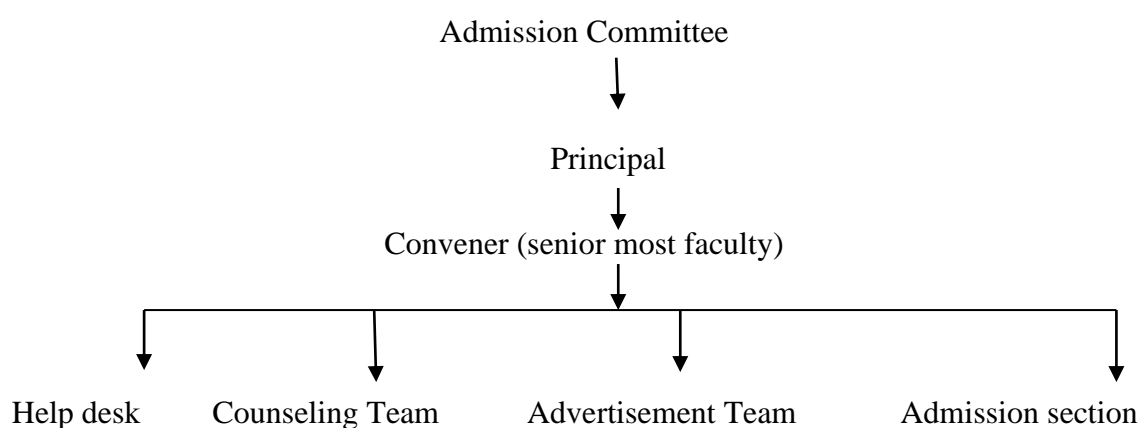


# ADMISSION COMMITTEE

- The committee is constituted every year as per the directions of the Government of Tamilnadu.
- To evolve procedures for admissions based on the norms and guidelines issued by the University and the Government of Tamilnadu.
- To help the Principal in finalizing the admission of students to various courses of study.
- To report the Governing Body and other appropriate authorities about the admission made.



## **Counseling Team:**

Helps students to know the process of admission and about the various courses and fee structure.

## **Advertisement Team:**

Prepares the college prospectus, highlighting the special features of the college, achievements and contact details.

