



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)

**Multimedia & Video Editing Head**

Institution's Innovation Council (IIC)

### **1. Purpose**

The Multimedia & Video Editing Head is responsible for managing video production, multimedia content, and editing for IIC activities, ensuring engaging and professional quality output.

### **2. Scope**

This SOP applies to all multimedia content created for the IIC, including event highlights, promotional videos, tutorials, reels, and digital coverage.

### **3. Responsibilities**

- Plan video requirements with social media and Event Heads.
- Record and edit event footage professionally with suitable effects and quality standards.
- Coordinate with Design & Creativity Head for graphics integration.
- Maintain archives of raw footage and final videos.
- Innovate with creative editing techniques and storytelling methods.

### **4. Authority**

- The Multimedia & Video Editing Head can produce and edit videos, subject to approval by the Student President and Board.
- Board Members of IIC reserve the right to remove the Multimedia & Video Editing Head at any time.

### **5. Review**

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