



# SAGE University, Bhopal

## Standard Operating Procedure



### Academic Activities

Name of Approval

Vice Chancellor

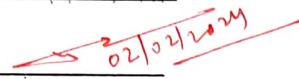
SOP No.:

52

Authority:

Signature:

Date:

 02/02/2024

Page No.:

1 of 6

Revision No.:

1

Date:

02.02.2024

In order to bring the Transparency and practicing good Quality Teaching-Learning in the HEIs of the SAGE Group, various activities / roles to be perform by different Stakeholders time to time during and Academic Semesters. The Following table represents various activities with a time line.

S.No	Activity	Frequency/ Timeline	Level-1 Prepared by	Level -2 Approving Authority	Level -3 Reporting Authority	Reference Document	Reference Document/ Annexure Number
1	BOS Conduction	March (Once in an Academic Year or as per need)	Member Secretary of BOS	Chairman of BOS/Dean	Dean Academics/ Pro-VC/VC	BOS Format	
2	BOS Documents Submission to Registrar office for further Approval of Academic Council	April (Within One Month after Conduction of BOS)	Member Secretary of BOS	Chairman of BOS/Dean	Dean Academics/ Pro-VC/VC	BOS Format	
3	Academic Council Meeting	May (Once in a Year or as per need)	Registrar	AC Members	VC	AC Meeting Format	
4	Convocation	Oct-Dec as per availability of the Guests (Once in a year)	Registrar	Dean/COE	Dean Academics/ Pro-VC/VC	Convocation SOP	SOP-53
5	Duration of Semester	6 Months (Autumn and Spring)	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC	Academic Calendar	
6	Commencement of Semester	As per Academic Calendar	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC	Academic Calendar	
7	Course Registration of Students	As per Academic Calendar	Mentor	HOD/HOS/ Dean	Dean Academics/ Pro-VC/VC	ERP	E-1
8	Calculation of Teaching Load & generation of faculty requirement to be given to HR through VC	45 days prior to the Semester	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC	Teaching Load Format	Annex-1



# SAGE University, Bhopal

## Standard Operating Procedure



### Academic Activities

Name of Approval

Vice Chancellor

SOP No.:

52

Authority:

Signature:

Date:

*D2.02.2024*

Page No.:

2 of 6

Revision No.:

1

Date:

02.02.2024

9	Appointment of Faculty	30 days prior to the Semester	HR/HOD	HOS/Dean	Dean Academics/ Pro-VC/VC	Faculty Recruitment Form	Annex-1B
10	Timetable preparation of common courses (UC/GE/Inter disciplinary Minors/Training)	20 days prior to the Semester	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC	Time Table Format	Annex-2
11	Teaching load allocation and timetable preparation of department / Institute/School	15 days prior to the Semester	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC	Teaching Load and Time Table Formats	Annex-1A & 2
12	Faculty-wise Individual Time Table / Day wise School timetable	10 days prior to the Semester	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC	Individual Time Table Format	Annex-2A & 2B
13	Lesson Plan of all Subjects	10 days prior to the Semester	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC	Teachers' Diary	Annex-3
14	Course File Preparation	10 days prior to the Semester	Faculty	HOD/HOS/ Dean	Dean Academics/ Pro-VC/VC	Course File Formats	Annex-4
15	Course File / Teachers' Diary Check List Submission in Format	5 days prior to the Semester	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC	Course File Checklist Formats	Annex-4A
16	Experiential Learning (Teaching Pedagogy Details Submission)	5 days prior to the Semester	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC	Exp. Learning Format	Annex-5
17	University common courses details with Syllabus in format Submission	25 days prior to the Semester	Academic Coordinator of University	HOS/Dean	Dean Academics/ Pro-VC/VC	University common courses submission Format	Annex-6





# SAGE University, Bhopal

## Standard Operating Procedure



### Academic Activities

Name of Approval

Vice Chancellor

SOP No.:

52

Authority:

Signature:

Date:

\_\_\_\_\_

Page No.:

3 of 6

Revision No.:

1

Date:

02.02.2024

18	Mapping of Courses and faculty in ERP	10 days prior to the Semester	ERP Coordinator of School/Institute	HOS/Dean	Dean Academics/ Pro-VC/VC	ERP	E-2
19	University common courses group creation in ERP	10 days prior to the Semester	Academic Coordinator of University through ERP Section	HOS/Dean	Dean Academics/ Pro-VC/VC	ERP	E-3
20	Subject Master Submission and Approval	15 days prior to the Semester	ERP Coordinator of School	HOS/Dean	Dean Academics/ Pro-VC/VC	ERP	E-4
21	Submission of previous Semester Course File/Teachers Diary in library	10 days after End of Teaching	Faculty	HOS/Dean	Dean Academics/ Pro-VC/VC	Course File/ Teachers' Diary	
22	Course registration of students and verification	As per Academic Calendar	TG/Mentor	HOS/Dean	Dean Academics/ Pro-VC/VC	ERP	
23	Conduction of regular Theory and Practical classes	Throughout the Semester	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC	As per timetable	
24	Class Observation	Regularly	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC	Class Observation Format	Annex-7
25	Checking of Course Files / Teachers' Diary of faculty	Monthly	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC	Course File / Teachers' Diary	TD Page No 107
26	Students' Feedback of Faculty in ERP	In 5 <sup>th</sup> week of commencement of semester (Once in a semester)	Academic Coordinator/ DSA	Dean Academics/ Pro-VC	VC	ERP	Annex-8
27	Preparation and conduction of MST-I	As per Academic Calendar	School Exam Cell	HOD/HOS/ Dean	Dean Academics/ Pro-VC/VC	MST QP Format	



# SAGE University, Bhopal

## Standard Operating Procedure



### Academic Activities

Name of Approval

Vice Chancellor

SOP No.:

52

Authority:

Signature:

Date:

02/02/2024

Page No.:

4 of 6

Revision No.:

1

Date:

02.02.2024

28	Evaluation of MST-I and showing answer scripts to students and getting it signed from them and submit in the Exam Cell	1 week after the End of MST-I	Faculty	HOD/HOS/ Dean	Dean Academics/ Pro-VC/VC		
29	Identification of fast and slow learners	1 weeks after the End of MST-I	Faculty	HOD/HOS/ Dean	Dean Academics/ Pro-VC/VC	Course file / Teachers' Diary	SOP-39
30	Academic Report	Fortnightly (on each first and third Saturdays)	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC		Annex - 9
31	Evaluation of MST-II and showing answer scripts to students and getting it signed from them and submit in the Exam Cell	1 week after the End of MST-II	Faculty	HOD/HOS/ Dean	Dean Academics/ Pro-VC/VC		
32	List of Debarred Students from appearing in ESE	2 weeks before End of Teaching	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC		Annex-10
33	End Semester Exam (Practical)	As per Academic Calendar/Exam Time Table	Internal Faculty Experts and External Expert	HOS/Dean	Dean Academics/ Pro-VC/VC	ERP	
34	End Sem Exam (Theory)	As per Academic Calendar	Exam Section and University Exam Conduction Team	COE	Dean Academics/ Pro-VC/VC	As per academic calendar / exam timetable	
35	Internal Academic Audit	Nov and May (Twice in a year)	Documentation in-charge/ HOD/HOS	Audit Team	Dean Academics/ Pro-VC/VC	Audit Format	Annex-11A & 11B



# SAGE University, Bhopal

## Standard Operating Procedure



### Academic Activities

Name of Approval

Vice Chancellor

SOP No.:

52

Authority:

Signature:

Date:

02/02/2024

Page No.:

5 of 6

Revision No.:

1

Date:

02.02.2024

36	Setting up ESE Question Paper/Moderation	60 days to 10 days prior to ESE till Complete Evaluation	Exam Section / Faculty	COE	Dean Academics/ Pro-VC/VC	Prescribed format approved by BOS and AC	
37	Submission of internal assessment on ERP	As per Academic Calendar	HOD	HOS/Dean	COE/ Pro-VC/VC	ERP (to be developed)	
38	Assessment of ESE Answer Scripts	Within 2 weeks after Conduction of Subject Exam	Subject Expert Faculty	COE	Dean/ Pro-VC/VC	Digital Evaluation Software	
39	Assessment of PBL/Minor/Major/ Field Project/ Internship	Two times in a Semester at the time of MST-I and MST -II	Supervisor/HOD	HOS/Dean	COE/ Pro-VC/VC		SOP-1 & 6
40	Attendance Compilation and sending letters to parents (low attendance)	Monthly	Mentor	HOS/Dean	COE/ Pro-VC/VC	ERP	SOP-5
41	Conduction of various academic activities like SAGE Talks/ Workshops/SWS/ SSS/Seminars/ Conference	As per vision plan	Faculty Coordinator	HOD / HOS/Dean	Dean Academics/ Pro-VC/VC		SOP-9
42	Conduction of Advisors' meet	Once in a year	HOS/Dean	Pro-VC	VC		
43	Participation & Conduction of co-curricular/extra-curricular/Sports activities/Founders Day	As per Event Calendar	Faculty Coordinator	HOD/HOS/ Dean	Dean Academics/ Pro-VC/VC		SOP-35





# SAGE University, Bhopal

## Standard Operating Procedure



### Academic Activities

Name of Approval

Authority:

Signature:

Date:

Vice Chancellor

02/02/2024

SOP No.:

52

Page No.:

6 of 6

Revision No.:

1

Date:

02.02.2024

44	Conduction of Alumni meet	Once in a year	DSA	Pro-VC	VC		
45	Result Analysis	Once in a Semester (within 2 days after the declaration of Result)	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC		Annex-12A & 12B
46	Attainment of CO/PO/PSO/PEOs through ERP/ Software	Within 15 Days after Declaration of Results	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC	ERP (to be developed)	SOP-40
47	External Audit	Dec and June (Twice in a year)	Documentation in-charge/ HOD/HOS	Audit Team	Dean Academics/ Pro-VC/VC	Format	Annex-11A & 11B
48	School Summary Report	After the end of academic session (July)	HOD	HOS/Dean	Dean Academics/ Pro-VC/VC	Format	Annex-13



# SAGE University, Bhopal

## Standard Operating Procedure



### Convocation: Procedure and Guidelines

Name of Approval  
Authority:  
Signature:  
Date:

Vice Chancellor

8/2/2024

SOP No.: 53

Page No.: 1 of 20

Revision No.: \_\_\_\_\_

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

#### Convocation

Convocation is the ceremony to honor the achievements of students and acknowledge their success through formal certification. Gold medals and awards are also awarded to the meritorious students on this occasion.

In **Sanjeev Agrawal Global Educational University**, Bhopal Convocation for the purpose of conferring degrees shall ordinarily be held every year on date fixed by the Vice Chancellor with prior approval of the Chancellor and shall be called as Annual Convocation. A special convocation may be held if found necessary and convenient. Major points of Convocation preparation are

#### 1. Planning and Preparation

- Formulate a convocation committee comprising representatives from various departments with a senior member as a team leader of different committee.
- State clear division of task to all the members of the committee
- Determine the timeline of the convocation like date, time duration and venue for the convocation ceremony (e.g., Main Auditorium, University Campus).
- Allocate a specific budget for the event, considering expense for venue rental, decorations, printing refreshments etc.
- Identify, prepare a list and invite Chief Guests, Guest of Honor, Dignitaries and Special Guests (e.g., Alumni, Renowned Scholars).
- Prepare a systematic outline of the sitting arrangement, sequence of speech, felicitation of guests, award presentations and other cultural events.



# SAGE University, Bhopal

## Standard Operating Procedure

### Convocation: Procedure and Guidelines

Name of Approval

Vice Chancellor

SOP No.:

53

Authority:

Signature:

Date:

[Signature]

Page No.:

2 of 20

Revision No.:

Date:

#### 2. Communication and Invitations

- Design a formal invitation and distribute them to graduating students, faculty members and staff.
- Send personalized invitations to dignitaries and special guests.
- Provide clear instructions regarding registration, attire and any required documentation.
- Create an online registration system to manage and track attendance.

#### 3. Logistics and Setup

- Visit the selected venue to assess its suitability and make necessary arrangements.
- Coordinate with the venue management committee for seating arrangements, stage setup and audio-visual requirements.
- Arrange for a hassle free sound system, microphones, projectors and screens for presentations and other resources like water bottles etc.
- Decorate the stage with university banners, flower arrangements and backdrop signage.
- Ensure the demarcation and designated areas for chief guests, VIPs and graduating students (stream wise) and for accompanying person.

#### 4. Rehearsals

- Schedule a proper rehearsal with graduating students, faculty members and event staff a day before the main event.
- Guide participants through the sequence of events, including walking on the stage, receiving awards exit after receiving the degree and speeches.
- Address any concerns, clarify procedures and ensure everyone understands their assigned roles & responsibilities.
- Conduct a final run-through to ensure a smooth and coordinated ceremony.





# SAGE University, Bhopal

## Standard Operating Procedure



### Convocation: Procedure and Guidelines

Name of Approval  
Authority:  
Signature:  
Date:

Vice Chancellor

8/11/20

SOP No.: 53

Page No.: 3 of 20

Revision No.:

Date:

#### 5. Event Execution

- Ensure that all the participants report and are seated before the commencement of the event to avoid any unnecessary nuisance in the area.
- Commence the convocation with National Anthem followed by a formal inauguration of lighting of the lamp and a performance of the Saraswati Vandana by the Chief Guests, Guest of Honor, Distinguished Guests and other dignitaries followed by welcome speech by the University Vice Chancellor respectively.
- Follow the predetermined sequence of agenda including speeches by dignitaries.
- Present awards, degrees, and certificates to graduating students by announcing their names.
- Capture photographs and videos of the ceremony, ensuring consent and privacy considerations.
- Decide a hastag and form a special page for Alumni on all social media platforms to preserve their memorable moment (Highlight)
- Conclude the event with closing remarks and congratulations to the graduating students.

#### 6. Reception and Refreshment

- Set up a designated area for a post-ceremony reception (e.g., University courtyard or nearby hall).
- Arrange for light refreshments/lunch to be decided by the University management.
- Provide an opportunity for graduates, faculty and guests to interact and celebrate achievements in the best possible manner
- Assign security guards at regular intervals to avoid any unforeseen cases.
- Display photo booths or props for fun and memorable photo opportunities. (QR code to get photographs of the event).



# SAGE University, Bhopal

## Standard Operating Procedure

### Convocation: Procedure and Guidelines

Name of Approval  
Authority:  
Signature:  
Date:

Vice Chancellor

SOP No.:

53

Page No.:

4 of 20

Revision No.:

Date:

#### 7. Registration of Students and Dress Distribution

- Students to be registered by paying a nominal fee decided by the University through website/ Google form.
- On arriving in the University premises, students can confirm their arrival and get the convocation dress from the registration desk.

#### 8. Post-Event Activities

- Gather feedback from participants and attendees to evaluate the event success and identify areas for improvement by sharing a google link on their What's App No.
- Share event highlights, photographs and videos through University websites, social media platforms, newsletters & media coverage.
- Express gratitude by sending thank-you notes to chief guests, distinguished guests, guests of honor and dignitaries.
- Archive relevant documents, photographs and videos for future references and historical records.  
(Since it is our 1<sup>st</sup> Convocation can make a dedicated wall/space for photograph highlights).

#### 9. Conferment of the Degree

- COE Office would prepare the list of candidates eligible for the award of the Degree after verification.
- COE Office shall prepare the register with recommendation for the conferment of Degree and forward it to Registrar Office.
- COE Office shall prepare the list of first/second position holder of each program, eligible for the Award of Gold/Silver medal, shall be prepared with recommendation for the Award of Medal and forward it to Registrar Office.
- Registrar shall put the details of conferment of Degree and Medals to Academic Council for further approval.



# SAGE University, Bhopal

## Standard Operating Procedure

### Convocation: Procedure and Guidelines

Name of Approval  
Authority:  
Signature:  
Date:

Vice Chancellor

[Signature]

SOP No.: 53

Page No.: 5 of 20

Revision No.:

Date:

(v) Meeting of Academic Council is then called 15 days Prior to the date of Convocation. Academic Council considers this list and recommend to the Board of Management for further approval.

(vi) A meeting of Board of Management is called normally 10 days prior to the "CONVOCATION" for considering the recommendation of Academic Council and for the approval of conferment of the degree.

#### 10. Award of Degree

SAGE University, Bhopal would award degree in three modes –

- (i) In Person– In a formal ceremonial assembly "CONVOCATION"
- (ii) In Absentia - Students who are unable to attend the "CONVOCATION" would be conferred the degree in absentia. The degree would be dispatched at their address after receiving the prescribed fees.
- (iii) In case of cancellation of "CONVOCATION", the degree would be dispatched to all the candidates through registered post.

#### 11. Fees

- (i) The Fees for **admission to the degree** at the Convocation in person or in absentia shall be as decided by Academic council.
- (ii) The Fees for **convocation dress** will be paid by student at the time of registration, it will be decided yearly by The Registrar office.

#### 12. Convocation Committee

In order to execute the Convocation Ceremony, a Convocation Committee would be constituted. There would be a Core Committee and various Sub Committee as per **Annexure-1**.





# SAGE University, Bhopal

## Standard Operating Procedure



### Convocation: Procedure and Guidelines

Name of Approval  
Authority:  
Signature:  
Date:

Vice Chancellor

SOP No.: 53

Page No.: 6 of 20

Revision No.: \_\_\_\_\_

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

#### 13. Guests of Convocation

- (i) The Visitor
- (ii) Chief Guest
- (iii) Guest of Honor (s)
- (iv) All the members of Governing Body, Board of Management, Academic Council, Advisory Board,
- (v) Graduated students and their parents
- (vi) Chairman and Secretary of all the Regulatory Bodies
- (vii) Secretary, MHRD
- (viii) Chairman, MPPURC
- (ix) Chancellor/ Vice Chancellors of selected Universities
- (x) Central, State and District level VIPs
- (xi) Local Government and Private sector officers
- (xii) Industrialists , Personal Guests
- (xiii) Some Selected Alumni

#### 14. Regulations for Conducting

- 1) Convocation at SAGE University, Bhopal will be held every year.
- 2) Date of Convocation will be fixed by Vice Chancellor in consultation with Board of Management and mention it in academic calendar well in advance.
- 3) The candidates who have passed their exams since the last convocation shall be eligible for the convocation.



# SAGE University, Bhopal

## Standard Operating Procedure



### Convocation: Procedure and Guidelines

Name of Approval  
Authority:  
Signature:  
Date:

Vice Chancellor

SOP No.:

53

Page No.:

7 of 20

Revision No.:

Date:

- 4) The Registrar in consultation with the Vice Chancellor can prepare and release the program and procedure to be observed during the convocation.
- 5) Not less than 2 weeks' notice shall be given to recipients of the degree by the Registrar.
- 6) The student desires to receive the degree in person must apply to registrar at least seven working days before the Convocation.
- 7) The Degree/Diploma certificates shall be awarded after the completion of program and fulfilling the conditions of award as per rules of respective programs
- 8) The Registrar shall send a program of the Convocation and procedure to be observed during the convocation along with a brief to the Visitor, the Chancellor, the Pro-Chancellor, the Governing Body, the Board of Management, the Vice-Chancellor, the Pro-Vice Chancellor, the Academic Council and Deans of the Schools
- 9) Vice-Chancellor should sign every degree. The date on each degree will be date of the declaration of result not the date of award.
- 10) A rehearsal may be arranged before the Convocation, with the students. Students absent in rehearsal run the risk of not being admitted to the Convocation.
- 11) Graduates desiring to receive the degree in person must apply before the last date fixed by the Registrar, together with the fees prescribed by the University.
- 12) If any student is unable to present in the Convocation, may apply for receiving the degree in absentia in the prescribed format along with the prescribed fees.
- 13) The Chancellor shall, preside over the Convocation for conferring degrees
- 14) All the Dignitaries such as Chief Guest the Visitor, Chancellor, Pro-Chancellor, Governing Body, Board of Management, Vice Chancellor, Pro-Vice Chancellor, Academic council and Deans shall wear the academic dress as approved by the Governing Body.



# SAGE University, Bhopal

## Standard Operating Procedure

### Convocation: Procedure and Guidelines

Name of Approval  
Authority:  
Signature:  
Date:

Vice Chancellor

*Signature*

SOP No.: 53

Page No.: 8 of 20

Revision No.:

Date:

- 15) Candidates at the Convocation shall wear dress as decided by the University to their respective degrees as specified in rules by the University.
- 16) No candidate shall be admitted to the Convocation who is not in proper academic dress prescribed by the University.
- 17) The members of the Academic Procession shall assemble at the prescribed time and place and walk towards dais, there may be invocation of "any supreme power" to bless the students, while the order of the procession is-
- a) The members of Academic Council (Last)
  - b) Deans of Faculty
  - c) Board of Management
  - d) Pro-Vice Chancellor(s)
  - e) Vice Chancellor
  - f) Pro-Chancellor
  - g) Other nominated guest (s)
  - h) Chancellor
  - i) The visitor
  - j) Registrar (Front)

All Above other than Deans and Academic Council shall take their seats on dais.

- 18) All the students present in the convocation desired to receive the degree shall seat at the places reserved for them before the entry of procession. After the entry of procession in hall, all shall remain standing until the procession members will take their respective seats.
- 19) Lamp may be lighted by the Chief Guest and other dignitaries, to invoke the blessings of GOD.





# SAGE University, Bhopal

## Standard Operating Procedure



### Convocation: Procedure and Guidelines

Name of Approval

Vice Chancellor

SOP No.:

53

Authority:

Signature:

Date:

[Signature]

Page No.:

9 of 20

Revision No.:

Date:

20) The Registrar shall take the permission of the visitor and/or the Chancellor and in their absence the Pro Chancellor/ Vice Chancellor to start the proceedings by saying "The Convocation of Sanjeev Agrawal Global Educational University has been called to confer the undergraduate degrees, postgraduate degrees, doctorate degrees, diploma and other academic distinctions (as the case may be). May I with your permission declare the convocation opens?"

21) The Chancellor in their absence the Pro Chancellor/ Vice Chancellor shall pronounce "I permit the convocation to be declared open". Thereafter, Registrar shall pronounce "With the permission of Visitor/Chancellor/ Pro Chancellor/ Vice Chancellor, of declare the convocation open".

22) Then the **Vice Chancellor** shall present the report of the year's work in the University

23) The Honorary degrees, if any, shall be conferred immediately after the opening of the Convocation.

24) When all the candidates have been presented, the COE shall lay the record of the degrees that have been conferred before the Chancellor, who shall sign the same.

25) Award of Degrees Honoris Causa. The Vice Chancellor shall read the citation. The dignitary on whom the degree is to be conferred shall rise and receive the degree certificate from the Chancellor. The recipient may be permitted to make a speech if he or she so desires.

The Vice-Chancellor will then request the Visitor/Chancellor to confer the Honorary Degree using the following words: "By virtue of the authority vested in me as the Vice Chancellor of the Sanjeev Agrawal Global Educational University, I request the Honorable Visitor/Chancellor that you may be pleased to graciously confer upon [Name of Recipient] the degree of [Degree Name] for his/her outstanding services in the specified area.

The Chancellor/Vice –Chancellor, while presenting the Certificate of the honorary degree, shall say to the recipient, "I confer upon you the degree of [Degree Name]. "Then if required, the National Anthem of country of Dignitary/Recipient shall be played [if permitted by Chancellor]"



# SAGE University, Bhopal

## Standard Operating Procedure



### Convocation: Procedure and Guidelines

Name of Approval  
Authority:  
Signature:  
Date:

Vice Chancellor

SOP No.:

53

Page No.:

10 of 20

Revision No.:

Date:

- 26) The recipient, will than present his address, if any.
- 27) The Vice-Chancellor or, in his absence, the Pro Vice-Chancellor, shall declare, "Let the students be presented."
- 28) The order of the presentation of the Degrees is as follows:
- a) D. Litt. (Honorary Degree) (Annexure – II)
  - b) Post-Doctoral degrees
  - c) PhD degrees (Annexure – III)
  - d) Post Graduate degrees (Annexure – IV)
  - e) Under Graduate degrees (Annexure – V)
  - f) Diploma Certificates (Annexure – VI)
  - g) **Gold/Silver Medal to Diploma/UG Students/PG Students (discipline/faculty wise):** 01 Gold/01 Silver medal will be provided to topper students who have secured more than or equal to 8.0 CGPA completed the degree in minimum duration without backlog and only into those program where student's enrollment is more than 20 in numbers. The University may club two or more programs for awarding Gold/Silver medals, if the count of students is different Programs is less than 20.
  - h) Degree Register will be prepared by COE that will be signed by Chancellor at the time of Convocation.

- 29) The Dean/HOS/Principal or in their absence Registrar of the University shall present all the students of their respective School and the Vice Chancellor shall admit the students to the degree concerned.

The Dean says "Sir, I present you this/these student/students, who have been examined and qualified for the degree of [Degree Name] to which I prey He/ She / They may be admitted"



# SAGE University, Bhopal

## Standard Operating Procedure

### Convocation: Procedure and Guidelines

Name of Approval

Vice Chancellor

SOP No.:

53

Authority:

Signature:

Date:

[Signature]  
8/2/2023

Page No.:

11 of 20

Revision No.:

Date:

The Vice-Chancellor shall address each time as follows while awarding the degree say to the students, which shall remain standing (This activity may be done collectively after presenting all the degrees) "By virtue of the authority vested in me as Vice-Chancellor of the University, I admit you to the degree of [Degree Name] in this University and charge you to prove worthy of the honor conferred upon you.

The student shall acknowledge with a bow. The recipients of the degrees shall remain standing while the Dean and the Vice-Chancellor admit the students to the degrees.

