iit madras presents

SHAASTRA2018

THE SPIRIT OF ENGINEERING

COORDINATOR APPLICATION

Department: _____

Name & Roll No.: _____

Hostel & Room No.:_____

Phone No.: _____

Email address: _____

SHAASTRA 2018 COORDINATOR APPLICATION
FINANCE

INSTRUCTIONS:

- The entire application **should not exceed 20 pages.**

- The number of ideas does not matter if not validated properly. Each idea should be thoroughly thought through before being included in the application

- The application will be your bible for the next year. Ensure that it is a "plug and play" application

- Deadline for submission: **11.55 pm, 12.04.2017**

- Please meet current cores and previous year (Shaastra 2017) team

Present cores

Vishakh	9176492462
Sai Prashanth	9677245559
Nitin	9087863686

Previous Team

Manish (EX-Core)	7708481881
Krishi (EX-Core)	9003113121
Pradyumna (EX - GEN Fin Manager)	9552324176
Chandana (EX-PPM Manager)	9790470118
Nithin Verma (EX - Sales Manager)	7200467791

- Skillset requested from applicants – None! Just enthu is enough

- **Part A is mandatory for all aspiring coordinators. Part B is a bonus. Manager applicants have to address both parts.**

- Your very own Shaastra journey has begun. Please make sure you have fun along the way. All the best.

The key to any successful undertaking is to understand the Golden circle. Please answer all questions below, after giving this a thought.
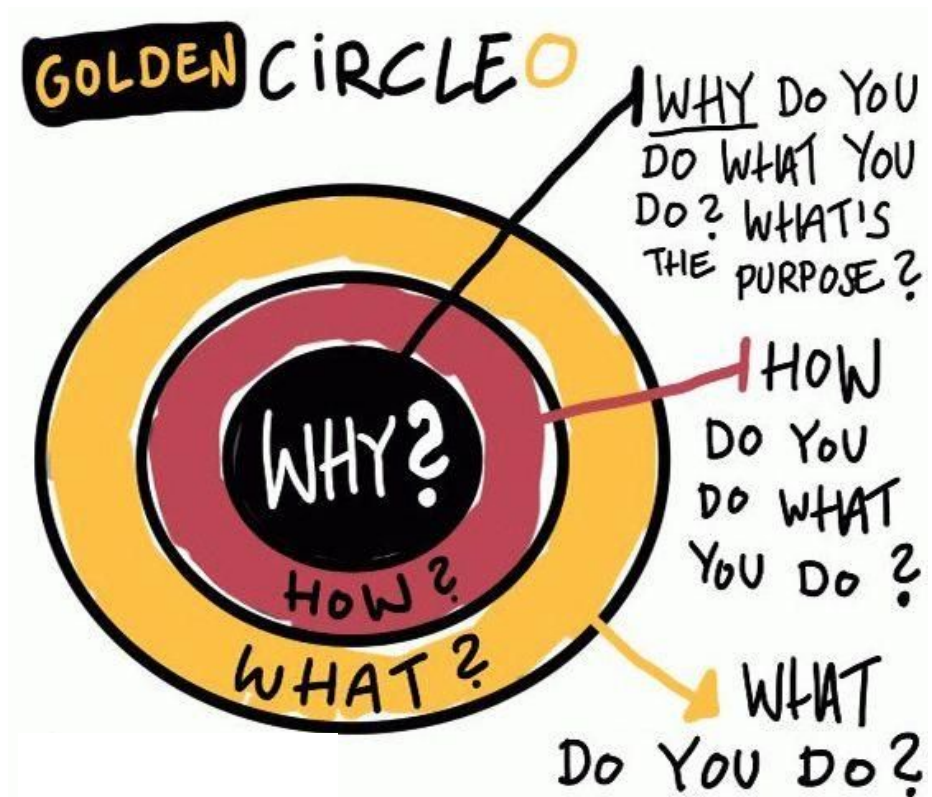
PART A: THE OVERVIEW

(Mandatory questions for **all** applicants)

1. Why do we **conduct** Shaastra?   **10Pts**
2. Why do we **need** a Finance Team in Shaastra?   **10Pts**
3. What is your **vision** for Finance department, Shaastra 2018 and **why** do you want to be a part of it?   **10Pts**
4. Briefly explain the duties of a Finance coordinator.   **30Pts**
    (Points to include Sales, General Finance (CFI & Shaastra) , PPM)
5. What is **voucher** system? Explore the option of expanding it.   **10Pts**
6. Explain the procedure for the following (Attend this / Part B)   **40Pts**
    - Payments
    - Reimbursements
    - Settlements

PART B: THE SPECIFICS

(**Mandatory questions for Manager** applicants; **Bonus for coordinator** applicants)

1. What are your views on combining CFI & Shaastra Finance Team. Perform a **SWOT** analysis for the same.

2. **General Finance/CFI**- Draft the step by step procedure for TA , settlement, payments and reimbursement for CFI & Shaastra **separately**.

<center>OR</center>

Sales- Step by step procedure including your initiatives to make sales more profitable and accountable (work on i kollege and website sales). Also give a brief timeline for Sales.

<center>OR</center>

PPM- Step by step procedure including your initiatives for efficient distribution of certificates and prize money (Also work on e-Certificates and PPM form). Also give a brief timeline for PPM

3. Suggest methods to reduce redundancy and **improve** efficiency in the team.

4. Ideate on the areas where we could possibly reduce expenditure and also on the avenues where we could increase revenue

5. Please justify your application by detailing your strengths, references and previous experience and accomplishments. (Max 100 words)

6. TASKS -
   - Contact vendors for Ticket booking and get the best quotation(Preferably credited payment vendors)
   - Contact vendors for printing and get the best quotations(Do not contact the vendors which we are already in deal with)
     * Attach the quotations with your application
   - Go through the finance policy of Shaastra 2017 thoroughly and bring up suggestions to amend the policy in a better manner (descriptive)