



SAGE
UNIVERSITY
— BHOPAL —

Student Handbook

**SAGE UNIVERSITY,
BHOPAL**

TABLE OF CONTENTS

01. About SAGE	01
02. Vision	01
03. Mission	01
04. Word of Appreciation	02
05. Chancellor's Message	03
06. Igniting Pioneers	04
07. The SUB Campus	05
08. Curriculum Components	05
09. Evaluation System	06
10. Our Strategies	07
11. Mentorship Model	09
12. Code Of Conduct	09
12.1 Preamble	10
12.2 Jurisdiction	11
12.3 Ethics And Conduct	11
13. Academic Integrity	14
14. Anti-Ragging	14

TABLE OF CONTENTS

15. Attendance	16
16. Scholarship & Financial Assistance	16
17. Disciplinary Committee.....	17
18. Women Grievance Redressal Cell	19
19. Internal Complaints	20
20. Clubs	21
21. Central Library	22
22. Sports	23
23. IT Rules	23
24. Hostel Rules	25
25. Health & Wellness	31
26. Amphitheatre	31
27. Transport	31
28. Location/ Distance	32
29. Offices & Services	32
30. Admin Block	33
31. Mess	34
32. Security	34
33. Academic Calendar - Autumn Semester	36

01. ABOUT SAGE

Sanjeev Agrawal Global Educational (SAGE) University Bhopal has exemplary standards grounded on 85 acres of land. An institute of eminence, located in the City of Lakes under the most prominent group of central India The SAGE group is delivering excellence in Research & Academics. Along with its other six sister concerns. Being progressive and optimistic is the key ingredient to its multidimensional construct. Our endeavour at SAGE is to create and sustain the conditions that enable students to experience an unparalleled educational journey that is intellectually, socially and personally transformative. We as a university have the privilege in delivering proficiency for the younger generation. Education is one of the key tools that shape and change the way of one, thinks, behaves and act.

02. VISION

Our vision reflects on our pedagogy which highlights the overall development of every individual. We aim towards nurturing their talents through excellent and innovative academia to foster their all-round development. We want to shape India's future with extraordinary talents and uplift our society from giving the best education possible.

The vision of THE SAGE University Bhopal resolves to create Global Citizens through Excellence in Education, Research, Innovation, Entrepreneurship with high Moral & Ethical values by connecting Academic, Industry and Society at Global level.

03. MISSION

To create globally competent graduates and postgraduates who are fully aware of their roles in the quest for a better tomorrow for their communities, To condition a mindset for addressing local, national & global issues and to facilitate humankind with better livelihood, while impacting the society in countries, regions, and the world as a whole.

To cultivate an environment that will welcome and support students and scholars from all over the world and contributes knowledge and expertise locally, nationally and internationally to produce global leaders by inculcating leadership and innovative abilities.

04. WELCOME NOTE

The Student Handbook developed by the University, spells out commitment to your education and experience at SAGE and our expectations from you a student and as a member of the SAGE University community. We aim to help you become an exceptional expert and a responsible global citizen. The University and the Students will work in partnership so that you enjoy the highest quality educational experience. We hope you will work with us to be successful and enjoy your time at SAGE.

Learners are significant partners in an educational organization. Students make it feasible for an instructive framework to understand its aims and destinations by empowering them to instill and create requisite standards of academic and professional competence coupled with the values of social, cultural, human and national significance.

Our partnership aims to deliver high-quality teaching and excellent learning environments within the framework of research and, professionally focused courses. Employability and Entrepreneurship combined with confidence, drive passion in our graduates. An innovative, international and ethical outlook for developing citizens and improving the integration of sustainability and social responsibility by embedding professional skills in all aspects our commitment would be to offer great student's experience fostering high gratification enabling them to excel academically and to thrive at SAGE and beyond.

05. CHANCELLOR'S MESSAGE



Er. Sanjeev Agrawal

Chancellor SAGE University
Bhopal & Indore

"There is no Substitute to Hard Work, Sooner or Later it will bring success"

The great revolutionary Nelson Mandela said - "Education is the most powerful weapon which you can use to change the world." My perspective is highly influenced by similar views. The World that we live in today has been modeled such due to the diligence of our visionary ancestors. They have paved the way for raising the beacon of research in the fields of Management, Science, Arts, and Humanities etc. Our Endeavour at SAGE is to sagaciously pass the baton of educational brilliance to ignite the young minds. We as a University invest our efforts and take great pride in channelizing our energy for the future of our country. Education is one of the key tools that shapes and changes the way one thinks behaves and acts.

06. IGNITING PIONEERS



Ms. Shivani Agrawal
Executive Director



Dr. Prashant Jain
Pro Chancellor



Dr. Ashish Dutta
Director General



Dr. V. K. Jain
Vice Chancellor

07. THE SUB CAMPUS

At SUB, your university experience isn't just about studying. You will have the opportunity to discover new experiences, develop different skills and make friends for life. We have the best of both worlds from libraries and lecture theatres to café and students club, an amphitheatre and Royal SAGE Hall. Our campus is not only a green and beautiful place to learn but is also a thriving hub of student life.

