



PRESIDENCY UNIVERSITY

Presidency University Act, 2013 of the Karnataka Act No. 41 of 2013 | Established under Section 2(f) of UGC Act, 1956
Approved by AICTE, New Delhi

Convocation Regulations

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[As Approved at the 13th Meeting of BOM and ratified by the BOG at its 13th Meeting, both held on November 9, 2019]



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CONVOCATION REGULATIONS

In exercise of the powers conferred by and in discharge of duties assigned under the relevant provision(s) of the Presidency University Act, 2013, Statutes and Regulations, made thereunder, the Academic Council hereby makes the following Regulations:

Short Title and Commencement

- (a) These Regulations shall be called the **Convocation Regulations** of Presidency University.
- (b) They shall come into force with immediate effect.

1.0 GENERAL RULES

- 1.1 A Convocation for the purpose of conferring Degrees, Diplomas, Certificates and other awards/distinctions of the University shall be held annually at the Presidency University Bengaluru on such date as fixed by the Vice Chancellor in consultation with the Chancellor.
- 1.2 Academic Council shall from time to time, determine as to the Degrees, Diplomas, Certificates and other awards/Distinctions, which may be conferred on Graduands *"In Person"* and the Degrees, Diplomas and Certificates to be conferred *"In Absentia"* at the Convocation.
- 1.3 The Visitor of the University, His Excellency the Governor of Karnataka, shall preside at the Convocation of the University for conferring the Degrees, Diplomas, Other Awards/Distinctions.
- 1.4 In the absence of the Visitor, the Pro-Visitor, the Honorable Minister of Higher Education, Government of Karnataka, shall preside at the Convocation of the University for conferring the Degrees, Diplomas, Other Awards/Distinctions.
- 1.5 In the absence of the Visitor and the Pro-Visitor, the Chancellor shall preside. In the absence of the Chancellor, a member of the Board of Governors of the University, nominated by the Chancellor shall preside
- 1.6 The Chancellor shall confer the Degree of Honoris Causa, Degree of Doctorate of Science (DSc), Degree of Doctor of Philosophy (Ph.D.) and Degree of Master of Philosophy (M.Phil.) and the Vice Chancellor shall confer other Degrees on the Graduands.
- 1.7 Provided that the Vice Chancellor may confer the Degree in advance of the Annual Convocation on students proceeding for higher studies, or in any other situation were considered essential, subject to the approval of the Academic Council.
- 1.8 The categories of Graduands who are to be admitted to the Convocation *"In Person"* shall be notified by the Controller of Examinations. All other Graduands shall be admitted to the Convocation *"In Absentia"*.



- 1.9 The Degree Certificates shall be signed by the Registrar and shall bear the digital signature of the Vice Chancellor.
- 1.10 The Academic Council shall, from time to time, determine the procedure to be followed at the Convocation, (if considered necessary).
- 1.11 The Registrar, in consultation with the Vice Chancellor, shall prepare the "Ceremonial Sheet", which contains minute-by-minute details of the Convocation Program. On approval of the Chancellor, the Registrar shall notify the "Ceremonial Sheet" to all University Officials, Guests and Dignitaries invited to the Convocation, all faculty members and Graduands admitted "In Person" to the Convocation.
- 1.12 Under relevant circumstances an additional/special Convocation may be held for conferring Degrees, Diplomas and Certificates to be conferred "In Absentia" or "In Person", on the recommendations of the Academic Council, on such dates as the Vice Chancellor may fix in consultation with the Chancellor.

2.0 ORDER OF PRECEDENCE

- 2.1 The following order of precedence shall be observed at the time of Convocation and on other ceremonial occasions:
 - (1.) Visitor, His Excellency the Governor of Karnataka
 - (2.) Pro-Visitor, the Honorable Minister for Higher Education, Government of Karnataka
 - (3.) Chancellor
 - (4.) Vice Chancellor
 - (5.) Chief Guest
 - (6.) Pro-Vice Chancellors (if any, in order of Seniority)
 - (7.) Members of the Board of Governors
 - (8.) Members of the Board of Management
 - (9.) Members of the Academic Council
 - (10.) Deans, Directors of Schools, Heads of Departments, in order of seniority
 - (11.) Registrar
 - (12.) Finance Officer
 - (13.) Controller of Examinations
 - (14.) Professors of the various Schools/Departments of the University in order of seniority
- 2.2 In case of other distinguished dignitaries present, precedence shall be regulated in accordance of the warrant of precedence or such official rules as may govern the matter.
- 2.3 The Vice Chancellor shall determine from time to time as to the persons who will form the procession at the Convocation.



- 2.4 Any dispute arising as to the seniority shall be decided by the Vice Chancellor whose decision shall be final.

3.0 ACADEMIC COSTUMES

- 3.1 The Academic Costumes shall be worn at the time of Convocation for Conferring Degrees.
- 3.2 The specifications of the color, material, and other related details of the Academic Costumes shall be decided by the Academic Council and the Registrar shall issue a notification regarding the approved Academic Costumes to be used at the Convocation.

4.0 INSTRUCTIONS FOR THE GRADUANDS RECEIVING DEGREES

- 4.1 Graduands must appear in the prescribed Academic dress.
- 4.2 A rehearsal shall be arranged on or before the date of the Convocation at which the Graduands getting Degrees must be present.
- 4.3 Graduands not present at the rehearsal shall not be admitted at the Convocation.
- 4.4 Graduands who are unable to attend the Convocation must inform the Controller of Examinations well in advance. Such Graduands will be admitted to the Degree "In absentia" in accordance with the rules prescribed from time to time.
- 4.5 The Graduands who fail to attend the Convocation or wish to have their Degree "In Absentia" shall pay the prescribed Fee to the University before they are admitted to the Degree. Their Degree Certificates will be sent by Registered / Speed Post after the Convocation.

