

JSS UNIVERSITY
Sri Shivarathreeshwara Nagara, Mysore-570015
(Established under Sec 3 of the UGC Act 1956)

CONVOCATION BYE-LAWS AND PROCEDURES

[Compliant with UGC (Grant of Degree and Other Awards by Universities) Regulations, 2003]

(Approved By the 5th Board of Management on 26 Feb 2010)

Examination Section, JSS University, Mysore 2010

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In exercise of the powers conferred by Section Rule 5 (xxxiv) and bye-law 26 (d) of Memorandum of Association and Rules & Bye-Laws of JSS University, The Board of Management, JSS University, Mysore, hereby makes the following Bye-Laws:

1. Short Title and commencement:
 - a) These Bye Laws shall be called "THE CONVOCATION BYE-LAWS OF JSS UNIVERSITY, MYSORE".
 - b) They shall come into force from the date of approval of the Board of Management.

CHAPTER I DEFINITIONS

1. "Designated Room" shall mean a room specified for the purpose, where the Chancellor, Pro Chancellor, Vice Chancellor, Deans, Principals, members of the Board of Management, members of the Academic Council etc shall assemble in their academic robes.
2. "Designated Officer" shall mean the Registrar or Controller of Examination or the Deans/Principals, or members of the Academic Council or the Board of Management, who have been nominated by the Board of Management to present the names of the awardees of prizes as well as the candidates to be admitted to various Degrees & Diplomas, to the Chancellor.
3. "Notified Date" shall mean the date specified in the University Notification for receiving the applications for admission to the convocation.
4. The words and phrases used in these Bye Laws shall have the meaning ascribed to them in the Rules and Bye-laws of the University and their interpretation by the University shall be final and binding.

CHAPTER II

GENERAL

1. There shall be Graduation Days in the constituent Colleges only with the prior sanction of the Chancellor.
2. The Convocation shall be conducted in a very formal and orderly way.
3. There shall be no other events or functions combined with the Convocation.
4. There shall not be any 'compereing' during the Convocation.
5. Photography shall be done only by authorized photographers.
6. Candidates are prohibited from throwing their caps or hoods into the air at any time.
7. Mobile telephones, cameras, hand bags, umbrellas etc and are not allowed in the Convocation hall.
8. Admission to the Convocation hall shall only be on invitation.
9. Parents of Medal winners, Rank holders etc shall be invited only with the permission of the Vice Chancellor.
10. Elaborate security, Fire, first aid and Car parking arrangements shall be made.
11. The Registrar shall be overall in charge of all arrangements and he shall co ordinate various committees appointed for conduct of the Convocation.
12. Dignity, solemnity and decorum shall be maintained throughout the convocation programme.

CHAPTER III

HONORARY DEGREES BYE LAWS

1. The Board of Management may, on the recommendation of not less than two thirds of its members, confer honorary degree (Doctorate) (Honoris Causa) upon a person, on the ground that he is by reason of eminent position and attachments or by virtue of his contribution to learning or eminent services to the cause of education or services in any field, a fit and proper person to receive such degree. Such Honorary distinctions and Degrees shall be conferred only in exceptional cases and not as a matter of course or routine.
 - a) A degree of Doctor of Science (D.Sc.) Honoris Causa may be conferred upon such persons in any branch of Science and Technology who have exceptional contributions in planning, organizing or developing Scientific and Technological Institutions and services in the cause of scientific education and application, for the betterment of humanity.
 - b) A degree of Doctor of Literature (D.Litt.) Honoris Causa may be conferred upon such persons who have contributed exceptionally to the advancement of Literature, Philosophy, or any other subject assigned to the faculty of Arts.
 - c) A degree of Doctor of Laws (LLD.) Honoris Causa may be conferred upon such persons who are distinguished Lawyers, Judges, Jurists and Statesmen who have made exceptional contributions to the cause of the public.
2. The persons recommended for conferring Honorary Degree should be ordinarily past 65 years of age. However, on the recommendation of the Board of Management, the Chancellor may approve conferring Honorary Degree to a person less than 65 years, in recognition of extra ordinary contributions.
3. The Honorary Degrees shall be conferred usually at the Annual Convocation and may be taken in person or in absentia. However the Chancellor may direct the holding of special convocation for conferring Honorary Degree (Honoris Causa) at any time.
4. The presentation of the persons to be conferred Honorary Degree at the Convocation shall be made by the Vice Chancellor, or by a person approved by the Board of Management.

