



MAHATMA GANDHI UNIVERSITY
NALGONDA-508 254

PROCEDURE FOR THE SECOND CONVOCATION

Tuesday, 20th November, 2018 at 11.00 am

1. All shall be in their seats by 10.30 a.m.
2. The candidates shall wear WHITE DRESS with appropriate badges prescribed for them and be seated facing the dais.
3. The Chancellor, the Vice-Chancellor, the Registrar, the Members of the Academic Senate and the Executive Council shall appear in WHITE DRESS with appropriate badges prescribed for them.
4. The Members of the Academic Senate shall assemble at 10.30 a.m. in the Meeting Hall.
5. **Academic Senate Meeting:** A special meeting of the Academic Senate will be held at 10.40 a.m. in the meeting hall for conferring degrees and diplomas.
6. **Group Photo:** The Members of the Academic Senate and Executive Council shall assemble for a group photo along with the Chief Guest, the Chancellor, the Vice-Chancellor and the Registrar.
7. **Procession:** After the group photo, the procession with the Registrar in the front of will be formed comprising Deans of Faculties, Members of the Executive Council, the Vice-Chancellor, the Chief Guest, and the Chancellor and walk to the dais.
8. On the approach of the procession, the candidates and the guests (invitees) shall rise and remain standing until the Chancellor, the Vice-Chancellor, the Chief Guest, the Registrar, the Members of the Academic Senate and the Executive Council have taken their respective seats on the dais.
9. The Vice-Chancellor shall ask the Chancellor "Do I have the permission of the Chancellor to commence the Convocation proceedings?"

The Chancellor will say, "Yes, permitted".

The Vice-Chancellor will then say

"This Convocation of the Mahatma Gandhi University has been called to confer the degrees upon the candidates who have been certified worthy of these degrees by the Academic Senate. Let the candidates be presented."

10. **Vice-Chancellor's Report:** The Vice-Chancellor will present a brief report reviewing the activities of the University.
11. Then the Registrar will say "Will the candidates for all the degrees of the University kindly stand".
12. ALL THE CANDIDATES FOR THE DEGREES SHALL RISE - With all the candidates standing, the Vice-Chancellor shall put to them the following questions to which they SHALL ANSWER: "I DO PROMISE" after each question.

Question : "Do you solemnly promise and declare that if admitted to the degree for which you have qualified, you will in your daily life and conversation, conduct yourselves and become worthy members of the University"

Answer : "I do promise"

Question : "Do you solemnly and sincerely promise and declare that to the utmost of your opportunity and ability, you will use powers for the promotion of true learning and in the service of fellowmen?"

Answer : "I do promise"

Question : "Do you solemnly and sincerely promise that you will faithfully and diligently fulfill the duties of the profession to which you will eventually belong that you will on all occasions, maintain its purity and reputation?"

Answer : "I do promise"

13. **Presentation of the Candidates:** The Vice-Chancellor shall then say:
 "Let the candidates for Degrees be presented"
 (Only recipients of Gold Medals and 1st Rankers will be presented individually to the Chancellor)
14. The following shall be the order of presentation:
 Note: As the Dean of the Faculty concerned reads the citation for a particular degree, the candidates for the degree shall remain standing in their places.
- (i) Arts
 - (ii) Science
 - (iii) Commerce & Business Management
 - (iv) Social Sciences
 - (v) Education
 - (vi) Law
 - (vii) Engineering & Technology
15. The candidates shall be presented in batches to the Chancellor by the Deans of the respective Faculties, who shall say for each batch':
 "Mr. Chancellor,
 "I present to you these candidates (or this candidate) and pray that they (or he/she) may be admitted to the degree of"
16. When all the candidates for the same degree have been presented, the Vice-Chancellor shall say to the candidates who shall remain standing:
 "In the name and on behalf of Executive Council of the Mahatma Gandhi University, I admit you to the degree ofand I charge you throughout your life to prove worthy of this degree.
17. The Registrar of the University will read out the names of the candidates who have been declared entitled to Gold Medals at the University Examinations and as he reads each name, the candidate shall come to the dais and receive the Gold Medal from the Chancellor.
18. **Chief Guest's Address:** The Vice-Chancellor will thereupon say "May I request the Chief Guest to address the Convocation". The Chief Guest will then deliver the Convocation address.
19. **Chancellor's Message:** The Vice-Chancellor will thereupon say "May I request the President of the Convocation and the Chancellor, His Excellency Sri. E. S. L. Narasimhan to give his message". The Chancellor will give his message.
- 20. Vote of Thanks:**
 The Registrar will then say "I move that the thanks of the convocation be tendered to Prof. G. Raghuram for the address"
 Dean, Faculty of Arts shall say "I Second the motion"
21. **Dissolution of the Convocation**
 The Vice-Chancellor will say then to the Chancellor "Do I have the permission of the Chancellor to dissolve the Convocation".
 The Chancellor shall say "Yes, permitted". Thereupon, the Vice-Chancellor will say
 "I declare the Convocation dissolved".
- 22. National Anthem:**
 National Anthem will be played, all shall remain standing.
23. The Chancellor, the Vice-Chancellor, the Chief Guest, the Members of the Academic Senate, Members of the Executive Council and the Registrar shall then retire in procession while the graduates and the guests (invitees) remain standing.
24. Guests (invitees) and graduates will remain at their respective places till the entire procession has reached the Academic Senate's tent and the Chancellor and the Chief Guest have left.