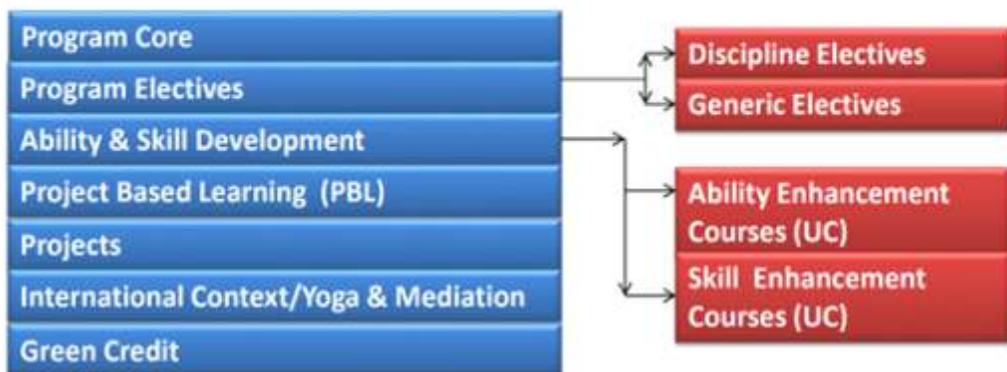
To support its ambitious mission of nurturing the next generation of leaders SAGE in making an effort to provide its students with all the resources needed to organize and pursue a range of academic and recreational interests.

08. CURRICULUM COMPONENTS

SAGE University Bhopal has set out to bring 21st century skills (teamwork, problem solving, research gathering, time management, information synthesizing, utilizing high tech tools) towards the learners. With this combination of skills, students become directors and managers of their learning process, guided and mentored by a skilled faculty. Exploring, creating, learning, and thinking are the pillars of SAGE's pedagogy. SAGE University excels in providing an education based on systematic pedagogical principles, which manifest as deliverables in the form of "Practical Learning" and prepares students to pursue career options optimally suited to their interests and expertise. The Project Based Learning approach brings in real-life context and technology to the curriculum, students are encouraged to become independent workers, critical thinkers, and lifelong learners. Our well-designed module aims to generate employable alumni tailor-made to begin a profession as specialists in the industry, businesses, and public services domain. We achieve this by strengthening their skillsets related to integration and application of technical concepts, interactive development, and creative approaches to processes, and innovative problem-solving.

The module also focuses on the personality development of students living and believing in sustainable environment with Green Credit, Yoga and Meditation to enhance their employability and build confidence, innovative skills, and imagination.

Curriculum Components



09. EVALUATION SYSTEM

Multiple and concurrent evaluation is followed by the University. This has been tacitly expressed through various information dissemination mechanisms like college calendar. A copy of the Calendar is given to all the students and faculty members at the beginning of the session. The COE takes care of all internal examinations as well as arranges the logistics for the University examination.

For the benefit of all its students SUB has developed innovative evaluation process required to gauge the knowledge and skills acquired at various levels of the programmes. Backed by the presumption that evaluation is the essence of examination and examination is vital to assessment, the University has instituted a wide range of evaluation processes which runs parallel to curriculum delivery.

Bloom's Taxonomy



10. OUR STRATEGIES

As part of imparting quality higher education for undergraduate and post graduate students, we have developed an education service model for integrated academic support.

- **Adoption of Choice Based Credit System:** a student-centric approach which not only opens pathways for learning opportunities but also manifests learning goals and objectives
- **Bloom's Taxonomy based Evaluation System** to encourage higher-order thought process in the students by building up from lower-level cognitive skills. Behavioral and cognitive learning outcomes for larger-scale educational goals and guidelines.
- **Learning through Team Centric Exercise & Key Point Pedagogy - An effective Learning Model for Slow Learners**

- **Project Based Learning** which enhances active skills such as **Critical Thinking, Communication and Cooperation**, we also focus on **Innovations in Experimental Learning through Practical Study**.
- **Blended and multidisciplinary learning: Uncovering its transformative potential at SUB.**
- **Industry-Academia Interaction through MOUs and Collaboration with Industries like Synergy University, Moscow, MUSE Mantra, USA, PRSI India, Symetrix, World Wildlife Fund, Mandideep Industrial Association, IBM, I Nurture, Wiley-IIML.**
- **Applying SWOT Analysis to all aspects of Education.**
Societal Expectations and Institutional Accountability.
- **Methods and Approaches for Employability Skill Generation, Internships and Placement.**
- **Methods and Approaches for Employability Skill Generation, Internships and Placement.**
- **Quality Enhancement through Best Practices in Library.**
- **Adherence to the Vision, Mission and Core Values of the University.**
- **Environmental Consciousness through Green Credit and Yoga & Meditation.**
- **PD and Communication Skills Training.**
- **Technical and Professional Competency Mapping.**
- **Social activities through CSR, NSS, NCC.**

11. MENTORSHIP MODEL

SUB believes that mentoring is an incredibly valuable experience essential for growth and development for all concerned. Setting up the right mentor mentee relationship involves creating a safe and supportive environment where both mentor and mentee can engage in building trust, setting goals and achieving them through creative problem solving and reaching a solution. For the benefit of our students a faculty mentor is assigned to every student. Each Faculty Mentor has 30 students assigned to him for their entire scholastic duration at SUB.



