Ordinance 32(XXXII)

CONVOCATION
A. ANNUAL CONVOCATION

1. A Convocation for the purpose of conferring Degrees, Diplomas and other distinctions of the University, shall be held every year on a date fixed by Majlis-i-Muntazimah (Executive Council).

2. Not less than four weeks notice shall be given to the recipients by the Musajjil (Registrar) of the Convocation.

3. **The Academic Procession of the convocation shall be formed in the following order:**
   (1) Musajjil (Registrar)
   (2) Dean, Faculty of Education.
   (3) Dean, Faculty of Humanities & Languages.
   (4) Dean, Faculty of Social Sciences.
   (5) Dean, Faculty of Natural Sciences.
   (6) Dean, Faculty of Engg. & Technology.
   (7) Dean, Faculty of Law.
   (8) Dean, Faculty of Architecture & Ekistics; and Deans of such Faculties, which may be established by the University from time to time ;
   (9) Chairman Board of Management/Director, Mass Communication Research Centre.
   (10) Dean, Students Welfare.
   (11) Finance Officer.
   (12) Librarian.
   (13) Controller of Examinations.
   (14) Amir-I-jamia, (Chancellor).
   (15) Shaikhul-ul-jamia (Vice-Chancellor) and the Chief Guest, invited to deliver the convocation Address.
   (16) Naib Shaikh-ul-jamia (pro-vice-Chancellor);
   (17) All Ex-Vice-Chancellors of the University and the Vice- Chancellors of other universities.
   (18) Member of the Anjuman (court)
   (19) Members of the Majlis-i-Muntazimah (Exccutive Council)
   (20) Members of the Majlis-i-Talimi (Academic Council.

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

5. The Musajjil (Registrar), having obtained the consent, of the Amir-i-Jamia (Chancellor), or in his absence the Shaikh-ul-Jamia (Vice-Chancellor), shall declare the Convocation open in the following manner: Musajjil (Registrar): " Janab Amir-i-Jamia, May I with your permission declare the Convocation open?"

   Shaikhul-Jamia

   (Kya mein, aap ki ijazat se jalsa-e-taqseem-e-asnad ke aaghaz ka elaan kar sakta hoon)

   Amir-i-Jamia (Chancellor): "I permit".

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Amir-e-J amia

(Ijazat dee jati hay)

Musajjil

("*Janab Amir-e-Jamia ki ijazat se mein jalsa-e-taqseem-e-asnad key aaghaz ka elaan karta hoon".)*

Musajjil (Registrar): "With the permission of Janab Amir-i-Jamia declare the Convocation open".

6. The proceedings of the Convocation shall then begin with the recitation of the Holy Quran followed by Urdu/English translation.

7. The Jamia Tarana shall then be presented.

8. The Shaikh-ul-Jamia (Vice-Chancellor) shall then present the Annual Report of the University.

9. The Amir-i-Jamia (Chancellor) or in his absence the Shaikh-ul-Jamia (Vice-Chancellor) shall then say: "Let the candidates be presented".

Amir-e-Jamia/Shaikhul-Jamia: "Ummedwaron ko pesh kiya jaye"

10. The Candidates who are to be awarded Degrees and Diplomas at the Convocation shall be presented by the respective Deans of the Faculties and Heads of the Institutions in the following order:

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(1) Faculty of Humanities and Languages:

(a) Doctor of Philosophy (Ph. D)
(b) Master of Philosophy (M. Phil)
(c) Master of Arts (M.A)
(d) B.A. (Hons)
(e) B.A (Pass)
(f) P.G. Diplomas.
(g) Advanced Diplomas.
(h) Diplomas.
(i) Certificate courses.

(2) Faculty of Social Sciences:

(a) Doctor of Philosophy (Ph. D)
(b) Master of Philosophy (M. Phil)
(c) Master of Arts (M.A)
(d) M.Sc (Extension Edu.)
(e) Master of Social Work (M.S.W.)
(f) Master of Commerce (M.com)
(g) M.I.B
(h) P.G. Diplomas.
(i) B.B.S
(j) B.I.B.F
(k) B.com. (Hons.)
(l) B.A (Hons.)
(m) B.A. (Pass)
(n) Bachelor of Library and Information Science.

(3) Faculty of Natural Sciences:

(a) Doctor of Philosophy (Ph. D)
(b) Master of Philosophy (M. Phil)
(c) Master of Science (M.Sc.)/M.A.(Maths)
(d) M.C.A
(e) M. Tech
(f) Post-Graduate Diplomas.
(g) Advanced Diplomas.
(h) B.Sc. (Hons)
(i) B.Sc. (Pass)
(j) B.sc. (Instrumentation)
(k) B.C.A
(l) B.A. (Hons) Maths

(4) Faculty of Education:

(a) Doctor of Philosophy (Ph. D)
(b) Master of Philosophy (M. Phil)
(c) Master of Education (M.Ed.) (full time and part time)
(d) Master of Arts (M.A) (Education)
(e) M.A. (Edl. Planning & Admin.)
(f) Master Of Fine Arts (M.F.A)
(g) Bachelor of Education (B.Eds.)
(h) Bachelor of Education (B.A.As) and
(i) P.G. Diploma
(j) Diplomas.
(k) Certificate courses.

