**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 5th Floor - Conference Room |
| **Meeting Date** | 14-Mar-2023 |
| **Meeting Time** | 10:30 am |
| **Meeting Duration** | 2 hours |
| **Meeting Topic** | Students Management - Instructor |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Mr. Dhananjaya Sarangi | IT |
| Jyoti Ranjan Behera | MES |
| Chinmayee Sabata | MES |
| Ruchismita Mahanta | ET |
| Gautam Dalai | ACR |
| Satyajit Sahoo | MES |
| Shipra Das | MCE |
| Subrajit Sahoo | ACR |
| Sagar Kumar Tarai | ACR |
| Radhakrushna Dey | MCE |
| Sudhansu Sekhar Pahan | MCE |
| Sujit Kumar | MCE |
| Subhasis Nanda | MCE |
| Amiya Ranjan Routray | MCE |
| Hrudananda Nayak | MES |
| Ranjan Sahu | ET |
| Swagatika Mohapatra | MES |
| Madhu Singh | ACR |
| 1. Jyoti Pradhan | ACR |
| Prakash Ch. Barik | ACR |
| Banasmita Naik | ACR |
| Himanshu Mahapatra | MCE |
| Debivrati Sarangi | MCE |
| Sukanya Mohanty | MCE |
| Himanshu Sekhar Jena | ET |

**In Attendance (SOUL)**

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

**Points Discussed**

The following points were discussed :

1. In Current Education detail ,student group field is not visible student form
2. Workflow to be added to other activities and instructor log for approval from admin or higher authority
3. Additional evaluation criteria  for each student should be recorded in the system with respect to rubrics. In rubrics, the evaluation criteria are not fixed. Requirements to be discussed and analyzed with exam team WSC
4. When a leave is approved it will check for the instructor schedule and search for other instructor that are free , after that its upto admin to assign the class to that instructor
5. In mentorship , if a mentee leaves then admin needs to be informed regarding that , an attrition form (has a specific format needs to be discussed with course manager) needs to be filled and submitted to the admin mentioning reason for the student’s leave.
6. Issue reporting - instructor could submit issues to the admin for solution of issue. E.g bulb is not working, so instructor will fill the form and submit it. The course manager will check the issues and redirect it to admin , Admin then directs it to the AMC department for resolution.

The Workflow hierarchy could be : Instructor --> course manager --> admin --> AMC department

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| **Questions (WSC)** | **Answers (SOUL)** |
| Can the data be edited for  instructor? | It will be possible to edit if permission is allotted by administrator |
| If the data be editable after a certain amount of time in instructor screen ? | For instructor logging in its mostly view only if any changes are required in some fields, then it has to be requested to the administrator |
| Who will have access to other activities table or instructor log and can instructor manage them? | Other activities can be managed by admin and any other activities will be added by admin . Instructor log comes from student attendance form |
| Who will approve other activities ? | Approval or denial depends upon administrator privilege |
| For course scheduling tool, is there any check for overlapping of courses? | Yes, there is a check.if the courses overlap for a specific instructor then an alert will be shown for the specific course |
| Is there a provision for rescheduling, will the calendar view be adjusted as per instructor view, How the rescheduling occur for a class if a instructor is absent or on leave? | Yes there is a provision for rescheduling , and if an instructor is on leave the class that was being taken by his/her than it will be assigned to a different instructor. |
| Is it possible to take aadhar based or fingerprint based attendance ? | It is possible, but it requires some infrastructure on the client part |
| Attendance for student , will it be need to be mapped to the examination or it automatically check for student attendance? | Student attendance will be checked automatically to the concerned exam attendance requirement |
| After exam declaration will a notification or mail be directly sent to student | Yes, when the student logs in there will be a notification for student regarding exam declaration. |
| What is blacklist student from exam? | Student can be marked as blacklist as per fees required , misconduct to other given reasons. A student can be approved from blacklist by upper management or admin if there is such a need or requirement for it. |
| Can we have graphs in the dashboard section? | Yes we can but currently our focus is for functionality and finalising that we provide graphs for exams |