

Jawaharlal Nehru University

Guidelines of Convocation

General Rules

1. Convocation for the purpose of conferring Ph.D degree shall be held annually at Jawaharlal Nehru University, Delhi on the date decided by the Vice-Chancellor as per the convenience of the Chief Guest.
2. The 8th Convocation of JNU has been scheduled on 6th February, 2025 to confer degree to Ph.D students who have successfully completed the Ph.D programme between 16th January 2024 to 15th January, 2025.
3. A convocation Committee headed by Prof. Dipendra Nath Das has been constituted with the approval of the Competent Authority.
4. The Vice Chancellor shall have all powers, related to the degrees to be conferred on Bachelors/Masters/M.Phil./Ph.D. in person and to be conferred in-absentia as a special case, at the Convocation. Every year degrees will be given to all Ph.D. students of JNU in person during Convocation. The M.Phil, Masters and Undergraduate students can collect the degrees from the Examination/Evaluation Branch as per University rules.
5. The Vice Chancellor may confer a degree in advance of the Convocation on students who require the degree for career advancement as a special case. Alternatively, provisional degree may be awarded.
6. The degrees shall bear the signatures of both Vice Chancellor and Registrar.
7. The degree shall be printed both in English and Hindi.
8. Special Convocations for conferring Honorary Degrees or for other such purposes may be held on such dates and times, as the Vice Chancellor may decide.
9. Portal for Convocation is <https://jnu.ac.in/convocation>. The website has a payment gateway and contains all other relevant information for the awardees.
10. A mandatory rehearsal will be arranged in AICTE Auditorium* on 4th February 2025 at around 3.00 p.m. All University officials, Deans, Chairpersons of schools have to attend rehearsal. Please reach to AICTE auditorium by 2.30 p.m. for rehearsal.

Academic Costumes

All dignitaries/on dais, Deans, Chairpersons, supervisors (faculty) and graduands are required to come in prescribed dress as mentioned below:

1. White kurta, pyjama for males.

2. White saree with a border for females or white kurta, salwar/churidar.
3. The graduands will be provided a dupatta. The dupatta is available with Convocation Costume Committee. The convocation registration fee will cover the cost of dupatta for graduands only. Others have to purchase the dupatta from Convocation Costume Committee.
4. No graduands will be allowed to attend the Convocation ceremony in a dress other than one specified for the Convocation.
5. All University authorities and awardees are required to come in formal footwear to attend the ceremony.
6. The Dignitaries on dais, Deans, Chairpersons, and Supervisors (faculty) will have to follow the dress code.

Order of Precedence

The following order of precedence may be observed at the time of Convocation and on other ceremonial occasions during the procession of convocation. The following persons will move in pair.

1. Registrar
2. Controller of Examinations
3. Director of Admissions
4. Deans/Chairpersons of Special Centre (According to Seniority)
5. Chief Proctor
6. Finance officer
7. Dean of Students
8. Rector II
9. Rector I
10. Vice Chancellor
11. Chief Guest

Special Guests

1. On behalf of the University the Registrar Office along with PRO and Evaluation branch is responsible for the formal invitation to Special Guests to attend a ceremony, advice on the procession, stage, seating, arrangements etc.
2. The Convocation Office will liaise with the Office of the Vice Chancellor and Rector I regarding the compilation of Guests list.

Music

Music will be played for the following elements of the Convocation ceremony:

- Vande Mataram/Saraswati Vandana
- National Anthem

Scripts and Testamurs

1. The Convocation Office is responsible for the compilation and production of briefs and/or scripts for each Convocation ceremony wherever required.
2. The following scripts and briefs are produced by the Convocation Office:
 - a) The brief detail of the ceremony and order of proceedings will be provided to all stage dignitaries.
 - b) Individual scripts provided to those who have a speaking role at the ceremony.
 - c) Scripts for Presiding Officer and Presenting Officer.
 - d) Scripts for Honorary Doctorate award recipient.
 - e) Presentation lists provided to the Deans containing a list of Degree recipients from their faculty, in ceremonial order. It is to be provided in advance of the Convocation ceremony and updated immediately prior to the ceremony.

The Ceremony

I. Academic procession

- a) The academic procession will assemble in the foyer of the venue 30 minutes before the ceremony.
- b) The order of procession is determined by the stage seating arrangements, which is in accordance with the protocol.
- c) The academic procession will enter in pairs in the venue as decided by the committee.

II. Order of Proceedings

a. The processional

- i. An opening announcement is made before the Convocation Ceremony commences.
- ii. Processional music commences, the audience stands, and the academic procession enters the hall.
- iii. Members of the processional proceed to their seats.

b. Commencement formalities

- i. The ceremony will start from Lighting of Lamp.
- ii. After lighting of lamp Saraswati Vanadana/Vande Mataram will be offered by a choir.
- iii. The Registrar will request to Vice Chancellor to open the Convocation. The Vice Chancellor will declare the Convocation open.
- iv. Vice Chancellor delivers welcome address and introduces Chief Guest. The Vice Chancellor will formally request Chief Guest to deliver his/her Convocation address.

c. **Conferring of Awards**

- i. The Registrar will call Director of Admissions to start the ceremony of conferment of the degrees. Then Director of Admissions will call Deans of respective Schools/Chairpersons of Centres to start the conferment of degrees to awardees: “I request dean to present the list of students from the faculty of sciences for conferment of M.Phil/Ph.D. degrees. The Deans will read a sentence **“Sir I present to you the students of ----- whose name(s) are set out in the list and who have been examined and found qualified for the degree of Ph.D. to which I pray that they may be admitted sir”**. The Deans call on graduands to come on dais and they are given degree(s) by Chancellor, Vice Chancellor, Special Guest.
- ii. The graduands would come on the stage one by one and receive their degrees.
- iii. Faculty on duty will ensure that graduands go on to the stage strictly as per the tag numbers without creating any kind of confusion.
- iv. The Vice Chancellor/Chief Guest confer the awards.

d. **The Convocation Address by Chief Guest and Address of Presiding officer (Vice Chancellor) to the Graduands.**

e. **Vote of thanks**

The vote of thanks will be delivered by the Registrar.

f. **Closing Formalities**

All participants will stand for the National Anthem. The closing of the Convocation will be declared by the Vice Chancellor. All participants and dignitaries will remain seated till the Convocation is closed.

