



Estd : 1989
NCISM College Code : AYU0153
MUHS College Code : 3401

NAAC ACCREDITED WITH B++, NABH & ISO 21001:2018 CERTIFIED
छत्रपती शाहू महाराज शिक्षण संस्था संचलित

आयुर्वेद महाविद्यालय व रुग्णालय

CHHATRAPATI SHAHU MAHARAJ SHIKSHAN SANSTHA'S

AYURVED MAHAVIDYALAYA & RUGNALAYA

(Recognized by National Commission for Indian System of Medicine, Ministry of AYUSH, Govt. of India, New Delhi & Affiliated to Maharashtra University of Health Sciences, Nashik.)



Sop's for UG Academic Committee 2023-2024

1. To conduct meetings with difference committees.
2. Regular supervision on practical's and lectures as per time table.
3. To collect list of fast learners and slow learners from all departments and decide policy regarding this.
4. Maintain cleanliness in classroom and audio - visual system.
5. To inform all department to display MTP & A.T.P.
6. Allotment of teacher student guardianship in each term. (Mentor Mentee)
7. Collect term end question papers from all departments, Xerox it and then submit it to exam committee.
8. To collect results from concern departments within 15 days after exam.
9. Regular checking of attendance roll call.
10. Chekiang and signing academic teacher dairy on each Saturday.
 - a) To Collect ATP from All Dept.
 - b) To Finalize - Annual Events calendar.
 - c) To Prepare - College Academic Calendar.
 - d) To Collect Letters from BOS & Academic Members of MUHS.



Reshmukh
Principal
Chhatrapati Shahu Maharaj Shikshan Sanstha's
Ayurved Mahavidyalaya & Rugnalaya,
Kanchanwadi, Chhatrapati Sambhajinagar



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Date: 11 /07 /2023

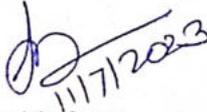
To,
The Principal,
Chhatrapati Shahu Maharaj Shikshan Sanstha's
Ayurved Mahavidyalaya & Rugnalaya,
Kanchanwadi, Chhatrapati Sambhajinagar.

Sub.: Submission of Annual Report-UG Academic Committee
(Period 01.06.2022 to 31.05.2023)

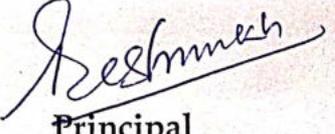
Name of Committee In charge - Dr. Deshmukh Jayashree
Total Meeting taken: 7

Proceedings: -

- 1) Review of month wise attendance of all four years are taken periodically.
- 2) Periodic assessment of all three terms are checked.
- 3) Discussion done on selection of electives for new first year.
- 4) Batch wise what's app group are prepared for student's daily attendance.
- 5) Results downloaded from MUHS website and analyzed.
- 6) Mentor mentee list prepared and distributed to concern departments.
- 7) Regular visits to class rooms for cleanliness, drinking water and audio-visual system checking.
- 8) Students are regularly monitored for dress code and discipline.
- 9) Finalize college academic calendar.
- 10) Regular super vision on practical's and lectures as per time table.


Sign with date:
Committee Incharge




Principal
Principal
Chhatrapati Shahu Maharaj Shikshan Sanstha's
Ayurved Mahavidyalaya & Rugnalaya,
Kanchanwadi, Chhatrapati Sambhajinagar.

Address : Kanchanwadi, Paithan Road, Chhatrapati Sambhajinagar- 431 011. (M.S.) कांचनवाडी, पैठण रोड, छत्रपती संभाजीनगर - ४३१ ०११ (एम.एस.)

Tel.: (0240) 2379248, 2646464, 2379035 Fax : (0240) 2646222.

Email : principal@csmsayurved.com, principalcsmsayur@gmail.com, Website : www.csmsayurved.com

Meeting No. - 1

25 August-2022

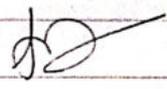
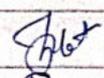
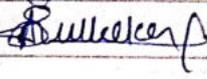
Agenda -

- Attendance of student
- Working of Mentor - Mentee
- Review of frequently absent student
- Planning of Education Tour.

