

**Check List for Placement Drive Organized**

**Name of the Company** :

**Department Eligible** :

**Company Type** : Core / Software

**Drive Dates** : From: To:

**Drive Venue** :

S. No	Requisite	Available / Not Available	Verified & Approved
1	Invitation letter to the company for placement drive/ Report to the company		
2	Acceptance from Company for the Placement drive		
3	Circular to the Students regarding drive		
4	E-mail communication to Students		
5	Students Database		
6	Pre placement Talk - Photos		
7	Drive Attendance		
8	Round wise results		
9	Selected list		
10	Full time Employment / Intern letter		
11	Recruiter Feedback		
12	Settlement Form / Account Statement / Bill Copies.		

**Faculty In-charge**

**ERP In-charge**

**Head-Placement**

**Dean-I&R**

**Verified by**

**IQAC Team**

**Dean-IQAC**