



Date: 07th Jan, 2025

Time: 2:00 PM

Venue: Admission Cell

All Admission Committee members are hereby informed that a meeting has been held on 7th Jan, 2025, as per the following agenda given below:

Agenda:

- To discuss the distribution of new year gifts to Principals of remaining schools.
- To plan and review data collection of +2 students from schools.
- To discuss coordination with school authorities for accurate and timely data sharing.
- To plan interactive sessions with +2 students for career guidance and admission awareness.
- To discuss additional advertisement and promotional activities.
- To review options including print media, digital promotion, and school outreach.

Dr. Dipti Malhotra

Dean CCIE

DISCUSSION

The following Agendas were discussed during the Admission Committee Meeting

S.No.	Agenda	Decision	Responsibility	Deadline
1	Data Collection of +2 Students	<ul style="list-style-type: none"> • Current status of +2 student data collection from schools was reviewed. • Gaps in coverage and pending data submission were identified. 	Admission Committee	15.01.2025
2	Coordination with School Authorities	<ul style="list-style-type: none"> • Assign dedicated coordinators for liaison with schools. • Schedule periodic reminders and follow-ups to ensure compliance. • Maintain proper documentation of all communications. 	Admission Committee	15.01.2025
3	Advertisement & Promotional Activities	<ul style="list-style-type: none"> • Implement a mix of print media, digital marketing, and school-based promotions. • Coordinate with marketing team to finalize content, timelines, and channels. • Monitor effectiveness and feedback from campaigns. 	Admission Committee	16.01.2025



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Copy to: Principal (AGC) for information