio Visual Unit	Photographer Artist Modelleur Dark Room assistant Audio Visual Technician Storekeeper cum Clerk Attendant			
Medical Education Unit	Officer in Charge (Principal/Dean) Co-Ordinator (Head of Deptt. nominated by Principal/Dean) Faculty college faculty on part time basis. Supporting Staff: Stenographer Computer Operator Tech. in Audio Visual Photograph & Artist			
Central Sterilization Services Dept.	Matron Staff Nurse Technical Asst. Technician Ward Boy Sweeper			
Laundry	Supervisor Dhobi/Washerman/woman Packer			
Blood Bank	Professor/Reader Lecturer Technician Lab Attendants Storekeepers Record Clerk			
Central Casualty Service	Casualty Medical Officers Operation Theatre staff Stretcher bearers Recept. cum Clerk Ward Boys Nursing and Para Medical staff Clinical staff for casualty beds			
Central Workshop	Superintendent who shall be qualified Engineer Senior Technician Junior Technicians Carpenter Black Smith Attendants			

Nayak 6/2/25
Dr. Ajita Nayak
 Prof. & Head
 Department of Psychiatry
 Seth GSMC & General Hospital,
 Mumbai - 400 012.

Ancillary staff

Name of the College/Institute:

Unit	Post	Required	EXT.	DEF.
Central Record Section	Medical Record Officer Statistician Coding Clerks Recording Clerks Drafteries Peon Steno-Typist			
Central Animal House	Veterinary Officer Animal Attendant Technicians for Animal Operation Room Sweepers			
Central Library	Librarian with Degree in Lib. Sci. Deputy Librarian Documentalist Cataloguer Library Assistant Dafteries Peons			
Central Photographic cum Audio Visual Unit	Photographer Artist Modelleor Dark Room assistant Audio Visual Technician Storekeeper cum Clerk Attendant			
Medical Education Unit	Officer In Charge (Principal/Dean) Co-Ordinator (Head of Deptt. nominated by Principal/Dean) Faculty college faculty on part time basis. Supporting Staff: Stenographer Computer Operator Tech. in Audio Visual Photograph & Artist			
Central Sterilization Services Dept.	Matron Staff Nurse Technical Asst. Technician Ward Boy Sweeper			
Laundry	Supervisor Dhobi/Washerman/woman Packer			
Blood Bank	Professor/Reader Lecturer Technician Lab Attendants Storekeepers Record Clerk			
Central Casualty Service	Casualty Medical Officers Operation Theatre staff Stretcher bearers Recept. cum Clerk Ward Boys Nursing and Para Medical staff Clinical staff for casualty beds			
Central Workshop	Superintendent who shall be qualified Engineer Senior Technician Junior Technicians Carpenter Black Smith Attendants			

ANNEXURE-V

Ancillary staff

Name of the College/Institute: Seth G.S.M.C. & K.E.M. Hospital, Mumbai - 12

Unit	Post	Required	EXT.	DEF.
Central Record Section	Medical Record Officer Statistician Coding Clerks Recording Clerks Drafteries Peon Steno-Typist			
Central Animal House	Veterinary Officer Animal Attendant Technicians for Animal Operation Room Sweepers			
Central Library	Librarian with Degree in Lib. Sci. Deputy Librarian Document a list Cataloguer Library Assistant Dafteries Peons			
Central Photographic cum Audio Visual Unit	Photographer Artist Modelleur Dark Room assistant Audio Visual Technician Store keeper cum Clerk Attendant			
Medical Education Unit	Officer Incharge (Principal/Dean) Co-Ordinator (Head of Deptt. Nominated by Principal/Dean) Faculty college faculty on part time basis. Supporting Staff: Stenographer Computer Operator Tech. in Audio Visual Photograph & Artist			
Central Sterilization Services Dept.	Matron Staff Nurse Technical Asst. Technician Ward Boy Sweeper			
Laundry	Supervisor Dhobi/Washer man/woman Packer			
Blood Bank	Professor/Reader Lecturer Technician Lab Attendants Storekeepers Record Clerk			
Central Casualty Service	Casualty Medical Officers Operation Theatre staff Stretch erbearers Recept. cum Clerk Ward Boys Nursing and Para Medical staff Clinical staff for casualty beds			
Central Workshop	Super intendent who shall be qualified Engineer Senior Technician Junior Technicians Carpenter Black Smith Attendants			

