

### 9.3: SUB PROCESS – STUDENT REGISTRATION

Key Objectives	<ul style="list-style-type: none"> <li>▪ Ensure that the details, required by the each of the company for placements, are gathered from the students before the placement commences.</li> <li>▪ Ensure that the student details are verified as per the mark-sheets before they are submitted to the companies</li> </ul>
Key Inputs	<ul style="list-style-type: none"> <li>▪ Copies of mark-sheets for data verification</li> <li>▪ Placement registration form</li> </ul>

### PROCESS DESCRIPTION

Key Activities	Description
1. Registration format	1.1 The T&P committee should prepare a registration form at the start of 5 <sup>th</sup> semester. It should contain the required fields based on the data required by the companies previously.
	1.2 The T&P officer should get these forms duly filled by students before a deadline set by the T&P committee.
	1.3 The details should be punched into the system by the T&P staff. (Fields are punched column wise while student details are punched row wise)
	1.4 The details for every semester of each department should be filled in a single sheet by the T&P committee.
2. Data verification and consolidation	2.1 The T&P committee should verify these details with reference to the mark sheets on the following parameters: <ul style="list-style-type: none"> <li>a. Student details</li> <li>b. Marks</li> <li>c. Format</li> <li>d. Other details</li> </ul>
	2.2 The T&P committee members should amalgamate these details branch wise and submit it to the T&P committee.

Key Outputs	<ul style="list-style-type: none"> <li>▪ List of students registered for placements and eligible</li> </ul>
KPIs	<ul style="list-style-type: none"> <li>▪ Thorough verification of student details</li> </ul>