**Meeting Minutes**

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| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 11th Floor - Meeting Room |
| **Meeting Date** | 23-Mar-2023 |
| **Meeting Time** | 10:30am |
| **Meeting Duration** | 2 hours |
| **Meeting Topic** | Students Management - Examination |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Suresh Kumar Nayak | Administration (Examination) |

**In Attendance (SOUL)**

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

**Points Discussed**

The following points were discussed :

1. Each semester has In-module and End-module tests
2. In-module is similar to a class test. It includes Phase 1, Phase 2, Practical Assignment 1, Practical Assignment 2 but may vary regarding modules
3. End-module is similar to end-semester test
4. For all the modules, there might not be an end-module exam.These courses are evaluated based on the score of In-module exams
5. The **template of a score sheet**  consists of SL.no , name of the students, roll no and marks
6. The attendance Sheet will have Sl.No , name and sign (hard copy where students might sign)
7. SOE - 4 courses, SOS - 2 courses. 1 academic year will have 2 semesters .Each semester is of

6 month duration

1. In-module academic calendar is issued 1 month prior to semester
2. Once the semester starts, exam schedule is provided to the students within 15/30 days
3. The weight-age for In-module is 60% and End-module is 40%
4. Regarding roll no for WSC - [Course Code(1)-Year(2)-Intake Time(1)- ###]

Roll no = 1221001

The 1st digit is course code

The 2nd and 3rd digits i.e 22 is year

The 4th digit is intake time .March Intake is = 1 and September Intake is = 2

001 is the series

1. **One of the user roles will be exam co-coordinator**
2. WSC doesn’t need CGPA, they use module-wise grade
3. WSC has different certificate designs for different courses
4. In case of marks verification, WSC manually verifies the marks achieved by a student. Eg: A co-coordinator checks the marks given in the soft copy of the record submitted by the instructor with the original check hard copy
5. A person is assigned as a paper setter during the exam and the paper then needs to be approved by a director, then only it will be a viable exam question paper
6. Need to make a reminder for students and instructors regarding exams and send it before a certain time period. It should be applicable for both In-Module/End-Module. Also, reminder notifications could be sent to students /instructors prior to exam
7. **Assessment scheme to be shared by WSC**
8. WSC might need sitting arrangement
9. The grading scale will be :

A> 80

B 70-79

C 60-69

D 50-59

F <50

1. Students must have access to view their results/reports
2. For attendance sheet, format must be the same across multiple modules but will have the name of respective modules, dates , student names and course name
3. Also must have a provision for downloading the template and student will sign in the attendance sheet
4. A pictorial representation of student’s final results is required
5. If a student is absent during an exam , that student' data should not effect data in result based analysis