

SI No	Teams		Team	Supervisor
1	Registration	PHRPL		Rakesh
2	Help desk	MANUU + PHRPL	3 Faculty Coordinators	
3	Stage & Addressing	PHRPL	MANUU Volunteers for Mementos, Flowers etc	Prashanth, Shashi
4	Transport	MANUU		
5	Food & Hospitality	MANUU		Chinna
6	Execution Volunteers	MANUU	One company per Class Room	Sunil
			2 Student volunteers per Company / Class Room	
			One Student Coordinator for 4 Companies	
			One Faculty Coordinator per Floor	
			For Pratiyan & HCL	
			1 Faculty coordinator, 2 Student Volunteers per lab	

Student Volunteer	<p>Check the students registration before allowing them to attend the interview</p> <p>Assist the HR / company team that he is assigned to</p> <p>Control the crowd</p> <p>Help coordinators with data from time to time</p> <p>Make Sure HR / Team has all what they need from time to time</p>
Student Coordinator	Will collect data from time to time. Keep a track of how many have attended for each company and how many selects
Faculty Coordinator	Will make sure that Student volunteers and Student coordinators are doing their stuff. Keep checking with HR
Drive Coordinator	Oversee the entire activity from time to time

Phase	Time	Actions	Team	Supervisor	Tasks
Registration	09.00am	Registrations Begin	PHRPL + MANUU	Rakesh	Cash, Dop box, Data Entry
Assembly	10.00am	Assembly and Introduction	PHRPL	Prashanth, Shashi	Introducing MANUU, Introducing PHRPL, Facilitation of HR and HR Intros
Execution	10.30am	Interviews Begin	PHRPL + MANUU	Sunil	
	11.30 am	Tea & Snack	MANUU		
	12.30pm	Selections check point	PHRPL + MANUU	Sunil	
	01.00pm	Lunch	MANUU		
	01.40pm	Post Lunch - Interviews Begin	PHRPL + MANUU	Sunil	
	04.00pm	Tea & Snack	MANUU		
Final Selection	04.15 pm	Selections check point	PHRPL + MANUU	Sunil	
	04.30pm	Registration Closure	PHRPL	Rakesh	
Closure	06.00pm	Closing & Summing up	PHRPL	Prashanth, Shashi	