

ACHARYA NAGARJUNA UNIVERSITY

Ordinance on the programme and procedure of Convocation:-

As stated in the Statute on Convocation, the following Ordinance is made detailing the programme and procedure of Convocation.

I. Programme:

The University shall arrange to get the Convocation programme booklet printed specifying the minute to minute programme of the Convocation in the following order.

- a) Time when Executive Council shall assemble in the hall of graces.
- b) Time of arrival of Chancellor at the place of Convocation where he/she will be received by the Vice-Chancellor, Rector and Registrar at the entrance.
- c) Time when the guard of honor is to take place.
- d) Time when the Chancellor retires for robing
- e) Time when the Executive Council meets and passes the graces.
- f) Time when the procession starts for Convocation dais.
- g) Time when the Convocation commences with the University Anthem.

II. Procedure

- a) The members of the Executive Council wearing the robes specified shall assemble in the hall of graces at least one hour before the commencement of Convocation. A special meeting of the Executive Council shall be held for the purpose of conferring Honorary D.Litt., Honorary D.Sc. and Honorary LL.D.
- b) Within 5 minutes after the meeting of the Executive Council in the hall of graces, the Chancellor will arrive at the place of Convocation. He will be received by the Vice-Chancellor, Rector and Registrar at the entrance.
- c) Thereafter the guard of honor shall be arranged to the Chancellor. After the guard of honor the Chancellor shall retire for robing.
- d) The Deans of Faculties wearing the specified academic robes will assemble at the venue of the Convocation hall of graces on one side and be seated.
- e) The Chancellor will also arrive in the graces room after wearing the robes.

III. Supplication of graces starts:

- a) The Vice-Chancellor will seek the permission of the Chancellor for commencing the supplication of the graces of the Executive Council for admission to the Honorary Degrees and also for admission of the candidates to the various Degrees and Diploma of different Faculties. Upon the Chancellor assenting, the supplication of graces proceedings will commence.
- b) The Vice-Chancellor/Rector shall move the graces of the Executive Council by saying **“I move that the Grace of the Executive Council be passed that the recipients (names)... on whom the Executive Council has decided to confer Honorary Degrees of Doctor of Letters/Doctor of Science/Doctor of Laws be admitted to the honorary Degrees and also the persons whom the Executive Council on the reports of the examiners duly appointed, has certified to be qualified severally for the degrees and diplomas of different Faculties of the University be admitted to the respective Degrees, Diplomas and Medals”**.

Thereafter, one of the members of the Executive Council will second the supplication in the following words:

“I second the supplication”.

Then the Chancellor/Vice-Chancellor will put the following question to the members of the Executive Council.

“Does it please you that this Grace be passed?”.

The members of the Executive Council shall reply:

“Yes, the Grace be passed”.

The Chancellor/Vice-Chancellor shall then declare:

By virtue of the authority vested in me as Chancellor/Vice-Chancellor I declare that

“The Grace is passed”.

IV. Group Photo:

The Rector/ Registrar will request the Chancellor, Vice-Chancellor, the Chief Guest and the recipients of Honorary Degrees to join for the Group Photo along with the Members of the Executive Council, the Deans of Faculties, Rector and the Registrar.

V. Procession:

1. After the passing of graces, the members of the Executive Council, the Deans of Faculties, the recipients of Honorary Degrees, the Chief Guest and the Chancellor shall join the procession and proceed to the dais.

2. Order of Procession:

- a) Registrar
- b) Deans of Faculties
- c) Members of Executive Council
- d) Rector
- e) Vice-Chancellor
- f) Recipients of the Honorary Degrees
- g) Chief Guest
- h) Chancellor

3. The candidates for admission for several PG and Research Degrees and all the Candidates for award of Medals/Prizes shall assemble at the Convocation venue wearing academic robes at least one hour before the commencement of the Convocation.

4. As the procession reaches the Convocation hall, the candidates and invitees shall rise and remain standing until the members in the procession take their seats after the University Anthem is played.

5. The members in the Convocation procession shall remain standing at their assigned seats on the dais and be seated after the University Anthem is played.
6. One of the members of the Executive Council /Deans of faculties will welcome the Chancellor, Vice-Chancellor and the Chief Guest.

VI. Welcoming the Chief Guest:

A member of the Executive Council chosen by the Vice-Chancellor will welcome the Chancellor, the Vice-Chancellor the Chief Guest, and the recipients of Honorary Degrees, etc., by saying:

“I welcome the Chancellor, the Vice-Chancellor of Acharya Nagarjuna University and the Chief Guest to this Convocation.

