

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

**DOCUMENTATION &
LEGAL COMPLIANCE
CONSTITUTION
2026 – 2036**

**Master SOP for Format Sovereignty,
Institutional Law, and the Enforcement
System**

*The Definitive Spoon-Feeding Manual for the Council's Judiciary:
Enforcing SOPs, Executing Penalties, and Safeguarding Institutional
Legality for the Next Decade.*

Custodians:

Doc Head & Co-Head
IIC SIT Lonavala

Approving Authority:

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Classification: Restricted/Internal

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1 ARTICLE I: FOUNDATIONAL MISSION AND SCOPE

1.1 The "Institutional Judiciary" Mandate

The Documentation and Legal Compliance Team is the administrative spine and the supreme judicial wing of the Institution's Innovation Council (IIC). Their mission is to ensure that every letter, report, and presentation released by the Council is legally sound, perfectly formatted, and meticulously archived. They are the guardians of the **SOP Enforcement Framework**, ensuring that no department operates outside its defined constitutional boundaries.

1.2 The "Format-as-Law" Rule

In the IIC, a document's layout is as important as its content. Inconsistent margins, incorrect logos, or spelling errors are treated as professional negligence. The Documentation team has the authority to veto any external communication that does not meet the "Legacy Standard" established in this Constitution. This team acts as the final "Filter" before anything reaches the Faculty or External bodies.

2 ARTICLE II: DETAILED ROLES AND HIGH COMMAND

2.1 The Doc Head (Chief Legal Officer)

- **Supreme Verifier:** The final authority on all institutional letters, MoE portal reports, and legal filings. No document leaves the lab without a "Doc-Approved" seal.
- **Penal Authority:** Empowered to identify SOP violations and execute penalties upon any member or head, regardless of their seniority.
- **Strategic Archivist:** Manages the "IIC Master Repository" and ensures 100% confidentiality of board minutes and internal disputes.
- **MOM Custodian:** Ultimate responsibility for the accuracy, drafting, and distribution of all Minutes of Meeting (MOM).

2.2 The Doc Co-Head (Compliance Lead)

- **Execution Oversight:** Directly manages the "Template Squad," "PPT Architects," and "Portal Scrutinizers."
- **Punctuality Enforcer:** Tracks all council-wide deadlines and issues "Delay Warnings" to teams failing to submit data.
- **Acting Penal Authority:** Holds full judicial power to charge and execute penalties if the Doc Head is absent.

3 ARTICLE III: FORMATTING SOVEREIGNTY & TEMPLATES

3.1 Standardized Communication (The Triple-Logo Rule)

Every official letter must use the standardized IIC SIT Letterhead, verified for:

1. **Header Integrity:** Correct placement of the STES, SIT, and MoE IIC logos with high-resolution transparency.
2. **Typography Law:** Mandatory use of Noto Sans for professional clarity. Font size: 12pt for body, 14pt for sub-headings, 16pt for titles.
3. **Tone Sovereignty:** Letters must maintain a "Respectful and Authoritative" tone. Informal language is prohibited in formal correspondence.

3.2 The Legacy Template Vault

The team must maintain a cloud-based "Legacy Template Vault" containing:

- **L1 - Logistics:** Permission Letters for Venues, Gears, and Hostel late-entry.
- **L2 - Finance:** Funding Request Dossiers and Reimbursement Forms.
- **L3 - External:** Invitation, Felicitation Scripts, and Thank-You letters.
- **L4 - HR:** Termination Notices, Warning Slips, and Promotion Certificates.

4 ARTICLE IV: PRESENTATION ARCHITECTURE (PPT)

4.1 The "Executive-Ready" PPT Standard

Documentation is responsible for the final aesthetic and logical flow of every presentation released under the IIC banner.

- **The Master Deck:** Every team must submit their raw data to the Doc Team **48 hours** before any scheduled presentation.
- **Slide Discipline:** Optimized text-to-visual ratio. All animations must be professional.
- **Legal Review:** Verification that no slide contains plagiarized content or technical info violating IIC's IP secrecy.

