



SIMCA NAAC SSR CYCLE 2

Criterion 6

Internal Quality Assurance System

6.5.2 Quality assurance initiatives of the institution include:

- 1. Regular meeting of Internal Quality Assurance Cell (IQAC); Quality improvement initiatives identified and implemented.**

Dr. VijayaPuranik
Director, SIMCA





SINHGAD TECHNICAL EDUCATION SOCIETY'S
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E-mail : director_mca_simca@sinhgad.edu Website : www.sinhgad.edu



IQAC Minutes of Meetings and Action Taken Report Year 2020-21

Dr. VijayaPuranik
Director, SIMCA





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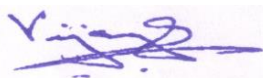


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IQAC Committee

Sr. No.	Name of the Member	Designation	Mobile No.
1	Dr. Anamika Singh Director	Chairman	9823440067
2	Dr. Vijaya Puranik, Management Representative	MEMBER	9822081437
3	Dr. S.U.Gawade, Management Representative	MEMBER	9822607221
4	Dr. Milind Marathe, Faculty Representative -MBA	MEMBER	9822885236
5	Dr. Rajesh Gawali, Faculty Representative -MCA	MEMBER	7219425500
6	Dr. Ashwini Brahme, Faculty Representative -MCA	MEMBER	9158982850
7	Dr. Poonam Sawant, Faculty Representative -MCA	MEMBER	9604160594
8	Mr. Amit Deshmukh, Faculty Representative -MBA	MEMBER	9923254087
9	Prof. Nitin Kanade, Faculty Representative -MBA	MEMBER	7038206620
10	Mr. Manish Kasbekar Registrar -Non Teaching Representative	MEMBER	9975549630
11	Ms. Pallavi Khurjekar, Admin Officer -Non Teaching Representative	MEMBER	9511645263
12	Ms. Pushpa Ghogare Accounts -Non Teaching Representative	MEMBER	8788015981
13	Mr. Natansh Dubey, Alumni Representative	MEMBER	9673459667
14	Mr. Pritesh Singh, Alumni Representative	MEMBER	9767333310
15	Mr. Surendra More - Student Parent	MEMBER	7517908486
16	Ms. Shivani S More - Student Representative - MBA	MEMBER	9545902998
17	Mrs. Sangeeta A Tare – Student Parent	MEMBER	9890695071
18	Mrs. Apeksha A Tare , Student Representative –MCA	MEMBER	9518561553
19	Mr. Sanjiv Desai, Industry Invitee	MEMBER	9021094511
20	Dr. Sudhir Hasabnis, Industry Invitee	MEMBER	8308835079
21	Dr. Prasanna Deshmukh, Local Society Member	MEMBER	9923254087
22	Prof. Pradeep Shitole	Member Secretary	9225653740


Dr. VijayaPuranik
Director, SIMCA





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Prof. M. N. Navale
M.E. (Tech), M.E. (MBA)
FOUNDER PRESIDENT

Dr. (Mrs.) Sunanda M. Navale
B.A., M.P.M., Ph.D.
FOUNDER SECRETARY

Dr. Anamika Singh
B.Sc., MBA, Ph.D., JMA (FOP)
DIRECTOR

Ref: SIMCA/2020-21

Date: 01/04/2021

Notice

Dear IQAC Members,

Greetings from Sinhgad Institute of Management and Computer Application, Pune.

A meeting of the members of IQAC has been called on Tuesday 6th April 2021 at 11 am in IQAC Cell, SIMCA to discuss the following points.

AGENDA

1. To read and confirm previous minutes of meeting.
2. To discuss about the activities to be conducted by IQAC during the next quarter.
3. To discuss examination of MBA / MCA
4. To discuss about strategy to be adopted for collection of fees.
5. Planning for academic year 2020-21 for MBA & MCA
6. Any other matter with the permission of the chair.

All the members are requested to attend the meeting.

Dr. Anamika Singh
Director SIMCA, Narhe



Dr. VijayaPuranik
Director, SIMCA



Minutes of IQAC Meeting

Date: 6/04/2021

Agenda 1: Read and confirm previous minutes of meeting.