I welcome the eminent persons to be conferred Honorary Degrees, Members of the Executive Council, Deans of Faculties, members of the Academic Senate, donors, distinguished guests and the candidates who are present here to receive degrees and medals to this Convocation”.

VII. Commencement of Convocation:

1. The Chancellor will either declare the commencement of the Convocation or authorize the Vice-Chancellor to commence the Convocation. Accordingly the Chancellor/ Vice-Chancellor will declare the commencement of the Convocation:

“This Convocation of Acharya Nagarjuna University has been called to confer the Honorary Degrees and the Degrees and Diplomas upon the candidates who have been certified worthy of these Degrees and Diplomas by the Executive Council”.

2. The Vice-Chancellor will then present a brief report reviewing the activities of the University since the date of last Convocation.
3. After the completion of the presentation of the Report, the Vice-Chancellor will request the Chief Guest to address the Convocation:
“Let the Convocation be addressed by the Chief Guest”.
4. The Chief Guest will then present the Convocation address.
5. After the completion of the Chief Guest’s address, the Vice-Chancellor will request the Chancellor to address the Convocation:
“Let the Convocation be addressed by the Chancellor”.
6. The Chancellor will then address the Convocation.

7. The Chancellor shall then say

“Let the candidates for the Honorary Degrees be presented”.

Then the Rector shall go in front of the Chancellor and after bowing to him present one of the recipients of Honorary Degrees.

8. If there are more than one recipients of Honorary Degrees, any member/s of the Executive Council/ Deans of Faculties chosen for the purpose by the Vice-Chancellor shall present the other recipients of the Honorary Degrees to the Chancellor and the same procedure stated above shall be followed for each recipient.

9. After each presentation of recipient of Honorary Degrees, the Chancellor will say:

“By virtue of the authority vested in me as Chancellor of Acharya Nagarjuna University, I confer upon you the Honorary Degree of _____ in this University and in token thereof you have been presented with the Diploma and I authorize you to wear the robes ordained as the insignia of your Degree.”

VIII. Presentation of candidates ‘In Person’:

1. The Vice-Chancellor/Rector/ Registrar will then say **“Will the Candidates for the Degrees and Diplomas of the University kindly stand and answer the questions put to them by the Chancellor/Vice-Chancellor”.**

2. Questions to the candidates by the Chancellor/Vice-Chancellor:

Chancellor/ Vice-Chancellor	:	“Do you sincerely promise and declare that if admitted to the degrees, diplomas and titles for which you are severally candidates and for which you have been recommended, you will, in your daily life and conversation, conduct yourselves as members becoming of this University?”
Candidates	:	(Answer): I do promise.
Chancellor/ Vice-Chancellor	:	“Do you promise that to the utmost of your opportunity and ability you will support and promote the cause of morality and sound learning?”
Candidates	:	(Answer): I do promise
Chancellor/ Vice-Chancellor	:	“Do you promise that you will faithfully and carefully fulfill the duties of the professions that you are trained for, that you will, on all occasions,

		maintain their purity and reputation and that you will never deviate from the straight path of their honorable exercise by making your knowledge subservient to unworthy ends?"
Candidates	:	(Answer): I do promise

The candidates will then resume their seats.

3. The Chancellor /Vice-Chancellor will then say **“Let the candidates for the Degrees, Diplomas and Medals and Prizes be now presented.”**

(Candidates for Research Degrees, Postgraduate Degrees / Diplomas, Law Graduates of University Colleges/PG campuses only and all recipients of Medals and Prizes shall receive their Degrees, Medals and Prizes in the Convocation. Only candidates for Ph.D. and recipients of Medals and Prizes for other Degrees will be presented individually to the Chancellor. There will be no individual presentation of candidates for M.Phil./ Postgraduate/Law Degrees. Affiliated colleges will hold special function to award PG/UG Degrees of their candidates who applied for the Convocation ‘In Person’.)

4. Then the various Deans of Faculties will present their candidates for receipt of Degree of Doctor of Philosophy by following the procedure laid down hereunder:

Before presenting the candidates, the Dean shall remove the cap, bow to the Chancellor and after putting on the cap again say;

“Mr. Chancellor, permit me to present to you in accordance with the grace of the Executive Council just passed, the candidates whose names are herewith submitted for admission to the Degree of Doctor of Philosophy in the Faculty of _____ in Acharya Nagarjuna University” .

