

SRI SIDDHARTHA ACADEMY OF HIGHER EDUCATION

("Deemed to be University u/s 3 of the UGC Act, 1956")

Accredited 'A' Grade by NAAC

Agalakote, B.H.Road, Tumkur - 572 107.KARNATAKA, INDIA.



No.SSAHE/ACA/16/2019

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NOTIFICATION

Policy for the Institution to award in the convocation for conferring Degrees / Diplomas in the Academy.

1. (a). A Convocation for the purpose of conferring Degrees shall be held once a year preferably in the months of September and at other times as the Chancellor may direct on the recommendation of the Board of Management.

(b). The Registrar shall, at least 30 days before the Annual Convocation, cause a Notification to be published in one or more News papers and in the Academy Office, indicating the date of the Convocation.

2. (a) After the publication of the results of the Degree examinations held every year, the Controller of Examinations will prepare a list of candidates eligible to receive their Degrees at the next Annual Convocation. A list of such candidates eligible for conferment of Degrees shall be presented at the Annual Convocation and all the candidates shall be conferred degrees.

(b) In case the names of any of the candidates who have become eligible to be included in the said list of candidates to receive the Degrees in the said convocation, but have not been included in the said list, either on account of any mistake or inadvertence on the part of the concerned staff of the Academy in preparing such list or due to any other ground, such names of the candidates could be added to the said list at any time subsequently, with the prior approval of the Vice-Chancellor after a note mentioning the circumstances under which such names are sought to be included in the said list is circulated to the Board of Management and , Academic Council.

Note: When any name of such candidate is added to such list, the reason for such inclusion and particulars of the order under which approval of the Vice-Chancellor was obtained should be clearly mentioned in such list.

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3. Admission to Convocation shall be limited to the candidates eligible for Post-Graduate Degrees, Doctorates, Honorary Doctorates Fellowships and winners of prizes or medals in the First Degrees, for being awarded Degrees in person. All other candidates shall be awarded their degrees in absentia.
4. At the first Annual convocation to be held after coming into force of these Bye-Laws, Degrees will be conferred on all persons who have graduated in previous years, but have not taken their Degrees at any of the previous Convocations distribution of Degree Certificates to such persons shall be made by post by the Office of the Controller of Examinations provided the candidates submit their applications in the prescribed form to the Controller of Examinations along with the prescribed fee.

5. Distribution of Degree Certificates:

- a. Distribution of Degree Certificates to the persons coming under Bye-Laws above shall be made either at the Convocation or at any time after the Convocation; provided however that no such candidate will be admitted to the convocation who does not submit his application in the prescribed form to the Controller of Examinations along with the prescribed fee so as to reach him not later than 30 days before the date fixed for the Convocation. Provided further that such candidates shall not be allowed to apply for and receive the same Degrees in person at any subsequent Convocation.
- b. (ii) Distribution of Degrees Certificates to all Graduates other than those to whom degrees have been awarded in person and included in the list mentioned in Bye-Laws 2 (a) shall ordinarily be made by the respective colleges from where they are graduated, a month after such Convocation is held, but it shall be precondition that such candidates should have applied to the Controller of Examinations in the prescribed form within the time specified in the Academy Notification after paying the prescribed fees.
- c. In respect of graduates whose names are included in the list mentioned in Bye-Laws but who have not taken the Degree Certificates at the colleges in the manner noted in the Bye-Laws 5(b), and in respect of Graduates whose names are subsequently added to the list as per provisions contained in the Bye-Laws, they may at any time after the annual convocation apply to the Controller of Examinations in the prescribed form and they shall be issued the Degree Certificates by the Post only on payment of prescribed fees.

6. Between two Annual Convocations:

- a. If Academy Examinations are held and the students are successful in such examinations thus becoming eligible for conferment of Degrees at the next Annual Convocation, the Controller of Examinations is competent to issue provisional certificate declaring them to have passed such public examinations. Such candidates will, however, be entitled for conferment of Degrees only at the next Annual Convocation.
 - b. Degree Certificates to such candidates will be issued only on an application made to the Controller of Examinations by paying the prescribed fees at the next Annual Convocation.
7. Every candidate applying for the Degree shall sign a declaration in the following form; I hereby solemnly declare and promise that, if admitted to the Degree of For which I have been recommended, I shall, in my daily life and conversation conduct myself, as befits a member of this Academy that I shall to the utmost of my capacity and opportunity, support the cause of morality and sound learning and that, as far as in me lies, I shall uphold and advance the social order and well being of my fellowmen'. ' I shall faithfully and carefully fulfill the duties of the profession to which I may be admitted by virtue of my Degree; that I shall on all occasions maintain its purity and reputation and I shall never deviate from the straight path of their honorable exercise by making my knowledge subservient to unworthy ends.

8. Attendance at Convocation:

Candidates attending the Convocation shall come in white dress and shall occupy their respective seats before the proceedings begin.

Dress Code for the Convocation

Gents:	Dark colored trouser White full sleeve shirt Black Leather Shoes
Ladies:	Salwar-Kameez (Light Colored) or Saree-Blouse (Light Colored)

9. Preliminary meeting of the Academic Council.

- a. There shall be a meeting of the Academic Council preliminary to the Convocation at which the report of the Board of Management containing lists of candidates recommended for admission to the various degrees shall be approved.
- b. The Dean of each faculty or in his absence a Senior member present shall then move that the persons so recommended for the Degrees relating to the respective faculty be admitted to the several Degrees for which they have been recommended.

