



**Circular**  
**(15<sup>th</sup> Meeting of Admission Committee)**  
**AGC/CCIE/2022/015 Date: 07/08/2022**

**Office of Campus  
Connect &  
International  
Education**

Date: 08<sup>th</sup> Aug, 2022

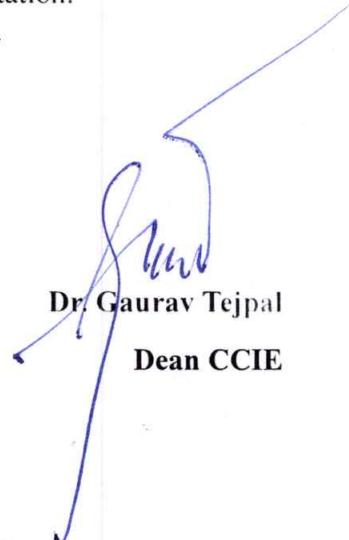
Time: 3:00 PM \*\*

Venue: Admission Cell

All Admission Committee members are hereby informed that a meeting has been held on 08<sup>th</sup> Aug, 2022, as per the following agenda given below:

**Agenda:**

- Discussion to review courses with vacant seats for Session 2022–23.
- To strategize on targeted follow-ups and counselling to convert enquiries into confirmed admissions.
- To ensure all newly admitted students complete required documentation.
- To review fee submission status and follow-up with pending cases.
- Discussion to boost calling in order to increase admissions



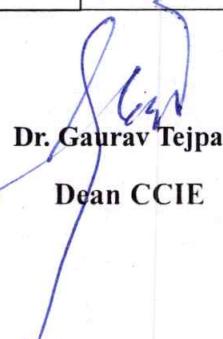
Dr. Gaurav Tejpal  
Dean CCIE



## **DISCUSSION**

The following Agendas were discussed during the Admission Committee Meeting

<b>S.No.</b>	<b>Agenda</b>	<b>Decision</b>	<b>Responsibility</b>	<b>Deadline</b>
1	Discussion to review courses with vacant seats for session 2022–23	<ul style="list-style-type: none"> <li>Discussed to call again on all collected data. Boosted digital marketing campaign in all areas. Gaps were found in lower intake courses and various strategies were discussed.</li> <li>AI calling started in all potential data. Different strategies were discussed with admission team like an email/SMS /Whatsapp campaign</li> </ul>	Admission Committee	10/08/2022
2	To strategize on targeted follow-ups and counselling to convert enquiries into confirmed admissions.	<ul style="list-style-type: none"> <li>Discussed with admission counsellors to counsel the enquiries and encourage them for admission.</li> </ul>	Admission Committee	10/08/2022
3	To ensure all newly admitted students complete required documentation.	<ul style="list-style-type: none"> <li>Review all admitted students list and check all students file and listed.</li> <li>Students were called to submit their pending documents for complete admission process.</li> </ul>	Admission Committee	10/08/2022
4	To review fee submission status and follow-up with pending cases.	<ul style="list-style-type: none"> <li>Pending fee list was prepared.</li> <li>Informed students through messages about fee pendency.</li> <li>Students were called to submit their pending fee.</li> </ul>	Admission Committee	10/08/2022

  
**Dr. Gaurav Tejpal**  
**Dean CCIE**

**Copy to: Principal (AGC) for information**