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)
Event Management Head
Institution's Innovation Council (IIC)

1. Purpose
The Event Management Head is responsible for planning, coordinating, and executing IIC events with efficiency and professionalism. This role ensures smooth event flow and participant satisfaction.

2. Scope
This SOP applies to all events conducted under the banner of IIC, including workshops, seminars, competitions, summits, and industry visits.

3. Responsibilities
- Plan event agendas in collaboration with the Student President and Convenor.
- Coordinate logistics with the Logistics and Hospitality Heads.
- Oversee event scheduling, venue preparation, and resource allocation.
- Ensure availability of materials, permissions, and kits required for events.
- Manage volunteers and allocate responsibilities effectively.
- Prepare post-event reports with the Documentation Head.

4. Authority
- The Event Management Head has authority over volunteers and coordinators during events.
- Board Members of IIC reserve the right to remove the Event Management Head at any time.

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