**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 22-Mar-2023 |
| **Meeting Time** | 10:30am |
| **Meeting Duration** | 2 hours |
| **Meeting Topic** | Students Management - Admission - Session 2 |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Bikash Kumar Das | 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. Student Applicant:
2. A student applies for a course -> exam -> passing exam -> ranked as per their marks. -> counselling and document verification will take place
3. 10 + mark sheet / document will be mandatory for filling out the student application form
4. +2 , ITI , Diploma documents which provide the latest marks are not mandatory. The latest

eligibility criteria will also be optional for applicants during the filling of application form, but during admission some documents will be verified and candidates will be shortlisted accordingly

1. Counselling occurs after admission where the students are allotted seats as per availability and

their given preferences

1. Counselling and admission:
2. Currently, during counselling, a personal from WSC will be there to check with students for

confirmation and availability of their given preferences

1. If no seats are available for a course preferred by a student, then a counselor will suggest some

other courses . If the student rejects those suggested courses, then the student applicant will be marked as DECLINED

1. To add a remark text box where the reason for the rejection is stated
2. In any case, when the document is not submitted by the applicant , for reasons, the candidates

admission is rejected. Will there be any fee refund to check with WSC finance team if some advance was paid?(Will be discussed with accounts)

1. IF the candidate is not able to provide all necessary documents then the student profile of those

student will be marked, but if they fulfil other necessary criteria, they should be able to take admission ,go to classes and also give exams like a normal student. But they need to submit an application/affidavit/declaration regarding submitting the needed document at a later time

1. Time allowed for candidates to submit all the pending documents **(need discussion with WSC)**
2. A student has failed to produce a document but he has been given time to submit later. However,

he / she has been doing well during the WSC course academic curriculum. In such a case, how time would the candidate be allowed for document submission?

1. Unless all documents verification is not done, then provisional admission status will remain and will

not be changed to admitted

1. Question: Documents have been marked by document verification officer as checked, but the

candidate has not submitted, so who checks the document verification officer?

Answer: Given WSC currently does not have this process

1. A student applies for a course by filling the student applicant form -> exam declaration -> Exam

admit card--> Exam -> ranked as per their marks -> Counselling of courses based on their ranks (professor explains about the available courses) --> selection of courses (MES, ACR, Mechatronics,..) or enrollment of courses -> Document Verification -> Fee payment--> Choice of course ->

provisional Seat Allotment -> Document Re-Verification by Admission Department and Fees Verification -> Admission of the candidate

1. **The ranking hierarchy sample / documents will be shared by WSC**
2. Seat allotments are divided into multiple categories like ST Women ->, OBC ,

Unreserved , PWD , also a category for sports person as well , also national award winners have a separate reservation (Any reservation seat that is not filled is converted to the general category)

1. The highest category is

Women with PWD >>> ST/SC/OBC Women >>> ST/SC/OBC Men with PWD >>> ST/SC/OBC Men >>> Unreserved or General

1. Award winner and sports admission have a separate reservation irrespective of the above

mentioned hierarchy