Date: 03rd Aug, 2023

Time: 3:00 PM

Venue: Admission Cell

All Admission Committee members are hereby informed that a meeting has been held on 03rd Aug, 2023, as per the following agenda given below:

Agenda:

➢ Discussion to review courses with vacant seats for Session 2023–24.
➢ 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. Dipti Malhotra

Dean CCIE

		Minutes of 15th Meeting of Admission Committee	Office of Campus Connect & International Education
AMRITSAR GROUP OF COLLEGES ENGINEERING | PHARMACY		AGC/CCIE/2023/015 Date:08/08/2023	

DISCUSSION

The following Agendas were discussed during the Admission Committee Meeting

S.No.	Agenda	Decision	Responsibility	Deadline
1	Review of Courses with Vacant Seats for Session 2023–24	• Discussion to identify courses with vacant seats. • Analysis of reasons for low enrollment in these courses.	Admission Committee	
2	Strategies to Convert Enquiries into Confirmed Admissions	• Planning targeted follow-ups and counselling for prospective students. • Discussion of communication channels and methods to increase conversion rates.	Admission Committee	14.08.23
3	Completion of Required Documentation by Newly Admitted Students	• Ensuring all newly admitted students submit mandatory documents. • Discussion of timelines and monitoring mechanisms for documentation completion.	Admission Committee	

Dr. Dipti Malhotra

Dean CCIE

Copy to: Principal (AGC) for information