

Date: 04th May, 2022

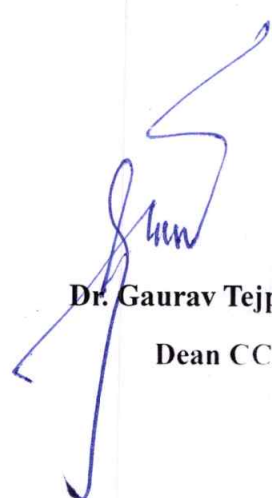
Time: 11:00 AM

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:

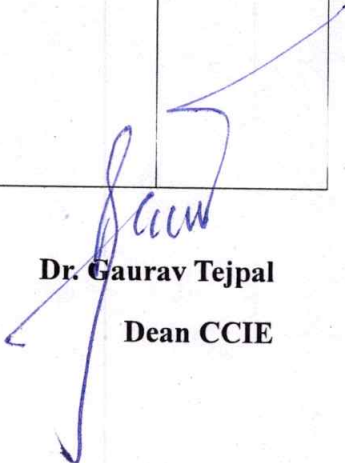
- To discuss the preparation of accurate and up-to-date admission records.
- Discussion on proper documentation, data verification, and record maintenance.
- ☐ Discussion on upcoming entrance exams and centres for outreach.
- ☐ Evaluation of the day-to-day progress of admissions across all programmes.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



Dr. Gaurav Tejpal
Dean CCIE

 AMRITSAR GROUP OF COLLEGES ENGINEERING PHARMACY	Minutes of 9th Meeting of Admission Committee	Office of Campus Connect & International Education
	AGC/CCIE/2022/009 Date :04/05/2022	

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


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