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(5) Faculty of Engineering and Technology:

(a) Ph.D
(b) M.Tech.
(c) M.Sc. (Electronics)
(d) M.B.A
(e) B. Tech.
(f) Bachelor of Engineeing (B.E.) (Part-time)
(g) Diploma in Engineering.

(6) Faculty of Law:

(a) Ph.D
(b) LL.M
(c) B.A. LL.B(Hons)

(7) Faculty of Architecture & Ekistics

(a) Ph.D.
(b) M.Arch.
(c) M. Ekistics
(d) B. Arch

(8) Mass Communications Research Centre :

(a) Doctor of Philosophy(Ph.D) and

(b) M.A. in Mass communication.
(c) M.A. in Convergent Journalism.
(d) P.G. Diplomas.

1. The Candidates shall be presented by the Dean of the Faculty concerned in the following form ……
..……
……
However in case of the candidates of various centers in Jamia, one of the Directors of Jamia's Centers as nominated by the Vice-Chancellor, Shall present such candidates.

"These candidates, whose names are set out in the list and who have been examined and found qualified for Degree/Diploma of _____, of _____; I pray that they be admitted to the Degree/Diploma of _____"

"Yeh ummeedwar jinke nam fehrist mein darj hein jo imtehaan mein kamyaabi hasil karne ke baad Jamia ki _____ke mustahiq karar paye hein. Mein aapse istada karta hoon ki aap inhe_____ degree/ Diploma ata kiya jaye".

12. Thc Degrees/Diplomas shall be awarded by the Shaikh-ul-Jamia (Vice-Chancellor) in the following words :
"By virtue of the authority vested in me as the Shaikh-ul-Jamia of the Jamia Millia Islamia, I admit you all to the Degree/Diploma of _____and I charge you that ever in your thought and action you prove yourself worthy of the honour conferred on you."
The candidates shall acknowledge by a bow. ."

"In ikhtiyaarat ki ro se jo bahasiyat Shaikhul-Jamia, Jamia Millia Islamia mujhe hasil hein, mein aap ko _____degree/diploma ata karta hoon aur hidayat karta hoon ki aap hamesha apne kaul-o-amal se khud ko is aizaz ka ahl saabit karein".

13. The Shaikhul-Jamia would request the Chairman to present the medals and awards to the students. The Dean of Students' Welfare would announce the names of recipients.
14. Medals and other distinctions shall then be presented by the Chairman of the Convocation.
15. The Chief Guest shall deliver his address.
16. The Musajjil (Registrar) shall declare the Convocation closed.
17. The National Anthem.
18. The Procession will leave in the same order, as it entered. The audience shall remain standing till the Procession has left the Convocation Hall.
19. Degree in Absentia :
If any candidate fails to attend the Convocation, he/she shall pay a sum of Rs. 100/- to the University before he/she is admitted to the Degree/Diploma.

20. (a) Academic Costumes :

(1)	Amir-i-Jamia (Chancellor)	Green Velvet Gown with 3" gold lace in front and 2" gold lace on the bottom of the sleeves and a monogram of the University.
(2)	Shaikh-ul-Jamia	White Velvet Gown with 2" silver lace in front and

	(Vice-Chancellor)	one and half gold lace on the bottom of the sleeves.
(3)	Naib-Shaikh-ul-Jamia (Pro- Vice-Chancellor)	Purple Velvet Gown with 2" gold lace in front and one and half gold lace on the bottom of the sleeves
(4)	Musajjil (Registrar)	Grey Satin Gown with 2" silver lace in front and 1" lace; on the bottom of the sleeves.
(5)	Deans	Maroon Velvet Gown with 1" gold lace in front.
(6)	Recipient of Honorary Degree	Scarlet Silk Gown With 3" gold lace and 2" gold lace on the bottom of the sleeve, white with golden lining hood.
(7)	Others	Red with Golden Zari facing Gown

(b) Colours of Hoods for various Degrees/Diplomas :

