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UNIVERSITY AUTHORITIES

ANNA UNIVERSITY, CHENNAI

Statutes on Convocation for Conferring Degrees

[Lr. No. COE/C60/2013/4-6-2013.]

No. VI-3(b)/11/2013

Section 29 of the Act 30 of 1978 as amended by Act No. 20 of 2011-Tamil Nadu University Laws (Amendment and Repeal) Act

Subject to provisions of this Act, the statutes may provide for all or any of the following matters, namely:

- (i) the holding of convocation to confer degrees;
- (ii) the conferment of honorary degrees and academic distinctions;

Title and Application:

These statutes shall be called as '**Statutes on Convocation for Conferring Degrees**'. They shall apply to all convocations including special convocations, if any, conducted by the University.

Definitions:

In these Statutes, unless the context otherwise requires,

- i) '**University**' means the Anna University.
- ii) '**Affiliated College**' means any college or institution situate in the University area affiliated to the University and providing courses of study in Engineering, Technology and Allied Sciences for admission to the examination for degrees, diplomas and other academic distinctions of the University and includes a college deemed to be affiliated to the University under this Act and includes an autonomous college.
- iii) '**Autonomous College**' any college designated as autonomous college by or under the statutes.
- iv) '**Constituent College**' means every college and institution specified in Schedule-I and includes a college established or maintained by the University for providing any course of study or training in engineering, technology and allied sciences for admission to the examination for degrees, diplomas or other academic distinctions;
- v) '**Chancellor**' means the Chancellor of the University and the Governor of Tamil Nadu.
- vi) '**Pro-Chancellor**' means the Pro-Chancellor of the University and the Minister administering the subject of Technical Education in the State of Tamil Nadu.
- vii) '**Vice-Chancellor**' means the Vice-Chancellor of the University.
- viii) '**Syndicate**' means the Syndicate of the University.
- ix) '**Registrar**' means the Registrar of the University.
- x) '**Controller of Examinations**' means Controller of Examinations of the University.
- xi) '**Chairman**' means the Chairman of each Faculty.

1. Number of Convocations:

Convocations, for the purpose of conferring Degrees shall ordinarily be held in the month of November/December and at such other times as the Chancellor shall direct.

2. Admission to Convocation:

Candidates who are eligible and certified to be qualified to receive the Degrees by the University shall be admitted to the ensuing Convocation. Such candidates are called graduands.

3. Fee:

The fee for admission to the Convocation shall be as fixed by the Syndicate from time to time for all the Degrees. Such fees are ordinarily payable along with the examination fees of the final semester of study of the candidate.

4. Award of Degree "In Person" or "In Absentia"

The categories of graduands who are to be admitted to the convocation "**In Person**" shall be prescribed by Regulations. All other graduands shall be admitted to the convocation "**In Absentia**".

5. Procedures to be followed During the Convocation**5.1 Arrival of Dignitaries**

The Chancellor, Pro-Chancellor, Vice-Chancellor, Chief Guest, Honorary Degree Awardee(s), Registrar, Members of the Syndicate, Controller of Examinations and Chairmen of Faculties shall wear academic robes and assemble in the Convocation Hall at the appointed day and hour as approved by the Syndicate/Chancellor. The types of academic robes and hoods to be worn by the dignitaries and by graduands shall be prescribed in Regulations.

In the absence of the Chancellor, the Pro-Chancellor shall preside; in his/her absence also, the Vice-Chancellor shall preside; in their absence another member of the Syndicate nominated by the Chancellor shall preside.

5.2 Special Meeting of the Syndicate

The approval of the Syndicate on behalf of the candidates for admission to the Degrees of the various faculties will be supplicated by the respective Chairman of Faculty in the following order:

1. Faculty of Civil Engineering
2. Faculty of Mechanical Engineering
3. Faculty of Electrical Engineering
4. Faculty of Information and Communication Engineering
5. Faculty of Technology
6. Faculty of Architecture and Planning
7. Faculty of Science and Humanities
8. Faculty of Management Sciences

Each Chairman shall use the following formula for the approval.

"His/Her Excellency the Chancellor, I request that the Syndicate may be pleased to admit those persons, whom the Vice-Chancellor on the reports of the Examiners has certified to be qualified for the Degrees in the Faculty of (above mentioned Faculties)"

Whereupon, the Chancellor shall put the question "Does it please you that this request be granted?" and the Syndicate assenting, the Chancellor shall say "This request is granted".

