**Minutes**

**Project Name :** Campus Management Software at WSC

**Agenda :** ERP application demonstration of Student Lifecycle Management (SLCM) - Admission, Academics and Examination)

**Location** : WSC, 11th Floor Meeting Room

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| **Attendees** | **Department** |
| Suppiah Nagammal | Director Academy |
| Suguna Sirinivasan | Director SoS |
| Kerwin Hing | Director Administration |
| Sushree Sasmita Sahoo | Deputy Director (FT)-SoE |
| Swarup Kumar Bal | Deputy Director SoS |
| Mitrakshi Mayurika Sahoo | Course Manager Mechatronics |
| Azad Kumar Das | Course Manager Electrical Technology |
| Bhimsen Tudu | Course Manager MES |
| Manas Kumar Nahak | Manager - Life & Employability Skills Academy |
| Manas Kumar Pradhan | Trainer MES |
| Satyajit Sahoo | Trainer MES |
| Mahendra Lenka | Trainer ET |
| Srikanta Patra | Trainer Academy |
| Suresh Kumar Nayak | Examination Coordinator |
| Anil Das | Manager - Student Support |
| Shivanee Prusty | Manager-SoS |
| Rojalin Brahma | Guest Faculty-BWS |
| Sruti Rekha Mohapatra | Guest Faculty-HFD |
| Dhananjaya Sarangi | CTO |
| Bishnupriya Panda | Business Analyst |
| Manas Ranjan Mishra | Project Manager-IT |

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| **Attendees** | **Department** |
| Sharmistha Panda | SOUL |
| Abhishek Adhikari | SOUL |
| Swagatika Mohapatra | SOUL |
| Shaik Tousif | SOUL |
| Aman Singh | SOUL |
| Abhishek Anand | SOUL |
| Jiban Mohanty | SOUL |

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| **Module :** Admission | **Date & Time :** 16-Aug-2023 | 3:15PM |

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| **Features (sub modules) :** Masters (pre-requisites), Student, Trainer, Course Enrollment, Module Enrollment |

**Discussion**

The following points were discussed during the demonstration of the Admission module:

1. Registration number should be removed or made optional because it is not necessary. SOUL team said (and showed), registration number is optional in the system
2. Module expire date should not be mandatory
3. There should be an excel upload option on the holiday list
4. The student information should be automatically fetched from the student applicant's screen
5. The name text box in student screen should accept only “. “ and a space.Special characters should not be allowed
6. The error message for mobile number field validation should be “mobile number must be a valid no”.
7. The student and course enrollment screen will automatically fetch the student applicant number defined by WSC
8. WSC will provide the roll number format (for instance, format: Branch + Batch + Year + Roll no. = 010520230001). The user will partially enter the roll number (01052023), and the system will produce the sequence (0001..)
9. The WSC authority recommended that the August release must include hostel allocation and payment integration
10. In course type, Advance Skill Development should be renamed to Advance Skill Development Course

**Action Items**

1. As stated in the preceding points (2,3,4,5,6,7,10), SOUL team will review the validations, nomenclature, field addition / removal and excel upload feature and make the necessary changes
2. WSC will provide SOUL team the roll number format

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| **Module**: Academics Module | **Date & Time**: 17-Aug-2023 | 11:00AM |

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| **Features (sub modules) :** Masters (pre-requisites), Student Group, Class Schedule (timetable), Student Attendance, Student Attendance tool, Student Leave Application, Class Scheduling Tool, Student Attendance Tool, Student Attendance Report |

**Discussion**

The following points were discussed during the demonstration of Academics module:

1. The home page name “Admission” will be renamed as Administration
2. It is not necessary to email the deputy director when a student’s leave application is approved
3. Trainer workload report should be done module wise
4. Another report of attendance will be made for billing purpose (cafeteria bill,food bill)
5. Student leave absent reason to be shown in the student attendance report
6. During the meeting, WSC team discussed about exam paper setting procedure. It was concluded that the standard operating procedure (SOP) to be established internally by WSC and shared with SOUL team
7. Checker should not be allowed to enter grace marks. He / she will only have view rights
8. Component wise evaluation should be renamed to Component Evaluation(word wise needs to be removed wherever applicable)

**Action Items**

1. As stated in the preceding points (1,2,3,5,7, 8), SOUL team will review the notifications, nomenclature, field addition, access rights and make the necessary changes
2. WSC will internally discuss the SOP for examination paper setting and share with SOUL team

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| **Module** : Examination | **Date & Time** : 17-Aug-2023 | 3:00PM |

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| **Features (sub modules)** : Masters (per-requisites), Exam declaration, Module wise exam group, Exam evaluation plan, Exam paper setting, Component wise evaluation, Component wise re-evaluation, Final semester result, Component wise evaluation tool, Component wise re-evaluation tool, Final semester result tool, Cumulative mark sheet tool, Cumulative mark sheet |

**Discussion**

The following points were discussed during the demonstration of the examination module:

1. In exam declaration, one drop-down should be there to select “All Classes” or specific class
2. Maker checker spelling mistakes in module wise exam group screen
3. Exam Evaluation plan should be renamed as “Appointment of Setter Moderator.”
4. Rename “Component wise evaluation tool” as “Module Evaluation tool”.
5. In cumulative mark sheet, over all grade should be removed and only module with grade is required
6. WSC will provide few reports to be incorporated in the exam module (components for final exam result report)
7. Rank card template to be shared by WSC

**Action Items**

1. As stated in the preceding points (1,2,3,4,5), SOUL team will review the feedback and make the necessary changes
2. WSC stakeholders will provide the components for the final exam result report
3. WSC IT team will coordinate with course manager / exam coordinator to share Rank and Admit card template with SOUL team