



COORDINATOR APPLICATION

Department: _____

Name & Roll No.: _____

Hostel & Room No.: _____

Phone No.: _____

Email address: _____

OPERATIONS AND INFRASTRUCTURE PLANNING

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, 16.04.2017**
- Timelines should be included in Google calendar (preferably) or in a separate document
- The completed application must be mailed to
 - kumardaanish18@gmail.com
 - shrigopal.dongaonkar01@gmail.com
- Please meet current cores in common fundae sessions.

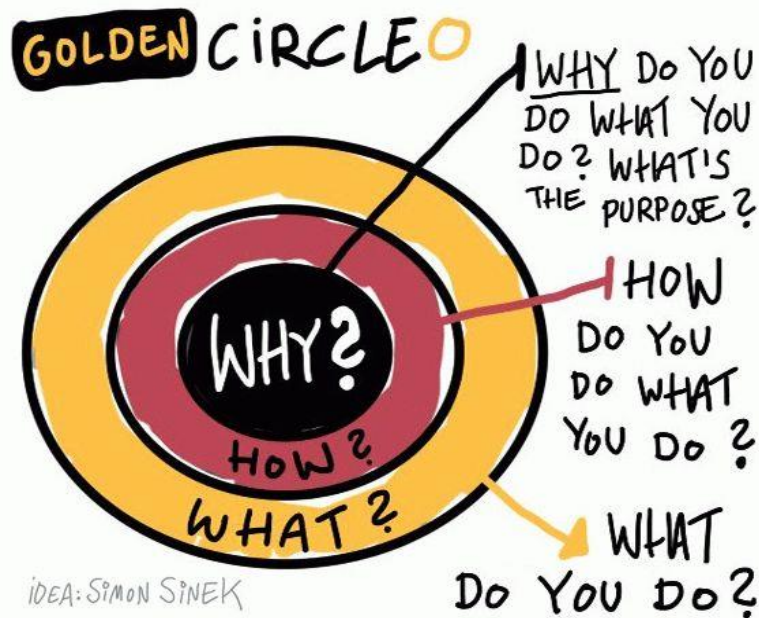
Kumar Daanish (Core, Shaastra 2018)	+91- 7395940585 daanish@shaastra.org
Shrigopal Dongoankar (Core, Shaastra 2018)	+91- 8329805378 shrigopal@shaastra.org

Contacts of previous year coordinators and super-coordinators are given in the following link:

https://docs.google.com/spreadsheets/d/1ry41No2h56SYL98bb9f_MTBiO5o3OdiXPJh0YA9dycQ/edit?usp=s
haring

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

Questions:

- 1) What were the PROS and CONS of General Arrangements Department last year? State the possible reasons and provide a detailed explanation. Mention the new initiatives which you have for this department?
- 2) List out the responsibilities of a General Arrangements coordinator. Come up with an optimal timeline for the department in order to ensure smooth and timely functioning.
- 3) How will you ensure proper crowd management and security for outside people? Suggest a timeline and work allotment for GA coordinators to overcome this.
- 4) Why do you think you are best suited for this job? Mention previous instances.

Case Study:

- 1) Pick any venue from the list provided and do an extensive venue analysis, providing a detailed list of facilities available and a map for the venue.
(LIST OF VENUES: - KV GROUND, SAC, CRC, ICSR, CHEMPLAST, PHLT, ESB VENUES, MSB VENUES, HSB VENUES, CS VENUES, DOMS VENUES)
- 2) Go Through the department manual once. Suggest changes that need to be done in the manual.

ALL THE BEST