**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 5th Floor - Conference Room |
| **Meeting Date** | 15-Mar-2023 |
| **Meeting Time** | 10:30 am |
| **Meeting Duration** | 2 hours |
| **Meeting Topic** | Students Management - Instructor (for SOA and SOS-Batch1) |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Mr. Dhananjaya Sarangi | IT |
| Deepti Ranjan Sahoo | Academy |
| Kaibalya Kumar Sethi | Academy |
| Pragyan Panda | Academy |
| Amit Kumar Khamari | Academy |
| Madhuri Madhusmita Das | Academy |
| Swagat Praharaj | Academy |
| Shrutika Mohanty | Academy |
| Pragyan Pattnaik | SOS |
| Sugyani Manjari Davva | SOS |
| Banita Mallick | SOS |
| Shradhanjali Das | SOS |
| Padmini Dhal | SOS |

**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. It would be preferred if the topic child screen in course could have a description to see lesson plan. Currently if the topic field in the topic child table is clicked it takes to topic screen where there is a field for description
2. For assignment , if a place for assignment submission for students who attend TOT is available in ERP where students could login and submit there assignments and respective instructor could go and check that? TOT students will be given login access to submit their assignment, regarding their login and registration of those students it needs to be discussed with both the managements
3. Provision for lesson plan in need to attach in topic or a description field for a specific topics, as per seen in current scenario, we use the description field in course.
4. For course it needs a functionality where a admin/course manager will need to approve the course before its submitted or taught
5. Need to discuss regarding the hierarchy for student leave

**In student leave, the hierarchy is**

**Student -> class advisor/mentor -> course manager -> approves / reject (old/current) -> deputy**

**director(for information only not approval or rejection, but deputy director could ask course**

**manger for recheck regarding if prev rejected) --approved--> message goes to hostel**

**Superintendent. The hierarchy to be discussed further as it conflicts between SOA and SOS.**

1. For student leave application, we will need add hostel info for that screen where the one approving the leave will also be able to see the students hostel details
2. If a mentor to all the students under him/her so how would they do that , so a provision would be needed regarding mass messaging to the students in form of notification or email. Also it might be need to have a mentor instruction communication as well for extra curricular activities hosted by an instructor , who might need to inform the mentor of the students regarding the activity or the students might directly inform their individual mentors
3. The course that is designed by ToT will also need to reviewed by someone in hierarchy . ToT courses will be short-term mostly like week or two . TOT courses might be paid or free courses , also for paid course there might be one time or multiple batches of payment, even there might be exemption from payment to paid courses so that provision might also be needed. Also need provision for outsider/non-wsc people to provide training regarding ToT
4. WSC uses cross assessment where 2 instructors check a copy , where 2 of the instructor are not aware of the marks given by other. After completing checking they come together and tally their marks given individually and decide final marks for a student
5. An integration might be needed integration with DTET

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| **Questions (WSC)** | **Answers (SOUL)** |
| Incase of TOT how would the instructor log work.? | For TOT the log will be similar to how other course managed , any teacher attending TOT would be considered in instructor log. |
| WSC program grade , does it have program grade like UG/PG? | WSC doesn’t have a program grade like UG / PG but we need to sit with admin or management regarding the hierarchy |
| If a batch has 40 students , so for the 40 students are a group , and another group of 20 student are there, so an instructor wants to do an activity with 60 students all together then would the instructor be able to arrange for that activity? | The activity has to approved by course manager then the instructor will be able to go forward with the activity |
| Course manager will fix the timetable once a month and if a re schedule happens, will the class be rescheduled to another day  Example if a class happening on a day , that day was given public holiday by the gov, will that class be rescheduled to another day? | Yes for that scenario, the class will be rescheduled |
| If an instructor is going on leave then what will happen to the class he/she was taking on that day? | If such scenario occurs than the class will be assigned to another instructor or scheduled to another day |
| For attendance, is there a expiry regarding the attendance logs? | As per decision of authority the expiry will be set as that |
| Are the attendance records editable by instructor? | Yes attendance records will be editable by instructor until the expiry date |
| If a student dropouts in middle of course then will be happen regarding its attendance or student group? | In student screen there is a enable checkbox which can be unchecked to mark that student has dropout. |
| Will the assessment criteria be editable | Yes it will be editable and need to checked by examination head before submission by the examination head. |
| Will the student be able to see when the student has a exam after logging in to the portal with his ID? | Yes he will be able to see the exam date after logging in to his portal |