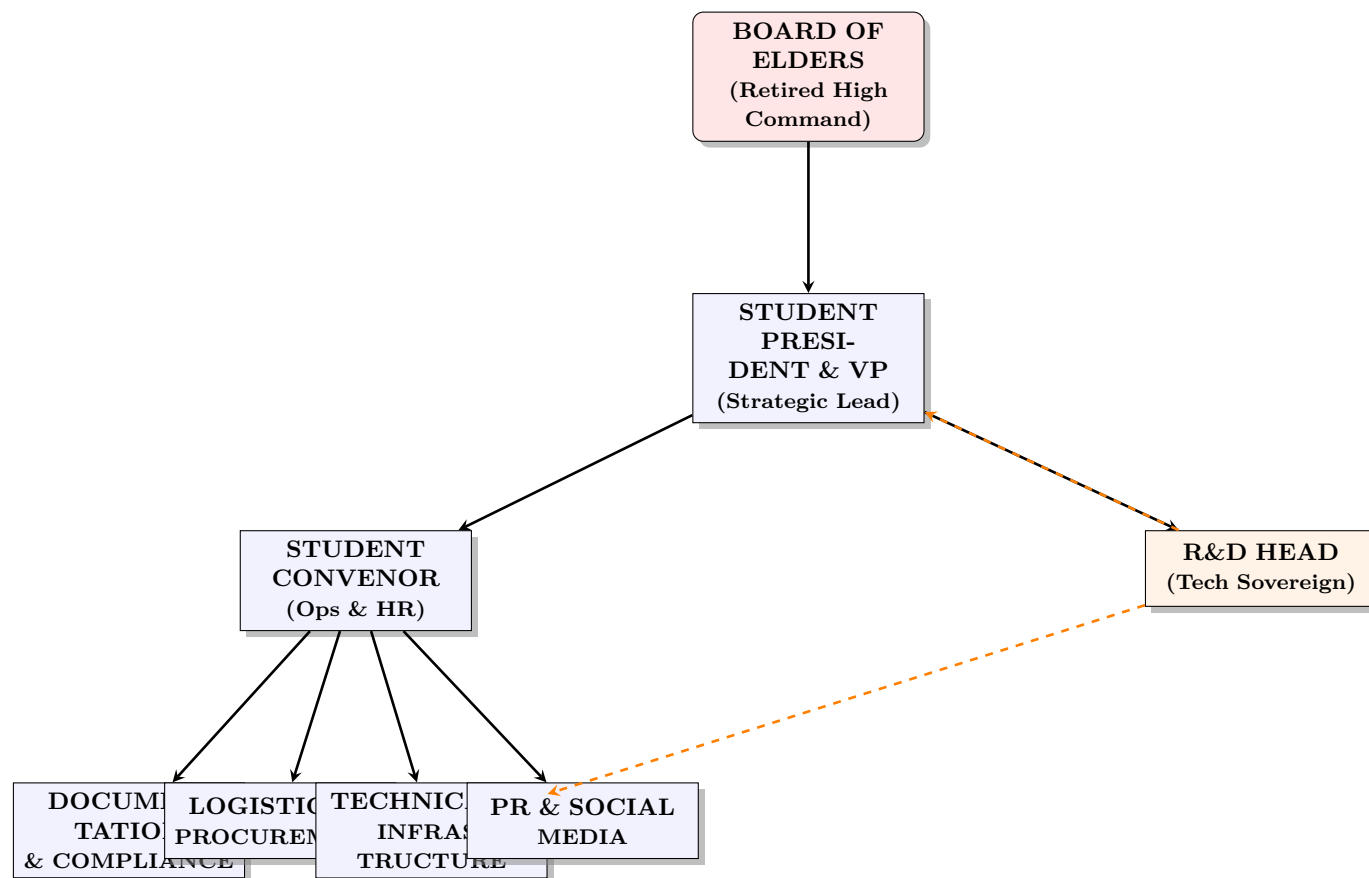


