**Minutes of Meeting on Finance and Accounting Module on 03-05-2023**

1. Tax will be included during payment time.
2. During the procurement tax will not be charged only during the payment entry tax will be entered by the Accounts department.
3. Purchase order format is needed for WSC ,they have already provided the PO format
4. In the PO format it should be displayed that “It is system generated, hence a signature is not required.”Refer to the print format provided by WSC .
5. Withholding tax will be kept open for the MM team.(Referring to point no 18 of 2nd May 2023 MOM.)
6. Fee waivers will be different for different students.The fee waiver should be done in admission module before Program Enrollment.
7. The Account section will provide the due date regarding Fees.
8. Students who is not traceable or absconding will be informed to respective parents and those students will be disabled for the next semester.
9. Students with 50% mark will pass and can proceed for the next semester.
10. The exam dept will send a report about Pass/Fail students to SLCM Admin who will be charging the fees for the next semester.
11. The fee structure will be maintained for each semester.The fee structure will not be duplicated.
12. Students will be enrolled and when all the students passed and the user will tick on enroll check button and then all the students will automatically be enrolled in 2nd Semester and Fee structure will be same as 1st semester based on selected fee structure.Program Enrollment for 2nd semester will be done by Student registration tool.
13. Payment advice will be added in the Mode of Payment Screen.
14. Fee waiver will be done before Program Enrollment.
15. On Actual amount GST will be deducted .First on total pay will be applied with GST.Then TDS will be deducted Actual pay.
16. Tax Rule can be added as per requirement.
17. Threshold limit can be added in New Tax Rule.