9.2: SUB PROCESS – PRE –PLACEMENT TRAINING (PPT)	
Key Objectives	▪ Prepare students for the final placements/Summer internships ▪ Monitor the performance / level of preparation of students for the placement process
Key Inputs	▪ The number of students registered and the scheduling of the aptitude tests.

PROCESS DESCRIPTION

Key Activities	Description
1. Scheduling of Placement Preparation program (PPT) classes	1.1 The PPT classes should start at end of 4th semester and before beginning of 5th semester. It should constitute of the following: a. Career Counseling b. Aptitude tests c. Technical written tests d. GD sessions e. Interviews f. HR talks
	1.2 They should commence between 4th and the 5th semester in order to prepare the students for the placement process.
	1.3 The T&P officer should schedule one of the each above sessions once in semester
	1.4 There should be one GD conducted per semester. The groups can be formed in the following manner: o Intra department students o Inter department students (to leverage the competition)
	1.5 The T&P officer (TPO) should schedule at least one mock interview in a semester. It should be conducted once by the department faculty and once by an external expert. The external expert should be a highly experienced person who can appropriately guide the students.
	1.6 The T&P officer should schedule both aptitude test and technical written tests once in a semester
1. Conduction of PPT	2.1 The PPT should be conducted by the T&P officer as per the schedule.
	2.2 The T&P officer should maintain a question bank / repository based on the placement process conducted by each company in the previous years.
	2.3 The aptitude tests should be based on the material available on the websites regarding company's actual test pattern as well as the repositories.
	2.4 The T&P officer should form a PPT panel at start of 4th semester which will moderate the mock GD sessions. The panel should constitute of at least one HoD, subject experts and one Department Faculty.
	2.5 The panel may consist of HR personnel to evaluate students soft skills like language, body language , tone etc
	2.6 The panel should decide the GD topics based on the repositories and current

PROCESS DESCRIPTION

Key Activities	Description
	affairs.
	2.7 The panel should give individual feedback to the students as soon as the GD is over.
	2.8 The panel should conduct mock interviews, where the focus should be on technical aspects as well as the analytical skills of the students.
	2.9 The T&P officer should conduct written test which stress on the technical subject knowledge as per specialization.
	2.10 The T&P officer should communicate the schedules of the PPT through VSIT Live/ notice board / Facebook, at least a week in advance.
2. Evaluation of Pre -Placement Training (PPT)	3.1 The PPT panel should evaluate the students based on the three constituents of the PPT program- Mock aptitude tests, GDs and interviews
	3.2 The T&P officer should display the results of the aptitude and written tests on the notice board (ranking wise) by end of day. Top 50 students should be shortlisted for the GD round.

	3.3 The TPO should divide the shortlisted students in 5 groups of 10 students each
	3.4 The panel should give the GD scores/ feedback to the students the same day, where they should be evaluated on the following aspects:
	   a. Body language
	   b. Voice modulation
	   c. General knowledge
	   d. Team work
	   e. Language proficiency

	3.5 Top 30 students should be shortlisted from the GD to proceed for interview round 3.6 The PPT panel should give interview feedback immediately after the interview while the scores should be displayed on the notice board within 1 week from the interview.
	3.7 The overall ranking of the students during the PPT should be calculated by the PPT panel and TPO.
	3.8 The TPO should maintain a record of the evaluation & feedback of the PPT program to monitor students' performance every semester.

	3.9 The T&P committee should keep the experiences records of the placed students and use them as a reference for the next batch's PPT. The Placement record should constitute of the following:
	   a. The interview Q and A
	   b. The GD topics
	   c. The aptitude test pattern
	   d. The sectional cut offs (If any)

Key Outputs	▪ Schedule of Placement Preparation Program

	- Aptitude test papers and repositories/ question banks - Placement records (of placed students) - PPT performances records of students - T&P feedback records
KPIs	- Adherence to the timelines for the conduction of PPT. - Adherence to the timelines for displaying the results of PPT. - Regular update of question banks/ repositories.