Ancillary staff

Name of the College / Institute:

Unit	Post	Required	EXT.	DEF.
Central Record Section	Medical Record Officer Statistician Coding Clerks Recording Clerks Steno-Typist			
Central Animal House	Veterinary Officer Animal Attendant Technicians for Animal Operation Room			
Central Library	Librarian with Degree in Lib. Sci. Deputy Librarian Documentalist Cataloguer Library Assistant Dafferies Peons			
Central Photographic cum Audio Visual Unit	Photographer Artist Modelleur Dark Room assistant Audio Visual Technician Sterilizer cum Clerk			
Medical Education Unit	Officer Incharge (Principal/Dean) Co-Ordinator (Head of Deptt. nominated by Principal / Dean) Faculty college faculty on part time basis. Supporting Staff: Stenographer Computer Operator Tech. in Audio Visual Photograph & Artist			
Central Sterilization Services Dept.	Matron Staff Nurse Technical Asst. Technician Ward Boy Sweeper			
Laundry	Supervisor Dhobi/Washerman/Women Packer			
Blood Bank	Professor/Reader Lecturer Technician Lab Attendants Storekeepers Record Clerk			
Central Casualty Service	Casualty Medical Officers Operation Theatre staff Stretcher bearers Recept. cum Clerk Ward Boys Nursing and Para Medical staff Clinical staff for casualty beds			
Central Workshop	Superintendent who shall be qualified Engineer Senior Technician Junior Technicians Carpenter Black Smith Attendants			

ANNEXURE-V
Ancillary staff
Name of the College / Institute: Seth GS Medical College, KEM Hospital Parel

Unit	Post	Required	EXT.	DEF.
Central Record Section	Medical Record Officer Statistician			
	Coding Clerks Recording Clerks Drafteries			
	Peon			
	Steno-Typist			
Central Animal House	Veterinary Officer Animal Attendant			
	Technicians for Animal Operation Room			
	Sweepers			
	Librarian with Degree in Lib. Sci. Deputy Librarian			
Central Library	Documentalist Cataloguer Library Assistant Drafteries			
	Peons			
	Photographer Artist Modelleur			
Central Photographic cum Audio Visual Unit	Dark Room assistant Audio Visual Technician Storekeeper cum Clerk			
	Attendant			
	Officer Incharge (Principal/Dean)			
Medical Education Unit	Co-Ordinator			
	(Head of Deptt. nominated by Principal / Dean)			

	Faculty college faculty on part time basis.			
	Supporting Staff:			
	Stenographer			
	Computer Operator			
	Tech. in Audio Visual Photograph & Artist			
	Matron Staff Nurse			
Central Sterilization Services Dept.	Technical Asst. Technician			
	Ward Boy Sweeper			
Laundry	Supervisor			
	Dhobi/Washerman/woman Packer			
	Professor/Reader			
	Lecturer Technician			
Blood Bank	Lab Attendants			
	Storekeepers			
	Record Clerk			
	Casualty Medical Officers			
	Operation Theatre staff			
	Stretcher bearers			
	Recept. cum Clerk			
Central Casualty Service	Ward Boys			
	Nursing and Para Medical staff			
	Clinical staff for casualty beds			
	Superintendent who shall be qualified Engineer			
Central Workshop	Senior Technician			
	Junior Technicians			
	Carpenter			
	Black Smith Attendants			

Data Verified by the Committee members:

Member

Member

Member

Chairman

PROFESSOR & HEAD
 Department of Forensic Medicine
 Seth GSMC & KEMH, Parel
 Mumbai-400 012

ACADEMIC DEAN

Seth G. S. Medical College,
 Acharya Donde Marg, Parel,
 Mumbai - 400 012, India.

