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)
Role: Student President

Council: Institution's Innovation Council (IIC)

1. Objective
The Student President of IIC is entrusted with providing leadership to the student body of the council, ensuring effective planning and execution of innovation and entrepreneurship activities, maintaining coordination between students and faculty, and upholding the vision and objectives of IIC within the institution.

2. Responsibilities
- Provide strategic and operational leadership to all student members of IIC.
- Plan, supervise, and oversee execution of IIC events, workshops, competitions, and industry interactions.
- Coordinate with faculty coordinators, IIC faculty president, and other student heads for smooth operations.
- Foster discipline, teamwork, and inclusivity across all activities.
- Represent IIC at institutional, inter-college, and university-level programs.
- Ensure accurate documentation and timely reporting of all events and activities.

3. Procedures
a) Event Planning

- Identify potential event ideas and discuss with faculty mentors.
- Constitute event committees and allocate responsibilities to team members.
- Finalize budget in consultation with the Treasurer and faculty mentors.
- Prepare an event timeline and execution plan.

b) Event Execution

- Oversee logistical arrangements such as venue, permissions, and equipment.
- Supervise activities on the day of the event, ensuring smooth coordination.
- Address operational challenges and provide immediate resolutions.

c) Communication

- Conduct periodic meetings with the student core team and faculty mentors.
- Maintain clear communication with all heads and members through formal channels.
- Represent the council in external communications and industry interactions.

d) Documentation

- Ensure maintenance of attendance records, participant lists, photographs, and feedback forms.
- Submit event reports to faculty mentors within three working days post-event.

4. Reporting

- The Student President reports directly to the IIC Faculty Coordinator and the IIC Faculty President.
- Regular updates must be shared with the faculty mentors and student heads.
- A semester-wise summary report of activities must be compiled and submitted.

5. Authority of IIC Board Members

The Board Members of IIC reserve the right to remove or replace the Student President or any other student head at any time under circumstances such as:

- Misconduct or violation of institutional/IIC policies.
- Inefficiency or non-performance of assigned duties.
- Lack of coordination, indiscipline, or actions against the interest of IIC.

6. Documentation to be Maintained

- Event proposal forms and approvals.
- Budget and expenditure records.
- Attendance sheets and participant databases.
- Event reports with photographs and feedback summaries.
- Correspondence with sponsors, industry representatives, and external stakeholders.

7. Dos and Don'ts

Dos

- Demonstrate discipline, punctuality, and professionalism.
- Encourage creativity, innovation, and inclusiveness in the team.
- Maintain transparency in financial and operational matters.
- Ensure respectful and professional communication with faculty, industry representatives, and peers.

Don'ts

- Do not engage in favoritism, bias, or partiality in decision-making.
- Do not make financial or administrative commitments without faculty approval.
- Avoid last-minute planning and disorganized execution of responsibilities.
- Do not compromise the reputation or integrity of IIC through personal actions.