

**9.8: SUB PROCESS – COMPANY INVITATION-ACKNOWLEDGEMENT**

Key Objectives	<ul style="list-style-type: none"> <li>▪ Invite the companies to be a part of placement process</li> </ul>
Key Inputs	<ul style="list-style-type: none"> <li>▪ List of target companies- email ids, address, and contact number.</li> </ul>

**PROCESS DESCRIPTION**

Key Activities	Description
1. The company invitation process	1.1 The TPO should invite the companies for placement process by sending letter and brochure.
	1.2 The companies need to register for the placement process.
2. Company acknowledgment	2.1 The TPO should communicate to the companies that they should send an acknowledgement e-mail with tentative dates if they are willing to come for campus placements.
	2.2 The TPO should prepare placement schedule and decide for a suitable date for placement and send a reply to companies.
	2.3 In case of pooled campus, the date should be communicated to the companies after discussing with the concerned colleges.
	2.4 The companies should decide the final date after receiving inputs from the college.
	2.5 The final date and details should be mailed by the company to the college which should constitute of the following: <ul style="list-style-type: none"> <li>○ Date of schedules placements</li> <li>○ Venue</li> <li>○ Recruitment process</li> <li>○ Tentative duration of process</li> <li>○ Travel plan</li> <li>○ Eligibility criteria <ul style="list-style-type: none"> <li>• Academic scores</li> <li>• Break in education</li> <li>• Backlogs</li> <li>• Specialization</li> <li>• Age criteria</li> <li>• Any special requirement</li> </ul> </li> </ul>

Key Outputs	<ul style="list-style-type: none"> <li>▪ Placement schedule</li> </ul>
KPIs	<ul style="list-style-type: none"> <li>▪ Proper scheduling of campus placements</li> </ul>