



Application for Post of DEPARTMENT COORDINATOR 2018



Name:	Nick:
Roll No:	Hostel:
Email:	Room No:
Department: Media	Contact No:

Questions

1. What is your vision for Saarang and its Media team. Give a timeline monthwise listing the videos that are supposed to be made (emphasis on summer and december) along with giving a weekwise timeline for major tasks and coordinator training
2. Give a detailed report on maintaining efficient intra and inter department relations with other teams in the organizing team of Saarang
3. Give an exhaustive list of positives and drawbacks of last year's team, along with solutions to overcome the problems faced (special emphasis on sticking to timeline and quality content)
4. What do you think are the roles and work description of a Super coordinator and QMS Manager in Media team
5. Mention your new initiatives in terms of content, photography and work structure and include them in the timeline as well
6. How will you proceed with the work allotment during Saarang so as to not miss out events
7. Estimate budget for the Media team listing down the equipments to be rented (assume the number of coordinators to be 20)
8. Devise a feasible rulebook mentioning all the constraints we have to give it to other teams

Task:

- Take to the interview all the necessary files for coordinator training (include training materials for animation videos and DSLR training as well)

General

- What makes you think that you are suitable for this position?
- Give credentials and references

People you need to meet

- Ex-Cores



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- Current Cores
- Proshows, Spons, Events
- Media club Convenors

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