**Minutes of the meeting held in connection with Entrance Examination for admission to B.ASLP and M.Sc (Aud) M.Sc (SLP)** **& M.Ed.Spl.Ed.(HI) for the academic year 2018-19 in the Board Room of AIISH, Mysore on 7.2.2018 at 2.00 p.m.**

**Members present:**

1. Dr. S.R. Savithri
2. Sri S Ramkumar
3. Dr. Animesh Barman
4. Dr. Ajith Kumar U
5. Dr. Vasanthalakshmi
6. Mr. N Manohar
7. Dr. N Hema
8. Mrs. N Parimala
9. Dr. P Purushothama
10. Mr. S S Purushothama
11. Mr. Abhishek T E
12. Ms. Kusuma
13. Mr. Keshavan Belagod and Mr. Shivasankar, B K,

Swifts Solutions Pvt. Ltd., Bangalore – special invitees

**Members absent:**

1. Dr. Ajish K Abraham
2. Dr. S P Goswamicv
3. Mr. Sreeraj K
4. Mr. Nanjunda Swamy

The Director welcomed the members.

The meeting was held to discuss about the online application in detail and the problems faced therein. Mr. N Manohar, HOD-Electronics briefed about filling up of online application *seriatim/step by step* and changes to be incorporated wherever it was necessary. The representatives from M/s. Swift Solutions Pvt. Ltd., Bangalore were informed to make necessary changes. The following major changes have been suggested:

* ISO registration number is to be changed to 9001:2015.
* The word ‘accredited’ to be changed as “Accredited”
* Payment gateway to be up dated.
* Link to be provided for obtaining previous year question papers instead of sending as an attachment.
* Under OBC category, after Non Creamy Layer, (NCL) to be included.
* M/s. Swift Solutions was informed to provide the list of UG and PG application separately for reconciliation of the amount received. Query box is to be added.
* A query box has to be provided for Online/ Bank Transfer
* UTR field has to be made mandatory
* In foreigner’s quota, change text ‘cannot’ to ‘need not’.
* Remove DD option in text display in the form
* Test for online payment option - > for the auto appearance of mobile no in contact tab
* Add Transgender in the application form (Male/Female/Transgender)
* Use the same instruction specifically mentioned for the choice of Jabalpur in Instruction Tab and also in the admission ticket.
* Print, Save and auto email of the admission ticket has to be given
* In the examination instruction mention about electronic gadgets, articles fitted with Bluetooth device are not allowed.
* Confirm the code and validate of the foreign category for double entry. Ref : In previous year the candidate has applied but the date was in backup and the report showed that the candidate had not applied.
* For account reconciliation purpose for Accounts Section a separate report provision for people who have applied online/offline (NEFT/Internet Transfer and offline (UTR)) should be provided
* The phone no in the application form has to be updated (must be 2162and 2163).
* The result section has to be integrated with the AIISH website enabling the students to login using their Admission ID and view the name, marks and the result online.

Uploading of application should get blocked on the last date immediately after 23.59.59 hours.

The Director emphasized about the applications submitted by foreign students were unable to retrieve from the website in the last year. M/s. Swift Solutions were informed to take care of this lapse.

After making necessary changes in the software, another meeting will be held to finalize the process, nevertheless the deadline for updating the above mentioned changes is 20.02.2018.

The Meeting ended with thanks to the Chair.

 Director