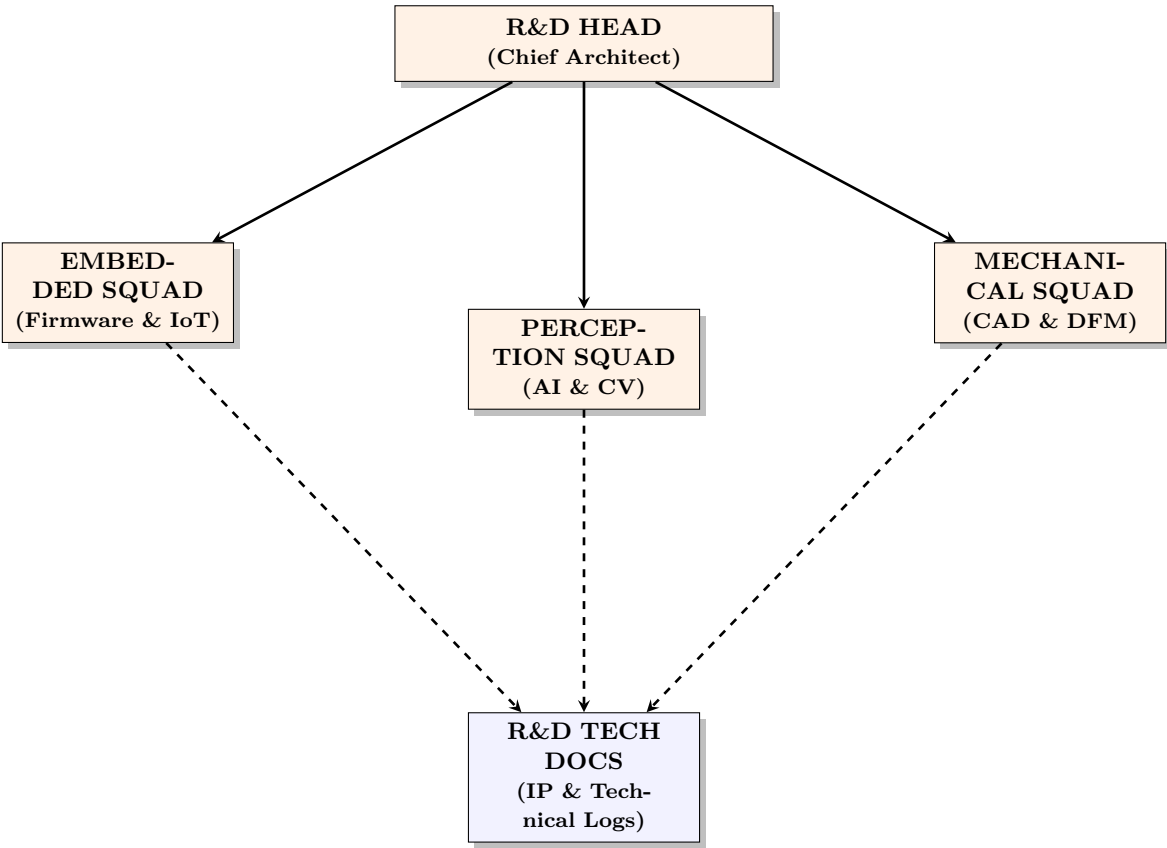
## 1 PHASE 2: MASTER ORGANIZATIONAL TREE