5.3 Procession

The Chancellor, Pro-Chancellor, Vice-Chancellor, Chief Guest, recipient(s) of Honorary Degree, Registrar, Members of the Syndicate, Controller of Examinations and Chairmen of Faculties shall proceed in procession to the hall in which Degrees are to be conferred. The order of members in the procession is as follows:

Registrar

Controller of Examinations

Members of the Syndicate and Chairmen of Faculties (in rows of two)

The Vice-Chancellor

Honorary Degree Awardee(s)

Chief Guest

The Pro-Chancellor

The Chancellor

The candidates shall wear the gowns and hoods pertaining to their Degrees and their seats shall be arranged opposite to the Chancellor. The types of academic robes and hoods to be worn by the dignitaries and by graduands shall be prescribed in Regulations.

On the procession entering the hall, the candidates shall rise and remain standing until the Chancellor, Pro-Chancellor, Vice-Chancellor, Chief Guest, recipient(s) of Honorary Degree, Registrar, Members of the Syndicate, Controller of Examinations and the Chairmen of Faculties have taken their seats.

5.4 Invocation

There will be an invocation of Tamil Thai Vazhthu. The invocation shall be announced by the Chancellor.

5.5. Welcome Address and Report by the Vice-Chancellor

Immediately following the Invocation, and at the request of the Chancellor, the Vice-Chancellor shall deliver the Welcome Address and present a report on the academic achievements of the University during the year.

5.6 Declaration of Opening the Convocation by the Chancellor

The Chancellor shall say:

“This Convocation of Anna University has been called on to confer the Degrees in the Faculties of Civil Engineering, Mechanical Engineering, Electrical Engineering, Information and Communication Engineering, Technology, Architecture and Planning, Science and Humanities and Management Sciences upon candidates who in the Examinations recently held for the purpose, have been certified to be worthy of the same”.

5.7 Presentation of the Candidate(s) for the Degree of Doctor of Science (Honoris Causa)

The Chancellor shall say:

“I invite the Vice-Chancellor to read the Citation and present on (the Name of the Recipient) for the candidature for the Award of Degree of Doctor of Science (Honoris Causa)”.

The Recipient will receive the Degree of Doctor of Science (Honoris Causa) from the Chancellor.

The **Recipient** standing, the Chancellor shall say:

“By virtue of the authority vested in me as Chancellor of Anna University, Chennai, I admit you to the Degree of Doctor of Science (Honoris Causa) in this University and in token thereof you have been presented with this Diploma and I authorize you to wear the robe ordained as the insignia of your degree”.

5.8 Delivery of Convocation Address

The Chancellor shall say:

“I invite the Chief Guest (Name of the Chief Guest) to deliver the Convocation Address”.

The Chief Guest will deliver the Convocation Address.

5.9 Presentation of Candidates for the Award of Degrees and Medals

The Chancellor shall say: ***“Let the candidates be now presented”.***

The candidates for the award of Degrees and Medals will be presented by the respective **Chairmen** in the following **order of faculties**:

1. Faculty of Civil Engineering
2. Faculty of Mechanical Engineering
3. Faculty of Electrical Engineering
4. Faculty of Information and Communication Engineering
5. Faculty of Technology
6. Faculty of Architecture and Planning
7. Faculty of Science and Humanities
8. Faculty of Management Sciences

The procedure for presenting the candidates for the award of Degrees and Medals shall be as follows:

The presenter shall bow to the Chancellor and shall say:

“His Excellency the Chancellor, I present unto you these candidates for the following Degrees in the Faculty of who have been certified after examination to be duly qualified to receive the Degrees and to be awarded medals”.

The names of the candidates will be read by the Chairman.

After this, the Chairman shall say:

“His Excellency the Chancellor, under the laws of the University, I present unto you the candidate and other candidates IN ABSENTIA in the Faculty of..... who have been certified after examination to be duly qualified to receive the Degrees and Diplomas”.

5.10 Administration of pledge by the Chancellor

The Chancellor shall administer the following pledge and the candidates standing up shall repeat the same.

“We shall, in thought, word and deed ever endeavour to be scrupulously honest in the discharge of our duties in our profession and shall uphold the dignity and integrity of our profession and the honour of our University.