Resolution: The members unanimously approved the same.

Agenda 2: Examination of MBA & MCA Students

Resolution:

- Conduct of End-Term Examination
- Identify the slow learners and fast learners. Conduct remedial classes for slow learners. Team-up slow and fast learners together for a mutual learning environment.

Agenda 3: Collection of Fees (MBA & MCA)

Resolution:

- It was discussed that Collection of fees will be done from students during form filling / submitting of SPPU exam form.

Agenda 4: Planning for academic year 2020-21 for MBA & MCA

Resolution:

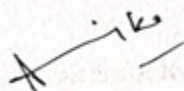
- Planning for even semester (2 & 4)
- Course allocation to all faculty members as per choice.

Agenda 5: To discuss about the activities to be conducted by IQAC during the next quarter

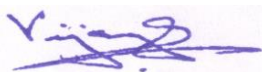
Resolution:

- As a CSR activity of SIMCA, Vaccination Drive to be organized under our supervision.
- To organize Online Parent's Meet after completion of Semester 2.

Vote of thanks proposed by Mr. Pradeep Shitole



Dr. Anamika Singh
Director SIMCA, Narhe



Dr. VijayaPuranik
Director, SIMCA





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FOUNDER SECRETARY

Dr. Anamika Singh
B.Sc., MBA, Ph.D., IIMA (F.D.P)
DIRECTOR

IQAC Meeting Notice

Attendance

01/04/2021

Name of the Member	Designation	Signatures
Dr Anamika Singh	Chairman	
Dr Milind Marathe	Member	
Dr.S.U.Gawade	Management Representative	
Dr Vijaya Puranik	Management Representative	
Dr Ashwini Brahme	Member	
Dr.Rajesh Gawali	Member	
Mr.Amit Deshmukh	Member	
Dr Poonam Sawant	Member	
Mr.Manish Kasbekar	Member	
Ms .Pallavi Khurjekar	Member (Admin)	
Ms. Pushpa Ghogare	Member (Accounts)	
Mr.Natansh Dubey	Alumni Representative	
.Mr.Noor Ul Huda	Alumni Representative	
Mr-Sureendra More	Parent (MBA)	
Mrs.Sangeeta Tare	Parent (MCA)	
Ms. Shirani More	Student (MBA)	
Ms. Apaksha Tare	Student (MCA)	

Dr. Anamika Singh
Director SIMCA, Narhe



Dr. Vijaya Puranik
Director, SIMCA





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B.A., M. P. M., Ph. D.
FOUNDER SECRETARY

Dr. Anamika Singh
B.Sc., MBA, Ph.D., IIMA (F.O.P)
DIRECTOR

- 2 -

Name of the Member	Designation	Signatures
Mr Sanjiv Desai	Industry Person	
Dr.Sudhir Hasabnis	Industry Person	
Dr. Prasanna Deshmukh	Local Society Member	
Mr.Pradeepkumar Shitole	Member secretary	

Dr. Anamika Singh
Director SIMCA, Narhe



Dr. VijayaPuranik
Director, SIMCA




Action Taken Report for the minutes of Meeting Dt: 01/04/2021

Sr. No.	Agenda	Action Taken
1	Activities to be conducted by IQAC during the next Quarter	The schedule of activities assigned to different faculty coordinators and review of the same to be undertaken periodically.
2	University Examination of MBA and MCA for Term 1 (Sem 1 & 3)	Executed successfully
3	Planning for academic year 2020-21 for MBA and MCA	Academic Calendar (AY2020-21) Term 2 Prepared and implemented.



Dr. Anamika Singh
Director SIMCA, Narhe



Dr. VijayaPuranik
Director, SIMCA





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Prof. M. N. Navale
 M.E. (Etc.), M.S., M.R.
 FOUNDER PRESIDENT

Dr. (Mrs.) Sunanda M. Navale
 B.A., M.P.M., Ph.D.
 FOUNDER SECRETARY

Dr. Anamika Singh
 B.Sc., MBA, Ph.D., BMA (F.G.P.)
 DIRECTOR

Ref: SIMCA/2020-21

Date: 29/12/2020

Notice

Dear IQAC Members,

Greetings from Sinhgad Institute of Management and Computer Application, Pune.