CHAPTER IV

REGULAR DEGREES BYE-LAWS

1. Convocations for conferring Regular degrees shall ordinarily be held at least once a year in the month of June and Special convocations for conferring regular degrees may be held at any time on the recommendation of the Board of Management, when extra ordinary circumstances warrant and when the regular convocation could not be conducted on schedule, as may be directed by the Chancellor.
2. The Chancellor, by virtue of his office, shall preside at the convocation and confer degrees, diplomas, medals, prizes and other academic distinctions on the candidates entitled for such distinctions.
3. In the absence of the Chancellor the Pro Chancellor shall preside and in his absence the Vice Chancellor shall preside and in their absence a member of the Board of Management nominated by the Chancellor shall preside.
4. Persons on whom Post Graduate degrees (such as D.Sc., Ph.D., D.M., M.Ch., M.S., M.D., M.D.S., M. Pharm., M.Sc., and other degrees of other faculties), PG Diplomas and Medal and Prize winners amongst the others are to be admitted to the convocation in person and the other candidates who have qualified to receive degrees shall be admitted in absentia. The degree certificates of the "in absentia" candidates shall be sent to the respective colleges for distribution or sent by post to the candidates as per the University Regulations.
5. However, if the number of candidates is small and manageable, all the candidates may be admitted in person, at the discretion of the Vice Chancellor.
6. The Registrar Evaluation shall cause to be published in one or more leading national and local newspapers and on the website, in addition to the University and constituent colleges, ordinarily 45 days prior to the date of the convocation, indicating the date of the convocation, last date for receiving applications and the prescribed form and fees. However, the period of notice of 45 days is not mandatory and may be lessened with prior approval of the Chancellor/Vice Chancellor.
7. After the publication of the results of the degree examinations every year, the Registrar Evaluation shall prepare a list of candidates eligible to receive their degrees in the next annual convocation. The list shall be presented also at the Annual convocation and all the candidates shall be conferred degrees.
8. Candidates who are to be admitted for the convocation, including those who are to be admitted in absentia, shall submit their applications to the Registrar Evaluation, in the prescribed format, along with the prescribed fee, before the notified last date for application. Names of those eligible but have not applied shall also be included for admission in absentia and their certificates shall be issued by the University on payment of prescribed fees. Candidates who fail to apply for the convocation in person and those who fail to pay the prescribed fee, shall not be permitted to apply for the same in person at any subsequent convocation.

9. If annual examinations are held between two convocations, the Registrar Evaluation shall be competent to issue provisional certificate to the successful candidates, declaring them to have passed the examination. Such candidates shall be eligible to receive their degrees in the next annual convocation, on application along with payment of requisite fees.
10. In exceptional circumstances, as is the case with foreign students, for instance, the certificates may be issued to the candidates on written request and on payment of prescribed convocation fees, subject to the condition that their names shall be included in the list of candidates to be conferred the degree in person or in absentia.
11. Fees for the convocation shall be as approved by the Board of Management. A candidate, who has applied for admission in person and fails to appear in person, shall obtain his Degree in absentia, on payment of full fee for in absentia issue of degree.
12. No candidate shall be admitted to the convocation for a second time for the same Degree.
13. Assembly of the Board of Management and the Academic council.
 - a) The Chancellor, Pro Chancellor and the Chief Guest shall be received by the Vice Chancellor, Registrar and the members of the Board of Management.
 - b) The Chancellor, Pro Chancellor, Vice Chancellor, Registrar, Registrar Evaluation, Deans of Faculties, Principals of constituent Colleges and members of Board of Management, shall wear the prescribed robes and assemble in the designated room at the appointed time for the special Board of Management.
14. The Board of Management shall meet and approve the award of Degrees, Diplomas, Medals, Prizes and other academic distinctions. The list of candidates to be admitted to the convocation for the award of various Degrees/Diplomas shall be placed faculty wise by respective Designated Officers for approval. The Chancellor shall put the question "Does it please you that this request be granted?" and the members shall give their assent by saying "Yes". The Chancellor shall then say "This request is granted".
15. After approval they shall proceed in procession to the convocation hall where the degrees are to be conferred. The procession shall be formed in the following order:
 - The Registrar (Evaluation)
 - The Registrar
 - Deans of Faculties (in pairs)
 - Members of the Board of Management (in pairs)
 - Recipients of honorary degrees
 - The Vice Chancellor
 - The Chief Guest
 - The Pro Chancellor
 - The Chancellor

