



ভট্টদেব বিশ্ববিদ্যালয়
বজালী, পাঠশালা-৭৮১৩২৫, অসম
BHATTADDEV UNIVERSITY

(A State University established under Assam Act No. XXXVI of 2017)

BAJALI, PATHSALA-781325, ASSAM
OFFICE OF THE REGISTRAR

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Registrar

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No. Bhatt.U/E&A Sec./2025/6838

Date: 22/05/2025

NOTIFICATION

As per approval of the 16th meeting of the Executive Council, Bhattadev University held on 27/02/2025 vide Resolution No. EC-16/2025/13, the University is pleased to notify the Convocation Ordinance of Bhattadev University.

The Ordinance shall come into force with immediate effect.

Issued with the approval of the Hon'ble Vice-Chancellor dated 02/05/2025.

Manjit Das
22/5/25
Registrar
Bhattadev University

Memo No. Bhatt.U/E&A Sec./2025/6838-A

Date: 22/05/2025

Copies to:

1. Web Administrator with a request to upload the file.
2. P.S. to the Vice-Chancellor, Bhattadev University
3. Office File

Manjit Das
22/5/25
Registrar
Bhattadev University



CONVOCATION ORDINANCE
OF
BHATTADEV UNIVERSITY

(As approved by the 16th Meeting of the Executive Council,
Bhattadev University held on 27/02/2025 vide Resolution No. EC-16/2025/13)



BHATTADEV UNIVERSITY, BAJALI
[ASSAM ACT NO. XXXVI OF 2017]

Manjit Das
22/5/25

BHATTADEV UNIVERSITY
ORNINANCE ON CONDUCT OF CONVOCATION

1. General rules

- (i) Convocation for the purpose of conferring Degrees including Degrees on *Honoris Causa*, Doctoral Degrees, Postgraduate Degrees, Undergraduate Degrees, and Diplomas, with Medals and Prizes in different disciplines shall normally be held annually on such a date as may be fixed by the Competent Authority.
- (ii) The Honorary Degree shall be signed by the Vice-Chancellor. Other Degrees and Diplomas shall bear the signatures of the Registrar and the Vice-Chancellor of the University. However, the Provisional Degree Certificates/ Diplomas shall be issued by the Registrar under his/her seal and signature.
- (iii) The Registrar shall issue a notice for the convocation at least 6 weeks before the convocation, inviting applications with prescribed fees from the eligible candidates.
- (iv) The Registrar shall issue to each member of the Convocation a detailed programme of the Convocation and the procedure to be followed there at least 10 days before the date of Convocation.
- (v) The candidates who have passed their examinations in any year prior to the holding of the first Convocation of the University shall be eligible to be admitted to the convocation on payment of prescribed fees as may be decided by the Vice-Chancellor. If, in any subsequent year, the Convocation is not held, all candidates who have passed their examinations after the last Convocation, shall be eligible to be admitted to the immediate next Convocation on submission of forms and payment of fees. If any candidate does not submit an application for admission or fails to attend the Convocation, such candidates may be admitted to the Degree by the Chancellor/Vice-Chancellor in absentia and the Degree/Diploma may be collected from the Registrar after the Convocation, on submission of application in prescribed form with necessary fees prescribed for the purpose.
- (vi) The Chancellor shall preside over the University Convocation Ceremony. In the absence of the Chancellor, the Vice-Chancellor shall preside.
- (vii) The Chancellor or the Vice-Chancellor, in the absence of the Chancellor, shall confer Degrees/Diplomas on students. Provided that the Chancellor/Vice Chancellor may request the Chief Guest/Guest(s) of Honour present, to present such Degrees on students, which may be considered appropriate.
- (viii) The presentation of the person(s) at the convocation on whom the Honorary Degree(s) is/are to be conferred shall be made by the Vice-Chancellor/Registrar/Academic Registrar.
- (ix) The respective Deans/Associate Deans of Faculties or in his/her absence the Dean/Associate Dean in-charge shall present students of concerned faculties to the Chancellor or in his/her absence to the Vice-Chancellor for award of the Degrees and Diplomas at the Convocation.
- (x) The names of the recipients of medals and prizes shall be read out by the Registrar/Academic Registrar of the University.
- (xi) The order of conferring the Degrees/ Diplomas will be the following:
 - (a) *Honoris Causa*
 - (b) PhD
 - (c) Post Graduate
 - (d) Under Graduate
 - (e) Diploma

Manoj Das
22/07/13

2. Academic Costumes:

- (i) The Academic Costumes 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 University.
- (ii) All degree and diploma recipient at the Convocation shall wear appropriate Academic Dress prescribed by the University. No candidate without the proper Academic Dress shall be admitted to receive a degree and diploma at the Convocation.

