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
Quality Management System

INSTRUCTIONS:

- The entire application **should not exceed 6 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

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

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

Cores	Email ID	Phone Number
Narayanan V Baradwaj	narayananvbaradwaj@gmail.com	9444005046
Anjali Lal	anjalilal23@gmail.com	8527201706

Shaastra 2017 Team

Manish Dhariwal	**Ex-QMS Core**	**9884184032**
Kartik Sangani	QMS TechOps	9176281964
Deepanath C	QMS Envisage	9445460229
Aravinth C K	QMS Evolve	9566121483
Taran	QMS Shows & Exhibitions	9087864096
Vasireddy Vishnupriya	QMS Concept & Design	9677261010
M Sanjay Kumar	QMS Finance	9840500434
Kumar Daanish	QMS Facilities	9042811245
Chitla Snehitha	QMS Spons	9087864036
Thanush Kodi	QMS Media & Student Relations	9486633487

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

- **Part A and Part B is mandatory for all aspiring coordinators.**

- 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.
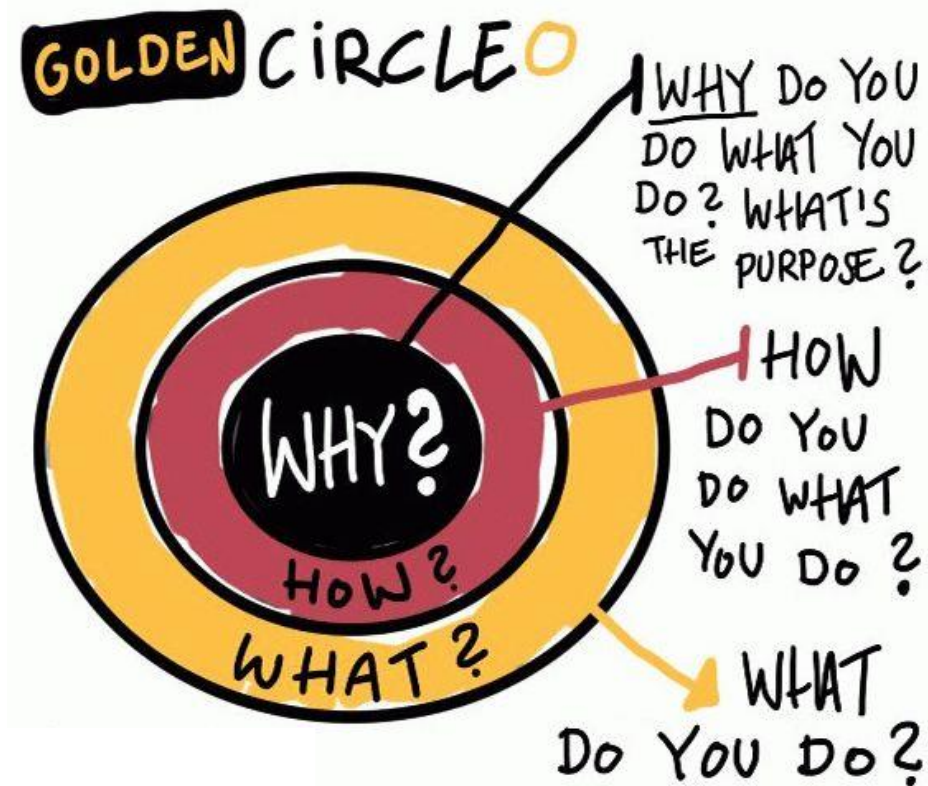
Part A

1. What do you think are the responsibilities of a QMS coordinator?

(How do you feel the QMS team impacts Shaastra)

2. There has been a notion that Shaastra hasn't been performing to its fullest capability for the past few years. Identify the general drawbacks of Shaastra 2017. Briefly explain what went wrong and suggest methods to correct them.

(You could talk to coordinators from different departments and get to know their view of Shaastra and mention how you can improve Shaastra as a whole)

3. Identify the drawbacks of QMS department in Shaastra 2017. Suggest actions that can help in overcoming these drawbacks.

(QMS team is one of the professional teams of Shaastra and always needs to be on its toes about the happenings of Shaastra. What can be done so as to improve the involvement of the QMS coordinators in Shaastra)

4. What is your interpretation of ISO 9001:2015 and how is it applicable to an organization like Shaastra

(Shaastra is currently ISO 9001:2008 certified. This year since we are going for upgrade to 2015 standard, the work of a QMS coordinator is very important for Shaastra. Have a look into the ISO 2015 standard and mention how each of its clauses are related to different departments. Also, look into why Shaastra requires ISO certification)

5. What are the analytics projects that you would like to implement to improve the quality of Shaastra? (try to provide a detailed plan)

(How do you think analytics can help Shaastra. Where do you see an analytics team in the QMS department? Also, mention the places where analytics can be used in decision making in different departments of Shaastra and how the analytics wing can contribute for it)

Part - B

0. Name the department for which you want to apply for as the QMS coordinator.

1. Identify the drawbacks of your department in Shaastra 2017. Critique the drawbacks and mention whether they could have been prevented easily.

2. What are your initiatives for improving the quality of your department?

(Look into why you need the initiative and how you are going to implement it in the department)

3. Make a brief timeline for your department. Make an exhaustive list of all the processes involved in your department

(This year we are planning on making a guidebook for the whole of Shaastra which will involve a detailed flow of all the processes done in Shaastra. This question is very important in terms of easing the work involved during the semester)

4. List down the various quality aspects for your department and how you are going to check whether the quality is followed.

(As a coordinator, your role is to maintain the quality of your department. How are you planning to check whether the quality has been maintained?)

5. Would you add/edit any quality policy for your department? Elaborate.

List down relevant credentials.
Name 2-3 references (with mail-id & phone number)