

## Monthly Placement Report Format

(To be submitted by each Department to VC office on 20<sup>th</sup> of every month)

### A. Department Information

- School / Department: \_\_\_\_\_
- Reporting Month & Year: \_\_\_\_\_
- Placement Coordinator Name & Contact: \_\_\_\_\_

### B. Student Engagement (to Increase Registration & Participation)

S. No.	Name of company of which drive was held	Date	No. of Calls Made	WhatsApp Messages Sent	Emails Sent	Special Mentoring/Meetings Held by HoD/Dean (not by placement coordinator)	Outcomes (e.g., extra students registered)	Remarks
1								
2								

(This section highlights departmental efforts in motivating and mobilizing students for higher placement participation.)

### C. Student Registration & Selection Data

Name of the company	Total Eligible Students	Total Registered	% Registration	If < 80%, Reasons	Total Appeared	Total Selected	% Selection	Package

### D. Outreach & Follow-up Activities

Activity Type	No. Conducted	Outcomes / Responses
Alumni Interaction Sessions		
Career Guidance Talks		
Mock Interviews / Tests		
Resume-Building Workshops		
Other Student Motivation Drives		

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<b>Aptitude/Soft Skill Training Sessions Held</b>		
<b>Resume Verification &amp; Correction Completed</b>		
<b>Student Feedback Collected on Placement Process</b>		

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#### **F. Challenges & Corrective Actions**

- **Challenges Faced** (e.g., lack of student seriousness, academic backlogs, poor communication, hesitation in registration)
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- **Corrective Actions Planned for Next Month** (e.g., extra mentoring, parents' interaction, additional training workshops, alumni talks)
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#### **G. Summary Dashboard (for quick view)**

- **Total Eligible Students:** \_\_\_\_\_
  - **Total Registered:** \_\_\_\_\_
  - **Total Selected:** \_\_\_\_\_
  - **Selection %:** \_\_\_\_\_
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#### **Signatures**

##### **Department Placement Coordinator**

Name: \_\_\_\_\_ | Signature: \_\_\_\_\_

##### **Head/Dean of Department**

Name: \_\_\_\_\_ | Signature: \_\_\_\_\_