

1.1 PREAMBLE

The Admission Policy is intended to provide guidelines for the admissions process to stakeholders. This policy ensures compliance with the regulations issued by the state government from time to time. The Admission Committee shall take responsibility for the annual review and upgradation of the Admission Policy.

1.2 POLICY

The college conducts admissions for UG and PG programmes every year in a well-structured and transparent manner. The college is committed to following the regulations and guidelines on admissions stipulated by the affiliating University (Anna University), University Grants Commission (UGC), and All India Council for Technical Education (AICTE), which have recognized the programmes.

1.3. ADMISSION PROCESS**1.3.1 Commencement and Channels**

Initiation: The admission process will start as per the guidelines of the statutory bodies and TNEA (Tamil Nadu Engineering Admission) Counselling.

Notification: The college announces the commencement of admissions for UG and PG programs through various channels such as the college website, local newspapers, and social media platforms.

1.3.2 SEAT ALLOCATION

Government Quota: Out of the total seats, 65% are filled through TNEA (Tamil Nadu Government Engineering Admission).



Management Quota: The remaining 35% seats are filled through the management quota, as per the Government norms.

Candidate registration for counselling to apply for the Management Quota is invited.

1.3.3 GUIDELINES PUBLICATION

Information Dissemination: Detailed admission guidelines, including eligibility criteria, reservation policies, admission schedule, and fee structure, are published and made available to prospective applicants.

1.3.4 APPLICATION SUBMISSION

Application Window: Interested candidates are required to submit their applications within the specified timeframe. The application forms are typically available online and in hard copy format.

1.3.5 APPLICATION REVIEW

Eligibility Check: The admission committee reviews the received applications to ensure that candidates meet the eligibility criteria.

Selection Notification: Successful candidates are informed about their selection through formal communication from the institution.

1.3.6 COUNSELLING AND GUIDANCE

Counselling Sessions: Shortlisted candidates are called for counselling sessions where they are provided with information about the available courses, facilities, and campus life.

Admission Process Guidance: Candidates are guided through the admission process, including document verification and fee payment.



1.3.7 ADMISSION CONFIRMATION

Formal Confirmation: Upon successful completion of the admission process, candidates receive an admission confirmation letter or email from the college.

1.4 CANDIDATES ADMITTED THROUGH TNEA COUNSELLING

The selection process for candidates participating in TNEA counselling will adhere to the guidelines specified in the annual TNEA information brochure

1.5 ORIENTATION PROGRAM

Orientation: Before the commencement of classes, the college may organize an orientation program for newly admitted students to familiarize them with the academic environment, campus facilities, and college policies.

Program Selection Advice: Information and advice regarding program selection will be available to all applicants, as and when solicited.

1.6 FEE SUBMISSION

Submission Deadline: It is required that original certificates, along with 50% of the total annual fees (including tuition and other fees), be submitted by the 15th calendar day following the publication of HSC results or the date of confirmation of admission, whichever is later.



1.7 SCHOLARSHIP REGISTRATION AND PAYMENT

1.7.1 Scholarship Assistance: The College will assist in registering for various scholarships (SC/ST, First Graduate, and any other types of scholarships), which can be used for paying fees. However, the responsibility for paying the fees in full within the mentioned time period rests with the student.

1.7.2 Scholarship Credits and Refunds: In the event that scholarships are received directly by the College, the same will be credited for the following year. If it is the final year of study, any excess fee will be refunded at the end of the final year examination.

1.8 FEE PAYMENT PROCESS

Payment Procedure: All fees must be paid only in the accounts section. Under no circumstances should fees be given to any individual either in cash or through online payment.