ANNEXURE V

Ancillary staff

Name of the College / Institute:Seth GS Medical College

Blood Centre	Professor/Reader	1
	Lecturer	2
	Technician	21
	Lab Attendants	2
	Storekeepers	1
	Record Clerk	1

[Handwritten signature]
Professor and Head
Department of Transfusion Medicine
Seth G. S. Medical College & K. J. Somaiya Hospital
Parel, Mumbai - 400 012.

ANNEXURE- V**FOR FELLOWSHIP/CERTIFICATE COURSE(S) FOR A.Y. 2024-2025**

(As per provisions of the Maharashtra University of Health Sciences Act, 1998 and University Rule / Guidelines)

Date of Inspection :	
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1. Name(s) of the Fellowship/Certificate Course(s)

Sr. No.	Name of the Fellowship/Certificate Course	Course Started from the Academic Year	Intake Capacity Sanctioned by the University	Name of Mentorand Contact Details
01	Prevention and Control of Infectious Diseases	2019-20	02	Dr. Vijaykumar Singh, 9321019898 Dr. Rupali Sabale, 9833114558

2. Year-wise number of students admitted to Fellowship/ Certificate course during last 5 years

Sr. No.	Academic Year	Name of Fellowship / Certificate Course	Intake Capacity	No. of Students Admitted (In figure only)
1	A.Y. 2018. – 2019	Prevention and Control of Infectious Diseases	NA	NA
2	A.Y. 2019. – 2020		NA	NA
3	A.Y. 2020. – 2021		2	0
4	A.Y. 2021 – 2022.		2	0
5	A.Y. 2022 – 2023.		2	2
6	A.Y. 2024-2025		0	0

ANNEXURE-V

Ancillary staff

Name of the College / Institute: Seth GS Medical College, KEM

Unit	Post	Required	EXT.
Central Record Section	Medical Record Officer Statistician	1	0
	Coding Clerks Recording Clerks Drafteries	1	0
	Peon		
	Steno-Typist		
Central Animal House	Veterinary Officer	1	1
	Animal Attendant	2	2
	Technicians for Animal Operation Room	1	1
	Sweepers	2	4
Central Library	Librarian with Degree in Lib. Sci. Deputy Librarian	1	1
	Documentalist	1	-
	Cataloguer	1	-
	Library Assistant	11	5
	Dafteries	4	3
	Peons	6	2
Central Photograph ic cum Audio Visual Unit	Photographer	1	0
	Artist	1	1
	Modelleor	1	1
	Dark Room assistant	1	0
	Audio Visual Technician	1	0
	Storekeeper cum Clerk	1	0
	Attendant	1	
Medical Education Unit	Officer Incharge (Principal/Dean)	1	1
	Co-Ordinator	1	1
	(Head of Deptt. nominated by Principal / Dean)		
	Faculty college faculty on part time basis. Supporting Staff:	As per guidelines from NMC	18
	Stenographer	1	1
	Computer Operator	1	1

	Tech. in Audio Visual Photograph & Artist	2	2
Central Sterilization Services Dept.	Matron Staff Nurse	1	
	Technical Asst. Technician	2	
	Ward Boy Sweeper	1	1
Laundry	Supervisor	1	1
	Dhobi/Washerma n/woman Packer	1	1
Blood Bank	Professor	1	1
	Reader	1	1
	Lecturer	1	2
	Technician	12	15
	Lab Attendants	1	2
	Storekeepers	1	1
	Record Clerk	1	1
Central Casualty Service	Casualty Medical Officers Operation Theatre staff Stretcher bearers Recept. cum Clerk	1	1
	Ward Boys	1	1
	Nursing and Para Medical staff Clinical staff for casualty beds	1	1
Central Workshop	Superintendent who shall be qualified Engineer	1	1
	Senior Technician Junior Technicians Carpenter	1	1
	Black Smith Attendants	1	1

Hospital Parel

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