



MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

SOP FOR TRAINING AND PLACEMENT CELL

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/SOP/20

Issue Date: 01/06/2023

Revision Date: 00/00/0000

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1. Campus Recruitment: **Explanatory Note – 1**

Text of -

- ❖ Formal Invitation Letter (For companies who had conducted Campus recruitment during the last 4 years)
- ❖ Formal Invitation Letter (For companies who have not conducted Campus recruitment during the last 4 years)
- ❖ Furnishing of Website Links
- ❖ E-mail inviting companies to conduct campus recruitment.
- ❖ E-mail reminding companies for expeditious action on our request for campus recruitment
- ❖ E-mail inviting companies to convey dates of campus recruitment.
- ❖ E-mail expressing a note of appreciation for conducting / accepting to conduct Campus recruitment.
- ❖ E-mail expressing a note of appreciation for recruiting students of our Institutes.
- ❖ E-mail expressing a note of appreciation **even if students are not recruited by the company concerned.**

2. Students Profile : **Explanatory Note - 2**

- ❖ Format of submission of students' data base for short listing of candidates for campus recruitment (Subject to amendment based on selection criteria by different companies)
- ❖ Format for reporting attendance of candidates and absentee candidates.
- ❖ Format for reporting the result of recruitment drive.

3. Visit to Companies : ( ANDHRA PRADESH)

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- ❖ Submission of conveyance claim.

4. Visit to Companies (OTHER THAN ANDHRA PRADESH):

**Explanatory Note – 4**

For Official Use Only

- ❖ Submission of conveyance claim.

5. Progress report to be submitted on a monthly basis: **Explanatory Note – 5**

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE****SOP FOR TRAINING AND PLACEMENT CELL**

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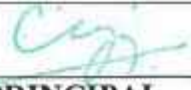
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- ❖ It is essential to submit progress report highlighting success & failure of efforts to senior management in the format given below. (Including reasons for failure to achieve target)

**6. PAS – Personal Appraisal System :****Explanatory Note – 6**

Personal Appraisal System is an integral part of the performance record of all placement officer / officials rendering help to students entering the job market. PAS cycle is broadly concurrent with the academic sessions and begins on 1<sup>st</sup> July of a given year to 30<sup>th</sup> June of the following year. The comments of the reporting officer and reviewing officer should form the basis of career enhancement prospects and promotions. The self assessment of officer reported upon, is intended to give an opportunity to placement officers to record their achievements, constraints to reach the target as also to explain the reasons for failure, if any.

The accepting officer can take a holistic view before deciding on the performance rating of the individuals concerned and take decision on promotion, training needs, reallocation of work etc. based on recommendations / observations of reporting and reviewing officers as also the statements recorded by the officer reported upon as incorporated in self assessment.

| PREPARED BY   | REVIEWED BY   | APPROVED & ISSUED BY  |
|---|---|---|
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**Explanatory Note – 1**

- At the commencement of each academic session, a circular letter needs to be issued to various companies inviting CEO / CMD / HR Officers to conduct campus recruitment at MITS. One letter should be addressed to companies which have conducted campus recruitment during the last four years and the second letter should be issued to companies which did not conduct campus recruitment at MITS Colleges during the last four years.
- The same letter could be used by Placement Officers while meeting HR Officers on a one to one basis during the academic session.
- Most of the companies request for website details. Unfortunately, the HR officers are reluctant to search the specific information they require and, therefore, they request website links to various courses of study as incorporated in the placement brochure. Consequently, it becomes essential to provide links for Engineering, Management, Computer Application etc.
- As a follow up action to issuance of circular letter and / or direct contact with various companies, it is essential to send an E mail inviting companies to conduct campus recruitment and seeking appointment.
- Format for E mail reminding companies for expeditious action on our request for campus recruitment
- It is imperative to finalize the dates of campus recruitment as also to ascertain the details of the venue and the schedule for the interview process.
- On completion of the interview process, a note of appreciation for conducting campus recruitment should be sent.
- Format for expressing a note of appreciation for recruiting students of our Institutes
- E Mail expressing a note of appreciation even if students are not recruited by the company concerned.

