



Date: 26<sup>th</sup> Jun, 2025

Time: 3:00 PM

Venue: Admission Cell

All Admission Committee members are hereby informed that a meeting has been held on 26<sup>th</sup> Jun, 2025, as per the following agenda given below:

**Agenda:**

- To discuss the maximum outreach by the call centre to convert enquiries into admissions using the scholarship
- Discussion to review call targets, follow-up schedules, and student response.
- To review the number of admissions confirmed after announcing the last date of the Scholarship.
- To analyse the impact of scholarship promotion on enrolment trends and course-wise admissions.
- Discussion regarding the data collection from the ongoing entrance exams

**Dr. Dipti Malhotra**

**Dean CCIE**

### DISCUSSION

The following Agendas were discussed during the Admission Committee Meeting

S.No.	Agenda	Decision	Responsibility	Deadline
1	Maximizing Outreach by Call Centre	<ul style="list-style-type: none"> <li>Assign daily call targets to call centre staff.</li> <li>Prioritize high-potential enquiries for scholarship-related communication.</li> <li>Use a structured script highlighting scholarship benefits to encourage admissions</li> </ul>	Admission Committee	28.06.2025
2	Review of Call Targets, Follow-Up Schedules, and Student Response	<ul style="list-style-type: none"> <li>Intensify follow-ups for unresponsive leads.</li> <li>Monitor student response patterns to refine scripts and approach.</li> <li>Weekly reporting to assess call effectiveness.</li> </ul>	Admission Committee	28.06.2025
3	Data Collection from Ongoing Entrance Exams	<ul style="list-style-type: none"> <li>Ensure timely and accurate recording of student information.</li> <li>Consolidate data to strengthen post-exam follow-ups and targeted counselling.</li> <li>Assign responsibility for verification and course-wise segregation of collected data.</li> </ul>	Admission Committee	28.06.2025



**Dr. Dipti Malhotra**

**Dean CCIE**

**Copy to: Principal (AGC) for information**