

Student Services Centre (SSC)

About the Centre

The Student Services Centre (SSC) of Shree Ramkrishna Institute of Computer Education and Applied Sciences is established in accordance with the guidelines of the University Grants Commission (UGC) to provide comprehensive support services to students and to ensure their **academic, personal, and professional well-being** during their student life.

The Committee aims to ensure that students receive timely assistance and access to essential services that contribute to their academic success, personal development, and overall well-being. It works in coordination with various university units such as academic departments, training and placement cell, hostel administration, counselling services, and other student support mechanisms.

Vision:

To create a supportive and student-centric environment that promotes academic success, personal well-being, and holistic development of students.

Mission:

- To provide integrated support services that address the academic, personal, and professional needs of students.
- To facilitate access to scholarships, financial assistance, counselling services, and welfare schemes.
- To promote student well-being through guidance, mentoring, and support programmes.
- To strengthen student engagement and participation in academic, cultural, and social activities.

Student Services Centre (SSC) Members:

Sr No	Member Name	Role	Available at Room No.
1.	Dr Manisha N Shah	Coordinator	202
2.	Dr Nishith Desai	Member	Gymkhana
3.	Dr Nehal Shah	Member	403
4.	Dr Toral Desai	Member	204
5.	Dr Panna Desai	Consulting Physician	Health Center

Functions of the Committee

The Student Services Centre Committee shall:

- Coordinate and facilitate various student support services within the university.
- Provide guidance and counselling to students regarding academic and personal challenges.

- Assist students in accessing scholarships, financial aid, and government welfare schemes.
- Address student grievances and ensure timely redressal through appropriate mechanisms.
- Promote student wellness through health awareness programmes and counselling services.
- Facilitate career guidance, mentoring, and skill development initiatives.
- Support international students and students from diverse backgrounds.
- Maintain records and documentation related to student services and welfare programmes.

Plan of Action:

- Effective coordination of student support services across the university.
- Timely assistance to students seeking academic guidance, counselling, or administrative support.
- Monitoring of the implementation of student welfare schemes and support services.
- Promote awareness about available student services and support mechanisms.
- Facilitate collaboration with different university units to improve student experience.
- Maintain confidentiality and fairness in handling student grievances and concerns.
- Plan various activities and prepare reports and documentation on student services and activities.
- Periodically meeting to review student support services and welfare initiatives.
- Reviewing student requests, grievances, or support needs and coordinate with relevant departments for resolution.
- Organisation of awareness programmes, workshops, and counselling regularly for students.
- Maintenance of proper records of services provided and actions taken.
- Preparation and submission of Annual reports on student support services and welfare initiatives

In compliance to the University Grants Commission, Guidelines various activities planned under this committee are,

Nature of Activities	Type of Activities	Tentative dates/month
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Physical Fitness activities	Various sports activities and competitions (Schedule given by Gymkhana committee), BMI, Fitness Assessment	Throughout the year During September 2026
Mental health programme	Expert session	During September 2026 (Suicide prevention month)
Health awareness programmes	Ergonomics Physiotherapy Session PCOD awareness program Healthy Food, Healthy Family-IKS Traditional Food Preparation Competition	During November 2026 During December 2026
Psychological and Emotional Well Being	Yoga/Psychological relaxation Session (May in collaboration with Youth Connect Team)	Throughout the year