



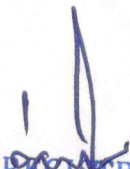
ORDINANCE 26

Convocation Ceremony

1.0 General

- (a) GS University's convocation for awarding degrees, diplomas, and other distinctions will typically take place at the main campus or at other locations approved by the Executive Council on a date determined by the Chancellor.
- (b) The Chancellor will preside over the Convocation and any Special Convocation for conferring degrees when present. If the Chancellor is absent, the Pro Chancellor will preside, and if he is also absent, the Vice Chancellor will take over.
- (c) If the Chancellor is present, he shall confer degrees to the graduates. In his absence, the Pro Chancellor will confer the degrees, and if both are unavailable, the Vice Chancellor will do so. Additionally, in cases of extreme urgency, degrees, diplomas, and certificates may be awarded to successful candidates before the Convocation with prior approval from the Vice Chancellor, and this will subsequently be reported to the Academic Council.
- (d) The Controller of Examinations will compile a list of students who have fulfilled all the necessary requirements for their degrees and send it to the Dean of the School.
- (e) The Dean will then forward this list to the Vice Chancellor along with his recommendation.

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- (f) If the Vice Chancellor is satisfied with the list, he will approve it and direct the Controller of Examinations to prepare the degrees in the approved format.
- (g) The Academic Council will periodically decide on which degrees and diplomas can be conferred in person at the convocation and which can be awarded to graduates in absentia.
- (h) Degree and Diploma¹ Certificates may include the signatures of both the Registrar and Vice Chancellor. Provisional Degrees will be signed by the Assistant/Dy. Controller of Examinations and the Dean of the School/College. Honorary Degree Certificates will be signed by both the Vice Chancellor and the Chancellor.
- (i) The Registrar will provide recipients with a minimum of four weeks' notice prior to the Convocation. However, this notice period may be shortened to ten days for special convocations or other situations deemed necessary by the Chancellor.
- (j) Students who cannot attend the convocation in person may request to receive their degrees in absentia using the prescribed form within one month following the date of the convocation, along with a fee set by the University.
- (k) Every degree will feature the signatures of both the Vice Chancellor and the Registrar. The date on the degrees, whether awarded during the convocation or otherwise, will match the date of the result declaration for the relevant examination.

1.1 Order of Precedence for Academic Procession

- (a) The following order of precedence shall normally be observed (for entry) to the Convocation Venue, at the time of Convocation:
 - i. The Registrar
 - ii. Directors
 - iii. The Finance Committee
 - iv. The Planning Board

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- v. The Academic Council
- vi. The Executive Council
- vii. The Governing Body
- viii. The Dean, Academic Affairs, The Deans of Schools, The Dean Research and Development, The Controller of Examinations and The Dean of Student's Welfare
- ix. The Pro-Vice Chancellor (s)
- x. The Vice Chancellor
- xi. Guest(s) of Honor
- xii. Chief Guest
- xiii. The Pro Chancellor
- xiv. The Chancellor

- (b) For other distinguished dignitaries in attendance, the order of precedence will be determined following the warrant of precedence or any official guidelines that may apply.
- (c) The Vice Chancellor, with the guidance of the Chancellor, will periodically decide who will participate in the Convocation procession and the sequence of their precedence.

1.2 Academic Costume/ Attire

All individuals participating in the procession and those receiving degrees must don the Academic Attire during the convocation. The details regarding color, fabric, weaving, dyeing, etc., will be established for each occasion.

The colors designated for degree recipients across different program levels will vary and will be defined each time.

1.3 Instructions for Degree / Award Recipients

- (a) Recipients are required to wear the designated Academic dress/attire.
- (b) After the "Convocation" notice is issued, Recipients must verify their attendance at least one week before the Convocation date. Those who do

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not send their confirmations to the Registrar within the specified timeframe will not be allowed entry to the Convocation. In exceptional cases, the Registrar may permit Recipients who did not submit their names on time to attend, provided their applications are submitted to the Registrar no later than 48 hours before the Convocation and include the necessary fee. Recipients who submit their applications and fees after the 48-hour deadline will not be eligible to receive their degrees or diplomas during the event.

