Sinhgad Technical Education Society's
SINHGAD INSTITUTE OF TECHNOLOGY, LONAVALA
(Affiliated to Savitribai Phule Pune University and Approved by AICTE, New Delhi)
Accredited by NAAC with Grade "A"
INSTITUTION'S INNOVATION COUNCIL

Standard Operating Procedure (SOP)
Technical Team Head
Institution's Innovation Council (IIC)

1. Purpose
The Technical Team Head is responsible for overseeing the technical aspects of all IIC projects and activities. This role ensures that events, workshops, and competitions are supported with the required technical expertise and resources.

2. Scope
This SOP applies to all technical work carried out under the IIC banner, including robotics, coding events, hackathons, technical support during events, and innovation-related projects.

3. Responsibilities
- Provide technical guidance for all IIC projects and activities.
- Organize workshops, seminars, and training sessions to enhance technical skills of members.
- Support event teams with technical arrangements such as audio-visual setup, robotics kits, software installations, etc.
- Collaborate with the R&D Head to develop innovative solutions and projects.
- Coordinate with the Web Development Head for technical integration of online platforms.
- Maintain inventory of technical equipment and resources.

4. Authority
- The Technical Team Head has the authority to allocate technical tasks and responsibilities to team members.
- All major technical decisions must be approved by the Student President or Board.
- Board Members of IIC reserve the right to remove the Technical Team Head from the position at any time if found underperforming or violating standards.

5. Review
This SOP shall be reviewed annually or as required by the IIC Board.