Movement of Graduands across the Stage

As per instructions of the Convocation Committee.

Photography Session

An official photography session will be conducted during the ceremony.

Responsibilities for Convocation Ceremony

The detailed responsibilities and deadlines relating to Convocation will be outlined by the Convocation Office (DR Evaluation and Controller of Examinations office) and will be uploaded in JNU website.

FAO FOR CONVOCATION DATED 06.02.2025

1. **Timing** – A convocation ceremony will start on 06th February 2025 at around 10.00 a.m.
2. **Dress Code** – All Graduands are required to come in prescribed dress as mentioned in the guidelines of convocation on JNU website.
3. **Rehearsal** – A mandatory rehearsal will be arranged in AICTE Auditorium on 4th February 2025 at around 3. p.m.
4. **Accommodation** – graduands have to make their own arrangements for stay as per their own itinerary.
5. **No. of guest allowed to accompany** – the graduands can bring one accompanying person (one of the parents/family member) alongwith them. No accompanying person will be allowed without prior information. E-mail on convocation@jnu.ac.in is the preferred mode of communication.
6. **Live Streaming** – Live streaming of convocation ceremony will be available on social media websites.
7. **Students must carry following documents while attending convocation ceremony-**
 - a. Receipt of convocation registration fee.
 - b. Any valid ID proof issued by Government of India
8. a. In case of any technical/fee payment/registration related issue, graduands may contact through email (convocation@jnu.ac.in) and helpline No. 011-2670-4094
- b. For any degree related issue, please contact 2670-4797.

Jawaharlal Nehru University

Instructions for Graduands

The 8th Convocation of JNU has been scheduled on 6th February 2025 to confer degree to Graduands who have successfully completed the Ph.D programme between 16.01.2024 to 15.01.2025. The web-portal for Convocation is www.jnu.ac.in/convocation.

(A) Instructions for Degree recipients

1. A mandatory rehearsal will be arranged in AICTE Auditorium on 4th February 2025 at 3.00 p.m. **Degree recipients who fail to attend rehearsal will not be allowed to attend the convocation.**
2. Degree recipients who are unable to attend the Convocation must inform the Registrar/Deputy Registrar (Evaluation) well in advance. Such Degree recipients will be admitted to the degree in absentia.
3. The graduands can bring one accompanying person (One of the parents/family member) along with them. The awardee **must** inform the name of the accompanying person and relationship with him/her and a pass will be issued by Convocation Committee to them. **No accompanying person will be allowed without prior information.** E-mail (convocation@jnu.ac.in) is the preferred mode of communication.
4. All degree receiving students (in-person and absentia) need to register for the convocation. Registration fee is fixed at Rs1500/- for this year. Last date for registration is 31st January, 2025.

(B) Academic Costumes

All dignitaries/on dais, Deans, Chairpersons, supervisors (faculty) and graduands are required to come in prescribed dress as mentioned below:

1. White kurta, pyjama for males. White saree with a border for females or white kurta, salwar/churidar.
2. The graduands will be provided a dupatta. The dupatta is available with Convocation Costume Committee. The convocation registration fee will cover the cost of dupatta form graduands only. Others have to purchase the dupatta from Convocation Costume Committee.
3. No graduands will be allowed to attend the Convocation ceremony in a dress other than one specified for the Convocation.
4. All University authorities and awardees are required to come in formal footwear to attend the ceremony.

5. The dignitaries, on dais, Deans, Chairpersons, and supervisors (faculty) will have to follow the dress code.

(C) Degree Recipients Participation in Convocation Ceremony

1. Degree recipients must report by 9.00 a.m. at the venue on 6th February, 2025.
2. Seating arrangements will be alphabetical, School/center- wise within each course group as decided by the Convocation Committee.
3. Once all Degree recipients are seated, they will receive a briefing about the time, when in the proceedings the awards will be presented.
4. The degrees will be awarded to students of different Schools/Centres and Special Centers in alphabetical order.

(D) Arrangements for Differently abled Graduands

1. The University has a responsibility to ensure that differently abled graduands can participate in the Convocation Ceremony with ease.
2. In order to ensure appropriate arrangements to be made, it is essential that students request the Convocation Office (JR Evaluation) for any special requirements well in advance.
3. Where a candidate with mobility impairment cannot use stairs or where there is no wheelchair access to the stage, the Presiding Officer will descend the stairs to present the award. In this situation, the Convocation Office will brief the Presiding Officer, and the candidate regarding the process.
4. Candidates with vision impairment will be assisted by a guide or person(s) deployed for this purpose.

(E) The Ceremony

Academic Procession

1. The academic procession will assemble in the foyer of the venue 30 minutes before the ceremony.
2. The order of procession is determined by the stage seating plan which is in accordance with the seating protocol.
3. The academic procession will enter the venue as decided by the committee.

(F) Movement of Degree recipients across the Stage

As per instructions of the Convocation Committee.

(G) Photography Session

A photography session will be conducted during the ceremony.