Minutes -

- 1) Review of monthwise attendance taken from each year (subject wise)
- 2) Review of Mentor - Mentee - student teacher taken
- 3) Instruction given to concern year teacher regarding frequently absent student
- 4) Planning for educational tour done. (Place of tour, permission letter etc.)
- 5) Discussion done on parent teacher meeting

Committee Members

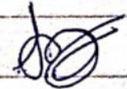
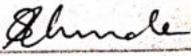
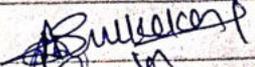
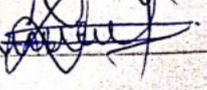
- 1) Dr. Deshmukh J. S. - (Incharge) - 
- 2) Dr. Takle S. M. -
- 3) Dr. Dhawali T. S. - 
- 4) Dr. Sulkekar Ankita - 
- 5) Dr. Uzma Shailch -

- Review of 1st Term exam taken. (1st B.A.-ms - Amlebaraj)
- Monthly teaching plan of 1st year department checked.
- periodic assessment of 1st term checked.
- Term exam results checked.
- Individual Monthwise attendance -
- * Profile updation (Personal details, Marks, attendance etc.) of every student.

Minutes -

- 1) Review of monthwise attendance taken.
- 2) Focus on profile updation of every student.
- 3) Discussion done on AYUSH ID, online feedback of every student.
- 4) Review taken of frequently absent student.
- 5) Discussion done regarding parent meeting every 6 month.
- 6) Discussion done on selection of elective.

Attendance of Meeting

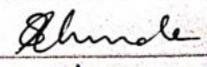
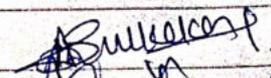
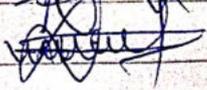
- 1) Dr. Deshmukh J. S. (Incharge) - 
- 2) Dr. Jape R. P. - 
- 3) Dr. Dhurde S. V. - 
- 4) Dr. Dhawal T. S. - 
- 5) Dr. Fulse S. D. -
- 6) Dr. Sulakar Ankita - 
- 7) Dr. Sheikh Uzma. -  AB
- 8) Dr. Tale S. M. -

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- Monthly teaching plan of 1st year department checked.
- periodic assessment of 1st term checked.
- Term exam results checked.
- Individual Monthwise attendance. -
- * Profile updation (Personal details, Marks, attendance etc.) of every student.

Minutes -

- 1) Review of monthwise attendance taken.
- 2) Focus on profile updation of every student.
- 3) Discussion done on AYUSH ID, online feedback of every student.
- 4) Review taken of frequently absent student.
- 5) Discussion done regarding parent meeting every 6 month.
- 6) Discussion done on selection of elective.

Attendance of Meeting

- 1) Dr. Deshmukh J.S. (Incharge) - 
- 2) Dr. Jape R.P. - 
- 3) Dr. Dhurde S.V. - 
- 4) Dr. Dhawaj T.S. - 
- 5) Dr. Fulse S.D. - -
- 6) Dr. Sulkekar Ankita - 
- 7) Dr. Sheikh Uzma. -  AB
- 8) Dr. Tatile S.M. - -

Agenda:

- Review of attendance & term exams of 3rd year students.

Minutes:

- Review of monthwise attendance taken
- Review taken of frequently absent students.
- Discussion done regarding parent meeting.
- Focus on profile updation of every student.

Committee members.

Dr. Deshmukh - ~~Dr.~~
Dr. Takale - ~~Dr.~~
Dr. Phawali T.S. - ~~Dr.~~
Dr. Sulkar. - ~~Dr.~~
Dr. Uzma Shaikh - ~~Dr.~~

Meeting no - 4

26/12/2022

• Notice :

All 1st yr. HOD are informed to attend the meeting as per below schedule -

Time - 2.30 pm

Venue - Acad. Incharge of V.

Dt - 26/12/2022.

• Agenda.

1. To Discuss - reg - Attendance - i.e. Absent Students.
2. Review of Amle batch - reg Academic Curriculum ; & Mentor - Mentee Review.

