



Guru Gobind Singh Indraprastha University
'A State University established by the Govt. of NCT of Delhi'
Sector – 16C Dwarka, New Delhi – 110078
(Coordination Branch)

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F.No.: GGSIPU/Coord/82nd BOM/2024/96

Dated: 11th March 2024

NOTIFICATION

The Board of Management of Guru Gobind Singh Indraprastha University in its 82nd meeting held on 23.02.2024 vide Agenda Item No. BM 82.12 approved amendments in the Ordinance 9 relating to 'Convocation' of GGSIP University. A copy of the amended 'Ordinance 9' is enclosed with this notification.

(Shikha Agarwal)
Dy. Registrar (Coordination)

F.No.: GGSIPU/Coord/82nd BOM/2024/96

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To,

1. Dean- USBAS/ USBT/ USCT/ USEM/ USICT/ USHSS/ USMC/ USLLS/ USM&AHS/ USMS/ USAP/ USE/ USAR/USDI, GGSIP University.
2. Project In-charge- USFIS/ USLA/ USFM/ USA, GGSIP University.
3. Director- Academic Affairs/ Coordination/ Students' Welfare/ CEDM/ Development/ International Affairs/ CEPS/ Research and Development Cell/ Legal Aid / Research, Project Monitoring & Innovation/ IUIIC/ East Campus/ CCGPC, GGSIP University.
4. Chairperson –SDC/ IIQAC & NAAC, GGSIP University.
5. In-charge, Centre for Human Values and Ethics.
6. In-charge UIRC, GGSIP University.
7. Programme Coordinator- NSS Cell, GGSIP University.
8. Proctor, GGSIP University.
9. OSD to Hon'ble Vice Chancellor, GGSIP University.
10. Controller of Finance, GGSIP University.
11. Controller of Examination I & II, GGSIP University.
12. Chief Warden, GGSIP University.
13. CVO, GGSIP University.
14. All JRs/ DRs/ Branch In charge, GGSIP University
15. Superintending Engineer (UWD), GGSIPU
16. In-Charge UITS, GGSIP University with a request to upload the Notification on the University Website.

Copy for information of the Competent Authority:

1. AR to the Vice Chancellor's Secretariat for kind information of Hon'ble Vice Chancellor, GGSIP University.
2. AR to the Registrar's office for kind information of Registrar, GGSIP University.

(Rajendra Kamath)
Section Officer (Coordination)

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 at Delhi 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 (D.Sc), 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 printed and bear the printed signature of the Controller of Examinations and 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. Pro-Vice Chancellor(s)
 4. Members of the Court

5. Members of the Board of Management
6. Members of Academic Council
7. Members of the Planning Board
8. Members of Board of Affiliation
9. Members of Finance Committee
10. Deans of the schools in order of seniority
11. Registrar(s)
12. Controller of Finance
13. Librarian
14. Controller of Examination
15. Professors of the various schools of studies 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 in the form of Angvastra (Stole) shall be worn at the time of Convocation for conferring degrees. The specifications of the colour, material, weaving, dying etc. shall be as under:

1.	Chancellor	-	Red Velvet Angvastra with Golden Stripes border
2.	Vice Chancellor	-	Red Velvet Angvastra with Golden Stripes border
3.	Chief Guest	-	Red Velvet Angvastra with Golden Stripes border
4.	Dignitaries	-	Red Velvet Angvastra with Golden Stripes border
5.	Pro- Vice Chancellors	-	Red Velvet Angvastra with Golden Stripes border
6.	Members of the Court	-	Black Angvastra with Golden Stripes border

7.	Members of the Board of Management	-	Pink Angvastra with Golden Stripes border
8.	Members of the Academic Council	-	Maroon Angvastra with Golden Stripes border
9.	Members of the Planning Board	-	Blue Angvastra with Golden Stripes border
10.	Members of the Board of Affiliation	-	Blue Angvastra with Golden Stripes border
11.	Members of Finance Committee	-	Royal Blue Angvastra with Golden Stripes border
12.	Registrars	-	Green Velvet Angvastra with Golden Stripes border
13.	Controller of Finance	-	Royal Blue Angvastra with Golden Stripes border
14.	Controller of Examination	-	Green Velvet Angvastra with Golden Stripes border
15.	Professors of Schools of Studies	-	Maroon Angvastra with Golden Stripes border
16.	Recipient of Honorary Degree	-	Red Velvet Angvastra with Golden Stripes border
17.	Other faculty and Officers present in Convocation Venue	-	Maroon Angvastra with Golden Stripes border

