VSIT | Vidyalankar School of Information Technology

9.12: SUB PROCESS – STUDENT SHORTLIST	
Key Objectives	▪ Short listing of students for placement process
Key Inputs	▪ Eligibility criteria decided by company ▪ List of students appearing for placement process

PROCESS DESCRIPTION	
Key Activities	**Description**
1. Student short listing	1.1 The T&P committee should allow all the students registered for appearing for the placement process if the company does not prepare a shortlist prior to coming on campus.
	1.2 In this case the company generally announces the shortlist after conducting every stage in the placement process. The T&P committee should communicate the shortlists to the students at every stage.
	1.3 If the company changes its eligibility criteria after coming on campus, then the T&P committee should immediately prepare a new shortlist and communicate it to the students.
	1.3 The T&P committee should prepare a shortlist of the students if the company mentions a certain criteria of eligibility for the placements.
	1.4 In this case the T&P committee should communicate the shortlists to the students at least 2 days before the placement process or as and when companies send mail.
	1.1 The student should not be allowed to back out from the process once he has appeared for the first stage of placement process. 1.2 The student should be allowed to accept only one offer. Once he has got offer from one company he subsequently disqualifies for future companies visiting the campus

Key Outputs	▪ Student short listing
KPIs	▪ Timely communication of every shortlist to the students by T&P committee.