Academic Incharge

1. Dr. Jape R.R. —

2. Dr. Dhurde S.V. —

3. Dr. Fulse S.D. —

4. Dr. Vama Shaikh —

- Syllabus Taught ; Feed back ; Th. | ^{Separate} NLH | Pr.
- Attendance Register - Monthly Faculty Att.
- List of - Exam Absent Students - in term end & PA
- List of - slow Learner Student's List -
- Remedial Coaching Program / - Activity - Done
- NLH - Activity Done -
- List of - Common Absent Student List

Minutes of meeting -

- 1) Absent Student ला Fine लावण्यांत यावा;
Per day Rs. 500/- Minimum;
- 2) Regular ~~to~~ Absent Student च्या पालकांना बोलावून Parents मिटींग आयोजित करावी; (Progress Report दाखविण्यासाठी)
- 3) PA Exam ला Absent Students ला देखील Fine लावावा; Rs. 500/- Per Exam;
- 4) इंड लावण्याचो परवानगी मिळाली; तसे, त्या संदर्भात Sop, नियमावली; ठरविण्यांत यावी; अगोदर सर्वांना संकळविण्यांत यावी;
- 5) To Brllt List of
 - a) Exam Absent Students
 - b) Regular Absent Student
 - c) Slow Learner Students

6) Monthly Attendance i.e. Factual. (Principal should be given in % copy)

e.g. Theory (15)	% (100)	NLH	%	Practical.
10	75%			

Ist yr. Staff - Group

7) Students daily Attendance only on Staff Group; Not on Ist BAMS Students Group
Wed - 27/12/2022

8) Attendance: from May-2022 to Dec-23;

9) Parent-Teacher Meeting - schedule -
(Regularly Absent & Exam Absent Students)
DT-03/1/2023; Time - 10:30 Am; Venue -
(Tuesday) Conference

Minutes of meeting -

- 1) Absent Student ला Fine लावण्यांत यावत;
Per day Rs. 500/- Minimum;
- 2) Regular & Absent Student च्या पालकांना बोलावून Parents मीटिंग आयोजित करावी; (Progress Report दाखविण्यासाठी)
- 3) PA Exam ला Absent Students ला देखि Fine लावता; Rs. 500/- Per Exam;
- 4) हंड लावण्याचो परवानगी मिळाली; तरतू, त्या संदर्भ SOP; नियमावली; ठरविण्यांत यावी;
अगोदर सर्वांना स कळविण्यांत यावी;
- 5) To Build List of
 - a) Exam Absent Students
 - b) Regular Absent Student
 - c) Slow learner Students

6) Monthly Attendance i.e. Factual (Principal should be given in % copy
e.g. Theory (15) | % (100) | NLH | % | Practical;
10 | 75% | 1.2 | Ist yr. 'Stabb-Group'

7) Students daily Attendance only on Staff Group; Not on Ist BAMS Students Group;
Wef - 27/12/2022;

8) Attendance: from May-2022 to Dec-23;

9) Parent-Teacher Meeting - schedule -
(Regularly Absent & Exam Absent Students)
Dt-03/1/2023; Time-10:30 Am; Venue -
(Tuesday) Conference

Room

10) TO prepare New class (lect. Hall.)
For 1st BAMS :-
∴ Old. संहिता-विभाग (Near Anatomy dept.)
• Stand by Hall; TO use in Exam
period;

Reshman
27/12/2022

Dr. Deshmukh - for 27/12/2022
Dr. Takale - for
Dr. Dhawali - for
Dr. Sulkekar - Bullker
Dr. Uzma Shaikh - for

meeting no. 5

24/01/2023

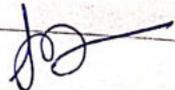
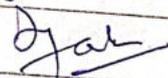
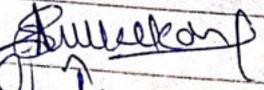
Agenda :

- Regarding timetable preparation & distribution of timetable to all IIIrd yr departments.

Minutes :

1. Meeting taken on 24/1/22 at 11:00 am.
2. Proposed timetable.
3. Distributed to all depts. & to the office.
4. Lectures started acc. to timetable from 6/2/23.

