**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 20-Mar-2023 |
| **Meeting Time** | 10:30am |
| **Meeting Duration** | 2 hours |
| **Meeting Topic** | Students Management - Admission |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Anil Kumar Das | Admission |
| Bikash Kumar Das | Admission |

**In Attendance (SOUL)**

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| **Attendee’s Name** | **Department** |
| Abhishek Adhikari | SOUL |
| Sayantan Ghosh | SOUL |
| Shaik Tousiff | SOUL |
| Sharmistha Panda | SOUL |

**Points Discussed**

The following points were discussed :

1. User Roles:
2. Some people may have dual roles
3. **Roles to be discussed further**
4. Admission WorkFlow :

After form fill up by student (personal details of student) --> document verification --> counselling of courses (professor explains about the available courses) --> seat allotment--> selection of courses (MES, ACR, Mechatronics,..) or enrollment of courses --> enrollment officer informs availability of course for the student --> Provisional admission --> Student pays fee for the available course --> final admission of the student is done --> allotment of hostel

1. Entrance Examination:
2. The flow of Entrance Exam functionality will be :
3. Entrance Exam Declaration --> Entrance Exam --> Entrance Exam Evaluation
4. The Entrance examination will include , exam declaration (start date, time, place(district name), etc.), issue of admit card (Exam Course name, date, time, district name, venue address) via email notification
5. Allocation of exam center, exam centre evaluation / Result publication, publish the result in the website, student counselling session, under which they do reporting, document verification, fees collection, enrolment, course selection. Finally, the student is enrolled in the program
6. Document Verification: Document verification is done during counselling. The list of documents to

be submitted is available in the Information Brochure published in website

1. Program Grade --> Department --> Courses

Program Grade will be Advance Skill Development ---> Department will be SOS or SOE --> Courses for each Department as below :

**SOS :**

Course 1

Course 2

Course3...course n

**SOE :**

Course 1

Course 2

Course3...course n

1. ITI candidates will be able to apply SOE only

Diploma candidates will be able to apply SOE and SOS

1. Re-counselling is done for students who do not get the preferred choice of course
2. Course:

Passing Credit is not required

1. Spot Admission:
2. A student has applied through student applicant (appeared for entrance exam)
3. The student is selected for counselling
4. During counselling, the student is offered with the choices of courses, but he / she does not want to choose for any of the available courses. In that case, student is rejected
5. In case, seats are still available at WSC. Advertisement will be published by WSC for Spot Admission. In Spot admission, new students and earlier selected students directly visit WSC center for admission.
6. In spot admission, there will no mapping between Student Applicant and Student admission.
7. There is no separate exam or form-filling.
8. Course Credit Distribution:

Each semester has :

Mid - term - in module --> fetch test 1, fetch test 2,... practical Assignment1, practical Assignment 2 (each fetch test will have weightage of 10%) -

End term - end module --> have theory examination

**This will be further discussed during the examination requirements gathering session**

1. Each module or course in-module and end-module evaluation pattern is pre-defined. **The syllabus**

**or pattern will be shared by WSC**

1. Each module has their own result declaration
2. In-module exam structure is designed by the exam-cell or the trainer and can vary from course to

course

1. Each Academic Year (2023 - 2924 ) will have , March Intake and Sep Intakes

23-24 - Academic Session - March intake

2023-2024 - March Intake - Semester 1

2023-2024 - March Intake - Semester 2

23-24 - Academic Session - September intake

2023-2024 - September Intake - Semester 1

2023-2024 - September Intake - Semester 2

1. Document: 10th , 12th certificates
2. Document Template: no change
3. Academic Events : no change
4. Academic Calendar Template: no change
5. Eligibility Parameters : Age limit criteria to be added

For e.g. SOS - max age is 35

1. Student Admission: no change
2. If any student misses semester 1 then he / she will appear for a retest before beginning of the semester 2
3. Student Applicant:
4. Hostel Required field will be hidden
5. Email ID, Gender, Blood Group, DOB will be mandatory fields
6. City field will be renamed as City / Town / Village
7. State - District - Block -> City / Town / Village --> Address Line 1--> Pincode will be mandatory fields
8. Bank Details section removal ( to be discussed)
9. Exam center preference field will be added - college name, college address (each district will have at least one center)
10. Course preference option will be there
11. Exam city preference field will be added
12. Age has to be validated against the age limit parameters
13. Admit card :

Itwill be downloaded by the applicant from their portal

It will have Date and time, venue, course, department, address, General instruction

Separate admit cards will be generated for applicants who are applying for both SOE and SOS

1. Option should be there in the system using which the applicant can apply for both SOS and SOE
2. Rank will be decided as per category such as SC Ranking , ST Ranking, General Ranking, OBC

Ranking, Total Ranking , SC woman ranking, ST, woman ranking etc