

Department - Admin		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 Reporting office assistants and security guards in and out timings and their Leave approval & co-ordinating the same with COO.																															
	2 Checking admin mails.																															
	3 Computer, Printer, Caller tunes, EPABX, Telephone, Internet speed, Broadband plan, Webcam, Camera & software, CDs maintenance, Ups, Battery, Laptops, cell phones, Biometric, Anti-virus, generator, Glow sign board, timer, maintenance from time to time.																															
	4 All programs overview and job allotment accordingly.																															
	5 Collecting leads of companies through website - 100. Hr contact number and email id.																															
Weekly	1 Promotion of Studio, Jam room & Auditorium -students, Teaching staff, artists, guests, college bands, regular band in the city ,studios ,shops ,WhatsApp group ,Facebook group.																															
	2 Database maintenance of Artists, Guests & VIPs.																															
	3 Find awarding boards and get it implemented to the organization.																															
	4 Call diverting check.																															
Monthly	1 Fortnightly branch visit and maintenance using the asset sheet.																															
	2 Collection of auditions & competition details happening in around the city.																															
Seasonal	1 Enrolment and affiliation with different education boards.																															
	2 Passwords maintenance Camera, Emails, Wl-Fi.																															
	3 Keys making, distribution and maintenance.																															
	4 Trust activities.																															
	5 General body meeting External jobs.																															
	6 Trademark & copyrights.																															
	7 Arranging additional benefits to staff.																															
	8 Carpenter, Electrician, Plumber, Painter, Mason ... maintenance.																															

General Jobs	
1 Kor student Chq 5000rs	
2 Caller tune of 600 mob	
3 Tirupati amt	
4 Collecting leads of companies through website - 100.Hr contact number and email id.	
5 International dance council - Registration	After Website
6 Trade licence BBMP, zonal offices enquiry	Should apply in the month of April
7 KSEEB Javialakshmi centre and college affiliation siddiah	They wont give for Private schools
8 Awarding Boards & Scholarship reaching, collect material and courier and call them	Have given database
9 Foreign Students for photo shoot (10 members) ask avinash	Have given database
10 OD-AMC CHARGES MORTGAGE (5000 + 450 + 450) - 5900 - Pavani - 7702904404, Revanth - 8971444499	
11 Select trainer / school for blind school project - ask avinash for school, get the teacher to hvp	She wont pick the call
12 Rajainagar Internet - Act (Harish - 9538883034) and camera of Rajainagar	Have given database
13 Phone diverting problems San -Ainai does not get diverted to any no, Ind - BSNL does not get diverted, Vij - BSNL no will gets diverted to 9497009314	
14 Alt key is halt (change sir laptop alt key - rightside Near enter key)	