



Circular
(18th Meeting of Admission Committee)
AGC/CCIE/2022/018 Date: 01/09/2022

**Office of Campus
Connect &
International
Education**

Date: 20th Sep, 2022

Time: 3:00 PM

Venue: Admission Cell

All Admission Committee members are hereby informed that a meeting has been held on 20th Sep, 2022, as per the following agenda given below:

Agenda:

- To review the status of fee payment by all 1st year students and to identify pending cases and plan follow-ups for immediate completion.
- To ensure complete and accurate documentation of all students for university verification.
- To review the status of remaining vacant seats across courses.
- To conduct a comprehensive review of all admissions for the academic session.
- To assess course-wise intake, compliance, and reporting status.

Dr. Gaurav Tejpal
Dean CCIE



DISCUSSION

The following Agendas were discussed during the Admission Committee Meeting

S.No.	Agenda	Decision	Responsibility	Deadline
1	To review the status of fee payment by all 1st year students and to identify pending cases and plan follow-ups for immediate completion	<ul style="list-style-type: none">A dedicated team was instructed to complete the fee pending cases within given time periods.	Admission Committee	27/09/2022
2	To ensure complete and accurate documentation of all students for university verification.	<ul style="list-style-type: none">Agenda was discussed.	Admission Committee	27/09/2022
3	To assess the current status of admissions across all programmes.	<ul style="list-style-type: none">Review programme wise admission data.Analysed seat availability vs seat filledConversion rates were tracked from enquiries.An action plan was prepared to increase admission rate.	Admission Committee	27/09/2022
4	To identify courses with pending or low intake.	<ul style="list-style-type: none">A course wise list was prepared.	Admission Committee	27/09/2022

Dr. Gaurav Tejpal
Dean CCIE

Copy to: Principal (AGC) for information