5.0 PRESENTATION OF THE GRADUANDS

- 5.1 On the Procession entering the Hall, the Graduands and the audience shall stand and remain standing until the members of the procession have taken their seats.
- 5.2 The proceedings of the Convocation shall then begin with an invocation (recitations from the Bhagvad Gita, Holy Qur'an and the Holy Bible).
- 5.3 The Vice Chancellor shall welcome the dignitaries, invitees and Graduands and present an Executive Summary of the Annual Report of the University.
- 5.4 The Registrar shall seek the consent of the Visitor to declare the Convocation open in the following manner:
"His Excellency the Governor of Karnataka, may I request you to declare the Convocation open."
- 5.5 The Visitor shall respond:
"I declare the Convocation open."
- 5.6 In the absence of the Visitor, the Registrar will seek the consent of the Pro

Visitor to declare the Convocation open in the following manner:

"Honorable Minister of Higher Education, Government of Karnataka, may I request you to declare the Convocation open."

5.7 The Pro-Visitor shall respond:

"I declare the Convocation open."

5.8 In the absence of the Visitor and the Pro-Visitor, the Registrar will seek the consent of the Chancellor to declare the Convocation open in the following manner: *"Honorable Chancellor, may I request you to declare the Convocation open."*

5.9 The Chancellor shall respond:

"I declare the Convocation open."

5.10 The Graduands, who are to be awarded Degrees at the Convocation shall be presented by the respective Deans of Schools and Heads of Departments in the following order:

5.10.1 The Dean of School / Head of the Department concerned will direct the recipients of the Degree of concerned Program to rise from their seats, and will address as under: *"His Excellency the Governor / Honorable Minister*

/ Honorable Chancellor/Honorable Vice Chancellor, I present to you <number of students> students of the <name of Program> Program of the <name of School/Department> whose names are set out in the list, and who have been examined and found qualified for the Degree of <name of Degree> to which I pray that they may be admitted."

5.10.2 The Presiding Official (Visitor/ Pro-Visitor/ Chancellor /Vice Chancellor, as the case may be), thereupon shall give to the students the Degrees and shall say, *"By virtue of the authority vested in me as The Visitor / Pro-Visitor / Chancellor / Vice Chancellor of Presidency University, I admit you all to the Degree of <name of Degree> and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same."*

5.11 The Vice Chancellor will request the Chief Guest to present the medals and awards to the concerned Graduands.

5.12 The Dean of School / Head of the Department concerned shall announce the medals and other distinctions which shall then be presented by the Chief Guest of the Convocation.

5.13 The Vice Chancellor shall request the Chief Guest to deliver the Convocation Address.

5.14 The Chief Guest shall deliver the Convocation Address.

5.15 The Vice Chancellor shall request the Presiding Official to deliver the Presidential Address

5.16 The Presiding Officer will deliver the Presidential Address.



- 5.17** The Honorable Chancellor will lead the administration of the 'Oath' to the recipients of Degrees.
- 5.18** The Controller of Examinations shall propose the Vote of Thanks.
- 5.19** The Registrar shall request the Presiding Officer (Visitor / Pro Visitor / Chancellor as the case may be) to declare the Convocation closed in the following manner: *"His Excellency the Governor of Karnataka / Honorable Minister of Higher Education / Honorable Chancellor, may I request you to declare the Convocation closed."*
- 5.20** The Presiding Official shall declare the Convocation closed in the following manner:
"I declare the Convocation closed."
- 5.21** The Registrar shall request the august gathering to rise from their seats for the National Anthem.
- 5.22** Rendering of the National Anthem
- 5.23** The Academic Procession will leave in the same order as it entered. The audience shall remain standing till the procession has left the Convocation Hall.

6.0 SPECIAL CONVOCATIONS

Special Convocations for conferring Honorary Degrees or other distinctions may be held on such date and time as the Board of Management may decide, with the Chancellor's approval.

7.0 GRANT OF HONORARY DEGREE

- 7.1** The grant of honorary degree would be recommended by the Vice Chancellor based on the merit and prominence of the intended recipient to the Board of Management. If more than two thirds of the members of the Board of Management recommend that Doctor of Science Degree or academic distinction Honoris Causa be conferred on an person on the ground that he/she is, in their opinion, by reason of eminent attainment and position, fit and proper to receive such Degree of academic distinction the Board of Management may recommend the same for the approval of the Chancellor for the conferment on the person concerned.
- 7.2** After obtaining the approval of the Chancellor for such recommendation of the Board of Management, Honorary Degrees shall be conferred only at a Convocation, Annual or Special and may be taken in person or in absentia.
- 7.3** The presentation of persons at the convocation on whom Honorary Degrees are to be conferred shall be made by the Vice Chancellor.
- 7.4** The Honorary Degree shall be signed by the Chancellor and the Vice Chancellor.

The Vice Chancellor may make suitable changes with the prior approval of the Chancellor in regard to the procedure to be followed at Convocation when circumstances necessitate.

8.0 RULES OF WITHDRAWAL OF DEGREES/DIPLOMAS

The Academic Council by a special resolution passed by a majority of not less than two thirds of the voting members may recommend to the Board of Management for withdrawal of any Degree, Diploma or academic distinctions conferred on any person by the University for good and sufficient cause. The Board of Management shall consider the recommendation of Academic Council before arriving at the final decision.

9.0 AMENDMENTS

This guideline will be reviewed periodically to rectify anomalies, if any, and to incorporate feedback received from the stakeholders through impact analysis and deliberations of the Focus Group, constituted by the Vice Chancellor