- 30) After the degrees have been conferred, the Dean shall declare the number of Degrees/Diplomas that have been conferred on Regular and Part Time Students present in the convocation and also in absentia.
- 31) The Chancellor/Vice Chancellor shall say "Let all the candidates stand up and take the pledge". The Chancellor shall read out the pledge and the candidates shall repeat the oath after the Chancellor. While the candidates remain standing, the Chancellor shall say "WE SHALL IN THOUGHT, WORD AND DEED EVER ENDEAVOR TO BE SCRUPULOUSLY HONEST IN THE DISCHARGE OF OUR DUTIES IN OUR PROFESSION AND SHALL UPHOLD THE DIGNITY AND INTEGRITY OF OUR PROFESSION AND THE HONOUR OF OUR UNIVERSITY AND NATION". **The Chancellor/Vice Chancellor, followed by all else shall be seated.**
- 32) The Visitor/The Chancellor/The Pro-Chancellor or Vice-Chancellor, shall then present the medals and prizes to the recipients of the medals/prizes, who shall be called individually by the Vice Chancellor/Pro Vice Chancellor and shall stand before the Visitor/The Chancellor/The Pro-Chancellor, as the case may be.



# SAGE University, Bhopal

## Standard Operating Procedure

### Convocation: Procedure and Guidelines

Name of Approval  
Authority:  
Signature:  
Date:

Vice Chancellor

8/2/2024

SOP No.: 53

Page No.: 12 of 20

Revision No.: \_\_\_\_\_

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

- 33) The Chancellor/ Pro-chancellor/ Vice Chancellor or Master of Ceremony (MVC) will introduce the Chief Guest
- 34) The Chief Guest then will deliver the **Convocation Address**
- 35) The Governing Body member (anyone) will propose Vote of Thanks
- 36) The Registrar with permission of the Visitor and/or the Chancellor, and in his absence with the permission of the Pro-Chancellor will then declare the convocation closed.
- 37) National Anthem shall then be played, **after requesting all to stand up for the National Anthem.**
- 38) Then after the playing of National Anthem, the procession will leave the Convocation hall in the reverse order in which it entered. All shall remain standing till the procession moves out of the hall.
- 39) The Chancellor may suspend holding of the Annual Convocation. In such case, the degrees will be sent to the students, duly signed, at their address. The Registrar shall notify the suspension of the convocation and invite applications from the students, who desire to take the degree. The degree will be sent to those students, who have applied for obtaining the degrees on payment prescribed by the University.
- 40) A special convocation may be held for the purpose of conferring Honorary degree on a distinguished person. The general procedure of same shall remain the same as listed above.





# SAGE University, Bhopal

## Standard Operating Procedure

### Convocation: Procedure and Guidelines

Name of Approval

Vice Chancellor

SOP No.: 53

Authority:

Signature:

Date:

8/2/2021

Page No.: 13 of 20

Revision No.:

Date:

#### 15. Academic Costumes

The Academic Costumes shall be worn at the time of convocation for conferring degrees. The specifications of the colour, material, weaving, dying etc. shall be as under:

1. Category: Visitor, GB Members, BOM, Vice Chancellor, Pro Vice Chancellor, Other Nominated Guest.
2. Category: Academic Council, Deans, Registrar, COE.
3. Category: Students.
4. Remaining all faculty and Staff: As decided by University time to time.

#### 16. Sitting Arrangement on the Dias

Following member will sit on stage and all other as per auditorium arrangement

First Row of the auditorium will be occupied by Dean's and Academic Council members and special guests.

Podium	Registrar	Pro Vice Chancellor-1	Executive Director	Pro Chancellor	Guest of Honor 2	Chief Guest	Chancellor	MPPURC Chairman ( Guest of Honor 1)	Guest of Honor 3	Vice Chancellor	Pro vice Chancellor-2
--------	-----------	-----------------------	--------------------	----------------	------------------	-------------	------------	-------------------------------------	------------------	-----------------	-----------------------



## SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

### Convocation Committee

The following committees will be constituted for the Convocation of SAGE University, Bhopal.

Core Committee		
Vice Chancellor	Chairperson	Responsible for overall coordination and execution of Convocation
COE	Vice Chairperson	
Other 4-7 Senior authorities of the University	Member	
Registrar	Member Secretary	

S. No.	Name of the Committee	Committee Members	Date of Completion	Responsibility	Core Committee Representative
1a.	Invitation Committee (for Chief Guest/ Guest of Honour/ D.Lit awardee)	Two Senior Authorities	One Month Prior to the date of Convocation	<ul style="list-style-type: none"> <li>To prepare list of senior experts</li> <li>To get it approved from University Senior authorities</li> <li>To send invitation &amp; follow up with their office.</li> </ul>	To be decided by the Vice Chancellor
1b.	Invitation Committee (Other Guests)	Two Senior Authorities	15 days Prior to the date of Convocation	<ul style="list-style-type: none"> <li>To prepare Guest list.</li> <li>Printing &amp; Distribution of Cards to guests.</li> </ul>	To be decided by the Vice Chancellor
2a.	Students Registration	Two Senior Authorities	15 days Prior to the date of Convocation	<ul style="list-style-type: none"> <li>Prepare a confirmed list of attending Students &amp; Parents.</li> <li>Ensuring their attendance.</li> <li>Arrangement of attire as per approval</li> <li>Collecting the Degree fee/Dress fee as decided.</li> <li>To prepare a final list of all attendees.</li> <li>To coordinate for the measurement, preparation and distribution of Convocation dress to registered students.</li> </ul>	To be decided by the Vice Chancellor
			1-2 days Prior to the date of Convocation	<ul style="list-style-type: none"> <li>To distribute the dress to registered students.</li> <li>Conducting Rehearsal of the event.</li> </ul>	To be decided by the Vice Chancellor
2b.	Branding, Promotion in Digital, Social, Print, Radio and TV	Two Senior Authorities	One Month Prior to the date of Convocation	<ul style="list-style-type: none"> <li>Complete promotion of the event on all Medias.</li> </ul>	To be decided by the Vice Chancellor
3.	Degree Distribution	Two Senior Authorities	One Month Prior to the date of	<ul style="list-style-type: none"> <li>To prepare, check and distribute degrees to the</li> </ul>	To be decided by the Vice

	Committee		Convocation	registered students.	Chancellor
4.	Convocation Dress of all Stakeholders, Procession, Dias arrangement, Convocation by following convocation SOP	Two Senior Authorities	One Month Prior to the date of Convocation	<ul style="list-style-type: none"> <li>To finalize the dress &amp; its timely delivery to registration team for students.</li> <li>To deliver the dress to faculty and all guests.</li> <li>To ensure that convocation is conducted as per SOP.</li> </ul>	To be decided by the Vice Chancellor
5.	Hospitality	Two Senior Authorities	15 days Prior to the date of Convocation	<ul style="list-style-type: none"> <li>To organize for Ticket &amp; Taxi Booking for Guests.</li> <li>To make payment for their Local Travel.</li> <li>To finalize Hotel/Guest House for stay.</li> <li>To arrange Taxi for local travel/Pick &amp; Drop at Airport/ Railway station.</li> <li>To organize for the local visits/Sanchi visit of guests.</li> </ul>	To be decided by the Vice Chancellor
6.	Sound, Light, Video	Two Senior Authorities	15 days Prior to the date of Convocation	<ul style="list-style-type: none"> <li>Arrangement of still Photography, Videography of the event, external audio system arrangement, Projector arrangement for the event.</li> </ul>	To be decided by the Vice Chancellor
7.	Hall Management & Discipline	Two Senior Authorities	4 days Prior to the date of Convocation	<ul style="list-style-type: none"> <li>Seating arrangement with separate indicator for Graduating Students</li> <li>Invited Guest, Parents, Media, Faculty &amp; Students.</li> <li>Maintaining Discipline &amp; Decorum in the Hall.</li> </ul>	To be decided by the Vice Chancellor
8.	Stage Management	Two Senior Authorities	4 days Prior to the date of Convocation	<ul style="list-style-type: none"> <li>Preparation of stage as per the Protocol of the Program.</li> <li>Comparing for the event.</li> <li>Tilak at main gate to guests and put Badges to all Guests.</li> </ul>	To be decided by the Vice Chancellor
9.	Decoration Committee	Two Senior Authorities	One Week Prior to the date of Convocation	<ul style="list-style-type: none"> <li>Decoration of the Venue.</li> <li>Decoration of the Premises by Flex &amp; Banners at different locations</li> </ul>	To be decided by the Vice Chancellor
10.	Refreshment Committee	Two Senior Authorities	One Week Prior to the date of Convocation	<ul style="list-style-type: none"> <li>To arrange for High Tea in Chancellor's Office for Dignitaries.</li> <li>To arrange for High Tea after the event for attendees.</li> <li>To arrange Tea/Coffee on the Dias.</li> </ul>	To be decided by the Vice Chancellor
11.	Housekeeping, Security, Parking & Maintenance	Two Senior Authorities	15 days Prior to the date of Convocation	<ul style="list-style-type: none"> <li>Parking Arrangement</li> <li>Housekeeping &amp; Maintenance of the Campus</li> </ul>	To be decided by the Vice Chancellor
12.	Cultural Committee	Two Senior Authorities	15 days Prior to the date of Convocation	If required	To be decided by the Vice Chancellor

No.: Year/00\_



*Sanjeev Agrawal Global Educational University hereby confers upon*

**<<NAME OF PERSON>>**

*The Degree of*

**DOCTOR OF LETTERS**

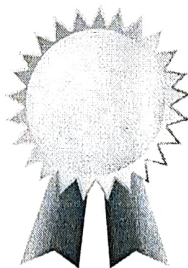
**(HONORIS CAUSA)**

*in recognition of his*

*"Eminent Accomplishments and Attainments"*

**Dr. V K Jain**  
Vice Chancellor

**Er. Sanjeev Agrawal**  
Chancellor





ABC ID :  
Enrollment No. :

No.:

*On the recommendations of the Academic Council, the Sanjeev Agrawal Global Educational University, Bhopal hereby confers upon*

**NAME OF CANDIDATE**

*S/D of* **FATHER'S NAME**

*The Degree of*

**DOCTOR OF PHILOSOPHY**

*in the*

**FACULTY OF DISCIPLINE**

*in* **SUBJECT / SPECIALIZATION** *in the* **YEAR**

*On having successfully completed the requirements prescribed under the regulations of the University.*

*The Topic of Research was* **"THESIS TITLE"**

ABC ID :  
Enrollment No. :

No.:

*On the recommendations of the Academic Council, the  
Sanjeev Agrawal Global Educational University, Bhopal  
hereby confers upon*

**«StudentName»**

*S/D of «FathersName»*

*The Degree of*

**«Program»**

*in Branch / Specialization*

**«Branch\_Sp»**

*On having successfully completed the requirements prescribed under  
the regulations of the University  
in the year «Passing\_Year».*

*The Student has secured Cumulative Grade Point Average (CGPA) of  
«CGPA» on a 10 point scale and is placed in «DIVISION».*

ABC ID :  
Enrollment No. :

No.:

*On the recommendations of the Academic Council, the  
Sanjeev Agrawal Global Educational University, Bhopal  
hereby confers upon*

**«StudentName»**

*S/D of «FathersName»*

*The Degree of*

**«Program»**

*in Branch / Specialization.*

**«Branch\_Sp»**

*On having successfully completed the requirements prescribed under  
the regulations of the University  
in the year «Passing\_Year».*

*The Student has secured Cumulative Grade Point Average (CGPA) of  
«CGPA» on a 10 point scale and is placed in «DIVISION».*

No.: 23/00\_



*Sanjeev Agrawal Global Educational University, Bhopal*

*here by confers upon*

**<<NAME OF PERSON>>**

*The Honorary Degree of*

**DOCTOR OF LETTERS**

*(HONORIS CAUSA)*

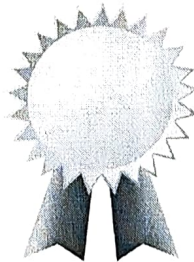
*in recognition of his eminent accomplishments and attainments.*

**Dr. V K Jain**

**Vice Chancellor**

**Er. Sanjeev Agrawal**

**Chancellor**







# SAGE University, Bhopal, BHOPAL

Sahara Bypass Road, Katara Hills, Extension Bhopal

## SEMESTER REGISTRATION FORM

### Personal Information: -

Date Of Registration : 14-Oct-2023

Name of School : School of Advance Computing

Course : Bachelor of Technology

Specialization : B.Tech AI

Semester : B.Tech - Artificial Intelligence I Semester

Enrollment No : 23BTA3ARI10001

Name of the Student : ABHAS SOMKUWAR

Mobile No : 8629911981

Email : abhassomkuwar7@gmail.com

Blood Group : A+ Category : SC

Gender : Male Date of Birth : 18-Sep-2003

Domicile :

Permanent Residential Address : WARD NO. 12,DAMUA NO. 12 NEAR DURGA MANDIR CHHINDWARA CHHINDWARA



### Father's Information : -

Father's Name : ASHOK SOMKUWAR Occupation :

Mobile No : 8629911981 Email :

### Mother's Information : -

Mother Name : RAJNI SOMKUWAR Mobile : 7489215404

### Paid Fees Details :-

Due Amount : 86500.00 Paid Amount : -


Comitted Date : 29-Sep-2023 TransactionID : -

Bank Ref. No. : - :

Sr.	Subject Code	Subject Name	Type
1	MA20B103T	Engineering Maths-I	
2	PY20B104T	Engineering Physics	
3	CS20B106P	Programming Practice - I	
4	PY20B104P	Engineering Physics	
5	UC20B101T	Environment Studies and Disaster Management	University Core
6	UC20B102T	Communication Skills	University Core
7	PB20B101P	Project Based Learning-I	University Core
8	ME20B105T	Engineering Drawing	
9	ME20B105P	Engineering Drawing	
10	AI123B101T	Foundation to Artificial Intelligence, Data Science and Machine Learning	Program Electives (Major)
11	AI123B101P	Foundation to Artificial Intelligence, Data Science and Machine Learning	Program Electives (Major)

Signature of the Applicant

Signature of HOD

 <b>SAGE</b> <b>UNIVERSITY</b> <b>BHOPAL</b>				<b>SAGE UNIVERSITY, BHOPAL</b>  <b>School of _____</b>									
<b>SESSION</b>		<b>Spring 2023-24</b>											
<b>Department Name:</b>													
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>				<b>8</b>	<b>9</b>	<b>10</b>	
<b>S.No.</b>	<b>Program</b>	<b>Semester</b>	<b>Course Name</b>	<b>Course Code</b>	<b>No of Students</b>	<b>Weekly Teaching Load</b>				<b>No. of Sections</b>	<b>Total Load (7x8)</b>	<b>Faculty Name/Remarks</b>	
						<b>L</b>	<b>T</b>	<b>P</b>	<b>Total</b>				
1													
2													
3													

1. Total teaching load of the Department/School (hrs/week)
2. Total teaching load of the other Schools/Dept.
3. Total teaching load being taken by faculty of other Schools/Dept.
4. Net teaching load of the school
5. No. of available faculty members
6. Total teaching load for which faculty members are available
7. Total load for which new faculty required
8. No. of Faculty required
9. Specialization of faculty to be appointed with teaching load per week
- 10.No. of Lab Assistant required (Specify labs)

X =  
Y =  
Z =  
(X+Y-Z) =

Signature  
HOD

Forwarded by  
HOS/Dean/Pro-VC

Approved by  
VC





# SAGE UNIVERSITY, BHOPAL

- Arts & Humanities (SoHA) • Sciences (SoSB) • Management (SoM) • Commerce (SoC)
- Journalism & Mass Communication (SoJMC) • Agriculture (SoAg) • Design (SoD)
- Engineering & Technology (SoET) • Performing Arts (SoPA) • Computer Application (SoCA) • Advance Computing (SoAC) • Pharmacy • Law • Nursing

Address : Katara Extension Sahara Bypass Road Bhopal M.P. 462021

Contact Details : 07556614400

E-Mail – hr@sageuniversity.edu.in

## APPLICATION FORM

Please tick any one of the below:-

Professor

☐

Administration

☐

Associate Professor

☐

Counseling

☐

Assistant Professor

☐

Others .....

Affix  
your  
recent  
colored  
photo

School/Department:..... PAN No.....

A/c No:..... Aadhaar Card No:.....

1. Source of Information (Name of Person / Email / News Paper / Others)	
2. Name in Full (Capital Letters) (as per 10th Mark sheet)	
3. Date of Birth (dd/mm/yyyy)	
4. Address to which communications should be sent (also furnish email, telephone number)	Mr. / Ms. .... ..... Pin:..... Blood Group..... E-mail : Mobile : Landline No.:
5. Permanent Address	
6. Father's / Husband's Name	
7. Father's / Husband's Occupation	
8. Marital Status (a. Single / Married) If married (b. No. of Children)	a. b.
9. a. Nationality b. Caste (SC / ST / OBC / GEN.)	a. b.
10. Living in rented house?	Yes / No
11. Would you like to shift in the University campus?	Yes / No



12. Academic Qualification starting - (Attach attested photocopies of certificates, mark sheets and degrees)

Examination Passed	Subjects / Branch	Medium of Education	Year of Passing	Percentage	Name of the Institution / E
High School (X)					
Higher Secondary (XII)					
Under Graduation (B.A./B.Com./B.Sc./B.E.)					
Post Graduation (M.A./M.Com./M.Sc./M.Tech./MBA/ MCA)					
Others (please specify)					

13. Teaching / Administrative / Industrial Experience – Total No. of years. \_\_\_\_\_  
(Attach Experience Certificates)

Name of the Institution / Organization	Designation	Salary Consolidated	Duration with dates	Reason for leaving

14. Academic Profile (Give details of the following in separate sheets)

Papers published in Journal:

Books Authored/Co-authored:

Papers published in Conferences:

Sponsored Research projects:- Title:

Name of Sponsoring Agency:

Sanctioned Amount:

Duration:

No. of M.Tech. thesis guided/co guided

Awarded:

Submitted:

Ongoing:

No. of Ph.D. thesis guided/co guided

Awarded:

Submitted:

Ongoing:

No. of Workshops/Training Programs/Summer/Winter Schools/Conferences Attended/Organized:

Awards, Patents, Prizes etc.

Any other relevant information on your academic standing in brief.



Professional Affiliation, Indian and Foreign (Membership of Societies, etc.)

Organization	Year of induction	Grade of Membership	Remarks

16. About yourself

Any prevailing medical condition ?:

Wedding plans if you are Single?:

Are you pursuing any course currently?: Yes /No	If yes, Course Name:	Completion Date:
Do you plan to take up further studies?: Yes /No	If yes, Course Name:	Completion Date:
Do you own a vehicle? Yes /No	If yes, give details:	
Have you applied with us in past? Yes /No	If yes, When:	For which post:
Do you know anyone who works with us? Yes /No	If yes, give details:	

17. Languages known:

Spoken	Written	Fluency

18. Your social media details

Facebook	Name:	No. of Friends:
Instagram	Name:	No. of Followers:
Twitter	Name:	No. of Followers:
LinkedIn	Name:	No. of connections:

19. Duration for how long you propose / undertake to work in this university

20. Computer Literacy

21. What is your lookout for the job applied & the views that you possess regarding the teaching methodologies?  
Please specify.



D

## 22. References Details

Ref 1	Name:	Relation with reference:	Mobile No:
	Designation:	Years since you know him/her:	Address:
Ref 2	Name:	Relation with reference:	Mobile No:
	Designation:	Years since you know him/her:	Address:

23. Will you be able to report daily on your own conveyance? If yes, please specify your mode of transportation.

24. What else can you contribute towards the all-round development of Sage University Bhopal apart from teaching?  
Please specify your area of preference.

a) \_\_\_\_\_

b) \_\_\_\_\_

25. Write your views on "What I can contribute to make Sage University Bhopal as the "Best University of Bhopal" in about 200 words. (Use extra sheet for your answer if require)

26. Expected Monthly Salary: Rs.

If selected, you can join from:



DECLARATION:

I hereby declare that the information given above is correct and to the best of my knowledge and belief. I fully understand that if it is found at a later date that any information given in the application is incorrect/false or if I do not satisfy the eligibility criteria, my candidature/appointment is liable to be cancelled / terminated.

Place :

Date :

Please attach certificate, resume & testimonials, along with this application.)

Signature of the Applicant  
(Name in Block Letters)





LETTER OF CONSENT

I ..... hereby give my consent to join Sage University Bhopal as  
.....in the ..... Department.

I shall join my duties at Bhopal in the forthcoming Academic Session .....

I assure you that I will attend the Faculty Development Program being conducted by University as per the schedule. I  
liable to be transferred in the group as per the transfer policy of Sage University Bhopal.

Contact Address .....

Signature

.....

.....

Mobile No. ....

Tel. No. ....



Recommendation of Interviewer: (For Office Use Only)

S.No.	Qualities	Interviewer 1 (Excellent / Good / Poor)	Interviewer 2 (Excellent / Good / Poor)	Interviewer 3 (Excellent / Good / Poor)
1	Appearance			
2	Fluency in English			
3	Academic Record			
4	Attitude			
5	Stability with the university			
6	Commitment for post applied			
7	Mention below the Technical Subjects having proficiency:			
	a.			
	b.			
	c.			
	d.			
	e.			
8	Probable subjects that can be allotted for teaching			
8	Academic Load (Per Week) can be offered			
9	Salary which can be offered			
10	Total Marks (OUT OF 10)			
11	Overall Remarks			

For office use only:

Selected ☐ School : .....

Rejected ☐ Department: .....

On hold ☐ Designation: .....

Date of Joining: .....

Final Salary: .....

Time Slab: .....

Signature:

Approved by: Chairman / ED





## SAGE University, Bhopal

### Class Time Table

School									Session: Spring 2023-24	
Program										
Semester				Section					wef: 05.02.2024	
Slot No.	1	2	3	4	5	6	7	8	9	10
Lecture no.	1 Lecture	2 Lecture	3 Lecture	4 Lecture	5 Lecture	5 Lecture	4 Lecture	5 Lecture	6 Lecture	7 Lecture
DAY/TIME	8:30 To 9:20	9:20 To 10:10	10:10 To 11:00	11:00 To 11:50	11:50 To 12:40	12:40 To 13:10	13:10 To 14:00	14:00 To 14:50	14:50 To 15:40	15:40 To 16:30
MON										
TUE										
WED										
THU										
FRI										
SAT										

Sr. No	Course Code	Course Name	Faculty Name with abbreviation	Room Number
1				
2				
3				
4				
5				

Prepared By

Approved By  
(HOD/HOS/Dean)

Approved By  
(Pro-VC/Dean Academics/VC)



# SAGE UNIVERSITY, BHOPAL

## Summary of Faculty Wise Teaching Load (Session Jan. - June 2024)

Institute/School							Department									EVEN Semester (Jan. - June 2024)						Date: 01/12/2021	
S.No.	Name of Faculty	Course Code	Course Name	Program / Branch	Section	UG / PG / DIP / PhD	Sem	No. of students	Credits				Weekly Load	Total Load				Mentorship Load			Other Responsibilities / Taskgroups		
									Th	Pr	Project	Total		Th.	Pr.	Project	Total	No. of student	Br. / Section	Sem.	1	2	3
1																							
2																							

### Please Follow The Below Guidelines Strictly

1. Theory includes lecture as well as tutorials
2. Theory and practical shall be assigned in separate rows
3. No Assistant Professor to have less than 16 lectures load/week. Further (s)he shall have minimum 3 theory subjects in his load schedule.
4. No Associate Professor to have less than 12 lectures load/week. Further (s)he shall have minimum 2 theory subjects in the load schedule. This relaxation is subject to other works to credit including PhD supervision and shall be properly justified. If not justified then load allocation shall be same as that of Assistant Professor.
5. No Professor to have less than 8 lectures load/week. Further (s)he shall have minimum 2 theory subjects in the load schedule. This relaxation is subject to other works to credit including PhD supervision and shall be properly justified. If not justified then load allocation shall be same as that of Associate/Assistant Professor.
6. No HOI/HOS/Dean to have less than 4 lectures load/week. Further (s)he shall have minimum 1 theory subjects in the load schedule. This relaxation is subject to other works to credit including PhD supervision and shall be properly justified. If not justified then load allocation shall be same as that of Professor.
7. Enlist the name of all faculty of your school/institute.
8. PG load of non-attending/placed students shall be considered as one lecture per week of mentoring/class.
9. Ph.D. course work load to be considered as per actual work load.
10. Provide information for only those courses which are to be handled by your institute/school.

