

Advt No. 023/2021,

**DEAN, DIRECTORATE OF AYUSH, GOVERNMENT AYURVED HOSPITALS,  
MAHARASHTRA AYURVEDIC SERVICE, GROUP-A**

**Duties & Responsibilities**

**COLLEGE :-**

1. He / She is responsible for the general management of the college, subject to the control of the Director of Ayurved, Maharashtra State, Mumbai. He/She shall carry out the executive duties connected with the administration of the college and shall correspond directly with the Director of Ayurved, Maharashtra State, Mumbai. He/She shall be responsible for all the correspondence in connection with his/her college and for the admission of the students.
2. He/She shall be responsible for the finance of his/her college preparation of budget estimates, indents, and the purchases and supplies.
3. Question regarding the acceptance and disposal of the request and donation to the college shall be referred by him/her to the Advisory State, Mumbai as the case may be.
4. He/She shall arrange the lectures and practical work in the college and hospital for each subject according to the syllabus of studies sanctioned by the concerned University. He/She may consult the staff, if necessary.
5. He/She shall be responsible for the discipline of the students in the hospital in connection with their work in the college and in the attached hospital. It shall be within his/her discretion to refer the case of any student who has been reported for disciplinary action for the consideration of Advisory Council or Director of Ayurved, Maharashtra State, Mumbai as the case may be if necessary. He/ She shall have power to expel a student from the hosted if considered necessary for the purpose of discipline, but any decision involving the dismissal of a student from the college shall be referred to the Director of Ayurved, Maharashtra State, Mumbai for confirmation. All the members of the staff in the college shall come under his/her orders in all matters of discipline and administration.
6. The student's hostel will be in his/her charge and shall be responsible for its management and maintenance of discipline in the hostel. He/She is also responsible for the suitability of outside lodging for the student to be approved by him/her. He/She shall arrange for an official

inspection of such lodging every term. .

7. All the apparatus which are at the college premises should be in him / her charge he / she is responsible for their maintenance in proper condition .
8. He/She shall bring before the Advisory Council for consideration any question or matter in regard to which he/she may desire its assistance or advise or in respect of which a requisition if any, has been made by the teaching staff of the college and setting forth the question or matter to be considered. He/She shall, however, not put before the Council any communication sent to him/her by the Director of Ayurved without specific sanction of Director of Ayurved, Maharashtra State Mumbai.
9. He/She shall sign all the certificate required by the student for examination and also the Notices,  
Orders etc. Relating to the delivering of lectures etc.

#### **HOSPITAL :-**

1. The dean is in-charge of the concerned hospital and is responsible for the order, discipline and efficient management thereof.
2. As an officer in-charge of the hospital, he/she will be addition to his/her professional duties from such rules and issue such orders as may be necessary for the proper administration of the attached hospital.
3. He/She will exercise general supervision on the treatment and management of all the patients and be responsible for their care and comforts.
4. He/She shall periodically take general round in the ward and Out patients Department and other Department and will also visit the hospital in the afternoon or at night everyday to supervise the work of the staff and to see that the premises are kept well and to satisfy himself/ herself that there are no serious cases remaining un – attended.
5. He/She will check the dead stock, clothing medical stores, instruments, library and other miscellaneous stock every quarter or more often, if necessary and condemn such clothing, instruments and other articles of dead stock as are unserviceable after following the prescribed procedure laid down by Government from time to time.
6. He/She shall investigate all complaints and take such disciplinary action as he/she deems necessary.
7. He/She will check the cash at random on any day monthly.