



TENTH CONVOCATION : 10 November 2017

**Ceremony Procedure**

**NB: All directions, Left and Right, are with respect to a person facing the stage in the convocation hall**

Guests arrive, are guided and seated.

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*meanwhile*

Band (seated inside the shamiana, near the entrance) plays soft music.

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Music stops.

Compere makes a welcome announcement and reads out the programme

Compere announces the graduand procession.

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*meanwhile*

All graduands assemble in the assigned lecture halls to wear their robes.

Procession is formed, with the Ph D awardees leading it, followed by the MA batch of 2017, M Sc batch of 2017, the MBA batch of 2017 , the MTech batch of 2017 and the LLM batch of 2017 bringing up the rear.

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Band/music starts (–to stop as soon as all students are positioned at their seats.)

When graduand procession is announced, procession walks up in twos, rapidly at first, through the atrium area, till the entrance of the shamiana and then at slow pace once they enter the shamiana.

Graduands walk down the aisle until they reach the rows where they will be seated (individual seats will be assigned to each student). The graduands will move into the row of seats in twos and all the way down to the end of the assigned row; he/she remains standing until all students are in their place.

Music stops.

All students sit.

Film on the University.

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*meanwhile*

Chief Guest and Chancellor are led to the Seminar Hall to wear their regalia and to be briefed on the procedures by the Pro VC and Registrar.

Deans and all faculty members gather at the reception area to wear their regalia.

They then line-up in the atrium area, where the Chancellor introduces them to the Chief Guest.

As the filler film is about to end, the procession starts moving towards the entrance of the shamiana. The procession, in a single line, is led by the Registrar, followed by the Deans and the faculty, with the Pro Vice Chancellor, Vice-Chancellor, the Chancellor, and the Chief Guest bringing up the rear.

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Film ends.

The compere announces: "The Academic Procession will now enter. Ladies and gentlemen, please rise."

Band/music starts.

The Academic Procession enters the hall (shamiana) and moves towards the dais. Two pipers from the band will move ahead of the procession. At the end of the aisle, the Registrar moves out of the procession and waits for the Chancellor. The rest of the procession now splits into two, with one Dean leading the line towards the right dais steps and the other Dean towards the left dais steps. Alternate faculty members will branch into each of the two lines. The two pipers will move ahead of the line moving ahead of each of the Deans, and will position themselves at the shamiana walls near the left and right steps respectively.

The two lines move on the dais towards the seating behind the head table. The Deans take positions behind their respective seats on the head table.

The Chancellor, Chief Guest, VC, Pro VC and Registrar move with the line going up the left dais steps and take positions behind their seats on the head table.

(The Guests of Honour split from the procession, reach the sofas in the first row and take position in front of their seats)

Music stops.

The Chancellor, and Chief Guest take their seats.

All others sit.

Compere requests Chief Guest, and others at the head table to light the lamp to signify opening of the convocation.

(Shlokas will be sung by students during the lamp lighting)

After lighting the lamp, they return to their seats.

Compere requests Registrar to deliver the welcome address.

Registrar walks to left podium for the welcome address.

At the end of the welcome, compere requests VC to give her address.

Vice-Chancellor gives her address from left podium.

At the end of the address, compere requests the Chancellor to address the gathering.

Chancellor's address from left podium.

Chancellor ends his talk and moves back to his seat.

Chancellor ends his talk with a reference to the Guests of Honour and that in recognition of her contribution to society, the Board of Management of the TERI University has approved the conferment of doctorate degrees, *honoris causa*, on her. The Chancellor moves back to his seat.

The compere now requests the Chief Guest to deliver the Convocation Address.

The Chief Guest ends his talk and moves back to his seat.

The Compere thanks the Chief Guest.

*While the Chief Guest moves to his seat, the Pro VC moves to the left podium and starts reading the citation for the Guest of Honour. He ends with "Mister Chancellor, I ask you to confer the degree Doctor of Philosophy, honoris causa, upon xxxx".*

The Chancellor moves to the centre of the front of the table. The degree bearer moves in with the degree and the citation. *Guest of Honour* moves up to the stage. The Chancellor presents the degree and citation to her.

The compere requests *Guest of Honour* to address the gathering.

*(The Guests of Honour delivers her address from the left podium.)*

At the end of the address, the compere announces that the degrees will now be conferred on the graduands.

Registrar moves to left podium.

Registrar says, "Mister Chancellor, as Registrar of the TERI University, I present to you 16 candidates for the doctoral degree ...

(the 16 Ph D candidates must all rise now and the Chancellor moves to the right podium)

... and certify that they have successfully completed all the requirements established by the rules and regulations of the University. May I now request that you admit these candidates to their degrees."

Chancellor responds, "By authority of the powers vested in me, I hereby admit you to the doctor of philosophy degree to which you have demonstrated your entitlement to the satisfaction of the University."

All 16 students, on completion of this sentence, sit down.

Registrar says, "Mister Chancellor, as Registrar of the TERI University I present to you 22 candidates for the master of arts degree ...

(the 22 M A candidates must all rise now)

... and certify that they have successfully completed all the requirements established by the rules and regulations of the University. May I now request that you admit these candidates to their degrees.”

Chancellor responds, “By authority of the powers vested in me, I hereby admit you to the master of arts degree to which you have demonstrated your entitlement to the satisfaction of the University.”

All 25 students, on completion of this sentence sit down.

Registrar says, “Mister Chancellor, as Registrar of the TERI University I present to you 108 candidates for the master of science degree ...

