

SRI SANKARA ARTS AND SCIENCE COLLEGE

Autonomous

A Unit of Sri Kanchi Kamakoti Peetam Charitable Trust and
Affiliated to University of Madras



ENATHUR, KANCHIPURAM - 631 561.

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Minutes of the Admission Committee Meeting held on 09.05.2025

Venue: Board Room.

Members Present:

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. Dr. A. Vikraman, Head, Dept of Business Administration
5. Mr. S. Deivasigamani, Assistant Professor, Dept. of Tamil
6. Mr. M. Ganapathy, Assistant Professor, Dept. of Tamil
7. Dr. P. Elumalai, Assistant Professor, Dept of Mathematics

Agenda of the Meeting:

- To discuss the Rules and Regulations of admission guidelines stipulated by Government of Tamil Nadu and University of Madras for the Academic Year 2025 - 2026.
- To analyse the admission policies to be adopted for the current academic year.
- To list-out the procedures 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 Introduced the following Admission Committee members for the Academic year 2025 – 2026.

1. Dr. V. B. Hrishikesan, Secretary, Sri Sankara Arts and Science College
2. Mr. R. Krishnamurthy, Head, Dept. of Computer Science
3. Dr. A. Vikraman, Head, Dept of Business Administration
4. Mr. S. Deivasigamani, Assistant Professor, Dept. of Tamil

5. Mr. M.Ganapathy, Assistant Professor, Dept. of Tamil
6. Dr. P. Elumalai, Assistant Professor, Dept of Mathematics

- The welcome address was delivered by Mr. R. Krishnamurthy, Head, Dept. of Computer Science.
- It was stated that the College Admissions are to be given an extensive publicity by portraying the credentials of the College, Infrastructural facilities offered by the College, transportation facilities provided for safe journey of girls, Job placements being arranged for final year students, etc.,
- 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 21.04.2025 in the college website.
- It was decided that the last date for receipt of filled-in application forms is on or before 09.05.2025.
- It was declared that the admission process for UG courses shall start from 05.05.2025.
- 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.
- Principal instructed to maintain the following Registers related to Admission Process.
 1. Admission Register
 2. Enquiry Register
 3. Daily Admission Statistics
- 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 Dr. A. Vikraman, Head, Dept of Business Administration.

Signature of members:

1. Dr. V. B. Hrishikesan

2. Dr. K. R. Venkatesan

3. Mr. R. Krishnamurthy

4. Dr. A. Vikraman

5. Mr. S. Deivasigamani

6. Mr. M. Ganapathy

7. Dr. P. Elumalai