

Admission Manual / Policy**I. Introduction****About SACAS:**

S. A. College of Arts & Science (SACAS) is with a great vision and exalted mission. The Motto of SACAS is *"You Predict, Together We Create..."* With all its high standards, it's all set ready for the academic year 2025 - 26. The college offers 13 Programmes at the UG level and 3 Programmes at PG level. SACAS believes in holistic development by enhancing our students' Curricular, Co-curricular & Extra-curricular activities. Join SACAS, for 360-degree training to sculpt your career and scale greater heights in your life.

SACAS offers the students with advantageous atmosphere, state-of-the-art facilities, distinguished mentors and pleasant educational environment. The institution holds the aces of assuring the employability and communication skills of students. It provides quality education in an environment of discipline. The focus is on shaping students to become self-disciplined, self-dependent and self-confident individuals. The college's stand is not only on mere acquisition of course knowledge and its application but also on all-round personality development of the student and his value system.

Vision

The vision of SACAS is to build a vibrant and inclusive learning community in a culture of excellence sustained by a sound value system that promotes responsible citizenship and effects social change.

Mission

The mission of SACAS is to empower young men and women to face the challenges of life with courage and commitment, to be builders of a humane and a just society, and to promote a learning community in which all, especially those from less-privileged backgrounds.

Purpose of the Manual

- This manual explains how the admission process should be carried out in the college.
- It helps everyone follow the same steps and rules.
- It gives clear guidance to staff involved in admissions.
- It reduces confusion and makes the process faster.
- It supports the college's goal of providing a fair and student-friendly admission system.

Scope and Applicability

- The manual applies to all courses offered by the college.
- It covers every stage of admission—from registration to document submission.
- All departments must follow the rules in this manual.
- It also includes the work of external partners and online platforms.
- Any change in the process must be approved by the SPOC of the Admission Committee, Principal, Director and the Correspondent.

Objectives of the Admission Process

- To admit eligible and deserving students to various programmes.
- To make the process fair, transparent, and easy to follow.
- To help students and parents with clear communication at each step.
- To use digital tools for faster and better data management.
- To create a smooth and positive admission experience for everyone.

Institutional Philosophy and Admission Ethics

- The college believes in fairness and equal opportunity for all students.
- All admissions are based on merit and eligibility.
- Student information must be kept confidential.
- Staff must follow honesty, respect, and professionalism in all interactions.
- The admission process should be reviewed regularly for improvement.

II. Admission Committee**Composition of the Committee**

- The Admission Committee is formed every academic year as per the Tamil Nadu Government guidelines (G.O. (D) No.147, dated 05.05.2023). **(Ann. 1)**
- It is a common committee for both UG and PG courses.
- As per the Government Order, the committee includes the Principal, two senior-most staff members, and one senior co-opted staff member from SC/ST category: one for UG and one for PG.
- Our college has additional members to ensure smooth coordination across departments and to handle a larger volume of applications efficiently.
- The extended committee includes Heads of Departments, Admission Coordinator, Primary Counsellors, CRM Support Staff, and Office Representatives, all approved by the Principal, the Director and the Correspondent.

Admission Committee 2025-26

Sl. No.	Name of the Admission Committee Member	Department	Roles
1.	Ms. Sumithra. P	Commerce - General	Admission Tracker & Daily Metrics
2.	Dr. Thiyagarajan G	Business Administration	Admission Tracker & Daily Metrics
3.	Dr. Chithralega J	Commerce - CA	Filing, Certificate Collection & Validation
4.	Dr. Kumar S	Commerce - General	Filing, Certificate Collection & Validation
5.	Mr. Thanga Kumaran M	English	Primary Counsellor
6.	Dr. Purushothaman G	Commerce - AF	Primary Counsellor
7.	Dr. Neelabai M	Commerce - BM	Primary Counsellor
8.	Dr. Ganapathy S	Corporate Secretaryship	Primary Counsellor
9.	Mr. Chandrasekar P	Computer Applications	Primary Counsellor
10.	Ms. Sathya Bama D	Home Science - NFSM&D	Primary Counsellor
11.	Dr. Anuja Venkatesh	Psychology	Primary Counsellor
12.	Dr. Srinivasan R	Visual Communication	Primary Counsellor

