



OFFICE OF THE REGISTRAR
KRISHNAGURU ADHYATMIK VISVAVIDYALAYA
NASATRA, BARPETA, ASSAM, PIN: 781307
(Recognized Under Section 2(f) of UGC Act.1956)
Web Portal: <https://kav.ac.in> Mail Id: office@kav.ac.in

KAV(R)/Estt-7(I)/2024-25/

Date: 04/04/2025



**Approved by the Academic Council in its Meeting of 12/04/2025 Vide
Resolution No: Resolution No: 01**

**ORDINANCE ON HOLDING OF CONVOCATION FOR CONFERRING
'DEGREES' (To be approved by the Executive Council/Board of
Management/Governing Body)**

KRISHNAGURU ADHYATMIK VISVAVIDYALAYA
NASATRA, BARPETA, ASSAM, PIN: 781307



OFFICE OF THE REGISTRAR
KRISHNAGURU ADHYATMIK VISVAVIDYALAYA
NASATRA, BARPETA, ASSAM, PIN: 781307
(Recognized Under Section 2(f) of UGC Act.1956)
Web Portal: <https://kav.ac.in> Mail Id: office@kav.ac.in

KAV(R)/Estt-7(I)/2024-25/

Date: 04/04/2025

**ORDINANCE ON HOLDING OF CONVOCATION FOR CONFERRING
'DEGREES' (To be approved by the Executive Council/Board of
Management/Governing Body)**

1. GENERAL RULES:

- 1.1. A convocation for the purpose of conferring degrees including honorary degrees and doctoral degrees, postgraduate degrees and diplomas and medals in different disciplines of Social Sciences & Humanities, Commerce and Science shall be held preferably every year at Krishnaguru Adhyatmik Visvavidyalaya, Nasatra, Barpeta, Assam, PIN: 781307 on such date as the Chancellor may fix.
- 1.2. The Board of Management/Governing Body shall from time to time, determine as to the degrees which may be conferred on graduates in person and the degrees to be conferred in absentia at the Convocation.
- 1.3. The Chancellor shall confer the Degree of Honoris Causa (especially of a degree awarded without examination as a mark of esteem), Degree of Doctor of Philosophy (Ph.D.), Post-Doctoral Degrees, and the Vice-Chancellor shall confer other degrees on students.

Provided that the Vice-Chancellor may confer a degree in advance of the Annual Convocation on students proceeding to Universities abroad for further studies, or in any other institution where considered essential.
- 1.4. Subject to such, general or special orders as may be issued by the Board of Management from time to time in this behalf, all candidates successful at the examination for a degree or diploma shall be entitled to be admitted to that degree or diploma at the next convocation held after the publication of result of that examination.
- 1.5. If any candidate is absent from the first convocation held after the publication of results, he/she shall on application to the Registrar, be entitled to be admitted to the degree in absence. Such applications shall be accompanied by a fee as may be prescribed by the University from time to time.

1.6. The Chancellor or in his/ her absence the Vice-Chancellor shall preside over the convocation.

1.7. No person shall be entitled to represent himself/herself or be presented as holding a degree of University unless he/she has been admitted to the degree by the University

1.8. The Degree Certificates shall be signed by the Registrar and shall bear the printed signature of the Vice Chancellor.

1.9. The Executive Council/Board of Management shall, from time to time, determine the procedure to be followed at the Convocation, if considered necessary.

1.10. Special Convocations for conferring degrees or for other purposes may be held on such dates and on such times as the Chancellor may fix.

1.11. The following order shall be maintained for conferring degrees and diplomas awarded on presentation at convocation:

- (a) Honorary Degrees in the order determined by the Vice-Chancellor
- (b) Special medals, if any, in the order determined by the Vice-chancellor
- (c) Doctoral degrees in the order of faculties
- (d) Master degrees and post-graduate degrees, diplomas and certificates in the order of faculties
- (e) Bachelor degrees, and
- (f) Medals other than special medals.

2. ACADEMIC PROCESSION

2.1. There shall be an academic procession which shall include the following persons, in the order as specified below provided the Vice-Chancellor may determine from time to time as to the person who will form the procession at the convocation:

- (i) the Registrar
- (iii) the Vice-Chancellor
- (iv) the Chancellor
- (v) the Chief Guest, if any
- (vi) the Director, if any

(vii) the Academic Registrar

(viii) the Controller of Examinations/Deputy Controller of Examinations

(ix) the Members of the Executive Council/Board of Management

(x) the Deans of the Faculty

(xi) the Faculty/Faculties

2.2. The academic procession shall be led by the Registrar.

2.3. The members of the academic procession shall wear dresses as may be determined by the Executive Council/Board of Management.

