

| <b>9.20: SUB PROCESS – RECEPTION &amp; HOSPITALITY FOR THE VISITING COMPANY</b> |   |
|---|---|
| Key Objectives  | <ul style="list-style-type: none"> <li>Giving a warm welcome and accommodating the visiting company</li> </ul>  |
| Key Inputs  | <ul style="list-style-type: none"> <li>Arranging specific rooms/ their welcome tea, lunch and high tea/ allied facility of printing &amp; stationery</li> </ul> |

| <b>PROCESS DESCRIPTION</b>           |   |
|--------------------------------------|---|
| <b>Key Activities</b>                | <b>Description</b>  |
| 1. Reception of the visiting Company | 1.1 Informing at gate no.1 for allowing the entry of visiting companies executives                        |
|                                      | 1.2 SY student placement coordinators will escort the executives to T&P department.                       |
|                                      | 1.3 The executives to be taken to Principals office for welcome and a short meeting.                      |
|                                      | 1.4 Presenting VSIT brochure and a memento for gratitude and memory                                       |
|                                      | 1.5 Offering the executives tea/ juice/ mini breakfast  |
|                                      | 1.6 Giving a brief on student's participation and facilities arranged.                                    |
|                                      | 1.7 The visiting company to be guided to the assembly hall for beginning with the campus placement drive. |

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| <b>Key Inputs</b> | <ul style="list-style-type: none"> <li>Arrange special room for reception</li> </ul>                                    |
|                   | <ul style="list-style-type: none"> <li>Informing the security at the gate no. 1</li> </ul>                              |
|                   | <ul style="list-style-type: none"> <li>Informing for hospitality and required services arrangements.</li> </ul>         |
|                   | <ul style="list-style-type: none"> <li>Informing the IT department.</li> </ul>  |
|                   | <ul style="list-style-type: none"> <li>Informing and directing the SY student's placement coordinators team.</li> </ul> |
| <b>KPIs</b>       | <ul style="list-style-type: none"> <li>NA</li> </ul>  |