### 1.1 Visual Chain of Command & Matrix Structure



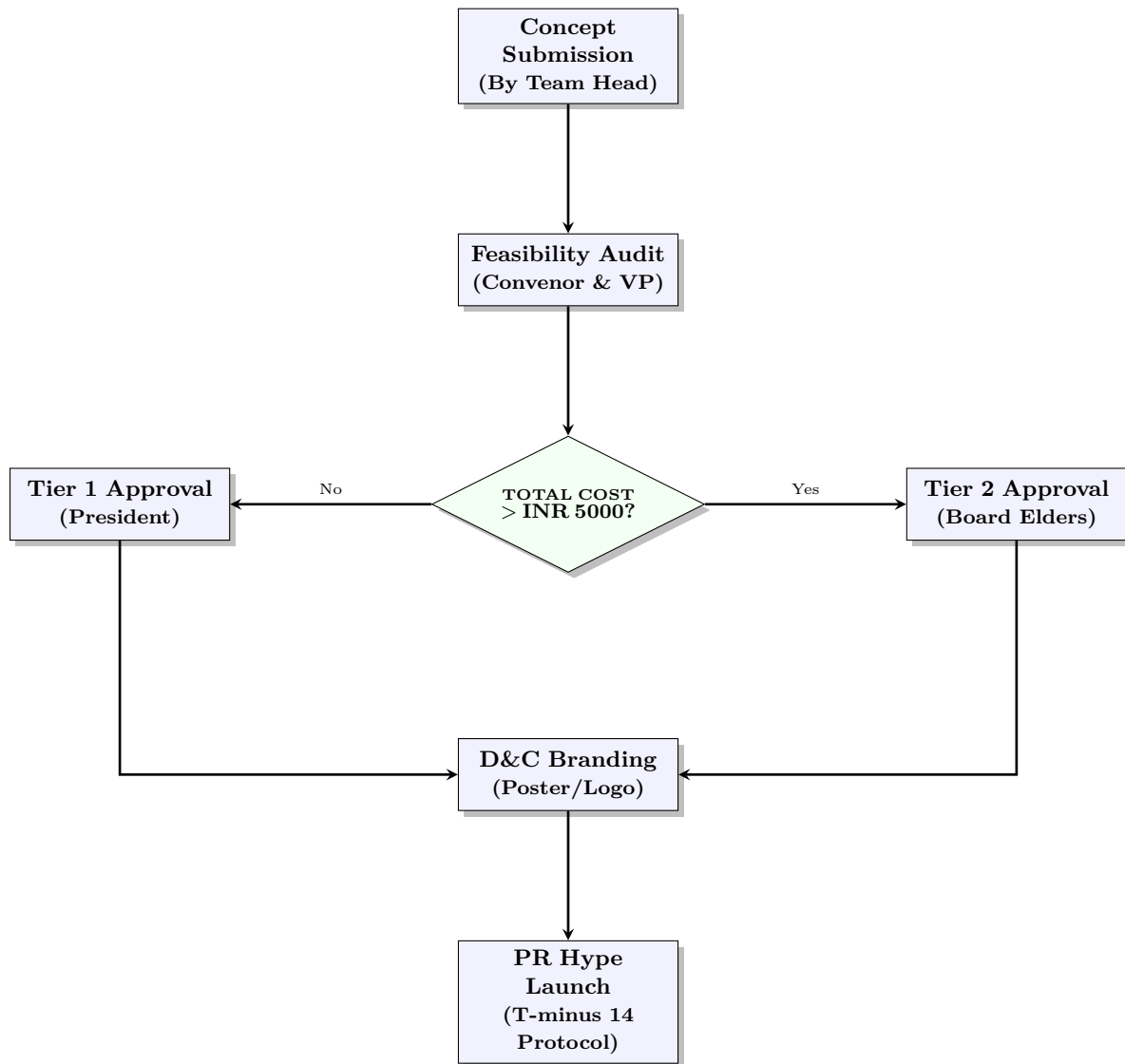
## 2 PHASE 2: R&D SQUAD STRUCTURAL MAP

### 2.1 Specialized Technical Strike-Teams

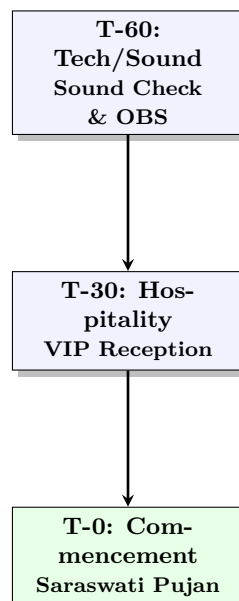


### 3 PHASE 3: OPERATIONAL FLOWCHARTS (EVENT LIFECYCLE)

#### 3.1 1. Pre-Event Preparation Lifecycle

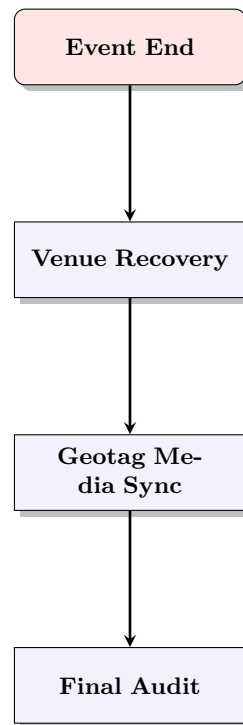


#### 3.2 2. In-Event Protocol Checklist

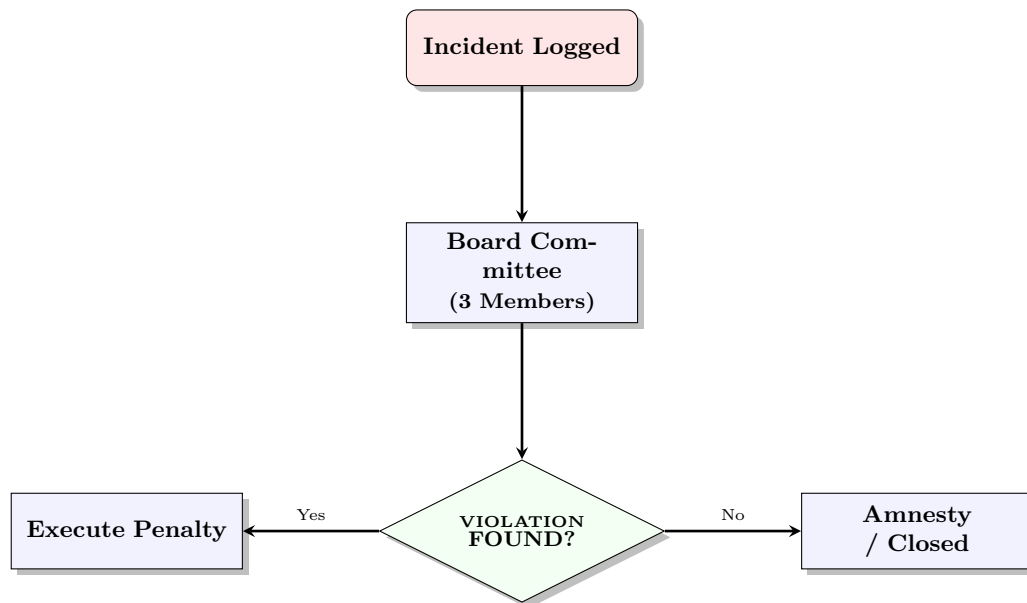


## 4 PHASE 3 & 4: POST-EVENT & JUDICIAL FLOW

### 4.1 Post-Event Closure & Audit Flow



### 4.2 Phase 4: Conflict Resolution & Inquiry Flow



5 PHASE 4: IIC PENALTY NOTICE FORM (CHALLAN)

OFFICIAL PROTOCOL VIOLATION NOTICE

Notice ID: \_\_\_\_\_

Date: \_\_\_\_\_

Member Name: \_\_\_\_\_

PRN: \_\_\_\_\_

Violation: \_\_\_\_\_

Grade: ☐ A ☐ B ☐ C ☐ D

Fine: 

INR

 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Doc Head Sign

Board Judge Sign

5.1 Monthly Audit Matrix (MMAR)

Audit Area	Requirement	Status
Attendance	100% Sync with Repository	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Asset Health	Zero-Damage Physical Audit	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
