

**SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF
TECHNOLOGY, LONAVALA
INSTITUTION'S INNOVATION COUNCIL (IIC)**

**LAB INCHARGE &
FACILITY SOVEREIGNTY
CONSTITUTION
2026 – 2036**

**Standard Operating Procedures for Lab
Infrastructure, Keys Sovereignty, and
Aesthetic Discipline**

*The Definitive Spoon-Feeding Manual for the Guardian of the Innovation
Sanctuary: Mastering Maintenance, Behavioral Reform, and the Legacy of
the "Clean-Lab" Standard for the Next Decade.*

Custodian:
Lab Incharge (Elected)
IIC SIT Lonavala

Approving Authority:
Dr. M.S. Chaudhari
Dean R&D and President IIC

Classification: Restricted/Internal

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1 ARTICLE I: FOUNDATIONAL MISSION AND SCOPE

1.1 The "Sovereign Guardian" Mandate

The Lab Incharge is the absolute custodian of the physical and professional environment of the IIC Innovation Lab. Their mission is to maintain a "World-Class" technical sanctuary where discipline, cleanliness, and operational readiness are never compromised. The Lab Incharge is not a cleaner; they are the **Manager of Standards**, ensuring that every person who enters the lab—from volunteer to faculty—adheres to the rules of professional decorum.

1.2 The "Aesthetic Perfection" Rule

In the IIC, the lab's state reflects our engineering precision. A disorganized chair, a dusty workbench, or a tangled wire is a failure of the IIC's technical identity. The Lab Incharge is empowered to enforce a "Zero-Mess Policy," ensuring that the lab remains a place of inspiration rather than a storage junkyard.

2 ARTICLE II: ELECTION, TENURE, AND THE COMMITTEE

2.1 The Selection Committee

The Lab Incharge is an elected official. The "IIC Election Committee" consists of:

1. The Student President & Vice President.
2. All Team Heads (R&D, Technical, Event, etc.).
3. Final Approval by the Faculty Convenor.

2.2 Term Model and Tenure

To prevent stagnation and ensure fresh oversight, the position follows a term-based model:

- **Minimum Tenure:** 1 Month (For evaluation of leadership).
- **Maximum Tenure:** 4 Months (Per academic semester).
- **Election Frequency:** Elections occur 7 days prior to the end of the current term.
- **Re-election:** A Lab Incharge may serve a maximum of two consecutive terms only if they achieve a "90% Satisfaction Rating" from the Board.

3 ARTICLE III: LAB MAINTENANCE & UTILITIES

3.1 Infrastructure Ownership

The Lab Incharge is responsible for the health of the following utilities:

- **Electricity & Lighting:** Ensuring no loose wiring or flickering bulbs. All non-essential lights and AC units must be powered down before the final lock.
- **Water Supply:** Managing the availability of drinking water and the cleanliness of the water station area.
- **Furniture Assets:** Auditing the condition of chairs, workbenches, and storage cupboards. Any broken furniture must be reported for repair within 24 hours.

3.2 Utility Audits

The Lab Incharge must conduct a "Utility Sweep" every morning and evening, logging the status of the lab in the **IIC Facility Log**.

4 ARTICLE IV: THE SOVEREIGNTY OF LAB KEYS

To ensure security and 24/7 accountability, the lab keys are strictly controlled.

4.1 Mandatory Key Distribution (4 Copies)

There shall be exactly four copies of the lab keys, held by:

1. **Copy 1:** The Lab Incharge (Primary Custodian).
2. **Copy 2:** Boys Representative (BR) of the Council.
3. **Copy 3:** Girls Representative (GR) of the Council.
4. **Copy 4:** Faculty Incharge (Emergency/Administrative backup).

4.2 Key Protocol

- Keys must never be handed over to unauthorized non-members.
- If a key-holder is absent, they must hand the key to the Student President or a person designated by the **Lab Incharge**.
- Loss of a key results in an immediate security audit and the cost of re-keying the entire lab is borne by the holder.

5 ARTICLE V: CLEANLINESS PROTOCOLS & CYCLES

5.1 Weekly Professional Cleaning

The Lab Incharge is responsible for supervising the college sweepers and cleaners.

- **Frequency:** Every Wednesday or Saturday morning (as per college schedule).

