



# 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 16.05.2018

**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 chart-out a comprehensive plan for student admission process for the academic year 2018-19.
- To discuss the Rules and Regulations of admission guidelines stipulated by Government of Tamil Nadu and University of Madras.
- To validate the admission policies and admission criteria.
- To revise the screening process for the creamy layer students.
- Catering to the demand for various courses, to decide on the number of additional seats, additional sections and additional courses to be applied-for to the University of Madras.

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

Principal Introduce the following Admission Committee members for the Academic year 2018 – 2019.

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 put forth that all initiatives are taken to highlight the credentials of the college and to post admission procedures, guidelines and criteria in the college website for admission seekers.

- It was decided that the admission process be given wide publicity by circulating pamphlets, fixing banners, setting up hoardings and advertising in local TV channels and local Newspapers.
- It was decided that the sale of application forms for the admissions shall start from 17.05.2018.
- It was decided that the last date for receipt of filled-in application forms is on or before 01.06.2018.
- It was declared that the admission process for UG courses shall start from 17.05.2018.
- Principal informed that the admission process for PG courses shall start one week after the publication of results for UG final year.
- Principal informed that additional section (III section) is applied-for from University of Madras for the following course in the upcoming academic year.
  - **BCOM (SHIFT-I) – with an intake of 70 seats.**
- Principal instructed that admission panel members should acquaint themselves on eligibility criteria for the granting admissions into each of the respective UG courses based on the subjects opted in their +2 curriculum.
- Principal instructed to maintain the following Registers related to Admission Process.
  1. Admission Register
  2. Enquiry Register
  3. Daily Admission Statistics
- 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 staff 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 instructed the office bearers of the admission committee 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.
- 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.
- 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 all the applied candidates for the various courses and a separate staff be assigned for inviting candidates for interview through phone call and clarify any queries that arise from the candidates.
- The vote of thanks was 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 - 