

REGULATIONS FOR CONVOCATIONS AT HEADQUARTERS

1. Not less than four weeks notice of the Convocation shall be given by the Registrar or an Officer designated for the purpose by the Kulpati.
2. The Registrar, or the Officer designated for the purpose, shall issue to each member of the Convocation alongwith the notice, a copy of the programme of the Convocation and information about the procedure to be observed thereat.
3. A candidate for a degree/diploma must submit his application to the Registrar or the Officers designated on or before the date prescribed for the purpose, for the award of the degree/diploma at the Convocation in person or in absentia.
4. Honorary degree(s) shall be conferred either at the annual or at the special Convocation held at Bhopal only and may be taken in person or in absentia.
5. The presentation of the person(s) on whom honorary degree(s) is/are to be conferred at the Convocation shall be made by the person specified by the Kulpati.
6. The Presiding Officer, Chief Guest, the other members of the Academic procession and the candidates receiving degrees/diplomas, shall wear the academic robes as specified by the Academic Council.
7. The Academic Procession shall comprise Registrar, Directors of School of Studies, Members of the Planning Board, Academic Council, Board of Management, the Kulpati and the Chief Guest.

The procession shall be led by the Registrar, followed in double file by the Directors of Schools of Studies, Members of the Planning Board, Members of the Academic Council, Members of the Board of Management in that order, and, in the end, the Kulpati paired with the Chief Guest.

The persons forming the Academic procession shall assemble and stand in the prescribed order. They will be introduced to the Chief Guest/the Chairman by the Kulpati after which the Procession will enter the Hall.

8. The members of the Academic Procession shall take the seats on the dais as reserved for them. The seating on the dais shall be as follows.

In the front, close to the audience, will be the seats earmarked for the Kulpati, the Chief Guest and other dignitaries, if any, specially invited to the Convocation. On both sides will be the podia with the mikes.

Behind the seats of the dignitaries will be, at some distance, rows of seats divided by a central passage, each row consisting of 5-6 or more seats depending on the length of the stage, on the left and equal number on the right of the passage. The number of rows will depend on the number of persons joining the Academic Procession. Each seat will be given a specific number and each person in the procession will be informed of his seat number in advance. The seating will be arranged in such a way that the members of the Board of Management will occupy the front rows followed by Members of the Academic Council, the Planning Board, and Directors of School of Studies in that order. The Registrar will be allotted a seat nearest to the left side podium.

9. When the Procession enters the Convocation Hall, the candidates and the audience shall rise and remain standing until the members of the Procession have taken their seats.

10. Invocation

11. The Registrar request the Kulpati in the following words to open the Convocation and present his report.:

“Kulpati, Sir, I request you to declare the Convocation open at the Headquarters and at _____ Regional Centres and present the Progress Report of the Madhya Pradesh Bhoj(Open) University.”

12. The Kulpati will declare the Convocation open, with the permission of the Chairman, in the following words:

“ I declare the Convocation open.”

13. The Kulpati will welcome the gathering and present the progress report of the University.

14. The Kulpati will then say: “ Let the candidates for the award of Degrees, Diplomas be presented.”

15. The Directors of Schools concerned will present the candidates for Degrees/Diplomas in the following words:

“Sir, I present to you _____ candidates of Degrees/Diplomas in _____ at the Headquarters and _____ at Regional Centres including _____ candidates in absentia, whose names are given in the list, who have successfully completed the programme and have been found qualified for the award of the Degree/Diploma in _____. I request that Degree/diploma be awarded to them.”

The candidates receiving the Degrees/Diplomas shall stand while they are being presented and remain standing until the Kulpati admits them to the respective Degrees, Diplomas.

16. The Kulpati will admit the candidates to the degrees/diplomas in the following words:

“By virtue of the authority vested in me as Kulpati of Madhya Pradesh Bhoj(Open) University, I award you the degree/diploma in _____ and charge you to be worthy of the qualifications that you have earned.”