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |



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{Formal Letter and / or E mail exclusively for companies **who had conducted campus recruitment during the last 4 years**}  
 Date: DD/MM/YYYY

Dear Sir / Madam,

We are pleased to inform you that Madanapalle Institute of Technology and Science (MITS), Madanapalle, is established in 1998 in the picturesque landscape of Madanapalle, Andhra Pradesh, India, 120 kms from Bangalore airport. It has bench-marked its curriculum and teaching methodologies with premier Indian Institutes to maintain academic excellence. We are NAAC 'A+' grade Accredited Institution and all the eligible programs have been accredited by NBA and we are in the 251-300 band of NIRF -2022 Ranking. At MITS, we foster an environment that nurtures intellect, encourages creativity, and instills values, molding future leaders ready to make impactful contributions in the dynamic realms of technology and science. We further invite you to visit [www.mits.ac.in](http://www.mits.ac.in) for more details.

Our faculty nurtures enthusiasm of students to learn, help facilitate exchanging ideas and prepare them intellectually with diverse skill sets to face a vibrant work force on completion of their chosen curriculum and field of specialization. Achievement of academic excellence, high level of personal conduct and integrity are our main focus which you will find attractive. Our passionate learning environments not only strengthen existing talents but also challenge students to develop a pleasant and meaningful personality.

We take this opportunity to invite you to visit our campus, initiate a phone call or write to us and consider sending a team of Officers from your Human Resources Department to conduct campus recruitment for students completing their course in the current academic year. We would be glad to provide you and your team all the requisite logistic facilities and support services for conducting campus recruitment process and look forward to hosting your team at your convenience. Kindly let us know your selection criteria to enable us to prepare and meet your requirements.

Our Placement Officers will send you relevant "Placement brochures" and / or contact / meet in person, officers of your HR Department to apprise them further about campus recruitment. Should your HR officials require any clarification, please feel free to contact us or any of the placement officers listed below. It would be greatly appreciated if an acknowledgment of this communication is sent to us by email and our invitation for campus recruitment is forwarded to recruiting officers / HR officials concerned.

In closing, please accept our best wishes.

Sincerely,

(Name of Placement Officer & Signature)

Name & Designation Company

Address

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |



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{Formal Letter and / or E mail exclusively for companies who have not conducted campus recruitment during the last 4 years}

To,  
The  
HR Manager,  
Name of Company  
Address

Date: dd/mm/yyyy  
Madanapalle

Dear Sir/Madam,

SUB: Campus Recruitment for the students in the current academic year 20XX - XX

With reference to the above mentioned subject; we are pleased to forward you an Invitation Letter to visit our Institute to conduct Campus Recruitment. In addition you may wish to check more details from our website [www.mits.ac.in](http://www.mits.ac.in) which incorporates the course contents, names & professional qualifications of faculty members and infrastructure available in all our Institutes.

2. You are aware that MITS is a NAAC 'A+' grade Accredited Institution and all the eligible programs have been accredited by NBA and we are in the 251-300 band of NIRF -2022 Ranking. We have an enrolment of over 1500 students pursuing B. Tech, MBA, MCA, programmes.
3. Should you require any specific information including students database, field of specialization, number of students graduating in courses which may be relevant to your need, we would be glad to provide the same.
4. You may click the given links: <https://mits.ac.in/public/uploads/static-pdf/College%20Brochure%20compressed%20compressed.pdf> to have complete access of our Placement Brochure relating to the disciplines of Engineering, Management & Computer Applications Programs.
5. We look forward towards an enduring & rewarding relationship with your esteemed organization as we strongly believe that students from our institution are competent to take up assignment offered, with a high degree of personal conduct and integrity.

Looking forward to your appointment to discuss further about the proposal

Thanking you.

Warm regards & best wishes,  
Name:  
Designation of Placement Officer  
Training & Placement Cell,  
Mobile Number  
Email ID:

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |



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{E-mail inviting companies to conduct campus recruitment and seeking appointment}.

