Date: 26th Sep, 2023
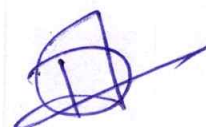
Time: 2:00 PM

Venue: Admission Cell

All Admission Committee members are hereby informed that a meeting has been held on 26th Sep, 2023, 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. Dipti Malhotra

Dean CCIE

S.No.	Agenda	Decision	Responsibility	Deadline
1	Review of Fee Payment Status	• Review the status of fee payment by all 1st-year students. • Identify pending cases and plan follow-ups for immediate completion.	Admission Committee	
2	Student Documentation for University Verification	• Ensure complete and accurate documentation of all students. • Discuss measures to maintain compliance for university verification.	Admission Committee	03.10.2023
3	Review of Remaining Vacant Seats	• Review the status of remaining vacant seats across all courses. • Discuss strategies to fill vacant seats and improve enrollment.	Admission Committee	
4	Assessment of Course-wise Intake, Compliance, and Reporting	• Evaluate course-wise intake and compliance with admission requirements. • Review reporting status and plan corrective actions if needed.	Admission Committee	

Dr. Dipti Malhotra

Dean CCIE

Copy to: Principal (AGC) for information