

# **PROCEDURE FOR CONDUCTING GRADUATION DAY BY AUTONOMOUS COLLEGES**



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR  
ANANTHAPURAMU – 515 002, (A.P), INDIA**

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**PROCEDURE FOR GRADUATION DAY IN AUTONOMOUS  
COLLEGES**

**I. Arrival of Dignitaries:**

- The Chairman/ Secretary of the Education Trust, University Nominee, Governing Body Members, Principal, Vice-Principal, HODs and Controller of Examinations shall assemble in the respective robing room at the appointed hour and shall wear the academic robes prescribed.
- The Chief Guest shall be received by the Controller of Examinations, HODs, Vice-Principal, Principal, Chairman/Secretary of the Education Trust which runs the college, University nominee and members of the Governing Body.
- National Anthem shall be played after receiving the Chief Guest.
- The Chief Guest, Chairman/Secretary, University Nominee, Governing Body Members, Principal, Vice-Principal, Controller of Examinations and HODs shall assemble for a Group Photo.
- The Chief Guest shall be taken to the robing and shall wear Academic robes.

**II. Academic Procession**

- a) The academic procession along with the police band shall be formed as per the order given in Annexure-I.
- b) The academic procession shall start as the band starts playing. As the academic procession approaches the dais, the candidates and guests in the auditorium shall remain standing until the members of the academic procession take their respective seats on the dais.

- c) The seating arrangement on the dais given in Annexure-II shall be strictly followed.
- d) All the others in the Graduation Hall shall resume their seats.

### III. Declaring the Graduation Day Open

- The Chairman/ Secretary shall say,

“The Graduation Day of the College has been called to distribute the **Provisional Certificates** to the candidates of the college who have been certified worthy of the degree by the JNT University Anantapur. I have great pleasure in declaring open this **Graduation Day**”.

### IV. Administering the Oath

- The Principal shall say “**will the candidates who have been qualified for the award of degrees by the University kindly stand?**”
- While the candidates remain standing, the Principal shall put to them the following questions to which they shall answer “I do promise” after each question.
- The Principal shall put the following questions to the candidates.
- **Question:** “Do you solemnly and sincerely promise and declare that if admitted to the Degree for which you have been qualified, you will in your daily life and conversation conduct yourself and become worthy members of the University?”
- Candidates shall say “**I do promise**”
- **Question:** “Do you solemnly and sincerely promise and declare that to the utmost of your opportunity and ability you will use your powers for the promotion of true learning and in the service of your fellowmen?”

- Candidates shall say “**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 and that you will on all occasions, maintain its purity and reputation?”
- Candidates shall say “**I do promise**”
- Principal shall then read “By virtue of the authority vested in me as the Principal of ..... (name of the college), I admit you to the degrees for which you have been declared qualified by the JNT University Anantapur”
- Candidates shall take their seats.

## V. Presentation of Candidates

- a) **Principal** of the College shall say “I invite the Heads of Various departments in alphabetical order to present the candidates of their department for the award of provisional certificates”
- b)
  - i). The HOD of \_\_\_\_\_ (Department name) shall say “Will the candidates for the degrees of B.Tech in ----- (branch Name) kindly stand?”
  - ii). HOD shall then say “Principal Sir (Name of the Principal shall not be pronounced) I present to you these candidates IN PERSON in the \_\_\_\_\_ (Department name) who have been certified after examination to be duly qualified to receive the degree of JNT University Anantapur.
  - iii). Principal will then say to the Candidates who shall remain standing “In the name and on behalf of the JNT University Anantapur, I admit you to the degree of the B.Tech in -----

(department name) and I charge you throughout your life to prove worthy of the Degree. I also permit for distribution of Provisional Certificates”.

- iv). The Heads of the Departments shall 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 candidates shall walk to the dais bow to the Chief Guest, receive the Provisional Certificates and then return to resume their seats. No other person is entitled to distribute the Certificates.
- c) This procedure shall be repeated, by all the HODs concerned till all the candidates receive the Provisional Certificates.
- d) If there are any candidates receiving the Provisional Certificates for a PG programs in Engineering, the Vice-Principal shall present them for the distribution of Provisional Certificates, following the procedure as mentioned in (b) above after being invited by the Principal.
- e) If there are any candidates receiving MBA Provisional Certificates they shall be presented by the concerned HOD following the procedure as mentioned in (b) above after being invited by the Principal.
- f) If there are any candidates receiving MCA Provisional Certificates they shall be presented by the concerned HOD following the procedure as mentioned in (b) above after being invited by the Principal.