13.	Mr. James Binny	School of Management	Primary Counsellor for MBA
14.	Ms. Sangeetha. C	Computer Science	NPF / Collegedunia / CollegeDekho / Social Media
15.	Mr. Krishnan R	CS - Artificial Intelligence	NPF / Collegedunia / CollegeDekho / Social Media
16.	Dr. Ambika G	Mathematics	NPF / Collegedunia / CollegeDekho / Social Media
17.	Mr. G. Sivamaran	Physical Education	Sports Admission
18.	Mr. Vijayakumar M	Tamil	Telephone & Walk-in Follow- ups

Roles and Responsibilities

- The Admission Committee plans, organizes, and supervises all activities related to student admissions for both UG and PG courses.
- It ensures that all admissions strictly follow the Government guidelines and college policies.
- The committee verifies student eligibility, code of conduct and IQ.
- It coordinates with Heads of Departments, CRM partners, and office staff to ensure smooth communication and data handling.
- Members of the committee support counseling sessions, fee collection, and documentation to make the process student-friendly.

- The team maintains fairness, transparency, and discipline throughout the admission period.
- The committee reviews daily and weekly reports and submits updates to the Principal, the Director and the Correspondent.
- It also handles admission-related queries, grievances, and special cases with care and professionalism.
- The committee ensures all records and reports are properly maintained for future reference.
- It conducts regular review meetings to evaluate progress and suggest improvements and changes in the admission process.

Meetings and Coordination

- The committee meets regularly during the admission period.
- Important decisions are discussed and recorded in the meeting minutes.
- Tasks are divided among members for smooth coordination.
- Any major issue is reported immediately to the Principal, the Director and the Correspondent.
- The team works closely with the academic departments, accounts department and administration office.

Communication and Documentation

- The committee maintains clear communication with students and parents.
- All official announcements are made through approved channels only.
- Proper records are kept for all admissions and communications.
- Reports and updates are shared with management at fixed intervals.
- Data privacy and accuracy are maintained at every stage.

Code of Conduct

- Members must act with honesty, fairness, and professionalism.
- No personal bias or influence should affect the admission process.
- Confidential information must not be shared outside the committee.
- Members should be punctual and responsible in their assigned duties.
- Any conflict of interest should be reported to the Principal, the Director and the Correspondent immediately.

Standard Operating Procedures

- SOPs are framed and followed for each role in the committee. **(Ann. 2)**

III. Course Eligibility**List of Courses Offered**

- The college offers various Undergraduate (UG) and Postgraduate (PG) programmes approved by the University of Madras and Government of Tamil Nadu.
- A detailed list of courses is displayed in the college prospectus, website, and brochure every academic year.
- Each course is designed to meet the academic, professional, and skill needs of students.

Course Eligibility Criteria

- Eligibility for each course is based on the guidelines of the University of Madras and the Tamil Nadu Government.
- For UG courses, candidates must have passed Higher Secondary or equivalent examinations as prescribed. **(Ann. 1)**
- For PG courses, candidates must hold a relevant undergraduate degree from a recognized university. **(Ann. 3)**
- Reservation policies and age limits are followed as per Government norms for the Self Financing Institutions.
- All eligibility documents are verified by the Admission Committee before final selection.