- (c) Recipients who cannot attend the Convocation will be conferred their degrees in absentia in accordance with current regulations.
- (d) Recipients who do not attend the Convocation or choose to have their degrees conferred in absentia must pay a designated fee to the University before their degree is conferred. Their degree certificates will be dispatched by registered mail.
- (e) A rehearsal will be scheduled on or before the Convocation date, and all candidates receiving degrees must attend. Candidates who are absent from the rehearsal without prior permission may not be allowed to participate in the Convocation.

1.4 Conduct of Convocation / Presentation of Awardees

- (a) The Chief Guest, Guest(s) of Honor, Chancellor, Pro Chancellor, Vice Chancellor, Pro-Vice Chancellor(s), Deans, Directors, Registrar, and other procession members shall be seated in their assigned areas.
- (b) As the procession enters the hall, both the recipients and the audience are to stand and continue standing until the procession members have taken their seats.
- (c) The Registrar, with the Chancellor's consent if present, shall officially open the convocation. If the Chancellor is absent, the Pro Chancellor will do so, and if he is unavailable, the Vice Chancellor shall declare the convocation open.

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- (d) The Convocation proceedings will commence with a rendition of the "University Song / KulGeet."
- (e) The Vice Chancellor will deliver the annual report of the University.
- (f) "By the authority granted to me as Vice Chancellor of GS University, I ask the Chancellor to kindly bestow upon (Name of the distinguished person) the degree of Honoris Causa in recognition of his/her exemplary service."
If the Vice Chancellor is presiding over the Convocation, the Pro-Vice Chancellor or, in his absence, the Dean of Academics or the most senior Dean of School shall read the citation and undertake the responsibilities typically performed by the Vice Chancellor.
- (g) The Chancellor (or Pro Chancellor in his absence and Vice Chancellor in his absence) will confer the honorary degree with this statement: "I confer upon (Name of the distinguished person) the degree of Honoris Causa."
- (h) For other degrees, the Deans of School/College will present the recipients who are to be awarded degrees at the Convocation.
- (i) The Deans of the relevant Schools will instruct the recipients of the respective program degrees to rise from their seats and will introduce them to the Chancellor / Pro Chancellor / Vice Chancellor for the investiture.
- (j) The recipients will bow in acknowledgment and then take their seats again.
- (k) The Chancellor / Pro Chancellor / Vice Chancellor will invite the Chief Guest to present medals and awards to the students.
- (l) The Dean of Academic Affairs will announce the names of medal recipients and other distinctions, presenting them to the Chief Guest of the Convocation.
- (m) This will be followed by:
 - i. Address by the Pro Chancellor
 - ii. Address by the Chancellor
 - iii. Address by the Guest(s) of honor.
 - iv. Convocation Address by Chief Guest.
- (n) The Pro Vice Chancellor will express gratitude to the Chief Guest and other dignitaries present.
- (o) The Registrar, upon receiving the consent of the Chancellor if present, will announce the Convocation's closure. If the Chancellor is not present, the Pro Chancellor and, if he is absent, the Vice Chancellor will declare the Convocation

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- closed.
- (p) National Anthem.
- (q) Following this, the Academic Procession shall exit the Convocation Hall in the reverse order of their entrance.

1.5 Special Convocation

- (a) A special convocation may be organized to award an Honorary Degree to a notable individual or individuals.
- (b) The academic procession for the special convocation shall follow the same sequence as outlined in the previously mentioned details. The Academic procession of the special convocation shall be formed in the same order as laid down in above mentioned details.
- (c) The Vice Chancellor will present the citation and ask the Chancellor to confer the Honorary Degree using the following phrasing:

"I _____ the Vice Chancellor of GS University, do hereby request Hon'ble Chancellor that he 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 ____ Honoris Causa." (name of the Chief Guest) the degree of

- (d) 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.
- (e) The recipient of the Honorary Degree will then present his/her address.
- (f) The Registrar shall seek the permission of the Chancellor to declare the Convocation closed in the following manner:
"Hon'ble Chancellor, May I with your permission declare the convocation closed."
- (g) The Chancellor: "I permit."
- (h) The Registrar "I declare the convocation closed."

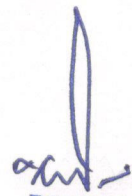
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- (i) The Registrar shall request the gathering to rise from their seats for the National Anthem.
- (j) The National Anthem.
- (k) Academic procession will leave in the reverse order as it entered.

In exercise of the powers conferred under clause 20.II of Statute 20 of the GS University Act, 2019, the Executive Council of GS University in its 1st Meeting held on 19.07.2024 passed a resolution confirming Ordinance 26.

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