



## Application for Post of DEPARTMENT COORDINATOR 2018

<b>Name:</b>	<b>Nick:</b>
<b>Roll No:</b>	<b>Hostel:</b>
<b>Email:</b>	<b>Room No:</b>
<b>CG:</b>	<b>Contact No:</b>

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### General Instructions:

- Maximum page limit for first seven questions is 12.
- Maximum Font size is 12
- Keep your answers crisp and to the point
- The split-up of Verticals under various QMS Managers is as follows:
  1. QMS Manager 1 – Informals and Spotlight (LecDems and Roadshows)
  2. QMS Manager 2 – Quizzing, Word Games and Music events
  3. QMS Manager 3 – Thespian, Oratory, Writing, Classical events
  4. QMS Manager 4 – Fine Arts, Design and Media, Choreo events
  5. QMS Manager 5 – Life Style events, NOVA
- Deadline for submission is 11:59PM, 19th April, 2017
- You are strongly advised to meet all the QMS Managers of Saarang 2017

### Questions for Events Managers:

1. What are the pros and cons of the QMS team last year? Suggest solutions for major drawbacks.
  2. What are the verticals you chose to be a QMS Manager for? Why? Elaborate on the processes of any event in your vertical along with timeline
  3. What are pros and cons of your events last year? Suggest solutions for major drawbacks. Emphasize more on drawbacks which could have been avoided with better involvement of QMS in the team
  4. Explain ISO 9001:2015 clauses and their application in your events. How will they help in better organization of your events? (Emphasize more on documentation which supports these clauses)
  5. What is your motivation behind applying for this post and why do you think you are the right person? Mention your credentials and references
  6. Elaborate on your plans for better documentation and efficient retrieve mechanism.
  7. What are your views on and the changes you would suggest in the current feedback collection and analysis system of Saarang?
  8. Describe the craziest incident till now in your insti life. This is just to judge how insane and kooky you are
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