

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

**MULTIMEDIA & VIDEO EDITING  
CONSTITUTION  
2026 – 2036**

**Standard Operating Procedures for  
Cinematic Coverage, Content Originality,  
and Asset Archival**

*The Comprehensive Manual for the Council's Lens: Capturing  
Innovation, Defending Intellectual Property, and Ensuring Lightning-Fast  
Digital Delivery.*

**Custodians:**

Multimedia Head & Co-Head  
IIC SIT Lonavala

**Approving Authority:**

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Dean R&D and President IIC

**Classification: Restricted/Internal**

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## 1 ARTICLE I: FOUNDATIONAL MISSION AND SCOPE

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### 1.1 The "Visual Historian" Mandate

The Multimedia and Video Editing Team is the artistic heart and the historical archive of the IIC. Their mission is to document the journey of innovation through high-definition cinematography and photography. They are responsible for the "Visual Narrative" of the Council—transforming technical research and ground-level events into cinematic masterpieces that inspire the student body and satisfy national reporting standards.

### 1.2 The "Cinematic Supremacy" Rule

In the IIC, mediocre footage is a liability. Every frame captured must reflect the Council's commitment to excellence. This document mandates a professional standard of filming, editing, and storage, ensuring that the legacy of 2026 is preserved in pristine quality for the leads of 2036.

## 2 ARTICLE II: COMMAND HIERARCHY AND DETAILED ROLES

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### 2.1 The Multimedia Head (Creative Director)

- **Vision Lead:** Defines the "Color Grade" and "Visual Style" for the year.
- **Quality Control (QC):** Personally verifies every video for frame-rate consistency, audio levels, and branding accuracy before it reaches the PR Team.
- **Copyright Guardian:** Ensures no unlicensed music or assets are used in official content.

### 2.2 The Multimedia Co-Head (Post-Production Lead)

- **Timeline Manager:** Enforces the "48-Hour Delivery" rule for cinematic recaps.
- **Data Steward:** Manages the multi-layered backup system and the "Master Archival HDD."
- **Squad Lead:** Directly supervises the "Field Crew" (Camerapersons) and "Editing Squad" (VFX/SFX).

## 3 ARTICLE III: ORIGINALITY, COPYRIGHTS & INTELLECTUAL PROPERTY

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### 3.1 Total Originality Mandate

IIC content must be 100% authentic.

- **No Plagiarism:** Using clips from other institutions or YouTube creators without explicit "Transformative Use" or license is a protocol violation.

- **Audio Licensing:** Only "Royalty-Free" music (from libraries like YouTube Audio Library or licensed tracks) shall be used. The IIC name must never be associated with a "Copyright Strike."
- **Watermarking:** Every final export must contain the IIC SIT Lonavala logo and the creator's credit in the metadata, not just the visual overlay.

## 4 ARTICLE IV: EVENT COVERAGE PROTOCOL (CINEMATIC FLOW)

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### 4.1 Pre-Event Readiness

- **Shot List:** The Head must draft a "Cinematic Shot List" 24 hours before any event (e.g., "30s B-roll of prototypes," "Reaction shots of HODs").
- **Gear Audit:** Verification of SD card speeds (V30/V60 minimum), battery charge levels, and gimbal calibration.

### 4.2 Field Execution

- **Multi-Angle Coverage:** Major events require at least two angles—one "Wide/Static" for the full stage and one "Tight/Dynamic" for gimbal movements.
- **Audio Integrity:** Never rely on on-camera mics. Use external lapels or sync with the Technical Team's mixer output.

## 5 ARTICLE V: PHOTO DOCUMENTATION & GEOTAGGING

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### 5.1 Ministry of Education (MoE) Compliance

For official IIC Portal reporting, the following is mandatory:

- **Geotagged Photos:** At least 2 photos per event must contain "Geotag Data" (Latitude/Longitude, Date, and Time stamp).
- **Report Format:** Photos must be delivered in high-resolution JPG format with a minimum of 300 DPI.
- **The "Action Shot" Rule:** Avoid static "group photos." We require photos of students actually working on hardware or engaged in debate.

## 6 ARTICLE VI: THE "ZERO-LATENCY" WORKFLOW

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### 6.1 Delivery Timelines (Non-Negotiable)

The impact of an event fades quickly. The Multimedia team must operate with speed:

1. **Same-Day Stories:** Raw "Highlight Clips" (15s) must be delivered to PR within 2 hours of the event start.
2. **Teasers:** A 30s teaser must be ready within 12 hours.
3. **The Cinematic Recap:** The full 2-3 minute cinematic video must be delivered within **\*\*48 hours\*\***.
4. **Event Photos:** The full processed "Gallery Link" must be shared with the Documentation team within 24 hours.

## 7 ARTICLE VII: DATA INTEGRITY & MULTI-LAYERED BACK-UPS

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### 7.1 The 3-2-1 Backup Strategy

Innovation cannot be re-filmed. Data safety is paramount.

- **3 Copies:** Every raw file must exist in three places.
- **2 Media Types:** One on a high-speed SSD, one on a mechanical "Legacy HDD."
- **1 Offsite:** Weekly upload of "Best Shots" to the IIC Cloud Drive.

### 7.2 Archival Protocol

The Co-Head must maintain a folder structure:

[Year] / [Quarter] / [Event\_Name] / [Raw\_ProjectFiles\_Exports]

Project files (.prproj, .aep) must be archived with "Collect Files" to ensure future editors can open them.

## 8 ARTICLE VIII: STANDARDIZATION & SYNC WITH D&C

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### 8.1 The Unified Theme

- **Lower-Thirds:** Use the official font and color hex codes provided in the D&C Brand Book.
- **Transitions:** Avoid "flashy" or "cheesy" transitions. Maintain a sleek, tech-focused professional aesthetic.
- **Intro/Outro:** Every video must start with the animated IIC SIT intro and end with the "Social Media Handles" slate.

## 9 ARTICLE IX: PROFESSIONAL DISCIPLINE & PUNCTUALITY

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### 9.1 On-Ground Conduct

- **Invisibility Rule:** A good cameraman is seen by the lens but not by the audience. Do not block the view of the Chief Guests or participants.
- **Uniformity:** Members must wear the IIC Hoodie/ID card during coverage to maintain institutional authority.
- **Attendance:** Compulsory for all event setups. If a member is "Busy" with editing, they must still attend the first hour of filming to secure raw data.

## 10 ARTICLE X: REAL-WORLD SCENARIO MITIGATION

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### 10.1 Scenario A: SD Card Failure

If a card is corrupted post-event:

- **Immediate Action:** Stop using the card. Use forensic recovery software on the IIC Workstation.
- **Prevention:** Always use "Dual Slot Recording" if the camera supports it, or swap cards every 2 hours to minimize loss.

### 10.2 Scenario B: Low-Light Crisis

If the venue has poor lighting for a technical demo:

- **Action:** Multimedia Head must request the Technical Team to adjust the LED PAR lights or use portable "Fill Lights" from the Multimedia Kit.
- **Rule:** We do not post grainy or dark footage.

## 11 ARTICLE XI: STEWARDSHIP AND MULTI-CAMPUS LEGACY

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### 11.1 Dual-Campus Content Sync

- **Resource Sharing:** College A and College B shall share specialized lenses or gimbals via the "Master Asset Log."
- **The "Visual Heritage" HDD:** A 10TB physical drive containing the raw footage of every major project since 2026, stored in a fire-proof safe within the Innovation Lab.

SIGNATORIES OF THE 2026 MULTIMEDIA CONSTITUTION

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*Multimedia Head (Director)*

*Student President*

*PR Head IIC*