(the 108 M Sc candidates must all rise now)

... and certify that they have successfully completed all the requirements established by the rules and regulations of the University. May I now request that you admit these candidates to their degrees.”

Chancellor responds, “By authority of the powers vested in me, I hereby admit you to the master of science degree to which you have demonstrated your entitlement to the satisfaction of the University.”

All 108 students, on completion of this sentence sit down.

Registrar says, “Mister Chancellor, as Registrar of the TERI University I present to you 8 candidates for the master of business administration degree ...

(the 8 MBA candidates must all rise now)

... and certify that they have successfully completed all the requirements established by the rules and regulations of the University. May I now request that you admit these candidates to their degrees.”

Chancellor responds, “By authority of the powers vested in me, I hereby admit you to the master of business administration degree to which you have demonstrated your entitlement to the satisfaction of the University.”

All 8 students, on completion of this sentence sit down.

Registrar says, "Mister Chancellor, as Registrar of the TERI University I present to you 47 candidates for the master of technology degree ...

(the 47 MTech candidates must all rise now)

... and certify that they have successfully completed all the requirements established by the rules and regulations of the University. May I now request that you admit these candidates to their degrees."

Chancellor responds, "By authority of the powers vested in me, I hereby admit you to the master of technology degree to which you have demonstrated your entitlement to the satisfaction of the University."

All 47 students, on completion of this sentence sit down.

Registrar says, "Mister Chancellor, as Registrar of the TERI University I present to you 10 candidates for the master of laws degree ..

(the 10 LLM candidates must all rise now)

... and certify that they have successfully completed all the requirements established by the rules and regulations of the University. May I now request that you admit these candidates to their degrees."

Chancellor responds, "By authority of the powers vested in me, I hereby admit you to the master of laws degree to which you have demonstrated your entitlement to the satisfaction of the University."

All 10 students, on completion of this sentence sit down.

Immediately now, the 16 Ph D candidates stand.

Registrar says, "Mister Chancellor, may I now request you to confer the degrees to the candidates. ...

(the first 3 Ph D candidates move towards the left dais steps. The Chancellor moves to the front of the head table. Simultaneously, the two degree bearers and the coordinator move to the degree table and ready themselves with the first two degrees.)

... May I first call on the candidates admitted to the doctoral degree.

Dr AAA : Her doctoral thesis was entitled “.....”Dr AAA”

AAA walks up the stairs towards the Chancellor. Simultaneously, the first degree bearer walks towards the Chancellor.

*(While AAA walks towards the Chancellor, the fourth candidate walks towards the left dais steps, so that at any one time 3 candidates are positioned near the stairs.)*

The Chancellor shakes hands with the candidate and hands over the degree. The candidate then walks back to his seat via the right dais steps.

While shaking hand with the Chancellor, the next name is read out.

The process continues.

*(When the last PhD candidate starts walking towards the steps, the first 6 masters candidates stand. They move and stand near the left dais steps. Their names will be read out three at a time. They will move up the stairs towards the Chancellor in sets of 3. They will exit via the right dais steps and return to the row in which they were seated. When the first 3 move up the stairs, the next 3 join the others near the left dais steps. They continue moving in the same procedure towards the dais steps so that at any one time 6 candidates are positioned near the steps and 3 are standing at their seats.*

*Sequence – first the 22 SDP students, then the 43 MSc(E) students, the 05 MSc(G), 14 MSc(P), 15 MSc(C), 28 MSc(O), 03 MSc(W), then the 08 MBA (BS) students, then the 34 MTech (R), 09 MTech (U) then the 04 MTech (W) students) and finally the 10 LLM students*

After the 16<sup>th</sup> PhD candidate, the Registrar says, “May I now call on the candidates admitted to the master’s degree”.

(Sequence:

Master of Arts  
Master of Science  
Master of Business Administration  
Master of Technology  
LLM)

The process continues.

After the degrees have been given, the Registrar returns to his seat.

The compere requests the Chief Guest and the Chancellor to present the awards.

The Chief Guest joins the Chancellor in front of the head table.

Compere announces the awards for standing first in the order of merit in each of the masters' programmes. The awards are announced and presented.

Compere thanks the Chief Guest and Chancellor, and requests the Pro VC to propose the vote of thanks.

Chief Guest and Chancellor return to seats at table and ProVC goes to Left podium to deliver Vote of Thanks.

Vote of Thanks – ends with a request to the Chancellor to declare the convocation closed.

Chancellor declares the convocation closed (from his seat).

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As soon as the convocation is declared closed, compere requests all to stand for National Anthem.

National Anthem is played.

The Compere announces “The Academic Procession will now withdraw. Ladies and gentlemen, please remain standing.”

Band/Music starts.

Academic Procession withdraws.

Chancellor and Chief Guest lead. They go down Left stairs followed by Dean 1 and faculty group that was seated on the left. Walk slowly till entrance to aisle at the head of the first row of seats. Simultaneously, Pro VC, Vice-chancellor, Registrar and Dean 2, descend Right stairs followed by faculty that was seated on the right side until aisle entrance (they will have to walk a little bit faster). Faculty fall into twos and follow Chancellor and Chief Guest out of the entrance.

*(Chancellor and Chief Guest go to the front park for photographs, where the graduated students will assemble for the group photograph. The Deans lead the Guests to the venue of the tea.)*

Compere announces, “Ladies and gentlemen, please join us for tea at the amphi-theatre. Graduated students, please proceed to the area just outside for a group photograph – before you move for tea.”

*(Graduated students will remain in their robes during the tea.)*