2.4. The members of the academic procession shall proceed to the dais in the order indicated above and leave the dais after conclusion of the session in the same order as specified.

2.5. When the academic procession enters or leaves the dais, as the case may be, at the beginning or end of the session, all the members of the audience shall rise in their seats and remain standing until the members of the academic procession take their seats on the dais or until the procession has left the venue of the convocation, as the case may be.

2.6. The dais at the Convocation hall shall be so arranged as to leave full space for the presentation of the candidates. Special seats shall be provided in the hall for the members of the Court/Board of Management and Academic Council.

2.7. The candidates for admission to the degrees and diplomas and other academic distinctions shall assemble at the Convocation hall at least one hour prior to the notified time of Convocation and shall wear the academic robes pertaining to their respective degrees and diplomas and shall take the seats assigned to them according to their faculties and all candidates shall be respectably attired.

3. ADMISSION TO DEGREES

3.1. The Academic Council shall, from time to time, approve the names of all persons who have passed the examinations required for various degrees of the University, and have become qualified for admission to such degrees. When the Academic Council has sanctioned the admission of any such person to any degree, he/she shall be entitled to be formally admitted to that degree. The date of formal admission to a degree shall be the date on which the Academic Council has sanctioned the admission of any such person to any degree.

3.2. For conferment of degrees, the Court, Executive Council/Board of Management and Academic Council shall meet on such date as the Chancellor may fix. The Executive Council/Board of Management shall decide from time to time, various categories of graduates,

who shall be admitted to their degrees at each Convocation or who's Degrees and Diplomas shall be sent to them, by post, free of charge

3.3. Persons, who are required to attend a University Convocation for Admission to their degrees, but who are unable to do so or who are desirous of being admitted to their degree before the Convocation, in exceptional circumstances, shall be admitted to their degrees in absentia on payment of a fee of Rs.100/- each.

3.4. If any eligible candidate does not intend to appear at the first Convocation, after the sanction of his/her degree, he/she shall give at least five days' notice to the Registrar of his/her intended absence, and may then be admitted to his/her degree at any subsequent Convocation; provided that he/she gives at least fifteen days' notice to the Registrar of his/her intention to appear.

3.5. If any candidate fails to give such notice of intended absence or appearance, he/she shall pay Rs.100/- to the University before he/she is admitted to his/her degree.

3.6. If any candidate has not offered himself/herself for admission to the degree in the manner provided for in Clauses 3.2 and 3.3 above, he/she may apply to the Registrar to be admitted to his/her degree in absence. Such application shall be accompanied by a fee of Rs.100/-.

3.7. On the receipt of such application, the Registrar shall consider it and may declare the applicant to be admitted to the degree in absence.

4. ACADEMIC COSTUMES:

The Academic Costumes (Dresses/Clothes) shall be worn at the time of convocation for conferring degrees. The specifications of the colour, material, weaving, dying etc. shall be determined by the Executive Council/Board of Management.

5. PRESENTATION OF THE CANDIDATES:

5.1. On the Procession entering the Hall, the candidates and the audience shall stand and remain standing until the members of the procession have taken their seats.

5.2. The Registrar will seek the consent of the Chancellor or in his/her absence of the Vice Chancellor, to declare the Convocation open in the following manner

5.3. "Hon'ble Chancellor/Vice Chancellor, May I request you to declare the Convocation open!"

5.4. The Chancellor/Vice Chancellor: "I declare the Convocation open".

5.5. The proceedings of the Convocation shall then begin with the intonation of "Krishnaguru Jayadhani and Prarthana".

5.6. The candidates, who are to be awarded Degree of Honoris Causa at the Convocation shall be presented by the Vice-Chancellor to the Chancellor.

The Vice Chancellor shall welcome the distinguished person and shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:

“By virtue of the authority vested in me as the Vice-Chancellor of Krishnaguru Adhyatmik Visvavidyalaya, Nasatra, Barpeta, Assam, Pin: 781307, I request Hon’ble Chancellor that you 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 _____ (name of the recipient) the degree of Honoris Causa” and may if so desire, add such remarks as he/she thinks appropriate befitting the occasion regarding the achievements in respect of the recipient.

