

PAAVAI ENGINEERING COLLEGE

(Autonomous)

Pachal, Namakkal – 637 018

Date: 06.04.2026

CIRCULAR

All members of the Admission Committee are requested to attend a meeting scheduled on 08.04.2026 at 11.30 AM in the Principal's cabin to discuss matters related to admissions for the academic year 2026–2027.



PRINCIPAL

Copy to:

The Director-Admissions

The Director-Admin

Admission Committee members

Admission File

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Minutes of Admission Committee Meeting

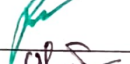
The Admission Committee Meeting for the Academic Year **2026–2027** was conducted on **06.04.2026 at 11.30 AM**. The committee discussed the following points and resolved to implement them during the admission process:

1. **Regulatory Compliance:** Admissions shall be carried out strictly in accordance with the latest guidelines issued by DOTE, Anna University, AICTE, and the Government of Tamil Nadu. All committee members shall remain updated on any regulatory changes.
2. **Institution Branding and Admission Promotion:** Strengthen the institution's visibility through print media, digital marketing, social media campaigns, school visits, career guidance programmes, educational fairs, and alumni engagement to attract quality applicants.
3. **Digital Admission Support:** Enhance the admission process through an online admission portal, college helpline, WhatsApp support, website FAQs, and AI-enabled chat assistance to provide timely guidance to applicants and parents.
4. **Applicant Management System:** Maintain a centralized digital database of all enquiries and applications. Use SMS, email, and WhatsApp notifications for counselling schedules, document verification, fee payment reminders, and admission updates.
5. **Certificate Verification and Transparency:** Ensure thorough verification of all original certificates and supporting documents while maintaining transparency, fairness, and compliance with reservation policies and university regulations.
6. **Scholarship and Student Support:** Create awareness about Government scholarships, institutional financial assistance, hostel facilities, placement opportunities, industry collaborations, and value-added certification programmes during admission counselling.

7. **Admission Analytics and Quality Improvement:** Monitor admission progress using digital dashboards and periodic review meetings. Analyze enquiry-to-admission conversion, regional outreach, and campaign effectiveness to improve future admission strategies.
8. **Training and Continuous Review:** Conduct orientation programmes for admission committee members on updated regulations, counselling techniques, digital admission tools, and ethical admission practices. Review admission activities regularly to achieve quality admissions and institutional targets.

The meeting concluded with a vote of thanks to the Chair, and all committee members agreed to work collectively towards achieving the admission targets while ensuring transparency, efficiency, and student-centric services.

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	