- One Faculty would mentor 30 students.
- Faculty would be with the mentee for the complete duration of their program.
- Mentor will be responsible for maintaining Students Progression Diary.
- There will be a meeting with the Parents of the mentee every Semester.
- Mentor would be responsible for maintaining Students Progression Index every Semester.
- Academic and Technical Competency will be marked in the Students Progression Diary by the mentor.
- Generic Competency would also be indicated in the Students Progression Diary.
- Details of Co-curricular and Extra curricular activities would be maintained in the Students Progression Diary.
- Student of the Year Award would be given out based on the analysis of the Students Progression Diary.

12. CODE OF CONDUCT

12.1 PREAMBLE

This Handbook indicates the standard procedures and practices of the SAGE UNIVERSITY BHOPAL for all students enrolling with the University for pursuing varied courses. All students must know that it is incumbent upon them to abide by this Code of Conduct and the rights, responsibilities including the restrictions flowing from it. That the University's endeavour by means of enforcing this Code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system which promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the University.

12.2 JURISDICTION

- 12.2.1 The University shall have the jurisdiction over the conduct of the students associated /enrolled with the University and to take cognisance of all acts of misconduct including incidents of ragging or otherwise which are taking place on the University campus or in connection with the University related activities and functions.
- 12.2.2 The University may also exercise jurisdiction over conduct which occurs off-campus violating the ideal student conduct and discipline as laid down in this Policy and other regulations, as if the conduct has occurred on campus which shall include.
- **Any violations of the Sexual Harassment Policy of the Institute against other students of the University.**
 - **Physical assault, threats of violence, or conduct that threatens the health or safety of any person including other students of the University.**
 - **Possession or use of weapons, explosives, or destructive devices offcampus**
 - **Manufacture, sale, or distribution of prohibited drugs, alcohol etc.**
 - **Conduct which has a negative impact or constitutes a nuisance to members of the surrounding off-campus community.**

12.3 ETHICS AND CONDUCT

- 12.3.1 This Code shall apply to all kinds of conduct of students that occurs on the University premises including in University sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the University's Interests or reputation.
- 12.3.2 At the time of admission, each student must accept Code that
- **He/She shall be regular and must complete his/her studies in the Institute.**
 - **In the event, a student is forced to discontinue studies for any legitimate reason, such a student may be relieved from the University subject to written consent of the Vice Chancellor.**

- **As a result of such relieving, the student shall be required to clear pending University/hostel / mess dues and if a student had joined the University on a scholarship, the said grant shall be revoked.**

12.3.3 University believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.

12.3.4 All students must deter from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the University's interests and reputation substantially. The various forms of misconduct include:

- **Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.**
- **Intentionally damaging or destroying Institute property or property of other students and/or faculty members.**
- **Any disruptive activity in a class room or in an event sponsored by the University.**
- **Unable to produce the identity card, issued by the University, or refusing to produce it on demand by campus security guards.**

12.3.5 Participating in activities including

- Organizing meetings and processions without permission from the University.
- Accepting membership of religious or terrorist groups banned by the University /Government of India.
- Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks, contrary to law or policy.
- Unauthorized possession or use of harmful chemicals and banned drugs.
- Smoking on the campus of the University. Possessing, Consuming, distributing, selling of alcohol in the University and/or throwing empty bottles on the campus of the University.

- Parking a vehicle in a no parking zone or in area earmarked for parking other type of vehicles.
- Rash driving on the campus that may cause any inconvenience to others.
- Not disclosing a pre-existing health condition, either physical or psychological, to the Chief Medical Officer which may cause hindrance to the academic progress.
- Theft or unauthorized access to others resources.
- Misbehaviour at the time of student body elections or during any activity of the University.
- Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the University.
- Students are expected not to interact, on behalf of the University, with media representatives or invite media persons on to the campus without the permission of the University authorities.
- Students are not permitted to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.
- Students are not permitted to provide audio and video clippings of any activity on the campus to media without prior permission.
- Students are expected to use the social media carefully and responsibly. They cannot post derogatory comments about other individuals from the University on the social media or indulging in any such related activities having grave ramifications on the reputation of the University.
- Theft or abuse of the University property. It also includes unauthorized entry, use, tamper, etc of University property or facilities, private residences of staff/professors etc offices, classrooms, computers networks, and other restricted facilities.

If there is a case against a student for a possible breach of code of conduct, then a committee headed by the Vice Chancellor will be formed to recommend a suitable disciplinary action who shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of misconduct.

13. ACADEMIC INTEGRITY

As a premier institution for advanced scientific and technological research and education, SAGE University Bhopal values academic integrity and is committed to fostering an intellectual and ethical environment based on the principles of academic integrity. Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The University believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitutes a serious offence.

