**Tutorial No: 5**

**Q.1 List activities at VJTI TPO for placement activity.**

1. Select TPO CR
2. Make a Google group.
3. Make a list of students according to branch.
4. Separation of list according to pointer criteria
5. mail/provide list of shortlisted students
6. Send the list of eligible students to the company’s placement authority.
7. Provide the company’s information to the students i.e. stipend/LPA, post etc.
8. Manage/schedule the dates for of different companies for placement activity.
9. Setup labs for conducting online tests
10. Provide offer letters.