## **VI. Presentation of Medals/Academic Awards**

- The Controller of Examinations shall read out the names of the Candidates who have been declared entitled to receive Gold Medals and other academic Merit awards.

- As the Controller of Examinations reads the names, the candidates shall walk to the dais, bow to the Chief Guest, receive the Medals/Academic awards from the Chief Guest and return to their seats.

## **VII. Report by the Principal**

- The Chairman/Secretary of the College shall say “I invite the Principal of the College to present a report on the activities of the College”.
- The Principal shall present the report.

## **VIII. Delivery of the Graduation Day Address**

- The Chairman/Secretary shall say, “May the Chief Guest deliver the Graduation Day Address?”
- The Chief Guest will then deliver the Graduation Day Address.

## **IX. Dissolution of the Graduation Day**

- a) The Principal will then say to Chairman/Secretary “Do I have the permission of the Chairman/Secretary to close the Graduation Day Ceremony?”
- b) The Chairman/Secretary shall say, “Yes, Permitted”.
- c) Thereupon, the Principal shall say, “I declare the Graduation Day Ceremony Closed”.

## **X. National Anthem**

- All the persons in the auditorium shall standup for the National Anthem.
- The band shall start playing the National Anthem. As the National Anthem is being played all the persons in the auditorium shall remain standing.

**XI.** The academic procession shall return after the National Anthem is over. The order given in Annexure-III shall be followed for the procession. As the academic procession leaves the auditorium all the persons in the auditorium shall remain standing.

**Other Guidelines for the Conduct of Graduation Day in  
Autonomous Colleges**

- The **Provisional Certificates** distribution Ceremony of various degrees in the autonomous colleges should be named as **Graduation Day** but **not as Convocation** and the procedures laid down should be meticulously followed.
- The Graduation Day should be held within one month from the date of obtaining permission from the University for issuing provisional certificates.
- Facilities should be provided to the graduates to receive the provisional certificates in person / in absentia, before/during/after the **Graduation Day**.
- Department toppers in the college are permitted to receive Medals/Prizes in the Graduation Day ceremony on the dais.
- Any other sponsored Academic merit medals/awards may also be announced on the Graduation Day.
- The format of the Invitation card should be as per the Annexure-IV and it should carry the logo of the university.
- Garlanding and presenting Mementos/bouquets shall be strictly avoided on the dais.
- No person should be allowed to sit on the dais except those who are members of the Academic Procession.
- The color of the robes for the members of academic procession should be strictly followed, as given in Annexure-V.

- The College may arrange snacks for the graduates after completion of graduation day ceremony.
- 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 events shall be held on Graduation Day.
- A report of the Graduation Day along with a copy of the address by the Chief Guest and the report of the Principal should be submitted to the University.

- The back drop of the dais should carry only the following:

College Name

.....

Affiliated to JNT University Anantapur, Ananthapuramu.

(I<sup>st</sup> or II<sup>nd</sup> etc) Graduation Day

on \_\_\_\_\_ (date) \_\_\_\_\_ (time)

- It shall 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 uniform in size and colour.
- The full length video recording of the event should be submitted to the University after the ceremony.