To,  
The  
HR Manager,  
Name of Company  
Address

Date: dd/mm/yyyy  
Madanapalle

SUB:

Dear Sir/Madam,

Please refer to our discussion regarding enlisting MITS for consideration of campus interview by your esteemed organization. We understand that you would be finalizing your list shortly. We are hopeful that you would favourably consider our request.

2. The credentials of our Institute are known to you and, as such, we can assure you that we accord high priority for our students' welfare. In addition to various skill development programs, we lay special emphasis on core subjects to facilitate students achieving highest standard of academic excellence.

3. We are confident that our students would meet your expectations.

Thanking you,

Warm regards & best wishes,

Name:  
Designation of Placement Officer  
Training & Placement Cell,

Mobile Number

Email ID:

| PREPARED BY-     | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |



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{E-mail reminding companies for expeditious action on our request for campus recruitment}

To,  
The  
HR Manager,  
Name of Company  
Address

Date: dd/mm/yyyy  
Madanapalle

SUB:

Dear Sir/Madam,

This is in continuation of our earlier Email dated dd/mm/yyyy and subsequent telephonic conversation with you on dd/mm/yyyy regarding Campus Recruitment at MITS.

- As notified earlier, we are preparing a database of [Number] students pursuing studies in different streams of **Engineering / Management / Computer Application** [ *use as applicable*], and we would be able to furnish the details as soon as we hear from you about your requirements.
- We are drawing up schedule for Campus Recruitment for various companies for the months of January, February and March, 20XX. Therefore, it would be useful to receive indications of your requirements as also feasible dates for Campus Recruitment to be conducted in the coming months.
- In view of the fact that we accord high priority to your reputed organization, we have no hesitation to allocate 'Priority Slot' to enable you to have wider choice of meritorious students. We are confident that our students would prove to be asset to your esteemed organization.

Awaiting your response

Thanking you.

Warm regards & best wishes,  
Name:  
Designation of Placement Officer  
Training & Placement Cell,  
Mobile Number  
Email ID:

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |



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{E-mail inviting companies to convey dates of campus recruitment.}

To,  
The  
HR Manager,  
Name of Company  
Address

Date: dd/mm/yyyy  
Madanapalle

SUB:

Dear Sir/Madam,

I would like to extend a note of appreciation for giving our students an opportunity to be considered for placement in your esteemed organisation.

2. Our students will be advised to visit the venue for the interview. It is requested that a short Job description be provided to us so that we can put up the same on our Notice Board as also brief the students appearing for the interview.

3. While we have noted that the students are required to be present at the venue on dd/mm/yyyy, we are awaiting the details of the venue and schedule for the Interview process, Names of your recruitment team and details thereof. Information by return Email would be greatly appreciated.

4. We take this opportunity to thank you once again and, at the same time, assure you that we would continue our interaction with your organisation in the years to come.

Thanking you.

Warm regards & best wishes,

Name:

Designation of Placement Officer

Training & Placement Cell,

Mobile Number

Email ID:

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |





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{E-mail expressing a note of appreciation for conducting / accepting to conduct campus recruitment.}

To,  
The  
HR Manager,  
Name of Company  
Address

Date: dd/mm/yyyy  
Madanapalle

SUB:

Dear Sir/Madam,

1. We would like to extend a note of appreciation for giving our students opportunity to appear in the interview held on dd/mm/yyyy.
2. We understand that our students met the members of the interview board at your premises. We would be grateful if you could send us a short report about the performance of our students briefly touching upon shortcomings too. This will enable us to conduct improved preparations for students appearing for future interviews.
3. Looking forward to your decision.

Thanking you.

