



# 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 16.05.2016

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 chalk-out plans and procedures for student admission process for the academic year 2016-17.
- To discuss the Rules and Regulations of admission guidelines stipulated by Government of Tamil Nadu and University of Madras.
- To scrutinize the admission criteria to be followed in compliance with rules put forth by statutory bodies.
- 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 take stock of 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 2016 – 2017.

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.
- It was unanimously accepted that the College being awarded Autonomous status should be widely publicized among the public and the merits of being an Autonomous Institution should be propagated to the society.
- It was insisted that the admission process be given wide publicity by circulating pamphlets, fixing banners, setting up hoardings and advertising in local TV channels.
- 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.
- 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.

- Principal informed to the members that the sale of application forms for the admissions shall start from 18.05.2016.
- It was decided that the last date for receipt of filled-in application forms is on or before 01.06.2016.
- Principal informed that the admission process for UG courses shall start from 18.05.2016.
- 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.
- 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 informed that additional seats are sought for the following course in the upcoming academic year.
  - **B.SC MATHEMETICS (SHIFT II) – Increase the intake from 40 to 70 seats**
- The meeting concluded with vote of thanks delivered by E. Praveen Kumar, Assistant Professor, Dept. of Microbiology.

**Signature of Members:**

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|---------------------------------|---|--|
| 1. <b>Dr. V. B. Hrishikesan</b> | - |   |
| 2. <b>Dr. K. R. Venkatesan</b>  | - |  |
| 3. <b>Mr. R. Krishnamurthy</b>  | - |   |
| 4. <b>Mr. E. Praveen Kumar</b>  | - |   |