 AMRITSAR GROUP OF COLLEGES ENGINEERING PHARMACY	Circular (15 th Meeting of Admission Committee)	Office of Campus Connect & International Education
	AGC/CCIE/2024/015 Date: 10/08/2024	

Date: 12th Aug, 2024

Time: 2:30 PM

Venue: Admission Cell

All Admission Committee members are hereby informed that a meeting has been held on 12th Aug, 2024, as per the following agenda given below:


Agenda:

- Discussion to review courses with vacant seats for Session 2024–25.
- 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

 AMRITSAR GROUP OF COLLEGES ENGINEERING PHARMACY	Minutes of 15th Meeting of Admission Committee	Office of Campus Connect & International Education
	AGC/CCIE/2024/015 Date :10/08/2024	

DISCUSSION				
The following Agendas were discussed during the Admission Committee Meeting				
S.No.	Agenda	Decision	Responsibility	Deadline
1	Review of Courses with Vacant Seats (Session 2024–25)	<ul style="list-style-type: none"> • A detailed review of courses with vacant seats was conducted. • Course-wise vacancy data was discussed and compared with intake capacity. • Priority courses requiring immediate intervention were identified. 	Admission Committee	16.08.2024
2	Targeted Follow-ups & Counselling Strategy	<ul style="list-style-type: none"> • Categorize leads into hot, warm, and cold for effective follow-up. • Assign counsellors course-wise for personalized interaction. • Conduct special counselling sessions for undecided candidates. 	Admission Committee	18.07.2024
3	Documentation Completion for Newly Admitted Students	<ul style="list-style-type: none"> • Share a standardized document checklist with all new admissions. • Set internal deadlines for document submission. • Follow up daily with students having incomplete documentation. 	Admission Committee	18.08.2024