Warm regards & best wishes,  
Name:  
Designation of Placement Officer  
Training & Placement Cell,  
Mobile Number  
Email ID:

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |

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{E-mail expressing a note of appreciation for recruiting students of our Institutes}

To,  
The  
HR Manager,  
Name of Company  
Address

Date: dd/mm/yyyy  
Madanapalle

SUB: Letter of Appreciation for recruiting students of our Institutes

Dear Sir/Madam,

1. On behalf of MITS, we wish to record a note of appreciation for offering placement (no. to be quoted) to students of (name of the institution).
2. We are confident that our students would join the vibrant workforce in your esteemed organisation and you would find their performance to be of highest order. We hope that the recruited students would contribute successfully to achieve the desired goal of your organisation.
3. In closing, we hope to continue cordial relationship with you and your colleagues and build up a lasting relationship in the coming years. We look forward to participate in your further recruitment drive this academic session as also in the coming years.

Thanking you.

Warm regards & best wishes,  
Name:  
Designation of Placement Officer  
Training & Placement Cell,  
Mobile Number  
Email ID:

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE****SOP FOR TRAINING AND PLACEMENT CELL**

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{E-mail expressing a note of appreciation even if students are not recruited by the company concerned.}

To,  
The  
HR Manager,  
Name of Company  
Address

Date: dd/mm/yyyy  
Madanapalle

SUB: Letter of Appreciation for interviewing our students of our Institutes

Dear Sir/Madam,

1. On behalf of MITS, we wish to record a note of appreciation for conducting interview to recruit our students.
2. We have noted that none of our students met successfully your expectations. Therefore, we would request you to consider sending us a report broadly outlining the deficiencies of our students you have noticed while conducting recruitment drive. This would facilitate us to take corrective action at our end and address the shortcomings of students. Besides, it would help us improve preparation for students for future interviews.
3. In closing, we hope to continue cordial relationship with you and your colleagues and build up a lasting relationship in the coming years. We look forward to participate in your future recruitment drive this academic session as also in the coming years. In addition, we would like to request you to give us opportunity to interview students who are completing their curriculum in the forthcoming academic session.

Thanking you.

Warm regards & best wishes,

Name:

Designation of Placement Officer

Training & Placement Cell,

Mobile Number

Email ID:

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |



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**Explanatory Note - 2 - Students' Profile**

- ❖ Format of submission of students' data base for short listing of candidates for campus recruitment (**Subject to amendment based on selection criteria by different companies**) may be prepared in Excel Spread Sheet following the data entries as given below. **Apart from sending the list to the companies concerned, the list should be shared with VP Corporate Relations and Placement officers / Officials on duty for organizing campus recruitment.**

| Sl. No. | Name | Present | Aptitude Test | PI | Selected | CT Number | Gender | DOB |
|---------|------|---------|---------------|----|----------|-----------|--------|-----|
| 1.      |      |         |               |    |          |           |        |     |

| 10 <sup>th</sup> Class | YOP | 12 <sup>th</sup> Class | YOP | Diploma | YOP |
|------------------------|-----|------------------------|-----|---------|-----|
|                        |     |                        |     |         |     |

| First Semester | Second Semester | Third Semester | Fourth Semester | Fifth Semester | Sixth Semester | Semester Average. | No. of Year Gap | E-mail ID |
|----------------|-----------------|----------------|-----------------|----------------|----------------|-------------------|-----------------|-----------|
|                |                 |                |                 |                |                |                   |                 |           |

- ❖ Format for reporting attendance of candidates and reporting about absentee candidates is reproduced below. **This information must be collated and sent to MD / VP Corporate Relations and Directors / Dy Directors / Principals of Colleges concerned.**

| Sl. No. | Name of the Company | Date of Interview | No of Students Short listed | No. of Students appeared for Exam | No. of Students absent | No of students selected for final Interview / Exams | Remarks, if any |
|---------|---------------------|-------------------|-----------------------------|-----------------------------------|------------------------|---|-----------------|
|         |                     |                   |                             |                                   |                        |   |                 |

- ❖ Format for reporting the result of recruitment drive is reproduced below. **This information must be collated and sent to MD / VP Corporate Relations and Directors / Dy Directors / Principals of colleges concerned.**

Name of the College:

| Stream | Total Eligible | Applied Name of Company | for the | No. of successful candidates | Remarks |
|--------|----------------|-------------------------|---------|------------------------------|---------|
|        |                |                         |         |                              |         |