Prepared by HOD

Approved By HOI/HOS/Dean/Pro-VC



## SAGE University, Bhopal

### Class Time Table

Name of Faculty								Session: Spring 2023-24		
								wef: 05.02.2024		
Slot No.	1	2	3	4	5	6	7	8	9	10
Lecture no.	1 Lecture	2 Lecture	3 Lecture	4 Lecture	5 Lecture	5 Lecture	4 Lecture	5 Lecture	6 Lecture	7 Lecture
DAY/TIME	8:30 To 9:20	9:20 To 10:10	10:10 To 11:00	11:00 To 11:50	11:50 To 12:40	12:40 To 13:10	13:10 To 14:00	14:00 To 14:50	14:50 To 15:40	15:40 To 16:30
MON										
TUE										
WED										
THU										
FRI										
SAT										


Sr. No	Course Code	Course Name	Program / Semester	Room Number
1				
2				
3				
4				
5				

Prepared By

Approved By  
(HOD/HOS/Dean)

Approved By  
(Pro-VC/Dean Academics/VC)



 <b>SAGE University Bhopal</b>											
Name of School:										Session	Spring 2023 - 24
Btech CSE					wef 05.02.2024						
Slot No.		1	2	3	4	5	6	7	8	9	10
Lecture no.	Program/ Semester	1 Lecture	2 Lecture	3 Lecture	4 Lecture	5 Lecture	5 Lecture	4 Lecture	5 Lecture	6 Lecture	7 Lecture
DAY/TIME		8:30 To 9:20	9:20 To 10:10	10:10 To 11:00	11:00 To 11:50	11:50 To 12:40	12:40 To 13:10	13:10 To 14:00	14:00 To 14:50	14:50 To 15:40	15:40 To 16:30
MON	B.Tech III Sem										
	B.Tech V Sem										
	B.Tech VII Sem										
TUE	B.Tech III Sem										
	B.Tech V Sem										
	B.Tech VII Sem										
WED	B.Tech III Sem										
	B.Tech V Sem										
	B.Tech VII Sem										
THU	B.Tech III Sem										
	B.Tech V Sem										
	B.Tech VII Sem										
FRI	B.Tech III Sem										
	B.Tech V Sem										
	B.Tech VII Sem										

Prepared By

Approved By

Prepared By

Approved By  
(HOD/HOS/Dean)Approved By  
(Pro-VC/Dean Academics/VC)

Program: \_\_\_\_\_ Sem: \_\_\_\_\_ Course Code: \_\_\_\_\_ Course Name: \_\_\_\_\_ Lecture per Week: \_\_\_\_\_ Hrs: \_\_\_\_\_

[illegible]



# SAGE UNIVERSITY, INDORE

## INDEX

Sr. No.	Content	Page No.
1	Vision & Mission	
2	List of PEOs, POs and PSOs	
3	Academic Calendar	
4	Scheme of Examination	
5	Syllabus having CO's mapped with POs, PSOs and Knowledge Level (K <sub>1</sub> , K <sub>2</sub> , ... As per BLOOMs Taxonomy)	
6	Time Table: Individual and Class	
7	Lecture Plan mapped with CO's and BLOOMs Taxonomy And Mention Teaching Pedagogy plan to apply	
8	Record of Lectures missed & engaged	
9	Additional Lectures/Guest Lectures Conducted	
10	Course/Study Material	
11	Quiz's mapped with CO's and Knowledge Level.	
12	Unit wise Assignments mapped with CO's and Knowledge Level	
13	Tutorial's mapped with CO's and Knowledge Level	
14	Case Study / Project / Internship / Presentation / Demonstration / etc... mapped with CO's (if applicable) and Knowledge Level	
15	Unit Test's Question Papers mapped with CO's and Knowledge Level	
16	Attendance: Theory	
17	Record of Low Performing Students and Performance after remedial action	
18	Record of Top Performing Students and extra task allotted	
19	Assessment of other activities done by students related to course	
20	Material Beyond Syllabus	
21	University Question Papers: Sample	
22	Sample Answer Books (Best, Avg., Poor): Tutorial, Assignment, Unit Test	
23	CIE marks Sheet	
24	Attainment: Course Outcome (CO) - Program Outcome (PO) and Course Outcome (CO) – Program Specific Outcome (PSO)	
25	Feedback & Suggestions: Students, Faculty (Course related)	



**SAGE University, Bhopal**  
**Course File / Teachers' Diary Inspection Report**  
 Jan - June 2024 (Spring Session 2023-24)

Institute Name .....

S. No.	Faculty Name	Course Name	Sem	Coverpage Index (1)	Vision & Mission and PEO, PO, PSO (1)	Academic Calender (1)	Scheme of examination (1)	Syllabus (1)	Time Table (5)	Lecture Plan (10)	Teaching Pedagogy Plan to Apply (5)	Tutorial Sheets (5)	Assignment Unit Wise (10)	Unit Test question papers (5)	Unit Test results (5)	Mid sem question papers (5)	Mid sem results (5)	University question papers (10)	Course material (10)	Material beyond syllabus (6)	Faculty Feedback (4)	CO Attainment level (10)	Total Marks (100)	Remarks
				Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	Marks obtained	
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								

Inspected by: Signature-----

Name -----

Approved by: Signature-----

Name -----





SAGE University, Bhopal	
Details of Experiential Learning for Semester	Session

**Institute/School Name:**

Department Name:

Date:

[illegible][illegible][illegible]

**SAGE UNIVERSITY, BHOPAL**  
**SPRING SESSION 2023-24**  
 UG/GE/AEC/SEC/Interdisciplinary Minor/SPI

S.No	Course Name	Course Code	Syllabus	Tentative Student Count	Class Room	Block	Faculty Name	Offering School / Institute
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

Academic Coordinator

HOS/Dean/Pro-VC

Vice Chancellor

📁 University Forms

\$ Fees

📁 Academics

📁 Inventory

🔧 Utilities

☰ Student List

📅 Student Progress ▸

🔍 OPAC (Search Books)

✅ Update Profile

✅ View Attendance

📁 Faculty Portfolio

📁 Miscellaneous ▸

2024

🏠 Teacher Sub. Single Link 📄 Teacher Sub. Link

## Teacher Subject Link

Print

Copy From Previous Session

New

Exit

Help

Year/Session 2023-2024 ▾

Academic Session

Autumn 2023-24 ▾

Faculty Name Faculty of Advance Computing ▾

Department Name

School of Advance Computing ▾

Program /  
Course Bachelor of Technology ▾

Branch Name

B.Tech AI ▾

From Date

Course Name

Section Name

Batch Wise

Batch Name

Subject Name

Teacher Name

02-Feb-2024

--Select-- ▾

--Select-- ▾

☐

--Select-- ▾

--Select-- ▾

--Select-- ▾

Total No. of Hours (Lectures)

Total No. of Theory Lectures

Total No. of Tutorial  
Lectures

Total No. of Practical Lectures

Save

SNO	Academic Session	From Date	To Date	Class Name	Section Name	Batch Name	Subject Name	Teacher Name	
1	Autumn 2023-24	05-Sep-2023	01-Jan-2050	B.Tech - Artificial Intelligence I Semester	A		Foundation to Artificial Intelligence, Data Science and Machine Learning : AI123B101T	Syed Usman	Edit
2	Autumn 2023-24	05-Sep-2023	01-Jan-2050	B.Tech - Artificial Intelligence I Semester	A		Foundation to Artificial Intelligence, Data Science and Machine Learning : AI123B101P	Syed Usman	Edit
3	Autumn 2023-24	16-Aug-2023	01-Jan-2050	B.Tech - Artificial Intelligence III Semester	A		Probabilistic Modeling and Reasoning : AI20B304T	Syed Usman	Edit
4	Autumn 2023-24	16-Aug-2023	01-Jan-2050	B.Tech - Artificial Intelligence III Semester	A		Probabilistic Modeling and Reasoning : AI20B304P	Syed Usman	Edit

# SAGE University, Bhopal

Academic Year: 2023-2024

Academic Session: Autumn 2023-24

## Scheme of Examination

Institute Name	: School of Advance Computing
Course Name	: Bachelor of Technology
Branch Name	: B.Tech AI
Class :	: B.Tech - Artificial Intelligence V Semester

### Proposed Scheme

Sr.	Subject Type Code	Subject Type	Subject Group	GroupName	Total Subjects
1	DSE	Program Electives	BTech-AI Adv V Sem DSE	BTech-AI Adv V Sem DSE	1
2	DC	Departmental Core			4
3	UC	University Core	UC-V SEM(Engineering)	UC-V SEM(Engineering)	4
4	GE	Generic Electives	GE V(2023)	GE V(2023)	1
5	VAC	Value Added Course	UGQAPSVA V 2023	UGQAPSVA V 2023	3

### Main/Core Subjects List :-

Sr.	Type	Subject Code	Subject Name	Credits
1	Departmental Core	CS20B501T	Computer Networks	3.00
2	Departmental Core	CS20B501P	Computer Networks	1.00
3	Departmental Core	CS20B502T	Theory of Computation	4.00
4	Departmental Core	CS20B503T	Analysis and Design of Algorithms	3.00
5	Departmental Core	CS20B503P	Analysis and Design of Algorithms	1.00
6	Departmental Core	CS20B504T	Microprocessor and Microcontroller	3.00
7	Departmental Core	CS20B504P	Microprocessor and Microcontroller	1.00

### University Core / Elective Subjects List :-

Sr.	Type	Group	Subject Code	Subject Name	Credits
1	Program Electives	BTech-AI Adv V Sem DSE	AI20B501T	Neural Networks and Deep Learning	3.00
2	Program Electives	BTech-AI Adv V Sem DSE	AI20B501P	Neural Networks and Deep Learning	1.00
3	Program Electives	BTech-AI Adv V Sem DSE	AI20B502T	Biometrics	3.00
4	Program Electives	BTech-AI Adv V Sem DSE	AI20B502P	Biometrics	1.00
5	University Core	UC-V SEM(Engineering)	IY20B501P	Yoga and Meditation-V*	0.00
6	University Core	UC-V SEM(Engineering)	GC20B501P	Green Credit-V*	0.00
7	University Core	UC-V SEM(Engineering)	PB20B501P	Project Based Learning-V	2.00
8	University Core	UC-V SEM(Engineering)	UC20B501T	Introduction to Management and Leadership	2.00
9	Value Added Course	UGQAPSVA V 2023	UGQA504T	Quantitative Aptitude(QA)	0.00
10	Value Added Course	UGQAPSVA V 2023	UGPS501T	Professional Skills(PS)	0.00
11	Value Added Course	UGQAPSVA V 2023	UGVA503T	Verbal Ability(VA)	0.00

### General Elective Subjects :-

Sr.	Type	Group	Subject Code	Subject Name	Credits
1	Generic Electives	GE V(2023)	GE20B507P	Bollywood Fusion Music (GE20B507P)	2.00
2	Generic Electives	GE V(2023)	GE20B508T	Web Designing (GE20B508T)	2.00
3	Generic Electives	GE V(2023)	GE20B510T	Resolving Conflicts and Negotiation Skills (GE20B510T)	2.00
4	Generic Electives	GE V(2023)	GE20B506T	General Studies-III (GE20B506T)	2.00

📁 University Forms

\$ Fees

📄 Academics

📁 Inventory

⚙ Utilities

≡ Student List

📅 Student Progress ▸

🔍 OPAC (Search Books)

👤 Update Profile

📝 View Attendance

📁 Faculty Portfolio

📁 Miscellaneous ▸

2024

🔍 PEO,PO,PSO 🔍 Subject CBCS 🔍 University Subjects 🔍 Sub. Details 🔍 Sub Category

## Subject Master CBCS

System

☒ CBCS ☐ NON CBCS

Program Level \*

UG ▾

School Name

School of Advance Computing ▾

Subject Name \*

▬

Subject Type

☒ Academic ☐ Non Academic

Subject Group

--Select-- ▾

Course Type \*

☒ Theory ☐ Practical ☐ Studio ☐ ONTCC ☐ MOOC ☐ Blended MOOCs ☐ Theory+Practical

Subject Short Name \*

▬

Subject Code \*

▬

☐ IsCore Subject

☐

Do not show in Admin Card And Exam Form

☐ Do not show

Credits

▬

Subject Intake

▬

Prerequisite Subject

--Select-- ▾

Co-requisite Subject

--Select-- ▾

Anti-requisite Subject

--Select-- ▾

Year No.

--Select-- ▾

Semester No.

--Select-- ▾

Applicable School / Department :

Sr	School / Department	Select
1	Sagar Institute of Research & Technology-Pharmacy	<input type="checkbox"/>
2	Sage College of Nursing	<input type="checkbox"/>
3	Sage Summer School	<input type="checkbox"/>



**SAGE UNIVERSITY, BHOPAL**  
**Class Observation Report**

<b>Faculty Name:</b>	<b>School:</b>		
<b>Course Name:</b>	<b>Prog, Sem:</b>		
<b>Date:</b>	<b>Time Duration of Observation</b> <b>From:</b> <b>To:</b>		
<b>Observation Number:</b>			
<b>Previous Score(s):</b>	<b>1.</b>	<b>2.</b>	<b>3.</b>

Evaluate each of the following parameters and tick your observation as Excellent/Very Good/Good/Poor/Very Poor. Also give your remarks in support of your observation.

S No	Points of Observation	Excellent 5	Very Good 4	Good 3	Poor 2	Very Poor 1	Suggested actions for improvement
1	Connect of this session to previous session						
2	Overview of present session						
3	Emphasis on the key points						
4	Capture and maintain student interest						
5	Subject Knowledge						
6	Level of two-way communication						
7	Summarize the session						
8	Quality of Teaching & teaching aids used (PPT/Green Board used)						
9	Teaching Etiquettes (Body Language, Verbal Clarity. Audibility, Dress Code, Badge and I Card)						
10	Overall Observation						
11	<b>Total (50)</b>						
12	Classroom Infrastructure/ Online Resources (Tube light/Fans/Furniture/ Fixture/ OHP/LCD/Green Board/Curtains/ Camera Quality/PPT visibility/Audio)						

**Name & Signature of Observer**

Date:

**CC:**

**Concerned Faculty and his/her personal File**

**Concerned HOS/Dean (for compliance/counselling)**

**Vice Chancellor (for information)**



From :  
Dr. V.K.Jain  
Vice Chancellor

## Inter Office Memo

To:  
Dr -----  
School of

Dear -----,

In Order to create the best Teaching-Learning environment in the University, a system of feedback is developed.

A Faculty member has been evaluated by student on the following parameters.

P1	Subject Knowledge	P6	Participation in Class
P2	Explanation Power	P7	Presentation Skills
P3	Speed of Teaching	P8	Quality of Assignments
P4	Problem Solving Ability	P9	Understanding of the Content
P5	Punctuality in Class	P10	Comfort level with the Faculty

Each parameter has been evaluated on the scale of 01 to 05 from :

<b>Excellent (5)</b>	<b>Good (4)</b>	<b>Average (3)</b>	<b>Needs Improvement (2)</b>	<b>Poor (1)</b>
--------------------------	---------------------	------------------------	----------------------------------	---------------------

**Please find below the feedback of students taken in : Spring 2022-23**

S.No	School (Program)	Course Name	Course Code	Total Students	P1	P2	P3	P4	P5	P6	P7	P8	P9	P10	Average
1	School of Journalism & Mass Communication (BAJMC)	Essentials of Marketing Management	JM20B405T	4	4.25	4.50	4.25	4.25	3.75	4.00	4.25	4.25	4.25	4.50	4.23
2	School of Journalism & Mass Communication (BAJMC)	Event Management	JM20B602T	1	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	4.00	4.90
3	School of Journalism & Mass Communication (BAJMC)	Event Management	JM20B602P	1	5.00	5.00	5.00	5.00	5.00	5.00	5.00	4.00	5.00	5.00	4.90

**Dr. V.K.Jain**  
**Vice Chancellor**

CC :

- Personal File Of faculty (HR office)
- Office file of the School.
- VC Office file.



# SAGE University, Bhopal

## Standard Operating Procedure



### SOP for Identification of Slow Learners and Advance Learners

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

30/01/2023

SOP No.: 39

Page No.: 1 of 4

Revision No.:

Date:

#### 1. Introduction

Teachers are required to deal with students of different capabilities of learning. Few students are very fast in learning and few are weak and learn very slowly. Hence, it is essential to find out the abilities of the students in the class to guide them properly as per identified potential.

With this Policy SAGE University, Bhopal assures the vital facilitation of advance and slow learners after the assessment based upon comprehensive tests and evaluation at early stage. University caters to the needs of students from various backgrounds i.e. rural and urban, along with this University also aims to aid the advance learners to make them achievers and slow learners to be competitive to face challenges in academic life and professional career.

For newly admitted students, identification is based on their previous academic records, performance in entrance exam and in the first two weeks of class. For other year students identification is based on their previous exam performance, current course performance, and class observation.

#### 2. Policy for Identification

- Identification of learning abilities will be done through comprehensive evaluation to be taken by course teacher after two weeks of commencement of session along with his/her participation in classes.
- Slow learner and advanced learners would be identified for **each course** separately by teacher.
- Every course teacher should conduct class test/ Unit test (Objective/Descriptive) after 2 weeks of teaching on the syllabus covered till date of 20 marks and duration of one hour to identify slow learners and advanced learners.
- Remedial classes to be arranged for specific course for slow learners. The classes shall be continued till first mid semester test.
- In MST -I all the student who fall into category of slow learners shall be identified for remedial measures.





# SAGE University, Bhopal

## Standard Operating Procedure



### SOP for Identification of Slow Learners and Advance Learners

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

30/11/2023

SOP No.: 39

Page No.: 2 of 4

Revision No.:

Date:

- f) If any slow learner continues to perform low in MST II after remedial classes, then case should be considered for personal coaching/ mentoring and/or counselling.
- g) The remedial classes for slow learners identified after MST I shall continue till MST-II.
- h) The analysis of slow learner shall be maintained in course file/ teacher's diary and to be renewed by concerned HOD/HOS/Dean on regular basis.
- i) Students who have irregular attendance, absenteeism, lateral entry and students involved in sports/curricular/ extra-curricular activities shall be consider for remedial classes.
- j) Progression Checks of improvements in Slow learners
  - a) After 02 weeks of schedule of classes
  - b) After MST-I
  - c) After MST-II
  - d) ESE result

#### Performa for tracing the improvement in performance of students

School

Name of the Faculty Member

Program  Sem  Session

S. No.	Number of Slow Learners				
	After 02 weeks	MST -I	MST-II	ESE	Total Class Strength





# SAGE University, Bhopal

## Standard Operating Procedure



### SOP for Identification of Slow Learners and Advance Learners

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

30/01/2023

SOP No.: 39

Page No.: 3 of 4

Revision No.:

Date:

k) Slow and advanced learners are identified based on following parameters and their weightage-

S. No	Parameter	Weightage
1	<b>Past Performance of students</b> (CGPA/ Percentage of Marks)	25%
2	<b>Course teacher observation/ Class Participation</b>	25%
3	<b>Marks obtained by student in Class test / Unit test (Objective/Descriptive) conducted for respective course</b>	50%

#### Rubrics for Identification

In each class, the marks out of 100 to be awarded to each students, Average (M) and Standard Deviation (S) to be computed through MS Excel.

S. No	Score	Identification
1	$>M + S$	Advance Learner
2	Between $M - S$ to $M + S$	Average Learner
3	$< M - S$	Slow Learner





# SAGE University, Bhopal

## Standard Operating Procedure



### SOP for Identification of Slow Learners and Advance Learners

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

30/04/2023

SOP No.: 39

Page No.: 4 of 4

Revision No.:

Date:

### 3. Activities for Slow and Advance Learner

#### A. Conduction of activities for Slow learners in a course

- Extra class of respective course should be added in weekly time table for problem solving /revision sessions. Online classes can also be planned on Saturday as per mutual concern.
- Personal attention should be provided by respective teacher in classes.
- Additional assignments and solving of past question papers of the University.
- Solving question bank and proving Lecture notes/ PPTs/ learning materials
- Counselling – special hints and techniques
- Special tutorial sessions.
- Making team of advance and slow learners to make their learning process more participatory and interesting.

#### B. Conduction of activities for Advanced Learners

- Advanced assignments should be assigned to advanced learners.
- Motivate them to do MOOC/Advanced courses/ Projects/ On job training/ Industrial training and projects
- Participation in Seminars/Conferences/professional Events
- Motivate them to do Case Studies/ Patent / Copyright/ Research Publications in good journals

**SAGE UNIVERSITY, BHOPAL****Fortnightly Academic Report**

(To be submitted every first and third Saturday of the month before 12:00 Noon)

Semester:			
Duration of report:		Session :	2023-24
Name of Institute/School:		Department :	
No. of Faculty:		No. of support staff:	

**Student Report**

S.No.	Program	Semester	Number of Students	Number of Registered Students	Number of Unregistered Students	Remarks
1						
2						
3						
4						
5						

**Attendance, Lecture, Course Coverage**

S.No.	Program	Semester	Total Classes Conducted	Internal Tests Conducted	Regular Assignments Given	Average attendance % of the month	Course Coverage % till date
1							
2							
3							
4							
5							

**Experiential Learning**

S.No.	Conducted in Current Fortnight					Plan for Upcoming Fortnight				
	Class (Sem & Sec)	Subject	Topic	Date and Time	Pedagogy used	Class (Sem & Sec)	Subject	Topic	Date and Time	Pedagogy to be used
1										
2										
3										
4										
5										

Total No of courses offered by Institute/School	Total No of Lectures Conducted this month		No of Lectures started late/ended early	
No. of Course Files checked	No of Lectures observed by HOD/HOS/Dean	No of Lectures observed by AC/PVC/VC	No of Counselling done as per observation report	
Brief of ATR for improving registrations and attendance		List of Extra Curricular/Academic activities organized (report in format to be annexed)		
Any other important academic information				

Signature of HOD/HOS/Dean

**SAGE UNIVERSITY, BHOPAL****SPRING SESSION 2023-24**

List of students debarred from appearing in end term examination

**Name of School:**

S.No	Name of Student	Program	Semester	Registration Status	Attendance %	Indisciplinary Issues	Debarred (Yes/No)	Remarks
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

**HOD****HOS/Dean****Pro-VC/Vice Chancellor**













[illegible]







[illegible]









# SAGE UNIVERSITY INDORE /BHOPAL / SGI

Kailod Kartal, Indore-Dewas By-Pass, Road, Indore, Madhya Pradesh 452020

	e) List and proofs of faculty interaction with professionals/personalities/ events etc									
	<b>Marks</b>	<b>25</b>								
<b>24</b>	<b>Meetings:</b>									
	a) Formation, minutes and ATR for Departmental council									
	b) Formation, minutes and ATR for Research advisory council									
	c) Formation, minutes and ATR for Research Ethics Committee									
	d) Formation, minutes and ATR for Library Committee									
	e) Formation, minutes and ATR for Purchase Committee									
	f) Formation minutes and ATR for student Grievance committee and anti-ragging committee									
	g) Formation, minutes and ATR for Women Grievance committee									
	h) Formation, minutes and ATR for admission committee									
	i) Formation, minutes and ATR for Relevant BOM and Academic council									
	j) Formation minutes and ATR of operational committee of department									
	k) Formation minutes and ATR of operational committee of department									
	<b>Marks</b>	<b>55</b>								

**SAGE UNIVERSITY INDORE /BHOPAL / SGI**

Kailod Kartal, Indore-Dewas By-Pass, Road, Indore, Madhya Pradesh 452020

25	<b>SOPs</b>									
	1. Availability with proof of operationalization of SOPs at University level									
	2. Availability with proof of operationalization of SOPs at Departmental level.									
	<b>Marks</b>	<b>10</b>								
26	<b>. Extension Activities</b>									
	1. Working on NSS with proof with appropriate activity report									
	2. Extension of activities other than NSS with appropriate activity report									
	3. Awards for institute or teachers for extension activities									
	<b>Marks</b>	<b>15</b>								
27	<b>Student Progression Index</b>									
	1. Zero Level Test and further level tests									
	2. Declaration of student list in grades									
	3. Development of index									
	Marks	15								
	<b>Total Marks</b>	<b>815</b>								
	<b>Marks Obtained</b>									

**Action Taken Report to be Submitted within ..... Days****Name & Signature of Dean/HOS****Name & Signature of Observers**



**SAGE UNIVERSITY INDORE /BHOPAL / SGI**

Kailod Kartal, Indore-Dewas By-Pass, Road, Indore, Madhya Pradesh 452020

## Details of the Academic Activities

- 1. Provide details of the additional course/ learning material/ content/ laboratory experiments/ projects/Seminar Conference/ workshops in the format given below**

S. No.	Activity	TOPIC	Date- Month- Year	Resource Person with Designation	Relevance to POs, PSOs
1					
2					

- ## 2. Give details of the Industry Oriented Activities (Industry supported labs/Visit/Training/Internship/Expert Talk)

[illegible]















	c) Mid Term Papers/ Assignments/ Tutorials								
	d) List of eligible students permitted to appear in examination								
	e) List of students appeared in examination								
	f) Updated File of Result declaration								
	g) List of students having ATKT								
	h) List of batch wise student progressions								
	i) Pass % of students								
	j) Record of mark sheet receiving and distribution								
	<b>Marks</b>	<b>50</b>							
	<b>Alumni Association</b>								
	a) Formation & Funds generated								
	<b>Strategies and Event</b>								
	b) Existence of strategic plan								
	c) ISO Certification								
	d) IQAC system								
	e) Water conservation								
	f) Eco Friendly campus								
	g) Code of conduct for students								
	h) Code of conduct for employees								
	<b>Marks</b>	<b>40</b>							
<b>13</b>	<b>Website content and updation &amp; Social Media Exploration</b>								
	a) Number of Facebook Post done and reach generated against the departmental target								
	b) Number of You tube video Lecture views								



**SAGE UNIVERSITY INDORE / BHOPAL / SGI**

Kailod Kartal, Indore-Dewas By-Pass, Road, Indore, Madhya Pradesh 452020

	b) Conduction of regular meetings									
	c) Availability of MOM									
	d) Action taken report of Last meeting									
	<b>Marks</b>	<b>20</b>								
<b>22</b>	Happiness index of the school									
	a) Interaction among the members.									
	b) Behavioural environment in the School									
	c) Leadership in the school									
	d) Work freedom									
	e) Satisfaction level of faculty members and students									
	<b>Marks</b>	<b>25</b>								
	<b>Total Marks</b>	<b>570</b>								
	<b>Marks Obtained</b>									

**Observations:**

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**Action Taken Report to be Submitted within ..... Days****Name & Signature of Dean/HOS****Name & Signature of Observers**





# SAGE University, Bhopal

Standard Operating Procedure

Project Based Learning



Name of Approval

Authority:

Signature:

Date:

Vice Chancellor

SOP No.:

01

Page No.:

1 of 17

Revision No.:

Date:

28/04/2022

## Definition

Project Based Learning (PBL) is an understudy focused teaching method that includes a unique study approach in which it is accepted that under studies procure a more profound information through dynamic investigation of genuine difficulties and problems. Students find out about a subject by working for an all-encompassing time frame to examine and react to a mind boggling question, challenge, or issue.

