

**9.13: SUB PROCESS – T&P OFFICER MEETING**

Key Objectives	<ul style="list-style-type: none"> <li>▪ Delegate duties related to placement process to the T&amp;P committee members</li> </ul>
Key Inputs	<ul style="list-style-type: none"> <li>▪ Company details</li> <li>▪ Company's placement schedule</li> </ul>

**PROCESS DESCRIPTION**

Key Activities	Description
1. T&P committee meeting	1.1 The T&P committee should conduct a meeting of all the T&P committee members' atleast 2 weeks prior to the commencement of placement process.
	1.2 This meeting should have the following agenda: <ul style="list-style-type: none"> <li>○ The communication of the placement schedule</li> <li>○ The delegation of duties to the T&amp;P members</li> </ul>
	1.3 The various duties to be delegated to the members should be as follows: <ul style="list-style-type: none"> <li>○ Reception</li> <li>○ Catering</li> <li>○ Room allotment for GD/PI/Aptitude Test</li> <li>○ Software lab arrangements</li> <li>○ AV and conference hall arrangements</li> <li>○ IT support</li> </ul>
	1.4 The T&P members should be briefed about the company details, the eligibility criteria, the placement process etc along with the above agenda.
	1.5 After the meeting the members should be informed of their duties through e-mails
	1.6 In case of any rescheduling at the 11th hour from the company's side the T&P committee should conduct another meeting, a day before the process, in order to make the necessary arrangements.
	1.7 The T&P officer should keep track of all the arrangements and expenses. He should conduct a meeting in case of any further changes.

Key Outputs	<ul style="list-style-type: none"> <li>▪ Email to the T&amp;P members.</li> <li>▪ Room allotment list</li> </ul>
KPIs	<ul style="list-style-type: none"> <li>▪ Adherence to the timeline set for the meetings</li> </ul>