(1)	Ph. D.	: White with golden lining
(2)	M.Phil (Education)	: White golden lining with mauve colour.
(3)	M.A./ M.S. W ./M.A(Education) M.A.(Educational Planning & Adrninistration)/ M.A. (Mass Communication)/M.Com	: Black with red lining having 2" golden border.
(4)	M. Sc./M.Tech./M.Arch.	: Black with sky blue lining having 2" golden border.
(5)	M. Ed./M.F .A.	: Black with white lining.
(6)	Master of Special education	: Black having two border of 1" in mauve colour.
(7)	B.Ed./Bachelor of Special Education	: Black with 3" white border.
(8)	Post Graduate Diploma in Cartography	: Black with 3" orange border.
(9)	Advanced Diploma in Modem Arabic/ French/ Russian	: Green with red border
(10)	Post-B. Sc.Diploma in Computer Application.	: Green with blue border
(11)	B. A.(Hons.)	: Black with full red lining.
(12)	B. Sc.(Hons.)	: Black with full green.
(13)	B. Com.(Hons.)	: Red with green lining.
(14)	B. A.(Pass)	: Black with 3" red border.
(15)	B. Sc.(Pass)	: Black with 3" green border.
(16)	B.F.A.	: Black with Pink Lining
(17)	B.E. (Civil)	: Black with blue lining
(18)	B. Tech.	: Black with blue lining
(19)	B. Lib.& Information Science	: Green with golden lining

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(20)	Diploma in Basic Training	: Black with maroon lining
(21)	Diploma in Modern Arabic/ French/Russian	: Green with white border,
(22)	Diploma in Urdu Language Proficiency	: Green with white lining
(23)	Diplomas in Engineering	: Black with 3" sky blue border.
(24)	B.Arch.	: Black with silver gray lining

19. Instructions for Candidates:

(1) Candidates must appear in the prescribed academic dress.

(2) A rehearsal may be arranged on or before tlte day of the Convocation, at which candiates for Degrees/Diplomas must be present. Candidates not present at the rehearsal run the risk of not being admitted to the Convocation.

(3) The candidate, who fails to attend the Convocation, shall pay the prescribed fee to the University before he/she is admitted to the Degree/Diploma.

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B. SPECIAL CONVOCATION
(Vide Statute 29)

1. A Special Convocation shall be held for the purpose of conferring Honorary Degree on a distinguished person.

2. The Academic Procession of the Special Convocation shall be formed in same order, as laid down in Para A.3 above, except Item (14), which in thc casc of Special Convocation would be as follows:

   (14) Shaikh-ul-Jamia (Vice-Chancellor) and the distinguished person on whom the Honorary Degree is to be conferred.

3. The Musajjil (Registrar), having obtained the consent of the Amir-i-Jamia (Chancellor), shall declare the Special Convocation open in the followillg manner :

   Musajjil (Registrar) : "Janab Amir-i-Jamia, May I with your permission declare the Special Convocation open"?

   Amir-i-Jamia (Chancellor) : "I permit."

   Musajjil (Rcgistrar) : "With thc permission of Janab Amir-i-Jamia, I declare the Special Convocation open."

4. The proceedings of the Special Convocation shall then begin with the recitation of the Holy Quran.

5. The Jamia Tarana shall then be presented.

6. The Shaikh-ul-Jamia (Vice-Chancellor) shall welcome the distinguished person and shall read out the citation and request the Amir-i-Jamia . (Chancellor) to confer the Honorary Degree in the following words :

   "By virtue of the authority vested in me as the Shaikh-ul-Jamia of the Jamia Millia Islamia, I request Janab Amir-i-Jamia that you may be pleased to graciously confer upon _____

   (Name of the distinguished person) .

   the Degree of _____(Honoris Causa) for his outstanding services."

   "In ikhtiyaraat ki ro se jo bahasiyat Shaikhul-Jamia, Jamia Millia Islamia mujhe hasil hein, mein, Janaab Amir-e-Jamia se darkhast karta hoon ki aap azra-he-inayat Janaab _____ko inki besh-baha khidmat ke aitraaf mein_____ ki aizazi sanad ata farmaaye".

   Provided that if the Shaikh-ul-Jamia (Vice-Chancellor) is presiding over the Special Convocation, the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) or in his absence the Musajjil(Registrar),as the case may be, shall read the citation and performed such functions, which the Shaikh-ul-Jamia(Vicc-Chancellor) would have performed.

7. The Amir-i-Jamia (Chancellor) shall confer the Honorary Degree in the following words :

   "I confer on_____the Degree of_____ (honoris Causa).

   "Amir-e-Jamia: Mein_____ ko_____ aizazi sanad ata karta hoon".

8. The recipient of the Honorary Degree *will* then present his address, if any.

9. (I) The National Anthem of the Country of the Dignitary on whom the Degree is conferred, if necessary .

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(2) The National Anthem of India.

10. The Musajjil (Registrar) shall then declare the Special Convocation closed.

11. The Academic Procession *will* leave in the same order as it entered.

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