

**Brief Record of the Admission Meeting of the Centralized Admission Committee held on 15<sup>th</sup> February 2022 (Tuesday) at 3:30 P.M. at Conference Room:**

**Present:** Dr. R.K Singhal, Mr. Aviral Goel, (Dr.) Dolly Phillips, Mr Shashank Chaudhary, Ms. Anubha Gaumat, Dr. Shikha Mittal, Dr. Mrinalini Pathak, Mr. Surendra Gautam, Ms. Karishma, Ms. Neeraj Nagar, Ms. Sonam Singh, Mr. Pradeep Sharma, Ms. Nidhi Goel and Ms. Isha Chopra

**Next Meeting: 1<sup>st</sup> March 2022 (Tuesday) at 3.00 P.M.**

**Points discussed during Meeting:**

**1. Action Plan for Admission Enablers of BBA/B. Com/BCA/BALLB**

It was suggested during the Meeting that all the Departments have to chalk out an Action Plan for maintaining a touch base with the Enablers who have been identified for generating the Admissions. Each Department will submit their Action Plan in the Admission Cell for consolidation by 16<sup>th</sup> Feb. (Action: Ms. Anubha Gaumat, Ms. Karishma, Ms. Sonam Singh)

**2. Status of Potential Candidates from the Calling on CAT/MAT Data:**

It was apprised that a total of 2500 data of MAT and 1.6 lakh CAT Data of Pan India have been received out of which 44000 Data of UP/Delhi/Haryana and Uttrakhand has been filtered and the calling on the same is in process. Through calling 3 Application Form for GD/PI have been received. One form from Lucknow and 2 from Aligarh. Interview round has been completed. Follow up is going on with the candidates. It was also suggested in Meeting that the Interview must be taken by 2 Faculties for better screening of Candidates. (Action: Ms. Nidhi Goel)

**3. Plan of Bulk WhatsApp**

It was apprised during the Meeting that the WhatsApp Plan has been finalized for the promotion of All Courses. Trial Pack for 1 month will be taken for understanding the complete procedure.(Action : Ms. Nidhi Goel)

**4. Sending E-Mailers on MAT/CAT Data**

Pack of 10000 mailers have been purchased out of which 5000 emails has been send on MAT/CAT Data . New content for Mailer is to be designed for better results. (Action : Nidhi Goel)

**5. Series of Webinar**

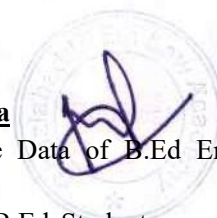
- a) Webinar Dates and Speakers are to be finalized by Departments. The topics for Webinar must be attractive to increase the number of Participants. Creative is to be designed and forwarded to Admission Cell, so it can send on the CBSE, CAT, MAT Data. (Action: Ms. Anubha Gaumat, Ms. Karishma, Ms. Neeraj Nagar)
- b) It was suggested that the Students who recently got Placement from Institute must be approached to participate as a Speaker in the Webinar. (Action: Ms. Anubha Gaumat, Ms. Karishma, Ms. Neeraj Nagar)
- c) It was also suggested that Admission Cell must try to purchase the Data of CLAT and CCSU. (Action: Nidhi Goel)
- d) Also the Webinar for 10+2 Students to be organized from May 2022.

**6. Conduct of Workshops in Schools**

- a) Planning to conducting offline Workshops for New Session of 12<sup>th</sup> Students must be planned in April for Admission 2024.
- b) Certification Agency is to be identified through which Certificates will be provided to the Students who will participate in Workshop. (Action: Dr. Minaxi Tomar, Mr. Surender Gautam and Mr. Shashank Chaudhary)

**7. To explore the sources for fetching the B.Ed Entrance Data and UP Board Data**

- a) Education Department must explore the different sources for fetching the Data of B.Ed Entrance for Admission 2022.(Action: Mr. Pradeep Sharma)
- b) It was apprised that 10 Government Schools has been identified in which B.Ed Students are undergoing Internship .Action: Mr. Pradeep Sharma)
- c) Data from Philukhwa Schools will be provided by Mr. Pradeep Sharma through their personal reference.



**8. Changes in Leaflets**

- a) Changes in Law Leaflets is to be forwarded in Admission Cell for printing by 16<sup>th</sup> Feb. (**Action: Ms. Neeraj Nagar**)
- b) Department has to finalize the requirement for B.Ed Leaflets. (**Action: Mr. Pradeep Sharma**)

**9. Link of Feedback Form**

- a). **Mgmt** – Feedback form link has been shared with BBA 2<sup>nd</sup> & 3<sup>rd</sup> Year / B.Com 3<sup>rd</sup> Year Students. Feedback will be received by Students by 17<sup>th</sup> February after that Analysis Report will be shared .(**Action: Dr. Shikha Mittal, Dr. Mrinalini Pathak**)
- b) **IT** – Department will share the Feedback Form link on 16<sup>th</sup> February with the Students. (**Action: Dr. Surendra Gautam**)

**10. Visit Plan of Coaching Center**

- a) **Mgmt** – Total 16 Coaching Centers have been identified out of which 3 Coaching Center has been visited. Feedback will be shared by Admission Cell for further processing. (**Action: Ms. Anubha Gaumat**)
- b) **IT** – **The Dates to visit the Coaching Center is to be revised and forwarded to Admission Cell.** (**Action: Mr. Surender Gautam**)
- c) **Law** – List of Delhi Coaching Center is to be prepared along with the Dates to be visit and submitted to Director Sir and Admission Cell. (**Action: Ms. Neeraj Nagar and Ms. Sonam Singh**)

**11. Website Updation**

Several changes is required in UG Website which is to be forwarded by Website Representative of each Department. (**Action: Mgmt/IT/Law/Admissions**)

**Fresh Points**

1. **One Convener for each Activity is to be identified and outcome of each activity is to be recorded.**
2. **Suggestions for intake of Good Quality Students especially in PG Course.**

(Ms. Nidhi Goel)  
Admission Counselor

(Dr. Dolly Phillips)  
Convener



**Points of Action & Deliverables along with Timelines**

S. NO	POINTS OF ACTION	RESPONSIBILITY ALLOCATION	TIMELINE
1	Action Plan to create touch base with Enablers	Ms. Anubha Gaumat, Ms. Karishma, Ms. Sonam Singh	16 <sup>th</sup> Feb (Wednesday)
2	Changes in Law/ B.Ed Leaflets	Ms. Neeraj Nagar , Mr. Pradeep Sharma	16 <sup>th</sup> Feb (Wednesday)
3	Analysis Report of Feedback Form Shared (Mgmt)	Dr. Shikha Mittal & Dr. Mrinalini Pathak	17 <sup>th</sup> Feb (Thursday)
4	Plan of Visit Coaching Center along with Dates	Mr. Surender Gautam , Ms. Neeraj Nagar & Ms. Sonam Singh	17 <sup>th</sup> Feb (Thursday)
5	List of UP Board Students	Mr. Pradeep Sharma	22 <sup>nd</sup> Feb (Tuesday)
6	Analysis Report of Feedback Form Shared (IT)	Ms. Karishma	21 <sup>st</sup> Feb (Monday)

**Distribution:**

- Secretary
- Dean Academics
- Director
- All Admission Committee Members
- All HODs/ Faculty Members

