



Sarvajani University – Student Service Centre (SSC)

As per UGC Guidelines

Service Category	Details of Services Provided	Contact
Admission Support	Application guidance, counselling, and document verification	Admission Cell
Scholarship & Financial Aid	Help with applying for government/private scholarships, fee waivers	Scholarship Office
Academic Advising	Subject selection, backlog handling, credit transfer, academic guidance	Academic Cell / Faculty Advisors
Grievance Redressal	Redressal of complaints and academic/personal grievances	Grievance Redressal Committee
Career Guidance & Placement	Internships, placement support, resume building, career counselling	Training & Placement Cell
Health & Wellness	Medical aid, mental & physical health counselling, emergency care	University Health Centre
Hostel Accommodation	Hostel allocation, maintenance, and welfare	Hostel Warden
Anti-Ragging Cell	Monitoring, complaint handling, student safety	Anti-Ragging Committee
Equal Opportunity Cell	Inclusive support for SC/ST/OBC, minorities, and PwD students	Equal Opportunity Cell
Library & e-Resources	Access to print and digital resources, research help	Librarian
IT, ERP & Digital Support	ERP login help, student portals, Wi-Fi, ID cards, and technical issues	IT Helpdesk
Student Clubs & Cultural Programs	Club registrations, cultural festivals, annual functions, student-led events	Dean of Students / Cultural Committee
Alumni Interaction	Alumni meets, mentoring, networking opportunities	Alumni Relations Cell
Examination Services	Exam schedule, results, transcripts, revaluation, academic certificates	Controller of Examinations
Sports & Recreation	Sports facilities, gymnasium, tournaments	Director of Physical Education
NSS (National Service Scheme)	Community outreach, leadership, and volunteer programs	NSS Program Officer
Accounts / Fees / Finance	Fee payments, refunds, financial receipts, billing-related queries	Accounts Section