**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** | 2:30 pm |
| **Meeting Duration** | 2 hours |
| **Meeting Topic** | Students Management - Instructor (for SOA - Batch2, SOE-Batch2 and SOS-Batch2) |

**In Attendance (WSC)**

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| **Attendee’s Name** | **Department** |
| Mr. Dhananjaya Sarangi | IT |
| Manas Kumar Nayak | Academy |
| Srikanta Patra | Academy |
| Ashima Priyadarshini | SOE |
| Cheak Eng Choon | SOE |
| Bhimsen Tudu | SOE |
| Smiti Rekha Mohapatra | SOS |
| Biswajini Biswal | SOS |
| Nirupama Dhala | SOS |
| Gautam Charan Sahoo | ET |
| Azad Kumar Das | ET |
| Parthari Padhy | MCE |
| Suguna Srinivasan | 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. Attendance must be based on student group

Eg:- Course is beauty wellness , module is makeup/ massage and attendance will be taken

separately for student group A and student group B for the modules

1. Student leave, a Course Manager or above can approve
2. Course Manager and deputy director could see the mentor/student grievances
3. Mentor’s acknowledgement should be present in mentee ‘s grievances given in
4. For exam declaration, a field is required to show which room and seat number the exam will be conducted
5. After exam declaration, when student login they must see a notification that exam has been declared and they view it that will be taken as a confirmation regarding the knowledge of the exam.

Eg:- Exam declaration acknowledgement should be visible for both staff (instructor) and students

1. Paper Setting -

Setter - 3 weeks

Moderator - 1 week

They discuss

Then paper gets reviewed by the reviewer. In case reviewer is unavailable, the paper is

reviewed by Dy Director

1. In exam declaration form For particular module we need provision to assign invigilator and marker , checker
2. Checker is a reviewer of the marker(computation of marks) , marker is the one who assigns the marks. We need to make a provision for the checker to review the marking and for incorrect marking marker will be notified by the checker
3. If a student say for example gets 60.1% so the round off marks should be 61%
4. WSC doesn’t have CGPA/SGPA score but they have letter-based grading
5. We might need a provision for giving access to portal to parent to view their child performance
6. Academic Calendar should include term 1 and term 2 information in timetable/calendar view, (it should be similar to timetable format that show) like :- For Week 1 to Week 20 it will be training period, For Week 21-23 it will be an exam week (For better reference see the photo/drawing).

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| **Questions (WSC)** | **Answers (SOUL)** |
| What is a student group based on? Is it based on course or other something else?Can we add our specific criteria to it? | We made student group based on program, but if further criteria is required, we can discuss about it |
| During attendance there are students who are present or absent , but there will also be students who are on approved leave, so will the students who are on leave , will we be visible? | In case of WSC if a student is on approved leave , they don't take them as absent but take them, but what they want that if a student is on leave they also want to see the type of leave(Approved Leave/Medical Leave) he/she is in Trainer will have the access to edit the attendance and student will attach their own medical reason certificate. |