



Application for Post of

**SUPER COORDINATOR FOR SAARANG 2018**



<b>Name:</b>	<b>Nick:</b>
<b>Roll No:</b>	<b>Hostel:</b>
<b>Email:</b>	<b>Room No:</b>
<b>Department: Facilities and Requirements</b>	<b>Contact No:</b>

**General Instruction:**

1. Proper formatting and presentation is needed
2. Answers has to be clear and concise
3. Ground work for all points in the application is expected
4. For all questions consider Lit-Soc, Clubs and Saarang; if needed, make your answers specific to each of these
5. Limit your Application to 12-14 pages

**Questions:**

1. What is your vision for Saarang 2018, suggest any theme with ideation and also vision for Facilities and Requirements department in particular? <Include all your plans, timeline etc. in it>
2. What are the positives and negatives of the Facilities and Requirements department's work during Saarang 2017, Lit-Soc (2016-2017). Comment and suggest possible improvements for the coming year.
3. Mention the new initiatives which you plan to have for the Facilities and Requirements department in Saarang 2017. <adequate measures to organize and reduce the work burden are expected; provide appropriate feasibility analysis for other initiatives>
4. Explain the measures you will be taking in order to meet the required number of coordinators for the Facilities team. What is your backup plan if the number of applicants received is same as last year and also propose ideas to bring girls in to the team?
5. Discuss the contribution of the Facilities and requirements team towards other departments.
6. Point out various avenues in the Facilities department that can be leveraged for branding, sponsorship and revenue generation.
7. Why do you think you are the right person for this post? Please list out relevant credentials.
8. What is the role of a QMS Manager? Why is the QMS Manager important for our team?
9. Mention the avenues in the Facilities Department where we can optimize and reduce the budget?

**Bonus:**

- 1) Prepare a master sheet where all other departments' requirements will be taken together.
- 2) Find various options and feasibility for Facilities Room in Hostel Zone.
- 3) Comment on the FR team structure this year for both Sangam and Saarang. Suggest the changes you plan to see in FR team structure.