





## **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**

| <b>S.No</b> | <b>Name of the Member</b> | <b>Position</b>      | <b>Sign</b>   |
|-------------|---------------------------|----------------------|---|
| 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.