Academic Programmes & Eligibility

S. No.	Programmes	Eligibility
01	B.Com. General	• Should have studied Commerce and Accountancy in +2 • 20% Reserved for Vocational Stream
02	B.Com. Corporate Secretaryship	
03	B.Com. Accounting & Finance	
04	B.Com. Bank Management	
05	B.Com. Computer Application	Accountancy & Commerce with Computer Application / Computer Science
06	B.B.A. Business Administration	• 80% for students who have studied Commerce and Accountancy

		• 10% for students who have studied other subjects and meritorious • 10% for Commerce Vocational Stream
07	B.C.A. Computer Applications	Should have studied Mathematics / Business Mathematics / Computer Science / Computer Application
08	B.Sc. Computer Science	• Should have studied Mathematics in +2
09	B.Sc. CS – Artificial Intelligence	
10	B.Sc. Visual Communication	• A pass in +2
11	B.Sc. Psychology	
12	B.A. English	
13	B.Sc. HS-NFSM&D	• 80% of students who have studied Chemistry with Biology or Home Science. • 20% for Vocational stream students who have studied Biology or Home Science.
14	M.Com. General	• Candidates who have passed B.Com. (With any Specialization) or BBA or its equivalent course from a recognized University.
15	M.Sc. Visual Communication	• Any UG Degree
16	M.B.A. Business Administration	• Any UG Degree

Eligibility:

Age Limit:

- For admission to UG Programmes, age limit should not exceed 21 years. Relaxation of 5 years is permitted for the Differently Abled candidates. For SC/SCA/ST/BC/MBC/DNC candidates and woman candidates a relaxation of 3 years is permitted for the admission.

Basic Qualification:

- For Admission to PG Programmes a candidate must have passed a 3 year UG Programme (under the 10+2+3 pattern) recognized by the University as equivalent thereto.

Necessary Documents

- Students should surrender his/her original documents during the time of admission. At the latest he/she has to submit the originals before the classes commence. If not, the admission stands cancelled. The original certificates should be collected from the students and an acknowledgement should be dually signed by the counsellor and the student. **(Ann. 4)**

Documents to be Submitted for UG

- SSLC / 10th Mark Sheet (Original)
- HSC / +1 & +2 Mark Sheets (Original)
- Transfer Certificate (TC) of +2 (Original)
- Conduct Certificate (If Available) (Original)
- Community Certificate (Photo Copy)
- Aadhaar Card (Photo Copy)
- Four Passport-size Photographs
- Eligibility Certificate for NIOS, Other State Boards & Programme Eligibility. (If Necessary) (Original)

Documents to be Submitted for PG

- SSLC / 10th Mark Sheet (Original)
- HSC / +1 & +2 Mark Sheets (Original)
- UG Mark Sheets (Individual and Consolidated) (Original)
- Provisional Certificate (Original)
- Convocation / Degree Certificate (Original)
- Transfer Certificate (TC) of UG (Original)
- Conduct Certificate (If Available) (Original)
- Community Certificate (Photo Copy)
- Aadhaar Card (Photo Copy)
- Four Passport-size Photographs

- Eligibility Certificate for Other University & Programme Eligibility.
(If Necessary) (Original)

Other Conditions

- Student should be accompanied with his/her parent/guardian.
- Eligibility Certificate should be obtained by the candidate only.
- Any discontinuance of a candidate, the respective counsellor should handle the case.

Mark Criteria:(After the announcement of results)

S. No.	Programmes	Minimum %
01	B.Com. General	60% of marks in HSC
02	B.Com. Corporate Secretaryship	50% of marks in HSC
03	B.Com. Accounting & Finance	70% of marks in HSC
04	B.Com. Bank Management	50% of marks in HSC
05	B.Com. Computer Application	Above 400 in HSC (State Board)
06	B.B.A. Business Administration	50% of marks in HSC
07	B.C.A. Computer Applications	Above 500 in HSC (State Board)
08	B.Sc. Computer Science	60% of marks in HSC
09	B.Sc. CS – Artificial Intelligence	60% of marks in HSC
10	B.Sc. Visual Communication	• A pass in HSC and the interest of the students for the programmes
11	B.Sc. Psychology	
12	B.Sc. HS-NFSM&D	
13	B.A. English	
14	M.Com. General	• A pass in B.Com. (With any Specialization) or BBA

15	M.Sc. Visual Communication	• A pass in any UG degree
16	M.B.A. Business Administration	• A First Class in UG • Selection based on an Interview