## Learning Objectives

1. To integrate the knowledge and skills of various courses on the basis of multidisciplinary projects
2. To develop the skill of critical thinking and evaluation.
3. To develop 21st century success skills such as critical thinking, problem solving, communication, collaboration and creativity/innovation among the students.
4. To enhance deep understanding of academic, personal and social development in students.
5. To employ the specialized vocabularies and methodologies.

## Course Outcomes

On successful completion of the course students will be able to:

1. **Apply**<sup>3</sup> a sound knowledge/skills to select and develop their topic and project respectively.
2. **Analyze**<sup>4</sup> a problem in the context of Science, Engineering & Technology, Social and Economic perspective.
3. **Evaluate**<sup>5</sup> the proposed method/technology/solution with reference to the existing solution.
4. **Develop**<sup>6</sup> plans and allocate roles with clear lines of responsibility and accountability.
5. **Design**<sup>6</sup> solutions to complex problems following a systematic approach like problem identification, formulation and solution.
6. **Collaborate**<sup>6</sup> with professionals and the community at large in written and an oral forms.
7. **Correlate**<sup>4</sup> the knowledge, skills and attitudes of a professional.



# SAGE University, Bhopal

Standard Operating Procedure

Project Based Learning



Name of Approval

Vice Chancellor

SOP No.: 01

Authority:

Page No.: 2 of 17

Signature:

Revision No.:           

Date:

28/04/2022

Date:           

## General Guidelines

- PBL will be an integral part of UG/PG Programs at different levels.
- Each semester offering PBL will provide a separate Course Code, the no of credits will be allotted as per the requirement of a program..
- Faculty will be assigned as mentor/supervisor to 5 groups each group may have maximum 5 students.
- Faculty mentor/supervisor will be allotted 4 hours/week to conduct PBL for assigned students.
- Student will select a topic of their choice from syllabus of any course offered in respective semester (in-lines with sustainable development goals).
- For MSE, student's performance will be assessed by a panel of 2 experts either from other Department/School, or from same Department/School based on chosen topic. This will be comprised of a presentation by student followed by viva-voce. It will be evaluated for 30 marks.
- 20 marks would be allotted for continuous performance assessment by concerned supervisor/mentor, for more clarity internal marks (50) will be given in three phases:

Phase No.	Activity	Date of conduction	Marks Allotted	Remarks
1	Finalization of Topic, Tools, Technology and Mentor/Supervisor.	Within one week of start of semester	10	List is to be Submitted to Department
2	Presentation of Half Work Done.	As Per Academic Calendar/with MST-I	20	List is to be Submitted to Department
3	Presentation of Final Work Done/ Continuous Assessment.	As Per Academic Calendar/with MST-II	20	List is to be Submitted to Department

- For ESE, student will need to submit a Project Report in prescribed format (Annexure-4), duly signed by concerned supervisor/mentor and Head of the School.



# SAGE University, Bhopal

Standard Operating Procedure

## Project Based Learning



Name of Approval

Vice Chancellor

SOP No.:

01

Authority:

Signature:

Date:

28/04/2022

Page No.:

3 of 17

Revision No.:

Date:

S No.	Activity	Date of conduction	Marks Allotted	Remarks
1	Preparation of PBL report	As per ESE Schedule	20	List Submitted to Department
2	Presentation of Work Done.	As per ESE Schedule	15	List Submitted to Department
3	Performance in Viva Voce	As per ESE Schedule	15	List Submitted to Department

The report should be comprised of following components in a prescribed format (Annexure-5)

1. Introduction
2. Review of literature
3. Methodology
4. Result and Discussion
5. Conclusion and Project Outcomes
6. References

In ESE, Internal as well as External examiner will jointly award marks out of 50 on the basis of Report, Presentation & Viva-voce.

- Student will need to submit three copies 1. Concerned School 2. Central Library 3. Self.
- The integrity of the report should be maintained by student. Any malpractice will not be entertained.
- Writing Ethics to be followed by student, a limit of 10 % plagiarism is permissible. Plagiarism report is to be attached along with the report.
- Project could be a case study/ analytical work /field work/ experimental work/ programming or as per the suitability of the program.
- At last, in order to enhance the Competitive Spirit and Quality Projects under PBL in our University, we have decided to Award in two Categories in each semester:
  - a) Best Project Award at School Level(Best Three)
  - b) Best Project Award at University Level(Best Three)

Various formats are available in Annexure as under:

1. Project Based Learning Evaluation Sheet Phase 1 (Annexure-1) Page No 4
2. Project Based Learning Evaluation Sheet Phase 2 (Annexure-2) Page No 5
3. Project Based Learning Evaluation Sheet Phase 3 (Annexure-3) Page No 6
4. PROJECT BASED LEARNING EVALUATION FINAL (Annexure-4) Page No 7
5. Project Based Learning Evaluation Ruberics (Annexure-4.1 ) Page No 8
6. PBL Report (Annexure-5) Page No 9 to 17





**Project Based Learning Evaluation Sheet Phase 1 (Annexure-1)**

School Name:

Program Name:

Semester:

Date:

Sl.No.	Enrollment No.	Name of Students	Topic Name	Topic(3 Marks)	Tools & Technology(5 Marks)	Presentation( 2 Marks)	Total (10 Marks)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							

Mentor's Signature:

Name:

Designation:

School Name:

Expert's Signature:

Name:

Designation:

School Name:

**Project Based Learning Evaluation Sheet Phase 2 (Annexure-2)**

School Name:

Program Name:

Date:

Semester:

Sl.No.	Enrollment No.	Name of Students	Topic Name	Idea/Prototype/Working Model (5 Marks)	Methodology & Technology used (5 Marks)	Presentation (5 Marks)	Q/A Handling (5 Marks)	Total (20 Marks)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

Mentor's

Signature:

Name:

Designation:

School Name:

Expert's Signature:

Name:

Designation:

School Name:



**Project Based Learning Evaluation Sheet Phase 3 (Annexure-3)**

School Name:

Program Name:

Semester:

Date:

Sl.No.	Enrollment No.	Name of Students	Topic Name	Idea/Prototype/Working Model (3 Marks)	Methodology & Technology used(5 Marks)	Presentation(3 Marks)	Report(7 Marks)	Q/A Handling (2 Marks)	Total (20 Marks)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

Mentor's

Signature:

Name:

Designation:

School Name:

Expert's Signature:

Name:

Designation:

School Name:



# SAGE UNIVERSITY BHOPAL

## PROJECT BASED LEARNING EVALUATION FINAL (Annexure-4)

### SCHOOL OF ENGINEERING & TECHNOLOGY

Sr. No.	Enrollment No	Name of Students	Program	Semester	Topic of PBL	Project File (Max. Marks=20)	Presentation( Max. Marks=15)				Viva Voce (Max. Marks=15)			Total Marks-50
							General domain knowledge (25%)	Specific domain knowledge (25%)	Use of Technology (25%)	Use of Best Practices (25%)	Responsiveness (40%)	Language skills (30%)	Confidence (30%)	
						Preparation of Report covering all the heads	Max. Marks-3.75	Max. Marks-3.75	Max. Marks-3.75	Max. Marks-3.75	Max. Marks-6	Max. Marks-4.5	Max. Marks-4.5	
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

Signature

Internal Examiner

Name of the School

Signature

External Examiner

Name of the School

# SAGE UNIVERSITY BHOPAL

## PROJECT BASED LEARNING EVALUATION RUBERICS (Annexure-4.1)

### SCHOOL OF ENGINEERING & TECHNOLOGY

Sub Assessment Criteria	Excellent (100-80)	Good (80-60)	Average (60-50)	Below Avg. (Below 50)	Marks
<b>Report-[20 Marks]</b>					<b>Average</b>
<b>Written (100%)</b>	Has collected substantial amount of literature to prepare the report with proper format, font, spacing, header footer etc.	Has collected some literature to prepare the report with fair formatting of report but not included header footer, irregular spacing	Has gathered few literature relevant to research work to prepare the report with copy paste of data without format.	Has collected only few or no literature to prepare the report.	20
<b>Presentation-[15 Marks]</b>					<b>Average</b>
<b>General domain knowledge (25%)</b>	Shows thorough, in depth understanding of the domain. Well described the domain and the problem in succinct manner.	Shows good understanding of the domain. Able to describe the domain and problem in the context.	Shows shallow understanding of the domain. Able to connect problem to the domain.	Does not have proper understanding about the domain. Unable to connect problem to the domain.	3.7
<b>Specific domain knowledge (25%)</b>	Described comprehensively, how specific techniques have been developed and used to solve the problem. Can describe alternatives.	Described how specific techniques have been modified and used to solve the problem. Can mention alternatives.	Knows how specific techniques have been used to solve the problem. Know availability of alternatives.	Unable to explain how techniques have been developed to solve the problem at hand. Unaware of other alternatives.	3.7
<b>Use of Technology (25%)</b>	Used latest and appropriate technology to develop the solution. Can justify the selected technologies.	Used an appropriate technology to develop the solution. Describe the alternative technologies.	Used a technology which is suitable to develop the solution. Aware of alternatives.	Used a technology which is comfortable. Unable to justify the selected technology. Unaware of alternative technologies.	3.7
<b>Use of Best Practices (25%)</b>	Confidently described how the latest industry practices were employed to design, develop, and maintain the software/solution development. Can justify the methods used.	Fairly described how the industry practices were employed to design, develop, and maintain the software/solution development. Can describe advantageous of the methods used.	Can mention the industry practices employed to design, develop, and maintain the software/solution development. Describe the methods used	Described an ad-hoc methods to design, develop, and maintain the software/solution development. Unable to describe advantageous over other methods.	3.7
<b>Viva Voce – [15 Marks]</b>					<b>Average</b>
<b>Responsiveness (40%)</b>	Answers flow naturally. Knowledgeable about the problem solved. Student provided direct and in depth answers.	Answers flow naturally. But, takes time to articulate answers. Student provided direct but shallow answers.	Answers do not flow naturally. Takes time to articulate ideas. Answers are verbose but align with the work done.	Answers do not flow naturally. Takes time to articulate ideas. Answers are verbose and do not align with the work done.	6.00
<b>Language skills (30%)</b>	Speaks grammatically correct sentences.	Makes few mistakes during the conversation.	Makes many mistakes during the conversation.	Conversation has lot of mistakes and word selection is poor.	4.5
<b>Confidence (30%)</b>	Shows very confident. Excellent eye contact when answering questions.	Shows confident. Good eye contact while answering questions.	Student does not show confidence. Poor eye contact while answering questions.	Student does not show confidence. Student does not maintain eye contact.	4.5

"Topic of PBL"



A

PBL Report

is submitted to the

SAGE University Bhopal, M.P.

in partial fulfillment of the requirements for award of the Degree of

"PROGRAM NAME"

With specialization in

(BRANCH)

By

Name of Student

Enrollment No: – 21BTE5SE10001

UNDER THE GUIDANCE OF

Name of Supervisor

Department of Supervisor

SCHOOL OF ENGINEERING & TECHNOLOGY

SAGE UNIVERSITY BHOPAL

Month, Year





**SANJEEV AGRAWAL GLOBAL EDUCATIONAL (SAGE)  
UNIVERSITY, BHOPAL**

**Department of Civil Engineering**

**CERTIFICATE**

This is to certify that the work embodies in this dissertation entitled "*Topic of PBL*" being submitted by **Name of Student** **Enrollment No. 21BTE5SE10001** for fulfilment of the requirement for the award of "**Program Name in Branch**" discipline to SAGE University, Bhopal (M.P.) during the academic year 2020-24 is a record of bonafide piece of work, undertaken by him under the supervision of the undersigned.

**Supervisor**  
**Prof. Name**  
**Name of School**

**Dr. Name of HoS**  
**HOS**  
**Name of School**



**SANJEEV AGRAWAL GLOBAL EDUCATIONAL (SAGE)  
UNIVERSITY, BHOPAL**

---

**Department of Civil Engineering**

**CERTIFICATE OF APPROVAL**

The Dissertation Entitled "*Name of PBL Topic*" being submitted by **name of studnets** Enrollment No. **XXXXXXXXXX** has been examined by us and is hereby approved for the award of "**Program Name in Branch**", for which it has been submitted. It is understood that by this approval the undersigned do not necessarily endorse or approve any statement made, opinion expressed or conclusion drawn there in, but approve the dissertation only for the purpose for which it has been submitted.

**(Internal Examiner)**

**(External Examiner)**



**SANJEEV AGRAWAL GLOBAL EDUCATIONAL (SAGE)  
UNIVERSITY, BHOPAL**

**Department of Civil Engineering**

**DECLARATION**

I hereby declare that the work, which is being presented in this dissertation entitled "*Name of PBL Topic*" for fulfillment of the requirements for the award of degree of "**Program Name in Branch**" submitted in the Department of Civil Engineering, **NAME OF SCHOOL Bhopal, M.P** Bhopal, M.P is an authentic record of my own work carried under the guidance of Name of Supervisor. I have not submitted the matter embodied in this report for the award of any other degree.

I also declare that "A check for Plagiarism has been carried out on this dissertation and is found within the acceptable limit and report of which is enclosed herewith."

**NAME OF STUDENTS**

Supervisor

Enrollment No.:

HoS/Dean Sign with seal

SUB, Bhopal



## ACKNOWLEDGEMENT

---

I would like to express my heartfelt gratitude to my supervisors **Prof. (Guide) and Prof. (Co Guide)** Department of Civil Engineering, School of Engineering & Technology Bhopal who encouraged me all throughout the course of the project. Their careful support and motivation were the prime factors contributing to the timely and successful completion of this project.

I owe an enormous debt of gratitude to my thesis guide, **Prof. (HOD CE)**, for guiding and inspiring me from the beginning through the end of this thesis with his intellectual advices and insightful suggestions. I truly appreciate and value his consistent feedback on my progress, which was always constructive and encouraging, and ultimately drove me to the right direction.

I also owe a great deal of thanks to several people who have helped and motivated me throughout my thesis work as well as throughout my postgraduate course at SOET, Bhopal, in particular, **Dr. (HoS, SUB, Bhopal)**, and all teaching and non teaching staff of Civil Engineering Department for their valuable assistances they offered me generously during the past two years.

**Name of Student**

**21BTE5SE10001**

## TABLE OF CONTENT

S.NO	TITLE	PAGE NO
	FRONT PAGE	1
	CERTIFICATE	2
	APPROVAL CERTIFICATE	3
	DECLARATION	4
	ACKNOWLEDGEMENT	6
	TABLE OF CONTENT	7
	LIST OF FIGURES	
	LIST OF TABLES & GRAPHS	9
	ABSTRACT	10
<b>CHAPTER 1 INTRODUCTION</b>		
1.1		12
1.2		13
1.3		14
1.3.1		
1.4		16
1.5		16
1.6		17
<b>CHAPTER 2 LITERATURE REVIEW</b>		
2.1		19
2.2		19
2.3		24
<b>CHAPTER 3 MATERIAL AND METHODS</b>		
3.1		30
3.2		30
3.2.1		30
3.2.2		31
3.2.2.1		31
3.2.2.2		32
3.2.3		33
3.2.4		
3.3		34
3.3.1		34
3.3.2		35
3.3.2.1		35
3.3.3		36
3.3.3.1		37
3.3.4.1		37

3.3.4.2		37
3.3.4.3		37
<b>CHAPTER 4 EXERIMENTAL WORK</b>		
4.1		46
4.2		
4.3		46
4.3.1		48
4.4		50
4.4.1		51
<b>CHAPTER 5 CONCLUSION AND FUTURE SCOPE</b>		
5.1	CONCLUSION	56
5.2	FUTURE SCOPE	56
	<b>REFRENCES</b>	57

## LIST OF FIGURES, TABLES & GRAPHS



S.NO	TITLE	PAGE NO
<b>TABLES</b>		
TABLE 1		30
TABLE 2		31
TABLE 3		32
TABLE 4		33
TABLE 5		40
TABLE 6		41
TABLE 7		
TABLE 8		
TABLE 9		46
TABLE 10		48
TABLE 11		51
TABLE 12		52
<b>GRAPHS</b>		
GRAPH 1		47
GRAPH 2		47
GRAPH 3		49
GRAPH 4		49
GRAPH 5		51
GRAPH 6		52
GRAPH 7		53
GRAPH 8		53
<b>FIGURES</b>		
FIGURE 1		36
FIGURE 2		37
FIGURE 3		51
FIGURE 4		52
FIGURE 5		57
FIGURE 6		59
FIGURE 7		60

## Abstract

**Key Words :**



# SAGE University, Bhopal

Standard Operating Procedure

## SIP/Dissertation/Industrial/Major/Minor Projects



Name of Approval Authority: Vice Chancellor  
Signature: [Signature]  
Date: \_\_\_\_\_

SOP No.: 06  
Page No.: 1 of 15  
Revision No.: \_\_\_\_\_  
Date: \_\_\_\_\_

### Introduction:

Students of all school of SAGE University Bhopal are required to submit SIP/Dissertation/Industrial/Major/Minor project for which credit points are allocated in scheme of their respective program and the marks are to be endorsed in their marksheets. In order to maintain transparency, maintains of records and proper conduction of exam it is required to submit one copy of SIP/Dissertation/Industrial/Major/Minor Project in each Library, School/Department, and Mentor/Supervisor. The marks are awarded to the students only on the receipt of the said documents.

1. Guideline for submission of SIP/Dissertation/Industrial project by students and their respective marks
  - I. SIP/Dissertation/Industrial/Major/Minor project done by students will be submitted and credits will be awarded as per scheme of respective program.
  - II. All such document associated with credit point 2 will be spiral binding and hard binding in case of credit point more than 2. Consolidated marks will be forwarded to exam section with the breakdown of viva voce and other aspects. The marks submitted to the examination section will be signed and forwarded by Supervisor (Internal and External), the HOD/HOS/Dean.
2. SIP/Dissertation/Industrial/Major/Minor project done by the students should follow guidelines given Annexure-I (Page No. 3)
3. Organization and formatting instructions for project and dissertation as given as under:

There will be four major sections in the Report

1. Pre-text pages
2. Text
3. Appendices
4. References/Bibliography.

The list below shows the pages in each part; not all are required, but the above sequence must always be followed:

#### 1. Pre-text pages

- Title Page/Cover Page (Annexure – II) Page No - 9
- Certificate from the Supervisor/Research Center (Annexure – III) Page No - 10
- Plagiarism Report & Copyright (Annexure – IV) Page No - 11
- Acknowledgments (optional)
- Abstract/Summary of work (2-3 pages)
- Table of Contents (Annexure – V) Page No - 12
- List of Tables (if used) (Annexure – VI) Page No - 14
- List of Figures (if used) (Annexure – VII) Page No - 15
- List of Illustrations, Symbols, etc. (if used)





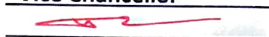
# SAGE University, Bhopal

Standard Operating Procedure



## SIP/Dissertation/Industrial/Major/Minor Projects

Name of Approval Authority: Vice Chancellor

Signature: 

Date: 30/11/2022

SOP No.: 06

Page No.: 2 to 15

Revision No.:

Date:

2. Body of Text (Chapters)
3. Appendices (if used)
4. Bibliography/References Cited
5. Assigned Responsibilities Page (Social Work Program ONLY)
6. List of Publications/Award (if any)

## **Guidelines for SIP/Dissertation/Industrial/Major/Minor Project**

### **1. General Appearance**

#### **a) Typeface/Font**

SIP/Dissertation/Industrial/Major/Minor Project by students should be typed double spaced in Arial 12 point type; do not use Arial Narrow, Arial Black, Arial Rounded MT Bold, or any other variations. The same type is used throughout the manuscript – headings, chapter titles, page numbers, table of contents, etc.

#### **b) Line Spacing**

All text, including lists, must be double-spaced. Exceptions to this requirement include extended quotations, bibliographies, and footnotes, as per required by program.

#### **c) Margins**

The left, or binding edge, margin should be one and one-half inches (1½”).

The right margin should be one inch (1”) and the margins at the top and bottom of the page should be one and one fourth inches (1¼”). Pages should be set up to print single sided, not double sided. The bottom margin refers to the distance between the last line of the text and the bottom of the page. The page number will be slightly below the last line of text. These margin regulations apply to every page of the manuscript, including appendices and additional items.

#### **d) Paragraph Indentation**

All paragraphs throughout the entire work are indented ½” from the left margin.

#### **e) Pagination**

The pages preceding the First Chapter of the manuscript should be numbered with a lower case Roman numeral. Exceptions are the Certificate of Supervisor/Research Center, Plagiarism Report & Copyright, and Acknowledgments. Certificate of Supervisor/Research Center, Plagiarism Report & Copyright, and Acknowledgments pages are counted, but no number appears on the pages themselves. Thus, the first numbered page is the Abstract/Summary of work; it should be numbered page “v”. Continue numbering consecutively with lowercase Roman numerals throughout the pre-text pages. The pre-text pages are presented in the following order:

The body of the work (chapters) all appendices, and references should be numbered with Arabic numerals consecutively throughout the manuscript (1, 2, 3, etc.). Therefore, chapter one should begin on page 1. All page numbers should be centered three-quarters of an inch (¾”) above the bottom of the page.

### **2. Formatting Pre-Text Pages/Front Matter**

The pre-text pages are those that precede the first chapter as listed above.

## **Title Page/Cover Page**

**Section 1:** Title. The title of Project/dissertation should be typed in all capital letters one and one-quarter inch (1¼") down from the top of the page (at the top margin). If title is longer than one line, double-space the title and follow the inverted pyramid format.

**Section 2:** Identification of the Type of Culminating Experience i.e. project or dissertation? On the first line of this section, indicate which one you are completing.

**Section 3:** Identification of Your Degree Title. The third component indicates the degree and the discipline for which the project/dissertation has been prepared.

**Section 4:** Author Name(s) and Graduation Date. The fourth component presents the full name of the author(s) and the month and year in which the degree will be granted. On the line below your name, type the month and year you will graduate.

### **a) Acknowledgments Page**

Here you may recognize specific contributions by other persons or institutions, especially if financial support was received. It is also customary to recognize the assistance of the graduate committee and/or graduate coordinator. The acknowledgment page has only one heading, the word "ACKNOWLEDGMENTS" typed in all capital letters.

### **b) Abstract**

The SIP/Dissertation/Industrial project by students MUST be accompanied by an abstract. The abstract page should have only one heading: ABSTRACT. Type the word "ABSTRACT" in all capital letters, 1¼" down from the top of the page, centered within the required margins. The abstract should contain all the essential information about the project/dissertation and provide the reader with an overview of the study.

### **c) Table of Contents**

The heading "TABLE OF CONTENTS" should appear in all capital letters 1¼" down from the top of the page. The table of contents has four major sections: pre-text pages, body of text (chapters or statement of purpose), appendices, and bibliography/references.

Pre-text Pages in the Table of Contents. The only pre-text pages listed in the table of contents are the "ABSTRACT" page, "ACKNOWLEDGEMENTS" page, and the "LISTS" pages, (e.g. LIST OF TABLES, LIST OF FIGURES, etc.) in all capital letters. These entries should be flush with the left margin; double spacing between each entry.

### **d) Chapters and Headings**

List all chapters and first level (centered) headings in manuscript. On the left margin, type the word "CHAPTER ONE" in all capital letters followed by a colon (:) and the title of the chapter; the chapter titles should also be in all capital letters. If the chapter title is too long to fit on one line, single space the carry-over line and line it up directly beneath the first letter in the



first line of the title. Number each chapter consecutively, spelling out the number (e.g. "CHAPTER ONE," "CHAPTER TWO," "CHAPTER THREE," etc.).

After that, list the first-level headings (i.e., those that are centered in the text). First-level headings should be indented ½ inch from the left margin. Double-space between each new heading you list. Headings should not be typed in all capital letters; instead, only capitalize the first letter of each major word. If a heading is too long to fit on one line, single space the carry-over line. Only first-level headings are required to be listed. Follow the same guidelines for listing the second and third level headings, but indent each an additional half-inch from the left margin to indicate their level in the text. Therefore, second level headings would be indented one (1) inch, and third-level headings would be indented one and a half (1.5) inches. The table of contents should include all the chapter divisions and first-level (centered) headings of text, but do not list additional levels of subheadings unless you choose to do so. All similar subheadings should be indented an equal amount, i.e. chapter headings are at the left margin, subheadings are indented one-half inch (½"). Further divisions within the subheadings should be indented an additional half inch from the left margin. Make sure that the headings and chapter titles listed in your table of contents are worded exactly the same way in the body of the text. All titles and headings in the table of contents must be exactly like those in the text in wording, spelling and capitalization.

#### **e) Appendices**

In the table of contents, appendices are listed BEFORE the references (or bibliography). Each appendix should be titled "APPENDIX" in capital letters. If you have more than one appendix, each must be assigned a capital letter (e.g. "APPENDIX A", "APPENDIX B", "APPENDIX C", etc.).

#### **f) Bibliography/References**

The last entry of the Table of Contents is the heading "BIBLIOGRAPHY, or "REFERENCES," or "WORKS CITED," typed in all capital letters.

#### **g) Format for List of Tables**

The List of Tables follows the Table of Contents on a new page and is numbered with a lowercase Roman numeral. A List of Tables is only used when tables appear in the main body of the text. Tables located in the appendices are not included in the List of Tables.