3. Order of Precedence for Academic Procession:

- (i) The Chancellor, the Chief Guest, the Guest(s) of Honour, the Vice-Chancellor, the Pro Vice-Chancellor, the Registrar, the Academic Registrar, the Controller of Examinations, the Deans/Associate Deans, the Finance officer, the members of the University statutory bodies shall wear their convocation dress prescribed by the University and shall assemble at a place appointed for the purpose and shall enter the convocation hall in a procession preferably in the following order:
 - (a) The Registrar with the University Flag
 - (b) Members of the University Court
 - (c) Members of the Executive Council of the University
 - (d) Members of the Academic Council of the University
 - (e) The Deans/Associate Deans of the University
 - (f) The Academic Registrar
 - (g) The Controller of Examinations
 - (h) The Finance Officer
 - (i) The Pro Vice-Chancellor
 - (j) The Vice-Chancellor
 - (k) The Guest(s) of Honour
 - (l) The Chief Guest
 - (m) The Chancellor/Vice-Chancellor when the Chancellor is absent.

All of them shall take seats reserved for them.

4. Convocation Procedure:

- (i) The students shall assemble at a place appointed for the purpose and wear their Academic Dresses and shall proceed in a procession in separate groups Faculty and Department-wise, so that they can occupy their seats reserved for each Faculty/Department at least 20 minutes before the schedule time of the convocation. Other distinguished guests, teachers, staff, and parents are also to be seated in their reserved seats at least 15 minutes before the schedule time of the convocation.
- (ii) Once the students and guests take their seats, the anchor shall start,

“Good morning to all distinguished guests, members of teaching and non-teaching staff, students of Bhattadev University, and their parents. We welcome you all to the (number) convocation of Bhattadev University. All of you are requested to switch off your mobile phones and maintain silence during the entire proceeding of the convocation. You are also requested not to cheer or clap during any stage of the convocation or during the award of degrees. Photography is also strictly

prohibited.”

- (iii) At the time of the Academic Procession entry into the convocation hall, the anchor shall announce,

“Ladies and gentleman, the (number) convocation of Bhattadev University is about to begin. The academic procession is now entering the hall. You are requested to stand up and remain standing till the members of the procession take their seats after the completion of the National Anthem and the State Anthem and the University Anthem.”

- (iv) When the procession led by the Registrar enters the Convocation Hall, the candidates and all other invitees shall rise and remain standing until the members of the procession have taken their seats after completion of the National Anthem, the State Anthem and the University Anthem.

The National Anthem begins as soon as the Chancellor arrives at his/her designated seat.

- (a) National Anthem
- (b) State Song of Assam
- (c) University Song

- (v) Members of the Academic Procession, participants, and all invitees shall take their seats.

- (vi) The Registrar shall request the Hon'ble Chancellor/Vice-Chancellor to open the convocation and say,

“I request Honourable Chancellor/Vice-Chancellor to declare the opening of the (number) convocation of Bhattadev University.”

- (vii) The Chancellor/Vice-Chancellor declares the opening of the convocation, and shall say,

“I declare the (number) convocation of Bhattadev University open.”

- (viii) The Registrar shall request the Hon'ble Vice-Chancellor to address his welcome speech and report.

“I request Hon'ble Vice-Chancellor to present his welcome speech and report.”

The Vice-Chancellor shall present the welcome address. However, if the Chancellor is absent, the Vice-Chancellor chairs the convocation, and the Pro Vice-Chancellor or the Registrar shall deliver the welcome address.

- (ix) The Vice-Chancellor/Pro-Vice-Chancellor/Registrar request the Honourable Chancellor/ Vice-Chancellor,

“I request Hon'ble Chancellor/Vice-Chancellor kindly to allow us to confer the Degrees and Diplomas of Bhattadev University.”

