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| |  |  |  | | --- | --- | --- | | **S.No** | **Activities** | **Reference** | | PD | Booking the Standee | Format-1 | | PD | Booking the Infrastructure | Format-1 | | PD | Booking BF/Lunch/Snacks | Format-1 | | PD | Preparing the Attendance Sheet on a Branch Level |  | |  |  |  | | Step |  |  | | 1 | Taking Attendance of the students |  | | 2 | Placing the standee at the correct place |  | | 3 | Organizing Photography |  | | 4 | Informing Security to Allow the Delegates |  | | 5 | Receiving the Delegates from out Side the Reception |  | | 6 | Take the Delegates to the CRC Board Room |  | | 7 | Have a Breakfast ( Approval taken previous day ) | Format-1 | | 8 | Discuss the execution plan |  | | 9 | Company Presentation by Delegates at Seminar |  | | 10 | Organizing Photography |  | | 11 | Online Test/Written Test as per plan |  | | 12 | coordinating Online test | Format-1 | | 13 | Coordinating Written test ,(Taking Photocopy of the Question Paper ) |  | | 14 | Taking the list of Shortlist Students |  | | 15 | Communication to the students about the result |  | | 16 | Lunch with Delegates | Format-1 | | 17 | 2nd round of Interview as per plan |  | | 18 | Organizing Interview as per Sequence & As per Cabin allotted |  | | 19 | Evening Snacks | Format-1 | | 20 | Meeting with Director sir & Delegates |  | | 21 | Taking report of Final Selection |  | | 22 | Communication to the students about the result |  | | 23 | Handing over the Gift |  | | 24 | Feedback from Delegates |  | | 25 | See off at Vehicle |  | |  |  |  | |  |  |
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