(Names of Ph.D. Degree holders to be given subject-wise)

After presenting the candidates, the Dean shall again bow to the Chancellor and retire to his/her seat.

The candidates after receiving their Degrees will bow to the Chancellor, go back to their seats and remain standing.

The Chancellor/Vice-Chancellor will then say:

“By virtue of the authority vested in me as Chancellor/Vice-Chancellor of Acharya Nagarjuna University, I admit you to the Degree of Doctor of Philosophy in the Faculty of _____ in this University and in token thereof, you have been presented with these Diplomas and I authorise to wear the robes ordained as the insignia of your Degree.”

The same procedure is repeated by the Deans of all Faculties. After the declaration by the Chancellor/Vice-Chancellor, the candidates will resume their seats.

5. Then the various Deans of Faculties will present their candidates for receipt of Medals and Prizes of Ph.D., M.Phil, PG, UG Degrees of the Faculties concerned individually and candidates for receipt of M.Phil., PG and UG Degrees collectively to the Chancellor by following the procedure laid down hereunder:

Before presenting the candidates, the Dean shall remove the cap, bow to the Chancellor and after putting on the cap again say:

“Mr. Chancellor, permit me to present to you in accordance with the Grace of the Executive Council just passed, the candidates whose names are herewith submitted for award of medals and prizes of Ph.D., M.Phil., PG and UG Degrees and for admission to the Degrees of M.Phil., Master of and Bachelor of in the Faculty of in Acharya Nagarjuna University”.

The Candidates will then rise from their seats and remain standing.

The Dean, Faculty of, shall then call out the names of candidates including Ph.D. candidates to whom Medals/Prizes are to be awarded and present them to the Chancellor.

(The names of the recipients of medals/prizes are to be given)

6. After presenting, the Dean shall again bow to the Chancellor and retire to his/her seat.
7. The Candidates after receiving their Medals and Prizes will bow to the Chancellor, go back to their seats and remain standing.
8. The same procedure is repeated by the Deans of all other Faculties.
9. After presentation of the candidates of all Faculties for receipt of medals and prizes individually and candidates for receipt of Degrees of M.Phil./PG/UG collectively to the Chancellor by the respective Deans of Faculties, one of the members of the Executive Council/Deans of Faculties, chosen by the Vice-Chancellor, will say after bowing to the Chancellor:

“Mr. Chancellor, I now request that the candidates whose names are submitted for admission to the respective Degrees/Diplomas, in person, be admitted.”

The member of the Executive Council/Dean of the Faculty shall again bow to the Chancellor and retire to his/her seat.

“By virtue of the authority vested in me as the Chancellor/Vice-Chancellor of Acharya Nagarjuna University, I admit these candidates in person to their respective Degrees/Diplomas of the University and in token thereof I authorise them to wear the gown and hood ordained as the insignia of their Degrees”.

IX. Admission to Degrees and Diplomas ‘In Absentia’:

One of the Members of the Executive Council / Deans of Faculties chosen for the purpose by the Vice-Chancellor shall then go in front of the Chancellor and after bowing to him say:

“Mr. Chancellor, I now request that the candidates whose names are herewith submitted in the Record of Degrees be admitted to their respective Degrees and Diplomas in Absentia”.

Then the Member - Executive Council/Dean of the Faculty, shall again bow to the Chancellor and retire to his/her seat.

The Chancellor/Vice-Chancellor will then say:

“By virtue of the authority vested in me as the Chancellor/Vice-Chancellor of Acharya Nagarjuna University, I admit these candidates in Absentia to their respective Degrees and Diplomas in the University and in token thereof permit the Registrar to present them their Degrees and Diplomas and I authorize them to wear the gown and hood ordained as the insignia of their Degrees”.

X. Admission to Degrees and Diplomas ‘In Advance’: One of the Members of Executive Council/ Deans of Faculties chosen for the purpose by the Vice-Chancellor shall then go in front of the Chancellor and after bowing to him say:

“Mr. Chancellor, I now request that the candidates whose names are herewith submitted in the Record of Degrees be admitted to their respective Degrees and Diplomas in Advance”.

Then the Member - Executive Council/Dean of Faculty shall again bow to the Chancellor and retire to his/her seat.

