

## **Ordinance -8**

### **Convocation**

(Section 39 and Statute 45 of the Act)

#### **Convocation**

Convocation for the purpose of conferring Degrees shall be held on such date and place as may be fixed by the Chancellor.

#### **Special Convocation**

A special Convocation may be held at such time as may be decided by the Governing Body for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council.

The Visitor, when present, shall preside over at the Convocations of the University held for conferring Degrees.

In the absence of the Visitor, the Chancellor shall fix the date and preside over the Convocations.

#### **Notice**

Not less than four weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.

The Officer concerned shall, with the notice, issue to each member of the Convocation, a programme of the procedure to be observed thereat.

The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

Provided that in case the Convocation is not held in a particular year, the Vice Chancellor shall be competent to authorize admission of successful candidates in the year to their respective Degrees in absentia and issue the degrees on payment of prescribed fee.

#### **Application**

A candidate for the Degree must submit to the Officer concerned his/ her application on or before the date prescribed for the purpose for admission to the Degree at the Convocation in person along with the prescribed fee.

Such candidates who are unable to present themselves in person at the Convocation shall be admitted to the Degree in absentia by the Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fee.

#### **Fees**

The fee for admission to the Degree at the Convocation in person and in absentia shall be fixed by the University.

#### **Honorary Degree**

Honorary Degree shall be conferred at Convocation / Special Convocation and may be taken in person or in absentia.

The presentation of the persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice Chancellor or by a person nominated by him.

Candidates at the Convocation shall wear Academic Dress (gowns) appropriate to their respective Degree as specified by the University. No candidate shall be admitted to the Convocation who is not in proper Academic Dress as prescribed by the University.

### **Academic Dress**

The Academic Dress of the University for the Convocation shall be as follows:

- i. For the Chancellor:** Gown of pure hand-spun head cover silk with lace on the front folds and round the neck with one University Crest fully interlined. Cap for the Chancellor in pure hand-spun hand woven silk with silver tassel and Mortar Band.
- ii. For Vice-Chancellor:** Gown of Pure Hand spun Hand woven silk with lace on the front folds round the neck and around the sleeves with one University crest fully interlined. Cap of pure hand spun hand woven with silver tassel and Mortar Band.
- iii. For Chief Guest :** Gown of pure silk Hand spun Hand woven with white silk facing round the neck and one University crest with Black tassel.
- iv. For Registrar:** Gown of pure silk hand spun hand woven with white silk facing round the neck and one University crest fully interlined cap with black tassel .
- v. For Members of the University Authorities:** Superior black silk gown with facing of golden silk and with stripes on the arm. Cap of Black silk cloth with black tassel and mortal Band.
- vi. For Master of Arts:** Black silk gown with maroon facing and with gold stripes round the neck. Hood - Maroon with black lining.
- vii. For Master of Science:** Black silk gown with maroon facing and with gold stripes round the neck. Hood-golden with black lining.
- viii. For Master of Commerce and Business Administration:** Black silk gown with maroon facing and with gold stripes round the neck. Hood-Red silk with black lining.
- ix. Doctor of Philosophy in Arts and Education:** White silk gown with maroon facing and with maroon band on the sleeves. Hood will be white silk with maroon lining.
- x. Doctor of Philosophy in Science:** White silk gown with violet facing and with violet band on the sleeves. Hood-white silk with violet lining.
- xi. Doctor of Literature:** White silk gown with white silk green facing with blue band on the sleeves. Hood – white silk with green lining.
- xii. Doctor of Science:** White silk gown with white silk green facing with blue band on the sleeves. Hood – white silk with green lining.
- xiii. Master of Philosophy:** Black silk gown with maroon facing and with gold stripes around the neck. Hood-violet with black lining.

**xiv. Master of Education:** Black silk gown with maroon facing and with gold stripes around the neck. Hood-purple with black lining.