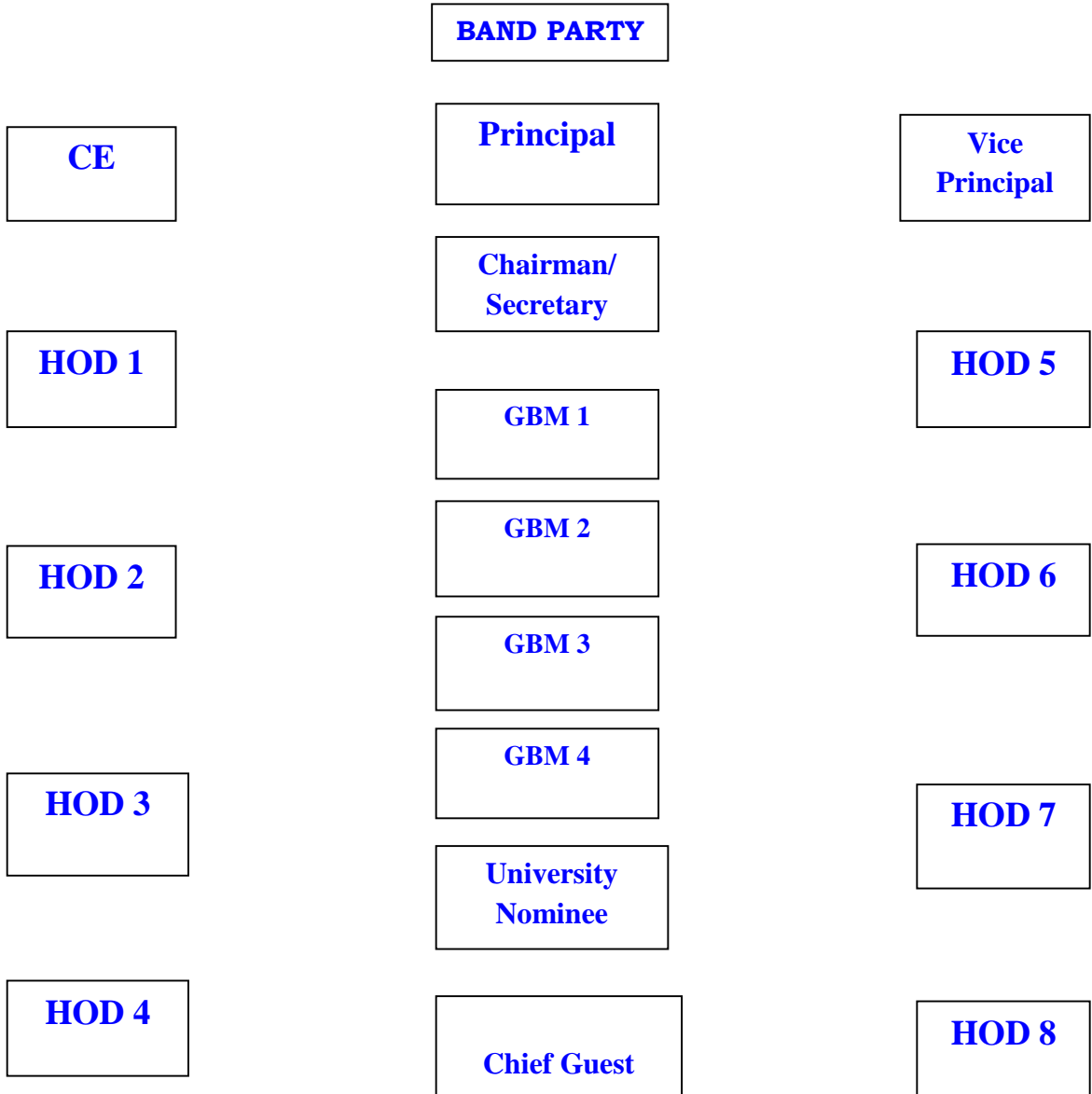


- The University Nominee for the Graduation Day ceremony shall be one among the following nominated by the Vice- Chancellor.
  - I. Rector
  - II. Registrar
  - III. Director of Academic & Planning
  - IV. Director of Evaluation
  - V. Director of Admission
  - VI. Director of Academic Audit