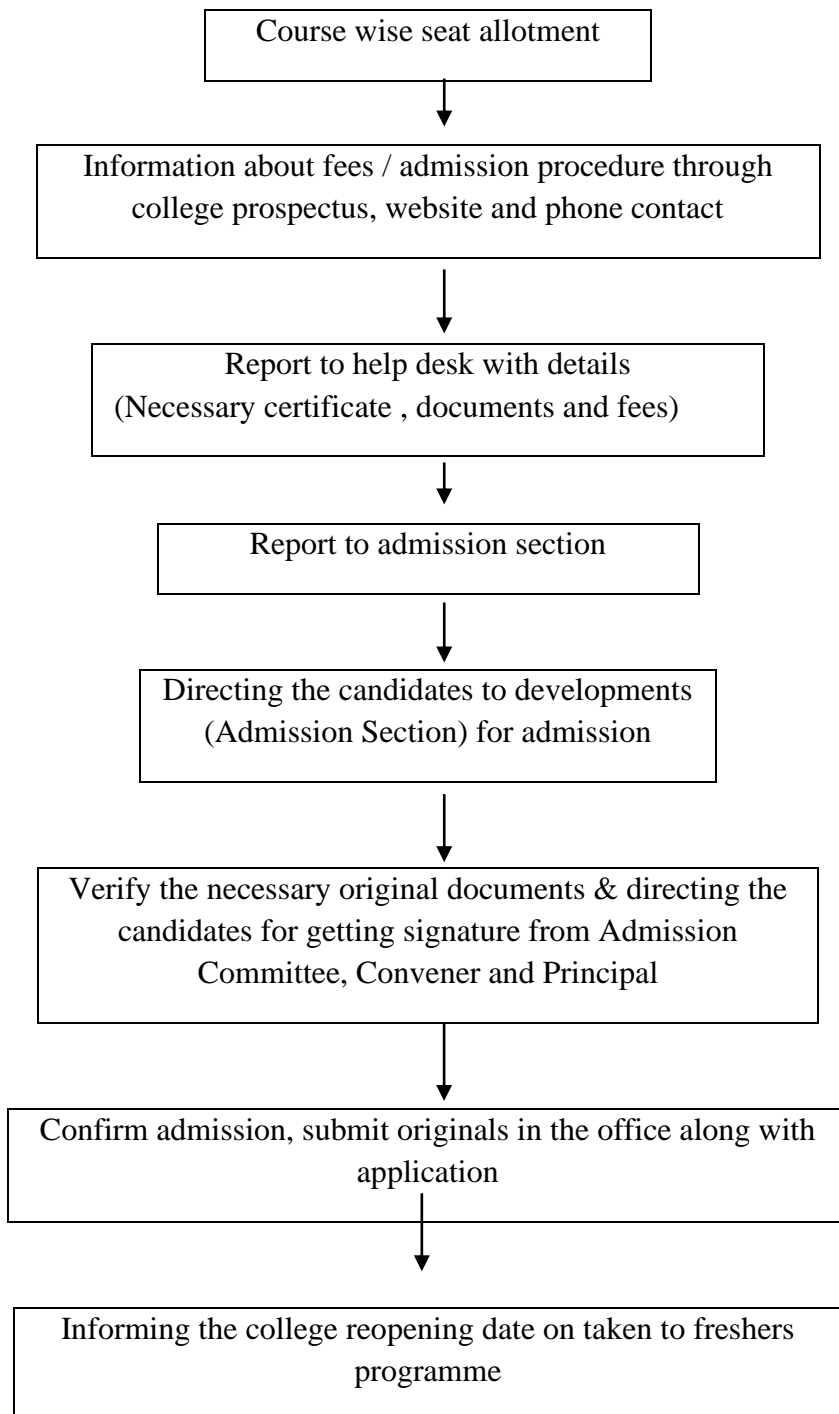
## **Help desk:**

Candidates seek information about admission procedure. It directs the candidates to meet the counselors, departments, office of the principal and guide them in admission enrollment.

## **Admission Section:**

Takes care of selected candidates in various courses and helps them to get admitted as per the flow chart (step by step procedures)

## Flow Chart for Admission



## **Guidelines of Admission Committee**

### **Step 1 : From Office:**

1. Issue of applications with prospectus (Maintenance of sales register)
2. Receipt of applications – Community wise (entry in Register)
3. Transfer of applications to the respective disciplines and duly signed by the admission staff incharge.

### **Step 2 : Respective Departments**

1. Reading carefully the Admission G.O. and follow the norms to prepare the Rank list and verify the admission criteria and eligibilities.
2. Receipt of applications from the office and making entry in the department admission register.
3. Preparing and sending admission interview card duties signed by the admission Incharge and Principal – handover the same to be sent in post in the office.
4. Preparing and displaying the rank list in the notice board / College website duly signed by the admission incharge / admission committee / Principal.

### **Step 3 : Role of Convener and Members of Admission committee**

Applications of the selected candidates shall be duly signed by any one of the member and convener and then forwarded to Principal's office for final approval / confirmation along with the necessary documents and originals.

### **Step 4: Admission Section**

1. College fee remittance
2. Submission of original certificates along with application
3. Preparing enrollment number
4. Sending the selection list of admission to the respective departments along with the register number.

**ADMISSION COMMITTEE**

<b>Dr. R.Anbuselvi</b>	<b>Principal i/c , Chairman</b>
<b>Dr. N.Sampath lakshmi,</b>	<b>Head &amp; Asso. Prof. of Commerce</b> <b>Senior most staff</b>
<b>Dr. S.Krishnaveni,</b> <b>Dr. K.Arul Mary Joycee,</b> <b>Dr.R.Latha</b>	<b>Assistant Professor of Zoology</b> <b>Head &amp; Assistant Professor of CS</b> <b>Co-opted Member</b> <b>Assistant Professor of Commerce</b>