

9.16: SUB PROCESS – FOLLOW UP FOR OFFER LETTERS

Key Objectives	<ul style="list-style-type: none"> ▪ Communicate with the company regarding the final offers
Key Inputs	<ul style="list-style-type: none"> ▪ Follow-up e-mails sent to the company

PROCESS DESCRIPTION

Key Activities	Description
1. Follow up for Offer Letters	1.1 The T&P officer should keep a track of the final offers being given by the company
	1.2 If the company has not sent the final offer on the day of placement then the TPO should follow-up with the company through e-mails, phone calls.
	1.3 In case of regret letters from the company, the students should be allowed to appear for the placement process of other companies.
	1.4 The student should sign the offer letters and send the signed copies to the company through the T&P committee, while the committee should keep one copy of this letter as a proof with itself.
	1.5 The students should be given congratulatory letters once they are placed. The names of the students should be displayed on the college notice board.
	1.6 The T&P officer should remain in touch with the company personnel from the point of view of extending an invitation for next year.

Key Outputs	<ul style="list-style-type: none"> ▪ Follow up mails ▪ Copy of offer letters with the T&P committee
KPIs	<ul style="list-style-type: none"> ▪ Timely follow-up of the T&P committee with the companies ▪ Timely submission of the signed offer letters by the students