The title, "LIST OF TABLES," falls 1¼" down from the top of the page. Table titles should begin with the word "Table" and are numbered sequentially in the order in which they appear in the text. A period usually separates the table number and table title. Single-space titles too long for one line and line up the first word in the second line with the first word in the title. Double space between titles.

#### **h) Format for List of Figures**

The List of Figures follows the List of Tables and uses the same format. A List of Figures is only included when figures appear in the main body of the text. If figures are listed as appendices,

do not create a list of figures. The title, "LIST OF FIGURES" falls 1¼" down from the top of the page and the page is formatted like the List of Tables. Figure titles should begin with the word "Figure" and the figure number. A period usually separates the figure number and title. The List of Figures should be double-spaced, as is the rest of your manuscript. Single-space titles too long for one line and line up the first word in the second line with the first word in the title. At least three dots should be left between the end of the last word in the title or caption and the page number.

Make sure that the List of Figures contains exactly the same title used in the body of the manuscript. All page numbers in the List of Figures should be right justified at the right margin. The titles and page numbers should be separated with a series of periods and spaces (dot-leaders). Dot leaders must either extend all the way to the page numbers or line up vertically before them.

### **3. Format for Body of Manuscript**

The body of the text explains, illustrates, argues for, and in some cases proves by organizing in a coherent manner the evidence gathered from various sources. The manuscript will usually be divided into several chapters, some or all of which may be prescribed by the department. The text should be clear, accurate, and written in an academic, scholarly style. The presentation of the manuscript is nearly as important as the research; take time to edit and proofread the final copy of the work carefully.

Manuscripts should be typed double-spaced in Arial 12- point font. The same font is used throughout the manuscript – headings, chapter titles, page numbers, table of contents, etc. should be in Arial, 12 point font. Paragraphs should be indented ½ inch, or five spaces. The margins throughout the manuscript should be as follows: left margin, one and one-half inches (1½"); right margin, one inch (1"); top and bottom margins, one and one fourth inches (1¼"). Pages should be set up to print single-sided, not double- sided.

#### **a) Chapter Titles and Headings**

##### **Chapter Titles**

Begin each chapter on a new page. Place the word "CHAPTER" and the number at the top of the page and the chapter title one double-spaced line below this. The number of the chapter is always spelled out (e.g. ONE, TWO, THREE, etc.), and chapter titles and numbers are always in all capital letters. These should both be centered over the body of the text. If the title exceeds one line, double-space and center all additional lines in the inverted pyramid style. Place two double spaces between the chapter title and the text or centered heading, if one is being used.

##### **Headings**

Headings vary according to the number of levels required to present the material most effectively. The three most commonly used levels of headings are the centered heading (first level), the flush-left heading or free-standing side- head (second level), and the paragraph heading or paragraph side-head (third level). These are demonstrated in the examples below. In some works, the number of levels of headings required may vary from chapter to chapter, but each chapter must begin with the first level heading. Except for the paragraph heading (third

level), headings are set on a separate line from the text, the differentiation between the levels being indicated by placement and punctuation. Headings should not be in bold type.

#### **4. Additional Formatting Matters**

##### **a) Epigraphs**

When used as the heads of chapters, epigraphs are blocked on the right half or two-thirds of the page, and they are not enclosed in the quotation marks. They may be typed in italics. The author of the quotation and title of the work are given below the epigraph, flush right. A full citation should be included in the list of references or works cited.

##### **b) Listings**

All listings, numbered or otherwise presented, are indented ½" from the left-hand margin and double spaced.

- Any carry-over lines should line up with the first word in the first line of text in the listing.
- Listings may be preceded by numbers, dashes, bullets, or other embellishments.

##### **c) Block Quotations**

When formatting long quotations, follow the style guide for your program. If you are using APA format, block quotations that are 40 words or more should be indented ½" from the left margin. If using MLA format, direct quotations which are four or more lines in length are presented as block quotations and indented 1" from the left margin. Block quotations are usually double spaced; check with the style guide for your field. If the quoted material begins mid-sentence, a series of three ellipsis points, each separated by one blank space should precede the material (for example "... that the entire system is growing"). Do not use quotation marks around block quotations as the process of blocking indicates that the material is a direct quotation. Unlike in-text quotations, for block quotations, all reference citation material falls outside of the closing punctuation.

##### **d) Tables**

Numerical results of research are frequently presented in tabular form. Some programs require students to follow the programs' style manual for creating tables.

##### **e) Placement of Tables within Text**

All tables should include a table number and title, placed directly above the table. Tables placed within the text should be numbered consecutively. All tables are numbered in Arabic numerals. Each table should be placed as close to the first reference to it as possible. However, the table should not be placed in the middle of a sentence, breaking up the text. Leave two double-spaces (four blank lines) above and below each table to set it off from the rest of the text.

##### **f) Figures**

All figures, illustrations, photographs, maps, diagrams, and similar presentations must be professional quality. Graphs and diagrams may be created through computer graphics programs.

Placement of Figures within Text



Place your figures in the body of your text. Figures are usually labeled at the bottom and the caption should not exceed the width of the figure. All figures are numbered in Arabic numerals, and all references should be by this

#### **g) Appendices**

An appendix contains material too detailed for inclusion in the body of the work. When diverse materials are included, create an appendix for each group of data (questionnaires, correspondence, figures, etc.). Appendices will vary in format, and a certain degree of freedom is allowable. Spacing (single or double) is determined by the content; the appendices must observe the margin requirements, but NOT the font, type size, or other requirements. This is where pictures, tables or other items can be placed; however, large items must be reduced to fit within the required margins. The decision to include the information is determined by readability and overall importance and relevance to the work.

Each appendix should be assigned a consecutive uppercase letter and title, (APPENDIX A: TABLES, APPENDIX B: FIGURES, APPENDIX C:

#### **5. Bibliography/References**

The format for citing sources in a project/dissertation will be determined by the appropriate departmental style guide. In addition, the title of the reference section (for example, "REFERENCES," "BIBLIOGRAPHY" OR "REFERENCES CITED") is determined by the departmental style guide and should be typed in all capital letters and centered 1¼" down from the top of the page. The same title appears in the table of contents. Double space between the title and the first entry in the list of references.

#### **Referencing styles:**

APA (American Psychological Association) system (<https://www.student.unsw.edu.au/apa>)

**Annexure - II**

SAMPLE TITLE PAGE: TITLE WILL APPEAR HERE,  
SECOND LINE IS DOUBLE SPACED

A Project Report

Submitted to the

Name of School

SAGE University Bhopal

Towards Partial Fulfillment  
of the Requirements for the Degree  
(Name of Program)

by

(Name of Candidate)

Under the Supervision

of

Supervisor

Co-Supervisor

June 2022

**CERTIFICATE FROM THE SUPERVISOR**

This is to certify that the work incorporated in the project report entitled "TITLE OF THE PROJECT" is a record of work carried out by Name, Enrol. No. Under my guidance and supervision for the award of Degree of ..... SAGE University, Bhopal.

To the best of my/our knowledge and belief the project report

- I. Embodies the work of the candidate/s himself/themselves,
- II. Has duly been completed,
- III. Fulfils the requirement of the ordinance/guidelines relating to the ..... degree of the University and
- IV. Is up to the desired standard both in respect of contents and language for being referred to the examiners.

Name of Supervisor  
  
(Affiliation)

Name of Co-Supervisor  
  
(Affiliation)

The project work as mentioned above is here by being recommended and Forwarded for examination and evaluation.

HOS/ Dean

Name of School



**PLAGIARISM CERTIFICATE**

- I. We ..... (Name of Supervisor), ..... (Name of Co-Supervisor) certify that the Thesis/Report titled ..... Submitted by Mr/ Ms ..... Enrollment No..... has been run through a Plagiarism Check Software and the Plagiarism Percentage is reported to be \_\_\_\_\_%.
- II. Plagiarism Report generated by the Plagiarism Software is attached.
- III. The project has not been submitted elsewhere for publication or award of any other Degree.

**Signature of the Supervisor**

**Signature of Co Supervisor**

**Signature of the Student**

## TABLE OF CONTENTS

ABSTRACT .....	iii
ACKNOWLEDGEMENT .....	iv
LIST OF TABLES .....	vii
LIST OF FIGURES .....	viii
CHAPTER ONE: CAPITALIZE EACH LETTER IN THE TITLE OF THE CHAPTER .....	1
1.1 Heading One.....	1
1.2 Statement of the Problem .....	6
1.3 Purpose of the Study .....	15
1.4 Definitions.....	20
1.4.1 Second Level Heading Indented .....	23
CHAPTER TWO: LITERATURE REVIEW.....	35
2.1 Introduction .....	37
2.2 Review of work done in last 10 years.....	48
2.3 Research Gap .....	56
2.4 Objectives.....	57
CHAPTER THREE: METHODOLOGY .....	60
3.1 Introduction .....	61
3.2 type of Work.....	68
3.3 Data Preparation/Collection .....	70
3.4 Data Analysis.....	72
CHAPTER FOUR: FINDINGS RESULTS AND DISCUSSIONS	
4.1 Introduction .....	72

## CHAPTER FIVE: FINDINGS RESULTS AND DISCUSSIONS

5.1 Conclusions in reference to objectives.....	78
5.2 Suggestions .....	80
5.3 Scope of future work.....	80
APPENDIX A: .....	84
REFERENCES .....	90



LIST OF TABLES

Table 1. The Title of the Table .....	6
Table 2. The Title of the Table .....	8
Table 3. Table Titles That are Longer than One Line Should be Single-spaced.....	11
Table 4. If Tables are in an Appendix, Do Not Include Them in the List of Tables .....	38

LIST OF FIGURES

Figure 1. The Title of the Figure..... 6

Figure 2. The Title of the Figure..... 9

Figure 3. Figure Title..... 11

Figure 4. Figure Titles That are Longer than One Line Should be  
Single-Spaced ..... 20



# SAGE University, Bhopal

## Standard Operating Procedure

### Students' Semester Registration & Attendance



Name of Approval

Vice Chancellor

SOP No.:

05

Authority:

Signature:

Date:

*3/12/2022*

Page No.:

1 of 7

Revision No.:

1

Date:

03-10-2022

### General Guidelines

- Student registration is mandatory for the semester on or before start of the Semester as per academic calendar.
- The student will be able to complete his/her registration only after clearing fees dues of the current semester through ERP.
- In case of any discrepancy in fee/ financial condition of parents/ any other reason due to which a student is not able to clear the fees and register. In all such cases, an application is to be taken by mentor and forwarded by HOS/HOD/DEAN to DG/VC through CSA for the rectification and resolution of the issue and gets the candidate registered.
- The student will ensure that he/she selected the correct courses offered by the concerned School in the current semester like UC, DC, DSE, GE/Minor specialization courses etc.
- The final course registration of the student would be considered after the approval of Deputy Registrar Establishment and subsequent approval of concerned HOS.
- The name of only registered student will be available in ERP for attendance marking to concerned course teacher.
- Each faculty should carry Teachers Diary in the each class and take physical attendance in Teachers Diary on daily basis.
- After completion of classes, during 3:00PM - 4:30PM or as per the convenience of faculty, attendance to be marked in ERP on the same day. There would be **NO BACK** entry possible if the faculty missed marking attendance in ERP.
- Attendance report to be taken out by the concerned HOS every Saturday and review it. The student who have not registered or having low attendance then their parents are required to be informed (Annexure-V)
- If a student is consistently having low attendance or not registered, HOS/HOD need to follow the student/parents.





# SAGE University, Bhopal

## Standard Operating Procedure

### Students' Semester Registration & Attendance



Name of Approval  
Authority:  
Signature:  
Date:

Vice Chancellor

*[Signature]*  
3/10/2022

SOP No.: 05

Page No.: 2 of 7

Revision No.: 1

Date: 03-10-2022

S.No	Time Period	Suggested Format	Page No
1	Before start of Semester	Annexure-I	3
2	Up to 10 days after the last date of Registration	Annexure-II	4
3	Between 20 days to 1 month after the last date of Registration	Annexure-III	5
4	7 Days before MST-I	Annexure-IV	6
5	At the end of every month	Annexure- V	7

- The letters to be mail to student/ parent through ERP only.
- Mentor should call the student for commencement of classes, short attendance, participation in academic activity, placement or any other circular & co circular activities.
- The Parents/Student to be sent various notices on Email/ Whats App for having low academic achievement of any student fails to register for the semester and/or has less attendance with reference to the minimum requirement he/she may be debarred from ESE(Theory + Practical's).



# SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

Ref.No. SAGE/ADMIN/NOTICE/2022/ --

Date-----

## NOTICE

To

Shri/Smt. \_\_\_\_\_

F/M/o. \_\_\_\_\_

Sub : Start of ( ) Semester (Autumn/Spring Semester) (session) from (date)

Details of Student

Name \_\_\_\_\_ Enrolment No \_\_\_\_\_

Program \_\_\_\_\_ Semester \_\_\_\_\_

Dear Student / Parents,

Greetings from Sage University Bhopal !!!

This is to bring into your kind notice that we would like to start Autumn/Spring semester of (session) from (date). (Please refer the academic calendar).

Online Registration and fee payment Schedule through ERP

- a. Registration Start date **(date)**
- b. Registration End date **(date)**
- c. Commencement of Classes **(date)**

For registration through ERP, you need to deposit Autumn /Spring Semester Tution Fees & Hostel/Bus fee (if applicable) of (session). Only registered students would be allowed for attending the classes and online attendance marking in ERP by concern department.

If he/she fails to register till **(date)**, may leads to disciplinary action as decided by the University.

Dy Registrar  
(Establishment)

CC: All HoS

**SAGE UNIVERSITY, BHOPAL**

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

Ref : .....

Date: .....

To

Shri/Smt. ....

F/M/o. ....

Sub : Semester Registration

Details of Student

Name ..... Enrolment No .....

Program ..... Semester .....

Dear Parents,

(Autumn/Spring) Semester classes started at University from (Date) and the last date of registration by clearing fee dues was (Date). But, till date, your ward has not reported for Registration, hence he/she has been suspended and debarred from attending the classes. Before it becomes too late, you are requested to contact the undersigned in person immediately failing which, we will be forced to take further necessary action against him/her.

Please note that attendance of all students are being compiled at regular intervals. If at the End of Semester the overall attendance is less than 75%, we will not allow your ward to appear in the University Mid Term / End Semester Examination.

Thanks &amp; Regards,

Faculty Mentor

(.....)

Mob No.

HOD/HOS

(Dr. ....)

(Seal)

Mob No. ....

Note : To be sent within 10 days of last date of Registration.





# SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

Ref : .....

Date: .....

To

Shri/Smt. ....

F/M/o. ....

Sub : Reminder for Registration

Details of Student

Name ..... Enrolment No.....

Program ..... Semester .....

Dear Parents,

Your ward has not registered in the Semester so far inspite of so many telephonic calls / messages through whats app and an email on (Date)

Please note that attendance of all students are being compiled at regular intervals. If at the End of Semester the overall attendance is less than 75%, we will not allow your ward to appear in the University Mid/ End Semester Examination.

You are once again being given an opportunity to send your ward for reporting in the University within 3 days otherwise University will be forced to debar your ward from this Semester.

Thanks & Regards,

Faculty Mentor

(.....)

Mob No. ....

HOD/HOS

(Dr. ....)

(Seal)

Mob No. ....

Note : To be sent within a month from start of the Semester.



# SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

Ref : .....

Date: .....

To

Shri/Smt. ....

F/M/o. ....

Sub : Debarment of your ward from appearing in I Mid Term Examination.

Details of Student

Name ..... Enrolment No.....

Program ..... Semester .....

Dear Parents,

Inspite of our three letters dated (Date 1, Date 2, Date 3) your ward has not registered for the current semester and his/her attendance as on date is very poor. Hence, your ward is being debarred from attending I- Mid Term Examination.

Please note that attendance of all students are being compiled at regular intervals. If at the End of Semester the overall attendance is less than 75%, we will not allow your ward to appear in the University Mid/ End Semester Examination.

Thanks & Regards,

Faculty Mentor

(.....)

Mob No.

HOD/HOS

(Dr. ....)

(Seal)

Mob No. ....

Note: To be sent one week before the start of I – MST



# SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

Ref : .....

Date: .....

To

Shri/Smt. ....

F/M/o. ....

Sub : Short Attendance Notice

Details of Student

Name ..... Enrolment No. ....

Program ..... Semester .....

Dear Parents,

As per our records, attendance of your ward as on date is very poor. Hence, your ward is may be debarred from attending I- Mid Term Examination scheduled from Nov 7onwards.

Please note that attendance of all students are being compiled at regular intervals. If at the End of Semester the overall attendance is less than 75%, we will not allow your ward to appear in the University Mid/ End Semester Examination.

Thanks & Regards,

Faculty Mentor

(.....)

Mob No.

HOD/HOS

(Dr. ....)

(Seal)

Mob No. ....

Note: To be sent at the end of every month.





# SAGE University, Bhopal

## Standard Operating Procedure Organizing Academic Events



(Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet)

Name of Approval Authority: Vice Chancellor  
Signature: [Signature]  
Date: 10/5/2022

SOP No.: 09  
Page No.: 1 of 15  
Revision No.:   
Date:

### Introduction

It is very important for any University to organize various activities which are academic in nature such as Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet for the growth and development of the Students/Teachers/Other stakeholders of the University.

### Objectives

The events are organized with the following objectives

- To have knowledge about current trends in the research areas/Technology/ Industry practices
- To give exposure to Stakeholders
- To have Networking with Peers /Professional Bodies/Industrial Organizations
- To have strong branding for the University
- To Score better marks under various categories in NBA/NAAC/ NIRF/QS/THE rankings.

### Process

- School should appoint Coordinator(s) of the event Proposed
- Coordinator will prepare a draft proposal and get it forwarded through HOD/HOS/Dean for the recommendation /approval of DG/VC/ED/Pro Chancellor. Draft proposal should have the following: (Annexure-1) Page No 3-6
  - Theme
  - Brochure
  - Proposed dates
  - Advisory Board
  - Tentative proposed expert
  - Tentative Budget/ Budget
  - Expected amount of Sponsorship from outside University

University Contribution / Sponsorship (if any)



# SAGE University, Bhopal

## Standard Operating Procedure

### Organizing Academic Events



(Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet)

Name of Approval Authority: Vice Chancellor  
Signature: [Signature]  
Date: 10/05/2022

SOP No.: 09  
Page No.: 2 of 15  
Revision No.: -  
Date: -

- iii) Coordinator should apply for the grant from various Sponsoring agencies such as DST/MPCOST/CSIR/AICTE/UGC/NAAC/AIMS/ NABARD or any other relevant organization.
- iv) For effectively organizing event, various committees to be formed (Annexure-2) Page No 7-8
- v) Sponsorship letter needs to be prepared to take Sponsoring form organizations against stalls /advertisement in Souvenir Product display/nomination of faculty/Students etc. (Annexure-3) Page No 9-10
- vi) Brochure needs to be circulated to various organizations for nomination of students/faculty
- vii) All the guests to be invited through Phone/E-mail etc. by sending an invitation Draft. invitation letter is attached (Annexure-4) Page No 11
- viii) At the end of event, all the guests to be sent a thanks letter along with related photographs and event report (Annexure-5) Page No 12
- ix) At the end of the event, a concluding file to be prepared and submitted in Library / School (Annexure-6) Page No 13
- x) A brief summary of the event to be prepared and its soft copy to be send to Registrar office for record (Annexure-7) Page No 14-15



# SAGE University, Bhopal

## Standard Operating Procedure

### Organizing Academic Events



(Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet)

Name of Approval Authority: Vice Chancellor  
 Signature: [Signature]  
 Date: 10/05/2022

SOP No.: 09  
 Page No.: 3 of 15  
 Revision No.:   
 Date:

### Brochure Contents

#### About the University

#### About the Event

#### Event Objectives

#### Call for Papers & Posters

#### The broad areas/ sub-areas that will be of interest for the conference are:-

#### Guidelines for Abstract Submission (In Case of Conference)

- Only Registered delegates can attend the Conference.
- The abstract should not exceed 400 words and have a maximum of five keywords.
- Posters must be submitted electronically as a PDF with following specifications:
  - One Power Point Slide using the 16:9 ratio resolution setting
  - Font: Times New Roman
  - No video
  - Maximum file size 10 MB
  - Save the final slide presentation as a PDF file
- The research paper is to be typed in Times New Roman with font size 12 and line spacing 1.5, headings to be typed in font size 14 bold and footnotes in font size 10.
- Only original, unpublished research work, not exceeding 5000-6000 words, should be sent.
- All the authors, in case of co-authors, must register individually. At least one co-Author should be available to present the paper at the conference.
- Registered candidates cannot claim for a refund due to absence or withdrawal from the conference.
- The abstract must include the title of the paper, author(s) name, designation, Name Of Institution/ Organization, mailing address, email address and contact number.
- Softcopy of the paper must be submitted in A4 size page, portrait lay out using Times New Roman font with the heading in size 14 and the body of the text in size 12 with 1.5 line spacing.
- Selected papers will be notified by email.
- Please follow the link for electronic submission: Easy Chair link
- The author(s) should clearly mention under what track of the conference the abstract is to be included. Authors shall use APA 7th edition formatting style.

#### Points to be considered while designing the poster:

- Scientific problem (what's the question?)
- Its importance (why should we care?)
- How the experiment addresses the problem (what's your strategy?)
- The experiments performed (what did you actually do?)
- The results obtained (what did you actually find?)
- The conclusions (what do you think it all means?)
- Future prospects (where do you go from here?)



**Note:** Other relevant research papers may also be considered after extensive review for presentation and publication.

Design your poster to address one central question and to provide an explicit take-home message. The Poster Category can be any one:

1. Original study or research – displays an abstract, strategy, methods, results, and conclusion.
2. Evaluation of a method, device, or protocol – describes a systematic evaluation of a newer technique or device.

### **Who should Participate**

- Academicians
- Entrepreneurs
- Research Scholars
- Policymakers
- Practitioners
- UG/PG Students

### **Important Dates:**

- Last date for abstract submission :
- Full Paper Submission Deadline :
- Acceptance of Full Paper :
- Registration Deadline :
- Conference Date :

### **Abstract Submission Link**

### **Registration Fee**

SN	Category	Fees
1.	Academicians (Single/First Author)	INR
2.	Research Scholars	INR
3.	UG/PG Students	INR
4.	For each Co-Author/Attendees	INR
5.	International Participants	US \$

### **Payment Link:**

### **Contact Detail**

Contact Person:

Contact No:

Email:

## Advisory Board

### **Chief Patron**

**Er. Sanjeev Agrawal**  
Honorable Chancellor  
SAGE University Bhopal and SAGE University Indore

### **Patron(s)**

**Dr. Prashant Jain**

Honorable Pro-Chancellor SAGE  
University Bhopal

**Ms. Shivani Agrawal**

Honorable Executive Director SAGE  
University Bhopal

**Dr. V.K. Jain**

Honorable Vice-Chancellor  
SAGE University Bhopal

There must be 5-10 National/International Senior persons in the Advisory Board  
Resource Persons/Experts Details

**Event Chairperson**

**Event Convener(s)/Coordinator(s)**

## Tentative Budget

### A. ) Sources of Income

S No	Sources	Amount (₹)
1.	Registration Fee (@---per head *expected registration no of students)	
2.	Registration Fee (@---per head* expected registration no of delegates)	
3.	Sponsorships (External/Internal)	
	<b>Total</b>	

### B.) Expenditure Heads

S No	Heads	Expenditure amounts (₹)	Remarks
1.	TA to Experts		Approx No of Experts
1a.	Honorarium to Experts(if any)		
2.	Lunch		Appx. No of person @---
3.	Accommodation of Speakers		Delegate will stay at Guest House SUB
4.	Brochure/Preconference		Brochure send by Email/Whatsaap
5.	Souvenir		Soft copy
6.	High Tea		No of persons @ ----
7.	Certificates		No of Certificate @----
8.	Kit		Approx No of Kit @
9.	Banner		
10.	Memento		
11.	Best paper/poster presenter Awards		
12.	Misc.( Campus Decoration, Stationary items)		
	<b>Total</b>		

### Students Competitions (if any)

1. Research Paper Competition (First @----- Rs Cash, Second @----- Rs Cash)
2. Poster Competition (First @----- Rs Cash, Second @----- Rs Cash)
3. Project Competition (First @----- Rs Cash, Second @----- Rs Cash)
4. Business Proposal Competition (First @----- Rs Cash, Second @----- Rs Cash)

### Teachers Competitions (if any)

1. Research paper Competition Category 1 (First @----- Rs Cash, Second @----- Rs Cash)
2. Research paper Competition Category 2 (First @----- Rs Cash, Second @----- Rs Cash)





# SAGE University, Bhopal

## Standard Operating Procedure

### Organizing Academic Events

Annexure-2



(Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet)

Name of Approval Authority: Vice Chancellor

Signature: 

Date: 10/05/2022

SOP No.: 09

Page No.: 7 of 15

Revision No.:

Date:

Ref: SUB/.....

To, .....

.....

Date:.....

Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet on

"....."

