

# FORM OF PROCEDURE FOR CONVOCATION



**TAMILNADU STATE COUNCIL FOR HIGHER EDUCATION**  
Lady Willington College Campus  
Chennai - 600 005.



**(TANSCHÉ)**

**TAMIL NADU STATE COUNCIL FOR  
HIGHER EDUCATION**

**FORM OF PROCEDURE FOR CONVOCATION**

**FORM OF PROCEDURE FOR COLLEGES (AUTONOMOUS  
AND NON-AUTONOMOUS)**

**I ARRIVAL OF DIGNITARIES:**

- All the Heads of the Departments (HODs) shall wear the academic robes prescribed and assemble in the respective robing rooms at the appointed hour.
- The Chief Guest will be received by the Principal, Secretary of the Educational Trust which runs the college and the members of the college committee
- The Chief Guest, Secretary of the Educational Trust and the Principal will proceed to the respective robing rooms.

**II ACADEMIC PROCESSION**

- The procession will be formed in the following order:
  1. Principal (Presiding Officer of the Graduation Day)
  2. Controller of Examinations (in the case of Autonomous colleges)
  3. Members of the Heads of the Departments (in rows of two)
  4. The Secretary of the Educational Trust
  5. Chief Guest
- When the procession returns after the Convocation, the order will be in reverse.
- The Principal, Secretary, HODs and the Chief Guest shall proceed to the dais and occupy their seats.
- The seating arrangement in the dais given in Annexure-I should be strictly followed.
- All others in the Graduation Hall shall resume their seats.

## **III INVOCATION**

- The Secretary shall say Tamil Thai Vazhthu (by recorded version).  
(Where there is no Secretary, Principal shall replace the position of the Secretary)

## **IV DECLARING THE GRADUATION DAY OPEN**

- The Secretary shall say,

The Graduation of the College has been called to distribute the degrees/ Diplomas in various subjects of the College upon the candidates who in the Examination recently held for the purpose have been certified to be worthy of the same.

## **V WELCOME ADDRESS AND REPORT BY THE PRINCIPAL**

- The Secretary of the College shall say I invite the Principal of the College to deliver the Welcome Address and present a report of the Activities of the College.
- The Principal will present the Welcome Address and report.

## **VI DELIVERY OF THE GRADUATION ADDRESS**

- The Principal shall say,

I invite the Chief Guest Thiru./Tmt./Dr.....  
(Only the name of the Chief Guest, not his other titles) to address the candidates.

The Chief Guest will deliver the Graduation Address.



## VII PRESENTATION OF CANDIDATES

Principal:

- Let the candidates be now presented by the HODs.
- The Heads of the Departments will now read the list of Graduates of their departments, one by one. The Principal will be handing over the Certificates to the Chief Guest. The departments will follow the alphabetical order (English). Candidates will come to the dais and receive the degrees and prizes/medals from the Chief Guest by bowing down and proceed to resume their seats. No other person is entitled to distribute the Certificates/Medals/Prizes.
- The HOD of \_\_\_\_\_ (Department name)

Mr./Madam Principal

- I present unto you the candidates IN PERSON in the \_\_\_\_\_ (Department name) who have been certified by after examination to be duly qualified to receive the degrees of \_\_\_\_\_ (name of the University)
- After all the Graduates received their degrees,

The Senior most HOD (by service in the College) will say

Mr./Madam Principal,

"Under the laws of the University, I present unto you "IN ABSENTIA" the following number of candidates who have been certified after examination to be duly qualified to receive the Degrees and Diplomas of \_\_\_\_\_ (name of the University) in the respective departments :"

Name of the Department : Total Number of Candidates  
(In Alphabetical order)  
\_\_\_\_\_  
\_\_\_\_\_

**VIII ADMINISTRATION OF THE PLEDGE BY THE PRINCIPAL**

- **Principal** : All the Graduates stand up please
- The Principal now administer the Pledge
- The Principal shall read out the following pledge and candidates will repeat the same.

