**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 26-Apr-2023 |
| **Scheduled Meeting Time** | 3:00pm |
| **Actual Meeting Time** | 4:00pm |
| **Meeting Duration** | 1hr |
| **Meeting Topic** | SRS Walkthrough - Examination Hostel, Student Clearance, Scholarship, Gap Analysis Document |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Mr. Anil Das | Administration (Admission) |

**In Attendance (SOUL)**

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| **Attendee’s Name** | **Department** |
| Abhishek Adhikari | SOUL |
| Shiv Kaul | SOUL |
| Shaik Tousiff | SOUL |
| Sharmistha Panda | SOUL |

**Points Discussed**

The following points were discussed :

**Scholarship**

1. WSC won’t be maintaining the scholarship monetary aspect, the scholarship will be credited to the students' account directly.
2. The list of student applications satisfying the criteria specified for the scholarship, needs to be maintained.
3. Documents like- Income, caste certificate, etc need to be attached in the application form
4. No scholarship is currently being given to any student but there is a possibility of scholarships being given on the basis of SC/ST/OBC caste in the future.

**Student Clearance**

1. Program, Academic term and semester will be maintained in Clearance Master
2. Clearance will be given by 4 departments ie. Hostel, Library, Accounts and the respective student department.
3. Only one person from each of above mentioned departments will give clearance to the student.
4. On submission, the forms will be accessible to the examination department so that they can handover the certificates and other relevant documents once the student attains clearance from each department.

Action Item

SOUL will share the Gap analysis and SRS documents for signing off by WSC SME