** Mark Criteria is not necessary for the Girl Students*

IV. Programme Fee Details

S. No.	Programmes	Fee Per Year (in Rs.)
01	B.A. English	30,000 + 5,000
02	B.Com. General	65,000 + 5,000
03	B.Com. Accounting & Finance	75,000 + 5,000
04	B.Com. Bank Management	50,000 + 5,000
05	B.Com. Computer Application	70,000 + 5,000
06	B.Com. Corporate Secretaryship	55,000 + 5,000
07	B.B.A. Business Administration	50,000 + 5,000
08	B.C.A. Computer Applications	75,000 + 5,000
09	B.Sc. Computer Science	65,000 + 5,000
10	B.Sc. CS – Artificial Intelligence	75,000 + 5,000
11	B.Sc. HS-NFSM&D	45,000 + 5,000
12	B.Sc. Psychology	45,000 + 5,000
13	B.Sc. Visual Communication	85,000 + 5,000
14	M.Com. General	40,000 + 5,000
15	M.Sc. Visual Communication	60,000 + 5,000
16	M.B.A. Business Administration #	1,50,000

Rs. 5,000 concession for the students admitted through counselling.

- **SACAS students joining a PG programme are eligible for a concession of Rs. 5,000/- for M.Com. General and Rs. 10,000/- for M.B.A. and M.Sc. Vis Com.**

Hostel Fee Rs. 1,00,000/- p.a. (It can be paid in two instalments)

Fee Payment (Instalments)

- During the counselling, insist the parent to pay the full fee.
- If they are unable to pay the full fee, collect a minimum of 50% of tuition fee + 5000 career development fee.
- If provisional admission is given before the results 50% of tuition fee + 5000 career development fee should be collected and the remaining fee should be paid within 15 days.
- Get an acknowledgement from the parent stating that the balance 50% of the fee will be paid within 15 days from the date of admission. Extension of payment may be provided with an approval of the Correspondent- (Format is available with admission office.) **(Ann. 5)**
- MBA students can pay the first half of the fee at the time of admission and remaining before August 31st, 2025.

V. Admission Process**Pre-Registration Process**

- The admission process begins with pre-registration through the online portal or by visiting the college admission office.
- Students must fill in their basic details, course preference, and contact information correctly.
- The committee verifies eligibility and ensures all details are entered in the admission database.
- The counsellors have a check list and counsel the students based on that. The rules and regulations are clearly explained and signed by the student, parent and the counsellor. **(Ann. 6)**
- A prospectus and a brochure are given to each applicant for future reference.
- All pre-registered candidates receive updates about the next steps through SMS, email, or follow-up calls from the tele calling team.

Brochure Preparation

- The college prepares an admission brochure every term to provide complete details about courses and procedures. **(Ann. 7)**
- The brochure includes information on eligibility, fees, scholarships, and facilities available on campus.

- The editorial team and Admission Committee ensure accuracy before final approval.
- The brochure is released both in digital and printed formats for easy access.
- The approved brochure is uploaded to the college website and distributed to students during counseling.
- Individual department brochures are also prepared, finalized and circulated in the same process mentioned above. **(Ann. 8)**

NPF–Meritto Application

- The college uses the NPF–Meritto platform for managing applications and tracking admission leads.
- All applicant details are entered and updated regularly in the system.
- The software helps in sorting and filtering students based on course preference and eligibility.
- Admission staff are trained to use the system for follow-up and status updates.
- Reports from the NPF–Meritto system are shared with the committee and management for review.
- A step-by-step filling of the NPF – Meritto Application is shared on the website for easy reference. **(Ann. 9)**

Merit List Preparation

- The merit list is prepared based on marks, eligibility criteria, and reservation norms.
- The committee verifies all details before finalizing the list.

