**Minutes**

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

**Agenda :** ERP application demonstration of Student Admission Fees

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

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| **WSC** | |
| **Attendees** | **Department** |
| Bibhu Behura | Chief Finance Officer |
| Anil Das | Manager - Student Support |
| 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 |
| Subhajit Saha | SOUL |
| Subhodeep Dey | SOUL |
| Aman Singh | SOUL |
| Abhishek Anand | SOUL |

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| **Module :** Fees | **Date & Time :** 01-Seo-2023 | 11:00AM |

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| **Features (sub modules) :** Fee structure, Fee Schedule, Payment entry, mode of payment (excluding online payment) |

**Discussion**

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

1. Fee Write Off should be done based on special approval. SOUL team needs the workflow hierarchy from WSC
2. The World Skill Centre name and address font on the **money receipt** should be smaller than the form header
3. The signature of the person generating the receipt should be present in the form
4. In the Fee Waiver screen, the following to be added :
5. approval letter attachment button
6. Approval letter description field

**Action Items**

1. WSC will provide the workflow hierarchy for fee write off approval process