

CONVOCATION

A. ANNUAL CONVOCATION

(I). GENERAL RULES:

1. A convocation for the purpose of conferring degrees and other distinctions of the University shall be held annually on such date as the Chancellor may fix.
2. Academic Council shall from time to time, determine as to the degrees which may be conferred on graduates in person and the degrees to be conferred in absentia at the Convocation.
3. The Chancellor shall confer the Degree of Honoris Causa, Degree of Doctorate of Science (DSc), Degree of Doctor of Philosophy (Ph.D.) and Degree of Master's of Philosophy (M.Phil.) and the Vice Chancellor shall confer other degrees on students.

Provided that the Vice Chancellor 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.

4. The Degree Certificates shall be signed by the Controller of Examinations and shall bear the printed signature of the Vice Chancellor.
5. The Academic Council shall, from time to time, determine the procedure to be followed at the Convocation, if considered necessary.
6. Special Convocations for conferring degrees or for other purposes may be held on such dates and on such times as the Chancellor on the recommendations of the Academic Council may fix.

(II). ORDER OF PRECEDENCE

- (a) The following order of precedence shall be observed at the time of Convocation and on other ceremonial occasions:

1. Chancellor
2. Vice Chancellor
3. Members of the Governing body
4. Members of the Board of Management
5. Members of Academic Council
6. Members of the Planning Board
7. Members of Finance Committee
8. Deans/ Director/ Principal of Faculty/ Institutions/ Schools in order of seniority
9. Registrar(s)
10. Chief Finance & Accounts Officer
11. Controller of Examination
12. Librarian
13. Professors of the various schools of studies/ institutions of the University in order of seniority

(b) In case of other distinguished dignitaries present precedence shall be regulated in accordance of the warrant of precedence or such official rules as may govern the matter.

(c) The Vice Chancellor shall determine from time to time as to the persons who will form the procession at the Convocation. Any dispute arising as to the seniority shall be decided by the Vice Chancellor whose decision shall be final.

(III). ACADEMIC COSTUMES:

The Academic Costumes shall be worn at the time of convocation for Conferring degrees. The specifications of the colour, material,

weaving, dying etc. shall be decided by the Academic Council.

(IV) INSTRUCTIONS FOR THE CANDIDATES:

1. Candidates must appear in the prescribed academic dress
2. A rehearsal shall be arranged on or before the date of the Convocation at which the candidates getting degrees must be present. Candidates not present at the rehearsal run the risk of not being admitted at the Convocation.
3. Candidates who are unable to attend the Convocation must inform the Controller of Examination well in advance. Such candidates will be admitted to the degree in absentia in accordance with the rules prescribed from time to time.
4. The candidates who fail to attend the Convocation or wish to have their degree in absentia shall pay a fee of Rs.500/- to the University by means of Demand Draft drawn in favour of the Registrar, IEC University, Baddi before they are admitted to the degree. Their degree certificates will be mailed by Registered Insured post after the convocation.

(V) Presentation of the Candidates:

1. On the Academic Procession entering the Hall, the candidates and the audience shall stand and remain standing until the members of the procession have taken their seats.
2. The Registrar will seek the consent of the Chancellor to declare the Convocation open in the following manner
3. *“Hon’ble Chancellor, May I request you to declare the Convocation open!”*
4. The Chancellor: *“ I declare the Convocation open”*.

5. The proceedings of the Convocation shall then begin with the recitation of "*Kulgeet of the University*"
6. The candidates, who are to be awarded degrees at the Convocation shall be presented by the respective Deans of Faculty/ Director of the Schools and Heads of the Institutions in the following order:

The Dean of Faculty concerned 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 _____ students of _____ programme of the _____ Institution/ College whose names are set out in the list, and who have been examined and found qualified for the Degree of _____ to which I pray that they may be admitted."

The Chancellor, thereupon shall give to the students the Degrees and shall say –

"By virtue of the authority vested in me as Chancellor of the IEC University, I admit you all to the Degree of _____ and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same."

The concerned students will acknowledge by a bow and sit down.

7. The Vice Chancellor will request the Chief Guest to present the medals and awards to the students. The Dean of Students' Welfare will announce the medals and other distinctions which shall then be presented by the Chief Guest of the Convocation.

8. The Vice Chancellor will present the annual report of activities of the University and request the Chief Guest to deliver his convocation address.

9. Chancellor's Address.

10. The Chief Guest shall deliver his convocation address.

11. Vote of thanks.

12. The Registrar shall request the Chancellor to declare the Convocation closed in the following manner

"Humble Chancellor, May I request you to declare the convocation closed."

13. The Chancellor shall declare the Convocation closed in the following manner.

" I declare the convocation closed."

14. The Registrar shall request the august gathering to rise from their seats for the National Anthem.

15. The National Anthem

16. The Academic Procession will leave in the same order as it entered. The audience shall remain standing till the procession has left the Convocation Hall.

B. SPECIAL CONVOCATION:

1. A special Convocation shall be held for the purpose of conferring Honorary Degree on a distinguished person.

2. The Academic procession of the special convocation shall be formed in the same order as laid down above except Item No. (V) which in Special Convocation shall be as follows:

The Vice Chancellor shall welcome the distinguished person and shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:

“By virtue of the authority vested in me as the Vice Chancellor of IEC University , I request Hon’ble Chancellor that you may be pleased to graciously confer upon _____(Name of the distinguished person) the Degree of Honoris Causa for his / her outstanding services.”

The Chancellor shall confer the Honorary Degree in the following words:

“I confer on _____(name of the Chief Guest) the degree of Honoris Causa.”

PROVIDED, that if the Vice Chancellor is presiding over the Special Convocation, the senior most Dean of Faculty shall read the citation and perform such functions which the Vice Chancellor would have performed.

3. The recipient of the Honorary Degree will then present his/her address.
4. The National Anthem of the country of the Dignitary on whom the Degree is conferred (if necessary)
5. The National Anthem of India
6. The Vice Chancellor shall then declare the Special Convocation closed.
7. Academic procession will leave in the same order as it entered.

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