





PAAVAI ENGINEERING COLLEGE

(Autonomous)

Minutes of Admission Committee Meeting

The Admission committee meeting was conducted on 03.04.2023 for the Academic year 2023-2024 at 11.30 am.

Members Present

| S.No | Name of the Member | Position | Sign |
|------|--------------------|----------------------|---|
| 1 | Mr.K.Senthil | Director Admissions |  |
| 2 | Dr.M.Premkumar | Principal |  |
| 3 | Mr.M.Mohan | Head – Admissions |  |
| 4 | Dr.B.Kishok Kumar | In-Charge admissions |  |

Points Discussed:

- The admission procedures for UG and PG courses are strictly conducted in accordance with the norms and guidelines issued by the Director of Technical Education, Tamil Nadu, and Anna University, Chennai.
- The committee members unanimously agreed on the necessity to promote the college's credentials in the surrounding districts.
- It was decided that the college should reach out to the public for UG and PG admissions through various methods such as distributing pamphlets, putting up banners, installing hoardings, and advertising in local newspapers and neighboring districts.
- It was decided that the college office phone number would be designated as a helpline for the admission process, allowing candidates to seek clarifications regarding the admission procedures.
- The admission panel members are responsible for maintaining a database of all candidates who apply for the various courses. Additionally, a staff member will be assigned to inform candidates about interview calls via phone and address any queries they may have.





PAAVAI ENGINEERING COLLEGE

(Autonomous)

Minutes of Admission Committee Meeting

The Admission committee meeting was conducted on 08.04.2022 for the Academic year 2022-2023 at 10.00 am in Admission Office.

Members Present

| S.No | Name of the Member | Position | Sign |
|------|--------------------|----------------------|---|
| 1 | Mr.K.Senthil | Director Admissions |  |
| 2 | Dr.M.Premkumar | Principal |  |
| 3 | Mr.M.Mohan | Head – Admissions |  |
| 4 | Dr.B.Kishok Kumar | In-Charge admissions |  |

Points Discussed:





- The committee members unanimously agreed on the need to publicize the college's credentials in the surrounding districts.
- It was decided that the college should reach out to the public for UG and PG admissions by distributing pamphlets, putting up banners, installing hoardings, and advertising in local newspapers and neighboring districts.
- The Principal instructed the admission panel members to be fully knowledgeable about the eligibility criteria for granting admissions into each UG course based on the subjects chosen in the higher secondary curriculum.
- The Principal emphasized that during the admission process, either the father or mother should accompany their wards for enrollment.
- The Principal reiterated that during admission, the code of conduct for students should be clearly communicated to both the parents and the candidate.
- The Principal suggested that the admission panel members inquire with parents from out-of-town if they require hostel facilities for their wards.

PAAVAI ENGINEERING COLLEGE

(Autonomous)

Minutes of Admission Committee Meeting

The Admission committee meeting was conducted on 11.04.2021 for the Academic year 2021-2022 at 3.30 pm through online mode.

| S.No | Name of the Member | Position | Sign |
|------|--------------------|----------------------|---|
| 1 | Mr.K.Senthil | Director Admissions |  |
| 2 | Dr.M.Premkumar | Principal |  |
| 3 | Mr.M.Mohan | Head – Admissions |  |
| 4 | Dr.B.Kishok Kumar | In-Charge admissions |  |

Points Discussed:

- The Principal suggested that the admission panel members confirm with parents if they need college transport facilities and the desired boarding point to arrange necessary transport.
- It was decided that the sale of application forms for admissions would begin after April 2021.
- The Principal announced that the admission process for PG courses would start after the publication of UG final year results.
- The members discussed in depth the stipulated guidelines set by the Government of Tamil Nadu and Anna University for student admissions.
- The HODs of the respective PG Departments will be part of the selection panel for their PG programs under the Management Quota.
- The admission panel members were tasked with verifying the certificates of admitted candidates.
- It was decided that the college office phone number would be designated as a helpline for the admission process, allowing candidates to seek clarifications regarding the admission procedures.