



Application for the post of Facilities
Coordinator 2018



Name:	Nick:
Roll No:	Hostel:
Email:	Room No:
Department: Facilities and Requirements	Contact No:

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

Questions:

1. What is your vision for Saarang 2018, suggest any theme with ideation and also vision for Facilities and Requirements department in particular?
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. Discuss the contribution of the Facilities and requirements team towards other departments.
4. What all venues do we use for Lit-Soc and club activities? Briefly explain how to book each of these venues in detail. Explore the availability of the new venues.
5. What are the sub-departments in Facilities and Requirements team? Explain briefly their functioning. Also give top 5 preferences which you want to take up
6. How do you plan to optimize the requirements between various departments? Suggest methods for improving cost efficiency and avoiding wastage.
7. How do you handle an event that is allotted to you? Explain extensively, taking any event as an example. (Lit-Soc or Saarang).
8. List out any new initiatives you have in mind to improve the overall functioning of the department
9. What is your motivation and why do you think you are the right person for this post? Please list out any relevant credentials.

For Any Queries, feel free to contact

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Note: Applications should mail to mail id mentioned above along with uploading in portal