Counseling

- Counseling is conducted in an orderly manner to help students choose their desired courses.
- Students are called individually along with their parents/guardians and counselled.
- Committee members guide students and parents during the selection process.
- An SOP is followed by the counsellor during the counselling. **(Ann. 2)**
- Required documents are verified at the time of counseling.
- If the student is willing to join, the following forms are filled and signed by the student, parent, counsellor and the admission coordinator.
 - Inquiry Form (Ann. 6)
 - Undertaking Form (Ann. 10)
 - Certificate Acknowledgement (Ann. 4)

- Fee Installment Form (Ann. 5)
- After the above procedures the students are directed to pay the fee.

Fee Payment

- Fee details and payment instructions are given during or after counseling.
- Students can pay fees through online payment, bank challan, or cheque.
- Receipts are issued immediately after payment for confirmation.
- Students must complete payment within the given deadline to secure their admission.
- The accounts section checks daily and weekly fee reports with the Admission Committee and submits it to the Management.

VI. CRM and Digital Support**CRM Platforms Used**

- The college uses Customer Relationship Management (CRM) platforms to manage student enquiries and applications.
- The main platforms used are NPF, Collegedunia, CollegeDekho, and Shiksha.
- These tools help track student leads, communication, and admission progress.
- Each platform is handled by trained staff under the supervision of the Admission Committee.
- Regular updates are taken from all platforms and compiled into daily and weekly reports.

Lead Generation and Management

- CRM platforms help generate student enquiries from various sources.
- Each enquiry is recorded with details like course interest, contact number, and status.
- Admission staff follow up with students regularly through calls, messages, and emails.
- Leads are categorized as direct, publisher campaign etc. for easy tracking.
- Reports are shared with the management to review the effectiveness of the campaigns.

Follow-Up and Conversion Tracking

- The CRM team maintains regular communication with interested students.
- Each follow-up is recorded in the system for transparency and monitoring.
- Staff ensure timely responses to student queries about courses, fees, and admission procedures.
- Conversion rates (from enquiry to admission) are analyzed to measure performance.
- Feedback from students is collected to improve communication and service quality.

Data Privacy and Security

- All student data collected through CRM platforms is kept confidential and secure.
- Only authorized admission staff can access and update the information.
- Personal details are never shared with third parties without permission.
- Regular system checks are done to prevent data loss or misuse.
- The college follows data protection policies in line with government and institutional norms.

Integration with Admission Process

- CRM data is regularly synced with the college admission tracker and NPF–Meritto system.
- The CRM helps the committee monitor how many leads turn into confirmed admissions.
- The system also supports report generation for management review meetings.
- This integration saves time and reduces manual errors during data entry.
- The Admission Committee uses CRM insights to plan better outreach strategies for upcoming sessions.

Details of Scholarships and Concessions**VII. Merit Scholarship:**

- The college offers Merit Scholarships to students with outstanding academic performance.
- Eligibility is based on marks obtained in the qualifying examination and specific criteria fixed by the Management.
- The list of eligible students is prepared and verified by the Admission Committee.
- The scholarship amount or percentage of fee reduction is informed during counseling or admission confirmation.
- Students must maintain good academic performance each semester to continue receiving the scholarship.
- Merit Scholarship is based on the ***First Come, First Served Basis***.
- Merit Scholarship will be given to **20% of the students** for each programme.

Board of Study	Scholarship – 30%	Scholarship – 20%	Maximum No. of Students can avail in Commerce & Management Stream	Maximum No. of Students can avail in Arts & Science Stream
State Board – Marks%	>90%	80% to 89.9%	10 Students can avail Per Programme	06 Students can avail Per Programme
CBSE Board – Marks %	>85%	80% to 84.9%	04 Students can avail Per Programme	04 Students can avail Per Programme
Total	-	-	14 Students can avail Per Programme	10 Students can avail Per Programme

* - % of marks to include all the subjects incl. Language & English

* - Merit Scholarship to be provided only from the Tuition Fee

Totally 168 students may be benefitted out of Merit Scholarship

- For the continuation of the scholarship, he/she must score 80% and above in the two semesters of the first-year. If it is not attained, the scholarship remains cancelled and must pay the full fee.