14. ANTI-RAGGING

The University has a coherent and an effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges. The said UGC Regulations shall apply mutatis mutandis to the University and the students are requested kindly to adhere to it.

Ragging constitutes one or more of the following acts:

- any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any student;

- indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any other student;
- asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such a student;
- any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any student;
- exploiting the services of a student for completing the academic tasks assigned to an individual or a group of students;
- any act of financial extortion or forceful expenditure burden put on a student by other students;
- any act of physical abuse including all variants of it: sexual abuse, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to any other student;
- any act that affects the mental health and self-confidence of any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any other student.

The Anti-Ragging Committee, as constituted by the Vice Chancellor and headed by Coordinator Students Affairs shall examine all complaints of anti-ragging and come out with recommendation based on the nature of the incident. The committee shall be headed by Coordinator Students Affairs, and can have as its members, the Deans/HOS, Student Counsellors, Faculty Mentors, HOD of the concerned Department.

(University Anti Ragging Committee & Coordinator Students Affair –
Mr. Sudhir Shrivastava - 9827011740)

15. Attendance

SAGE University anticipate, all students to attend all classes in their enrolled course. However, a relaxation of not over 5% is permitted in each course.

- A student may be condoned attendance shortfall beyond the regular 15%, on medical grounds or any unforeseen situation by Honorable Vice Chancellor on recommendation your mentor and HOD / HOS / Dean / Coordinator Students Affairs.
- A course may have further participation necessities for individual components, for example, labs and field trips, which can be declared toward the start of the course.
- Non attendance because of medical reasons: The application must be supported by required document for consideration.
- All applications should be submitted within seven days of the last missed class. If the student is away from the University for over seven days, the form has to be submitted within two days of getting back to campus.

16. Scholarship & Financial Assistance

Scholarship -

The accompanying grants are accessible for SC/ST learners. For additional insights about qualification, how to apply, documentation required and so forth, kindly visit (<https://scholarships.gov.in>).

Mr. Naveen Mishra, Mob. - 9993369691

Financial Assistance: -

The objective of the Institute's Financial Assistance Scheme is to provide adequate financial support that no student is kept away from seeking the Program because of monetary limitations. The Institute has an association with nationalized banks to provide loans for all needy students to finance the educational expenses at SAGE University Bhopal. Interested students may apply for loan to only one bank Public / Private . The Institute doesn't bear any monetary or other obligation associated with the advance or loan, either to student or to bank. For Further Information – your may contact Mr. Naveen Mishra- 9993369691.

17. Disciplinary Committee

University is committed to fair and transparent set of disciplinary procedures which reflect all parties' rights to natural justice. To establish a safe and motivating environment and to bring professionalism among students by the inculcation of best practices, through optimistic approach . To encourage good and healthy practices.

The Committee ensures the following

- To keep up legitimate order inside the University premises.
- All the students should wear their ID Cards while they are in the campus and their respective classrooms.
- In case of any infringement of dress code or disturbance in the class, the ID card will be confiscated, which will be handed over to the student around the same day with a notice and counsel from the Disciplinary Committee Members.
- In the event, that any damage caused to the university property by any student/group, the expense of the same will be recovered with a fine from the said student/group and will be trailed by set of disciplinary activity.

Acts of Indiscipline

The student shall not indulge in such activities amounting to act of indiscipline and misdemeanor such as:

- Taking out processions and holding demonstration in the campus.
- Intimidating and threatening any member of SAGE family.
- Defacing the building by writing slogans and pasting bills, damaging the University property.
- Disturbing the classes' session, assaulting teachers and students taking examination etc.
- Keeping in possession of any lethal weapon.
- Misuse of Internet facility.
- Moving in the residential area of faculty/staff without any genuine reason.
- Impersonation.
- Any other acts of indiscipline decided by the competent authority not befitting to the presentation of a student.
- Keeping any person in the hostel rooms without the permission of the competent authority.

18. Women Grievance Redressal Cell

A committee constituted by SAGE University in order

- **To prevent sexual harassment and to promote the general well-being of female students, teaching and non-teaching women staff of the University.**
- **To provide appropriate working conditions in respect of work, health and hygiene to further ensure that there is no hostile environment towards women at work places and that no women employee has reasonable grounds to believe that she is disadvantaged in connection with her employment.**
- **To provide guidelines for the redressal of grievances related to sexual harassment of female students, teaching and non-teaching women staff of the University. It shall be the responsibility of the faculty, staff & students to grievance redressal call bring such instances to the notice of the Women Grievance Redressal Cell Welfare –headed by.**

Dr. Veena Kurre - 7000380055.

19. Internal Complaints

Conversing directly to the person who in your opinion has let you down will generally solve the vast majority of problems. In the event of a more serious problem arising, or an issue not being resolved satisfactorily, there are established procedures that can be found in the University Information brochure.

For any grievance, there is a procedure to report to your immediate faculty. The Faculty is supposed to resolve it in a given time. Once the aggrieved is not satisfied, the following path can be followed to resolve any grievance related to any issue within the University campus.

