

	Department - SRM	Min reqd	1.1.21	2.1.21	3.1.21	4.1.21	5.1.21	6.1.21	7.1.21	8.1.21	9.1.21	10.1.21	11.1.21	12.1.21	13.1.21	14.1.21	15.1.21	16.1.21	17.1.21	18.1.21	19.1.21	20.1.21	21.1.21	22.1.21	23.1.21	24.1.21	25.1.21	26.1.21	27.1.21	28.1.21	29.1.21	30.1.21
Daily	1 All Future Events	120																														
	2 All boards Exams co-ordination and related files maintenance	30																														
	3 Certificates maintenance of all boards.	30																														
	4 Students recording handling- Album Calls & Update	90																														
	5 Studio	30																														
	6 Jam room	30																														
	Shrs 30min	330																														
Weekly	1 Student's feedback report of all events to be distributed to respective branch managers & FOAs as well update chairman feedback in CMIS.																															
	2 Reporting to Chairman about students of higher grade discontinuing the class with reasons.																															
	3 Check if new readmission who could fall in hi flyers every week & update it in chairman remarks.																															
	4 Update hi flyers files with photograph																															
	5 Student head selection in all courses in all branches from time to time.																															
	6 All events scheduling, event order and Certificate writing																															
	7 Gifts, trophy, Prathibhankura certificates, Artworks weekly check-up.																															
Monthly	1 Sankashti program																															
	2 CD maintenance and dispatch.																															
	3 Message should be sent a month before for all types of events for related course (all branches).																															
	4 Monthly submission related jobs – Prathibhankura artist payment, album, studio & jam room charges, Dhanush & Maansi class, and company contracts.																															
Seasonal	1 Temple program																															
	2 Annual day																															
	3 Ranganamana																															
	4 Arangentram																															
	5 Students programme out-house like ISKCON, TTD																															
	6 Lecture demonstrations																															
	7 Competition, etc.																															
	8 YouTube elite video.																															
	9 Art exhibition in all branches six months once.																															
	10 Exams results announcement & setting up program for high achievers with certificates distribution.																															
	11 Packing remaining certificate after distribution																															

General Jobs	
1	Student Head meeting
2	CCR Empanelment Video shoot
3	Album jobs
4	GMV exams initiation
5	Trinity exams initiation