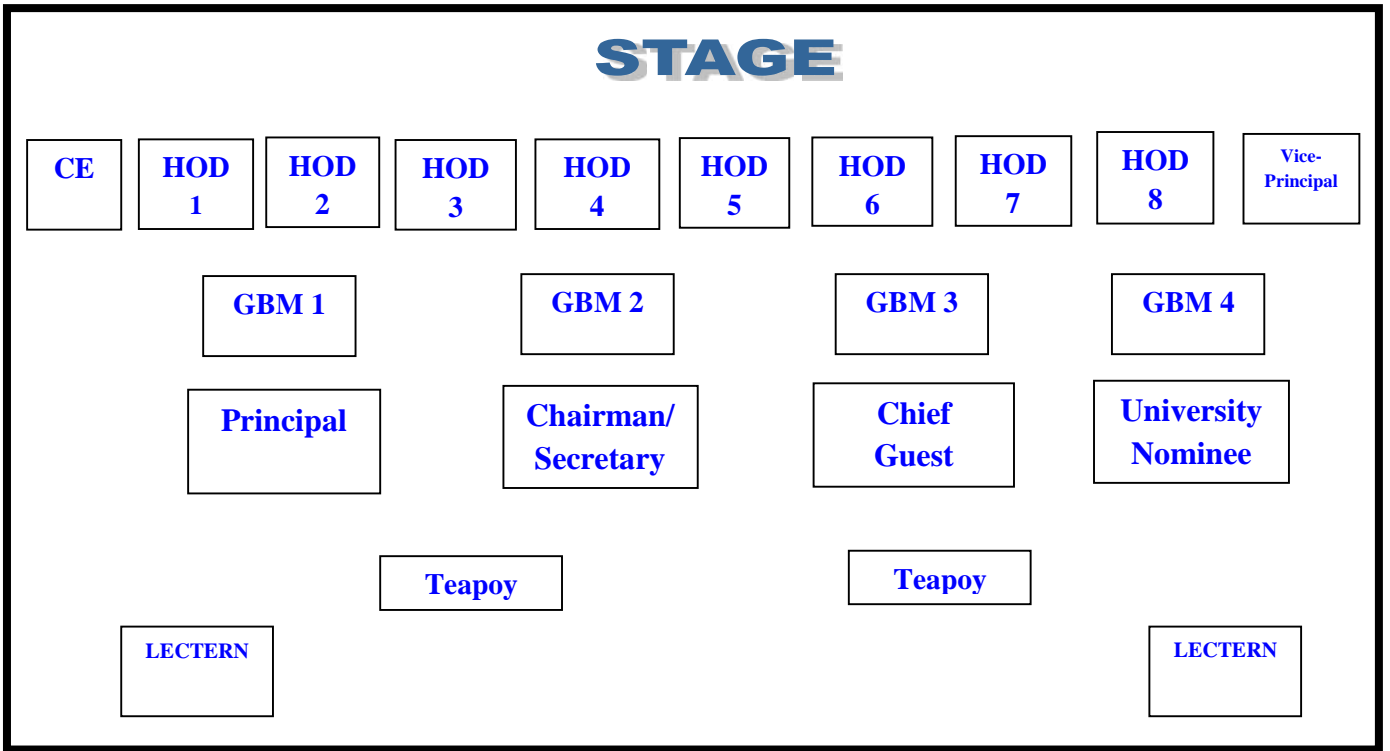
In the case of non-availability of the above officials the Vice-Chancellor shall nominate any other officiating Director of the University.

