



MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[A Central University established by an Act of Parliament]

Camp Office, Motihari – 845 401, District – East Champaran, Bihar

Email: osdadmin@mgcub.ac.in

F. No. 11-3/MGCUB/GA/2016/3484

Dated: 23rd May 2019

NOTIFICATION

1. Consequent upon approval accorded by the (i) Planning and Monitoring Board vide Item No. PMB (2019):01:13 in its 1st Meeting held on 14th May 2019; (ii) Academic Council vide Item No. AC (2019):03:06 in its 3rd Meeting held on 17th May 2019 and (iii) Executive Council vide Item No. EC (2019):14:06 in its 14th Meeting held on 21st May 2019 and further in terms of provision contained under **Statute 37(5)** of Central Universities Act 2009, the Hon'ble Vice-Chancellor has been pleased to notify the **Ordinance No. 34** of the University dealing with "**Convocation**".
2. The said Ordinance comes into force with immediate effect. The copy of Ordinance No. 34 is attached at **ANNEXURE – 1**.
3. This is issued with the approval of the Vice-Chancellor.

(Dr Padmakar Mishra)



OSD (Administration)
MAHATMA GANDHI CENTRAL UNIVERSITY
Camp Office, Near OP Thana
Raghunathpur, Motihari - 845 401
District - East Champaran, Bihar (INDIA)

Encl: As stated above

Copy of the above forwarded to the following for information please:

1. The Joint Secretary (CU), MHRD, Department of Higher Education, New Delhi
2. The Joint Secretary (CU), University Grants Commission, New Delhi
3. Shri Subhodh Kumar Ghildiyal, Director (CU), MHRD, Department of Higher Education, New Delhi
4. Shri Sunil Kumar Biswas, Under Secretary, MHRD, Department of Higher Education, New Delhi
5. The Pro-Vice-Chancellor, MGCUB
6. The OSD (Finance), MGCUB
7. The CoE/DSW/Proctor/Provost, MGCUB
8. Dr Vikas Pareek, Dean, School of CS & IT – with the request to upload the same on University Website for information of all concerned.
9. All Deans of different Schools, MGCUB
10. All Heads of different Departments, MGCUB – with the request to bring the same to the knowledge of all staff under their respective Department.
11. PS to the Vice-Chancellor - for kind information of the Hon'ble Vice-Chancellor please.
12. Personal File of the individual concerned
13. Guard File

OSD (ADMINISTRATION)



MAHATMA GANDHI CENTRAL UNIVERSITY
Camp Office, Near OP Thana
Raghunathpur, Motihari - 845 401
District - East Champaran, Bihar (INDIA)

23/05/2019

ORDINANCE NO. 34

CONVOCATION

(Under Section 28 (1) (o) and Statute 29 of the Central Universities Act 2009)

Preamble

1. Convocation for the purpose of conferring Degrees, Diplomas and other distinctions of the University shall ordinarily be held every year on such date and place as may be fixed by the Vice-Chancellor.
2. The Convocation shall consist of the body corporate of the University and shall be presided over by the Chancellor and in case of non-availability of the Chancellor, the Vice-Chancellor shall preside over the convocation.
3. A special Convocation may be held at such time as may be decided by the Executive Council for the purpose of conferring Honorary Degrees in accordance with the procedure or for the purpose of conferring other Degrees under special circumstances on the recommendation of the Academic Council.

Notice

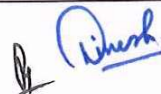
4. Not less than three weeks' notice shall be given by the Registrar for meetings of the relevant statutory authorities for the Convocation.
5. The Registrar shall issue to each member of the Convocation, a programme of the procedure to be observed thereat.
6. The candidates who have passed their examinations in the year(s) since the last Convocation shall be eligible to be admitted to the Convocation.

Provided that in case the Convocation is not held in a particular year, the Vice-Chancellor shall be competent to authorise admission of successful candidates in the year of their respective Degrees in absentia and issue the degrees on payment of prescribed fee.

Provided further that 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.

Application

7. A candidate for the Degree/Diploma shall be required to apply as per notified procedure to be eligible for admission to the Degree/Diploma at the Convocation along with the prescribed fee.
8. Such candidates who are unable to present themselves in person at the Convocation may be admitted to the Degree/Diploma in absentia by the Vice-Chancellor and their Degrees shall be given by the Controller of Examinations on application and payment of the prescribed fees.