Date:

### Organizing Committee

Sr No	Name of Committee	Members Name	Functions/Responsibilities	Due Date
1	Core (Conveners)		1. To plan, prepare budget, get approval, prepare brochure 2. Promotion of Conference and attracting a good no of papers/Models/Projects/Posters, participants etc. 3.To invite all experts 4.To coordinate with Technical Program Committee and other committee 5.To send thanks letters to all experts 6.To prepare the Conference file and submit it in Lib for reference	From conception till Closure report submission file in Lib.
2	Reception and Hospitality		1.To arrange Guest House/Hotel to Invitee experts/participants 2.To make travel arrangements to guests 3.To take the guests to local sight seeing 4.To Make arrangements for the High Tea, Lunch Dinner etc.	One Month prior till conclusion of the event
3	Technical Program		1. To review and edit the research papers and communicate with the authors 2.To make the Paper presentation plan 3. To arrange for the messages to be published in Souvenir of Dignitaries such as PM, CM, Minister, Sr Scientists and Professors. 4. To coordinate with Session Chairs/Co Chairs and arrange for the Memento, Certificate, TA etc. 5.To be available as rapporteur in all	Two Months prior to the date of Conference till Conference organization

			the sessions and coordinate with experts and participants 6. To create, circulate and collect the feedback from all the participants/experts.	
4	<b>Sponsorship Committee/Branding</b>		1. To arrange for the Funds from funding agencies, Book Suppliers, Industry or any other relevant agency. 2. To get advertisement of Sponsors in Souvenir 3.To print required banners/standees and promote the event through social Media/Print Media	Six Months prior to the date of Conference till Conference organization
5	<b>Registration and Certificate Distribution</b>		1. To finalize the Kit/Bag/Pad/Pen etc. 2. To finalize Memento to Guests/Winners/Runners up 3. To get Certificates Printed 4.To prepare & distribute the certificates	One Months prior to the date of Conference till Conference organization
6	<b>Venue Management</b>		1.To arrange for Venue, its decoration, installation of Banners, standees, flowers etc as per need 2.To arrange for checking Projector/AC/Audio System/Pad Pen/Water bottles/University Literature and related promotion material 3. Arrangement for Tilak, Saraswati vandana, bouquet, memento to guest.	One day prior to the event dates
7	<b>Cultural</b>		1.Organize for Cultural program as per need 2.To organize for the students dresses/makeup/take budget approval 3.To maintain discipline back stage	On the days of event
8	<b>Discipline and Attendance</b>		1. To maintain students discipline in Auditorium/ venue 2.To take attendance as per requirement	On the day of event
9	<b>Tech Support</b>		1. To see Audio Visual Display, Projector etc 2.Depute staff for the onsite support during the program	A Day Prior and on day of event
10	<b>Admin Support</b>		1.To make the venue ready before the event 2.To depute sufficient support staff at the venue 3.To Change/Modify the bus timings as per the event 4.Make the things organized after the event	Before, during and after the event



# SAGE University, Bhopal

## Standard Operating Procedure

### Organizing Academic Events



(Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet)

Name of Approval Authority: Vice Chancellor  
 Signature: [Signature]  
 Date: 10/05/2022

SOP No.: 09  
 Page No.: 9 of 15  
 Revision No.:   
 Date:

Ref: SUB/.....

Date:.....

### Sponsorship Letter

To,  
 -----  
 -----

SAGE University Bhopal cordially invite you as a sponsor in Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet to be held on -----(Date--) at SAGE University, Bhopal

In making a commitment to become a sponsor, your company will be assured high profile exposure at this Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet.

Please take a few moments to read our proposal. We have appended the brochure for your perusal. If you require further information about sponsoring, please contact Dr. ----- at the SAGE University Bhopal, +91----- or email: ----- To secure your place in the event, simply choose the sponsorship option that best suits you, and contact the organization team the event.

### Event Details

**Kind of Event:**

**Date:**

**Venue:**

The prime objective of this event is to bring experts, researchers and innovators from academia, R & D and industry working in the various fields of science & technology together and provide them a forum for knowing what is happening in the research arena, identifying and conceptualize new ideas and sharing their valuable findings and thoughts. The event also aims to create research interest in the minds of young graduates to pursue research as their career. It will facilitate and promote interdisciplinary research among researchers and help in reducing the gaps between different disciplines.

### Who will attend?

The event is relevant to:

- Students
- Researchers
- Faculty Members
- Industry Executive

**Expected Number of Participants:** We are expecting over- attendee from all over the country. The event will be promoted through websites, newspapers, and extensive email lists.



## **Sponsorship benefits**

1. The event will be promoted to key Stakeholder in (relevant field) worldwide through newsletters, websites, brochures, Social Media and publicity, ensuring wide exposure for sponsors and their identification with related research. Your brand will also receive extensive exposure on conference material, banners and in the satchel.
2. Networking with event Speakers/Expert of the event will share their views and insights on the event topics. Their presence will be valuable to sponsors who wish to interact with them. Your representatives can network with key national & international event delegates to update their knowledge and understanding of your organization and services.
3. Strengthening the corporate Image through the event, your company will be projected as an important player and leader committed to activities that benefit the academic & science life community. The event can also directly support your venture's marketing efforts by offering brand positioning, and image association.

All sponsors are promoted prior to and at the event as well as in the event, depending upon the level of sponsorship agreed.

### **PLATINUM SPONSOR - INR -----**

- Exclusive: only few Platinum Sponsorships are available
- Naming a session or reception (poster reception or icebreaker) after the sponsor
- Prominent display of company logo in presentation rooms and Banners
- Company logo included in the souvenir
- Space for a booth at the venue to the company during the whole event.
- Complimentary full registrations which includes attendance at all event sessions
- Acknowledgement of Platinum Sponsorship on all promotional material
- Inclusion of leaflets, flyers and paraphernalia (e.g. writing pads, pens) in event bag
- Specific requests might be accommodated (upon further agreement)

### **GOLD SPONSOR - INR -----**

- Display of company logo in presentation rooms and Banners
- Company logo included in the souvenir
- Complimentary full registration which includes attendance at all event sessions.
- Acknowledgement of Gold Sponsorship on all promotional material
- Inclusion of leaflets, flyers and paraphernalia (e.g. writing pads, pens) in event

### **SILVER SPONSOR - INR -----**

- Acknowledgement of Silver Sponsorship on all promotional material
- Inclusion of leaflets, flyers and paraphernalia (e.g. writing pads, pens) in event bag.

### **Please note**

1. The production of banners and any promotional material is the responsibility of the sponsor.
2. The arrangement of booth/business stand out has to be arranged by sponsor.



# SAGE University, Bhopal

## Standard Operating Procedure

### Organizing Academic Events



(Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet)

Name of Approval Authority: Vice Chancellor

SOP No.: 09

Signature: \_\_\_\_\_

Page No.: 11 of 15

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

Revision No.: \_\_\_\_\_

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

Ref: SUB/.....

Date: .....

### Invitation Letter

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sub.:** Invitation as Chief Guest/Guest of Honor/Special Guest/Expert in Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet on Date----- in the Inaugural /Valedictory function at Time -----Venue-----.

Dear Sir/ Madam

Greetings of the day!!

The SAGE University, Bhopal is a fastest growing Educational Institute of central India under the banner of SAGE Group. The SAGE group under the dynamic vision and persevered leadership of Honorable Chancellor Er. Sanjeev Agrawal has earned erudition in various disciplines of Learning. In pursuit of its sustained mission of sharing qualitative knowledge and research in partnership with highly qualified faculty, in fields of ----- SAGE Group provides excellent learning centers with the state-of-the-art facilities. The unmatched twenty years of experience at the Learning Centers has contributed in pioneering outstanding teaching skills and practices, most suitable for ever evolving industrial and environment sector.

This event is going to provide a platform to Researchers, Academician and Industry Person working in various areas of Broader Discipline to represent their works and to flourish the dimensions of the theme of the conference. The speakers would be coming from most of the well reputed Universities/ Research Institutes. Participants will be well conceptualized and benefitted by interactive sessions to be delivered by subject experts from both Academics and Industry which will help in enhancing the quality of their research & teaching, giving new dimensions to their research.

The programme details (brochure) are attached herewith for your kind perusal.

We would be grateful to you for your kind presence as -----.

Thanking you in anticipation.

Warm Regards



# SAGE University, Bhopal

## Standard Operating Procedure

### Organizing Academic Events



(Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet)

Name of Approval Authority: Vice Chancellor  
 Signature: [Signature]  
 Date: 10/05/20

SOP No.: 09  
 Page No.: 12 of 15  
 Revision No.:   
 Date:

Date:.....

Ref: SUB/.....

To,  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### Thanks Letter

Dear Sir/Madam,

Greetings of the Day!!

On behalf of SAGE University Bhopal I would like to express sincere gratitude to your for taking time from your busy schedule to be the Expert in the (event name) organized at SAGE University, Bhopal. Your presence and wise words helped magnify our cause in the best possible way. The (event name) was a huge success.

I also thank you on behalf of our other speakers and guests who were thrilled to have you and for the deliberations done. Your enlightening words inspired so many people out there.

Once again thank you for your participation. We would look forward to have more such interactions with your in the future.

Please find attached the event coverage in Print/Electronic Media, report of the event along with few photographs for your records.

Best Regards





# SAGE University, Bhopal

## Standard Operating Procedure

### Organizing Academic Events



(Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet)

Name of Approval Authority: Vice Chancellor  
 Signature: [Signature]  
 Date: 10/05/20

SOP No.: 09  
 Page No.: 13 of 15  
 Revision No.:   
 Date:

### Event File Creation

In order to have better documentation of the events being organized by Faculty/HOD/HOS/ Clubs/Societies, please maintain a file (Hard copy) and keep one copy in the Library and one copy in the School within one week after conduction of the event with the following documents:

#### Documents List

1. Report of event with Photographs
2. Copy of news coverage, If any
3. Copy of detailed Schedule / Minute to Minute Program of Inaugural, Valedictory, Technical Sessions etc
4. Detail of all the Income & Expenses with Budgeted and Actual expenditure comparison
5. Basic Proposal which was duly approved by Senior Authorities of University
6. List of participants with paid fee details
7. Receipt /Acknowledgement of A/C Department
8. Brochure(s)
9. Creatives (all)
10. Copy of invitation mail to experts
11. Copy of thanks letter to experts
12. Sample copy of the Flex/Certificates/ Standees
13. Sample copy of the Memento/text printed in it etc
14. Details/brief resumes of all experts invited
15. Copy of the Souvenir /any other document printed
16. All the original messages of the Dignitaries, Experts printed in Souvenir
17. Any other relevant document

**Note:** Librarian will confirm the receipt of the Physical file in the Library duly signed by Coordinator and HOD/HOS through mail to VC/Registrar/ Concerned HOS/HOD/Faculty members.



# SAGE University, Bhopal

## Standard Operating Procedure

### Organizing Academic Events

Annexure-7



(Conference/Seminar/Workshop/FDP/HR Meet/Advisory Meet)

Name of Approval Authority: Vice Chancellor  
 Signature: [Signature]  
 Date: 10/05/2022

SOP No.: 09  
 Page No.: 14 of 15  
 Revision No.:   
 Date:

Ref: SUB/.....

Date: .....

### Report of Event

#### A) Brief Detail

Sr No	Head	Description	Remark / Requirements
1	Name of the School (Organizer)		
2	Type of Event/Activity	Conference/Seminar/Workshop/FDP/HR Meet/ Advisory Meet /Seminar/ Extension Activities/ Training Program/Culture/Sports/Outreach Program/Day Celebration/Skill Development / Gender Sensitization/Anti Ragging /Placement Training/Competitions/NSS/others	
3	Dates of Event	(From-To) : DD/MM/YYYY	
4	Title of Event	Example- International Conference on Recent Advances in Science and Engineering – 2022"	
5	Venue		
6	Name(s) of Chief Guest/Special Guest/Resource Person/Speaker(s): If any		
7	Name of Coordinator		
8	Details of Collaborator/ Sponsor : If any		
9	Details of Participants (Faculty Members and Students separately)		

**B) Brief about the Event (Minimum 50 Words)**

**C) Outcome/Impact of Event / Activity in Brief**

**D) Attachment: (Where ever Available)**

- Photographs
- Press Release
- Fund utilization in case of external sponsorship
- Letter of Collaboration/Sponsorship

**Signature of Coordinator  
(Name)**

**Signature of HOS  
(Name)**





# SAGE University, Bhopal

## Standard Operating Procedure



### Conduction of University Level Events including National Festivals

Name of Approval  
Authority:  
Signature:  
Date:

Vice Chancellor

13/10/22

SOP No.: 35

Page No.: 1 of 13

Revision No.:

Date:

## Introduction

With a view to streamline the set of events required to conduct various activities like Annual function, Annual sports meet and celebration of National festivals, Interuniversity events, fresher party, farewell party etc. it is necessary to a simple mechanism where it guides the performer to do the assigned tasks in a better way to achieve quality through continuous improvement.

## Process

Whole event management activities can be divided into three categories i.e

- Pre Event Activities
- During the Event Activities
- Post Event Activities.

## Pre-Event Activities

### In Principle Approval

The Event Coordinator should take principle approval to conduct the event from University Management.

### Team Formation

A team comprising of active members from the University should be formed headed by Honorable Vice Chancellor/Director-General, depending on the type of event. An event coordinator and other members should be deployed with responsibilities on the following subcommittees, such as:

#### Organizing Committee

SN	Committee	Member	Functions/Responsibilities	Due Date
1.	Core		would be responsible for Budget, Event approval, Strategic Planning, Overall Monitoring, Wrap-Up, Feedback, Documentation	
2.	Venue Management		Logistics, Transportation, Parking, VIP Guest arrangement, & catering management	
3.	Guest Management		invitations, RSVPs, greeters, registration, seating arrangements, etc.	
4.	Speakers/ Presenters Management		selecting, confirming, logistics, management, etc	
5.	Activities/Entertainment		Web presence, events calendars, printed programs, media relations, signage, social media, etc. Sponsor/partner management	



# SAGE University, Bhopal

## Standard Operating Procedure



### Conduction of University Level Events including National Festivals

Name of Approval

Authority:

Signature:

Date:

Vice Chancellor

13/10/22

SOP No.: 35

Page No.: 2 of 13

Revision No.:

Date:

### Determining the Theme of the Event

Choosing a timely and compelling theme to complement event objectives (i.e. expectation from the event, how to get attraction and title of the event)

### Budget Establishment

A comprehensive budget, listing all expenses for all functional areas of event, and determining which expenses will be assumed by the host, potential sponsors, and/or by the attendees (fee) needs to be worked out (**Annexure - I**)

### Determine Venue/Location

When determining the location for the event, the following points needs to be considered:

- The Capacity of the venue to accommodate the Guests and the Target Audience
- Considering weather, especially if considering an outdoor venue. Security (needed? If so, how much and for how long?)
- Be sure to build in ample set-up and clean-up time
- Parking availability (including designated parking for Trustees and other VIPs).
- Audiovisual needs, Consider the following potential A/V needs.
  - Sound system
  - Projector
  - Screen
  - Microphone (podium mic, standing mic, handheld, collar mic, etc.)
  - Internet connection (for accessing YouTube or other online content)
  - Laptop (provided by facility vs. bring your own to connect to their system)





# SAGE University, Bhopal

## Standard Operating Procedure



### Conduction of University Level Events including National Festivals

Name of Approval

Vice Chancellor

SOP No.: 35

Authority:

Signature:

Date:

13/10/22

Page No.: 3 of 13

Revision No.:

Date:

f) Consider other potential facility needs as well:

- Podiums
- Conference Speaker Name Plates
- Extension cords
- Photography
- Videography

g) Accommodation of Guests:

If the event involves out-of-town guests, travel time and cost to reach a destination, cost of accommodation of the guest to be taken care.

### Invitation to Guest

All the guests to be invited through Phone/E-mail etc. by sending an invitation Draft. Invitation letter is attached (**Annexure - II**)

### Setting up an Event Date

While setting up to event following points needs to be considered:

- Checking the Academic Calendar and seeking permission from the respective HoS
- Checking availability with key participants- e.g., speakers, presenters, VIP guests, etc.
- Checking the statutory and religious holidays

### Advertising & Promotion

Adequate publicity and promotional items like invitation, Web page, PowerPoint template, posters, directional signage, etc needs to be designed and printed.





# SAGE University, Bhopal

## Standard Operating Procedure



### Conduction of University Level Events including National Festivals

Name of Approval  
Authority:  
Signature:  
Date:

Vice Chancellor

13/10/22

SOP No.: 35

Page No.: 4 of 13

Revision No.:

Date:

### Identify and Establish Partnerships & Sponsors

Seeking corporate sponsors and partners, to fund a portion of the event. The partnership could defray the costs and increase potential participation. The partnership & sponsorship can range from small scale to large scale Industries. Sponsorship letter needs to be prepared to take Sponsoring form organizations against stalls/advertisement in Souvenir Product display/nomination of faculty/Students etc. **(Annexure - III)**

### Plan Menu for Meals and Refreshments

- Plans refreshments according to nature of the event (if any)
- Ensuring enough time for guests to eat leisurely, network, or socialize with colleagues and friends
- Time allocation for refreshment: 20 minutes for morning snacks, 60 minutes for luncheon & 15 minutes for high tea, applicable as per the event. Timing Variation to be incorporated as per the size of the audience
- Ensure an adequate supply of water for guests & participants.

### Create a Communications Plan

A strong communication strategy is vital for effective execution of an Event. So a strong communication strategy is needed to promote the event, which may include:

- Invitations
- Web site story and/or banner
- Newsletter
- Email announcement(s)
- Flyers/posters
- Direct mail
- Social media (Facebook, Twitter, LinkedIn, Instagram, YouTube, blogs.)

### Activities during the Event

On the day of event, confirm media attending, ensure all signages are in place, ensure that registration and media tables are prepared and stocked with necessary items Ensure all promotional items, gifts, memento, etc. are on-site, Ensure catering services, ensure Security and Parking.



# SAGE University, Bhopal

## Standard Operating Procedure



### Conduction of University Level Events including National Festivals

Name of Approval

Vice Chancellor

SOP No.: \_\_\_\_\_35\_\_\_\_\_

Authority:

Signature:

Date:

13/10/22

Page No.: \_\_\_\_\_5 of 13\_\_\_\_\_

Revision No.: \_\_\_\_\_

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

### Post-Event Activities

The event should be duly completed with a post-event thank-you messages to speakers sponsor, media and ensuring adequate media coverage in both the Electronic, E media, print Media. Creating materials for the media as appropriate, including selective photos, videos, press release detailing the outcome(s) of the event.

#### ■ Post-event Advertising Activities

##### a) Include post-event stories and photos in:

- a. Web page(s)
  - b. Newsletters
  - c. Blog posts
  - d. Post videos and/or speaker presentation on your Web site and/or social media
  - e. Update your event page to include information on the event's success adding testimonial of the participants, guest, speakers etc.
- At the end of event, all the guests to be sent a thanks letter along with related photographs and event report **(Annexure-IV)**
  - At the end of the event, a concluding file to be prepared and submitted in Library / School **(Annexure-V)**
  - A brief summary of the event to be prepared and its soft copy to be sent to Registrar office for record **(Annexure-VI)**





# SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

## Tentative Budget

### A.) Sources of Income

SN	Sources	Amount (₹)
1.	Registration Fee (@---per head *expected registration no of students)	
2.	Sponsorships (External/Internal)	
	<b>Total</b>	

### B.) Expenditure Heads

SN	Heads	Expenditure amounts (₹)	Remarks
1.	TA to Experts		Expected Numbers of Experts
2.	Honorarium to Experts (if any)		Expected Numbers of Experts
3.	Lunch		Expected Numbers of person @---
4.	Accommodation of Speakers		Delegate will stay at Guest House SUB
5.	Creative		Brochure send by Email/Whatsaap
6.	High Tea		No of persons @ ----
7.	Certificates		No of Certificate @----
9.	Banner		
10.	Memento		
11.	Misc.( Campus Decoration, Stationary items)		
	<b>Total</b>		





# SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

## Invitation Letter

To,

-----  
-----  
-----

**Sub.:** Invitation as Chief Guest/Guest of Honor/Special Guest/Expert

Name of Event.....

at Time -----Venue-----.

Dear Sir/ Madam

Greetings of the day!!

### **About the SAGE University and Event (100 Words)**

The programme details (brochure) are attached herewith for your kind perusal.

We would be grateful to you for your kind presence as -----.

Thanking you in anticipation.

**Best Regards**



# SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-661440

Ref: SUB/.....

Date:.....

## Sponsorship Letter

To,

-----

-----

SAGE University Bhopal cordially invite you as a sponsor in ..... (Event Name) to be held on ----- (Date--) at SAGE University, Bhopal

In making a commitment to become a sponsor, your company will be assured high profile exposure at this Event.

Please take a few moments to read our proposal. We have appended the brochure for your perusal. If you require further information about sponsoring, please contact Dr. ----- at the SAGE University Bhopal, +91----- or email ----- To secure your place in the event, simply choose the sponsorship option that best suits you, and contact the organization team the event.

**Event Details**\_\_\_\_\_

**Kind of Event:**\_\_\_\_\_

**Date:**

**Venue:**

**Objective (100 Words)**

\_\_\_\_\_

**Who will attend?**

\_\_\_\_\_

**Expected Number of Participants:** We are expecting over- attendee from all over the country. The event will be promoted through websites, newspapers, and extensive email lists.

## **Sponsorship benefits**

1. The event will be promoted to key Stakeholder in (relevant field) worldwide through newsletters, websites, brochures and Social Media.
2. Networking with event Speakers/Expert of the event will share their views and insights on the event topics. Their presence will be valuable to sponsors who wish to interact with them. Your representatives can network with key national & international event delegates to update their knowledge and understanding of your organization and services.
3. Strengthening the corporate image through the event, your company will be projected as an important player and leader committed to activities that benefit the academic & science life community. The event can also directly support your venture's marketing efforts by offering brand positioning, and image association.

All sponsors are promoted prior to and at the event as well as in the event, depending upon the level of sponsorship agreed.

### **PLATINUM SPONSOR - INR -----**

- Exclusive: only few Platinum Sponsorships are available
- Naming a session or reception (poster reception or icebreaker) after the sponsor
- Prominent display of company logo in presentation rooms and Banners
- Space for a booth at the venue to the company during the whole event.
- Acknowledgement of Platinum Sponsorship on all promotional material
- Inclusion of leaflets, flyers and paraphernalia (e.g. writing pads, pens) in event bag
- Specific requests might be accommodated (upon further agreement)

### **GOLD SPONSOR - INR -----**

- Display of company logo in presentation rooms and Banners
- Acknowledgement of Gold Sponsorship on all promotional material
- Inclusion of leaflets, flyers and paraphernalia (e.g. writing pads, pens) in event

### **SILVER SPONSOR - INR -----**

- Acknowledgement of Silver Sponsorship on all promotional material
- Inclusion of leaflets, flyers and paraphernalia (e.g. writing pads, pens) in event bag.

## **Please note**

1. The production of banners and any promotional material is the responsibility of the sponsor.
2. The arrangement of booth/business stand out has to be arranged by sponsor.





# SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-661440

Ref: SUB/.....

Date:.....

To,

-----  
-----  
-----

## Appreciations Letter

Dear Sir/Madam,

Greetings of the Day!!

On behalf of SAGE University, Bhopal, I would like to express sincere gratitude to your for taking time from your busy schedule to be the Expert in the (event name) organized at SAGE University, Bhopal.

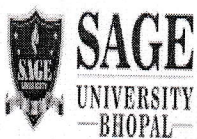
Your presence and wise words helped magnify our cause in the best possible way. The (event name) was a huge success.

I also thank you, on behalf of our other speakers and guests who were thrilled to have you and for the deliberations done. Your enlightening words inspired so many people out there.

Once again thank you for your participation. We would look forward to have more such interactions with your in the future.

Please find attached the event coverage in Print/Electronic Media, report of the event along with few photographs for your records.

**Best Regards**



**Event File Creation**

In order to have better documentation of the events being organized by Faculty/HOD/HOS/ Clubs/Societies, please maintain a file (Hard copy) and keep one copy in the Library and one copy in the School within one week after conduction of the event with the following documents:

**Documents List**

1. Report of event with Photographs
2. Copy of news coverage, If any
3. Copy of detailed Schedule / Minute to Minute Program of Inaugural, Valedictory, Technical Sessions etc
4. Detail of all the Income & Expenses with Budgeted and Actual expenditure comparison
5. Basic Proposal which was duly approved by Senior Authorities of University
6. List of participants with paid fee details
7. Receipt /Acknowledgement of A/C Department
8. Brochure(s)
9. Creatives (all)
10. Copy of invitation mail to experts
11. Copy of thanks letter to experts
12. Sample copy of the Flex/Certificates/ Standees
13. Sample copy of the Memento/text printed in it etc
14. Details/brief resumes of all experts invited
15. Copy of the Souvenir /any other document printed
16. All the original messages of the Dignitaries, Experts printed in Souvenir
17. Any other relevant document

**Note: Librarian will confirm the receipt of the Physical file in the Library duly signed by Coordinator and HOD/HOS through mail to VC/Registrar/ Concerned HOS/HOD/Faculty members.**

# SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-661440

Ref: SUB/.....

Date: .....