- (x) The Chancellor/Vice-Chancellor shall say,

“The candidates who have been examined and found to be worthy of Degrees and Diplomas by the university authorities be now presented.”

- (xi) **Award of Doctoral Degree (Honoris Causa):** The Vice-Chancellor/Registrar/Academic Registrar shall welcome the distinguished person and request the Chancellor/Vice-Chancellor to confer the Honorary Degree in the following words:

“I request Hon'ble Chancellor/Vice-Chancellor to confer upon (Name of the distinguished person) the Doctoral Degree (Honoris Causa) for his/her outstanding service to the society.”

- (xii) The Chancellor/Vice-Chancellor shall confer the honorary degree with the following invocation.

"By virtue of the authority vested in me as the Chancellor/Vice-Chancellor of Bhattadev University, I confer on (Name of the Distinguished Person) the Doctoral Degree (Honoris Causa)."

- (xiii) **Award of Degrees:** The Vice-Chancellor/Registrar/Academic Registrar shall request Hon'ble Chancellor/Vice-Chancellor to start the proceeding of the award of degrees by saying

"Now I request Hon'ble Chancellor/Vice-Chancellor to kindly to award of degrees."

- (xiv) The Chancellor/Vice-Chancellor starts the proceedings of the award of degrees by saying

"I urge upon the Deans/Associate Deans of the Faculties to present the candidates of the departments for award of the Degrees."

- (xv) The Deans/Associate Deans/In-charge of respective faculties shall present the candidates for respective degrees.

- (a) **Faculty of Humanities and Social Sciences:**

The Dean/Associate Dean of the Faculty of Humanities and Social Sciences shall say,

"Will the candidates for PhD Degree in (name of departments) in the Faculty of Humanities and Social Sciences kindly rise in their seats."

- (b) Once the candidates stand up, the Dean/Associate Dean request the Chancellor/Vice-Chancellor,

"Sir, I present you these candidates and others in absentia, who have been found fit for the award of the Degree of Doctor of Philosophy in (name of departments) in the Faculty of Humanities and Social Sciences and pray that they be admitted."

- (c) The Chancellor/Vice-Chancellor shall admit the candidates and say,

"Admitted as prayed."

- (d) The Dean/Associate Dean of the Faculty of Humanities and Social Sciences shall now read the names of the candidates for the degree of Doctor of Philosophy as

"Candidates for PhD Degree will now come to the dais one by one to receive their degree from the Chancellor/Vice-Chancellor."

Candidates take their seats after receiving the PhD degree certificate.

- (e) The Dean/Associate Dean of the Faculty of Humanities and Social Sciences shall say,

"Will the candidates for Master of Arts in (name of departments) in the Faculty of Humanities and Social Sciences kindly rise in their seats."

Once the candidates stand up, the Dean/Associate Dean request the Chancellor/Vice-Chancellor,

"Sir, I present you these candidates and others in absentia, who have been found fit for the award of the Degrees of Master of Arts in (name of departments) and pray that they be admitted."

(Read department and batch)

- (f) The Chancellor/Vice-Chancellor shall admit the candidates and say,

"Admitted as prayed."

- (g) The candidates shall resume their seats.

- (h) The Dean/Associate Dean of the Faculty of Humanities and Social Sciences shall say,

"Will the candidates for Bachelor of Arts in (name of departments) in the Faculty of Humanities and Social Sciences kindly rise in their seats."

Once the candidates stand up, the Dean/Associate Dean request the Chancellor/Vice-Chancellor,

"Sir, I present you these candidates and others in absentia, who have been found fit for the award of the Degrees of Bachelor of Arts in (name of departments) and pray that they be admitted."

(Read department and batch)

- (i) The Chancellor/Vice-Chancellor shall admit the candidates and say,

"Admitted as prayed."

- (j) The candidates shall resume their seats.

- (xvi) The Dean/Associate Dean of the Faculty of Natural and Mathematical Sciences shall follow the same procedure as laid down in case of the Faculty of Humanities and Social Sciences.