**ANNEXURE-I**

**PROCESSION – OPENING OF GRADUATION DAY CEREMONY**



**ANNEXURE-II**  
**DAIS SEATING PLAN**

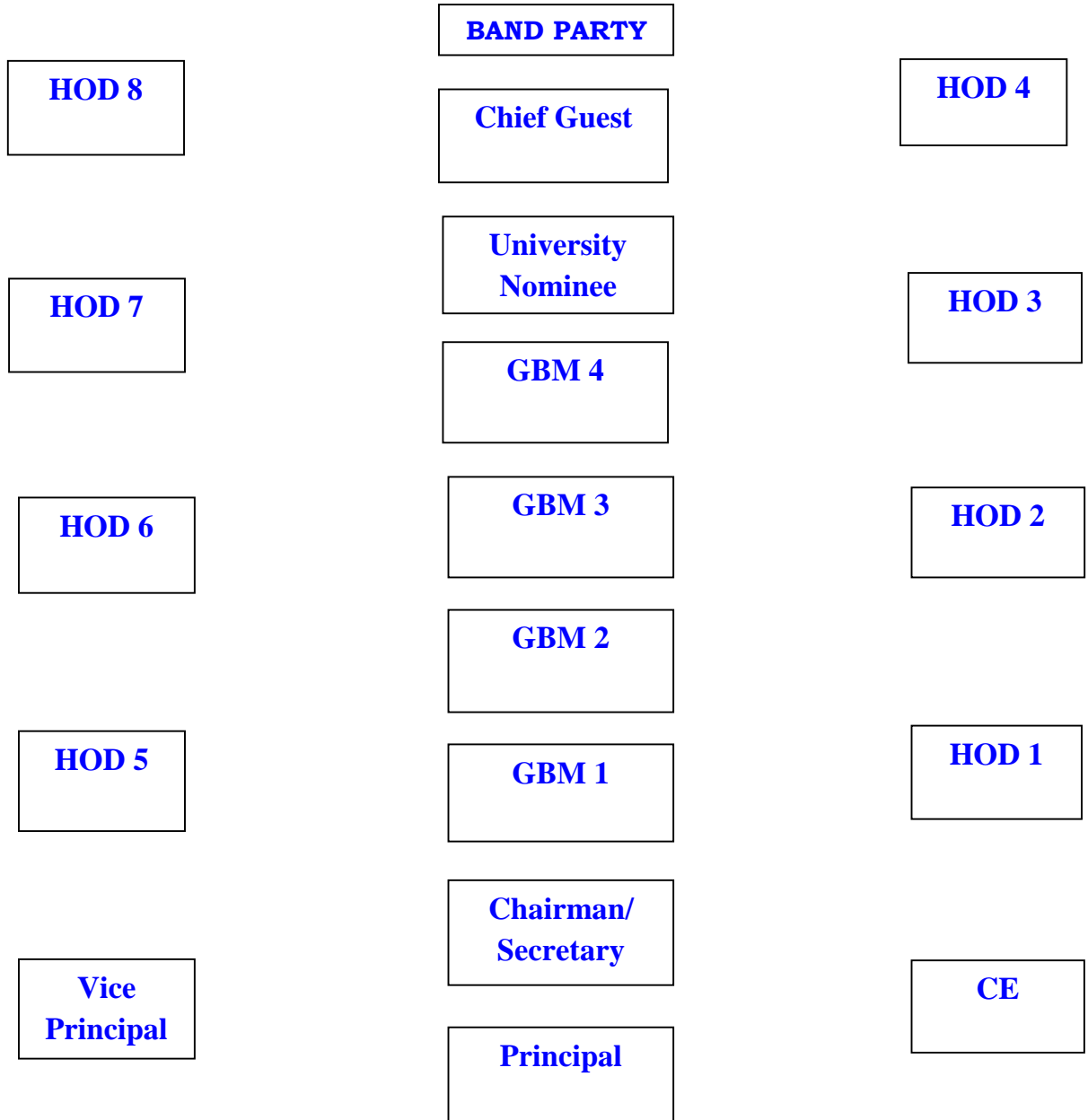


**PHOTOGRAPHERS**



**ANNEXURE-III**

**PROCESSION – CLOSING OF GRADUATION DAY CEREMONY**



## ANNEXURE-IV

**Graduation Day**  
**Name & Address of the Venue**



Emblem  
of the  
College



College Name:  
Address:



Name and Address of the College....

Emblem  
of the  
College

Affiliated to

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY**  
**ANANTAPUR, ANANTHAPURAMU-515002, (A.P), INDIA.**

**The Principal,  
Chairman/Secretary, Governing Body Members,  
Vice Principal, HODs & Controller of Examinations  
Faculty and Staff of the College.  
Solicit your presence at the**



**(-) Graduation Day**

**On (-) Day, Date (-) and Month (-), at (-) a.m.**

**in the august presence of**

Sri .....

who has kindly consented to be the Chief Guest and to deliver  
the Graduation Day Address

Sri .....

Chairman/Secretary

Prof. ....

Principal

Venue: Name & Address: .....

- This invitation is personal to the invitees and is not transferrable
- Guests are requested to present the invitation card at the entrance and be in their seats by time ( )
- Please do not bring children below the age of 12 years
- Guests are requested to rise and keep standing while the Academic Processions enters the Hall
- Please maintain silence throughout the Graduation Day proceedings

## ANNEXURE-V

### ACADEMIC ROBES

The Academic Robes for the Chief Guest, Chairman/Secretary of the Education Trust which runs the College, University Nominee, Principal, Controller of Examinations (of Autonomous Colleges), HODs and Candidates shall be as prescribed below:

#### **1. Principal, University Nominee, Chairman/ Secretary and Chief Guest.**

Maroon with full inner lining for body and sleeves fixed with Golden zari lace 50 mm width for fronts and round the sleeves.

#### **2. Governing Body Members, Vice Principal, HODs & Controller of Examinations**

Blue with golden lace

#### **3. Graduates: PG Students**

White with golden lace

#### **4. Graduates: UG Students**

Orange with Red lace

#### **5. Gold Medalists**

Yellow with Red lace



- **Important Note:** It is recommended and preferred to wear the dress representing Indian Culture/heritage, as follows White Pant/Shirt for Men; White Half-Saree, White Saree/Salwar Kameez/ Pyjama for (Women) with badges.