



# 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 13.07.2020

**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. P. Elumalai, Assistant Professor, Dept. of Mathematics

### Agenda of the Meeting:

- Taking cognizance of the prevailing pandemic situation, to formulate the Online Admission procedures as directed by the Government of Tamil Nadu for the academic year 2020-21.
- To put forth safety precautions for admission seekers and ways to authenticate the Online Admission process.
- To discuss the protocols to be adhered to for undertaking Online admission fees payments.
- To formulate Online 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 Introduced the following Admission Committee members for the Academic year 2020 – 2021.

1. Dr. V. B. Hrishikesan, Secretary, Sri Sankara Arts and Science College
2. Mr. R. Krishnamurthy, Head, Dept. of Computer Science
3. Mr. P. Elumalai, Assistant Professor, Dept. of Mathematics

- The welcome address was delivered by Mr. R. Krishnamurthy, Head, Dept. of Computer Science.
- Principal made it very clear that due to the pandemic situation, the admission process is to take place only through Online mode as instructed by the Government of Tamil Nadu.
- Principal reiterated that the candidates must register for admission through Online by uploading their details in the registration form available in college website.
- It was decided that the online application forms for the admissions shall be available from 16.07.2020 in the college website.
- It was decided that the last date for receipt of filled-in application forms is on or before 03.08.2020.
- It was declared that the admission process for UG courses shall start from 16.07.2020.
- The members discussed in depth on stipulated guidelines set by the Government of Tamil Nadu and University of Madras for admitting the students in wake of the pandemic crisis.
- The admission panel members were instructed to strictly adhere to the statutory rules and regulations.
- Principal informed that additional sections are applied-for from University of Madras for the following courses in the upcoming academic year.
  - BA TAMIL
  - BCA (SHIFT-I)
  - BCOM (SHIFT-II)
- 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 stay safe at home and 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 admission status to the individual candidates through phone call and clarify any queries that arise from the candidates.
- Vote of thanks was delivered by P. Elumalai, Asst. Professor, Dept. of Mathematics

**Signature of members:**

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|--------------------------|---|--|
| 1. Dr. V. B. Hrishikesan | - |     |
| 2. Dr. K. R. Venkatesan  | - |  |
| 3. Mr. R. Krishnamurthy  | - |   |
| 4. Mr. P. Elumalai       | - |   |