



Circular
(16th Meeting of Admission Committee)
AGC/CCIE/2025/016 Date:25/08/2025

Office of Campus
Connect &
International
Education

Date: 26th Aug, 2025

Time: 11:00 AM ..

Venue: Admission Cell

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

Agenda:

- Discussion to assess the current position of the limited number of vacant seats across various courses.
- To formulate focused counselling and follow-up measures to ensure these seats are filled
- Discussion to Inform the students who applied under quota seats for completion of required documents.
- To ensure timely submission and verification of quota-related documents.



Dr. Dipti Malhotra

Dean CCIE



**Minutes of 16th Meeting of
Admission Committee**
AGC/CCIE/2025/016 Date :26/08/2025

**Office of Campus
Connect &
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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	<ul style="list-style-type: none">The current admissions status across all programmes was reviewed.Course-wise data on confirmed admissions, pending cases, and vacant seats was discussed.	Admission Committee	1.09.2025
2	Identification of Courses with Pending or Low Intake	<ul style="list-style-type: none">Programmes with low enrolment and pending admissions were identified.Possible reasons such as delayed counselling, documentation issues, and fee pendency were discussed.	Admission Committee	03.08.2025
3	Review of Pending Files and Discrepancies	<ul style="list-style-type: none">Verify all pending files on priority.Rectify discrepancies through direct communication with students.Escalate unresolved cases to the admissions committee.	Admission Committee	04.08.2025



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Dean CCIE

Copy to: Principal (AGC) for information