A meeting of the members of IQAC has been called on Tuesday 5th January 2021 at 11am in IQAC Cell, SIMCA to discuss the following points.

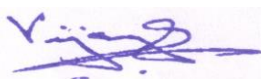
AGENDA

1. To read and confirm previous minutes of meeting.
2. To discuss about the activities to be conducted by IQAC during the next quarter.
3. To discuss Induction of MBA / MCA
4. To discuss about implementation of PhD course work on Research Methodology
5. Planning for academic year 2020-21 for MBA & MCA
6. Any other matter with the permission of the chair.

All the members are requested to attend the meeting.


 Dr. Anamika Singh
 Director SIMCA, Narhe




 Dr. VijayaPuranik
 Director, SIMCA



Minutes of IOAC Meeting

Date: 5/01/2021

Agenda 1: Read and confirm previous minutes of meeting.

Resolution: The members unanimously approved the same.

Agenda 2: Induction of MBA / MCA & PhD

Resolution

1. To plan online Induction Program of Minimum 2 days for MBA and MCA students – Dr. Marathe / Dr. Sudesh Sharma.
2. Allocation of Mentor Mentee to be executed during Induction Program.
3. Workshop to be organized on career guidance – Dr. Gawali

Agenda 3: PhD course work

Resolution: Planning of course work (Online) for PhD Scholars,

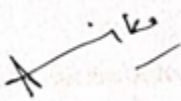
- Sourcing resource persons,
- Finalizing In-house guests
- Date finalized Sunday 28th March 2021
- Flyers to be promoted via social media
- To be co-ordinated by Dr. Marathe / Dr. Seema Choure.

Agenda 4: Planning for academic year 2020-21 for MBA & MCA.


Resolution:

- Course allocation to all faculty members as per choice.
 - Lecture Plan preparation by all faculty members for all allotted courses.
 - Course file preparation.
 - Preparation of Time Tables – Prof Manisha Shinde / Dr. Poonam Sawant
 - Proposed syllabus completion by March 2021.
 - Conduct of Mid-Term examination in last week of March
 - Display of marks
 - Conduct of End-Term examination in second week of April
 - Display of marks
4. To start working on NAAC AQAR 2020-21
 - Collection of data – write-ups/ Reports, Photographs etc.
 5. To ensure all students fill examination form of SPPU.

Vote of thanks proposed by Mr. Pradeep Shitole


Dr. Anamika Singh
Director SIMCA, Narhe




Dr. VijayaPuranik
Director, SIMCA





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FOUNDER PRESIDENT

Dr. (Mrs.) Sunanda M. Navale
B.A. M.C.M. Ph.D.
FOUNDER SECRETARY

Dr. Anamika Singh
B.Sc. M.A. Ph.D. M.A.S.O.P.
DIRECTOR

IQAC Meeting Attendance 29/12/2020

Name of the Member	Designation	Signatures
Dr. Anamika Singh	Chairman	
Dr. Milind Marathe	Member	
Dr.S.U.Gawade	Management Representative	
Dr Vijaya Puranik	Management Representative	
Dr Ashwini Brahme	Member	
Dr.Rajesh Gawali	Member	
Mr.Amit Deshmukh	Member	
Dr Poonam Sawant	Member	
Mr.Manish Kasbekar	Member	
Ms .Pallavi Khurjekar	Member (Admin)	
Ms. Pushpa Ghogare	Member (Accounts)	
Mr.Natansh Dubey	Alumni Representative	
.Mr.Noor Ul Huda	Alumni Representative	
Ms.Surendra More	Parent MBA	
Mrs. Sangeeta Tare	Parent MCA	
Ms. Apeksha Tare	Student MCA	
Ms. Shivani More	Student MBA	
Mr Sanjiv Desai	Industry Person	
Dr.Sudhir Hasabnis	Industry Person	
Dr. Prasanna Deshmukh	Local Society Member	
Mr.Pradeepkumar Shitole	Member secretary	

