
INSTITUTION'S INNOVATION COUNCIL

Standard Operating Procedure (SOP)

Multimedia & Video Editing Head

Institution's Innovation Council (IIC)

1. Purpose

The Multimedia & Video Editing Head is responsible for managing video production, multimedia content, and editing for IIC activities, ensuring engaging and professional quality output.

2. Scope

This SOP applies to all multimedia content created for the IIC, including event highlights, promotional videos, tutorials, reels, and digital coverage.

3. Responsibilities

- Plan video requirements with social media and Event Heads.
- Record and edit event footage professionally with suitable effects and quality standards.
- Coordinate with Design & Creativity Head for graphics integration.
- Maintain archives of raw footage and final videos.
- Innovate with creative editing techniques and storytelling methods.

4. Authority

- The Multimedia & Video Editing Head can produce and edit videos, subject to approval by the Student President and Board.
- Board Members of IIC reserve the right to remove the Multimedia & Video Editing Head at any time.

5. Review

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