Fees

9. The fee for admission to the Degree/Diploma at the Convocation in person and in absentia shall be fixed by the University from time to time.

Academic Dress

10. All candidates at the Convocation shall wear Academic Dress appropriate to their respective Degree as specified in **SCHEDULE – I** of this Ordinance.
11. No candidate shall be admitted to the Convocation unless he/she is in the Academic Dress as prescribed by the University for the Convocation.

Academic Procession

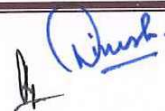
12. The Academic Procession of the Convocation shall be formed in the manner and order provided here under:
- i. Registrar
 - ii. Deans of the School (in the alphabetical order by name of the School)
 - iii. Dean Students' Welfare
 - iv. Finance Officer
 - v. Librarian
 - vi. Controller of Examinations
 - vii. Members of the Court
 - viii. Members of the Executive council
 - ix. Members of the Academic Council
 - x. Vice-Chancellors of other universities
 - xi. Former Vice-Chancellors of the university
 - xii. Former Chancellors of the University
 - xiii. Recipient (s) of Honorary Degree
 - xiv. Pro-Vice-Chancellor
 - xv. Vice-Chancellor
 - xvi. Chancellor
 - xvii. Guest of Honour(s)
 - xviii. Chief Guest invited to deliver the Convocation Address

Seating Plan

13. Depending upon the number and size of the Convocation Procession, the seating plan shall be finalised with the prior approval of the Vice-Chancellor.

Convocation Procedure

14. On the Procession entering the Hall, the candidates and the audience shall rise and remain standing until the members of the procession have taken their seats.
15. National Song and/or University Anthem shall be played.
16. The Registrar, having obtained the consent of the Chancellor, or in his/her absence the Vice-Chancellor, shall declare the Convocation open in the following manner:



*Registrar: "Hon'ble Chancellor (or the Vice-Chancellor in the absence of the Chancellor)",
May I with your permission declare the Convocation open?"*

Chancellor (or the Vice-Chancellor in the absence of the Chancellor): "I permit".

*Registrar: "With the permission of Hon'ble Chancellor (or the Vice-Chancellor in the absence
of the Chancellor) I declare the Convocation open".*

17. The Vice-Chancellor shall deliver the welcome speech and present the Annual Report of the University.
18. The Chancellor or in his absence the Vice-Chancellor shall then say: **"Let the candidates be presented"**.
19. The Registrar shall request the Vice-Chancellor for Invocation.
20. All the medal/degree/diploma/certificate holders shall rise and remain standing till the Invocation is complete.
21. Candidates who are to be awarded Degrees/Diplomas etc. at the Convocation shall be presented by the respective Deans of the Schools in the alphabetical order by the name of the School.
22. Within the School, the Degree Certificate shall be awarded to the Candidates in the following order:
 - i. *Doctor of Literature or Letters (D.Litt.) / Doctor of Science (D.Sc.)*
 - ii. *Doctor of Philosophy (Ph.D.)*
 - iii. *Master of Philosophy (M.Phil.)*
 - iv. *Post Graduate Degree*
 - v. *Undergraduate Degree*
 - vi. *Diploma*
 - vii. *Certificate*
23. The Candidates shall be presented by the Dean of the School concerned in the following manner:

"These candidates, whose names are set out in the list and who have been examined and found qualified for Degree/Diploma of..... of.....; I pray that they be admitted to the Degree/Diploma of"
24. Candidates whose names are thus set out shall rise on their place and shall remain standing till the Degrees/Diplomas are awarded by the Vice-Chancellor.
25. The Degrees/Diplomas shall be awarded by the Vice-Chancellor in the following words:

"By virtue of the authority vested in me as the Vice-Chancellor of the Mahatma Gandhi Central University, I admit you all to the Degree/Diploma of and I charge you that ever in your thought and action you prove yourself worthy of the honour conferred on you."
26. Recipients of the Degree/Diploma, while remaining standing at their places, shall acknowledge by a bow and shall sit down.
27. The Vice-Chancellor shall then request the Chancellor/Chief Guest to please present the Medals and Awards.

