



# Gyanmanjari

## Innovative University

10 JUN 2025

GMIU/REG/Committee/2025-26/09

Revised 1

### Student Service Centre (SSC)

Service Category	Details of Services Provided	Contact	Appointed Person
Admission Support	Application guidance, counseling, and document verification	Admission Cell	Prof. S J Vala
Scholarship & Financial Aid	Help with applying for government/private scholarships, fee waivers	Scholarship Office	Mr. Mitul Kakadiya
Academic Advising	Subject selection, backlog handling, credit transfer, academic guidance	Academic Cell / Faculty Advisors	Prof. Amit Maru
Grievance Redressal	Redressal of complaints and academic/personal grievances	Grievance Redressal Committee	Prof. S J Vala
Career Guidance & Placement	Internships, placement support, resume building, career counselling	Training & Placement Cell	Prof. Rahul Parmar
Health & Wellness	Medical aid, mental & physical health counselling, emergency care	University Health Centre	Dr. Bhavik Kamdar
Hostel Accommodation	Hostel allocation, maintenance, and welfare	Hostel Warden	Mr. Prakash Gondaliya
Library & e-Resources	Access to print and digital resources, research help	Librarian	Mr Jiten Makwana
IT, ERP & Digital Support	ERP login help, student portals, Wi-Fi, ID cards, and technical issues	IT Helpdesk	Mr. Mayur Hanani
Student Clubs & Cultural Programs	Club registrations, cultural festivals, annual functions, student-led events	Dean of Students / Cultural Committee	Dr. Chetan Baraiya
Alumni Interaction	Alumni meets, mentoring, networking opportunities	Alumni Relations Cell	Pro. Anish Vora
Examination Services	Exam schedule, results, transcripts, revaluation, academic certificates	Controller of Examinations	Dr. Vinod Ujeniya
Sports & Recreation	Sports facilities, gymnasium, tournaments	Director of Physical Education	Dr. Viram Parmar
NSS (National Service Scheme)	Community outreach, leadership, and volunteer programs	NSS Program Officer	Prof. Pradip Prajapati
Accounts / Fees / Finance	Fee payments, refunds, financial receipts, billing-related queries	Accounts Section	Dr. Nikunj Dave

- Committee is formed as per NEP 2020 guidelines and recommendations for student services in HEIs.



  
Provost & CEO

GMIU

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