



Circular
(15th Meeting of Admission Committee)
AGC/CCIE/2025/015 Date: 07/08/2025

**Office of Campus
Connect &
International
Education**

Date: 8th Aug, 2025

Time: 2:30 PM

Venue: Admission Cell

All Admission Committee members are hereby informed that a meeting has been held on 8th Aug, 2025, as per the following agenda given below:

Agenda:

- Discussion to review courses with vacant seats for Session 2025–26.
- 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. Dipu Malhotra
Dean CCIE



**Minutes of 15th Meeting of
Admission Committee**
AGC/CCIE/2025/015 Date :08/08/2025

**Office of Campus
Connect &
International
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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 2025–25)	<input type="checkbox"/> A detailed review of courses with vacant seats was conducted. <input type="checkbox"/> Course-wise vacancy data was discussed and compared with intake capacity. <input type="checkbox"/> Priority courses requiring immediate intervention were identified.	Admission Committee	16.08.2025
2	Targeted Follow-ups & Counselling Strategy	<input type="checkbox"/> Categorize leads into hot, warm, and cold for effective follow-up. <input type="checkbox"/> Assign counsellors coursewise for personalized interaction. <input type="checkbox"/> Conduct special counselling sessions for undecided candidates.	Admission Committee	18.07.2025
3	Documentation Completion for Newly Admitted Students	<input type="checkbox"/> Share a standardized document checklist with all new admissions.		

	<ul style="list-style-type: none"><input type="checkbox"/> Set internal deadlines for document submission.<input type="checkbox"/> Follow up daily with students having incomplete documentation.	Admission Committee	18.08.2025
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Dr. Dipti Makhetra

Dean CCIE

Copy to: Principal (AGC) for information