Provided that in the absence of the Chancellor, the Registrar shall request the Vice-Chancellor to present the medals and awards.

28. Names of the recipients of the Medals and Awards shall be announced by the Dean of Students' Welfare.
29. Recipients of the Medals and Award, as their names are announced by the Dean Students' Welfare, shall walk up to the stage to receive the Medal or Award.
30. Medals and other distinctions shall then be presented by the Chancellor or in his/her absence by the Vice-Chancellor.
31. The recipients shall receive the Medal or Award and acknowledging with a bow and shall return to their places.
32. The Vice-Chancellor shall welcome the distinguished person(s) 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 the Mahatma Gandhi Central 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."
33. The Chancellor shall confer the Honorary Degree in the following words:
"I confer on (Name of the Distinguished Person) the degree of..... (Honoris Causa)."
34. Provided that if the Vice-Chancellor is presiding over the Special Convocation, the Pro-Vice-Chancellor or in his absence, the Senior Most Dean shall welcome the distinguished person and shall read out the citation and request the Vice-Chancellor to confer the Honorary Degree in the following words:
"Hon'ble Vice-Chancellor may please confer the Honorary Degree".
35. The Vice-Chancellor shall confer the Honorary Degree in the following words:
"By virtue of the authority vested in me as the Vice-Chancellor of the Mahatma Gandhi Central University, it gives me pleasure to confer upon (Name of the distinguished person) the Degree of (Honoris Causa) for his/her outstanding contributions."
36. The recipient(s) of the Honorary Degree will then present his/her address, if any.
37. The Vice-Chancellor shall introduce the Chief Guest and request him/her to deliver the Convocation Address.
38. The Chief Guest shall deliver Convocation address.
39. The Vice-Chancellor shall introduce the Chancellor and request him/her to deliver the Presidential speech.
40. The Chancellor shall deliver his/her Presidential speech.
41. The Registrar shall present a vote of thanks and shall declare the Convocation closed in the following manner:
Registrar: *"Hon'ble Chancellor/Vice-Chancellor, May I with your permission declare the Convocation closed?"*
Chancellor/Vice-Chancellor: *"I permit".*
Registrar: *"With the permission of Hon'ble Chancellor/Vice-Chancellor, I declare the Convocation closed."*



42. The National Anthem shall be played.
43. The Procession will leave in the reverse order, as it entered.
44. The audience shall remain standing till the Procession has left the Convocation Hall.

Degree in Absentia

45. If a candidate fails to attend the Convocation at the given place and time, he/she shall be required to pay the prescribed fees to the University as decided before he/she is admitted to the Degree/Diploma.

Rehearsal to Academic Procession

46. A rehearsal may be arranged on or before the day of the Convocation, at which candidates for Degrees/Diplomas must be present.
47. Candidates not present at the rehearsal run the risk of not being admitted to the Convocation.

Honorary Degree

48. Honorary Degree may be conferred at Convocation/Special Convocation and may be taken in person or in absentia.

Special Convocation

49. The Academic Procession, the procedure and Academic Dress for the Special Convocation shall be the same as prescribed for the Convocation.
50. National Song and/or University Anthem shall be played.
51. Registrar, with the consent of the Chancellor or in his/her absence of the Vice-Chancellor, shall declare the Special Convocation open in the following manner:

Registrar: "Hon'ble Chancellor/Vice-Chancellor, May I with your permission declare the Special Convocation open?"

Chancellor/Vice-Chancellor: "I permit".

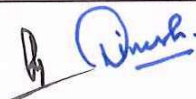
Registrar: "With the permission of Hon'ble Chancellor/Vice-Chancellor, I declare the Special Convocation open."

52. The Vice-Chancellor or in his/her absence, the Pro-Vice-Chancellor shall deliver the welcome speech.
53. 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 the Mahatma Gandhi Central 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".