### **Procedure of Convocation**

1. For the award of degree at the Convocation, candidates present shall be formally presented to the Chancellor or in his/her absence to the Vice Chancellor for admission to their respective degrees. The Deans of respective Faculties will present the candidates for admission to the respective Post-Graduate degrees. Senior-most professor will present the candidates for admission to the doctoral degree. The Registrar or the person appointed for the purpose by the Vice Chancellor will present the candidates for degrees in absentia. The names of the recipients of medals and prizes shall be read out by the Registrar or the by the person appointed for the purpose.
2. Degree/ Certificate shall be supplied to the candidates in a manner to be prescribed by the Vice Chancellor after the Convocation is over.
3. The Visitor, The Chancellor, The Chief Guest, The Vice-Chancellor, the Registrar, the Controller of Examinations, the Finance Officer, the Deans of Faculties and the members of the University Authorities shall wear their special convocation dress as prescribed by the University.
4. The Visitor, The Chancellor, The Chief Guest, The Vice-Chancellor, the Registrar, the Controller of Examinations, the Finance Officer, the Deans, the members of the University Authorities shall assemble in the meeting room at the appointed hour and shall walk in procession in the following order to the Convocation Hall:
  5. The Controller of Examination (with the Convocation Flag)
  6. **Members of the authorities**
    - The Governing Body
    - The Board of Management
    - The Academic Council
    - The Deans of Faculties
    - The Finance Officer
    - The Registrar
    - The Chief Guest
    - The Vice Chancellor
    - The Chancellor
    - The Visitor
  7. When the procession enters the Convocation Hall, the candidates and the audience shall rise and remain standing until the members of the procession have taken their seats.
  8. The Visitor, The Chancellor, the Chief Guest, the Vice -Chancellor, the Registrar, the Controller of Examinations, the Deans, the Finance Officer, the members of University Authorities shall take their seats in places reserved for them.
  9. The Registrar will then obtain the permission of the Chancellor or in his/her absence the Vice Chancellor, to declare the Convocation open.
  10. The Vice Chancellor then will deliver a welcome speech.
  11. The Convocation address will be delivered by the appointed speaker.

12. The Chancellor or in his/her absence the Vice Chancellor, shall then say, "Let the candidates be presented".

13. The person appointed for the purpose of presentation of candidates for their admission to respective degrees shall be in the following form. The candidates when presented will rise in their seats.

"Sir/Madam..... Chancellor/Vice Chancellor, Sir, I present to you..... Candidates who have been examined and found qualified for the Degree of.....to which I pray that they may be now admitted".

14. The Chancellor or in his/her absence the Vice Chancellor will admit the candidates to the degree in the following words:

"By virtue of the powers vested in me as the Chancellor/Vice-Chancellor of the Jagan Nath University, Bahadurgarh, Haryana, I admit you to the degree of.....and I charge you that ever in your life and conversation you show yourselves worthy of the same".

15. The candidates will then take their respective seats.

16. The Registrar or the person appointed for the purpose will then request the Chancellor or in her/his absence the Vice-Chancellor to admit the candidates in absentia to the various degrees in the following words:

"Chancellor/Vice - Chancellor Sir, on behalf of the other ..... candidates who have been examined and found qualified for the Degree of.....and have been permitted to receive their degrees in absentia. I pray that they be admitted to their respective degrees".

17. The Chancellor or in her/his absence the Vice Chancellor will admit those candidates to their respective degrees in the following words:

"By virtue of the powers vested in me as the Chancellor/Vice-Chancellor of the Jagan Nath University, Bahadurgarh, Haryana, I admit those candidates to their respective degrees in absentia.

18. The person designated for the purpose will then present the candidates for receiving Gold Medals that will be given to them by the Chief Guest or any other dignitary as decided by the Vice Chancellor.

19. The person designated for the purpose will then present the candidates for receiving Prizes that will be given to them by the dignitary as decided by the Vice Chancellor.

20. When all candidates have been admitted to their degrees, medals and prizes, the Registrar, when the Chancellor is present, shall propose a vote of thanks.

21. After this the Registrar shall, with the permission of the Chancellor or in his/ her absence, the Vice Chancellor, declare the Convocation closed.

22. The procession will then leave the Convocation Hall in the same order as that in which it entered, the graduates and the audience standing.