



# **SRI SANKARA ARTS & SCIENCE COLLEGE**

**Autonomous**

*A Unit of Sri Kanchi Kamakoti Peetam Charitable Trust*

*and Affiliated to University of Madras*

*Accredited by NAAC with 'A' Grade*

**ENATHUR, KANCHIPURAM - 631 561. Phone : 044-27264066, 044-27264066**

## **Minutes of the Admission Committee Meeting held on 10.05.2017**

**Venue:** Board Room.

**Participants:**

1. Dr. V. B. Hrishikesan, Secretary, Sri Sankara Arts and Science College
2. Dr. K. R. Venkatesan, Principal, Sri Sankara Arts and Science College
3. Mr. R. Krishnamurthy, Head, Dept. of Computer Science
4. Mr. E. Praveen Kumar, Assistant Professor, Dept. of Microbiology

### **Agenda of the Meeting:**

- To layout a road map for student admission process for the academic year 2017-18.
- To seek clarifications in the changes in admission guidelines stipulated by Government of Tamil Nadu and University of Madras.
- To discuss the adherence to admission criteria and selection procedures.
- To finalize the protocols to be followed for screening of the qualified and meritorious students.
- To finalize the number of additional seats, additional sections and additional courses to be applied-for to the University of Madras for the upcoming academic year.

### **Proceedings of the Meeting:**

Principal Introduce the following Admission Committee members for the Academic year 2017 – 2018.




1. Dr. V. B. Hrishikesan, Secretary, Sri Sankara Arts and Science College
  2. Mr. R. Krishnamurthy, Head, Dept. of Computer Science
  3. Mr. E. Praveen Kumar, Assistant Professor, Dept. of Microbiology
- The welcome address was delivered by Mr. R. Krishnamurthy, Head, Dept. of Computer Science.

- The members of the committee unanimously felt the need to publicize the credentials of the college to surrounding districts like Arakkonam, Sriperumbudur, Vandavasi, Uthiramerur, Chengalpet, Vellore, etc.,
- It was decided that the college should reach out to the masses for UG& PG admissions by circulating pamphlets, fixing banners, setting up hoardings and advertising in local TV channels and local Newspapers.
- Principal instructed that admission panel members be fully aware of the eligibility criteria for the granting admissions into each of the respective UG courses based on the subjects opted in the higher secondary curriculum.
- Principal insisted that during admission, either of the parents (Father or Mother) should definitely accompany their wards for enrolment of the candidate.
- It was decided that separate panel members be assigned for admission counselling for guiding candidates and parents to choose a suitable stream of degree programme in line with the interest of the candidates and marks secured.
- Principal reiterated that during admission, the code-of-conduct for the college students should be clearly communicated to the parents and the candidate.
- Principal suggested to admission panel members to check with the parents from out-station, if they need hostel facilities for their wards to take shelter.
- Principal suggested to admission panel members to confirm with the parents of the candidate whether they seek college transport facility (if available) and boarding point in order to make necessary transport facilities.
- It was decided that the sale of application forms for the admissions shall start from 12.05.2017.
- It was decided that the last date for receipt of filled-in application forms is on or before 29.05.2017.
- It was declared that the admission process for UG courses shall start from 12.05.2017.

- Principal informed that the admission process for PG courses shall start one week after the publication of results for UG final year.
- The members discussed in depth on stipulated guidelines set by the Government of Tamil Nadu and University of Madras for admitting the students to the college.
- HODs of the respective Departments shall be part of selection panel of the interview process.
- The admission panel members were assigned the task of certificate verification of the admitted candidates.
- The admission panel members were instructed to strictly adhere to the statutory rules and regulations.
- Principal declared to the members that two new PG Programmes were being introduced:
  - MA TAMIL with 40 seats
  - M.Sc PHYSICS with 26 seats.
- Principal informed that additional seats are sought from University of Madras for the following course in the upcoming academic year.
  - BBA (SHIFT-II) – Increase the intake from 55 to 70 seats.
- Principal instructed to maintain the following Registers related to Admission Process.
  1. Admission Register
  2. Enquiry Register
  3. Daily Admission Statistics
- It was decided that the college office phone number be assigned as a helpline number for the admission process so that the candidates can seek clarifications pertaining to the admission procedures.
- The admission panel members are to maintain the database of the all the applied candidates for the various courses and a separate staff be assigned for informing the interview calls to the individual candidates through phone call and clarify any queries that arise from the candidates.

- The meeting concluded with vote of thanks delivered by E. Praveen Kumar, Assistant Professor, Dept. of Microbiology.

**Signature of members:**

1. Dr. V. B. Hrishikesan - 
2. Dr. K. R. Venkatesan - 
3. Mr. R. Krishnamurthy - 
4. Mr. E. Praveen Kumar - 