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
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3. Visit to Companies (Kolkata & adjoining areas)

**Explanatory Note - 3**

- ❖ Format for submission of conveyance claim is reproduced below. The claim should be submitted on a **monthly basis** specifying the names of the companies visited, mode of travel (Taxi, Auto, Bus, Metro, Private car, shuttle service etc.) and the expenditure statement duly approved by Controlling Officer forwarded to the accounts department.

| Date       | From | To | Name of the Company / Institution | Mode of Conveyance | Fare (Rupees) | Purpose |
|------------|------|----|-----------------------------------|--------------------|---------------|---------|
| dd/mm/yyyy |      |    |                                   |                    |               |         |
| dd/mm/yyyy |      |    |                                   |                    |               |         |
| dd/mm/yyyy |      |    |                                   |                    |               |         |
| dd/mm/yyyy |      |    |                                   |                    |               |         |
| dd/mm/yyyy |      |    |                                   |                    |               |         |

Signature of the claimant

Name of Placement Officer & Designation

Date

**Approved by:**

Name & Designation

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |

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4. Visit to Companies (Cities / Locations **other than** Kolkata and adjoining areas)**Explanatory Note - 4**

- ❖ Format for submission of conveyance claim is reproduced below. The claim should be submitted immediately after returning from tour, specifying the names of the companies visited, (**journey details, lodging expenses, local conveyance, daily allowances / refreshment, miscellaneous expenses etc.**) and the expenditure statement duly approved by Controlling Officer forwarded to the accounts department along with relevant vouchers.

**Tour Bill**

**Name of the Employee** :  
**Designation** :  
**Department** : Training & Placement  
**Duration of the tour** : dd/mm/yyyy to dd/mm/yyyy  
**Places visited** :

**Journey details:**

| Date             | Mode of Journey | From | To | Amount (Rs.) |
|------------------|-----------------|------|----|--------------|
| dd/mm/yy         |                 |      |    |              |
| <b>Total (A)</b> |                 |      |    |              |

**Lodging Expenses:**

| Place            | From     | To       | Amount (Rs.) | Remarks |
|------------------|----------|----------|--------------|---------|
|                  | dd/mm/yy | dd/mm/yy |              |         |
| <b>Total (B)</b> |          |          |              |         |

**Local Conveyance:**

| Date             | Place | Mode of Transport | From | To | Amount (Rs.) |
|------------------|-------|-------------------|------|----|--------------|
| dd/mm/yy         |       |                   |      |    |              |
| <b>Total (C)</b> |       |                   |      |    |              |

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
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### Daily Allowances / Refreshment:

| Date             | Particulars | Amount (Rs.) | Bills attached Y / N |
|------------------|-------------|--------------|----------------------|
| dd/mm/yy         |             |              |                      |
| <b>Total (D)</b> |             |              |                      |

### Miscellaneous Expenses:

| Date             | Particulars | Amount (Rs.) | Remarks |
|------------------|-------------|--------------|---------|
| dd/mm/yy         |             |              |         |
| <b>Total (E)</b> |             |              |         |

| Sl. No. | Total Expenditure                  | Amount (Rs.) |
|---------|------------------------------------|--------------|
| 1       | Journey details (A)                |              |
| 2       | Lodging Expenses (B)               |              |
| 3       | Local Conveyance (C)               |              |
| 4       | Daily Allowances / Refreshment (D) |              |
| 5       | Miscellaneous Expenses (E)         |              |
| 6       | <b>Grand Total (F)</b>             |              |

Total Expenditure :

Advance Received :

Amount Refunded :

Signature

Date:

Approved by:

Name & Designation

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |



5. Progress report to be submitted on a monthly basis.

**Explanatory Note – 5**

❖ It is essential to submit progress report highlighting success & failure of efforts to senior management in the format given below. (Including reasons for failure to achieve target)

- Name of Company
- Date of visit
- Name of person visited
- Person's designation
- Person's contact no (mobile no. & landline no.)
- Person's email id
- Agenda of visit
- Outcome
- Next follow up action
- Approached for the batch
- Approached for the department
- Date of next follow up action

