



Circular
(9th Meeting of Admission Committee)
AGC/CCIE/2022/009 Date: 02/05/2022

**Office of Campus
Connect &
International
Education**

Date: 04th May, 2022

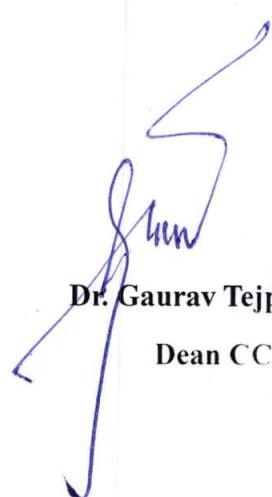
Time: 11:00 AM

Venue: Admission Cell

All Admission Committee members are hereby informed that a meeting has been held on 04th May, 2022, as per the following agenda given below:

Agenda:

- To discuss the preparation of accurate and up-to-date admission records.
- Discussion on proper documentation, data verification, and record maintenance.
- □Discussion on upcoming entrance exams and centres for outreach.
- □Evaluation of the day-to-day progress of admissions across all programmes.
- Assessment of enquiry handling, counselling effectiveness, and conversion trends.


Dr. Gaurav Tejpal

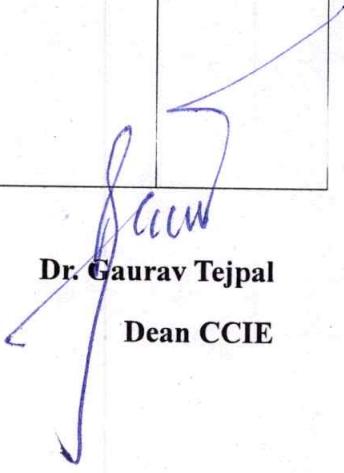
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DISCUSSION

The following Agendas were discussed during the Admission Committee Meeting

S.No.	Agenda	Decision	Responsibility	Deadline
1	Documentation, Data Verification, and Record Maintenance	<ul style="list-style-type: none"> • Standardizing documentation for enquiries, counselling, and admissions. • Verification processes to maintain data accuracy (cross-checking applications, entrance exam results, and admission forms). • Centralized record maintenance: digital vs. physical records, access control, and backup protocols.. 	Admission Committee	10.05.2022
2	Upcoming Entrance Exams and Centres for Outreach	<ul style="list-style-type: none"> • List of upcoming entrance exams and exam centres. • Assigning teams for pre-exam and post-exam outreach (calls, emails, and on-ground engagement). • Identifying high-potential candidates based on past trends and exam eligibility criteria. • Planning awareness campaigns or information sessions at key centres to drive enquiries. 	Admission Committee	10.05.2022


Dr. Gaurav Tejpal

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Copy to: Principal (AGC) for information