5.7. The candidates, who are to be awarded Post-Doctoral Degrees/Degrees of Doctor of Philosophy (Ph.D.) at the Convocation shall be presented by the respective Deans of the Faculties in the following order:

(i). Post-Doctoral Degree

ii) Ph.D.

The Dean of the Faculty/Academic Registrar concerned will direct the recipient of the Degree of concerned programme to rise from his/her seat, and will address as under:

“Sir, I present to you the candidate for the Post-Doctoral Degree of _____ / Degree of Doctor of Philosophy (Ph.D.) in _____ from the University and the constituent colleges who has been examined and has been qualified for the degree to which I pray that they may be admitted.”

The Chancellor, thereupon shall give to the student the Degree and shall say:

“By virtue of the authority vested in me as Chancellor of the Krishnaguru Adhyatmik Visvavidyalaya, Nasatra, Barpeta, Assam, Pin: 781307, I admit you to the Post-Doctoral Degree of _____ / Degree of Doctor of Philosophy (Ph.D.) in _____ and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same.”

5.8. The candidates, who are to be awarded Postgraduate degrees/Diplomas at the Convocation shall be presented by the respective Deans of the Faculties/Academic Registrar in the following order:

i) M. A.

(iv) M. Sc.

- ii) P.G. Diplomas
- iii) Any other Postgraduate degree

The Dean of the Faculty/Academic Registrar concerned will direct the recipients of the Degree of concerned programme to rise from their seats, and will address as under:

“Sir,

I present to you the candidates for the Master Degree of _____/Diplomas in _____ in _____ from the University and the constituent colleges whose names are set out in the list and who have been examined and have been qualified for the degree/diploma to which I pray that they may be admitted.”

The Vice Chancellor, thereupon shall give to the students the Degrees and shall say:

“By virtue of the authority vested in me as Vice-Chancellor of the Krishnaguru Adhyatmik Visvavidyalaya, Nasatra, Barpeta, Assam, Pin: 781307, I admit you all to the Master’s Degree of _____/Diploma in _____ in _____ and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same.”

The concerned students will acknowledge by a bow and sit down.

5.9. The candidates, who are to be awarded Graduate Degrees at the Convocation shall be presented by the Director/Dean of the Faculty/Principal of the institution as the case may be in the following order:

- i) B. A.
- ii) B. Sc.
- iv) B. Pharm
- v) Bachelor of Physiotherapy (BPT)
- vi) D. Pharm
- viii) Any other Graduate Degree

The Director/Dean of the Faculty/Academic Registrar, Principal of the institution concerned will direct the recipients of the Degree of concerned programme to rise from their seats, and will address as under:

“Sir,

I present to you the candidates for the Bachelor Degree of _____ from the University and the constituent colleges whose names are set out in the list and who have been examined and have been qualified for the degree to which I pray that they may be admitted.”

The Vice Chancellor, thereupon shall give to the students the Degrees and shall say:

“By virtue of the authority vested in me as Vice-Chancellor of the Krishnaguru Adhyatmik Visvavidyalaya, Nasatra, Barpeta, Assam, Pin: 781307, I admit you all to the Bachelor Degree of _____ and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same.”

5.10. The Vice-Chancellor will request the Chief Guest to present the medals and awards to the students. The Dean of Students' Welfare will announce the medals and other distinctions shall then be presented by the Chief Guest of the Convocation.

5.11. The Vice-Chancellor will present the annual report of activities of the University and request the Chief Guest to deliver his/her convocation address.

5.12. Chancellor's Address, if he/she so desires.

5.13. The Chief Guest shall deliver his/her convocation address.

5.14. Vote of thanks.

5.15. The Registrar shall request the Chancellor/Vice-Chancellor to declare the Convocation closed in the following manner “Hon`ble Chancellor/Vice-Chancellor, May I request you to declare the convocation closed.”

5.16. The Chancellor/Vice-Chancellor shall declare the Convocation closed in the following manner.

“I declare the convocation closed.”

5.17. The Registrar shall request the august gathering to rise from their seats for the National Anthem.

5.18. The National Anthem

5.19. The Procession will leave in the same order as it entered. The audience shall remain standing till the procession has left the Convocation Hall.

04/04/2025

Registrar
Krishnaguru Adhyatmik Visvavidyalaya
Nasatra, Barpeta, Assam