

ADMISSION PROCEDURE & GUIDELINES

ACADEMIC YEAR 2024-2025

ADMISSION TEAM

1. Mr.S.RAJENDRAPRASAD – HEAD
2. Mrs.M.SOUNDARIYA – COORDINATOR

DEPARTMENT WISE ADMISSION MEMBERS:

1. Mrs.AMUDHA – CIVIL
2. Mrs.BHUVANESHWARI – CSE
3. Mrs.NAVALAKSHMI – ECE
4. Mr.MANIVANANE – EEE
5. Mr.ANBUSEZHIAN – MECH
6. Mrs.SHAMALA – S&H
7. Mrs.CHITHRA – AI&DS

ERP UPDATION:

1. Mrs.M.SOUNDARIYA – COORDINATOR

ACADEMIC YEAR 2024-2025

ADMISSION PROCEDURE & GUIDELINES

1. Hospitality
2. Refer Achievements Gallery
3. Enter in admission Room
4. Enter in registration note
5. Fill the enquiry form
6. Discuss with admission officer
7. Application Form
8. Certificate collection
9. ERP tagging
10. Student meet with particular department head
11. Principal meet
12. Fee payment
13. Collect fee receipt and submit one copy in admission office
14. Application finished and scanned
15. Update in ERP Section

Terms & Conditions:

1. Admission fees & Term fee will not be refunded
2. Tuition fee(Term –I) to be completed at the time of admission
3. Once admission over the fee amount will not be refunded.
4. Admission process to be completed subject to submission after the all documents.

CENTAC SOP:

1. Registration of online form – maintain User ID & Password
2. Update & Follow up CENTAC work & Queries to be followed frequently.
3. Give Admitted – Download order – Get the signature from principal –file
4. Up to last counseling give proper guidance and file maintain in safely.

ACADEMIC YEAR 2024-2025

DOCUMENTS NEED FOR ADMISSION CONFIRMATION

REGULAR CANDIDATES - FIRST YEAR (FOR ALL BRANCHES):

1. 10TH MARK SHEET
2. 11TH MARK SHEET
3. 12TH MARK SHEET
4. HSC – TRANSFER CERTIFICATE
5. RESIDENCE/NATIVITY CERTIFICATE
6. CASTE/COMMUNITY CERTIFICATE
7. INCOME CERTIFICATE
8. FIRST GRADUATE CERTIFICATE(IF NEED)
9. SPORTS CERTIFICATE(IF NEED)
10. ADHAR XEROX COPY
11. PASSPORT SIZE PHOTO – 4nos

LATERAL ENTRY CANDIDATES – DIRECT II - YEAR (FOR ALL BRANCHES):

1. 10TH MARK SHEET
2. 11TH MARK SHEET(IF NEED)
3. 12TH MARK SHEET(IF NEED)
4. DIPLOMA – TRANSFER CERTIFICATE
5. DIPLAMO CONSOLIDATED MARK SHEET – OVER ALL MARK SHEET OR ALL SEMESTER MARKSHEET
6. DIPLAMO PROVISIONAL/DEGREE CERTIFICATE
7. CASTE/COMMUNITY CERTIFICATE
8. RESIDENCE/NATIVITY CERTIFICATE
9. INCOME CERTIFICATE
10. ADHAR XEROX COPY
11. PASSPORT SIZE PHOTO – 4nos

ACADEMIC YEAR 2024-2025

TOTAL SEATS BASED ON DEPARTMENT

S.NO	DEPARTMENT	TOTAL SEATS (MGMT)	TOTAL SEATS (MGMT)	TOTAL SEATS (CENTAC)
1	B.Tech – AI&DS	60	30	30
2	B.Tech – CIVIL	30	15	15
3	B.Tech – CSE	120	60	60
4	B.Tech – ECE	60	30	30
5	B.Tech – EEE	60	30	30
6	B.Tech – MECH	60	30	30
TOTAL SEATS		390	195	195