Dr. Anamika Singh
Director SIMCA, Narhe




Dr. Vijaya Puranik
Director, SIMCA

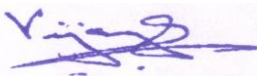


Action Taken Report for the minutes of Meeting Dt: 5/1/2021

Sr. No.	Agenda	Action Taken
1	Planning of activities to be conducted by IQAC during the next Quarter	The schedule of activities assigned to different faculty coordinators and review of the same to be undertaken periodically.
2	Induction of MBA and MCA.	Scheduled Online in Jan 2021.
3	Implementation of Ph.D. course work on Research Methodology	Scheduled Online in Feb 2021.
4	Planning of Academic year 2020-21 for MBA and MCA	Academic Plan for 2020-21 with respect to Subject Allocation, Course work, Syllabus completion, internal & university exams, and other activities prepared for MBA and MCA.


Dr. Anamika Singh
Director SIMCA, Narhe




Dr. VijayaPuranik
Director, SIMCA





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B.A., M.P.M., Ph.D.
FOUNDER SECRETARY

Dr. Anamika Singh
B.Sc., MBA, Ph.D., B.M.A., F.D.P.
DIRECTOR

Ref: SIMCA/ 2020-21

Date: 08/10/2020

Notice

Dear IQAC Members,

Greetings from Sinhgad Institute of Management and Computer Application, Pune.

A meeting of the members of IQAC has been called on Thursday 15th October 2020 at 11 am in IQAC Cell, SIMCA to discuss the following points.

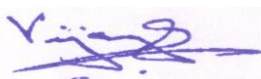
AGENDA

1. To read and confirm previous minutes of meeting.
2. To discuss about the activities to be conducted by IQAC during the next quarter.
3. To discuss on Admission Strategy for MBA & MCA.
4. Any other matter with the permission of the chair.

All the members are requested to attend the meeting.


Dr. Anamika Singh
Director SIMCA, Narhe




Dr. VijayaPuranik
Director, SIMCA



Minutes of IQAC Meeting

Date: 15/10/2020

Agenda 1: Read and confirm previous minutes of meeting.

Resolution: The members unanimously approved the same.

Agenda 2: Admission Strategy for MBA & MCA

Resolution: Discussion on suitable admission strategy for academic year 2020-21 considering the pandemic situation. (Sourcing of candidates / Conducting free webinars for applicants / CET workshops etc) was discussed.

Agenda 3: To discuss about the activities to be conducted by IQAC during the next quarter

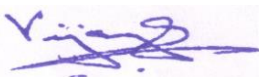
Resolution: To prepare a list of activities under the following heads-

- Cultural / Day's celebration
- CSR
- Placements
- Industry Institute Interaction- Workshops / Webinars
- Faculty Development Program
- Seminars (National / International)

1. Panel Discussion on women empowerment (NavDurga) to be conducted on 24th October – Prof. Manisha Shinde.
2. To encouraged students to undertake various online courses for improving communication – Prof Rajeshwari Shinde & Dr. Rajesh Gawali
3. To conduct one activity per week apart from regular lectures to keep the students engaged.
4. To involve students in the planning and execution stage for each activity to boost their team work.
5. Summer Internship project submission last date to be 30th November 2020.
6. Conduct of End-Term Examination.
7. To collate all activity reports and submit them to Admin Officer.


Dr. Anamika Singh
Director SIMCA, Narhe




Dr. VijayaPuranik
Director, SIMCA





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FOUNDER SECRETARY

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B.Sc., MBA, Ph.D., IIMA (F.D.P)
DIRECTOR

IQAC Meeting Notice

Attendance

08/OCT/2020

Name of the Member	Designation	Signatures
Dr Anamika Singh	Chairman	<i>[Signature]</i>
Dr Milind Marathe	Member	<i>[Signature]</i>
Dr.S.U.Gawade	Management Representative	<i>[Signature]</i>
Dr Vijaya Puranik	Management Representative	<i>[Signature]</i>
Dr Ashwini Brahme	Member	<i>[Signature]</i>
Dr.Rajesh Gawali	Member	<i>[Signature]</i>
Mr.Amit Deshmukh	Member	<i>[Signature]</i>
Dr Poonam Sawant	Member	<i>[Signature]</i>
Mr.Manish Kasbekar	Member	<i>[Signature]</i>
Ms .Pallavi Khurjekar	Member (Admin)	<i>[Signature]</i>
Ms. Pushpa Ghogare	Member (Accounts)	<i>[Signature]</i>
Mr.Natansh Dubey	Alumni Representative	<i>[Signature]</i>
.Mr.Noor UI Huda	Alumni Representative	<i>[Signature]</i>
Mr.Surendra More	Parent MBA	<i>[Signature]</i>
Ms.sangeeta Tare	Parent MCA	<i>[Signature]</i>
Ms .Shivani More	Student MBA	<i>[Signature]</i>
Ms. Apeksha Tare	Student MCA	<i>[Signature]</i>

