

**SINHGAD TECHNICAL EDUCATION SOCIETY'S
SINHGAD INSTITUTE OF
TECHNOLOGY, LONAVALA
INSTITUTION'S INNOVATION COUNCIL (IIC)**

**EVENT MANAGEMENT
CONSTITUTION
2026 – 2036**

**SOP for Operations, Lifecycle Management,
and Institutional Execution**

*The Comprehensive Manual for the Council's Engine Room: Ensuring
100% Operational Readiness for Every Internal and External Activity.*

Custodians:
Event Head & Co-Head
IIC SIT Lonavala

Approving Authority:
Dr. M.S. Chaudhari
Dean R&D and President IIC

Classification: Restricted/Internal
January 2, 2026

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1 ARTICLE I: FOUNDATIONAL MISSION AND SCOPE

1.1 The "Operational Engine" Mandate

The Event Management Team is the logistical backbone and the "Engine Room" of the IIC. Their role is not limited to "event days." They are responsible for the **Total Operational Readiness** of the Council. This includes the preparation, execution, and teardown of every single work-related activity—whether it is a national competition (ISRO IROC-U), a monthly faculty meeting, or a small internal research presentation.

1.2 The "Zero Idle-Time" Rule

In the IIC, there is no such thing as an "off-season" for Event Management. If a major event is not currently live, the team is automatically transitioned to **Operational Support Mode**. This involves auditing hospitality gears, updating permission templates, managing the venue calendar, and assisting the R&D team in setting up their weekly research sprints.

2 ARTICLE II: COMMAND STRUCTURE (HEAD & CO-HEAD)

To ensure 100% continuity and resilience, the department is led by a two-tier leadership structure.

2.1 The Event Management Head (Strategy Lead)

- **Primary Liaison:** Responsible for high-level coordination with the President and Board Members.
- **Strategic Planning:** Drafts the annual "Mega-Event Roadmap" and manages the core budget for logistics.
- **Accountability:** Holds ultimate responsibility for any logistical failure or protocol breach during an event.

2.2 The Event Management Co-Head (Execution Lead)

- **Second-in-Command:** Acts with the full authority of the Head in their absence.
- **On-Ground Management:** Directly supervises the "Squad Leads" and volunteers during pre-event preparations.
- **Daily Reporting:** Maintains the "Operational Log" and ensures that every small "work task" is assigned and tracked.

2.3 Unavailability Protocol

Leadership presence is mandatory. If the Head or Co-Head is unable to attend any session or event, they must provide a formal **"Unavailability Notice"** to the President and Convenor at

least **48 to 72 hours** in advance. Emergency leaves must be backed by a delegated "Acting Head" to ensure work never stops.

3 ARTICLE III: PRE-EVENT LIFECYCLE AND PREPARATION

3.1 The "Work-Before-The-Work" Principle

Every activity requires preparation. The Event Management Team must be on the ground **well before** other teams arrive.

1. **Venue Clearance:** Securing formal permissions from HODs/Lab Coordinators 7 days prior.
2. **Infrastructure Check:** Verifying sound systems, projectors, and seating 24 hours before any "Work Session."
3. **Tech-Coordination:** Collaborating with R&D and Technical teams to ensure that the hardware "Arena" or "Lab Setup" is safe and organized.

4 ARTICLE IV: ONLINE AND OFFLINE VERSATILITY

The team must demonstrate technical proficiency in managing both physical and digital environments.

4.1 Offline Event Protocol

- **Crowd Dynamics:** Planning entry/exit flows and emergency evacuation routes.
- **Hospitality Management:** Ensuring chief guests are escorted as per institutional protocol.
- **Teardown Excellence:** No event is "Over" until the venue is returned to its original state and all rented/borrowed gears are logged and returned.

4.2 Online/Hybrid Event Protocol

- **Platform Management:** Mastery of Zoom, Google Meet, and YouTube Live streaming.
- **Digital Flow:** Managing breakout rooms, attendee lists, and ensuring "Zero-Latency" transitions between speakers.
- **Backup Connectivity:** Ensuring secondary internet sources are ready for the High-Command during national webinars.

5 ARTICLE V: CONSTANT ENGAGEMENT AND COUNCIL SUPPORT

5.1 Mandatory Attendance in "Non-Event" Work

To eliminate the loophole of "No Event = No Work," the following are now mandatory:

- **Meeting Setup:** Event Management must set up the room, attendance sheets, and presentation hardware for **every** weekly Core Meeting.
- **Research Support:** Assisting R&D in transporting prototypes or setting up testing grounds (e.g., Drone flight zones or Rover arenas).
- **Team Synchronization:** A weekly "Readiness Meeting" between Event Management and all other Team Heads to anticipate logistical needs for the following week.

6 ARTICLE VI: PROFESSIONALISM AND PROTOCOL (THE LEGACY STANDARD)

6.1 Hospitality and Guest Protocol

The reputation of the STES and IIC rests on how we treat our guests.

- **The Welcome Party:** A designated "Hospitality Squad" under Event Management must handle guest reception, mementos, and tea-service with extreme professional decorum.
- **Institutional Etiquette:** Members must address all guests, faculty, and senior council members with appropriate titles and respectful language.

7 ARTICLE VII: DOCUMENTATION AND FEEDBACK LOOPS

7.1 The "Master Event Dossier"

Post-event documentation is as important as the event itself.

- **The Post-Mortem Report:** Within 48 hours of any activity, the Head must submit a report detailing what worked, what failed, and the "Audit of Expenses."
- **Feedback Synthesis:** Collecting and analyzing feedback from participants and faculty to improve the next "Work Cycle."

8 ARTICLE VIII: STEWARDSHIP AND MULTI-CAMPUS LEGACY

8.1 Dual-Campus Synchronization

- **Resource Mapping:** Maintaining a "Shared Logistics Portal" that shows which college holds specific event assets (e.g., Sound systems, Banners, Award Shields).

- **Joint Execution:** For major "Sinhgad Level" events, Event Heads from both colleges must form a "Joint Steering Committee" to ensure uniform execution.

9 ARTICLE IX: THE LEGACY TRANSITION

9.1 Handover Protocol

Every outgoing Head and Co-Head must provide:

1. **Vendor Database:** A list of reliable institutional and external vendors with contact details.
2. **Template Vault:** Every permission letter, event flow, and email draft used in the past year.
3. **Shadowing Requirement:** The incoming Head must shadow the current Head for at least two "Work Cycles" before taking full charge.

SIGNATORIES OF THE 2026 EVENT CONSTITUTION

Event Head (Ops)

Student President

Convenor IIC