



Sinhgad Institutes

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)

Documentation Head

Institution's Innovation Council (IIC)

1. Purpose

The Documentation Head is responsible for accurately recording, maintaining, and preserving all records of IIC activities, including event reports, meeting minutes, participation details, and official communications. This ensures transparency, accountability, and institutional memory.

2. Scope

This SOP applies to all documentation activities of IIC including event reports, meeting notes, attendance records, certificates, and official letters.

3. Responsibilities

- Maintain complete and accurate documentation of all IIC activities and meetings.
- Prepare event reports in coordination with the Event Management Head and Social Media Head.
- Archive photographs, videos, attendance sheets, and related data in collaboration with Multimedia Head.
- Ensure consistency and proper formatting of all official documents.
- Submit final reports to the Student President and Board for approval.

4. Authority

- The Documentation Head is authorized to request details from any team regarding reports or events.
- Board Members of IIC reserve the right to remove the Documentation Head from the position at any time if found underperforming or violating standards.

5. Review

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