S.N.	Authority and Description	Days-Resolve Grievance
1.	Faculty Mentor	2 Days
2.	HODs	2 Days
3.	Head of Schools	2 Days
4.	Dean Academics/ Dean Student Welfare	2 Days
5.	Vice – Chancellor	2 Days

20. Clubs

SAGE University has a solid tradition of student bodies and clubs that attract students from all disciplines, cutting across University, courses, and nationalities. It is one of the highlights that imbue SAGE with a solitary charm, a unique advantage over other university campuses.

There are Specialized Clubs

S.N.	Name of Club	Name of Club Coordinator
1.	NCC	Mr. Ajay Soni
2.	NSS	Dr. Jaya Sharma Dr. Manish Mishra
3.	Innovation Club	Ms. Shefali Soni
4.	Literature Club	Dr. Sheba Zafri
5.	Coding Club (Code Chef/ Google Developers Students Club)	Dr. Ahtesham Farooqui
6.	SPIC MACAY	Mr. Apoorv Dutt Mishra
7.	Rotract Club	Mr. Harsh Rathore
8.	Cultural Club	Ms. Mahak Malviya
9.	Photography Club	Mr. Rajesh Bijronia
10.	Sports Club	Mr. Ajay Soni
11.	SAGE Radio	Mr. Harshil Paradkar

21. Central Library

We serve students in scholarly pursuits and to aid research with our Central Library. Here in SAGE we provide huge collection of sources of information and similar resources selected by experts and made accessible to a defined community for reference or borrowing. Here books will frame a prosperous sense of our students. Well-maintained spacious reading rooms are available with reference sections consisting of various journals, books, magazines and newspapers. To know more about the library, one may get in touch with Mr. Akash Khare 9893461597.

Student as an individual can expect:

- Adequate learning materials for your coursework
- A user-friendly online interface with the Library's collections.
- Support and advice in the use of the Library and its information resources
- A clean, safe and comfortable study environment

University will expect you to:

- Return borrowed materials within the agreed time.
- Decorum and discipline must be maintained in the library.
- Readers not mark, underline, tear pages or otherwise damage the library documents.
- Newspapers, magazines and journals must be read only in the library on specific tables and should not be taken to any other reading areas.
- Unauthorized removal of anything belonging to the library will be treated as theft and dealt accordingly.
- Anyone who violates the rules and regulations of the library would be debarred from using the library facilities.
- Rules may be amended time to time by the authority, as per requirement.

22. Sports

Sports are an integral part of student life. Following the view SAGE University provides wide range of sports facilities for its students. SAGE will also provide Indoor and Outdoor facilities for various games like Basketball, Badminton, Swimming, Cricket, Track & Field, Gymnasium, Gym, Foot ball, Hockey etc., to encourage active participation during their student life various activities will be conducted around the year to indulge all the students and maintain a live environment via their active participation. The emphasis will be to encourage physical fitness of the young brains. To know more about the facilities the In-Charge Sports (Dr. Ajay Soni +917000527181) can be contacted.

Student as an individual can expect:

- Sports facilities that are comprehensive and suit all levels of fitness
- Facilities that will cater for the diverse recreational needs of the Community

University will expect you to:

- Undertake training and inductions where appropriate.

23. IT Rules

- No student will use any of the University's technology resources without proper authorization, nor will anyone assist in, encourage, or conceal from the University any unauthorized use of any University's technology resources.
- Each user will take steps to ensure the confidentiality of his or her password or user ID and to protect his or her files, data, printouts and electronic mail from unauthorized users.
- No one will give any password or user ID or any of the University's technology resources to any unauthorized person.

- Any user who determines that someone has made an unauthorized use of his or her account, password or user ID, will report that breach of security to the network administrator.
- No one will use the University's technology resources for illegal, commercial or profit-making purposes.
- No one will use the University's technology resources to engage in any form of academic dishonest or cheating.
- No one will use the University's technology resources in ways that unnecessarily impede or disrupt the computing activities of others.
- No one will attempt to prevent others from accessing services.
- No one will attempt to endanger or breach the security or operation of any of the University's technology resources.
- No one, without proper authorization, will modify or reconfigure the software or hardware of any of the University's technology resources.
- No one will use any of the University's technology resources in a manner that violates the privacy of other users.
- No one will create, install or distribute any program that is designed to trick or deceive users into revealing confidential information about themselves.
- No one will use any of the University's technology resources to access or transmit images, messages, communications or other materials that can be deemed to be obscene, threatening, harassing, annoying, defamatory, fraudulent act.

The rules set forth above are intended to help authorized users use the University's technology resources responsibly and in compliance with the applicable laws.

The University also disclaims any responsibility and/or guarantees for data, information and materials contained in systems or sites not developed by the University, such as those obtained through the Internet.

