



Circular
(9th Meeting of Admission Committee)
AGC/CCIE/2023/009 Date: 01/05/2023

**Office of Campus
Connect &
International
Education**

Date: 02th May, 2023

Time: 11:00 AM

Venue: Admission Cell

All Admission Committee members are hereby informed that a meeting has been held on 02th May, 2023, 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.
- The expected date of declaration of city toppers of +2 students was discussed.

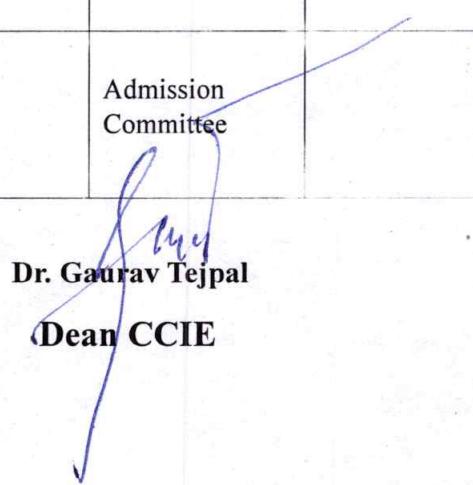
Dr. Gaurav Tejpal
Dean CCIE



DISCUSSION

The following Agendas were discussed during the Admission Committee Meeting

S.No.	Agenda	Decision	Responsibility	Deadline
1	To discuss the preparation of accurate and up-to-date admission records.	Discussed with area coordinators to prepare record.	Admission Committee	03/05/2022
2	Discussion on proper documentation, data verification, and record maintenance.	Discussed to make a well maintain recoed online as well as hard copy.	Admission Committee	
3	Discussion on upcoming entrance exams and centres for outreach.	Discussed for advertising like pamphlete distribution.	Admission Committee	
4	Evaluation of the day-to-day progress of admissions across all programmes	Discussed with team and assigned duty to send daily report and maintain daily record.	Admission Committee	
5	Assessment of enquiry handling, counselling effectiveness, and conversion trends.	Discussed with area coordinators and prepare a daily recrd and to be submitted.	Admission Committee	03/05/2022
6	The expected date of declaration of city toppers of +2 students was discussed.	Discussed and planned.	Admission Committee	


Dr. Gaurav Tejpal

Dean CCIE

Copy to: Principal (AGC) for information