AMRITSAR GROUP OF COLLEGES ENGINEERING | PHARMACY	**Circular** (16th Meeting of Admission Committee) AGC/CCIE/2023/016 Date: 29/08/2023	**Office of Campus Connect & International Education**

Date: 30th Aug, 2023

Time: 3:00 PM

Venue: Admission Cell

All Admission Committee members are hereby informed that a meeting has been held on 30th Aug, 2023, as per the following agenda given below:

Agenda:

- ➢ To ensure all admitted students complete mandatory documents.
- ➢ To ensure readiness for university verification and reporting.
- ➢ To review pending files and discrepancies.
- ➢ To assess the current status of admissions across all programmes.
- ➢ To identify courses with pending or low intake.

Dr. Dipti Malhotra

Dean CCIE

		Minutes of 16th Meeting of Admission Committee	Office of Campus Connect & International Education
	AMRITSAR GROUP OF COLLEGES ENGINEERING | PHARMACY	AGC/CCIE/2023/016 Date:30/08/2023	

S.No.	Agenda	Decision	Responsibility	Deadline
1	Review of Vacant Seats and Admission Follow-up for Session 2023–24	• Reviewed courses with vacant seats for the academic session 2023–24. • Discussed strategies for targeted follow-ups and counselling to convert student enquiries into confirmed admissions. • Emphasized ensuring completion of all required documentation by newly admitted students. • Reviewed the status of fee submission and planned follow-up actions for pending cases.	Admission Committee	
2	Review of Admission Compliance and Programme-wise Intake Status	• Reviewed preparedness for university verification and reporting processes. • Examined pending admission files and identified discrepancies requiring resolution. • Assessed the current admission status across all programmes.	Admission Committee	05.09.2023

Dr. Dipti Malhotra

Dean CCIE

Copy to: Principal (AGC) for information