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**INSTITUTION'S INNOVATION COUNCIL**

Standard Operating Procedure (SOP)

**Logistics Head**

Institution's Innovation Council (IIC)

**1. Purpose**

The Logistics Head is responsible for managing resources, equipment, and materials required for IIC events and activities. This role ensures timely availability and smooth operations.

**2. Scope**

This SOP applies to all logistics planning, including materials, stage setup, event kits, transport, and technical resources.

**3. Responsibilities**

- Manage and track resources for events in coordination with Event and Technical Heads.
- Arrange transportation, seating, and equipment as per requirements.
- Ensure safe handling of equipment and materials.
- Maintain an inventory of resources and update records.

**4. Authority**

- The Logistics Head has the authority to manage and allocate event resources.
- Board Members of IIC reserve the right to remove the Logistics Head at any time.

**5. Review**

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