54. The Chancellor shall confer the Honorary Degree in the following words:
"I confer on (Name of the Distinguished Person) the degree of (Honoris Causa)".
Provided that if the Vice-Chancellor is presiding over the Special Convocation, the Pro-Vice-Chancellor or in his/her absence, the Senior Most Dean shall welcome the distinguished person and shall read out the citation and request the Vice-Chancellor to confer the Honorary Degree in the following words:
"Hon'ble Vice-Chancellor may please confer the Honorary Degree"
55. The Vice-Chancellor shall confer the Honorary Degree in the following words:
"By virtue of the authority vested in me as the Vice-Chancellor of the Mahatma Gandhi Central University, it gives me pleasure to confer upon (Name of the distinguished person) the Degree of (Honoris Causa) for his/her outstanding contributions."
56. The Vice-Chancellor shall invite the recipient(s) of the Honorary Degree to present his/her address.
Provided that if the Vice-Chancellor is presiding over the convocation, the Pro-Vice-Chancellor or in his absence the Senior Most Dean shall invite the recipient(s) of the Honorary Degree to present his/her address.
57. The recipient of the Honorary Degree will then present his/her address.
58. The Vice-Chancellor shall introduce the Chancellor and request him/her to deliver the Presidential speech.
59. The Chancellor shall deliver his/her Presidential speech.
60. The National Anthem of the Country of the Dignitary on whom the Degree is conferred, if necessary.
61. The National Anthem shall be played.
62. Registrar shall declare the Special Convocation closed in the following manner:
Registrar: *"Hon'ble Chancellor/Vice-Chancellor May I with your permission declare the Special Convocation closed?"*
Chancellor/Vice-Chancellor: *"I permit".*
Registrar: *"With the permission of Hon'ble Chancellor/Vice-Chancellor, I declare the Special Convocation closed."*
63. The Procession will leave in the reverse order, as it entered.
64. The audience shall remain standing till the Procession has left the Convocation Hall.
65. Should there be any difficulty in giving effect to this Ordinance or in the process of the Convocation/Special Convocation; the matter shall be referred to the Vice-Chancellor whose decision shall be final.



SCHEDULE - I (A)

THE ACADEMIC DRESS OF THE UNIVERSITY FOR THE CONVOCATION
FOR OFFICERS / AUTHORITIES / CHIEF GUEST / RECEIPTS OF HONORARY DEGREE

Sl. NO	STATUS	MALE	FEMALE
1.	Chancellor / Vice-Chancellor / Chief Guest	Any dress with silk Uttaria of Off-White colour with golden border, carrying University Logo on both ends	Any saree with silk Uttaria of Off-White colour with golden border, carrying University Logo on both ends
2.	Recipient of Honorary Degree / Pro-Vice-Chancellor / Deans / Registrar / Others [^]	Any dress with Uttaria of Off-White colour with golden border, carrying University Logo on both ends	Any saree with Uttaria of Off-White colour with golden border, carrying University Logo on both ends

[^] Others include Former Vice-Chancellors of the University; Vice-Chancellors of other Universities; Members of the University Court, Executive Council and Academic Council; Finance Officer, Librarian, and Controller of Examinations.



SCHEDULE - I (B)

**THE ACADEMIC DRESS OF THE UNIVERSITY FOR THE CONVOCATION
FOR CANDIDATES FOR THE AWARD OF DEGREE / DIPLOMA**

Sl. No.	STATUS	MALE	FEMALE
1.	D.Litt./D.Sc./ Ph.D./M.Phil.	Any dress with Orange colour Uttaria, carrying University Logo on both ends and formal shoes/sandals	Any Saree / Kurta with Churidar Pyjama or Salwar with Orange colour Uttaria, carrying University Logo on both ends and formal shoes/sandals
2.	All Post Graduates	Any dress with Green colour Uttaria, carrying University Logo on both ends and formal shoes/sandals	Any Saree / Kurta with Churidar Pyjama or Salwar with Green colour Uttaria, carrying University Logo on both ends and formal shoes/sandals
3.	All Under Graduates	Any dress with Purple colour Uttaria, carrying University Logo on both ends and formal shoes/sandals	Any Saree / Kurta with Churidar Pyjama or Salwar with Purple colour Uttaria, carrying University Logo on both ends and formal shoes/sandals
4.	All Diplomas/ Certificates	Any dress with Blue colour Uttaria, carrying University Logo on both ends and formal shoes/sandals	Any Saree / Kurta with Churidar Pyjama or Salwar with Blue colour Uttaria, carrying University Logo on both ends and formal shoes/sandals