VIII. Sports Scholarship

- Sports Scholarships are given to students who have represented their school, district, or state in recognized sports events.
- Applicants must submit valid sports certificates and proof of participation during admission.
- The Physical Education Department verifies the documents and recommends eligible students.
- The scholarship amount or fee concession is finalized by the Management based on performance level.
- Students must continue to represent the college in sports activities to retain the scholarship.

- Students with **sports achievements** will be decided based on the Certificates and it must be checked and validated by the Physical Director.
- Sports Scholarship ranges are based on the following criteria:
 - 50% - District Level,
 - 75% - State Level,
 - 100% - National & International Level
- Further to state that the sports scholarship will be provided subject to a maximum of 30 students only. It is based on the ***First Come, First Served Basis***.
- Continuation of Sports Scholarship: Students availing Sports Scholarship should participate a minimum of 10 events and win in 2 events.

Differently Abled concessions will be decided based on the disability percentage. A candidate seeking under this category should produce a government certificate, disability card with the nature and percentage of disability.

IX. Concessions and Referral Policy

- The college provides fee concessions for students from economically weaker backgrounds or special categories.
- Referral benefits are offered when existing students or alumni recommend new admissions.
- The details and limits of these concessions are fixed by the Management each year.
- All applications for concession or referral must be supported with valid documents and approval.
- The Admission Office maintains records of all such concessions for audit and reporting.
- **Staff and Other Referral Concessions Incl. Siblings** – Rs. 5,000/- concession will be considered. (Not Applicable for PG Programmes)
- A separate form is available for all types of scholarships and concessions. It will be filled by the committee and permission will be sought from the management. **(Ann. 11)**

X. MUFES (Madras University Free Education Scheme)

- The Madras University Free Education Scheme (MUFES) aims to support deserving students from financially weaker backgrounds. **(Ann. 12)**
- The college reserves seats as per the Madras University Free Education Scheme (MUFES) guidelines each year.

- The college receives a communication from the University of Madras with a list of students who've opted our college for admissions.
- The Admission Committee carries out the admission process of the students who come under the MUFES.
- The college waives the tuition fees and ensures all other benefits under the scheme are provided to selected students.
- The committee and the college maintain a dedicated record of MUFES beneficiaries and submits periodic reports to the University and Management for transparency.

Admission Documentation**XI. Admission Tracker**

- The Admission Tracker is used to monitor the status of every applicant from registration to enrollment.
- It helps the Admission Committee record key details like name, course, application number, and status of admission.
- The tracker is updated daily to ensure accuracy and transparency in the admission process.
- It allows easy identification of pending cases, document verification, and fee payment status.
- Regular reports from the tracker are shared with the Principal and Management for review.

XII. Admission Register

- The Admission Register maintains a permanent record of all students admitted to various courses.
- It includes details such as the student's name, course, category, mode of admission, and date of joining.
- Entries in the register are made only after document verification and fee payment are completed.
- The register is kept under the safe custody of the Admission Officer or Head of the Department.
- It serves as an official reference for audits, inspections, and university verification.

XIII. Counseling Checklists

- A Counseling Checklist is used to ensure all admission steps are completed during the counseling process. **(Ann. 6)**
- It includes verifying eligibility, collecting documents, confirming seat availability, and explaining fee details.
- Faculty members and admission coordinators tick off each requirement as it is completed.
- The checklist helps maintain uniformity and fairness in the admission process.
- Signed checklists are filed for future reference and serve as proof of counseling transparency.

XIV. Collection of Original Documents

- All selected students must submit original certificates such as mark sheets, transfer certificate, and community certificate. **(Ann. 4)**
- The documents are verified and recorded in the Admission Register before being accepted.
- Each student is given a receipt for the documents submitted for safekeeping.
- The originals are kept in a secured file room until they are returned at the time of course completion.
- The college strictly follows University and Government norms for document handling and return.

