**Meeting Minutes**

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| **Project Name** | Campus Management Software at WSC |
| **Meeting Place** | WSC / SOUL Premises |
| **Meeting Date** | 30-May-2023 |
| **Meeting Time** | 11:30AM |
| **Meeting Duration** | 45m |
| **Meeting Topic** | Admission, Counselling, Hostel SRS walk through |
| **Meeting Type** | Online |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Mr. Anil Das | Admission |
| Ms. Bishnupriya Panda | IT |

**In Attendance (SOUL)**

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| **Attendee’s Name** | **Department** |
| Shaik Tousiff | SOUL |

**Points Discussed**

The following points were discussed :

1. Change in Admission and Counselling Process Flow
   1. Adding of another Screen Student Reported at WSC, which includes the following fields: Reporting Date, Academic Year, Course Name & in a tabular format, the fields such as: Student Application Id, Student Name, Contact Number, Date of Birth, Blood Group.
   2. In counselling process flow, rename the screen from *Reporting & Document Verification* to only **Document Verification.**
2. In Student Application Form Screen
   1. Student Category- add OBC/SCBC, Other.(If Other then Applicant will enter the other category in a new field.
   2. Program Grade rename to Course Type - Long Term (Advance Skill Development) & Short Term
   3. In Education Qualification Details Table of Student Applicant Form, Add New Field name
      1. Institute Type - Govt. / Private.
      2. For particular degree such as 10th , +2, ITI, Diploma, etc, add field name **Appeared/Completed** based on that applicant will fill the academic year
   4. List of Documents Applicants need to be attached
      1. Resident Certificate
      2. Caste Certificate
      3. Income Certificate
      4. Adhaar Certificate
3. In Student Leave Application form, Student Leaving Date & Time along with Student Entry Date & Time feature to be available.
4. In Hostel Attendance Screen, student entry and exit date and time records need to be maintained.

**Action Item**

1. SOUL team will share the updated SRS version with WSC SME
2. SOUL team will schedule another call with WSC SME to discuss few clarification related to point 4