



Date: 06<sup>th</sup> Nov, 2024

Time: 12:30 PM

Venue: Admission Cell

All Admission Committee members are hereby informed that a meeting has been held on 06<sup>th</sup> Nov, 2024, as per the following agenda given below:

**Agenda:**

- To discuss the planning and execution of Fusion Event 2024 with the objective of maximizing participation of schools to strengthen outreach and support the new admission session.
- Discuss Activities & Events for Participating Schools.
- Provide Transport & Logistics for School Students.
- Admission Promotion Strategy During Event.
- Full Marketing & Media Coverage promotion.
- Discuss Action Points, Assigned Duties & Responsibilities.
- Fulfilment the requirement for Fusion. (like Poster, Invitation Cards Rule Book, Flex etc.)
- Visit the Schools to invite for participation in fusion event.



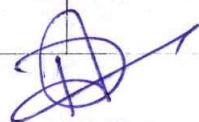
**Dr. Dipti Malhotra**

**Dean CCIE**

### DISCUSSION

The following Agendas were discussed during the Admission Committee Meeting

S.No.	Agenda	Decision	Responsibility	Deadline
1	Planning & Execution of Fusion Event 2024	<ul style="list-style-type: none"> <li>Finalize the event date, venue, and overall program structure.</li> <li>Prepare a comprehensive list of target schools for participation.</li> </ul>	Admission Committee	07.11.2024
2	Activities & Events for Participating Schools	<ul style="list-style-type: none"> <li>Finalize the list of competitions, workshops, cultural and academic events.</li> <li>Prepare a detailed event schedule and rule book for circulation.</li> <li>•</li> </ul>	Admission Committee	07.11.2024
3	Transport & Logistics for School Students	<ul style="list-style-type: none"> <li>Set up dedicated admission counselling and enquiry desks.</li> <li>Distribute brochures, prospectus, and admission-related materials.</li> <li>Capture student and school contact details for post-event follow-ups</li> </ul>	Admission Committee	07.11.2024



**Dr. Dipti Malhotra**

**Dean CCIE**

**Copy to: Principal (AGC) for information**