



(TANSCH)

TAMIL NADU STATE COUNCIL FOR HIGHER EDUCATION

FORM OF PROCEDURE FOR GRADUATION DAY

**FORM OF PROCEDURE FOR COLLEGES
(AUTONOMOUS AND NON-AUTONOMOUS)**

I ARRIVAL OF DIGNITARIES:

- All the Heads of the Departments (HODs) shall wear the academic robes prescribed and assemble in the respective robing rooms at the appointed hour.
- The Chief Guest will be received by the Principal, Secretary of the Educational Trust which runs the college and the members of the college committee
- The Chief Guest, Secretary of the Educational Trust and the Principal will proceed to the respective robing rooms.

II ACADEMIC PROCESSION

- The procession will be formed in the following order:
 1. Principal (Presiding Officer of the Graduation Day)
 2. Controller of Examinations (in the case of Autonomous colleges)
 3. Members of the Heads of the Departments (in rows of two)
 4. The Secretary of the Educational Trust
 5. Chief Guest
- When the procession returns after the Convocation, the order will be in reverse.
- The Principal, Secretary, HODs and the Chief Guest shall proceed to the dais and occupy their seats.
- The seating arrangement in the dais given in Annexure-I should be strictly followed.
- All others in the Graduation Hall shall resume their seats.

III INVOCATION

- The Secretary shall say Tamil Thai Vazhthu (by recorded version). (Where there is no Secretary, Principal shall replace the position of the Secretary)

IV DECLARING THE GRADUATION DAY OPEN

- The Secretary shall say,

The Graduation of the College has been called to distribute the degrees/ Diplomas in various subjects of the College upon the candidates who in the Examination recently held for the purpose have been certified to be worthy of the same.

V WELCOME ADDRESS AND REPORT BY THE PRINCIPAL

- The Secretary of the College shall say I invite the Principal of the College to deliver the Welcome Address and present a report of the Activities of the College.
- The Principal will present the Welcome Address and report.

VI DELIVERY OF THE GRADUATION ADDRESS

- The Principal shall say,

I invite the Chief Guest Thiru./Tmt./Dr. _____
(Only the name of the Chief Guest, not his other titles) to address the candidates.

The Chief Guest will deliver the Graduation Address.

VII PRESENTATION OF CANDIDATES

Principal:

- Let the candidates be now presented by the HODs.
- The Heads of the Departments will now read the list of Graduates of their departments, one by one. The Principal will be handing over the Certificates to the Chief Guest. The departments will follow the alphabetical order (English). Candidates will come to the dais and receive the degrees and prizes/medals from the Chief Guest by bowing down and proceed to resume their seats. No other person is entitled to distribute the Certificates/Medals/Prizes.

- The HOD of Management Studies and Research

Mr./Madam Principal

- I present unto you the candidates **IN PERSON** in the Management Studies and Research who have been certified by after examination to be duly qualified to receive the degrees of Bharathiar University.
- After all the Graduates received their degrees,

The Senior most HOD (by service in the College) will say

Mr./Madam Principal,

“Under the laws of the University, I present unto you “**IN ABSENTIA**” the following number of candidates who have been certified after examination to be duly qualified to receive the Degrees of respective departments:”

(name of the University) in the Name of the Department : Total Number of Candidates (In Alphabetical order) :

VIII ADMINISTRATION OF THE PLEDGE BY THE PRINCIPAL

- Principal : All the Graduates stand up please
- The Principal now administer the Pledge
- The Principal shall read out the following pledge and candidates will repeat the same.

“WE SHALL IN THOUGHT, WORD AND DEED EVER ENDEAVOR 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 UNITY, INTEGRITY AND THE SECULAR IDEAL OF OUR COUNTRY.”

Principal will read:

“By virtue of the authority vested in me “as the Principal of Coimbatore Institute of Management and Technology, “I admit you to the several degrees for which you have been declared qualified and in token whereof I permit you to wear the academic robes ordained, as the insignia of your degrees”.

IX DISSOLUTION OF THE GRADUATION

- As the Proceedings conclude, the Principal shall say:

“I DISSOLVE THIS GRADUATION CEREMONY”

X NATIONAL ANTHEM

- The Principal shall say,

“NATIONAL ANTHEM”
(recorded version)

- The National Anthem will be played and all persons in the Hall will stand up.

COIMBATORE INSTITUTE OF MANAGEMENT AND TECHNOLOGY
Affiliated to Bharathiar University
XX GRADUATION DAY ON XX-XX-XXXX AT XX: XX AM/PM

Minute-to-Minute Programme

Time	Event Details
	Arrival of the Chief Guest
	Introduction of the College Committee members, Principal/Secretary to the Chief Guest
	Robing
	Academic Procession
	Tamil Thai Vazhthu
	Welcome Address and report by the Principal (7–10 mts.)
	Opening of Graduation Ceremony
	Graduation Day address by the Chief Guest (17–20 mts.)
	Presentation of Candidates
	Pledge
	Distribution of Certificates
	Dissolving Ceremony
	National Anthem
	Procession
	Departure of the Chief Guest

OTHER PROCEDURES AND CONDITIONS FOR AUTONOMOUS AND NON-AUTONOMOUS COLLEGES

- The Degree Distribution Ceremony of Colleges should be named as Graduation Day not as Convocation.
- The Graduation Day should be held within 15 days from the receipt of the degrees from the University. Facilities should be provided to the graduates to receive the degrees in person / in absentia.
- University rank holders and University prize winners in academic disciplines alone are permitted to receive the same on the Graduation Day on the dais. No other medals/prizes to be given on that occasion.
- The Graduation Day Invitation should carry the name of the University by which the degrees are awarded.
- Garlanding, giving Mementoes and other offerings should not take place on the dais.
- No person should be allowed to sit on the dais except those who are given specific roles in the form of procedure.
- The colour of the robes for the Chief Guest, Principal, Secretary and HODs and Candidates should be strictly followed.
- The College shall arrange snacks for the graduates after the graduation function.
- Emergency exits should be provided on the dais and in the Hall.
- Fire Extinguishers and First Aid facilities should be available in the Hall.
- The Guard of Honour by the NCC Cadets should be given only to the Chancellor, State and Central Ministers and the Vice- Chancellor
- No other event like Cultural programmes should be held on the day of the Graduation.
- A report of the Graduation Day should be submitted to the University concerned.
- The Chief Guest address should be printed and distributed to the candidates.
- The back drop should carry only the following items: Name of the college Affiliated to University
Graduation Day
(Date of the Convocation)
It can also carry the Emblems of the College and University. No other description / word should be present in the back drop.
- The Chairs on the dais should be in uniform size and colour.
- A record of the event should be available for inspection by the concerned authorities.
- No one should be allowed to conduct the proceedings as 'Master of Ceremony'
- Uniform procession music to be played, for which recorded audio cassette will be available with the Tamil Nadu State Council for Higher Education.

ANNEXURE-I

ACADEMIC ROBES

The Academic Robes for the Principal, Secretary of the Educational Trust which runs the College, Chief Guest, HODs and Controller of Examinations (only in the case of Autonomous Colleges) and Candidates shall be as prescribed below:

Principal:

Purple Velvet Gown with full inner lining for body and sleeves fixed with silver zari lace 50 mm. width for fronts and round the sleeves.

Secretary:

Black Superior Satin Silk Gown with silk facings for fronts only.

HODs:

White Gown with yellow ribbon.

Controller of Examinations:

White Gown with red ribbon. Chief Guest: Green Gown of Silk.

Graduates: PG Students

Yellow Rob with Red Ribbon

Graduates: UG Students

Black Rob with Red Ribbon