5 ARTICLE V: THE IIC MASTER REPOSITORY & CONFIDENTIALITY

5.1 Data Centralization and Synchronization

No IIC document shall reside on a personal device.

- **The Saturday Sync:** Every team head is mandated to sync their "Weekly Work Log" with the Documentation Repository every Saturday by 20:00 IST.
- **Access Control:** The repository is divided into "Public/Team" and "Restricted/Board" folders.

5.2 The MOM Protocol (The Memory of the Council)

The Documentation Team is the **sole authority** for Minutes of Meeting.

- **The "4-Hour" Delivery Rule:** The primary draft of the MOM must be uploaded and distributed to the Board members within 4 hours of the meeting conclusion.
- **The MOM Structure:** Includes Attendance Log, Key Discussions, Decision Matrix, and an Action Items (AI) table.
- **Information Isolation:** Leaking MOM details or board decisions to general members before an official notice is a "Grade-A Crime."

6 ARTICLE VI: LEGAL ADVISORY & SOP ENFORCEMENT

6.1 Constitutional Compliance Audits

The Doc Head must conduct a bi-weekly "Compliance Audit" to ensure every department is following its specific SOP.

- **Audit Checklist:** Checking department-specific logs (BOMs, Asset Logs, Verification Logs, etc.).
- **Legality Check:** Ensuring all activities are within the rules set by STES Management and MoE.

7 ARTICLE VII: THE IIC PENAL CODE & ENFORCEMENT

7.1 The Accountability System

To maintain professional discipline, violations of the SOP carry administrative and financial penalties. The Documentation Team is responsible for identifying violations and executing penalties in accordance with the official "IIC Penalty Schedule" document. Fines are to be paid to the IIC Operational Fund.

7.2 Judicial Hierarchy for Penalties

1. **Primary Judge:** The Documentation Head identifies the violation and executes the penalty based on evidence and audit logs.

2. **Contingency Judges:** If the Doc Head is absent, the **Student President** or **Convenor** assumes full judicial power to execute penalties.
3. **Exceptions:** Penalties can only be waived or modified by a **Special Request** signed by at least two Board Members and the Faculty President.

8 ARTICLE VIII: IIC PORTAL & OFFICIAL REPORTING

8.1 The MoE Portal Mandate

The Documentation team is the primary custodian of the official IIC Portal (mic.gov.in).

- **Quarterly Reporting:** Ensuring all data is uploaded 5 days before the national deadline.
- **Activity Validation:** Every "Self-Driven" or "Calendar" activity report must be validated for Geotagged Photos, Correct Participant counts, and Branding alignment.

9 ARTICLE IX: ATTENDANCE & ZERO-LAG DISCIPLINE

9.1 The Live Logger Mandate

- **Presence:** Documentation members must be present at **every** meeting, online or offline.
- **Role:** One member is dedicated to "Live Logging" to prevent "selective memory" among heads.
- **Real-Time Verification:** The Live Logger must repeat the finalized "Action Items" at the end of the meeting to ensure sync.

10 ARTICLE X: REAL-WORLD SCENARIO MITIGATION

10.1 Scenario A: The "Rogue" Post

If a team head posts content on social media that bypasses the Doc Team's vetting and contains a legal error:

- **Action:** Doc Head issues an "Emergency Takedown Order."
- **Penalty:** The offending Head is charged with an "SOP Disobedience" penalty as per the Penalty Schedule.

10.2 Scenario B: Technical Delay

If the Technical Team fails to provide the attendance list 24 hours after an event:

- **Action:** Doc Co-Head issues an automatic penalty for delay and notifies the President.

11 ARTICLE XI: STEWARDSHIP AND MULTI-CAMPUS LEGACY

11.1 Dual-Campus Legal Parity

- **Unified Repository:** Both campuses must use the same "Master Repo" structure.
- **The Constitutional HDD:** A physical hard drive containing every version of the IIC SOPs, all signed letters, and the "History of Penalties" for future leads.

SIGNATORIES OF THE 2026 DOCUMENTATION CONSTITUTION

Doc Head (Chief Justice)

Student President

Convenor IIC