

9.14: SUB PROCESS – ON CAMPUS PROCESS

Key Objectives	<ul style="list-style-type: none"> ▪ Ensure time bound and hassle-free process when the company is on campus
Key Inputs	<ul style="list-style-type: none"> ▪ List of students eligible for the placement process ▪ Company details ▪ College introduction

PROCESS DESCRIPTION

Key Activities	Description
1. Pre –arrival arrangements	1.1 The T&P officer should have the following details ready with them before the company arrives on campus: <ul style="list-style-type: none"> ○ Travel plan ○ Accommodation plan ○ No of people travelling ○ Duration of stay ○ Pick-n-drop assistance
	1.2 The T&P officer should ensure that the students arrive well in advance at the reporting time.
2. On campus process	2.1 The T&P officer should have an interaction with the students before the company interacts with them on the day of placements.
	2.2 The T&P committee should receive the company personnel and take them to meet the principal before the process begins.
	2.3 This should be followed by the T&P officer giving a brief introduction of the college, student achievements and other relevant details.
	2.4 After the company interacts with the students, the concerned dept officer should provide the company personnel with the folders containing the list of eligible students and accompany them to the rooms allotted.
	2.5 The T&P officer should discuss the proceedings with the company personnel and arrange for the required seating arrangements for: <ul style="list-style-type: none"> ○ Aptitude tests ○ GD ○ Personal interviews
	2.6 The TPO should announce the necessary instructions to all the students regarding the various stages in the placement process.
	2.7 The T&P members should help the company personnel in following matters if needed during the aptitude/written test: <ul style="list-style-type: none"> ○ Invigilation process ○ Group formation ○ Short listing
	2.9 After the aptitude test, the necessary arrangement should be done for the GD sessions.
2.10 The list of students who have been further shortlisted for the personal	

PROCESS DESCRIPTION

Key Activities	Description
	interviews should be announced/displayed on notice board by the TPO
3. Declaration of final offers/wait lists	<p>3.1 The TPO should announce the final list and display results of recruited students if the company declares the same at the end of the Interview sessions.</p> <p>3.2 The company should be asked to give the list of recruited students to the TPO</p> <p>3.2 If the company comes with a wait list of students in addition to the final list, then the TPO should communicate it to the concerned students, but the students can appear for other placement processes in the meanwhile.</p> <p>3.3 In case the company wants to declare the final list of recruited students after few days then the TPO should follow up with the company.</p> <p>3.4 In this case the students, who are awaiting their result, should be allowed to appear for another company's placement process.</p> <p>3.5 Based on Company offer letters may be distributed to selected students</p>
4. Feedback and thank you mail	<p>4.1 The placement officer should collect Company's feedback for future improvement and send out thank you mail after placement process.</p> <p>4.2 Key points of the company's feedback should be discussed with the principal</p>
Key Outputs	<ul style="list-style-type: none"> ▪ List of recruited students
KPIs	<ul style="list-style-type: none"> ▪ Adherence to the rules of appearing for multiple companies. ▪ Timely announcements/display of results to students