[Signature]
Dr. Anamika Singh
Director SIMCA, Narhe



[Signature]
Dr. VijayaPuranik
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(Affiliated to Savitribai Phule Pune University & Approved by AICTE)

'NAAC' Accredited with 'A' Grade

S. No.49/1, Off Westerly Bypass, Pune-Mumbai Expressway, Narhe, Pune - 411 041. Tel.: (020) 66831896 / 66831908 / 66831907
 E-mail : director_mba_simca@sinhgad.edu Website: www.sinhgad.edu

Prof. M. N. Navale
 M.E. (Elec), MIE, MBA
 FOUNDER PRESIDENT

Dr. (Mrs.) Sunanda M. Navale
 B.A., M. P. M., Ph. D.
 FOUNDER SECRETARY

Dr. Anamika Singh
 B.Sc., MBA, Ph.D., IIMA (F.D.P)
 DIRECTOR

- 2 -

Name of the Member	Designation	Signatures
Mr Sanjiv Desai	Industry Person	
Dr.Sudhir Hasabnis	Industry Person	
Dr. Prasanna Deshmukh	Local Society Member	
Mr.Pradeepkumar Shitole	Member secretary	

Dr. Anamika Singh
 Director SIMCA, Narhe



Dr. VijayaPuranik
 Director, SIMCA





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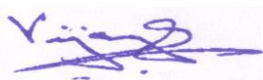


Action Taken Report for the minutes of Meeting Dt: 15/10/2020

Sr. No.	Agenda	Action Taken
1	Planning of activities to be conducted by IQAC during the next Quarter	The schedule of activities assigned to different faculty coordinators and review of the same to be undertaken periodically.
2	Admission Strategy for MBA & MCA.	Institute decides to surrender its Institute Quota seats. All seats of MBA are to be filled through DTE Central Admission Process. Efforts for direct admission only be made to fill against vacant seats.
3	Summer internship project submission for MBA students	Finalized as 30 th Nov. 2020
4	End-Term examination planning	End Term Examination Conducted in Nov 2020.


Dr. Anamika Singh
Director SIMCA, Narhe




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Ref: SIMCA/2019-20

Date: 25/06/2020

Notice

Dear IQAC Members,

Greetings from Sinhgad Institute of Management and Computer Application, Pune.

A meeting of the members of IQAC has been called on Thursday 2nd July 2020 at 11am in IQAC Cell, SIMCA to discuss the following points.

AGENDA

1. To read and confirm previous minutes of meeting.
2. To discuss on Conferences, FDPs, Workshops, etc.
3. To discuss on improvisation on Online Teaching pedagogy.
4. To discuss about the activities to be conducted by IQAC during the next quarter.
5. Approval for Continuation of Research Center.
6. Any other matter with the permission of the chair.

All the members are requested to attend the meeting.

Dr. Anamika Singh
 Director SIMCA, Narhe



Dr. VijayaPuranik
 Director, SIMCA



Minutes of IQAC Meeting

Date: 02/07/2020

Agenda 1: Read and confirm previous minutes of meeting.

Resolution: The members unanimously approved the same.

Agenda 2: To discuss on Conferences, FDPs, Workshops, etc.

Resolution:

- More effort should be on to organize Online International FDPs compared to conferences.
- Online FDP to be conducted for SIMCA Faculty to be organized by Dr. Milind Marathe and Prof. Ashwini Chavan on Topic- *New Paradigms In Learning Tools And Techniques For Teaching Learning*

Agenda 2: Improvisation on Online Teaching pedagogy

Resolution:

- Training to be given to all teaching and non teaching staff about MS Teams.
- To ensure all students attend online lectures.
- To shift from conventional course assignments to activity based evaluations. Focus to be more on Online Quiz, Presentations etc.

