



# 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

## GUIDELINES ON CONDUCT OF CONVOCAATION

(This Guideline is made in accordance with section 14(iii) of the Regulation on Examination and Scheme of Evaluation)

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REGISTRAR  
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REGISTRAR



# **PRESIDENCY UNIVERSITY**

## **GUIDELINES ON CONDUCT OF CONVOCATION**

(Under Section 14(iii) of the Regulation on Examination and Scheme of Evaluation)

### **1. PREAMBLE**

- i. Convocation is a formal acknowledgement of students' development and a time to reflect on their accomplishment. The convocation ceremony holds a very important place in every student's heart. It is that day in the academic life of the students when all the hard work, dedication, commitment, and enthusiasm pay off.
- ii. The convocation ceremony is filled with symbolism and tradition. It is not only the capstone of one's entire educational experience but also a reconnect with faculty members who have significantly influenced one's life, say goodbye to your fellow classmates, and provide the opportunity for the family and friends to acknowledge the student-achievement.

### **2. SHORT TITLE AND APPLICATION**


- i. This document shall be called the "Presidency University Guidelines on Conduct of Convocation".
- ii. This document shall come into effect from the date of approval by the Board of Management, Presidency University and ratified by appropriate Higher Bodies, if need be.

### **3. EXTENT AND APPLICABILITY**

- i. To ensure that the University grants Degrees, Diplomas, Certificates, and other Awards to its eligible meritorious students, every Academic Year.
- ii. To facilitate timely conduct of Convocation or adopting any other modalities, such as Special Convocation, for conferring the Degrees, Diplomas, Certificates, and other Awards to its eligible meritorious students at the University
- iii. To assist the eligible students selected for Employment, Higher Studies, and / or other opportunities, by releasing their Degrees, Diplomas, Certificates, and other Awards without delay, under special request.
- iv. To gain the confidence, goodwill and respect of Stakeholders, particularly Students and Parents, through timely and orderly conduct of the Convocation of the University.

### **4. GENERAL RULES**

- i. A Convocation for the Award of Degrees, Diplomas and Other Distinction of the University shall normally be held annually in the main campus of the University or at such other places as approved by Board of Governors on such date as the Chancellor may fix.

  
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- ii. The Visitor shall, if present, preside over the Convocation of the University held for conferring Degrees. In the absence of Visitor, Pro-Visitor shall preside. In case, Pro- Visitor is also unable to attend, then the Chancellor shall preside.
- iii. The Chancellor, if present, shall confer Degrees on students. Vice Chancellor in the absence of Chancellor, shall confer Degrees on students. Provided that the Chancellor / Vice Chancellor may request the Chief Guest present, to confer such Degrees on students, which may be considered appropriate. Further provided that in extreme emergency, the Degrees, Diplomas, Certificates, Other Distinctions, shall be awarded to the successful candidates before the Convocation with the approval of Vice Chancellor and the matter may be reported to Board of Management.
- iv. Board of Management shall determine from time to time, as to Degrees, Diplomas, Certificates, Other Distinctions, which may be conferred on graduates in person and the Degrees, Diplomas, Certificates, Other Distinctions, to be conferred in absentia at the Convocation.
- v. The Degree, Diploma, Certificates may bear the digital signatures of the Registrar, the Vice Chancellor and the Chancellor.

## 5. ORDER OF PRECEDENCE FOR ACADEMIC PROCESSION

- i. The following order of precedence shall be observed at the time of Convocation and on other ceremonial occasions:
  - (a) Visitor, His Excellency the Governor of Karnataka
  - (b) Pro-Visitor, the Honourable Minister for Higher Education, Government of Karnataka
  - (c) Chancellor
  - (d) Vice Chancellor
  - (e) Chief Guest
  - (f) Pro-Vice Chancellors (if any, in order of Seniority)
  - (g) Members of the Board of Governors
  - (h) Members of the Board of Management
  - (i) Members of the Academic Council
  - (j) Deans, Directors of Schools, Heads of Departments, in order of seniority
  - (k) Registrar
  - (l) Finance Officer
  - (m) Controller of Examinations
  - (n) Professors of the various Schools/Departments of the University in order of seniority
- ii. In case of other distinguished dignitaries present, precedence shall be regulated in accordance with the warrant of precedence or such official rules as may govern the matter.

  
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- iii. The Vice Chancellor shall on the advice of Chancellor determine from time to time as to persons who will form the procession at the Convocation.
- iv. Any dispute arising as to the seniority shall be decided by the Vice Chancellor whose decision shall be final.

## **6. ACADEMIC COSTUME**

- i. The Academic Costume shall be worn at the time of convocation by all members who are part of procession and the Graduands of the Degrees. The specifications viz colour, material, weaving, dying etc shall be determined each time.
- ii. The colours for Graduands of Degrees for various level of programmes shall be different and determined each time.

