

# **Jawaharlal Nehru University**

## **Guidelines of Convocation**

### **General Rules**

1. Convocation for the purpose of conferring Ph.D. degrees shall be held annually at Jawaharlal Nehru University, Delhi on the date decided by the Vice Chancellor as per convenience of the Chief Guest.
2. The 3<sup>rd</sup> Convocation of JNU has been scheduled on **November 11, 2019** to confer degree to Ph.D. students who have successfully completed the Ph.D programme between **July 01, 2018 to June 30, 2019**.
3. A Convocation Committee headed by Rector II has been constituted with the approval of Competent Authority.
4. 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 JNU in person during Convocation. The M.Phil., Masters and Undergraduate students can collect the degrees from the Examination/Evaluation Branch as per University rules.
5. 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.
6. The degrees shall bear the signatures of Vice Chancellor, Registrar and Deputy Registrar evaluation.
7. The degree shall be printed both in English and Hindi.
8. Special Convocation for conferring Honorary Degrees or for other such purposes may be held on such dates and times, as the Vice Chancellor may decide.
9. Portal for Convocation is: [www.jnu.ac.in/convocation](http://www.jnu.ac.in/convocation). The website has a payment gateway and contains all other relevant information for the awardees.
10. A **mandatory rehearsal** will be arranged in AICTE Auditorium (All India Council for Technical Education, Nelson Mandela Marg, Vasant Kunj, New Delhi-110070) on 10<sup>th</sup> November 2019, at 12:00 Noon. All University officials, Deans, Chairpersons of the schools need to attend the rehearsal. All are requested to reach AICTE auditorium by 12:00 Noon for rehearsal.

## **Academic Costumes**

All dignitaries/on dais, Deans, Chairpersons, supervisors (faculty) and graduands are required to come in prescribed dress as mentioned below:

1. White kurta, pyjama for males.
2. White saree with a border for females or white kurta, salwar/churidar.
3. The graduands will be provided a dupatta. The dupatta is available with Convocation Costume Committee. The convocation registration fee will cover the cost of dupatta for graduands only. Others have to purchase the dupatta from Convocation Costume Committee. Please contact PRO office at administration building, email: [pro@mail.jnu.ac.in](mailto:pro@mail.jnu.ac.in), (Tel): 26704017, 26704046.
4. No graduand will be allowed to attend the Convocation ceremony in a dress other than one specified for the Convocation.
5. All University authorities and awardees are required to come in formal footwear to attend the ceremony.
6. The Dignitaries on dais, Deans, Chairpersons, and Supervisors (faculty) will have to follow the dress code.

## **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 in pair.

1. Registrar
2. Controller of Examinations
3. Director of Admissions
4. Deans/Chairpersons of Special Centre (According to Seniority)
5. Chief Proctor
6. Finance officer
7. Dean of Students
8. Rector III
9. Rector II
10. Rector I
11. Vice Chancellor
12. Chief Guest, Chancellor, Guest of Honor

## **Special Guests**

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

## **Music**

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

- Vande Mataram/Saraswati Vandana
- National Anthem

## **Scripts and Testamurs**

1. The Convocation Office is responsible for the compilation and production of briefs and/or scripts for each Convocation ceremony wherever required.
2. 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**

- a) The academic procession will assemble in the foyer of the venue 30 minutes before the ceremony.
- b) The order of procession is determined by the stage seating arrangements, which is in accordance with the protocol.
- c) The academic procession will enter in pairs in the venue as decided by the committee.

### **II. Order of Proceedings**

#### **a) The processional**

- i. An opening announcement is made before the Convocation Ceremony commences.
- ii. Processional music commences, the audience stands, and the academic procession enters the hall.
- iii. Members of the processional proceed to their seats.

#### **b) Commencement formalities**

- i. The ceremony will start from Lighting of Lamp.
- ii. All participants remain standing for the Saraswati Vanadana/Vande Mataram.
- iii. The Registrar will request to Vice Chancellor to open the Convocation. The Vice Chancellor will declare the Convocation open.

- iv. Vice Chancellor will deliver welcome address and introduce the Chief Guest. The Vice Chancellor will formally request Chief Guest to deliver his/her Convocation address.

c) **Conferring of Awards**

- i. The Registrar will call Director of Admissions to start the ceremony of conferment of the degrees. Then Director of Admissions 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 Chief Guest, Chancellor, Vice Chancellor, Special Guest.
- ii. The graduands would come on the stage one by one and receive their degrees.
- iii. Faculty on duty will ensure that graduands go on to the stage strictly as per the tag numbers without creating any kind of confusion.
- iv. The Chief Guest /Vice Chancellor confer the awards.

d) **The Convocation Address by Chief Guest and Address of Presiding officer (Vice Chancellor) to the Graduands.**

e) **Vote of thanks**

The vote of thanks will be delivered by the Registrar.

f) **Closing Formalities**

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.

**Movement of Graduands across the Stage**

As per instructions of the Convocation Committee.

**Photography Session**

An official photography session will be conducted during the ceremony.

**Responsibilities for Convocation Ceremony**

The detailed responsibilities and deadlines relating to Convocation will be outlined by the Convocation Office (DR Evaluation and Controller of Examinations office) and will be uploaded in JNU website.