- Any questions regarding this policy and its corresponding rules should be directed to the University's Director of Information Technology.
- Review of this policy will be regular and consistent with the development of technology.
(Dr. Rajiv Srivastava, Dean(Engineering & Technology)– 8109353015)

24. Hostel Rules

- The hostellers shall keep their rooms, corridors, staircase and bathrooms spotlessly clean and tidy all the times. Students found to be living untidy and un-hygienically will be asked to leave the hostel or fine will be imposed.
- Smoking, Drinking Liquor, chewing tobacco, Drugs & Narcotics and other intoxicants are strictly prohibited inside the hostel premises. Any violation will be dealt with strict disciplinary action and could lead to expulsion from the hostel/University.
- The mess arrangement will be operational on a timely basis; students may accommodate yourself accordingly to avail the facilities.
- Guests are not ordinarily permitted to stay in the hostel.
- Always keep your rooms locked even when you go out of the room. The University will not be responsible for any loss, damage or theft of personal belongings.
- Switch off the lights, fans, etc. while leaving the room. Close all water taps after use to avoid water wastage.

The rules are not intended to be exhaustive, and the University specifically reserves for itself the right to add to and modify these rules within its discretion. The University also specifically reserves the right to enforce its interpretation of these rules, as well as the right to discipline a user or limit, suspend or revoke a user's ability to use the University's technology resources.

All users of the University's technology resources are responsible for being aware of and complying with this policy, as well as with all of the University's other pertinent policies and procedures. If a user suspects any violation of the above rules, the user should notify the network administrator. Users of the university's technology resources are expected to cooperate with the Director of Information Technology in the operation of these resources and the investigation of any misuse or abuse.

In order to ensure the integrity of the university's technology resources and compliance with the rules set forth above, the university specifically reserves for itself the right to monitor, inspect and review any and all systems, files, data, mail, communications and other transmissions created, compiled, accessed, stored, or sent on any of the university's technology resources. Furthermore, in order to ensure the integrity of the University's technology resources, the university specifically reserves the right to immediately suspend, without any advance notice, the network and computing privileges of any user who is alleged to have misused or abused any of the university's technology resources. The university, in addition, reserves the right to discard incoming mass mailings that involve unsolicited commercial advertising ("spam") without notifying the sender or recipient, as well as the right to block all Internet communications from sites that are involved in extensive mass mailings or other disruptive practices or which contain sexually explicit content or other content that is, in the opinion of the university, inconsistent with its mission.

The university cannot guarantee against a loss of data accordingly, the university disclaims any liability for loss of data, damages, service interruptions or failure to deliver services.

- Any damage to the room furniture/any other hostel/University property shall be charged along with the fine from the concerned student.
- For any problem regarding hostels, contact your Warden/Principal as the case may be.
- For all official communication, students are suggested to mention his/her complete name, with contact details of self & parents.
- Keeping two/four wheelers is strictly prohibited in hostel/University premises.
- Every hostler is responsible for damage to the hostel property. Any damage to common items/infrastructure shall be recovered in the form of fine as a whole if guilty is not found.
- In case of disciplinary action against a student physical presence / undertaking of parents /declared guardian will be valid. Uncles, brothers/sisters/cousins will not be entertained.
- Parents are advised to keep constant touch with University/hostel authorities regarding performance of their wards.
- Indiscipline of any kind including fighting in the hostel premises will be sternly dealt with and severely penalized.
- Weapons or any other gadget which can be used as weapons, are not allowed in hostel and any student found keeping weapons shall be liable for expulsion from the hostel as well as from the University. Warden/Attendant or the University authorities can inspect any room at any time without giving prior notice to the students.
- In case of raid/search by local authorities/police whole responsibility will rest with the student, if found having any type of weapon/ knives / rods or any other gadget which can be used as weapons /drugs / liquor /
- Moving the hostel property (bed, chair etc.) from the room is not allowed.
- Any type of markings on hostel inventory/walls etc. will be treated as an act of indiscipline.

- **Playing any outdoor game in the hostel premises is strictly prohibited. Any violation will be dealt with strict disciplinary action with a minimum fine of Rs 500/- per student and up to the level of expulsion from the hostel.**
- **Student(s) having any chronic/communicable disease(s) are required to bring in the knowledge of hostel authority before taking the hostel.**
- **Meetings, seminars, gatherings or any type of celebration will not be permitted in the hostel without prior permission of the Warden/Chief Warden.**
- **Students are not allowed go out of the hostel/ university after 8.00 PM.**
- **Inter-hostel movement at night will be also restricted after 9.00 PM.**
- **Guests / outside students are not permitted to reside in the hostel rooms.**
- **No female guests in the boy's hostels and no male guest in the girl's hostel**
- **Misuse of electronic gadgets/ items shall be considered serious and guilty will be penalized as per law.**
- **In case of any unacceptable behavior by the room-mate/hostler, the other hostler/room-mate must report it to the hostel authorities.**
- **Hostelite are responsible for keeping their rooms and the common areas in the hostel such as visitor's area, bathrooms, stair case, and common room etc. clean and tidy at all time. Assistance of the available sweeper can be taken time to time.**
- **Complaints against any student for stealing of things or borrowing/ collecting money illegally from his/her mates will be taken seriously. Any violation will be dealt with strict disciplinary action like expulsion from the hostel/University and may up to the level of legal action.**
- **In case of any emergency, please contact the security guards or call hostel/University authorities. Important telephone numbers are provided at the entrance of each hostel.**

