SAGE University, Bhopal
Standard Operating Procedure
Annual Report

Name of Approving Authority:	<u>Vice Chancellor</u>	**SOP No.:**	38
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1. Annual Report

An **Annual report** is a comprehensive statement of the various activities and results in the past year of a company or organization. Apart from informing shareholders and investors, annual reports are also an opportunity for outreach. The document doesn't have to be merely financial and can include information that goes beyond business performance.

2. Annual Report of University

Annual report of any University is a comprehensive report on the activities held throughout the preceding academic year. Annual report is intended to give stakeholders and other interested people information about the activities including academic and financial performance of the University. It recognizes the achievements of all the Schools, Departments and Cells. In addition, it also provides information on the activities of student societies, institutional social responsibility and prominent visitors to the University during the academic year.

The **Annual Report of SAGE University, Bhopal** includes –

- ➢ About the University
- ➢ Vision and Mission
- ➢ Leader's Messages
- ➢ Structural Hierarchy and Positions
- ➢ About the Schools
- ➢ Curriculum Components
- ➢ Teaching-Learning and Evaluation System
- ➢ Mentorship Model
- ➢ Faculty Achievements (Research Publications, Book/ Book Chapters/Patents/ Copyrights, Awards and Recognition, any other achievements)
- ➢ Student's Achievements

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- ➤ SAGE Student Ambassadors Council
- ➤ Student's Clubs and Societies
- ➤ SAGE Talks
- ➤ Conferences/Seminars/Webinars/Conclaves Conducted
- ➤ Faculty Development Programs
- ➤ Workshops
- ➤ Value Added Courses
- ➤ SAGE Summer/Winter School
- ➤ Research and Development Cell
- ➤ Training and Placement Cell
- ➤ Ph D Cell
- ➤ IQAC Cell
- ➤ CRC
- ➤ SAGE Awards
- ➤ Experts Visits
- ➤ Other Miscellaneous Events

3. Annual Report of Schools

Annual report of any School is the report of the past activities and achievements with the future plan of the School. Dean/ HOS/ HOD are responsible for making annual report which shows the major initiatives and events of their schools during the academic year. It recognizes the achievements of the students and faculty.

SAGE University, Bhopal
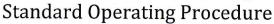## Standard Operating Procedure
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It is mandatory for all the Schools of SAGE University, Bhopal to prepare and submit the report to Vice Chancellor's office within 15 days after the completion of academic session. This report includes

- ➢ About the School
- ➢ Vision and Mission
- ➢ Programs offered with Intake
- ➢ MOUs and Tie-Ups
- ➢ Faculty Achievements
- ➢ Student's Achievements
- ➢ Professional Chapters Events
- ➢ SAGE Talks
- ➢ Conferences/ Seminars/ Webinars/ Conclaves Conducted
- ➢ Faculty Development Programs
- ➢ Workshops
- ➢ Value Added Courses
- ➢ SAGE Summer/Winter School
- ➢ Research and Development Including Publications & PhD Scholars/Book Chapters/ Patents / Copyrights, Awards and Recognition, (For Faculty staff/School/Experts Visited, any other achievements)
- ➢ Internship/ Training & Placement
- ➢ Any future Scope
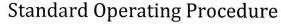
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➢ Research Publications (in the following format)

S. No.	Authors	Title	Journal	ISSN No.	Indexing	Impact Factor

➢ Research Projects

S. No.	Submitted by	Title of the Project	Amount	Agency	Status

➢ Book and Book Chapters (in the following format)

S. No	Authors	Title	Publisher	Volume	ISBN No.

➢ Patents and Copyrights

S. No.	Title	Applicant	Application ID	Status

➢ Awards and Recognition

S. No	Name	Date	Award Name	Awarded by	Awarded for

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➤ Faculty as External Expert

S. No.	Name	Date	Topic	Delivered At	No. of Participants

➤ Students' Achievements

S. No.	Photograph	Details

➤ Internship in Industries

S. No.	Name of Student	Company Name	Dates

➤ Workshops/ Value Added Courses Organized

S. No.	Date	Duration	Title	Expert/ Resource Person	Affiliation	No. of Participants

➤ Conference/ Seminar/Webinar/ Conclave Organized

S. No.	Topic	Dates	Name of Expert(s)	Affiliation	No. of Participants

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➢ SAGE Talks

S. No.	Creative	Date	Title	Expert/ Resource Person	Affiliation	No. of Participants

➢ Conference/ Seminar/Webinar/ Conclave

S. No.	Participant	Level	Title	Date	Duration	Organized by

➢ Faculty Development Programs

S. No.	Title	Date	Organized by	Name of Attendee	Duration

➢ Visitors/ Expert

S. No.	Name	Photograph	Designation and Affiliation	Purpose