

PAAVAI ENGINEERING COLLEGE

(Autonomous)

Pachal, Namakkal – 637 018

Date: 04.04.2025

CIRCULAR

All members of the Admission Committee are requested to attend a meeting scheduled on 07.04.2025 at 11.30 AM in the Principal's cabin to discuss matters related to admissions for the academic year 2025–2026.



PRINCIPAL

Copy to:

The Director-Admissions

The Director-Admin

Admission Committee members

Admission File

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Minutes of Admission Committee Meeting

The Admission committee meeting was conducted on 07.04.2025 for the Academic year 2025-2026 at 11.30 am. The following Points were discussed:

1. **Regulatory Adherence:** Admissions for 2025-2026 will follow all latest DOTE and Anna University norms. Proactively communicate rule changes.
2. **Reputation Enhancement:** Boost college reputation across Tamil Nadu and key feeder regions. Highlight achievements and unique programs.
3. **Admission Promotion:** Promote UG/PG admissions via diverse channels. Use traditional ads, strong digital campaigns, and social media. Target specific demographics.
4. **Admission Support:** College phone is primary helpline. Integrate online chat and website FAQs for instant support.
5. **Applicant Management:** Maintain updated digital database of all applicants. Use automated systems (SMS/email) and calls for interview notifications. Address all queries efficiently.
6. **Verification & Compliance:** Discuss updated government and Anna University guidelines. Admission panel to thoroughly verify all admitted candidates' certificates. Ensure full compliance.

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	