

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

**STUDENT CONVENOR  
CONSTITUTION  
2026 – 2036**

**Master SOP for Human Capital  
Management, Operational Execution, and  
Institutional Liaison**

*The Definitive Spoon-Feeding Manual for the Council's Engine Room:  
Managing Attendance, Orchestrating Team Coordination, and Bridging  
the Student-Faculty Divide for Total Goal Realization.*

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Student Convenor  
IIC SIT Lonavala

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**Classification: Restricted/Internal**

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## 1 ARTICLE I: FOUNDATIONAL MISSION AND SCOPE

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### 1.1 The "Operational Glue" Mandate

The Student Convenor is established as the primary Operations and Human Capital Lead of the Institution's Innovation Council (IIC). Their mission is to ensure that the Council's "Engine" is running at 100% efficiency. They are the "Sovereign Glue" that binds the technical, creative, and administrative wings. They are responsible for everyone's **\*\*Execution Integrity\*\***, tracking attendance, managing internal problems, and ensuring that every board decision is translated into ground-level action.

### 1.2 The "Human-Centric" Standard

In the IIC, technical genius is useless without execution. The Convenor acts like a corporate HR Lead—managing hiring, performance reviews, and interpersonal bonding. They must ensure that the IIC is not just a club, but a high-performance family where every member knows their role and fulfills it with punctuality.

## 2 ARTICLE II: DETAILED ROLES AND HIERARCHY MANAGEMENT

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### 2.1 The Student Convenor (Chief Operating Officer)

- **Supreme Execution Lead:** Responsible for the "Final Summary" of every department's weekly output.
- **Institutional Liaison:** The primary channel for formal communication between the Student Body and the Faculty Board.
- **Conflict Mediator:** The final authority for internal team disputes before they reach the President or Faculty.

### 2.2 The Co-Convenor (Performance Lead)

- **Log Guardian:** Directly responsible for auditing the "Daily Work Logs" of all members.
- **Attendance Enforcer:** Marks unexcused absences and reports them to the Documentation team for penalty processing.
- **Hiring Coordinator:** Manages the logistics of the technical aptitude tests and interview schedules.

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## 3 ARTICLE III: HUMAN CAPITAL & HIRING MANAGEMENT

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### 3.1 The Recruitment Pipeline

The Convenor manages the "Lifecycle" of a member. Following the **\*\*2025-26 Hiring Syllabus\*\***, the Convenor must:

1. **Test Logistics:** Arrange the IIC Lab for the 60-minute aptitude round (Hardware/Software fundamentals).
2. **Evaluation Coordination:** Ensure that R&D and Technical Heads grade papers accurately within 48 hours.
3. **Onboarding:** Providing new recruits with their digital IDs, IIC Hoodies, and access codes to the Master Repository.

### 3.2 Performance Reviews

The Convenor must conduct a monthly "Member Health Check." If a member's execution is consistently low, the Convenor must issue a "Performance Improvement Plan" (PIP) or recommend a "Yellow Slip" warning.

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## 4 ARTICLE IV: ATTENDANCE & MEETING SOVEREIGNTY

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### 4.1 The "Physical Presence" Rule

In the IIC, presence is non-negotiable.

- **Meeting Attendance:** The Convenor must verify that all Team Heads are present 5 minutes before any Core Meeting.
- **Work-Slot Management:** Tracking the physical presence of R&D and Tech members in the lab during their committed hours.
- **Excuse Protocol:** Any member unable to attend must submit a "Leave Note" to the Convenor at least 24 hours prior. Verbal excuses are rejected.

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## 5 ARTICLE V: INTERNAL COORDINATION & PROBLEM SOLVING

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### 5.1 The "Fixer" Mandate

If a bottleneck exists, the Convenor must break it.

- **Cross-Team Sync:** If D&C is delayed because R&D hasn't provided photos, the Convenor must step in and resolve the dependency within 2 hours.

- **Internal Matters:** Handling personal issues or academic clashes that affect a member's performance with absolute empathy and confidentiality.
- **Bonding Cycles:** Organizing a mandatory "Team Outing" or "Lab Social" once every semester to build smooth interpersonal bonding.

## 6 ARTICLE VI: INSTITUTIONAL LIAISON & FORMALITIES

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### 6.1 Bridging Students to Faculty

The Convenor is the "Voice of Protocol."

- **Permission Request Letters:** The Convenor drafts and routes all letters for venue booking, industrial visits, or overnight lab access.
- **Notice Distribution:** Ensuring that official college-wide notices are sent through the correct departmental channels (HODs/Directorship).
- **Departmental Coordination:** Maintaining smooth relationships with Mechanical, E&TC, and Computer departments to ensure IIC activities don't clash with academic schedules.

## 7 ARTICLE VII: EXECUTION SUMMARIES & WORK LOGS

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### 7.1 The Accountability Ledger

Documentation archives the data, but the Convenor **\*\*validates\*\*** the effort.

1. **The Weekly Summary:** Every Sunday, the Convenor must submit an "Execution Summary Report" to the President and Faculty Convenor, highlighting:
  - % of Tasks Completed vs. Planned.
  - Individual Star Performer of the Week.
  - Critical Delays and Responsible Parties.
2. **Log Scrutiny:** Verifying that "Daily Progress Reports" (DPR) are actually reflective of the work done and not just copied text.

## 8 ARTICLE VIII: REAL-WORLD SCENARIO HANDLING

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### 8.1 Scenario A: The "Team Cold-War"

If the Multimedia Head and PR Head are not on speaking terms, causing content delays:

- **Action:** Convenor calls a "Neutral Ground Meeting."
- **Resolution:** Mediates a solution based on the "IIC Legacy First" principle and re-assigns the communication channel to the Co-Heads if necessary.

## 8.2 Scenario B: Mass Absenteeism during Exams

If the whole team stops working 15 days before exams:

- **Action:** Convenor drafts a "Reduced Power Schedule," ensuring only essential maintenance continues while protecting members' academic time.

## 9 ARTICLE IX: MANDATORY RULES & PENAL CONTINGENCY

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### 9.1 Judicial Support

- **Absence Penalty:** If the Documentation Head is absent, the Convenor holds the full authority to charge penalties and fines.
- **Zero-Lag Communication:** All official group messages from the Convenor must be acknowledged with a "Received" or "Sync" within 4 hours.

## 10 ARTICLE X: STEWARDSHIP AND MULTI-CAMPUS LEGACY

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### 10.1 Dual-Campus Operations

- **Campus Sync:** The Convenor must ensure that College A and College B are not drifting apart in culture or execution speed.
- **The Ops Heritage HDD:** Maintaining a digital archive of all "Permission Letter Templates," "Hiring Logs," and "Inter-personal Management Strategies" for the next 10 years of Convenors.

## SIGNATORIES OF THE 2026 CONVENOR CONSTITUTION

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*Student Convenor (Ops)*

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*Student President*

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*Faculty President*