- Tentatively Bus facilities would be provided for 2nd & 4th Sunday for outdoor purchasing.
- Any hostler desiring to go out of station or stay outside (with parent/ declared guardian only) overnight must take the written permission of the warden. Every leave must be recorded in the leave register and an entry must be made in the register available in the office of the hostel warden before leaving the hostel.
- On allotment of the room to the student/group of students, they should check for the fixtures and the furniture in the room and should sign a receipt for the same. The deficiency/damage at the time of handover/ leaving the hostel, shall be recovered from him/them. available in the office of the hostel warden.
- Rooms once allotted, will not be changed without any proper and genuine reason and without permission of the warden.
- Occupancy of rooms shall be given to the students on the submission following documents:
 - Copy of hostel fee deposited.
 - Copy of mess advance receipt.
 - Affidavit from the student in regard with ragging*
- It is the discretion of the Warden/Chief Warden to allot/not to allot a room/accommodation to the student on the basis of his/her previous record in the hostel/University.
- Students must dine in their respective hostel mess only.
- For guests diet will be charged as per rules.
- Rules may be amended time to time by the authority, as per requirement.

In Charge Details:

- For Boys Hostel - Mr. Harsh Rathore - 9981205317
- For Girls Hostel - Miss. Mahima Nand - 9582915337

Rules, regulations & responsibilities of students using university transportation

- Pay the bus fee at University Accounts office.
- The bus pass is not transferable.
- The bus fee paid receipt shall be produced.
- Student and Parents shall submit duly signed consent form.
- Bus will not wait for any student coming late to the bus stop.
- Student has to present his/her bus pass before boarding the bus. If the student does not produce the bus pass on demand, he/she may not be allowed to board the bus.
- Students are not allowed to board the bus other than the one allotted to her. Every student should board at their given boarding point only.
- The student indulged or involved in any kind of indiscipline in bus or misbehaved with driver/ staff/ students, her pass may be cancelled.
- No recommendation letters for fee waiver/concession/ installment payment and temporary/ one way bus pass facility, etc. will be entertained.
- Timely updation on route plan, will be displayed on the Notice Board from the transport officer.

25. Health & Wellness

The center was set up to attend to immediate necessities of health care. The University has institutional arrangement with My SAGE HOSPITAL to provide hospital attention including in hospital care where required.

SAGE University has a robust health & wellness program with Yoga Center, Sports, Recreation & Meditation Center managed by experts.

We understand that living in a new environment outside the familiarity of home can create overwhelming and stressful circumstances. Counseling services helps people navigate difficult life situations. It provides the tools and insights to manage mental health issues, such as anxiety and depression.

26. Amphitheatre/ Auditorium

University comprises of amphitheatre an open auditorium making it ideal for musical, theatrical performances etc.

27. Transport

The University has developed an efficient transport system that connects all the significant nodal points of the city to the campus. The transportation services are available to students and staff. Our transport is timely and has been intended to give the most extreme security and solace to each one of those going in them.

Here are some of the features of our transportation –

- The transport dept/buses comply with fitness certificate.
- Speed governors, and Fire safety facilities have been provided in all the buses.
- The buses are equipped with GPS, Speed Governor

28. Location/ Distance

SAGE University, Bhopal is located in the City of Lakes, it is linked by Road Transportation. from:

1.	Raja Bhoj Airport (Via NH46)	29km/40 min
2.	Main Station (via Raisen Road)	19 km/30 min
3.	Habibganj Railway Station (via Hoshangabad Road)	11 km/ 25 min
4.	Manuabhan Tekri	26 km/ 35 min
5.	Cufa Mandir	26 km/ 35 min
6.	Taj ul Masjid	21 km/ 36 min
7.	Raja Bhoj Setu	20 km/ 31 min
8.	Upper Lake	19 km/ 35 min
9.	Regional Science Centre	18 km/ 32 min
10.	DB Mall	13 km/ 20 min

29. Office & Services

The academic programs at the University are organized, administered and delivered through academic and non-academic offices.

Closely working with and assisting students, faculty, staff and other stakeholders at the University the offices enable smooth and efficient functioning of the departments by performing key operations such as – manage and coordinate the University's academic programs; develop and implement academic and administrative policies, maintain state-of-the-art knowledge resources, and implement student-welfare and other programs.

1.	Office of Vice Chancellor	0755 - 6614423
2.	Office of Registrar	9755333079
3.	Office of Deputy Registrar (Admin)	0755 - 6614413
4.	Office of Deputy Registrar (Establishment)	0755 - 6614402
5.	Office of Library	9893461597
6.	Office of Accounts	0755 - 6614415
7.	Office of Students Affair	0755 - 6612012

30. Food Options on Campus (Admin Block)

The canteen has a eminent space, well furnished and has a variety of cuisines being served, to fulfill the desires of the students & staff.

31. Mess

The mess at SAGE, provides healthy and delicious food for everyone. The hostel premises comprise of separate dining facility in the Boys and Girls hostel. We believe that food served with warmth and the right attitude will leave a lasting impression in the minds of people being served. Our priority is to maintain a standard operating procedure, uniformly practiced with high emphasis on following food safety protocols and compliance with all statutory norms. Most importantly the spacious dining hall provides comfortable environment and has good aesthetics overall.

