



Since 1991

SENGUNTHAR ARTS AND SCIENCE COLLEGE

(Autonomous)

NAAC Accreditation A+ (2nd Cycle)

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)

An ISO 9001:2015 Certified Institution

Recognised under section 2(f) and 12(B) of the UGC Act 1956

TIRUCHENGODE - 637 205



ADMISSION COMMITTEE

MEETING MINUTES-2024-25



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Tiruchengode - 637 205, Namakkal dt., Tamilnadu



Ref.No: SASC(A)/ADC-02/2024-25

Date:27.09.2024

Admission Committee (2024-25)
Circular

It is hereby informed that the Admission Committee meeting will be at 11.00 am on 30.09.2024 in Principal room.

S.No	Agenda
1	To review the admission process
2	Statistics related to admission process
3	Student ratio
4	Conformity of Admission

All the committee members are requested to attend the meeting without fail.

[Signature]
27/9/24
PRINCIPAL

To: Committee members

Copy to:

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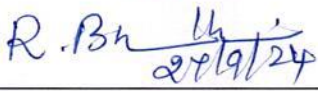

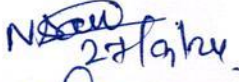


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Members of Admission Committee (2024-25)

S.No	Name & Designation	Position	Signature
1	Dr.S.Ravikumar, Principal	Chairman	
2	Mrs.R.Bharathi, Head, Department of Computer Applications	Convener	
3	Dr.A.P.Venkatachalam, Head, Department of Microbiology	Member	
4	Dr.N.Santhi,Head, Department of Corporate Secretaryship	Member	
5	Dr.M.Kanagarajan, Head, Department of English	Member	
6	Mr.T.Rajamanickam, Head, Department of Commerce (Computer Applications)	Member	



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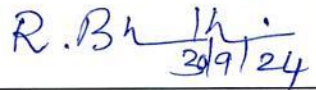
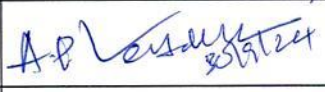

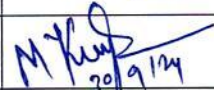

Date:27.09.2024

Admission Committee Minutes of Meeting (2024-25)

The second meeting of Admission Committee for the Academic Year 2024-25 was held at 11.00 am on 30.09.2024 under the Chairmanship of Dr.S.Ravikumar, Principal of the college.

S.No	Agenda
1	To review the admission process
2	Statistics related to admission process
3	Student ratio
4	Conformity of Admission

Members Present

S.No	Name & Designation	Position	Signature
1	Dr.S.Ravikumar, Principal	Chairman	
2	Mrs.R.Bharathi, Head, Department of Computer Applications	Convener	
3	Dr.A.P.Venkatachalam, Head, Department of Microbiology	Member	
4	Dr.N.Santhi,Head, Department of Corporate Secretaryship	Member	
5	Dr.M.Kanagarajan, Head, Department of English	Member	
6	Mr.T.Rajamanickam, Head, Department of Commerce (Computer Applications)	Member	

The Principal Dr.S.Ravikumar, greeted the gathering. Then all the points of agenda were taken up for discussion.

Discussion

- Discussed to reveal that the total number of application forms sold for the current academic year.
- Discussed the statistics related to the admission process such as number of applications sold, number of students admitted in each programme, number of students changed the programme etc.
- Discussed the final head count of the number of students admitted for the academic year 2024-25 in UG and PG programmes.
- Discussed about the admission procedure was carried out with strict adherence to the rules and regulations set by Collegiate Education, Chennai and Periyar University, Salem.

Resolution

It is resolved to

- Confirm the total number of applications sold, number of students admitted in each programme.
- Confirm the final head count of number of students admitted in UG and PG programmes.
- Follow the rules and regulations set by Collegiate Education, Chennai and Periyar University, Salem.

The meeting was concluded with vote of thanks delivered by Mrs.R.Bharathi, Convener of Admission Committee.


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Ref.No : SASC(A)/ADC-01/2024-25

Date:29.03.2024

Admission Committee (2024-25)

Circular

It is hereby informed that the Admission Committee meeting will be held at 11.00 am. on 03.04.2024 in Principal room.

Agenda

S.No	Contents
1	Admission Procedure guidelines
2	Admission Requirements
3	Implementation of newly framed fee structure
4	Media Team
5	Admission Strategies

All the committee members are requested to attend the meeting without fail.


PRINCIPAL

To: Committee Members

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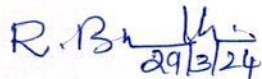




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Members of Admission Committee (2024-25)

S.No	Name & Designation	Position	Signature
1	Dr.S.Ravikumar, Principal	Chairman	
2	Mrs.R.Bharathi,Head, Department of Computer Applications	Convener	
3	Dr.A.P.Venkatachalam, Head, Department of Microbiology	Member	
4	Dr.N.Santhi, Head, Department of Corporate Secretaryship	Member	
5	Dr.M.Kanagarajan, Head, Department of English	Member	
6	Mr.T.Rajamanickam, Head, Department of Commerce (Computer Applications)	Member	



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Ref.No: SASC (A)/ADC-01/2024-25

Date: 03.04.24

Admission Committee Minutes of Meeting (2024-25)

The first meeting of Admission Committee for the Academic Year 2024-25 was held on 03.04.2024 under the Chairmanship of Dr.S.Ravikumar, Principal of the college at 11.00 am.

S.No	Agenda
1	Admission Procedure guidelines
2	Admission Requirements
3	Implementation of newly framed fee Structure
4	Media Team
5	Admission Strategies

Members Present

S.No	Name & Designation	Position	Signature
1	Dr.S.Ravikumar, Principal	Chairman	
2	Mrs.R.Bharathi, Head, Department of Computer Applications	Convener	R.Bh 1h 3/4/24
3	Dr.A.P.Venkatachalam, Head, Department of Microbiology	Member	A.P. Venkatachalam 3/4/24
4	Dr.N.Santhi, Head, Department of Corporate Secretaryship	Member	NSanthi 3/4/24
5	Dr.M.Kanagarajan, Head, Department of English	Member	M.Kanagarajan 3/4/24
6	Mr.T.Rajamanickam, Head, Department of Commerce (Computer Applications)	Member	T. Rajamanickam 3/4/24

The Principal Dr.S.Ravikumar, greeted the gathering. Then all the points of agenda were taken up for discussion.

Discussion

- Discussed on admission procedure of the academic year 2024-25 guidelines prescribed by Collegiate Education, Chennai and Periyar University for admission to various programs.
- Discussed on the following mandatory documents to be collected during the admission process: Transfer Certificate, 10th, 11th, 12th mark sheets, Community Certificate, Aadhaar along with Bank passbook seeding.
- Discussed the implementation of newly framed fee structure for first year UG and PG programs under autonomous status from the academic year 2024-2025 onwards.
- Discussed about media teams.
- Discussed on the admission strategies to be followed for the year 2024-2025: Brand building measures for better visibility and Strong Alumni network.

Resolution

It is resolved to

- Follow the admission procedure guidelines prescribed by Collegiate Education, Chennai and Periyar University for admission to various programs.
- Collect the mandatory documents during the admission process.
- Implement the newly framed fee structure for first year students.
- Utilize the Social media platforms for advertisements.
- Follow the admission strategies to increase the admission strength.

Mrs.R.Bharathi, Convener proposed the vote of thanks. The meeting concluded by 12.00 pm.


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