**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 29-Mar-2023 |
| **Scheduled Meeting Time** | 10:30am |
| **Actual Meeting Time** | 3:00pm |
| **Meeting Duration** | 2 hours |
| **Meeting Topic** | Students Management - Academics |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Anil Das | Administration (Admission) |

**In Attendance (SOUL)**

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| **Attendee’s Name** | **Department** |
| Abhishek Adhikari | SOUL |
| Sukalayan Nayak | SOUL |
| Shaik Tousiff | SOUL |
| Sharmistha Panda | SOUL |

**Points Discussed**

The following points were discussed :

1. For leave approval by deputy director is not required , it can be directly done by course manager
2. To change the student group name to the following format:-

[Module name] - [Academic Year] - [Academic Term]

1. Timetable in course scheduling will be made as per courses
2. Students can be divided into multiple groups after admission as per their strength(in numbers) for a particular semester. For example :- MES course has 80 students , those students can again be divided into batches where each batch contains 40 students each
3. A report to be generated to show how many students have been admitted , are they OBC/SC/ST , which district they are from and which college/school they are from , is the school government , private . A report will be needed before(Student Applicant stage) and after admission (program enrollment stage) with above criteria
4. After getting a rank, students are given a specific date where they will arrive and seats are alloted as per their preferences and availability , if someone is absent on the day of the counselling then those empty seats will be considered vacant and if the student come in other day and if the seat is available in their prefered branch then their preference will be considered higher than students with lower ranks and they will be allowed to fill the vacant seats first
5. There is a reporting desk during counselling where documents is also verified
6. If student has paid a certain portion of the fees (around half) then those student seats are considered booked
7. If a student has not cleared the fee then he/she will be allowed to study a semester, but needs to be reminded to make the complete payment before the upcoming semester
8. If a student is unable to pay complete fee even during the time of course completion, then he/she needs to submit an application regarding the reason that they are unable to pay the complete fees for such and such reasons and they are requesting to waver or extending the deadline for the pay , then that will be send to the higher authority for approvals