- **Mandatory Presence:** The Lab Incharge **must** be physically present during this cleaning to guide sweepers on sensitive hardware zones (e.g., avoiding water near the PC racks or R&D prototypes).

5.2 The Monthly "All-Hands" Deep Clean

Once a month, the lab undergoes a total restoration.

- **Mutual Date:** The Lab Incharge and the Board Committee mutually decide a Sunday or Holiday for this activity.
- **Compulsory Participation:** Every single member of the IIC (Heads and Volunteers) must participate.
- **Scope:** Component sorting, floor scrubbing, shelf reorganization, and hardware dusting.

6 ARTICLE VI: PROFESSIONAL DECORUM & AESTHETICS

6.1 The "Reset" Protocol

No member shall leave the lab without performing a "Station Reset":

1. **Chair Alignment:** Chairs must be pushed in and perfectly aligned with the table edge.
2. **Clear Surface:** Workbenches must be cleared of raw wires, solder scraps, or paper.
3. **Power Down:** All soldering irons, power supplies, and logic analyzers must be switched off.

6.2 Behavioral Oversight

The Lab Incharge is the "Sergeant at Arms" for the lab:

- **Noise Control:** Maintaining a focused, professional environment.
- **Eatery Ban:** Consumption of meals inside the lab is strictly prohibited (Refreshment zone exceptions only).
- **Instruction Mandate:** The Lab Incharge is responsible for instructing managing teams on how to treat the venue during high-stress events.

7 ARTICLE VII: PENAL AUTHORITY & NEW RULES

7.1 Legislative Power

The Lab Incharge is empowered to modify existing lab rules or introduce new ones to adapt to project needs.

- **The Meeting Rule:** No rule is "Live" until it is introduced and explained by the Lab Incharge in a core meeting in front of all heads.
- **Modification:** Rules can be vetoed by the Student President if they contradict the IIC Legacy Constitution.

7.2 Penal Execution

The Lab Incharge can charge penalties for:

- Leaving a station messy.
- Mismanagement of keys.
- Damage to lab furniture through negligence.
- *Penalty amounts and formats are managed by the Documentation team, but the "Execution Order" is issued by the Lab Incharge.*

8 ARTICLE VIII: ACCESS & PERMISSION PROTOCOL

8.1 The Permission Sovereign

If any member or team wants to perform any non-routine activity in the lab, they **must** obtain the Lab Incharge's permission:

- Moving furniture for video shoots.
- Overnight working (requires additional Faculty approval).
- Hosting external guests in the lab.
- Bringing in non-IIC heavy hardware.

9 ARTICLE IX: REAL-WORLD SCENARIO MITIGATION

9.1 Scenario A: The "Messy Lab" Post-Event

If the Event Management team leaves the lab in disarray after a workshop:

- **Action:** Lab Incharge does not clean it. They issue a "Rectification Order" to the Event Management Head.
- **Follow-up:** If not cleaned within 2 hours, the Lab Incharge reports the violation for a penalty.

9.2 Scenario B: Hardware Damage

If a student breaks a table or a light during a drone test:

- **Action:** Lab Incharge secures the area, documents the damage, and files an "Infrastructure Incident Report" to the Faculty President.

10 ARTICLE X: THE LAB INCHARGE AGREEMENT FORM

LAB INCHARGE SOVEREIGNTY AGREEMENT

IIC SIT Lonavala

Full Name: _____

PRN/Roll No: _____

Term Start Date: _____

Term End Date: _____

I, _____, having been elected by the Board Committee, hereby pledge:

1. To maintain the Innovation Lab at the highest standard of cleanliness and professional decorum.
2. To be physically present for all weekly cleaning cycles and monthly deep cleans.
3. To guard the lab keys with absolute integrity and ensure no unauthorized access.
4. To enforce the "Station Reset" rule and charge penalties for negligence fairly.
5. To respect the lab assets as institutional treasure and report any damage within 24 hours.

I understand that failure to maintain these standards may result in my immediate removal from the position and a permanent entry in my discipline record.

Lab Incharge Signature

Student President

Convenor IIC

Dean R&D / President IIC

SIGNATORIES OF THE 2026 LAB CONSTITUTION

Lab Incharge (Custodian)

Student President

Faculty Convenor