





## 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.