- (xvii) **Medal Distribution:** The Registrar/Academic Registrar shall announce the names of recipients of Gold Medals as

"The Gold Medal awardees will come to the dais one by one to receive their Medals. I request Hon'ble Chancellor/Vice-Chancellor/Chief Guest/Guests of Honour to award the Gold Medal for the Post Graduate/Undergraduate batch of (year(s))."

(Read the names of the Awardees)

- (xviii) **Oath Taking Ceremony:** Administration by the Chancellor/Vice-Chancellor.

- (a) The Vice-Chancellor/Registrar shall say,

"I urge upon the candidates receiving the degrees/diploma of Bhattadev University to rise in their seats."

- (b) All Degree recipients will stand up and take their pledge.

- (c) The Chancellor/Vice-Chancellor will say,

"I charge you to take oath that you will henceforth behave in a manner that you will prove worthy of the degree/diploma conferred on you."

- (c) Pledge by Degree/Diploma recipient students will be led by a PG Gold Medalist with the highest CGPA.

"I, (name of a student) do solemnly and sincerely declare that in my daily life I shall conduct myself in a manner that I prove worthy of the degree conferred on me today by Bhattadev University."

- (xix) **Address by the Guest(s) of Honour:** The Vice-Chancellor/Registrar will invite the Guest(s) of Honours for their Convocation Address,

*"I now invite the Guest of Honour of the Convocation Mr./Dr./Prof.
to deliver his/her Speech".*

The Guest of Honour delivers his/her speech.

- (xx) **Address by the Chief Guest:** The Vice-Chancellor/Registrar will invite the Chief Guest for his/her Convocation Address,

*"I now invite the Chief Guest of the Convocation Mr./Dr./Prof.
to deliver his/her Convocation Address".*

The Chief Guest delivers his/her speech.

- (xxi) **Speech from the Chairperson (Chancellor/Vice-Chancellor):** The Vice-Chancellor/Registrar will invite the Chancellor/Vice-Chancellor for his/her Convocation Address,

*"I now invite the Hon'ble Chancellor (Governor of Assam)/Vice-Chancellor of
Bhattadev University Mr./Dr./Prof. to deliver his/her
Convocation Address".*

The Chancellor or the Vice-Chancellor, in the absence of the Chancellor, shall deliver his/her convocation speech.

- (xxii) **Signing of the Convocation Register:** The registrar request the Chancellor and the Vice-Chancellor to sign the convocation register of Bhattadev University.

*"Hon'ble Chancellor and the Vice-Chancellor will now sign the Convocation Register
of the University."*

- (xxiii) **Declaration of the closing of the convocation:** The Registrar shall request the Chancellor to close the convocation.

*"Now I request Hon'ble Chancellor/Vice-Chancellor to the declare the convocation
closed."*

- (xxiv) The Chancellor declares the convocation closed,

"I declare the convocation closed."

- (xxv) Immediately after the declaration of the closure of the convocation, the National Anthem starts.

- (xxvi) The Chancellor, Vice-chancellor with all members of the Academic Procession shall leave the Convocation preferably in the order

- (a) The Registrar with the University Flag
- (b) The Chancellor/Vice-Chancellor when the Chancellor is absent
- (c) The Chief Guest
- (d) The Guest(s) of Honour
- (e) The Vice-Chancellor
- (f) The ProVice-Chancellor
- (g) The Finance Officer
- (h) The Controller of Examinations
- (i) The Academic Registrar
- (j) The Deans/Associated Deans of the University
- (k) Members of the Academic Council of the University

(l) Members of the Executive Council of the University

(m) Members of the University Court

(xxvii) The candidates shall leave the hall in an orderly manner.

5. Grant of Honorary Degree

- (i) The grant of Honorary Degree will be conferred based on the guidelines approved by the Executive Council. An academic distinction on *Honoris Causa* be conferred on a person on the ground that he/she is, in their opinion, by reason of eminent attainment and position, fit and proper to receive such Degree of academic distinction the Executive Council may recommend the same for the approval of the Chancellor for the conferment on the person concerned.
- (ii) After obtaining the approval of the Chancellor for such recommendation of the Executive Council, the Honorary Degrees shall be conferred only at a convocation in person or in absentia.

6. Instructions to the Degree and Diploma Recipients:

The Degree and Diploma recipients shall have to strictly follow the instructions notified by the university authorities regarding attending the Convocation.

Manish Das
22/07/24