“WE SHALL IN THOUGHT, WORD AND DEED EVER ENDEAVOR TO BE SCRUPULOUSLY HONEST IN THE DISCHARGE OF OUR DUTIES IN OUR PROFESSION AND SHALL UPHOLD THE DIGNITY AND INTEGRITY OF OUR PROFESSION AND THE HONOUR OF OUR UNIVERSITY”.

“WE SHALL UPHOLD AND ADVANCE SOCIAL ORDER AND THE WELL-BEING OF OUR FELLOW MEMBERS AND SHALL DEVOTE ALL OUR ENERGY TO PROMOTE UNITY, INTEGRITY AND THE SECULAR IDEAL OF OUR COUNTRY.

## **IX NATIONAL ANTHEM**

- The Principal shall say,

“NATIONAL ANTHEM” (recorded version)

- The National Anthem will be played and all persons in the Hall will stand up.

**OTHER PROCEDURES AND CONDITIONS FOR  
AUTONOMOUS AND NON-AUTONOMOUS COLLEGES**

- The Degree Distribution Ceremony of Colleges should be named as **Graduation Day** not as Convocation.
- The Graduation Day should be held within 15 days from the receipt of the degrees from the University. Facilities should be provided to the graduates to receive the degrees in person / in absentia.
- University rank holders and University prize winners in academic disciplines alone are permitted to receive the same on the Graduation Day on the dais. No other medals/prizes to be given on that occasion.
- The Graduation Day Invitation should carry the name of the University by which the degrees are awarded.
- Garlanding, giving Mementoes and other offerings should not take place on the dais.
- No person should be allowed to sit on the dais except those who are given specific roles in the form of procedure.
- The colour of the robes for the Chief Guest, Principal, Secretary and HODs and Candidates should be strictly followed.
- The College shall arrange snacks for the graduates after the graduation function.
- Emergency exits should be provided on the dais and in the Hall.
- Fire Extinguishers and First Aid facilities should be available in the Hall.



- The Guard of Honour by the NCC Cadets should be given only to the Chancellor, State and Central Ministers and the Vice-Chancellor
- No other event like Cultural programmes should be held on the day of the Graduation.
- A report of the Graduation Day should be submitted to the University concerned.
- The Chief Guest address should be printed and distributed to the candidates.
- The back drop should carry only the following items:

Name of the college

Affiliated to \_\_\_\_\_ University

\_\_\_\_\_ Graduation Day

(Date of the Convocation)

It can also carry the Emblems of the College and University. No other description / word should be present in the back drop.

- The Chairs on the dais should be in uniform size and colour.
- A record of the event should be available for inspection by the concerned authorities.
- No one should be allowed to conduct the proceedings as 'Master of Ceremony'
- Uniform procession music to be played, for which recorded audio cassette will be available with the Tamil Nadu State Council for Higher Education.

College Name:

.....  
(Affiliated to .....University

.....Graduation Day on \_\_\_\_ at \_\_\_\_ a.m./p.m.

**Minute-to-Minute Programme**

Time	Event Details
	Arrival of the Chief Guest
	Introduction of the College Committee members, Principal/Secretary to the Chief Guest
	Robing
	Academic Procession
	Tamil Thai Vazhthu
	Welcome Address and report by the Principal (7-10 mts.)
	Opening of Graduation Ceremony
	Graduation Day address by the Chief Guest (17-20 mts.)
	Presentation of Candidates
	Pledge
	Distribution of Certificates
	Dissolving Ceremony
	National Anthem
	Procession
	Departure of the Chief Guest

## ANNEXURE-I

### ACADEMIC ROBES

The Academic Robes for the Principal, Secretary of the Educational Trust which runs the College, Chief Guest, HODs and Controller of Examinations (only in the case of Autonomous Colleges) and Candidates shall be as prescribed below:

**Principal:**

Purple Velvet Gown with full inner lining for body and sleeves fixed with silver zari lace 50 mm. width for fronts and round the sleeves.

