**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 16th Floor - Small meeting room |
| **Meeting Date** | 13-Mar-2023 |
| **Meeting Time** | 10:30 am |
| **Meeting Duration** | 2 hours |
| **Meeting Topic** | Student Management and Hostel (Admin Team) |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Mr.Anil Das | Students Management |
| Ms.Upali Parida | Human Resource Management |
| Mr. Bikash Kumar Das | Administration |
| Mr. Suresh Kumar Nayak | Examination (Administration) |
| Mr. Satyajit Sahoo | Examination (Trainer) |
| Mr. Dhananjaya Sarangi | IT |

**In Attendance (SOUL)**

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| **Attendee’s Name** | **Department** |
| Abhishek Adhikari | SOUL |
| Shaik Tousiff | SOUL |
| Subhajit Saha | SOUL |
| Sarthak Rath | SOUL |
| Shruti Kumari | SOUL |

**Points Discussed**

The following points were discussed :

1. Discussed the flow of the Admission and Academic Process
2. Dashboard creation for branch wise Admission Seat Status
3. Notifications should be sent for partially submitted Student Applicant
4. If a Student Applicant is rejected, then the reason should be mentioned
5. Hostel Required checkbox should be ticked by default
6. Programs should be renamed to courses and course to be renamed as module (to be discussed during the requirement gathering)
7. Need to Create a TOT (Train the Trainer) Application form (Like Student Applicant Form)
8. The Student Applicant form should have a provision for selecting the Short Term & Long Term Courses and the respected fields should be visible accordingly
9. Back Paper Details of Students should be maintained
10. Provision for Scholarship (students who will apply for scholarship) under fee waiver
11. Need to Create Student and Instructor Role, their user permission and workspace
12. Student Attendance bio-metric in and out (on campus entry) and token system for canteen (details discussion need to be done). Examination process information will be shared by WSC
13. Student affairs, future events, need to be stored in the system (like Event Calendar)
14. Discussed the flow of Hostel Module
15. Student Affairs will be the main module, sub module will be Hostel, etc.
16. Provision for Branch Sliding of Students
17. Hostel Student Attendance should be taken on the basis of hostel names as well as room names or numbers
18. There should be a provision for certificate distribution only after the fee clearance done by the student
19. Hostel Clearance will be done only after the damage clearance of hostel rooms