Committee members :

1. Dr. Deshmukh - 
2. Dr. Takale - 
3. Dr. Dhawali - 
4. Dr. Sulkekar - 
5. Dr. Shaikh U.T. - 

meeting no. 6

3/02/2022

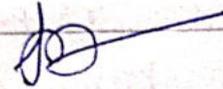
Agenda :

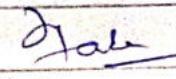
- Regarding mentor-mentee preparation of IIIrd year Achawale Batch.
- Distribution of mentor-mentee list to all IIIrd year depts

Minutes :

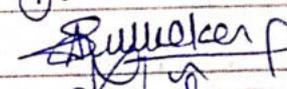
- Meeting taken on 3/2/22 at 10.30 a.m.
- Prepared mentor-mentee list
- Distributed to all depts of IIIrd year.

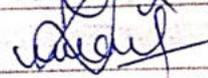
Committee members :

Dr. Deshmukh - 

Dr. Takale - 

Dr. Dhawaliya - 

Dr. Sukekar - 

Dr. Shaikh U.T. - 

Agenda:-

- Regarding poor attendance of 1st & 3rd B.A.M.S. students
- Result analysis (MUHS - Result) of 2nd & 3rd year B.A.M.S. students.

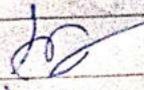
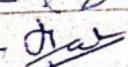
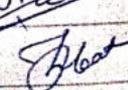
Minutes :-

- 1) Meeting taken on 08/04/2023 at 11:00 am.
- 2) Discussion done regarding poor attendance of students
- 3) Result downloaded from MUHS website & analysed.

Action Taken:-

- 1) Telephonic conversation done with parents.
- 2) Information regarding students having poor attendance given to their respective teacher/guardian.
- 3) Preparation of Pass & Fail students list prepared.

Committee Members

- | | | | | |
|----|-------------------|---|----------|-----------------------------------------------------------------------------------------|
| 1) | Dr. Deshmukh J.S. | - | Incharge | -  |
| 2) | Dr. Takale | - | Member | -  |
| 3) | Dr. Dhaway T.S. | - | - " - | -  |
| 4) | Dr. Sultekar A. | - | - " - | - |
| 5) | Dr. Sheikh Uzma | - | - " - | - |



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Sop's for PG Academic Committee 2023-2024

1. Conduct meetings with PG academic & other supportive committee.
2. Every year to arrange inaction program of 1st PG students.
3. Regular supervision on theory any practical as per time table.
4. To arrange IEC for synopsis presentations for PG and Ph.D students.
5. To arrange dissertation presentations for PG students.
6. To arrange BORS meeting.
7. To arrange pre-university exam for pre-PG and Final PG students.
8. Regular checking of attendance roll call.



Reshmi

Principal

Chhatrapati Shahu Maharaj Shikshan Sanstha's
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Date: 11 /07 /2023

To,
The Principal,
CSMSS Ayurved Mahavidyalaya,
Kanchanwadi, Chhatrapati Sambhajinagar.

Sub.: Submission of Annual Report -PG Academic Committee
(Period 01.06.2022 to 31.05.2023)

Name of Committee In charge - Dr. Deshmukh Jayashree
Total Meeting taken: 5

Proceedings: -

- 1) Pre PG, IInd PG & IIIrd PG Academic Planner was revised-June 2022
- 2) Induction Program carried out for newly admitted PG -2021-22
- 3) Synopsis presentation of Pre PG-Students – 22 Aug to 30 Aug 2022
- 4) Check list for Final year exam going students verified (Logbook, CRF, Certificates, Charts, Attendance, Articles etc.)
- 5) Pre-University internal Examination for Final year PG students conducted smoothly.
- 6) 100 % Result of Final year students achieved.
- 7) Attendance and regular work of all PG students monitored.
- 8) Time Table of Transitional Curriculum Program – Sanskaram prepared and conducted as per NCISM norms from 10 April to 29 April 2023.
- 9) Circular regarding Pre PG (2022-23) synopsis submission received from MUHS hence decided to plan synopsis presentation in month of August.

Dr. Deshmukh Jayashree
11/7/2023

Sign with date:
Committee Incharge



Dr. Deshmukh Jayashree

Principal
Chhatrapati Shahu Maharaj Shikshan Sanstha's
Ayurved Mahavidyalaya & Rugnalaya,
Kanchanwadi, Chhatrapati Sambhajinagar.

Agenda - Final PG dissertation submission
- Pre PG synopsis submission; RMW workshop.

Minutes of meetings -

1) Final PG dissertation related documents verification.

