



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 19.04.2019

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 2019-2020.
- 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 2019 – 2020.

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 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 stated that the transport facility will be reinforced with additional number of busses and the college busses shall be operated in uncharted routes to provide hassle-free commutation of the rural students.
- Principal instructed to maintain the following Registers related to Admission Process.
 1. Admission Register
 2. Enquiry Register
 3. Daily Admission Statistics
- Principal informed that additional seats are applied-for from University of Madras for the following courses in the upcoming academic year.
 - **MA ENGLISH – Increase the intake from 25 seats to 40 seats**
 - **BSC BIOTECH – Increase the intake from 30 seats to 50 seats**
 - **MSC BIOTECH – Increase the intake from 20 to 26 seats**
 - **BSC BIOCHEMISTRY – Increase the intake from 32 to 42 seats**
 - **BSC MICROBIOLOGY – Increase the intake from 32 to 70 seats.**
- 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 22.04.2019.
- It was decided that the last date for receipt of filled-in application forms is on or before 07.05.2019.
- It was declared that the admission process for UG courses shall start from 22.04.2019 .
- 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.
- After thorough screening of the filled-in application forms, the Interview Call-letter shall be sent to the candidates starting from 22.04.2019.
- It was decided that the selection panel of the interview process shall comprise of HODs of the respective Departments.
- 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 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.
- Mr. E. Praveen Kumar, Asst. Professor, Dept. of Microbiology delivered the vote of thanks for the meeting.

Signature of members:

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