**Meeting Minutes**

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| **Project Name** | Campus Management Software at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 03-May-2023 |
| **Scheduled Meeting Time** | 3:00PM |
| **Actual Meeting Time With Procurement SME** | 3:15PM |
| **Actual Meeting Time With Admission SME** | 4:30PM |
| **Actual Meeting Time With Accounting SME** | 4:45PM |
| **Meeting Duration** | 2.5 hours |
| **Meeting Topic** | Accounting - Taxes & Withholding Tax, Flow of Transactions, Fee Waiver |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Subodha Kumar Patra | Finance |
| Chandan Kumar | Procurement and Content Management |
| Bikash Kumar Das | Admission |
| Dhananjaya Sarangi | IT |

**In Attendance (SOUL)**

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| **Attendee’s Name** | **Department** |
| Abhishek Adhikari | SOUL |
| Sharmistha Panda | SOUL |
| Swagatika Mohapatra | SOUL |
| Nehal Kumar | SOUL |
| Subhajit Saha | SOUL |

**Points Discussed**

The following points were discussed :

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. WSC procurement team has 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 procurement team.
6. Fee waivers will be different for different students.The fee waiver should be done in the 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 select 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.

**Action Items**

None