SAGE University, Bhopal

Standard Operating Procedure

Ideation Task Group

Name of Approval Authority:	**Vice Chancellor**	**SOP No.:**	27
Signature:		**Page No.:**	1 of 2
Date:	3/9/2022	**Revision No.:**	
		Date:	

A.

Purpose	The Ideation Task Group is a facilitating body, whose primary task is to create a platform for all the stakeholders of SAGE University, Bhopal; wherein they can share their Ideas for the progress & improvement in all aspects of the University.
Scope	The SAGE University, Bhopal
Responsible Person(s)	All the Stake holders of the University including but not limited to a. Honorable Chancellor b. Honorable Pro-Chancellor c. Executive Directors. d. All Office Bearers & Office Staff of the University Administration. e. All Deans, HoSs, HoDs, Teaching & Non-Teaching Staff Members. f. All the Students. g. All the Parents. h. All Advisors & Well-wishers.
Prerequisites	A genuine intention to bring about a change for progress & improvement in the SAGE University, Bhopal, at large.

B.

Roles & Responsibilities of the Task Group Members	
B.1	Planning Activities for Conduction of Ideation Contests at University Level
B.2	Collection of Ideas from stakeholders through Various Systems
B.3	Brainstorming &Segregation of Ideas as per the Thrust Area and/or Priority
B.4	Presenting the selected ideas to the next Hierarchical Level
B.5	Coordinating at the Group Level Ideation Committee.

C.

Mode of Operation	
C.1	Weekly Meeting of the Task Group at a Pre-decided location in the University.
C.2	Fortnite or as needed, a meeting with the Vice Chancellor for updates on the developments.
C.3	Quarterly review of Activities in the Ideation Group.
C.4	Team Performance Review.
C.5	Conducting Ideation Contest every month at SUB and awarding the best Idea in the Atmmanthan /Other event
C.6	Celebration of a Identified day a "Ideation Day" and the Identified week as "Ideation Week".

D.

Focus Areas	
D.1	All Areas related to SAGE University, Bhopal including but not limited to, a. Academics b. Human Resources c. Students Affairs d. Placements e. Admissions f. Administration g. Processes h. Policies i. Infrastructure j. Alumni affairs k. Internship affairs