The Chancellor/Vice-Chancellor will then say:

“By virtue of the authority vested in me as the Chancellor/Vice-Chancellor of Acharya Nagarjuna University, I admit these candidates in Advance to their respective Degrees and Diplomas in the University and in token thereof permit the Registrar to present them their Degrees and Diplomas and I authorize them to wear the gown and hood ordained as the insignia of their Degrees”.

XI. Chancellor to sign the Record of Degrees and Diplomas:

When all the candidates have been presented, the Registrar shall lay the Record of the Degrees and Diplomas that have been conferred before the Chancellor who will sign the same.

XII. Vote of Thanks:

The Vice-Chancellor will propose a vote of thanks to the Chief Guest.

“I move that the thanks of the Convocation be tendered to”

One of the members of the Executive Council will second the motion in the following words:

“I second the motion”.

XIII. Dissolution of Convocation:

After the vote of thanks, the Chancellor, the Vice Chancellor, the Chief Guest, recipients of Honorary Degrees, the Members of the Executive Council and the Deans of the Faculties shall rise and the Chancellor shall then say.

“I now dissolve the Convocation”

XIV. Playing of the National Anthem:

The National Anthem will then be played. All shall remain standing.

XV. Return of the Procession:

The Chancellor, the Vice-Chancellor, the Chief Guest, recipients of Honorary Degrees, the Members of the Executive Council, the Deans of the Faculties, Rector and the Registrar shall then retire in procession, in the same order as the first one, while the graduates and guests remain standing:

Order of Procession:

- (a) Registrar
- (b) Deans of Faculties
- (c) Members of the Executive Council
- (d) Rector
- (e) Vice-Chancellor
- (f) Recipients of Honorary Degrees
- (g) Chief Guest
- (h) Chancellor

Members of the Academic Senate, graduates and guests shall remain in their seats till the entire procession has reached the hall of graces and until the Chancellor, the Chief Guest, recipients of Honorary Degrees and the Vice-Chancellor have left.

XVI. Academic Robes:

The Academic robes for the Chancellor, Vice-Chancellor, Rector/Registrar, Members of the Executive Council, Deans of Faculties, recipients of Honorary Degrees and the candidates for the several degrees and titles shall be as prescribed below:

1. CHANCELLOR: A purple tery velvet gown, made like an Oxford Proctor's dress down, with two inch **gold lace** down the fronts and round the bottom of the sleeves outside.

A black velvet academic cap bound round **with gold lace** and gold tassel, nine inches long or such other head-dress as the person holding the office is accustomed to wear.

2. VICE-CHANCELLOR: A purple gown of silk or stuff same shape as the Chancellor's and trimmed in the same way, but with **silver lace**.

A cap like the Chancellor's but with **silver lace** and tassel or a turban or such other head dress as the person holding the office is accustomed to wear.

3. RECTOR/REGISTRAR: A black laced gown of silk or stuff. A black cloth academic cap or a turban or such other head dress as the person holding the office is accustomed to wear.

4. DEANS AND MEMBERS OF THE EXECUTIVE COUNCIL: A black gown of silk or stuff and a scarf of scarlet silk or stuff four inches wide, with a fringe of the same colour, three inches deep.

A black velvet academic cap or a white, red or black turban, which may have a gold border or such other head dress as the member is accustomed to wear:

5. MASTER'S DEGREE AND BACHELOR'S DEGREE CANDIDATES:

- a) A gown made of black stuff cut like the Cambridge B.A. gown.
- b) A hood made of black silk or stuff edged inside with three inch wide lining of crimson colour for Arts including Social Sciences, green for Commerce, orange for Engineering and Architecture & Planning, white for Science, gold for Education, purple for Laws and blue for Pharmacy.

6. DOCTOR OF PHILOSOPHY:

- a) A blue gown with facings of scarlet silk of crimson colour for Arts, orange for Sciences, green for Commerce, white for Engineering and Architecture & Planning, gold for Education and blue for Pharmacy.
- b) A dark blue hood lined with scarlet silk or stuff.

7. MASTER OF PHILOSOPHY:

- a) A gown made of black stuff cut like Cambridge B.A. gown.
- b) A hood made of black silk with full lining of blood red.

8. DEGREES OF HONORARY D.LITT., HONORARY D.SC. AND HONORARY LL.D:

- a) A gown made of scarlet silk with facings of crimson silk.
- b) A hood made of scarlet silk lined with gold yellow silk.