



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)

Hospitality Head & Co-Head

Institution's Innovation Council (IIC)

1. Purpose

The Hospitality Head & Co-Head is responsible for welcoming, hosting, and managing guests, dignitaries, and participants during IIC events, ensuring a professional and pleasant experience.

2. Scope

This SOP applies to all hospitality arrangements during IIC events, including food, refreshments, accommodation, and guest handling.

3. Responsibilities

- Arrange refreshments and snacks for participants and volunteers in coordination with Logistics.
- Ensure dignitaries and guests are well taken care of during events.
- Coordinate with Event Management for seating and special arrangements.
- Maintain discipline and etiquette standards for all hospitality volunteers.

4. Authority

- The Hospitality Head is authorized to allocate hospitality tasks to volunteers.
- Board Members of IIC reserve the right to remove the Hospitality Head at any time.

5. Review

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