## **7. INSTRUCTIONS FOR THE GRADUANDS RECEIVING DEGREES / AWARDS**

- i. The Graduands must appear in the prescribed Academic dress.
- ii. After the issue of "Convocation" notice, the Graduands must inform their confirmation to be present 15 days before the date fixed for Convocation and also remit the prescribed convocation fees. No Graduands be admitted to the Convocation, who has not sent his confirmation to be present, to the Registrar within the prescribed time. In exceptional cases, the Registrar may permit Graduands who have not sent their names to him/her within the prescribed time to be admitted to the Convocation, provided their applications are received by Registrar not later than 48 hours before the time of Convocation and are accompanied by a prescribed fee in each case. No Graduands whose application and requisite fee are received later than 48 hours before the time of Convocation will be allowed to take their Degrees/Diplomas at the Convocation.
- iii. A rehearsal shall be arranged on or before the date of the Convocation at which the Graduands getting Degrees must be present. If Graduands not present at the rehearsal shall not be admitted at the Convocation.
- iv. Graduands who are unable to attend the Convocation will be admitted to the Degrees "*In Absentia*" in accordance with the rules prescribed from time to time.
- v. The Graduands who fail to attend the Convocation or wish to have their degrees "*In Absentia*" shall pay the prescribed fee to the University, before they are admitted to the Degree. Their Degree Certificates will be mailed by Registered/Speed Post after the Convocation.

## **8. CONDUCT OF CONVOCATION / PRESENTATION OF THE GRADUANDS**

- i. The Visitor, The Pro-Visitor, the Chancellor, the Vice Chancellor, Pro-VC and other Members of procession shall take their seats at the designated places reserved for them.
- ii. 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.



- iii. The Vice Chancellor, with the consent of the Chancellor, if he is present, shall declare the convocation open. In the absence of Chancellor, the Vice Chancellor shall declare the Convocation open.
- iv. The proceedings of the Convocation shall begin with an invocation (recitations from the Bhagvad Gita, Holy Qur'an and the Holy Bible).
- v. The Vice Chancellor will present the annual report of the University.
- vi. In case Doctoral Degree (Honoris Causa) is to be awarded, the Vice Chancellor shall welcome the distinguished person and shall read out citation and request the Chancellor to confer the Honorary Degree in the following words:  
"By virtue of the authority vested in me as the Vice Chancellor of the Presidency University, I request Chancellor that he may be pleased to graciously confer upon (Name of the distinguished person) the Doctoral Degree (Honoris Causa) for his / her Outstanding Service."
- vii. The Chancellor shall confer the honorary degree with the following invocation.  
"I confer on (Name of the Distinguished Person) the Doctoral Degree (Honoris Causa)".  
Provided, that if the Vice Chancellor is presiding over the Convocation, the Pro-Vice Chancellor or in his absence the senior most Dean/Director/Heads of Department, as the case may be, shall read the citation and perform such functions which the Vice Chancellor would have performed.  
In case of other Degrees, the Graduands, who are to be awarded Degrees at the Convocation shall be presented by the Deans of respective Schools/Head of Department concerned.
- viii. The Deans / Heads of the Department concerned will direct the Graduands of the Degree of concerned programme to rise from their seats and shall present them to the Chancellor / Vice Chancellor for Investiture. The concerned students will acknowledge by a bow and sit down.
- ix. The Chancellor / Vice Chancellor will request the Chief Guest to present the medals and awards to the students. The Vice Chancellor will announce the medals and other distinctions shall then be presented by the Chief Guest of the Convocation.
- x. This will be followed by:
  - a. Visitor/Chancellor's Address
  - b. Address by the Guest(s) of Honour.
  - c. Convocation Address by Chief Guest.
- xi. The Controller of Examinations will thank the Chief Guest & other Dignitaries present
- xii. The Vice Chancellor, with the consent of Chancellor, if present, will declare the Convocation as closed. In the absence of Chancellor, the Vice Chancellor shall declare the Convocation as closed.

  
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- xiii. The Registrar shall request the august gathering to rise from their seats for the National Anthem.
- xiv. The Academic Procession shall then leave the Convocation Hall in the reverse order as it entered.

## 9. 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.

## 10. GRANT OF HONORARY DEGREE

- i. 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 Governors. If more than two thirds of the members of the Board of Governors 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 Governors may recommend the same for the approval of the Chancellor for the conferment on the person concerned.
- ii. After obtaining the approval of the Chancellor for such recommendation of the Board of Governors, Honorary Degrees shall be conferred only at a Convocation, Annual or Special and may be taken in person or in absentia.
- iii. The presentation of person at the convocation on whom Honorary Degrees are to be conferred shall be made by the Vice Chancellor.
- iv. The Honorary Degree shall be signed by the Chancellor and the Vice Chancellor.
- v. 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.

## 11. 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 other 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.

## 12. 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.

  
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