Department	Documents	Name of faculty
1) Kayachikitsa ⑥	- Case R.F. - logbook - Certificates	- DR. Sonawane - DR. Bakhate - DR. Neralkar
2) Panchakarma ⑥	- C.R.F. - logbook - certificates	- DR. Yannawar - DR. Patilkar - DR. Deshmukh J.S.
3) Shalya Tantra ⑥	- CRF - logbook - certificates	- DR. Fadnis - DR. Gadke - DR. Patole.
4) Streezog ⑥	- CRF - logbook - certificates	- DR. Gaikwad M. - DR. Deshmukh A.M. - DR. Amale D.T.
5) Balzog ⑥	- CRF - logbook - certificates	- DR. Nimbalkar - DR. Vitonde - DR. Buley A.K.
6) Rognidan ⑥	- CRF - logbook - certificates	- DR. Divekar - DR. Hingne - DR. Dhurve S.V.
7) Dravyaguna ②	- logbook - certificate -	- DR. Gadve ↗ ↗ - DR. Gundse ↘ ↘
8) Samhita ④	- CRF - logbook - certificate	- DR. ^{Kulkarni J.V.} Deshpande - DR. ^{Mhaske P.} Bhagwat - DR. Ghotankar A.M.
9) Raehana ②	- logbook - certificate	- DR. Talde - DR. Upadhaya.
10) Anant...	- logbook	- DR. Kale - ^{Bhagwat}

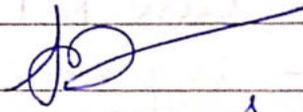
Final PG dissertation presentation should be till 15 July

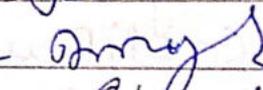
RMW workshop - 9, 10, 11 July 2022
organized by Panchakarma dept.

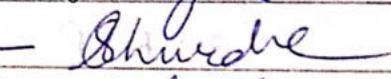
Message regarding PG Final dissertation presentation
is given on what's up on 18/06/2022.

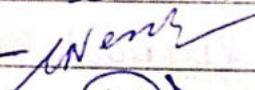
Pre PG - Online Registration of newly admitted PG till
01/07/2022.

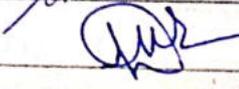
Notice Regarding this is given by office.

DR. Deshmukh J-S. - 

DR. Ghotankar A-M - 

DR. Dhurde S-V. - 

DR. Neralkar V.K. - 

DR. Amale D-J. - 

Meeting no ②

27/07/2022

Agenda - Regarding synopsis presentation of PGE PG.

Minutes of meeting -

- PG final submission of synopsis to MVHS is 10/10/2022
- Time table of PG synopsis presentation is decided to schedule from 22/08/2022 to 30/08/2022 that of 8 PG department.
- Review of final year PG dissertation submission.

Department	Date	Chairperson.
1) Streesog prasuti	22/08/2022	1) DR. Fadnis K.K.
2) Kamaebhrutya	23/08/2022	2) DR. Sonawane R.A.
3) Kayachikitsa	24/08/2022	3) DR A.M. Deshmukh
4) Panchakarma	25/08/2022	4) DR. Bhujbal A.
5) Shalyatantra	26/08/2022	5) DR. Yemawar S.M.
6) Samhita	27/08/2022	6) DR. Deshpande J.C.
7) Rognidan	29/08/2022	7) DR. Nimbalkar N.F.
8) Dravyaguna	30/08/2022	8) DR. Hingne A.P.

DR. Deshmukh I.S.

DR. Chhotankar A.M.

DR. Dhunde S.V.

DR. Neralkar U.K.

DR. Amale D.J.

