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**INSTITUTION'S INNOVATION COUNCIL**

**Standard Operating Procedure (SOP)**

**Role: Student Convenor**

Council: Institution's Innovation Council (IIC)

**1. Objective**

The Student Convenor of IIC is responsible for coordinating between various committees, ensuring smooth execution of council activities, and assisting the President and Vice President in operational matters. The Convenor acts as an execution lead to translate plans into actions by maintaining discipline, coordination, and accountability among team members.

**2. Responsibilities**

- Coordinate and supervise the functioning of all committees under IIC.
- Ensure that tasks assigned to different teams are executed on time.
- Act as the operational link between student heads and faculty mentors.
- Provide logistical support for all IIC activities and events.
- Maintain discipline, order, and time management during council operations.
- Ensure post-event activities such as reporting, clean-up, and documentation are completed.

**3. Procedures**

a) Event Planning

- Work with the President, Vice President, and committee heads to prepare detailed execution plans.
- Prepare checklists for logistics, permissions, materials, and manpower requirements.
- Allocate duties to volunteers and ensure clarity of responsibilities.

b) Event Execution

- Oversee the setup of venues, seating, technical arrangements, and materials.
- Ensure that volunteers and teams report on time and perform duties as assigned.
- Troubleshoot logistical issues immediately during events.

c) Communication

- Coordinate instructions from the President/Vice President to all teams.

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- Maintain proper communication with volunteers to ensure smooth workflow.
- Report progress and issues during events to the Vice President or President promptly.

### d) Documentation and Follow-Up

- Ensure collection of attendance records, photographs, and event-related material.
- Oversee clean-up and restoration of venues after events.
- Submit execution reports to the Secretary or Documentation Head for compilation.

## 4. Reporting

- Reports to the Student Vice President and Student President.
- Provides operational updates to faculty coordinators when required.
- Must submit execution status reports before and after each event.

## 5. Authority of IIC Board Members

- The Board Members of IIC reserve the right to remove or replace the Student Convenor or any other student head at any time under circumstances such as:
  - Misconduct or violation of institutional/IIC policies.
  - Inefficiency or failure to fulfill assigned duties.
  - Indiscipline or lack of accountability.

## 6. Documentation to be Maintained

- Checklists of event requirements and volunteer allocations.
- Pre-event and post-event execution reports.
- Records of logistical expenses (in coordination with the Treasurer).
- Reports of issues faced during execution and suggested improvements.

## 7. Dos and Don'ts

### Dos

- Ensure punctuality and discipline among volunteers and members.
- Follow a systematic and checklist-based approach for event execution.
- Communicate instructions clearly and promptly.
- Support the President and Vice President in managing large-scale events.

### Don'ts

- Do not ignore unresolved issues or delay reporting them.
- Avoid favoritism in allocating volunteer duties.
- Do not neglect post-event responsibilities such as clean-up and reporting.
- Avoid acting independently on major decisions without approval.