Reports and Management Communication**XV. Reports**

- Reports help the committee track the progress of admissions throughout the process.
- They ensure transparency and accountability in every stage of the admission process.
- Reports support data-based decision-making for improving admission strategies.
- They help identify trends such as course demand, category distribution, and scholarship utilization.
- Regular reporting avoids confusion.
- The college uses CRM platforms like NPF, Collegedunia, CollegeDekho, and Shiksha to manage student enquiries and applications and report generation.
- Regular updates are taken from all CRM platforms and compiled into daily, weekly and monthly reports.

Data Extraction and Reporting from NPF / Meritto

- **Collect data from the system:** Take admission details from NPF and Meritto like enquiries, applications, and confirmed admissions.
- **Track student progress:** Check how many students move from enquiry to admission and identify where students drop out.
- **Prepare course-wise reports:** Separate data based on courses, departments, and categories for easy understanding.
- **Check performance regularly:** Look at daily admissions and conversion rates to know how well the admission process is going.
- **Submit reports to management:** Share daily, weekly, and monthly reports in a simple format to update the management on admission status.

Explanation of Data Extraction Screen (Meritto – Arts & Science College) (Ann. 16)

This screen is used to **extract and analyse admission data** for presentation to the management.

1. Filter Section (Top Panel):

The user can select filters such as **date range, program, department (Arts College), course, admission status, and payment status**. This helps in generating specific reports based on requirements.

2. Summary Dashboard:

Key admission details are shown at a glance, including:

- Total Enquiries
- Total Applications
- Total Admissions
- Conversion Rate
- Total Fees Collected

These figures help management quickly understand admission performance.

3. Extract Data Button:

After selecting filters, clicking **“Extract Data”** generates the required report instantly.

4. Detailed Data Table:

The main table displays student-level data such as:

- Application ID

- Student Name
- Course (B.Com., BBA, BCA, B.Sc., B.A.)
- Phone and Mobile Number
- Enquiry Date and Application Date
- Admission Status and Payment Status

This provides complete tracking of each applicant.

5. Export Options:

Data can be downloaded in **Excel, CSV, or PDF format**, making it easy to share reports with management.

6. Pagination and Navigation:

Large data sets can be viewed across multiple pages, allowing easy browsing of all records.

Daily Reports

- The Admission Committee prepares a daily summary of new applications, counseling sessions, and admissions confirmed. **(Ann. 13)**
- The report includes number of walk-ins, admitted, and pending verifications.
- It helps the team address issues like duplicate entries or missing documents immediately.
- Daily updates are shared with the Principal, the Director and the Correspondent for quick review.
- This ensures real-time monitoring and timely action during the peak admission period.
- Regular updates are taken from all CRM platforms daily and shared with the management.

Weekly Reports

- Weekly reports provide a broader view of admission progress in each department.
- They include details on the number of confirmed, canceled, and pending admissions.
- The report also highlights course-wise seat availability and scholarship status.
- Weekly data helps to adjust marketing and outreach efforts based on trends.
- Meetings are held every week to discuss challenges and implement corrective steps.
- Regular updates are taken from all CRM platforms and compiled weekly and shared with the management.

Monthly Reports

- Monthly reports are comprehensive summaries that include overall admission statistics and financial details. **(Ann. 14)**
- They track fee collection, scholarship disbursement, and management quota admissions.
- The report is used to evaluate performance against admission targets set at the beginning of the term.
- Comparative data with previous years helps in strategic planning for the next cycle.
- These reports are submitted to the Principal, Director, and the Correspondent for record and review.

Overall Presentation

- An overall presentation of the admission analysis report is made by the coordinator to the entire faculty members at the end of the admission period for better understanding of the admission process. **(Ann. 15)**

Ready Reckoner for the Admission Process

(Encourage Only Online Application)

- Candidate Should Apply Online.
- Pay the Application Fee Rs. 500 Online.
- Application Templates should be sent to the Counsellor.
- Counselling and Processing should be Done.
- Check the SOP for Counsellors
- Follow the Counselling Points.
- Fill all the Necessary Forms.
- Collect all the Necessary Documents.
- Acknowledgement Slip for Fee Payment should be enclosed.
- Scholarship & Concession should be directed to the SPOC-Admission
- Candidate can pay the fee in the Accounts Section.

