



Sinhgad Institutes

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)

Logistics Head

Institution's Innovation Council (IIC)

1. Purpose

The Logistics Head is responsible for managing resources, equipment, and materials required for IIC events and activities. This role ensures timely availability and smooth operations.

2. Scope

This SOP applies to all logistics planning, including materials, stage setup, event kits, transport, and technical resources.

3. Responsibilities

- Manage and track resources for events in coordination with Event and Technical Heads.
- Arrange transportation, seating, and equipment as per requirements.
- Ensure safe handling of equipment and materials.
- Maintain an inventory of resources and update records.

4. Authority

- The Logistics Head has the authority to manage and allocate event resources.
- Board Members of IIC reserve the right to remove the Logistics Head at any time.

5. Review

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