Colours for Graduands of various schools of studies:

1.	Ph.D. Programme	-	Golden Yellow Angvastra with Yellow Stripes border
2.	Post Graduate and above Level Programmes	-	Golden Yellow Angvastra with Pink Stripes border
3.	Under Graduate Programmes	-	Golden Yellow Angvastra with Orange Stripes border

IV. INSTRUCTIONS FOR THE CANDIDATES:

1. Candidates must appear in the prescribed academic costume.
2. 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.
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 recipient of Medals and Ph.D. Candidates, who are admitted to the degree during the Convocation shall be awarded Degree Certificates 'In Person' during the Convocation. All other candidates who are admitted to

the degree, shall be awarded Degree *'In Absentia'* and their degree certificates will be sent to their respective Affiliated Institution(s)/ School of studies in accordance with the rules prescribed from time to time.

V. PROCEEDING OF THE CONVOCATION

1. The Academic Procession shall be led by the Registrar. While entering the Academic Procession in the Convocation Hall, the candidates and the audience shall stand and remain standing until the members of the Academic Procession have taken their seats.
2. Rendition of Kulgeet (University Anthem)
3. Lighting of Ceremonial Lamp
4. The Registrar will seek the consent of the Chancellor or in his absence of the Vice Chancellor, to declare the Convocation open in the following manner:

"Hon'ble Chancellor/Vice Chancellor, May I request you to declare the Convocation open"

The Chancellor/Vice Chancellor: "I declare the Convocation open".

5. Recitation of "Saraswati Vandana".
6. The Vice Chancellor will present the University Report.
7. Presentation of Scroll of Degrees by Controller of Examination to Hon'ble Chancellor for signature.
8. Address by Distinguished Guest(s).
9. Convocation address by the Chief Guest.
10. Address by Chancellor.
11. The Chancellor will award the degrees of Doctor of Philosophy to the qualified students of the University. The Director (Research and Development Cell) will present the scholars for the award of degree of Doctor of Philosophy in the following manner:

"Sir, I present to you the scholars whose names are set out in the list, and who have been examined, and found qualified for the Award of Degree of Doctor of Philosophy, from the University Schools of Studies and I pray that they may be admitted."

The Chancellor/Vice Chancellor, thereupon shall say

"By virtue of the authority vested in me as Chancellor/Vice Chancellor of the Guru Gobind Singh Indraprastha University, I admit all the qualified scholars of the University to the Degrees of Philosophy and charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same."

12. The Dean of School 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 in absentia and in person, whose names are set out in the list, and who have been examined and found qualified for the Award of Degree, from the University School of _____ and affiliated institutes, and I pray that they may be admitted."

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

"By virtue of the authority vested in me as Chancellor/Vice Chancellor of the Guru Gobind Singh Indraprastha University, I admit all the qualified students of the University to the Degrees of the University and 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.

13. The Chief Guest/ Distinguished Guests will present the medals and awards to the students. The Director (Students' Welfare) will announce the medals and other distinctions.
14. The Registrar shall request the Chancellor/Vice Chancellor to declare the Convocation closed in the following manner:

"Hon`ble Chancellor / Vice Chancellor, May I request you to declare the Convocation closed."
15. The Chancellor/Vice Chancellor shall declare the Convocation closed in the following manner.

"I declare the Convocation closed."
16. Vote of thanks by the Registrar.
17. The National Anthem.
18. The Academic Procession will leave the Convocation Hall. The audience shall remain standing till the Academic 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 order as laid down above alongwith other proceedings of the Convocation, as applicable, except as below 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 Guru Gobind Singh Indraprastha 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 Pro-Vice Chancellor or in his absence the senior most Dean as the case may be, 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 in case the Dignitary is from a foreign country.
5. The National Anthem of India.
6. The Vice Chancellor/Registrar shall then declare the Special Convocation closed.
7. The Academic Procession will leave the Convocation Hall. The audience shall remain standing till the Academic Procession has left the Convocation Hall.