

(As Approved by the Coordination Committee in its meeting held on 25/10/2017 and Adopted by Devi Ahilya Vishwavidyalaya in its EC meeting held on 04/12/2017).

STATUTE NO. 33

CONVOCATION

[Refer Section 35 (F)]

1. Convocation

- 1.1 A Convocation for the purpose of conferring degrees and other distinctions of the University shall be held annually at the Head Quarters of the University and shall be called Annual Convocation. A special convocation may also be held at such time as may be found necessary or convenient. The actual date of the convocation in each case shall be fixed by the Kulpati with the approval of the Kuladhipati.
- 1.2 The Kuladhipati or in his/ her absence the Kulpati shall confer the Honorary Degree, Degree of Doctor of Literature (D. Lit.), Degree of Doctorate of Science (D.Sc.), Degree of Doctor of Philosophy (Ph.D.) and the Kulpati shall confer other degrees on students.
- 1.3 Provided that the Kulpati may confer a degree in advance of the Annual Convocation on students proceeding to Universities abroad for further studies, or in any other situation where considered essential.
- 1.4 Every degree shall bear the signature of the Kulpati. The date on the degrees, whether to be awarded at the Convocation or otherwise, will be the same as the date of the University Convocation

2. Notice

- 2.1 Ordinarily not less than four weeks' notice shall be given by the Registrar for holding Convocation. This period may however, be reduced to ten days in the case of special convocation or in any other case where such a course is considered expedient by the Kulpati.
- 2.2 The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.

3. Application

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

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

4. Fees

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

4.2 Provided that the Kulpati may in special cases permit the receipt of late applications upto seven days before the date of convocation if such applications are accompanied by a prescribed late fee.

5. Honorary Degree

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

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

6. Academic Costumes

6.1 The Academic Costumes shall be worn at the time of convocation for conferring degrees. The Kuladipati, The Chief Guest, The Kulpati, the Registrar, 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. The specifications of the colour, material, weaving, dying etc. shall be as prescribed by the University.

6.2 Candidates at the Convocation shall wear Academic Dress (gowns) 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.

7. Instructions for the Candidates

7.1 A rehearsal shall be arranged on or before the date of the Convocation at which candidates for degrees must be present. Candidates not present at the rehearsal run the risk of not being admitted at the Convocation.

7.2 Candidates who are unable to attend the Convocation must inform the Registrar well in advance. Such candidates will be admitted to the degree in absentia in accordance with the rules prescribed from time to time.

7.3 The candidates who fail to attend the Convocation or wish to have their degree in absentia shall pay a prescribed fee to the University before they are admitted to the degree. Their degree certificates will be mailed by Registered Insured post after the convocation

8. Procedure of Convocation

8.1 Candidates at the Convocation shall put on the Academic Robe prescribed by the University/ Executive Council and no candidate shall be admitted to the Convocation without the Academic Robe prescribed by the University.

8.2 Degree will be distributed to the candidates attending the convocation at the place, time and day specified by notification before or after the convocation as decided by the University.

8.3 The Kuladhipati, the Kulpati, Chief Guest, The Rector, Finance Controller, Deans of the Faculties, Members of the Court, Executive Council and Academic Council and the Registrar shall assemble at a place notified, at the appointed hour and shall walk (in rows of two) in procession in the following order to the convocation venue/Hall

- (i) The Registrar
- (ii) Members of the Academic Council
- (iii) Members of the Court
- (iv) Members of the Executive Council
- (v) Deans of Faculties
- (vi) Finance Controller
- (vii) Rector
- (viii) The Kulpati
- (ix) The Chief Guest, if any
- (x) The Kuladhipati

8.4 The Kuladhipati, Chief Guest, Kulpati, Chief Minister, Education Minister, Rector, and Registrar shall take their seats on the dias, whereas Deans of the Faculties, Members of the Executive Council may be seated on the dias or in

places reserved for them. The members of the Court and the Academic Council shall take their seats in the convocation Hall on the places reserved for them.

8.5 For the award of degree at the Convocation, candidates present shall be formally presented to the Kuladhipati or in his/her absence to the Kulpati for admission to their respective degrees. The Deans of respective Faculties will present the candidates for admission to the respective degrees. In absence of the Dean, Senior-most member of the respective faculty will present the candidates for admission to the doctoral degree. The Registrar or the person appointed for the purpose by the Kulpati 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 by the person appointed for the purpose.

8.6 The candidates present at the Convocation shall take their seats at the places reserved for them before the procession enters in the convocation Hall. As the procession enters the Convocation Hall, all those present shall rise and remain standing until the members of the procession have taken their respective seats.

