

**9.10: SUB PROCESS – SLOT FINALIZATION**

Key Objectives	<ul style="list-style-type: none"> <li>Finalize the slot of the companies as per the required criteria</li> </ul>
Key Inputs	<ul style="list-style-type: none"> <li>Packages offered by the companies</li> <li>List of companies that have shown intention to visit for campus placements</li> </ul>

**PROCESS DESCRIPTION**

Key Activities	Description
1. Slot decision & finalization	1.1 The T&P officer should decide the slots of the companies that have decided to come for campus placement.
	1.2 The T&P officer should ensure that no two companies visit on the same day.
	1.3 The T&P officer should coordinate with coordinators from other colleges in case of pooled campus placement immediately after getting intimation from the company.
	1.4 The T&P officer should try and allot the slots, package wise in case the college is in a better bargaining position than the companies.
	1.5 The slot finalization should be done at least a 15 days in advance the company's visit to the campus and the same should be informed to the students.

Key Outputs	<ul style="list-style-type: none"> <li>Final slot allotment of companies</li> </ul>
KPIs	<ul style="list-style-type: none"> <li>Adherence to the time line of the slot finalization</li> </ul>