



भारतीय समुद्री विश्वविद्यालय INDIAN MARITIME UNIVERSITY (Central University, Govt. of India)

IMU/AS/CONVOCATION/2015

Dated: 27.07.2015

Circular No:1531

Sub: Revised Ordinance on Convocation for Conferring Degrees – Reg.

Ref:1.AC resolution in Agenda Item No.AC 2015-13-18

2.EC resolution in Agenda Item No.EC 2015-31- 32.

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The revised Ordinance on Convocation for Conferring Degrees as approved by the Executive Council based on the recommendation of the Academic Council is as follows:

"Ordinance on Convocation for Conferring Degrees

1. A Convocation for the purpose of conferring degrees shall ordinarily be held once in a year on such date and place as may be fixed by the Vice-Chancellor with the prior approval of the Chancellor. The term 'degree' shall include any diploma conferred by the University.
2. A Special Convocation for the purpose of conferring Honorary degrees may also be held at such time as may be decided by the Executive Council.
3. The Convocation shall consist of the body corporate of the University.
4. The Chancellor shall, if present, preside at the Convocation of the University for conferring degrees. In the absence of the Chancellor, the Vice-Chancellor shall preside at the Convocation.
5. Not less than four weeks' public notice shall be given by the Registrar of the Convocation.

6. The Registrar shall issue to each member of the Convocation a programme of the procedure to be observed thereat.
7. The candidates who have passed their examinations in the years since the last Convocation shall be eligible to be admitted to the Convocation.
8. Such candidates as are unable to present themselves *in person* at a Convocation shall be admitted to the degree *in absentia* by the Chancellor or in his absence by the Vice-Chancellor, and their degrees shall be given by the Registrar on application and payment of the prescribed Convocation Fee.
9. Provided that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to issue degrees, wherever considered essential, without waiting for the formal Convocation, on payment of prescribed Convocation Fee.
10. Applications for Convocation along with the prescribed Convocation Fee should be compulsorily collected by the Campus Directors/Principals along with the Examination fees for the final semester examination. Hall tickets for the final semester examination will not be issued to those students who do not submit applications for Convocation along with the prescribed Convocation Fee.
11. The candidates who wish to receive the degrees *in person* should intimate the Registrar in writing at least 7 days before the date of the Convocation.
12. The candidates at the Convocation shall wear black colour robe with black cap. No candidate shall be admitted to the Convocation who is not in the prescribed academic dress.
13. The following design of Robes shall be worn in the Robing room by the various dignitaries:

Chancellor	Purple colour Robe of velvet material with 4" gold and silver lace with black cap.
Vice- Chancellor	Purple colour Robe of velvet material with 3" gold and silver lace with black

	cap.
Chief Guest	Dark Red colour Robe of velvet material with 4" full gold lace with black cap.
Other Guests of Honour	Maroon colour Robe of velvet material with 4" gold and silver lace with black cap.
Registrar, Controller of Examination, Finance Officer, Librarian and Campus Directors	Blue colour Robe of satin material with 2" yellow band with black cap.
Members of University Authorities like Executive Council, Finance Committee, Academic Council etc.	Black colour Robe of satin material with black cap.

14. After the robing, there shall be a Group Photograph of all the members of the Academic Procession with the Chief Guest.

The order of the Academic Procession shall be as follows:

Registrar
Controller of Examinations
Finance Officer
Librarian
Directors of IMU Campuses
Deans of Schools
Pro-Vice Chancellor
The Director-General of Shipping
The Secretary (Shipping), Government of India
The various Guests of Honour (in the ascending order of protocol)
The Chief Guest
Vice-Chancellor.

15. The Academic Procession will commence from the place of the Group Photograph. Only those members of the procession who are to sit on the dais as per the approved seating plan will go on to the dais; the rest will take their seats in the first row of the Hall.

16. When the procession enters the Hall, the candidates and other invitees shall rise and remain standing until all those on the dais have taken their seats.

17. After the University/National Anthem, the Chancellor shall declare the Convocation open by saying:

"This Convocation of the Indian Maritime University, Chennai has been called to confer the Degrees and Diplomas upon the candidates who have been certified to be worthy of the same."

18. The Chancellor shall then say:

"I invite the Vice-Chancellor to deliver the welcome address and present the report on the academic achievements of the University during the period relating to the Convocation."

The Vice Chancellor shall make a brief welcome address and present the report.

19. The Chancellor shall then say:

"Let the Candidates be now presented"

The Vice Chancellor shall be the common Presenter for all the Schools.

(a) The Vice Chancellor shall say:

"Mr. Chancellor, I present to you the candidates who are to be awarded Postgraduate degrees, Postgraduate diplomas, Undergraduate degrees and Undergraduate diplomas in person in Programmes under the School of Nautical Studies, the School of Marine Engineering and Technology, the School of Naval Architecture and Ocean Engineering, the School of Maritime Management . . ." [and such other Schools as may be introduced from time to time].

The candidates belonging to each of these Schools shall stand up as soon as the Vice Chancellor reads out the name of their School and shall keep standing.

The Chancellor shall say:

"I assent to the award of Postgraduate degrees, Postgraduate diplomas, Undergraduate degrees and Undergraduate diplomas to these candidates in person."

The graduates shall now sit down.

(b) The Vice Chancellor shall say:

"Mr. Chancellor, I present to you the candidates who are to be awarded Postgraduate degrees, Postgraduate diplomas, Undergraduate degrees and Undergraduate diplomas in absentia in Programmes under the School of Nautical Studies, the School of Marine Engineering and Technology, the School of Naval Architecture and Ocean Engineering, the School of Maritime Management . . ." [and such other Schools as may be introduced from time to time].

The Chancellor shall say:

"I assent to the award of Postgraduate degrees, Postgraduate diplomas, Undergraduate degrees and Undergraduate diplomas to these candidates in absentia."

The Chancellor shall sign the *Register of Graduates*.

20. In the absence of the Chancellor, the Vice Chancellor shall declare the Convocation open, and assent to the award of the degrees to the candidates *in person* and *in absentia*, and sign the Register of Graduates while the Registrar shall be the common Presenter.
21. Only the candidates who are to receive medals and the Ph.D-awardees shall receive the degrees from the Chief Guest/Guest of Honour on the

dais. For the rest of the *in person* candidates, the Vice Chancellor shall make necessary arrangements for the distribution of the degrees in the Convocation Hall after the main function is over.

22. The Chief Guest shall then deliver the Convocation Oration.
23. After the National Anthem, the Academic Procession shall return to the Robing room *in reverse order* to that in which it entered the Convocation Hall.
24. Honorary degree shall be conferred only at a Convocation and may be taken either *in person* or *in absentia*.
25. The presentation of the persons at the Convocation on whom Honorary degrees are to be conferred shall be made by the Vice-Chancellor and the Chancellor shall award the same. In the absence of the Chancellor, the Registrar shall be the presenter and the Vice Chancellor shall award the Honorary degrees".

L.V. D.T. 28/1/15
REGISTRAR

To

All Campus Directors

The Principals of all Affiliated Institutes