Agenda 3: To discuss about the activities to be conducted by IQAC during the next quarter

Resolution:

- Orientation Program of Semester 3 for MBA & MCA to be conducted by Dr. Milind Marathe & Dr. Ashwini Brahme.
- Virtual Alumni Meet to be organized in the month of October - Dr Milind Marathe
- Primary level planning for a panel discussion – Prof. Manisha Shinde
- 2 webinars to be conducted before October 2020 – Prof. Sachin Wankhede
- Conduct of Mid-Term Examination

Agenda 4: Approval for Continuation of Research Center

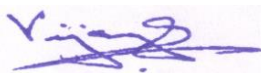
Resolution:

- To propose the Visit of the Local Inquiry Committee (LIC) of SPPU for continuation of Research Center on 10th July 2020.

Discussion on suitable admission strategy for academic year 2020-21 considering the pandemic situation.



Dr. Anamika Singh
Director SIMCA, Narhe



Dr. VijayaPuranik
Director, SIMCA





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DIRECTOR

IQAC Meeting Notice

Attendance

25/JUN/2020

Name of the Member	Designation	Signatures
Dr Anamika Singh	Chairman	<i>Anamika Singh</i>
Dr Milind Marathe	Member	<i>Milind Marathe</i>
Dr.S.U.Gawade	Management Representative	<i>S.U. Gawade</i>
Dr Vijaya Puranik	Management Representative	<i>Vijaya Puranik</i>
Dr Ashwini Brahme	Member	<i>Ashwini Brahme</i>
Dr.Rajesh Gawali	Member	<i>Rajesh Gawali</i>
Mr.Amit Deshmukh	Member	<i>Amit Deshmukh</i>
Dr Poonam Sawant	Member	<i>Poonam Sawant</i>
Mr.Manish Kasbekar	Member	<i>Manish Kasbekar</i>
Ms .Pallavi Khurjekar	Member (Admin)	<i>Pallavi Khurjekar</i>
Ms. Pushpa Ghogare	Member (Accounts)	<i>Pushpa Ghogare</i>
Mr.Natansh Dubey	Alumni Representative	<i>Natansh Dubey</i>
.Mr.Noor Ul Huda	Alumni Representative	<i>Noor Ul Huda</i>
Mr.Surendra More	Parent (MBA)	<i>Surendra More</i>
Ms. Sangeeta Tare	Parent (MCA)	<i>Sangeeta Tare</i>
Ms. shivani More	Student (MBA)	<i>Shivani More</i>
Ms. Apeksha Tare	Student (MCA)	<i>Apeksha Tare</i>

Anamika Singh
Dr. Anamika Singh
Director SIMCA, Narhe



Vijaya Puranik
Dr. VijayaPuranik
Director, SIMCA





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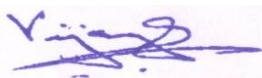


Action Taken Report for the minutes of Meeting Dt. 25/6/2020

Sr. No.	Agenda	Action Taken
1	Organization of Conference, FDP and Workshop	Institute to conduct ONLINE Conference, FDP and Workshop in Aug/Sep 2020.
2	Improvisation on online teaching pedagogy	IQAC recommends to use and adopt MS Teams as Online Platform for teaching pedagogy. Extensive Training to teaching staff online platform MS Teams to be provided ensuring focus on online activities.
3	Planning of activities to be conducted by IQAC during the next quarter	The schedule of activities assigned to different faculty coordinators and review of the same to be undertaken periodically.
4	Conduct of Mid-term Examination	Institute must conduct ONLINE Mid Term Exam after 10 weeks of Semester commencement.
5	Visit of the LMC of SPPU for Continuation of Research center on 10th July 2020.	Institute must take appropriate steps to ensure the fruitful Visit of LMC of SPPU on 10 th July 2020.



Dr. Anamika Singh
Director SIMCA, Narhe

Dr. VijayaPuranik
Director, SIMCA

