Date: 30th Aug, 2024

Time: 11:00 AM

Venue: Admission Cell

All Admission Committee members are hereby informed that a meeting has been held on 30th Aug, 2024, as per the following agenda given below:

Agenda:

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

Dr. Dipti Malhotra

Dean CCIE

DISCUSSION

The following Agendas were discussed during the Admission Committee Meeting

S.No.	Agenda	Decision	Responsibility	Deadline
1	Status Review of Admissions Across All Programmes	• The current admissions status across all programmes was reviewed. • Course-wise data on confirmed admissions, pending cases, and vacant seats was discussed.	Admission Committee	1.09.2024
2	Identification of Courses with Pending or Low Intake	• Programmes with low enrollment and pending admissions were identified. • Possible reasons such as delayed counselling, documentation issues, and fee pendency were discussed.	Admission Committee	03.08.2024
3	Review of Pending Files and Discrepancies	• Verify all pending files on priority. • Rectify discrepancies through direct communication with students. • Escalate unresolved cases to the admissions committee.	Admission Committee	04.08.2024

Dr. Dipti Malhotra

Dean CCIE

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