Finance	Vouchers match Bills	<input type="checkbox"/> Pass <input type="checkbox"/> Fail
NDA Compliance	All new members signed	<input type="checkbox"/> Pass <input type="checkbox"/> Fail

## 6 PHASE 5: EXTERNAL & FORMAL COMMUNICATION

### 6.1 Official Dignitary Invitation Template

SINHGAD INSTITUTE OF TECHNOLOGY, LONAVALA Institution's Innovation Council (IIC)	
To, _____	
Subject: Formal Invitation for [Event Name]	
Dear [Name],	
We are honored to invite you... [Technical Brief]. Your expertise in [Domain] would catalyze our student builders.	
Date: [Date]	Venue: [Exact Location]
_____ Student President	_____ Faculty Convenor

### 6.2 Formal Communication Pack (WhatsApp/Notice)

[WhatsApp Broadcast Format]  
**IIC ALERT:** [Event Name] Launch!  
**Date:** [Date] | **Venue:** [Venue]  
**Register:** [iicsit.in/\[slug\]](#)  
*Join the technical elite of SIT Lonavala.*

### 6.3 The Lab Incharge Agreement Oath

I, \_\_\_\_\_, do solemnly swear to maintain the Innovation Lab as a sanctuary of discipline. I will enforce "Station Reset" and protect keys with absolute integrity.

\_\_\_\_\_  
Lab Incharge Signature

\_\_\_\_\_  
Student President Sign