**Meeting Minutes**

|  |  |
| --- | --- |
| **Project Name** | Campus Management Application at WSC |
| **Meeting Place** | WSC , 16th Floor - Small meeting room |
| **Meeting Date** | 13-Mar-2023 |
| **Meeting Time** | 2:30 pm |
| **Meeting Duration** | 2 hours |
| **Meeting Topic** | Human Resources Management System(HRMS) |

**In Attendance (WSC)**

|  |  |
| --- | --- |
| **Attendee’s Name** | **Department** |
| Mr. Kerwin Hing | Students Management |
| Ms.Upali Parida | Human Resource Management |
| Ms. Shweta Choudhury | Human Resource Management |
| Ashrita Choudhury | Examination (Administration) |
| Mr. Dhananjaya Sarangi | IT |

**In Attendance (SOUL)**

|  |  |
| --- | --- |
| **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. Organogram explained by WSC (HR) Team
2. Recruitment -
3. Discussed the flow of the recruitment process
4. System to have the provision for result declaration
5. In Interview screen, the rating field will be replaced by numeric field
6. Job Offer for selected applicant will be triggered by email in a certain format (provided by WSC)
7. In Job Application screen,there should be a provision to upload the required document(few of them will be made mandatory)
8. Post Job selection, a Psychometric Test should be conducted (before the Job Offer)
9. Reference Check details should be present
10. Employee Master -
11. In Employee screen, the details like Educational Qualification should be fetched directly from "Job Applicant" screen
12. In Employee screen,the details of family background like father's name,Mother's name,spouse details and so on should be present
13. For expenses, shift and leave ,there should be two level of approver (Recommending Authority and Approving Authority)
14. Based on the amount of expenses,there will be different levels of approvers
15. Additional charges/Dual charges allocated to an employee should be maintained in Employee screen
16. Employee Life Cycle
17. Discussed the Employee Lifecycle from the process of Employee Onboarding till Employee Separation
18. In Employee Promotion, screen,there should be a provision to attach related documents
19. In Employee screen,the employee promotion hierarchy should be maintained
20. In Employee Separation screen,there should be a provision to attach related documents
21. Employee Grievance screen should have a feature to attach documents
22. Workflow for Employee Grievance is discussed
23. "Acceptance of Resignation" provision should be there
24. The "Notice Period" and "Tentative Final Resignation date"should be managed
25. Attendance - Future Date attendance should be requested in Attendance Request screen
26. Discussed Shift Type,Shift Request and Shift Assignment screens
27. Leave Management -
28. Discussed all the screens present in Leave Management, like Leave Type,Leave Allocation,Leave
29. Post Leave clearance provision should be therePolicy,Leave Policy Assignment
30. In Leave Application,there should be a Calendar view.The Calendar will show the data of leaves with the dates of last months
31. When a person applies for leave,an email along with the link of the screen will be triggered to the approver
32. Discussed the Appraisal Template and Appraisal Screen

**Action Items**

1. WSC will share the Appraisal Template