32. Security

As a University, we believe that protecting the interests of our learners is non-negotiable. We take every possible measure to ensure that our students have access to a learning environment that is safe, secure and enjoyable. Here are some of the security measures that are in place at our campus:

- **Campus is designed and constructed with the conscious thought of safety in mind. In addition to vantage points, staff rooms are strategically situated so that teachers may keep an eye on the corridors and student activity at all times.**
- **Campuses are well illuminated brightly. Our schools are planned with the intention of heavily relying on natural wind and sunlight during the school hours. We do not have rooms that are secluded or dark. Every room has a glass panel that assures visibility of any activity taking place.**
- **Our campuses have a 24x7 security. After the initialization of the working of university, gates are closed and entry and exit is completely restricted. Security guards are deployed at the university gates to register and monitor the entry of individuals, inside the campus. Our faculty members have the right to question any unfamiliar face on campus.**

- We have a central team that oversees safety and security for all our campuses. This team checks the background of every member of the support staff. We are well-equipped for challenges that may come our way.
- Our campuses have been provided with tight CCTV surveillance that covers corridors and meeting-points of every floor.

33. ACADEMIC CALENDAR - AUTUMN SEMESTER

2020-2021

S.N.	DATE	ACTIVITIES
01.	02/11/2020	Commencement of Classes
02.	19/11/2020	First feedback from Student
03.	16/12/2020 to 19/12/2020	Class Test
04.	22/12/2020	Display of Class Test Result
05.	04-01-2021	SAGE Foundation Day
06.	04-02-2021 to 09-02-2021	Second Mid Semester Evaluation
07.	10-02-2021	PBL Mid Semester Evaluation
08.	11-02-2021	Display of Mid Semester Examination result
09.	15-02-2021	Last date for submission of exam form
10.	24-02-2021	End of Teaching
11.	01-03-2021	PBL/ Practical End Semester Examination
12.	06-03-2021 to 27-03-2021	Conduct of End Semester Examination
13.	28-03-2021 to 04-04-2021	Semester Break
14.	05-04-2021	Result Declaration

Academic Calendar - Spring Semester

2020-2021

S.N.	DATE	ACTIVITIES
01.	05/04/2021	Reporting & Registration
02.	22/04/2021	First Feedback from Student
03.	20/05/2021 to 22/05/2021	First Mid Semester Examination
04.	25/05/2021	Display of First Sessional Exam Marks
05.	28/05/2021 to 29/05/2021	Cultural & Sports Fest
06.	04/06/2021	Second Feedback from Student
07.	03/07/2021	Submission of Exam Forms
08.	08/07/2021 to 10/07/2021	Second Mid Semester Examination
09.	19/07/2021	Display of Second Mid Semester Exam

S.N.	DATE	ACTIVITIES
10.	20/07/2021	Submission of Lab Record / Mid Semester Internal Marks
11.	24/07/2021	End of Teaching
12.	26/07/2021 to 29/07/2021	PBL/End Semester Practical Examination
13.	30/07/2021 to 04/08/2021	Preparation Break
14.	05/08/2021 to 25/08/2021	Conduction of End Semester Examinations
15.	26/08/2021 to 30/08/2021	Semester Break
16.	30/08/2021	Result Declaration
17.	01/09/2021	Reporting & Registration for Session 2021-22 for all UG students
18.	01/10/2021	Reporting & Registration for Session 2021-22 PG for all PG students after finishing 4 weeks of internships.

Holiday List - 2021

DATE	DAY	HOLIDAYS
JANUARY		
26th-Jan-2021	Tuesday	Republic Day
FEBRUARY		
No Holidays	No	No
MARCH		
11-Mar-2021	Thursday	Maha Shivratri
APRIL		
21-Apr-2021	Wednesday	Ram Navmi
25-April-2021	Sunday	Mahaveer Jayanti
MAY		
14-May-2021	Friday	Eid-UI-Fitr
JUNE		
No Holidays	No	No
JULY		
21-July-2021	Wednesday	Eid-UI-Zuha

Holiday List – 2021

DATE	DAY	HOLIDAYS
AUGUST		
20-August-2021	Friday	Moharram
30-August-2021	Monday	Krishna Janmashtami
OCTOBER		
2-October-2021	Saturday	Gandhi Jayanti
15-October-2021	Friday	Dussehra
NOVEMBER		
3-November-2021 to 8-November-2021	Wednesday to Monday	Deepawali Vacation
DECEMBER		
25-December-2021	Saturday	Christmas
1. LOCAL HOLIDAY DECLARED BY THE COLLECTOR, BHOPAL		
2-April-2021	Friday	Rang Panchmi
15-October-2021	Friday	2nd Day Dussehra



SAGE UNIVERSITY, BHOPAL

Sahara Bypass Road, Katara Hills Extension, Bhopal (M.P.) - 462022

Phone: 0755-6614400

www.sageuniversity.edu.in

