



BHAGWANT UNIVERSITY

(Established under Govt. of Rajasthan Act No 18 of 2008 & Approved By UGC)
Sikar Road, Ajmer-305004 (Rajasthan) India

General Guidelines of Convocation

General Rules

- Convocation for the purpose of conferring Graduates and Ph.D. degrees shall be held annually at Bhagwant University, Ajmer on the date decided by the Vice Chancellor as per convenience of the Chief Guest.
- The Convocation of BU has been scheduled on **November 18, 2019** to confer degree to Ph.D. and other Graduates students who have successfully completed their academic programme in academic session 2018-19.
- A Convocation Committee headed by Registrar has been constituted with the approval of Competent Authority.
- The Vice Chancellor shall have all powers, related to the degrees to be conferred on Bachelors/Masters/M.Phil./Ph.D. in person and to be conferred in-absentia as a special case, at the Convocation. Every year degrees will be given to all Ph.D. students of BU in person during Convocation. The M.Phil, Masters and Undergraduate students can collect the degrees from the Examination/Evaluation Branch as per University rules.
- The Vice Chancellor may confer a degree in advance of the Convocation on students who require the degree for career advancement as a special case. Alternatively, provisional degree may be awarded.
- The degrees shall bear the signatures of Vice Chancellor/ President, and Registrar.
- The degree shall be printed in English.
- Special Convocations for conferring Honorary Degrees or for other such purposes may be held on such dates and times, as the Vice Chancellor/President may decide.
- Portal for Convocation is: www.bhagwantuniversity.ac.in the website has a payment gateway and contains all other relevant information for the awardees.
- A mandatory rehearsal will be arranged in University Campus on 17th November 2019, at 2:00 pm. All university officials, academic procession have to attend rehearsal. Please reach at campus by 1.30 pm for rehearsal.

Academic Costumes

- All dignitaries on dais, academic procession and degree recipients are required to come in prescribed dress as mentioned below:

Males

White Shirt and Black Trouser in combination of Black Shoes.

Females

White Salwar Suit with White Dupatta in combination of Black Loafers/Shoes/ Sandle.

- Convocation Gown will issue to all recipients at the University and they are required to wear it throughout the function. Recipient has to pay Rs. 500/- for Convocation Gown which will refund after submission of Gown to counter.
- No recipients will be allowed to attend the convocation ceremony in a dress other than one specified for the convocation.
- All University employees are required to come in formal dress to attend the convocation ceremony.

Order of Precedence

The following order of precedence may be observed at the time of convocation and on other ceremonial occasions during the procession of convocation. The following persons will move accordingly.

- Chancellor
- Chief Guest
- Vice Chancellor /President
- Members of the Board of Management
- Members of Academic Council
- Deans (According to Seniority)
- Dy. Registrar
- Finance Controller
- Controller of Examinations
- Librarian
- Registrar

Special Guests

- On behalf of the University the Registrar Office along with Dean and Evaluation branch is responsible for the formal invitation to Special Guests to attend a ceremony, advice on the procession, stage, seating, arrangements etc.
- The Convocation Office will liaise with the Office of the Vice Chancellor regarding the compilation of Guests list.

Music

Music will be played for the following elements of the Convocation ceremony:

- Vande Matram/ Saraswati Vandana
- National Anthem
- University Kulgeet

Scripts and Testamurs

- The Convocation Office is responsible for the compilation and production of briefs and/or scripts for each Convocation ceremony wherever required.
- The following scripts and briefs are produced by the Convocation Office:
 - a) The brief detail of the ceremony and order of proceedings will be provided to all stage dignitaries.

- b) Individual scripts provided to those who have a speaking role at the ceremony.
- c) Scripts for Presiding Officer and Presenting Officer.
- d) Scripts for Honorary Doctorate award recipient.
- e) Presentation lists provided to the Deans containing a list of Degree recipients from their faculty, in ceremonial order. It is to be provided in advance of the Convocation ceremony and updated immediately prior to the ceremony.

The Ceremony

I. Academic procession

- 1) The academic procession will assemble in the foyer of the venue 10 minutes before the ceremony.
- 2) The order of procession is determined by the stage seating arrangements, which is in accordance with the protocol.
- 3) The academic procession will enter in pairs in the venue as decided by the committee.

II. Order of Proceedings

- 1) The processional
 - a) An opening announcement is made before the Convocation Ceremony commences.
 - b) Processional music commences, the audience stands, and the academic procession enters the hall.
 - c) Members of the processional proceed to their seats.
- 2) Commencement formalities
 - a) The ceremony will start from Lighting of Lamp.
 - b) After lighting of lamp Saraswati Vanadana/Vande Mataram will be offered by a choir.
 - c) The Registrar will request to Chancellor to open the Convocation. The Chancellor will declare the Convocation open.
 - d) Vice Chancellor delivers welcome address and introduces Chief Guest. The Vice Chancellor will formally request Chief Guest to deliver his/her Convocation address.
- 3) Conferring of Awards
 - a) The Registrar will call Deans of respective Schools/Chairpersons of Centres to start the conferment of degrees to awardees: "I request dean to present the list of students from the faculty of sciences for conferment of M.Phil./Ph.D. degrees. The Deans will read a sentence "Sir I present to you the students of ----- whose name(s) are set out in the list and who have been examined and found qualified for the degree of Ph.D. to which I pray that they may be admitted sir". The Deans call on graduands to come on dais and they are given degree(s) by Chancellor, Vice Chancellor, Special Guest.
 - b) The graduands would come on the stage one by one and receive their degrees.
 - c) Faculty on duty will ensure that graduands go on to the stage strictly as per the tag numbers without creating any kind of confusion.
 - d) The Vice Chancellor/Chief Guest confers the awards.

- 4) The Convocation Address by Chief Guest and Address of Presiding officer (Vice Chancellor) to the Graduands.
- 5) The vote of thanks will be delivered by the Registrar.
- 6) Closing Formalities
- 7) All participants will stand for the National Anthem. The closing of the Convocation will be declared by the Vice Chancellor. All participants and dignitaries will remain seated till the Convocation is closed.

III. Movement of Graduands across the Stage

As per instructions of the Convocation Committee.

IV. Photography Session

An official photography session will be conducted during the ceremony.

V. Responsibilities for Convocation Ceremony

The detailed responsibilities and deadlines relating to Convocation will be outlined by the Convocation Office (Dy. Registrar and Controller of Examinations office) and will be uploaded at University website.