(* Offline Payment for the Application Form can be accepted upon the parent's request. The same should be paid only in the Accounts Section. A slip should be filled by the counsellor)

(** If student is not ready to pay the application fee but only needs basic information, ask him/her to fill the basic data in Meritto (No Paper Forms))

(*** Counsellors should not handle money at any cost.)

XVI. Fee Refund Policy**Merit Quota Admissions**

- Fee refunds for students admitted under the Merit Quota will follow the rules of the University of Madras, UGC, and the Tamil Nadu State Government.
- Students must submit a written request along with the original fee receipt and admission documents.
- Refund eligibility depends on the official policies applicable on the date of admission.
- Approved refunds will be processed within 30 working days through account transfer or cheque.
- The college ensures that all refunds are handled transparently and as per regulations.

Management Quota Admissions

- Students admitted under the Management Quota are expected to continue their studies under the self-financing category.
- As a general rule, fees once paid will not be refunded to maintain fairness and prevent seat misuse.
- A full refund will be given only if the student fails the qualifying (+2) examination or does not meet the minimum eligibility percentage.
- Beyond this stage, refunds are not encouraged, but the Management may consider exceptional cases at its discretion.
- Decisions on such cases are final and cannot be claimed as a right or compared with other cases.

General Conditions

- If a student withdraws after completion of the merit admission process, the college may collect a Caution Deposit equal to the total programme fees.
- This deposit protects the college from financial loss due to seat withdrawal after seat closure.
- The deposit is refundable only if the vacated seat is filled through a valid lateral entry or equivalent admission.
- The mode of deposit—cash or bank guarantee—will be decided by the College Management.
- No refunds will be processed for students with pending dues or disciplinary issues.

Non-Refundable Components

- Processing fees, University registration fees, and admission charges are strictly non-refundable.
- Refund requests will not be accepted after the official refund window closes.
- The college will not entertain claims that contradict University or Government guidelines.
- The Caution Deposit, if collected, will be refunded only after course completion and clearance of all dues.
- All refund-related decisions are subject to Management and University approval.

XVII. Transport Facility

- The college provides safe and comfortable bus transport for students and staff.
- Routes and timings are planned each year based on student demand and displayed on the college notice board and website.
- Students must register and pay the transport fee during admission or at the start of the semester to avail the service.
- All users must follow transport rules, maintain discipline, and treat staff and fellow passengers with respect.
- The Transport Officer monitors safety, handles complaints, and ensures buses are well-maintained and punctual.

XVIII. Hostel Facility

- The college provides separate hostels for boys and girls with safe and comfortable accommodation.
- Each hostel has well-furnished rooms, clean dining areas, and 24-hour water and electricity supply.
- A warden and residential staff are appointed to ensure discipline, safety, and student welfare.
- Hostel students must follow rules and timings related to attendance, visitors, and quiet hours.
- Hostel fees are collected annually or semester-wise, and students must pay on time to continue their stay.

XIX. International Student Admission

- Apply online through NPF–Meritto.
- Attend a video-call interview with the Admission Counsellor and Admission SPOC.
- Submit the required documents online and pay the prescribed fee online for provisional admission.
- Visit the college in person and submit original certificates for verification.
- Obtain the required Eligibility/Recognition Certificate from the University of Madras.
- Complete the final admission formalities and confirm admission.
- Receive continuous admission guidance and communication support from the Admission Team.
- International students may avail themselves of hostel and transport facilities, subject to applicable rules and availability.

XX. Conclusion

- This manual provides a clear guide for carrying out the admission process in a fair and organized manner.
- It shows the college's commitment to transparency, accountability, and student welfare.
- All staff and committee members are expected to follow the procedures carefully to maintain quality and consistency.
- The manual will be revised regularly to match new rules from the University of Madras and the Tamil Nadu Government.
- By following this manual, the college ensures that every admission is handled with honesty, fairness, and excellence.

Encl: Annexures 1-16