

**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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**Classification: Restricted/Internal**  
January 2, 2026

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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 BACKUPS**

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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)*

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*Student President*

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*PR Head IIC*