

ACTION TAKEN REPORT (ATR)

STUDENT SERVICE CENTRE (SSC) COMMITTEE

Meeting Details:

Date: 04-02-2026 (Wednesday)

Time: 1:45 PM

Venue / Mode: Director, Students' Affairs Cabin (Offline)

On the Decision/Discussion of the 1st meeting held on 04-02-2026 (Wednesday)			
No.	Agenda	Decision/Discussion	Action Taken
1	Welcome and Opening Remarks	The Chairperson welcomed all members and confirmed the quorum	1. Attendance of members recorded. 2. SSC Committee formally constituted and operationalized.
2	Introduction of Committee Members	Members introduced themselves and discussed roles and responsibilities	1. List of SSC members finalized. 2. Roles and responsibilities assigned. 3. Contact details compiled for communication.
3	Planning of SSC Activities	Various student-centric services and awareness activities were discussed	1. Awareness program conducted for students. 2. Information about SSC services shared. 3. Student feedback collected.
4	Loss & Found Management	System for handling lost and found items was discussed and approved	1. Register system implemented. 2. Storage area designated. 3. Awareness given to students. 4. Activity managed by Dr. Pradip N. Dalvi and Mr. Kumar M. Chakre.
5	Any Other Matter with Permission of Chair	General discussion on improving SSC services	1. Suggestions recorded. 2. Plan initiated to improve visibility and effectiveness of SSC services.

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Agenda Item No. 1: Welcome and Opening Remarks

Decision:

The Chairperson welcomed all members and confirmed the quorum.

Action Taken:

1. Attendance of members recorded.
2. SSC Committee formally constituted and operationalized for functioning.

Agenda No. 2: Introduction of Committee Members

Decision:

All committee members introduced themselves and briefed about their roles and responsibilities within the SSC Committee.

Action Taken:

1. List of SSC Committee members finalized and documented.
2. Roles and responsibilities of each member clearly defined and recorded.
3. Contact details of members compiled for official communication.

Agenda Item No. 3: Discussion on Action Taken Report (ATR), if any

Decision:

It was noted that this was the first meeting of the SSC Committee after its constitution; hence, no previous ATR was available.

Action Taken:

1. No action required.

Agenda Item No. 4: Matters Discussed for Information

1. Student Service Centre Activities and Awareness Program

Decision:

Various student-centric services and awareness activities under the Student Service Centre were discussed.

Action Taken:

1. Awareness program conducted for students regarding SSC services.
2. Information about grievance support, loss & found services, and student assistance shared.
3. Feedback collected from students for further improvement.

Agenda Item No. 5: Matters Discussed and Approved

1. Loss & Found Management System

Decision:

A structured system for handling loss and found items was discussed and approved.

Action Taken:

1. Register/log system implemented for recording lost and found items.
2. Designated area established for safe storage of items.
3. Awareness provided to students regarding reporting and claiming items.
4. The Loss & Found activity was managed and supervised by:

Dr. Pradip N. Dalvi

Mr. Kumar M. Chakre

Agenda Item No. 6: Any Other Matter with the Permission of the Chair

1. Improvement of SSC Services and Student Engagement

Decision:

General discussion held on improving the effectiveness and visibility of SSC services.

Action Taken:

1. Suggestions from members recorded and reviewed.
2. Initiatives planned to enhance awareness and reach of SSC services across campus.

Awareness Program Glimpses:

- Students actively participating in awareness sessions
- Presentation and interaction with students



Conclusion:

The meeting concluded with a vote of thanks to the Chair. The committee successfully initiated awareness activities and established key student support services such as the Loss & Found system.

----- End of Report -----