16. The Chancellor, Pro Chancellor, Vice Chancellor, Registrar, Registrar Evaluation, the members of the Board of Management, the Deans, the Chief Guest and the recipients of Honorary Degrees shall be accommodated on the dais. The chairs on the dais shall be uniform in size, colour and design.
17. Separate seating arrangement shall be made in the front rows for the members of the Academic Council. The Members of the Academic Council shall wear the prescribed robes.
18. Separate seating arrangement shall be made for invitees, parents, Staff, Media and so on.
19. Candidates shall be attired in dress as prescribed by the University and shall be seated as specified in the seating plan, before the proceedings begin.
20. As soon as the procession enters the hall, the audience including the candidates shall rise and continue to be standing till the dignitaries on the dais have taken their seats.
21. The Vice Chancellor shall take the permission of the Chancellor to commence the proceedings and shall then ask for the invocation to be rendered. The invocation shall be then rendered.
22. The Vice Chancellor shall then request the Chancellor to light the lamp to signify the formal opening of the Convocation.
23. The Chancellor shall light the lamp and then say "This convocation has been called for conferring (honorary degree to...) & Degrees upon the candidates who have in the recent examinations proved worthy of the same. I hereby declare the convocation as open".
24. The Vice Chancellor shall make a brief welcome speech and shall introduce the dignitaries.
25. Presentation of degree recipients.
 - a) The Chancellor shall say "let the candidates stand as they are presented."
 - b) The Designated Officer of each faculty shall one after the other, in a pre determined sequence, bow to the Chancellor, proceed to the podium and present the names of the awardees for medals and prizes, followed by recipients of D.Sc, Ph. D, D.M and MCh.
 - c) The candidates whose names are called out shall come one by one and receive their medals, prizes and certificates from the Chancellor and return to their seats.
 - d) In case candidates of post graduate courses (and candidates of graduate courses if they are to be admitted in person), they shall be presented, by the Designated Officer, who shall say "Honourable Chancellor, under the laws of the University, I move that the candidates who are present in person and who have been certified by duly appointed examiners to be eligible for receiving various degrees be admitted to respective degrees." He shall then read out the faculty wise numbers of candidates. The candidates shall rise and bow to the Chancellor, but do not go on to the dais.

- e) The Designated Officer shall lastly present the candidates to be conferred degrees in absentia and say "Honourable Chancellor, under the laws of the University, I move that the candidates who could not be presented in person and who have been certified by duly appointed examiners to be eligible for receiving various degrees, be admitted to respective degrees in absentia." He shall then read out the faculty wise number of candidates.
26. The Chancellor shall say "Let all the candidates stand up and take the pledge". The Chancellor shall read out the pledge and the candidates shall repeat the oath after the Chancellor.
 27. While the candidates remain standing, the Chancellor shall say "By virtue of the authority vested in me as the Chancellor of JSS University, I admit those presented here and those presented in absentia to the D.Sc., Ph.D., D.M., M.Ch., higher specialties, Postgraduate and Undergraduate degrees and diplomas of the various faculties of the JSS University, for which they have been declared as qualified and in token thereof I authorize the admitted candidates to wear the robes ordained as the insignia of their qualifications". The Chancellor, followed by all else shall be seated.
 28. When all the candidates have been presented, the Registrar (Evaluation) shall lay the record of the degrees that have been conferred before the Chancellor, who shall sign the same.
 29. Award of Degrees Honoris Causa. The Vice Chancellor shall read the citation. The dignitary on whom the degree is to be conferred shall rise and receive the degree certificate from the Chancellor. The recipient may be permitted to make a speech if he or she so desires.
 30. The Chancellor shall say "I invite the Chief Guest to address the convocation". The Chief Guest will deliver the Convocation address. The address shall be printed and distributed to the candidates and invitees.
 31. All the dignitaries on the dais shall rise and the Chancellor shall say "I dissolve this convocation."
 32. The Chancellor shall say "National Anthem" and the same shall be played and everyone shall rise and stand in attention. No photographs shall be taken during the playing of the National Anthem.
 33. The Chancellor and the other dignitaries shall then retire in procession, in the reverse order, to the designated room, with all else standing.
 34. Orderly Dispersal.

CHAPTER V

ACADEMIC ROBES STATUTE

The academic robes for the convocation shall be as specified by the University.