



SAGE University, Bhopal

Standard Operating Procedure

Vision and Mission of University/ School/ Department

Name of Approval

Vice Chancellor

SOP No.: 29

Authority:

Signature:

Date:

08/09/2022

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Importance of Vision and Mission

Vision and Mission are the strategic statements about the purpose and priorities of the University. The Vision statement defines fundamental objective behind the establishment and Mission statements are the action plans to achieve the Vision. These statements act as a contract between the University and various stakeholders. A well-written statement can guide for better decision-making, optimum resource allocation, taking, policy decisions, and the way of operations.

A. University Vision and Mission Formulation

In order to formulate University Vision and Mission, the following steps are to be followed –

1. Feedback of stakeholders (Students, Parents, Faculty, Industry) through Dean/ HOS/ HOD to be collected
2. Feedback of senior authorities such as VC, Pro VC, Registrar, Corporate Relation Cell, R & D Cell, and Students affairs office.
3. Feedback from promoting body such as Chancellor, Pro Chancellor, Executive Director etc.
4. All the suggestions to be compiled by the Registrar office.
5. A team of following officers will formulate Vision and Mission of the University.
 - Pro Vice Chancellor (Chairman)
 - Director IQAC (Member)
 - Coordinator Students Affairs (Member)
 - Registrar (Member Secretary)



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6. The prepared Vision would be placed to the standing committee for the approval.
7. The approved Vision would be circulated to all the Deans/ HOSs/ HODs and displayed on the website for wider circulation.

B. School/ Department Vision and Mission Formulation

1. Vision and Mission of the University are taken as basis.
2. Dean/ HOS/ HOD would organize meetings with stakeholders and collect their views/ feedback.
3. Dean/ HOS/ HOD summarize the collected views and finalize the draft of Vision and Mission and forward the same to Departmental Committee.
4. Departmental Committee reviews and finalizes the statements and further submitted to Registrar office in approval of to the Academic Council.
5. The Dean/ HOS/ HOD of the School/ Department publishes the approved Vision and Mission statements.