



SOP FOR CONDUCT OF CONVOCATION CEREMONY

PREAMBLE

Convocation Ceremony is the single most important event conducted annually by the University which not only involves each and every stake holder but also honours the achievements of the students and acknowledges their success through a formal Certification.

The purpose of these guidelines is to establish the planning and conduct of the University's Convocation Ceremony. This shall enable the Registrar, and other members of the Convocation Committee to provide better quality control and unambiguous communication to the University Community (Students, Faculty, Technical, Admin Staff & Parents) regarding the planning and conduct of the Convocation Ceremony.

AIM

The primary aim of Convocation is confer upon student their degrees and to recognize student achievements including other meritorious awards publicly. The audience in this case is the graduates and their families as well as the faculty members and distinguished guests of the University. This event is an important opportunity for projecting the image of the University to the general public and reinforces relationship with our stakeholders.

DATE

The date of the Convocation will give minimum four weeks' notice to the Alumni, so as to facilitate them to arrange for their travel and attend the Ceremony. The date should be in the month of September or October (preferably in October because of weather conditions)

VENUE

As Convocation is one of the most important days in the life of students and their parents, it is incumbent that we conduct the ceremony at a venue which can accommodate all participants.

Unless specifically decided otherwise, prior to the conduct of the Convocation ceremony, the same shall be conducted at the University Sports ground.

CHIEF GUEST

An eminent personality in the field of academics/industry/public life should be contacted and finalized latest by the end of May as the ceremony is scheduled in second half of September or in the month of October. Identifying and shortlisting of 4 to 5 eminent personalities, and reaching out to them after due approval from the GB Members, Pro-Chancellor and Vice-Chancellor shall be the responsibility of the Registrar.

PROCEDURE

Currently around 800 students graduate from the University who are eligible to receive degrees. Out of these 600 students come in person to receive the degrees during the Convocation Ceremony. It has been experienced that individually handing over the parchment to the students is a long, monotonous and arduous process. To streamline the process and to ensure that the event is short due to the limited availability time of the Chief Guest and other dignitaries, the total time taken to complete the event shall not exceed 2 hours. The procedure followed shall be similar to being followed by some of the leading Universities of the country wherein only the toppers of the UG programmes and all students of the Post Graduate and PhD programmes come to the dais and personally collect the awards/degrees from the Chief Guest. The procedure for conduct of the Convocation Ceremony is accordingly summarized as under:

- Registration of the students attending the program shall be online and students shall be given a window of around 20 days in which they have to confirm their participation. For the registration, they need to send the filled registration form to the office of the SPA which can later be shared with the Convocation Committee. **However, those who will receive their degrees and awards from the Chief Guest on stage, have to personally come for the registration a day prior to the ceremony day and register themselves physically, as well. This only can ensure the smooth conduct of the distribution of the awards on stage. The sequence of activities generally shall be:**
- Gown collection by the students from the designated rooms where students shall be briefed about the entire procedure by the coordinators.
- Arrival of the Chief Guest.
- Photograph of the Chief Guest and other dignitaries with the faculty members.

- Academic Procession.
- Welcome address, Saraswati Vandana and start of the ceremony.
- VC Report and release of the Annual Report July to June of the Academic Year.
- Award of degrees to all PhD and PG students by the Chancellor.
- Announcement of the number of UG Degree awardees department wise
- **Distribution of awards to special achievers (Gold, Silver and Bronze Medals for each discipline and Student of the year) by the Chief Guest. Announcement of names by the Registrar.**
- Address by the Chief Guest.
- Oath by all the students.
- Memento presentation to the Chief Guest, closing of the ceremony followed by National Anthem.
- Return of the Academic Procession.
- Actual degree collection and return of gowns in the designated rooms.
- Dinner

DRESS

Dress code for the Convocation Ceremony will be as under:

- **Faculty/Dignitaries:** Academic gowns shall be worn by all dignitaries and faculty members participating in the Academic Procession.
- **Students:** Students participating in the Convocation Ceremony should be well groomed and wear formal dress for the occasion as under:
 - Boys: Dark Trousers, Light Coloured Shirt, Tie and Coat.
 - Girls: Saree or western formal attire
- **Responsibility:** Procurement and handing over of gowns to dignitaries, faculty members and students will that be of the Admin. Department (Assistant Manager – Admin.). Details of participants shall be obtained from the Convocation Committee and order placed with the Gown firm at least 10 days in advance to avoid last minute rush.