9. Presentation of the Candidates

9.1 The Registrar will seek the consent of the Kuladhipati or in his/her absence of the Kulpati, to declare the Convocation open in the following manner

“Hon’ble Kuladhipati/ Kulpati, May I request you to declare the Convocation open!”

9.2 The Kuladhipati/ Kulpati shall say : “ I declare the Convocation open”.

9.3 The proceedings of the Convocation shall then begin with the recitation of "Saraswati Vandana"

9.4 The Kulpati then shall deliver a welcome speech.

9.5 The Kuladhipati or in his/her absence the Kulpati, shall then say, "Let the candidates be presented".

The following shall be the order of the presentation:

- (i) Honorary Degrees, if any.
- (ii) D. Lit.
- (iii) D. Sc.
- (iv) Ph. D.
- (v) L.L.D.

9.6 The Deans of their Respective Faculties shall present all the candidates for various degrees under the Faculty and the Kulpati shall admit the candidates present also

in absentia to the Degrees concerned. The citation for the Deans of the Faculty and the Kulpati shall be as prescribed by the Executive Council. Recipients of the Degrees shall remain standing while the Dean and the Kulpati admit the candidates to the Degree.

9.7 In the case of conferment of Honorary Degrees the citation admitting the recipient to the Degree may be modified by the Kuladhipati in a suitable manner. After the degrees have been conferred, the Registrar shall declare the number of the Degrees/Diploma's that have been conferred on Regular and Private Candidates present at the convocation and also in absentia.

9.8 Degree in the following Faculties:

- (i) Faculty of Arts.
- (ii) Faculty of Social Sciences.
- (iii) Faculty of Science.
- (iv) Faculty of Life Science.
- (v) Faculty of Engineering.
- (vi) Faculty of Law.
- (vii) Faculty of Commerce.
- (viii) Faculty of Education.
- (ix) Faculty of Physical Education.
- (x) Faculty of Home Science.
- (xi) Faculty of Technology.
- (xii) Faculty of AYUSH.
- (xiii) Faculty of Medicine
- (xiv) Faculty of Dentistry
- (xv) Faculty of Non formal Education
- (xvi) Faculty of Prachya Sanskrit
- (xvii) Faculty of Management Studies
- (xviii) Faculty of Engineering Sciences
- (xix) Faculty of Vocational Studies
- (xx) Faculty of Rehabilitation Science
- (i) Faculty of Mathematical Science

The candidates, who are to be awarded degrees at the Convocation shall be presented by the respective Deans of the faculties in the following order:

- (i) Faculty of Arts.
- (ii) Faculty of Social Sciences.
- (iii) Faculty of Science.
- (iv) Faculty of Life Science.
- (v) Faculty of Engineering.
- (vi) Faculty of Law.
- (vii) Faculty of Commerce.
- (viii) Faculty of Education.
- (ix) Faculty of Physical Education.
- (x) Faculty of Home Science.
- (xi) Faculty of Technology.
- (xii) Faculty of Ayurved.
- (xiii) Faculty of Medicine.
- (xiv) Faculty of Dentistry
- (xv) Faculty of Management Studies
- (xvi) Faculty of Engineering Sciences
- (xvii) Faculty of Vocational Studies

9.9 The Dean of faculty will direct the recipients of the Degree of concerned programme to rise from their seats, and will address as under:

“Sir,

I present to you(Name of Candidates).....of(Name of Faculty).....who have been found qualified for the Degree of(Name of Degree)..... to which I pray that they may be admitted.”

The Kuladhipati/ Kulpati, thereupon shall give to the students the Degrees and shall say –

“By virtue of the authority vested in me as Kuladhipati/ Kulpati of the University, I admit you all to the Degree of(name of the degree)..... and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same.”

9.10 Now the Registrar will ask all the students to stand up from their seats for moral value education and Oath to be admitted by the Kulpati.

9.11 The Kuladhipati or in his/her absence the Kulpati shall then present the Medals to the recipients of the Medals who shall be called individually by the Registrar and shall stand before the Kuladhipati or the Kulpati as the case may be. The names of the medallists shall be read out by the Registrar.

- 10 The Chief Guest shall deliver his convocation address.
- 11 The Registrar will request the Hon`ble Kuladhipati for the Presidential Address.
- 12 Vote of thanks will be proposed by the Registrar
- 13 The Registrar shall request the Kuladhipati/ Kulpati to declare the Convocation closed in the following manner:

“Hon`ble Kuladhipati / Kulpati , May I request you to declare the convocation closed.”
- 14 The “Hon`ble Kuladhipati / Kulpati shall declare the Convocation closed in the following manner.

“ I declare the convocation closed.”
- 15 The Registrar shall request the august gathering to rise from their seats for the National Anthem.
- 16 The Procession will leave the convocation hall in the reverse order as it entered. The audience shall remain standing till the procession has left the Convocation Hall.