

OFFICE CIRCULAR

Formation of School and Polytechnic Career Guidance Team

A Career Guidance Team has been formulated to visit schools and polytechnic institutions to conduct career guidance programs. The team comprises the following members:

S.No.	Team Members	Designation	Team Roles and Responsibilities
1.	Dr. V.R. Manoj	Professor & Head, Department of Biotechnology	Coordinator <i>R. Manoj</i>
2.	Mr. V. Thirunavukkrasu	Assistant Professor, Department of Science and Humanities	Member
3.	Dr. Ishwarya. T	Head of the Department, Department of Science and Humanities	Member <i>T. D. Swan</i>
4.	Mr. J. Singaravelan	Associate Professor, Department of Electrical and Electronics Engineering	Member
5.	Ms. P.N. Arya	Assistant Professor, Department of Bio-Technology	Member <i>A. P. N. Arya</i>
6.	Ms. Rosaline Besantia	Head of the Department, Department of Science and Humanities	Member
7.	Mrs. R. Vijaya	Assistant Professor, Department of Computer Science and Engineering	Member <i>R. Vijaya</i>
8.	Ms. Vithya K	Assistant Professor, Department of Aeronautical Engineering	Member
9.	Mr. G.S. Mukundarajan	Assistant Professor, Department of Management	Member <i>G. S. Mukundarajan</i>
10.	Mr. J.L. Maria Vijay	Physical Director	Member <i>J. L. Maria Vijay</i>

Program Agenda:

1. Introduction to Career Guidance and Engineering Education as a career option.
2. Presentation About the Institution.
3. Video presentation highlighting key features of the Institution.
4. Introduction and conduct of the **Madha Engineering Entrance Examination (MEEE)**.
5. Issuance of Admission Cards to selected candidates.

The team is expected to provide valuable insights and motivate students to pursue engineering education.

[Signature]
PRINCIPAL
20.12.2024

To

Chairman / Director for Reference
All HODs
Team Coordinator / Members