

	<p align="center">JOB DESCRIPTION</p>
<p>Job Title</p>	<p>TPO</p>
<p>Reports to</p>	<p>Head Corporate relations</p>
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • Coordinating for placement related activities, arrangement for campus placements, • Maintaining a constant interaction with top industry managers (both Functional / HR) across the leading companies of Corporate India • Driving tie-ups with top notch companies for manpower requirement / training / research / consulting requirements • Preparing students by arranging training / mock practice for Aptitude tests, Group discussions, Technical and HR interviews through professional trainers. • Organizing Education and Career Fair. • Providing career guidance and counseling to the students. • Organizing On-Job Training and Summer Training for students. • Building a strong network with senior HR / Marketing professionals of the Industry • Organizing national level symposiums / conferences for top managers for the purpose of brand building / knowledge management. • Reviewing the performance of students working in the Corporate Sector in various capacities (Final Placement, Summer Training, Projects etc.) by taking feedback from companies. • Coordinating with marketing and admission team for improving the branding of institute. • Managing Education & Career Fair. • Any other work as assigned by the reporting authority / Deputy Director –CR / Director / Management from time to time. 	
<p>Qualifications:</p> <ul style="list-style-type: none"> • Master Degree in any discipline 	