We shall uphold and advance social order and the well-being of our fellow members and shall devote all our energy to promote the unity, integrity and secular ideal of our country”.

5.11 Chancellor's Authorization

When all the candidates have been presented, the candidates will stand up and the Chancellor shall say to them:

“By virtue of the authority vested in me as Chancellor of Anna University, I admit you to the Degrees in the Faculties of Civil Engineering, Mechanical Engineering, Electrical Engineering, Information and Communication Engineering, Technology, Architecture and Planning, Science and Humanities and Management Sciences, for which you have been declared qualified in this University and in token thereof you have been presented with those Degrees and I authorize you to wear the robes ordained, as the insignia of your degrees”.

5.12 Signing the Register of Graduates

The Chancellor shall sign the record of degrees (known as the Register of Graduates) conferred.

5.13 Dissolution of the Convocation

At the conclusion of the proceedings, the Chancellor, Pro-Chancellor, Vice-Chancellor, Chief Guest, recipient(s) of Honorary Degree, Registrar, Members of the Syndicate, Controller of Examinations and Chairmen of Faculties shall rise up and the Chancellor shall say:

“I dissolve this Convocation”

5.14 National Anthem

The Chancellor shall announce ***“National Anthem”*** and the National Anthem will be played.

5.15 Procession back to the robing room

After National Anthem the Chancellor, Pro-Chancellor, Vice-Chancellor, Chief Guest, recipient(s) of Honorary Degree, Registrar, Members of the Syndicate, Controller of Examinations and Chairmen of Faculties shall retire in procession to the robing rooms, the graduates standing.

6. SUPPLEMENTARY CONVOCATION

Supplementary Convocation is one where no formal function is held; however degrees are issued ***“In Absentia”*** after the approval of the list of supplementary graduands by the Chancellor.

7. SPECIAL CONVOCATION

The Special Convocation shall be held with the concurrence of the Chancellor and as and when it is required to confer the Doctor of Science (Honoris Causa) on persons recommended by the University and approved by the Chancellor. The following procedures shall be followed.

7.1 Same as section **5.1 Arrival of Dignitaries**

7.2 Same as section **5.3 Procession**

7.3 Same as section **5.4 Invocation**

7.4 Welcome Address by the Vice-Chancellor

The Chancellor shall say:

“I invite the Vice-Chancellor to deliver the Welcome Address”.

The Vice-Chancellor will deliver the Welcome Address.

7.5 Declaration of Opening the Special Convocation by the Chancellor

The Chancellor shall say:

This Special Convocation of the Anna University has been called on to confer the Degree of Doctor of Science (Honoris Causa) on (the Name of the Recipient).

7.6 Same as section 5.7 Presentation of the Candidate(s) for the Degree of Doctor of Science (Honoris Causa)**7.7 Same as section 5.8 Delivery of Convocation Address****7.8 Acceptance Address by the Recipient**

The Chancellor shall say:

“I invite (the name of the Recipient) to deliver the acceptance address”.

The recipient will deliver the acceptance address.

7.9 Same as section 5.13 Dissolution of the Convocation**7.10 Same as section 5.14 National Anthem****7.11 Same as section 5.15 Procession back to the robing room****8. EXEMPTIONS**

The Syndicate, shall, if the situation warrants and if considered expedient, exempt any of the procedures prescribed above, with the concurrence of the Chancellor.

9. CONFERMENT OF HONORARY DEGREES AND ACADEMIC DISTINCTIONS:

- 9.1** The Syndicate may, on the recommendation of not less than two-thirds of the members, confer the following honorary degree upon a person on the ground that he is, by reason of eminent position and attainments or by virtue of his contribution to learning or eminent services to the cause of education in the fields of Engineering, Technology and Allied Sciences, a fit and proper person to receive such degrees:

Doctor of Science (D.Sc.) (Honoris Causa)

- 9.2** Honorary Degrees shall be conferred only at Convocation and may be taken in person or in absentia.
- 9.3** The presentation of persons at the Convocation on whom Honorary Degrees are to be conferred shall be made by the Vice-Chancellor or by any person, nominated by the Syndicate.
- 9.4** The Diploma or certificate of an Honorary Degree shall be signed by the Chancellor.

Chennai-600 025,
7th June 2013.

DR. S. SIVANESAN,
Registrar (I/c).
Anna University.