

YESHWANTRAO CHAVAN COLLEGE OF ENGINEERING, NAGPUR

SoP – STUDENT SUPPORT CENTER

- The Student Support Center will work to support and/or help the students, parents and alumni in all possible ways.
- This center will be a strong interface between the students, parents, faculty and staff members of the institution.
- It will also be a coordinating link between the various departments/sections of the institution and the students.
- This center will extend every aid and assistance to solve the queries of the students and resolve their issues related to academics, administrative departments, technical departments, student section, accounts section, scholarship section, admission related, exam section, T&P related, maintenance related etc.
- For online registration of the queries, under the tab of Student support center, a Google form is made available through the tab '**Online registration link**'. The students can register their queries through this Google form and those queries will be addressed by the student support center.
- The students visiting to the center will be asked to fill a simple registration form so as to keep the record and track of his/her query/problem and following it up.
- The center will resolve the queries of the student related to the following areas
 1. Psychological Counseling
 2. Students Activities (Co – curricular and extra -curricular activities)
 3. Sports/NSS/Extension activities
 4. International Relations office
 5. Training & Placement cell
 6. Industry Institute Interaction Cell
 7. Innovation and incubation cell
 8. Academic matters
 9. Accounts/Scholarship section
 10. Students section and other services like degree distribution, Transcripts, LoR,
 11. Establishment section
 12. Admission related
 13. Library
 14. Examination Section
 15. Career counseling
 16. Alumni related

Tracking format –

- Continuous follow up of the queries, till those are resolved, will be taken and the responses will be noted down in the prescribed format.
- The feedback of the student, after the query is resolved, will also be noted down after interacting with him/her either in person or telephonically.