

PAAVAI ENGINEERING COLLEGE

(Autonomous)

Minutes of Admission Committee Meeting

The Admission committee meeting was conducted on 05.04.2024 for the Academic year 2024-2025 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 both UG and PG courses for the academic year 2024-2025 will be conducted in strict adherence to the norms and guidelines set by the Director of Technical Education, Tamil Nadu, and Anna University, Chennai.
- The committee members collectively agreed on the importance of enhancing the college's reputation in the surrounding districts.
- It was decided that the college should actively promote UG and PG admissions through multiple channels, including the distribution of pamphlets, the display of banners, the installation of hoardings, and advertisements in local newspapers, extending to neighboring districts.
- The college office phone number will be designated as the official helpline for the admission process, providing candidates with a resource to seek clarifications on admission procedures.
- The admission panel members will be responsible for maintaining an updated database of all applicants. Additionally, a designated staff member will be tasked with notifying candidates about interview calls via phone and addressing any related queries.
- The members thoroughly discussed the guidelines set by the Government of Tamil Nadu and Anna University for student admissions. The admission panel members were also assigned the responsibility of verifying the certificates of all admitted candidates.