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**INSTITUTION'S INNOVATION COUNCIL**

**Standard Operating Procedure (SOP)**

**Role: Student Vice President**

Council: Institution's Innovation Council (IIC)

**1. Objective**

The Student Vice President of IIC supports the Student President in managing council operations, ensures smooth functioning of activities, and assumes leadership responsibilities in the absence of the President. The Vice President acts as a key link between student members, heads of various committees, and faculty mentors.

**2. Responsibilities**

- Assist the Student President in planning, coordinating, and supervising all IIC activities.
- Take charge of council operations in the absence of the Student President.
- Ensure timely communication and coordination between committee heads.
- Monitor the progress of ongoing projects and provide necessary support.
- Resolve conflicts or issues among members in consultation with the Student President and faculty mentors.
- Contribute to strategic decisions and maintain continuity of council objectives.

**3. Procedures**

a) Event Planning

- Participate in event brainstorming and proposal preparation with the Student President.
- Coordinate with committee heads to ensure tasks are distributed effectively.
- Verify that timelines and resource allocations are practical and achievable.

b) Event Execution

- Support the Student President in supervising event logistics and operations.
- Ensure all teams (technical, logistics, publicity, sponsorship, documentation) are fulfilling their responsibilities.
- Step in as acting leader if the President is unavailable.

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c) Communication

- Act as a bridge between student members, committee heads, and faculty mentors.
- Ensure all instructions and updates from the President and faculty are communicated clearly to the team.
- Handle external communications when delegated by the President.

d) Documentation and Reporting

- Ensure that reports and records prepared by committee heads are reviewed before submission to the President and faculty.
- Maintain a backup copy of key documents for continuity.

**4. Reporting**

- Reports directly to the Student President and the IIC Faculty Coordinator.
- Provides updates to the President regarding team performance and event progress.
- Submits interim status reports when requested by faculty mentors.

**5. Authority of IIC Board Members**

The Board Members of IIC reserve the right to remove or replace the Student Vice President or any other student head at any time under circumstances such as:

- Misconduct or violation of institutional/IIC policies.
- Inefficiency or non-performance of assigned duties.
- Lack of coordination, indiscipline, or actions against the interest of IIC.

**6. Documentation to be Maintained**

- Event progress reports from committee heads.
- Copies of event proposals and budgets reviewed with the President.
- Records of minutes of meetings (when delegated by the President).
- Communication records (emails, notices, announcements) when handled by the Vice President.

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**7. Dos and Don'ts**

**Dos**

- Be proactive in assisting the President and supporting all committees.
- Maintain professionalism, punctuality, and fairness in decision-making.
- Encourage coordination and teamwork across committees.
- Be prepared to take leadership responsibilities when required.

**Don'ts**

- Do not override the authority of the Student President unless officially delegated.
- Do not neglect assigned duties assuming they will be handled by others.
- Avoid favoritism or personal bias in resolving conflicts.
- Do not compromise transparency and accountability in operations.