(Signature)
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Meeting no (3)

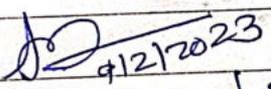
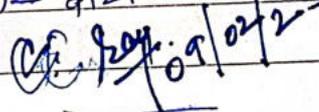
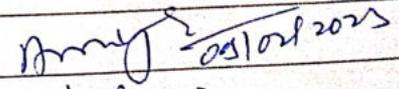
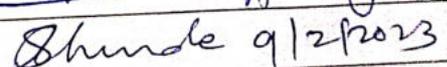
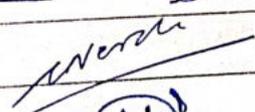
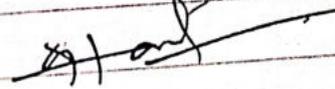
9/02/2023

Agenda - Meeting with HOD of All PG department

Minutes of meeting -

- 1) Pre PG - exam going batch - 27 June 2023
check list should be completed by all Pre-PG.
- 2) IInd / Pre PG = Progress report should be filled till 15th Feb and submit to office.
- 3) Attendance is compulsory in all departments.
- 4) Ph.D admission till date 2 remaining.
- PG admission - 37, 11 Remaining
- 5) Check list distribution of all PG departments.
- 6) All PG's ~~are~~ should be present in department from 9.30 am to 1.00 pm compulsory otherwise fine will be implemented. = 500/- per day.

7)

- 1) DR. Deshmukh J.S —  9/2/2023
- 2) DR. Buxley A.K —  09/02/23
- 3) DR. Ghotankar A.M —  09/02/2023
- 4) DR. Dhurde S.V —  Shinde 9/2/2023
- 5) DR. Neralkar V.K —  Neralkar
- 6) DR. Amale D.J —  Amale
- 7) DR. Shinde G.V —  Shinde
- 8) DR. Gaoth B.N. —  Gaoth

Meeting no-(4)

01/04/2023

Minutes of meetings -

Agenda - New admitted students. 'Samskar Orientation Program' by NCISM.

1) Induction / Samskar Orientation Program by NCISM is decided from 10th April 2023.

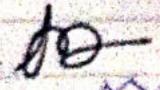
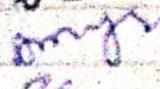
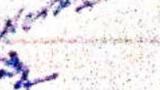
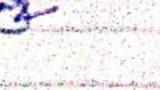
2) To prepare Time table for orientation programme & attending to programme given by NCISM.

3) Allotment of lectures to PG Teachers as follows

Sr. No		Hours
1	-	3 hours
2	-	1 hr + 1 hr
3	-	12 hrs.
4	-	12 hrs.
5	-	10 hrs. = 20 hrs
6	-	6 1/2 hrs.
7	-	9 1/2 hrs.
8	-	03
9	-	02 hrs + 03 hrs
10	-	05 hrs.
11	-	02 hrs. + 4 hrs. = 07 hrs
		<u>99 hrs</u>

Day 1 }
Day 2 } Scesog
Day 3 }
Day 4 } Rognidan
Day 5 }
Day 6 } Samskita
Day 7 } shalaya
Day 8 }
Day 9 } Dsavya
Day 10 } Balog Samhita
Day 11 }
Day 12 } Chikista . Balog

Day 13 }
Day 14 } Chikisa
Day 15 }
Day 16 } panchakarma

DR. Deshmukh J.S. - 
DR. Ghotankar A.M. - 
DR. Dhusde S.V. - 
DR. Nandkumar U.K. - 
DR. Amale D.J. - 

Meeting no. 05

11/5/2023

Agenda: Regarding New Pae P4-2022-23 Synopsis presentation
- RMW workshop.

Minutes of meetings:

- 1) RMW - Hatya department will organize the RMW workshop = Kayachilisa.
- June second week = 16-17-18 June 2023.
- 2) Synopsis presentation from 26/06/2023 onwards.

Date	day	Department	
18/07/23	Tue	संरक्षित	डॉ. देवांगी गोखले
19/07/23	Wed	प्रत्युत्पादन	डॉ. दिनेशकर कणकर
20/07/23	Thu	सोसायिटी	डॉ. मेधा मुखर्जी राजकीय एजेंसी
21/07/23	Fri	अभियोग	डॉ. माधवी भावकरवाड
22/07/23	Sat	खालरोग	डॉ. अश्ली विमोडे
24/07/23	Mon	पंचकर्म	डॉ. मुंडरे
25/07/23	Tue	शक्य	डॉ. पारोळे
26/07/23	Wed	कायचिकित्सा	डॉ. मेधा मुखर्जी

- 1) DR. Deshmukh J. S.
- 2) DR. Chotankar A.M
- 3) DR. Dhurve S.V.
- 4) DR. Neerkar V.K
- 5) DR. Amale D.S


Anurag Shinde
Anurag Shinde
