



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

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