

9.11: SUB PROCESS – PLACEMENT FACILITY FOR OFF-CAMPUS PLACEMENTS

Key Objectives	<ul style="list-style-type: none"> ▪ Facilitating placement for pass-out students
Key Inputs	<ul style="list-style-type: none"> ▪ Academic details of pass out students. ▪ Eligibility criteria of company

PROCESS DESCRIPTION

Key Activities	Description
1. Deciding eligibility criteria for pass out students	1.1 The T&P committee should allow the immediately pass-out students to appear for placements if they satisfy the eligibility criteria as per the company's requirement.
	1.2 The eligibility criteria for the same should include: <ul style="list-style-type: none"> ○ The student should have not taken any offer from any company on campus previously. ○ Other criterion decided by the concerned company
	1.3 The T&P committee should prepare a list of eligible candidates based on the criteria and inform those students through mails, SMS or phone calls to send their consent.
	1.4 The details of the company visiting the campus should be put on the notice board, mailed to students, on portal and other concerned persons by the T&P committee.
	1.5 The students should be informed to send their consent on portals which is collated to prepare a list and then the list is sent to the company.
	1.6 Students should be informed to bring an updated copy of the resume, passport size photographs and original certificates.

Key Outputs	<ul style="list-style-type: none"> ▪ List of pass out students eligible for placements
KPIs	<ul style="list-style-type: none"> ▪ Adherence to the eligibility criteria decided by the company. ▪ Timely notification of the company details sent to students