Name:

Designation of Placement Officer

Training & Placement Cell,

MITS Group Educational

Initiatives. Mobile Number

Email ID:

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |





6. PAS – Personal Appraisal System : **Explanatory Note - 6**

**PERSONNEL APPRAISAL SYSTEM (PAS)**

**PERFORMANCE RECORD**

PAS Cycle: 20XX- 20XX

Performance Period: 01/07/20XX-30/06/20XX

Name :  
Gender : Male / Female  
Email :  
Designation :  
Address :  
College Phone No :

**Signatures Completed PAS for Period and Cycle indicated above.**

First Reporting Officer

Name :  
Designation :

Signature..... Date.....

Second Reporting Officer (Reviewing Officer)

Name :  
Designation :

Signature..... Date.....

Staff Member

Name :  
Designation :

Signature..... Date.....

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |



MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

SOP FOR TRAINING AND PLACEMENT CELL

Issue No : 01

Revision No: 00

Doc. No: EOMS-MITS/SOP/20

Issue Date: 01/06/2023

Revision Date: 00/00/0000

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Accepting Authority

Work Plan of Unit

I have the received a copy of the work plan for my unit.

Yes  No

OBJECTIVE

To achieve XX% placement through Campus interview as was done in 20XX.

GOALS / PERFORMANCE EXPECTATIONS

Run an efficient placement cell

- Consultation with Directors / Principals of Colleges and Placement Officers
- Identify new companies for inclusion in the roster
- Provide statistics of key actions taken
- Project targets of achievement

PLAN OF ACTION

[July to October; November to February; March to June]

|   | November                 | March                    | July                     | Annual                   |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Inclusion of new companies  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number of standardized letters sent to various companies              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Number of names senior officers to be invited for lectures / seminars | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Target for Placement of students                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Summer Training (With out Financial involvement)                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>ACCOUNTABILITY</b><br>Actual Placement of Students                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SELF ASSESSMENT

A brief write-up not exceeding 150 words may be submitted highlighting the achievements and constraints, if any, in the performance of the assigned task.

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |



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(NAME)

FIRST REPORTING OFFICER

Evaluation and Comments on the Work Plan and Accomplishments

Core Values and Core Competencies: [Please tick (√) the appropriate box]

|   | Unsatisfactory           | Developing               | Fully Competent          | Outstanding              |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Integrity                                 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Professionalism                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Teamwork                                  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Planning & Organization                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Accountability Judgment / Decision-Making | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Overall Rating

- Consistently exceeds performance expectations
- Frequently exceeds performance expectations
- Fully successful performance
- Partially meets performance expectations
- Does not meet expectations

Recommendation

|              |             |               |              |
|--------------|-------------|---------------|--------------|
| a) Increment | Accelerated | Normal        | Not eligible |
| b) Promotion | Accelerated | Normal Course | Not eligible |

Brief comments / suggestions including training needs to enhance skill sets and professional expertise may be recorded. [Not exceeding 100 words]

First Reporting Officer

Sign off Date

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |

**MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE****SOP FOR TRAINING AND PLACEMENT CELL**

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**SECOND REPORTING OFFICER'S (REVIEWING OFFICER'S) COMMENTS**The assessment of first reporting officer has been shared with the officer reported upon - Yes  No Adverse comments, if any, communicated to the officer reported upon - Yes  No The observations of the reporting officer is -   

Taking into account the representation, if any, of the officer reported upon -

- ❖ Agree with the assessment of Reporting Officer.
- ❖ Partially agree with the assessment of Reporting Officer.  
[Comments may be recorded]
- ❖ Do not agree with the assessment of Reporting Officer.  
[Comments may be recorded]

Second Reporting Officer (Reviewing Officer)

Sign off Date

Accepting Authority

| PREPARED BY      | REVIEWED BY      | APPROVED & ISSUED BY |
|------------------|------------------|----------------------|
|                  |                  |                      |
| EOMS Team member | EOMS Team Leader | PRINCIPAL            |