## Report of Event

### A) Brief Detail

Sr No	Head	Description	Remark / Requirements
1	Name of the School (Organizer)		
2	Type of Event/Activity	Culture/Sports/Outreach Program/Day Celebration/Skill Development / Gender Sensitization/Anti Ragging /Placement Training/Competitions/NSS/others	
3	Dates of Event	(From-To) : DD/MM/YYYY	
4	Title of Event	Example-	
5	Venue		
6	Name(s) of Chief Guest/Special Guest/Resource Person/Speaker(s): If any		
7	Name of Coordinator		
8	Details of Collaborator/ Sponsor : If any		
9	Details of Participants (Faculty Members and Students separately)		





# SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-661440

## B) Brief about the Event (Minimum 50 Words)

## C) Outcome/Impact of Event / Activity in Brief

## D) Attachment: (Where ever Available)

- Photographs
- Press Release
- Fund utilization in case of external sponsorship
- Letter of Collaboration/Sponsorship

**Signature of Coordinator**  
(Name)

**Signature of HOS**  
(Name)



**SAGE UNIVERSITY, Bhopal**  
**Result Analysis Session July-Dec 2022**

Annexure - 12A

**School Name**  
**Program**

**Department Name**  
**Semester**

**Session**

S.No	Parameters	Course 1	Course 2	Course 3	Course 4	Course 5	Course 6
1	Total no of Students						
2	Appeared Students						
3	All clear students						
4	% Pass						
5	No of students with ATKT (1-2)						
6	No of students with ATKT (>2)						

**HOD**

**HOS/Dean**

**DA/Pro-VC/VC**



**SAGE UNIVERSITY, Bhopal**  
**Result Analysis Session July-Dec 2022**

Annexure - 12B

**School Name**  
**Program**

**Department Name**  
**Semester**

**Session**

S.No	Parameters	Faculty 1	Faculty 2	Faculty 3	Faculty 4	Faculty 5	Faculty 6
1	Total no of Students						
2	Appeared Students						
3	All clear students						
4	% Pass						

**HOD**

**HOS/Dean**

**DA/Pro-VC/VC**





# SAGE University, Bhopal


## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

  
4/2/2023

SOP No.: 40

Page No.: 1 of 39

Revision No.: \_\_\_\_\_

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

#### 1. Introduction

In the academic system, **Outcome** means learning outcomes. These learning outcomes student should be able to display at the end of the learning in HEI. In the early 90's, the term Outcome Based Education shifted the focus of education industry from teaching to learning. In traditional system, teachers are worried about what they teach rather than what their students learn.

In Outcome Based Education, curriculum and courses are designed according to program exit outcomes, to be displayed by student at the end of their learning. In the Outcome Based Education, main priority is what needs to be accomplished by the end of the learning, or it emphasizes on what is expected from the student to finally achieve after the degree. The Outcome Based Education system is now found to be successful for the teachers and students to measure the learning outcomes. Components of OBE -

##### a) Vision and Mission

Vision - The fundamental objective behind establishment

Mission - Mission statements are the action plan to achieve the vision.

##### b) Program educational objectives (PEOs)

The PEOs of any program are graduate attributes which could be achieved after three to five years of the graduation.

##### c) Program Outcomes (POs/PSOs)

It is the main component of Outcome Based Education, these are the Graduate attributes. These should be displayed by the students at the end of their degree.

##### d) Course Outcomes (Cos)

It is the outcome of any course, these COs are produced based on the requirement of the program outcomes. Each CO will be mapped to POs/ PSOs, and the PO/ PSO will also be mapped to the PEOs.



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 2 of 39

Revision No.: \_\_\_\_\_

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

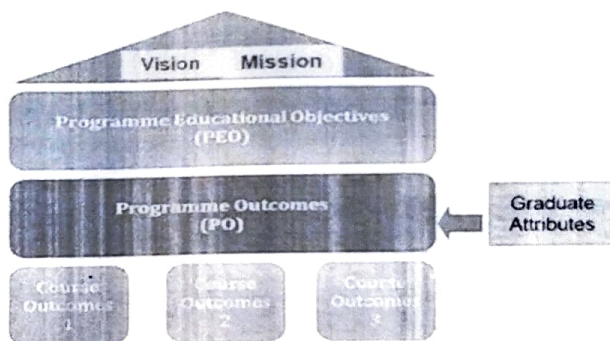


Fig 1(a) - Components of Outcome Based Education

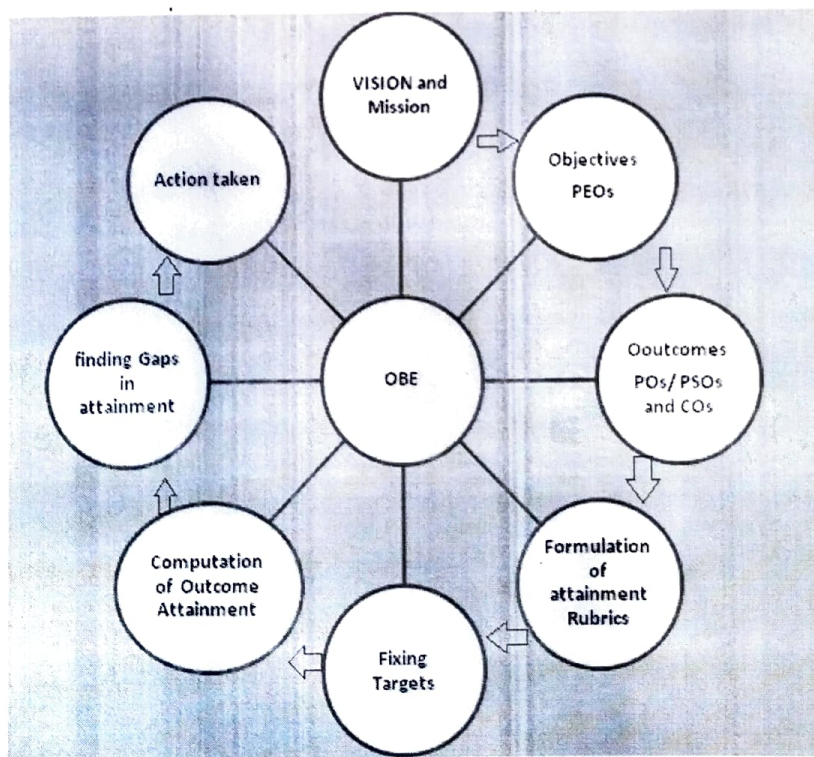


Fig 1(b) - Procedural flow of Outcome Based Education



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 3 of 39

Revision No.:

Date:

## 2. Vision and Mission

Vision and mission are the strategic statement about the purpose and priorities of the University. These statements are as a contract between the organization and various stakeholders. A well-written statement can guide decision-making, resource allocation, policy decisions, and the way of operations.

### 2.1 Formulation of University Vision and Mission

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.
2. Feedback by senior authorities such as VC, Pro VC, Registrar, CRC, CSA.
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 the mission of the University.
  - Pro Vice Chancellor (Chairman)
  - Director IQAC (Member)
  - Coordinator Students Affairs (Member)
  - Registrar (Member Secretary)
6. The prepared Vision is would be placed to the stating committee for the approval.
7. The approved Vision would be circulated to all the Deans/ HOSs/ HODs and displayed on the website for wide circulation.





# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

*[Signature]*

SOP No.: 40

Page No.: 4 of 39

Revision No.:

Date:

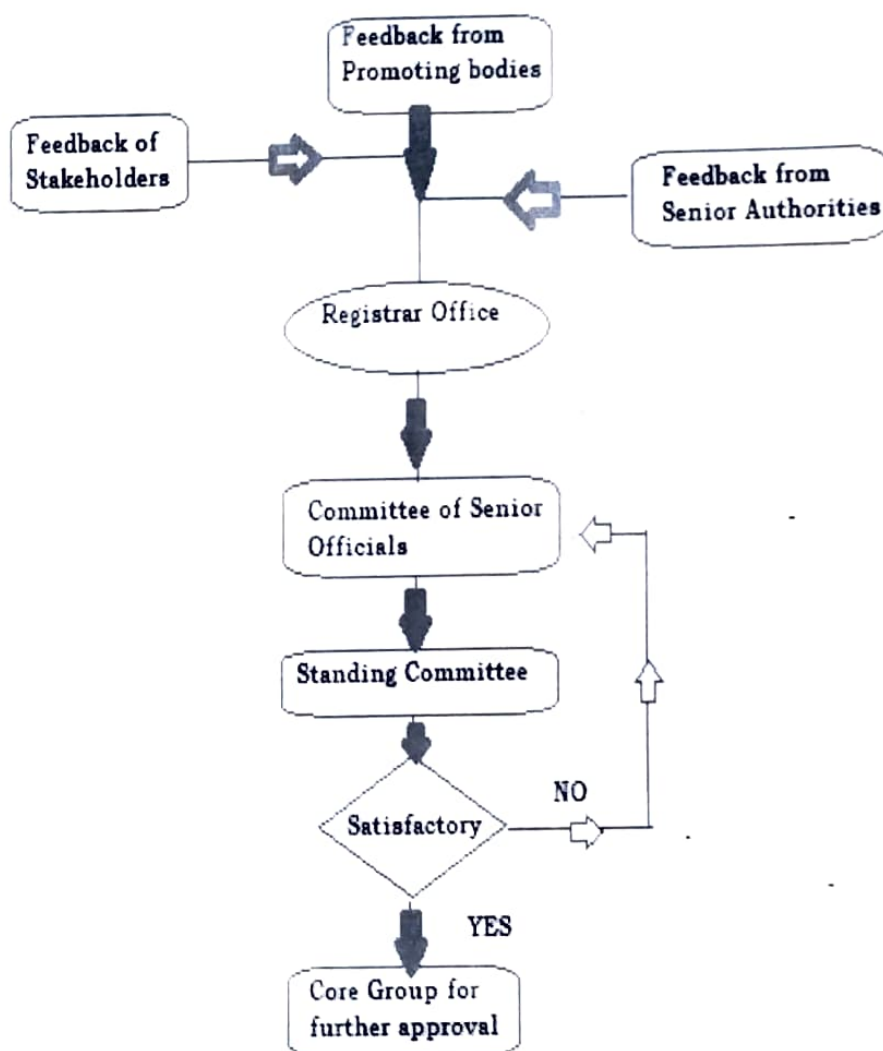


Figure 2- Process of Defining University Vision and Mission



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 5 of 39

Revision No.:

Date:

#### 2.2 Formulation of School/ Department Vision and Mission

1. Vision and Mission of the University are taken as basis.
2. Dean/ HOS/ HOD organize meetings with stakeholders and collect their views.
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 forwards the statements to the Academic Council for further approval.
5. The Dean/ HOS/ HOD of the School/ Department publish the Approved Vision and Mission statements.

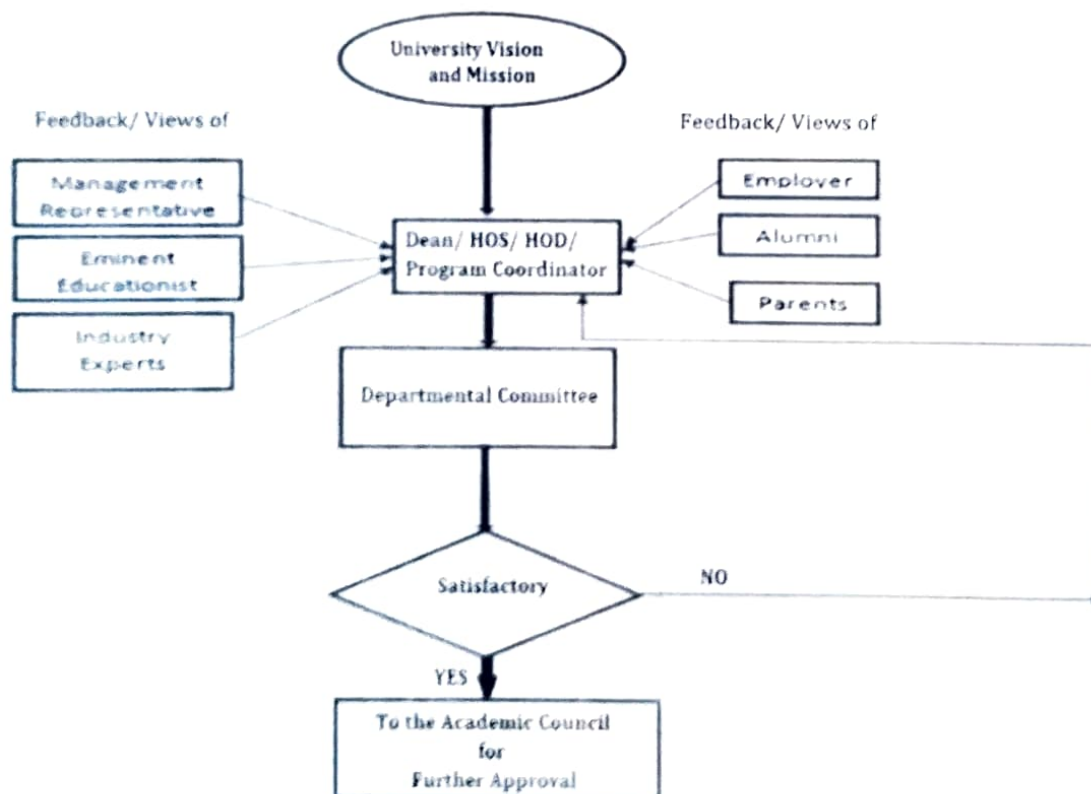


Figure 3– Process of Defining Vision and Mission of the School/ Department



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

*[Signature]*  
4/2/2023

SOP No.: 40

Page No.: 6 of 39

Revision No.:

Date:

### 3. Defining PEOs/ POs/PSOs/COs

#### 3.1 Program Educational Objectives (PEOs)

- The PEOs of any program are that its graduates could achieve three to five years after the graduation. It is set for the entire Program being offered by any school or department.
- Broad statements of the objectives for which any specific program is run.
- Should help in achieving the vision of the department.
- Aligned to the Mission
- Established through a consultation process and brainstorming sessions involving the stakeholders such as Management, Students, Faculty, Alumni, Employer/ Industry representatives and Parents / Guardians of students.
- Achievable
- Future technological trends are predominantly considered.
- Process of Defining PEOs

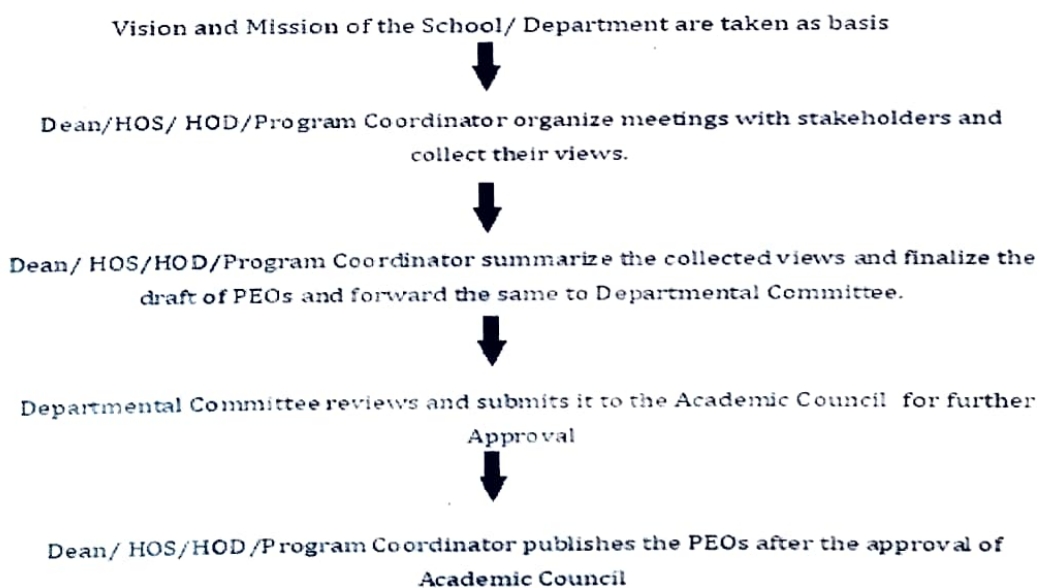


Figure 4 – Process of Defining PEOs





# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 7 of 39

Revision No.:

Date:

- While defining the PEOs the vision and mission of the School, the strengths of the Program, and previous experiences are considered
- For a particular program, if PEO are being crafted for the first time, then a Need Survey should also be conducted.
- The academic factors and administrative set up of the School and department should also be considered.
- The process of preparing the PEOs is documented and PEOs are widely publicised for creating awareness at University website, School webpages, Corridors, laboratories, library etc.
- School must ensure that the program is being implemented in order to achieve the PEOs
- School must establish a mechanism for monitoring and reviewing the progress of attaining the PEOs.
- The PEOs will be assessed after three to five years of the graduation through a tracer study and employers questionnaire surveys.
- The data obtained from the assessment will be used as basis for the improvement of the existing PEOs

### 3.2 Program Outcomes (POs)

- What students should know and be able to do at the end of the program
- Are to be in line with the graduate attributes defined by Washington Accord
- POs are to be specific, measurable and achievable

### 3.3 Program Specific Outcomes (PSOs)

- The Program Specific Outcomes (PSOs) are defined on the basis of focus area of entire curriculum by Dean/ HOS/ HOD and approved in Department Committee meeting.
- PSOs are stated considering the internal competence of the faculty members
- PSOs are stated considering the resources of the institute, requirements of the industry and for creating wider scope for employment and higher package
- PSOs are stated to satisfy the needs of the students



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 8 of 39

Revision No.: \_\_\_\_\_

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

### 3.4 Course Outcomes (COs)

- All courses under any academic program would have their own course outcomes , commonly known as COs
- It is the outcome of any course, these COs are produced based on the requirement of the program outcomes.
- Each CO will be mapped to POs/ PSOs, and then PO/PSO will be mapped to the PEOs.
- COs are the statements of what a student should know, understand and/or be able to demonstrate after the completion of a course
- State the major skills, knowledge, attitude or ability that students will acquire
- Expressed in terms of measurable and/or observable behaviors
- Should be derived from program outcomes (POs)
- should begin with an action verb from Bloom's taxonomy
- Course Outcome statement generally divided into two main components - An action word that identifies the performance to be demonstrated and a Learning statement that specifies what learning will be demonstrated in the performance.
- Course outcome must be Measurable, Observable, Realistic and Holistic for the course



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

29/2/2023

SOP No.: 40

Page No.: 9 of 39

Revision No.:

Date:

#### 4. Bloom's Taxonomy Based Teaching – Learning

Bloom's taxonomy is a classification system used to define and distinguish different learning levels. Educators have typically used Bloom's taxonomy in the defining outcomes, development of assessments (tests and other evaluations of student learning), curriculum (units, lessons, projects, and other learning activities), and instructional methods such as questioning strategies. There are six learning levels as per the revised version of Bloom's Taxonomy. The six levels are **remembering, understanding, applying, analyzing, evaluating, and creating**. Bloom's taxonomy primarily provides instructors with a focus for developing their course learning outcomes. There are a number of reasons why a teacher would want to use Bloom's taxonomy. Initially, it can be used to increase one's understanding of the educational process.

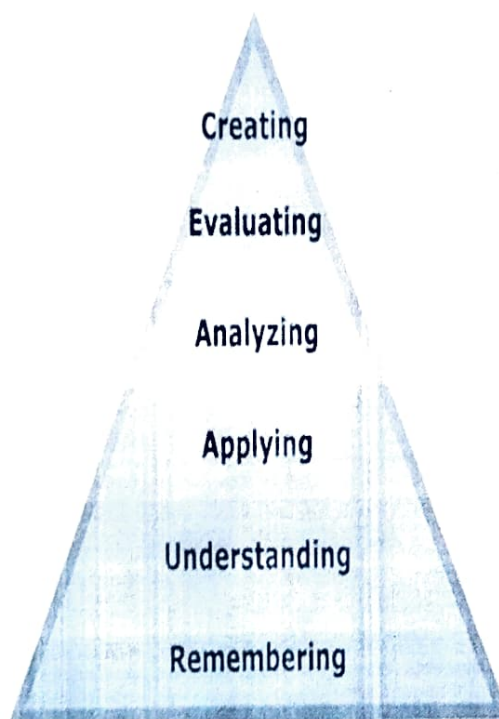


Figure 5- Different learning levels





# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:

Vice Chancellor

SOP No.: 40

Signature:

Page No.: 10 of 39

Date:

Revision No.: \_\_\_\_\_

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



Northeastern University  
Center for Learning, Teaching, and Assessment  
Boston, U.S.A.

### REVISED Bloom's Taxonomy Action Verbs

I. Remembering	II. Understanding	III. Applying	IV. Analyzing	V. Evaluating	VI. Creating
Exhibit memory of previously learned material by recalling facts, terms, basic concepts, and answers.	Demonstrate understanding of facts and ideas by organizing, comparing, interpreting, giving descriptions, and stating main ideas.	Solve problems to new situations by applying acquired knowledge, facts, techniques and rules in a different way.	Examine and break information into parts by identifying motives or causes. Make inferences and find evidence to support generalizations.	Present and defend opinions by making judgments about information, validity of ideas, or quality of work based on a set of criteria.	Compile information together in a different way by combining elements in a new pattern or proposing new solutions.
define describe duplicate enumerate examine identify label list locate match memorize name observe omit quote read recall recite recognize record repeat reproduce retell select state tabulate tell visualize	ask associate cite classify compare contrast convert describe differentiate discover discuss distinguish estimate explain express extend generalize give examples group identify illustrate indicate infer interpret judge observe order paraphrase predict relate report represent research restate review rewrite select show summarize trace transform translate	act administer apply articulate calculate change chart choose collect complete compute construct determine develop discover dramatize employ establish examine experiment explain illustrate interpret judge manipulate modify operate practice predict prepare produce record relate report schedule simulate sketch solve teach transfer write	advertise analyze appraise calculate categorize classify compare conclude connect contrast correlate criticize deduce devise diagram differentiate discriminate dissect distinguish divide estimate evaluate experiment explain focus illustrate infer order organize plan prioritize select separate subdivide survey test	appraise argue assess choose compare conclude consider convince criticize critique debate decide defend discriminate distinguish editorialize estimate evaluate find errors grade judge justify measure order persuade predict rank rate recommend reframe score select summarize support test weigh	adapt anticipate assemble collaborate combine compile compose construct create design develop devise express facilitate formulate generalize hypothesize infer integrate intervene invent justify manage modify negotiate originate plan prepare produce propose rearrange reorganize report revise rewrite role-play simulate solve speculate structure test validate write

Adapted from Anderson, L. W., & Krathwohl, D. R. (2001). *A taxonomy for learning, teaching, and assessing*. Abridged Edition. Boston, MA: Allyn and Bacon.

Figure 6- Action Verbs in all the levels of Revised Bloom's Taxonomy



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 11 of 39

Revision No.:

Date:

### 5. Guidelines for Mapping of CO, PO/PSO and PEO

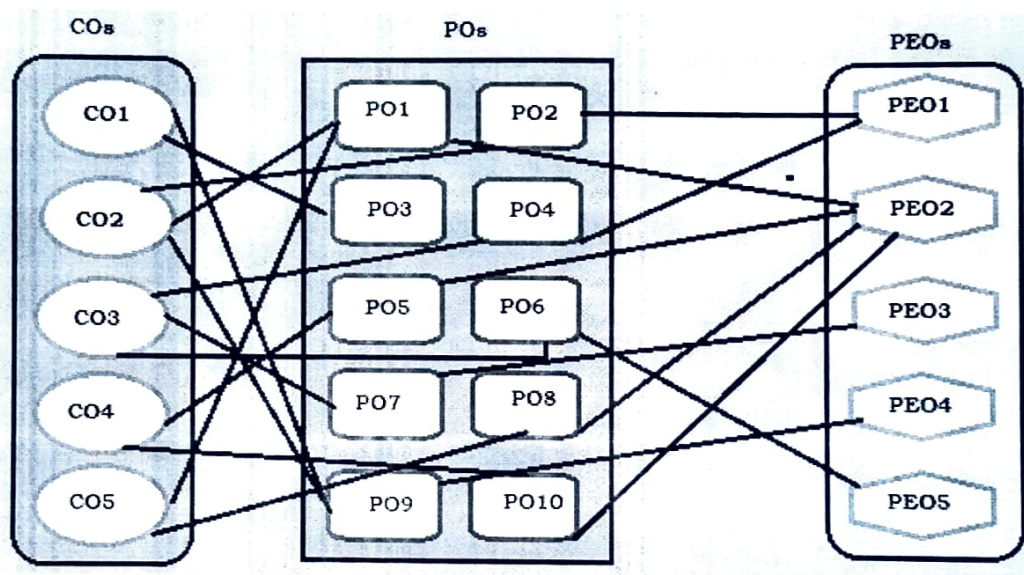


Fig 7- Relationship between CO, PO/PSO and PEO

- The school must have a systematic hierarchical process to monitor all courses of the program. Faculty handling a particular course is responsible for defining Course Outcomes (COs) for the assigned course and to do mapping of COs to POs/PSOs. COs defined by faculty members and its mapping with Pos/PSOs for that particular course is validated by HOS/HOD.
- The Program Specific Outcomes (PSOs) are defined on the basis of focus area of entire curriculum by HOS/ HOD/ Programme coordinator and approved in Departmental Committee (DC) meeting.



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 12 of 39

Revision No.:

Date:

- To define the curriculum for attaining the Program Outcomes and Program Specific Outcomes, HOS/ HOD/ Programme coordinator organizes meetings. Eminent subject experts and representatives of industry are invited in the meetings. During discussion syllabus of other leading Universities are also considered.
- The extent of correlation of each course to POs is established by mapping each course outcomes to the Program Outcomes with a level of emphasis either substantially correlated (3), moderately correlated (2), slightly correlated (1) and Not correlated (-). Similar approach is used for mapping CO to PSOs.
- A particular PO/PSO may be contributed by more than one COs of a particular course. Mapping of a course to the specific PO/PSO will be with maximum level of emphasis if course outcomes are significantly satisfying that particular PO/PSO.
- CO to PO and CO to PSO correlation for all courses are compiled in a matrix form for further analysis.
- A PO/PSO contributed by very few courses or the syllabus of a course is not adequately attaining the PO/PSOs then it is considered as weakly addressed by curriculum. From the above analysis weakly addressed POs/PSOs by curriculum are identified.





# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

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\_\_\_\_\_

SOP No.: 40

Page No.: 13 of 39

Revision No.: \_\_\_\_\_

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

#### 6. Attainment of CO/ PO/ PSO/ PEO (UG Civil Engineering)

##### 6.1 Program Educational Objectives (PEOs)

- 1) **PEO1:** Graduates will have the ability to apply knowledge across the disciplines and in emerging areas of Civil engineering to be applied in their **higher studies and research**.
- 2) **PEO2:** Graduates will demonstrate all necessary engineering and scientific competence to **work effectively** in the field of Civil engineering and allied fields considering the **social and environmental issues**.
- 3) **PEO3:** Graduates shall have **good communication skills** and will become an established professional with sound **ethical values**.
- 4) **PEO-4:** Graduates will show **good team-spirit and problem-solving skills** so they can lead organizations they join in or initiate their own ventures.
- 5) **PEO-5:** Graduates will be able to analyze the requirements, understand the technical specifications and **design the innovative solutions** by applying the principles of Civil engineering.

##### 6.2 Program Outcomes (POs)

- 1) **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
- 2) **Problem analysis:** Identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 14 of 39

Revision No.:

Date:

- 3) **Design / development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
- 4) **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions
- 5) **Modern tool usage:** Create, Select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.
- 6) **The Engineer and Society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
- 7) **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
- 8) **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
- 9) **Individual and team Work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings
- 10) **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 15 of 39

Revision No.:

Date:

11) **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments

12) **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

### 6.3 Program Specific Outcomes (PSOs)

1. **PSO 1:** Graduates will be able to **apply knowledge** of Civil Engineering for **analyzing and designing projects** in the field of Structures, Transportation, Hydraulics and Irrigation engineering.
2. **PSO 2:** Graduates will design and develop Civil Engineering projects **concerning environment, ecology, energy conservation and safety**.
3. **PSO 3:** Graduates will be able to plan and execute Civil Engineering projects applying **relevant codes of practice for materials and techniques**.





# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

19/2/2023

SOP No.: 40

Page No.: 16 of 39

Revision No.:

Date:

#### 6.4 Mapping of POs with PEOs

No.	Program Outcomes	PEOs attained through PO	Program Educational Objectives
PO1	<b>Engineering knowledge:</b> Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.	1,2,5	<b>PEO1:</b> Graduates will have the ability to apply knowledge across the disciplines and in emerging areas of Civil engineering to be applied in their <b>higher studies and research</b> .
PO2	<b>Problem analysis:</b> Identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.	1,2,5	<b>PEO2:</b> Graduates will demonstrate all necessary engineering and scientific competence to <b>work effectively</b> in the field of Civil engineering and allied fields considering the <b>social and environmental issues</b> .
PO3	<b>Design / development of solutions:</b> Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.	1,2,5	<b>PEO3:</b> Graduates shall have <b>good communication skills</b> and will become an established professional with sound <b>ethical values</b> .



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

*4/2/2023*

SOP No.: 40

Page No.: 17 of 39

Revision No.:

Date:

P04	<b>Conduct investigations of complex problems:</b> Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions	1,2,5	<b>PEO-4:</b> Graduates will show <b>good team-spirit and problem-solving skills</b> so they can lead organizations they join in or initiate their own ventures.
P05	<b>Modern tool usage:</b> Create, Select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.	1,2,5	<b>PEO-5:</b> Graduates will be able to analyze the requirements, understand the technical specifications and <b>design the innovative solutions</b> by applying the principles of Civil engineering.
P06	<b>The Engineer and Society:</b> Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.	2,3	
P07	<b>Environment and sustainability:</b> Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.	2,3	



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

*21/2023*

SOP No.: 40

Page No.: 18 of 39

Revision No.:

Date:

P08	<b>Ethics:</b> Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.	1,2,3,4,5
P09	<b>Individual and team Work:</b> Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings	1,2,4
P010	<b>Communication:</b> Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.	2,3
P011	<b>Project management and finance:</b> Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments	1,3,5
P012	<b>Life-long learning:</b> Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.	1,2,3,4,5

Table 1(a) - Mapping of POs with PEOs





# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

*4/2/2023*

SOP No.: 40

Page No.: 19 of 39

Revision No.: \_\_\_\_\_

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

↓ PO \ PEO →	PEO1	PEO2	PEO3	PEO4	PEO5
P01	Y	Y			Y
P02	Y	Y			Y
P03	Y	Y			Y
P04	Y	Y			Y
P05	Y	Y			Y
P06		Y	Y		
P07		Y	Y		
P08	Y	Y	Y	Y	Y
P09	Y	Y		Y	
P010		Y	Y		
P011	Y		Y		Y
P012	Y	Y	Y	Y	Y

Table 1(b) - Mapping of POs with PEOs



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 20 of 39

Revision No.:

Date:

### 6.5 Writing the COs

Please follow following guideline while writing the COs –

1. They must state the ability that a student will acquire after studying this course.
2. They should measurable and/or observable.
3. COs should drive Program Outcomes.
4. All the courses in the department should have a uniform number of COs (between 4 and 6 usually 5).
5. Should be written by the course/subject expert
6. Course outcomes should contain an action verb from Bloom's taxonomy.

#### 6.5.1 Example

#### COs of Structural Design (Course in UG Civil Engineering)

Following steps are involved in the Design of any Object/ Structure:

1. Selection of material with required quality/ grade
2. Selection of design methodology
3. Perform design
4. Apply checks (as per standards)
5. Display of final product

So, Cos of structural design according to the above steps -

COs	The students will be able to
CO1	Utilize the knowledge of various properties of concrete and structural steel
CO2	Explain the principle of working stress method and limit state methods of design
CO3	Design the beams, slab, stairs, column and footing
CO4	Apply IS code of practice for the design and checks of building components
CO5	To draw the structural components based on design



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 21 of 39

Revision No.:

Date:

### CO-PO Mapping

COs	The students will be able to	POs attained through concerned CO	POs	Program Outcomes
C01	utilize the knowledge of various properties of concrete and structural steel	1, 2,3,4,5,12	P01	<b>Engineering knowledge:</b> Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
C02	explain the principle of working stress method and limit state methods of design	1, 2,3,4,5,12	P02	<b>Problem analysis:</b> Identify, formulate, research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.





# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 22 of 39

Revision No.:

Date:

C03	design the beams, slab, stairs, column and footing	1,2,3,5,6,7,8,9,10,12	P03	<b>Design / development of solutions:</b> Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
C04	apply IS code of practice for the design and checks of building components	1, 2,3,4,5,6, 10,12	P04	<b>Conduct investigations of complex problems:</b> Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions
C05	to draw the structural components based on design	1,2,5,9,12	P05	<b>Modern tool usage:</b> Create, Select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 23 of 39

Revision No.:

Date:

	P06	<b>The Engineer and Society:</b> Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
	P07	<b>Environment and sustainability:</b> Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
	P08	<b>Ethics:</b> Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
	P09	<b>Individual and team Work:</b> Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings
	P010	<b>Communication:</b> Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.
	P011	<b>Project management and finance:</b> Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments
	P012	<b>Life-long learning:</b> Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

Table 2(a) - Mapping of COs with POs



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 24 of 39

Revision                     

No.:                     

Date:                     

### Mapping of COs with Pos

The students will be able to	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
<b>CO1:</b> utilize the knowledge of various properties of concrete and structural steel	3	2	3	3	3	-	-	-	-	-	-	3	3	-	3
<b>CO2:</b> explain the principle of working stress method and limit state methods of design	3	2	3	3	3	-	-	-	-	-	-	3	3	-	1
<b>CO3:</b> design the beams, slab, stairs, column and footing	3	2	3	3	3	1	1	1	1	1	-	3	3	1	2
<b>CO4:</b> apply IS code of practice for the design and checks of building components	3	2	3	3	3	1	-	-	-	1	-	3	3	-	3
<b>CO5:</b> to draw the structural components based on design	3	2	-	-	3	-	-	-	1	-	-	3	3	-	2
<b>Average</b>	3	2	3	3	3	1	1	1	1	1	-	3	3	1	3

Table 2(b) - Mapping of COs with POs





# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 25 of 39

Revision No.:

Date:

### Assessment of Course outcomes

Course Type	Assessment Tool	Assessment Criteria	Data Collection
Theory	Mid Semester Exam I & II	Based on student performance in internal Exams	Twice in a semester <i>(Questions from 2 COs in I test and 3 COs in II test)</i>
	Assignments	Based on student performance in Assignment/Tutorial	At-least one assignment per CO
	University Exams for Theory (ESE)	Based on student performance in University Exam	Once in a semester <i>(Questions from all the 5 COs)</i>
Lab	Continuous Evaluation	Based on Student performance in laboratory Classes , Submissions and internal Viva	Every turn of laboratory Class
	University Exam for Lab (ESE)	Based on student performance in University Exam	Once in a semester

**Table 3-** Components involved in assessment of COs



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

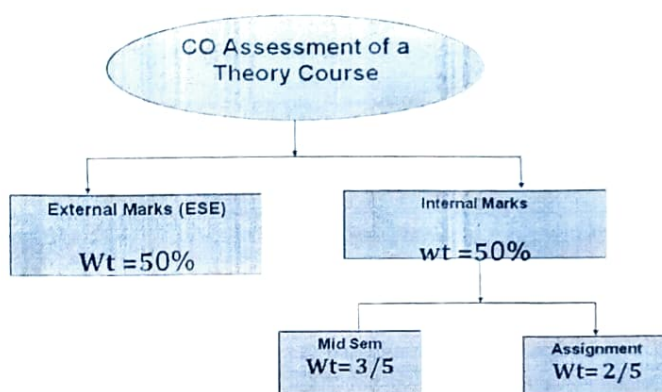
Page No.: 26 of 39

Revision No.:

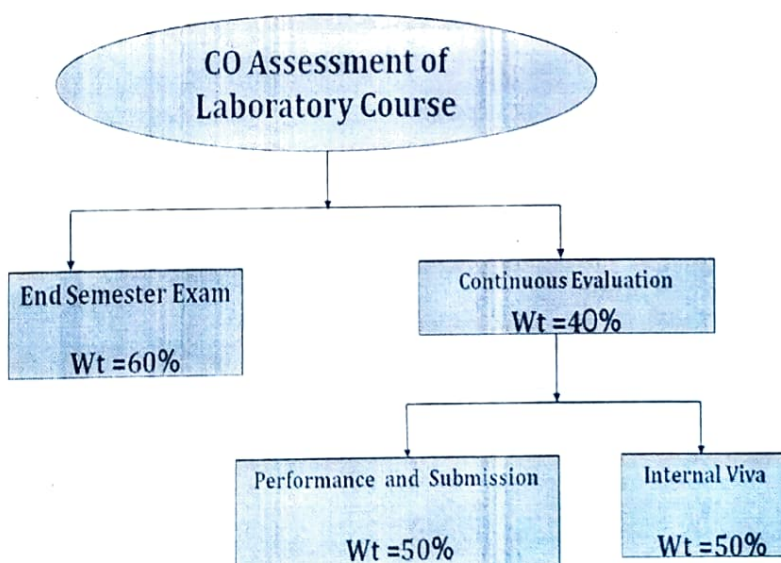
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#### 6.5.2 Weightage of different components in Theory and Laboratory Course

##### Theory Course



##### Laboratory Course





# SAGE University, Bhopal

## Standard Operating Procedure



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Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 27 of 39

Revision No.:

Date:

#### 6.5.3 Tabulation of Data for Assessment of COs

### CO Assessment of a Theory Course

Enrollment No.	Name	ESE (50)	MSE (30)	Assignment (20)	Total (100)
-------------------	------	-------------	-------------	--------------------	----------------

### CO Assessment of a Practical Course

Enrollment No.	Name	ESE (60)	Performance and Submission (20)	Internal VIVA (20)	Total (100)
-------------------	------	-------------	--	--------------------------	----------------

#### 6.5.4 Rubrics for the assessment of COs

RUBRICS for External Evaluation (Theory/Practical)		
Attainment		Rubrics
Level	3	80% Students secure more than 50% Marks
Level	2	70% Students secure more than 50% Marks
Level	1	60% Students secure more than 50% Marks





# SAGE University, Bhopal

## Standard Operating Procedure



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Vice Chancellor

*[Signature]*  
4/2/2023

SOP No.: 40

Page No.: 28 of 39

Revision No.:

Date:

#### RUBRICS for Internal Evaluation (Theory/Practical)

Attainment		Rubrics
Level	3	80% Students secure more than 80% Marks
Level	2	70% Students secure more than 80% Marks
Level	1	60% Students secure more than 80% Marks

$$\text{Attainment of CO}_{xx} = 0.5 \times \text{EE} + 0.5 \times \text{IE}$$



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

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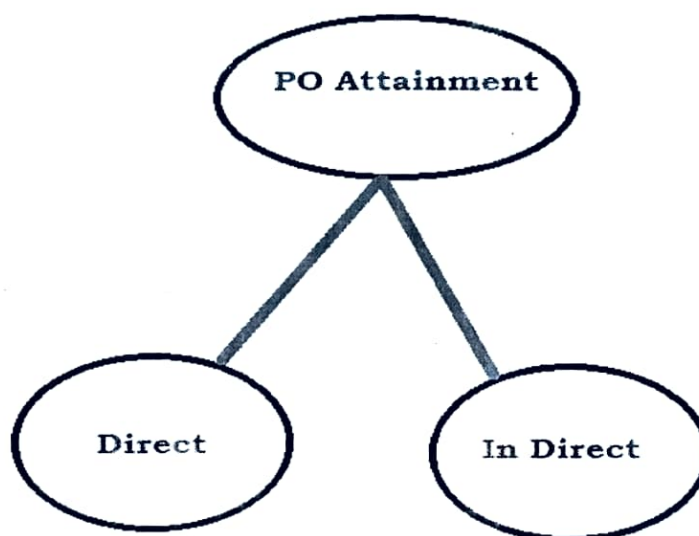
SOP No.: 40

Page No.: 29 of 39

Revision No.:

Date:

### 6.6 Attainment of Program Outcomes and Program Specific Outcomes



**Direct Assessment Method** - Performance in the ESE, MSE, Assignments, Tutorials/ QUIZ

**Indirect Assessment Method** – Program End Survey (50%), Employer Survey (20%) Alumni Survey (15%), Parents Survey (15%)

**PO/PSO attainment = 0.8 x Direct PO/PSO attainment**

**+**

**0.2 x indirect PO/PSO attainment**



# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

SOP No.: 40

Page No.: 30 of 39

Revision No.: \_\_\_\_\_

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

#### 6.6.1 Direct Assessment Method

Direct methods show the students' knowledge and skills from their performance in the internal evaluation such as internal tests/mid semester tests, assignments, presentations and university examination. These methods provide a sampling of what students know, thus providing strong evidence of student learning against measureable course outcomes. The knowledge and skills described by the course outcomes are mapped to specific problems on internal exams/assignment/group task. Throughout the semester the faculty records the performance of each student on each course outcome. At the end of the semester direct assessment of PO is computed combining the student performance on internal as well as university examination giving them 50:50 weightage. Students finally get grades from university.

#### 6.6.2 Indirect Assessment Method

Direct assessment methods do not fully assess student's performance like leadership quality, lifelong learning, social responsibility and their performance in professional career. Therefore indirect methods are employed for the assessment such attributes of learning.

Indirect methods use surveys and feedback from students and rest of the stakeholders such as parents, their employer, alumni to assess students learning. Indirect assessment strategies are implemented by embedding them in the Parent's Survey, Employer's survey, Programme end survey and Alumni Survey.

*Finally, program outcomes are assessed combining attainments through direct and indirect methods in the proportion of 80:20.*





# SAGE University, Bhopal

## Standard Operating Procedure



### Outcome Based Education

Name of Approving  
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\_\_\_\_\_

SOP No.: \_\_\_\_\_ 40 \_\_\_\_\_

Page No.: \_\_\_\_\_ 31 of 39 \_\_\_\_\_

Revision No.: \_\_\_\_\_

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

#### 6. MATRICES required for calculating the attainments

(May vary as per Scheme of respective program)

CO Attainment _____ (Course Name) Theory					
CO	External Attainment (EA)	Internal Attainment (IA)	Final $= (0.5 \cdot EA + 0.5 \cdot IA)$	Target	GAP
C01					
C02					
C03					
C04					
C05					

Matrix 1 - CO Assessment of a Theory course

CO Attainment _____ (Course Name) Laboratory					
CO	External Attainment (EA)	Internal Attainment (IA)	Final $= (0.6 \cdot EA + 0.4 \cdot IA)$	Target	GAP
C01					
C02					
C03					
C04					
C05					

Matrix 7.2 - CO Assessment of a Laboratory Course



# SAGE University, Bhopal

## Standard Operating Procedure



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Name of Approving  
Authority:  
Signature:  
Date:

Vice Chancellor

4/2/2023

SOP No.: 40

Page No.: 32 of 39

Revision No.: \_\_\_\_\_

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

### 7.1 Attainment of PO/PSO

**PO/PSO attainment**= 0.8x Direct PO/PSO attainment + 0.2x indirect PO/PSO attainment

#### **Direct PO Attainment: Attainment of Program Outcome through Course Outcomes.**

- Direct PO attainment is calculated using CO attainment with the help of the mapping table for CO-PO.
- For each course, the no. of COs mapped to each PO are identified.
- PO attainment due to one course is calculated by average sum of product of weightage and CO attainment

$$\text{Direct PO Attainment} = \frac{\sum (\text{CO-PO Mapping} \times \text{CO Attainment})}{\sum \text{CO-PO Mapping}}$$

#### **Example**

For a course "(\_\_\_\_\_)"

CO	EA	IA	Final =(0.5*EA+0.5*IA)
C01	2	3	2.5
C02	3	2	2.5
C03	1	1	1
C04	1	0	0.5
C05	2	3	2.5



# SAGE University, Bhopal

## Standard Operating Procedure



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SOP No.: 40

Page No.: 33 of 39

Revision No.:

Date:

### Theory Course CO-PO mapping

CO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
C01	3	2	3	-	-	-	-	-	1	-	-	-
C02	3	2	3	-	-	-	-	-	1	-	-	-
C03	3	2	3	-	-	-	-	-	1	-	-	-
C04	3	2	3	-	-	-	-	-	1	-	-	-
C05	3	2	3	-	-	-	-	-	1	-	-	-
Po Attainment	3									-	-	-

### 7.1.1 Total Direct PO attainment of any course is calculated as

**Total PO attainment** = (PO attainment of TH)\* 2/3 + (PO attainment of LAB)\* 1/3

Total Direct PO Attainment	Attainment of Theory (T)	Attainment of Lab (L)	Total
Theory +Lab	2/3	1/3	$T*2/3 + L*1/3$
Theory	1	0	T
Lab	0	1	L





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## Standard Operating Procedure



### Outcome Based Education

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Date:

Vice Chancellor

4/2/2018

SOP No.: 40

Page No.: 34 of 39

Revision No.:

Date:

PO	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
PO Attainment Theory (T)												
PO Lab (L)												
Total Direct PO Attainment= 2/3(T) + 1/3(L)												

### Indirect PO attainment

Tools Used (Percent Wait age)	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12
Exit Survey (50%)	3	2	3	2	2	3	3	2	2	2	2	2
Employer Survey (20%)	3	2	3	2	2	3	3	2	2	2	2	2
Alumni Survey (15%)	3	2	3	2	2	3	3	2	2	2	2	2
Parents Survey (15%)	3	2	3	2	2	3	3	2	2	2	2	2
Final Indirect PO	3	2	3	2	2	3	3	2	2	2	2	2



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*2/2/23*

SOP No.: 40

Page No.: 35 of 39

Revision No.:

Date:

### Final PO & PSO attainments

Sem	Course	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
I																
II																
.....																
.....																
....																
Direct PO-PSO Attainment(DA)																
Indirect-PO- PSO Attainment (IA)																
Final-PO & PSO Attainment (0.2 *IA + 0.8*DA)																
Target																
Gap In Attainment																

**Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400**

Each School should conduct two mid semester test, first test of 20 and second of 30 marks. Guidelines for preparing MSE question papers -

1. University End semester question papers are taken as reference.
2. Exam coordinator sends question paper format to all concerned faculty members.
3. All faculty members prepare question paper according to format for their subject. For every question, its mapping to Bloom's Taxonomy level as well as to COs are taken into account.
4. HOS/HOD calls the meeting of scrutiny committee to review the level of questions and their mapping with COs and approves the question papers.
5. Answer sheets are evaluated and given to students for their analysis. Records of marks are maintained by concerned faculty members.
6. Based on the performance of the students COs attainments are assessed and poorly attained COs and corresponding units of the syllabus are identified and instructions are issued to concerned faculty for improvement.

**Session: 2022-23**

<b>SAGE University, Bhopal</b>						
<b>School of Engineering and Technology</b>						
<b>Program_____</b>						
<b>Class:</b>	<b>Time: 1.00 Hr</b>				<b>Max. Marks: 20</b>	
<b>Course Name: Geo Tech Engg II (CE -8002)</b>						
<b>Bloom's Taxonomy Level</b>	<b>Remembering</b>	<b>Understanding</b>	<b>Applying</b>	<b>Analysis</b>	<b>Evaluation</b>	<b>Creation</b>
<b>Q Mapping</b>						
<b>NOTE : 1. Attempt any two question from each section.</b>						
<b>2. All questions carry equal marks.</b>						
<b>CO Mapping</b>	<b>Section</b>	<b>Question</b>	<b>Marks</b>			
<b>CO1</b>	<b>I</b>	a) xx b) xx c) xx	<b>10</b>			
<b>CO2</b>	<b>II</b>	a) xx b) xx c) xx	<b>10</b>			



**MID SEMESTER EXAMINATION- II**  
**Session 2022-23**

<b>SAGE University, Bhopal</b>						
<b>School of Engineering and Technology</b>						
<b>Program _____</b>						
<b>Class:</b>			<b>Time: 1:30 Hr</b>	<b>Max. Marks: 30</b>		
<b>Subject Name: Geo Tech Engg II (CE -8002)</b>						
<b>Bloom's Taxonomy Level</b>	<b>Remembering</b>	<b>Understnding</b>	<b>Applying</b>	<b>Analysis</b>	<b>Evaluation</b>	<b>Creation</b>
<b>Q Mapping</b>					I(a),I(c),II(b), II(c),III(a)	I(b),II(a),III(b),  III(c)
NOTE: 1. Attempt any two questions from each section.						
2. All questions carry equal marks.						
<b>CO Mapping</b>	<b>Section</b>	<b>Question</b>				<b>Marks</b>
C03	I	a) xx b) xx c) xx				10
C04	II	a) xx b) xx c) xx				10
C05	III	a) xx b) xx c) xx				10



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## ESE Question Paper Blue Print

Note: Examiner may give internal choices in questions

SAGE University, Bhopal

COURSE CODE

Name of Program – Semester

Course Name

(Month – Year)

Max. Duration: 3 hrs

Max. Marks: 100

SECTION A (C01)

..... (20)

Q. No	Question	Bloom's Taxonomy Level	Marks	Note
a	XXXXXXXXXX XXXXXXXXXXXX	1/2	1	True- False/Objectives/Fill in the blanks
b	XXXXXXXXXX XXXXXXXXXXXX	1/2	1	
c	XXXXXXXXXX XXXXXXXXXXXX	2/3	3	100-150 words
d	XXXXXXXXXX XXXXXXXXXXXX	3/4	5	150-300words
e	XXXXXXXXXX XXXXXXXXXXXX	3/4/5	10	300-500 words

SECTION B (C02)

..... (20)

Q. No	Question	Bloom's Taxonomy Level	Marks	Note
a	XXXXXXXXXX XXXXXXXXXXXX	1/2	1	True- False/Objectives/Fill in the blanks
b	XXXXXXXXXX XXXXXXXXXXXX	1/2	1	
c	XXXXXXXXXX XXXXXXXXXXXX	2/3	3	100-150 words
d	XXXXXXXXXX XXXXXXXXXXXX	3/4	5	150-300words
e	XXXXXXXXXX XXXXXXXXXXXX	3/4/5	10	300-500 words

SECTION C (C03)..... (20)

Q. No	Question	Bloom's Taxonomy Level	Marks	Note
a	XXXXXXXXXX XXXXXXXXXXXX	1/2	1	True-False/Objectives/Fill in the blanks
b	XXXXXXXXXX XXXXXXXXXXXX	1/2	1	
c	XXXXXXXXXX XXXXXXXXXXXX	2/3	3	100-150 words
d	XXXXXXXXXX XXXXXXXXXXXX	3/4	5	150-300words
e	XXXXXXXXXX XXXXXXXXXXXX	3/4/5	10	300-500 words

SECTION D (C04)..... (20)

Q. No	Question	Bloom's Taxonomy Level	Marks	Note
a	XXXXXXXXXX XXXXXXXXXXXX	1/2	1	True-False/Objectives/Fill in the blanks
b	XXXXXXXXXX XXXXXXXXXXXX	1/2	1	
c	XXXXXXXXXX XXXXXXXXXXXX	2/3	3	100-150 words
d	XXXXXXXXXX XXXXXXXXXXXX	3/4	5	150-300words
e	XXXXXXXXXX XXXXXXXXXXXX	3/4/5	10	300-500 words

SECTION E (C02)..... (20)

Q. No	Question	Bloom's Taxonomy Level	Marks	Note
a	XXXXXXXXXX XXXXXXXXXXXX	1/2	1	True-False/Objectives/Fill in the blanks
b	XXXXXXXXXX XXXXXXXXXXXX	1/2	1	
c	XXXXXXXXXX XXXXXXXXXXXX	2/3	3	100-150 words
d	XXXXXXXXXX XXXXXXXXXXXX	3/4	5	150-300words
e	XXXXXXXXXX XXXXXXXXXXXX	3/4/5	10	300-500 words





**Date: 30/11/2023**

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