**Secretary:**

Black Superior Satin Silk Gown with silk facings for fronts only.

**HODs:**

White Gown with yellow ribbon.

**Controller of Examinations:**

White Gown with red ribbon.

**Chief Guest:**

Green Gown of Silk.

**Graduates: PG Students**

Yellow Rob with Red Ribbon

**Graduates: UG Students**

Black Rob with Red Ribbon

**FORM OF PROCEDURE FOR UNIVERSITIES  
AND DEEMED TO BE UNIVERSITIES**

**MODIFICATIONS PROPOSED**

Each University has its own Statutes, Regulations and Procedures for Convocations for conferring degrees. The following suggestions are proposed and the Universities are advised to make necessary amendments to their Statutes in this regard:

1. The Controller of Examinations shall be included in the Procession. He shall be present after the Registrar. He shall wear the gown similar to that of Registrar.
2. The Welcome Address and report of the Vice-Chancellor should not exceed more than 7 minutes. The Welcome Address should be printed and distributed to all the invitees and graduates.
3. In the absence of the Dean of a faculty, the Senior most HOD in the faculty should serve as the Dean for the purpose of Convocation.
4. Garlanding, giving mementoes and other offerings should not take place on the dais.
5. No person should be allowed to sit on the dais except those who are given specific roles in the form of procedure.
6. The colour of the robes for the Chancellor, Pro-Chancellor, Vice-Chancellor, Members of the Syndicate, Deans, Controller of Examinations, Registrar and the Members of the Senate/HODs should be strictly followed as prescribed in the Statutes of the respective University. In some Deemed Universities there are two Pro-Chancellors. Pro-Chancellor in-Charge for academic affairs should alone be permitted to play his role.

7. The Universities and Deemed Universities, in addition to the existing procedures, should obtain necessary permission from the Honorable Minister for Higher Education, Govt. of Tamilnadu for conferring Honorary degrees, Diplomas, Titles and other decorations for persons of eminence.
8. The University shall arrange snacks for the graduates.
9. Emergency exits should be provided on the dais and in the Hall.
10. Fire Extinguishers and First Aid facilities should be available in the Hall.
11. The Guard of Honour by the NCC Cadets should be given only to the Chancellor, State and Central Ministers.
12. The Invitation for the Convocation and form of procedure should be printed both in English and Tamil.
13. In the special meeting of the Senate/Syndicate to pass the graces the Deans of respective faculties shall present the grace.
14. The Higher Education Department, Govt. of Tamilnadu in consultation with the respective Universities shall prescribe a designated day for Convocation to each University. As far as possible the University should follow the same schedule.
15. The Invitations and vehicle passes should be numbered and the Registrar of the University should keep a register for whom the Invitations and passes are distributed.
16. The List of Guests invited, graduates permitted to receive degrees, members of the Senate/HODs and Deans should be submitted to the police.



17. The back drop should carry only the following items:

Name of the University

\_\_\_\_\_ Convocation  
(Date of the Convocation)

It can also carry the Emblem of the University. No other description / word should be present in the back drop.

18. The Chairs on the dais should be in uniform size and colour.
19. A record of the event should be available for inspection by the concerned authorities.
20. Only approved press photographers, television crew, reporters and other media persons (approved by the Govt. of Tamilnadu/District Public Relations Officer) are allowed to cover the convocation. For the graduates the University can appoint a photographer. Others are not permitted to take photographs. The press may be given a separate enclosure for coverage. However no one should take photograph/videograph during recitation of Tamil Thai Vazhthu and National Anthem.
21. The graduates who receive the degrees should carry their college identity cards for verification.
22. The invitees are not permitted to use mobile phones, electronic camera, transmission equipments and any other item which will affect the communication system of the convocation hall.