10. Convocation Procession.

On the passing of these motions, the Chancellor, the Vice-Chancellor, Members of Board of Management and Academic council shall pass in procession to the place where the Convocation is to be held, the order of the procession being is under:

- i. Academic Council Members (in pairs)
- ii. Members of the Board of Management (in pairs)
- iii. Dean of Faculties (in pairs)
- iv. The Chief Guest
- v. The Vice-Chancellor
- vi. The Registrar
- vii. Controller of Examinations – Mace-Bearer
- viii. The Chancellor

Members will walk abreast and separate at the dais when the members to the right go up on the dais from the right side and the members to the left on the left side. All will remain standing until the Chancellor and others in the procession have taken their seats.

11. Conferment of Degrees

(i) After the Members forming the procession have taken their places, the Vice-Chancellor will request the Chancellor or the Pro-Chancellor in the absence of the Chancellor to declare the Convocation open in the following words:

“Mr. Chancellor, I have the Honour to request you, Sir, to kindly declare the Convocation open”.

The Chancellor or the Pro-Chancellor in the absence of Chancellor will then declare the Convocation open and say:

"This Convocation of the Sri Siddhartha Academy of Higher Education, Tumkur, Karnataka has been called to confer Degrees upon the candidates who in the examinations held for the purpose, have been successful and certified to be worthy of receiving the Degrees. Let the candidates be presented."

The Registrar will say - The Controller of Examination will present the.....candidates.

(ii) The Deans of faculties or Heads of Colleges or other Members of the Academic Council who may be nominated for the purpose by the Vice-Chancellor shall present the candidates to the Chancellor or to the Pro-Chancellor in the absence of the Chancellor thus for the award of Degrees.

"Sir,

I present the candidates whose names are set out in the list for the Degrees of.....under the Faculty of They have been examined and found qualified for the respective Degrees for which I pray they may be admitted"

All the candidates who belong to the several Degrees under the Faculty will rise from their seats and bow to the Chancellor / Pro-Chancellor and then resume their seats.

(iii) At the conclusion of presentation of candidates, the Chancellor or the Pro-Chancellor in the absence of Chancellor shall say to the candidates.

"By virtue of the authority vested in me as Chancellor / Pro-Chancellor of the Sri Siddhartha Academy of Higher Education, Tumkur, Karnataka, I admit all the candidates presented for the Degree ofin this Academy and in token thereof they have been presented with these diplomas"

The names of medalists and prize winners will then be read out by the Registrar. The candidates will proceed to the Chancellor to receive the prizes and medals, bow to the Chancellor and resume their seats. The medals and prizes will be presented to the candidates by the Chancellor in the order in which the names are called by the Registrar. The Registrar will submit the medals or prizes to the Chancellor in the order in which they are to be presented.

12. Convocation Address

The Vice-Chancellor shall introduce the Chief Guest and request him to address the convocation.

13. The Chief Guest invited to deliver the Convocation Address will then deliver his/her address.

14. The Chancellor or Pro-Chancellor in the absence of the Chancellor shall then dissolve the Convocation. The Chancellor or Pro-Chancellor, the Vice-Chancellor and the members of the Board of Management, Academic Council and others shall return in procession in the reverse order in which they entered.

Notwithstanding anything contained in the Bye-Laws, the Vice-Chancellor may with reference to any particular Convocation, for reasons to be recorded in writing by order, specify a different procedure to be adopted for conferment of degrees at such Convocation.

15. Every Degree Certificate shall bear the signature of the Vice-Chancellor.

16. Schedule of Robes for the Chancellor, the Pro-Chancellor, the Vice-Chancellor, Members of the Board of Management, Academic Council etc.,

17. Academy shall ensure that degrees/diplomas/certificates/awards are given to the passing out students within 180 days of completion of their academic programme.

The Academic robes for the Chancellor or the Pro-Chancellor, the Vice-Chancellor, the Registrar, the Controller of Examinations and Members of the Board of Management and Academic Council.

Chancellor:

A purple Colour velvet gown with full inner lining in superior sateen silk for body and sleeves fixed with gold zari lace of 2 ½ inches with fronts and round sleeves.

Vice-Chancellor

A white colour velvet gown with blue border with full inner lining in superior sateen silk for body and sleeves fixed with 1 ½ inch gold Zari lace for fronts and round sleeves.

Registrar & Controller of Examinations

Gown: Black faced gown of silk or stuff.

Members of the Board of Management and Academic Council

Gown: Black silk or alpaca gown with three inch gold coloured border or braid or silk from each shoulder to the bottom in front; or the gown and hood prescribed for the Academy Degree taken.

For Recipients of Honorary Degrees:

Robe: White Dress.

17. Special Convocation.

Special Convocations for conferring Honorary Degrees or other distinctions may be held on such date and time as the Board of Management may, with the Chancellor's approval.

18. Honorary Degrees:

- (i) if not less than two thirds of the members of the Board of Management recommend that Doctor of Science Degree or academic distinction Doctor Honoris causal be conferred on any 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 Board of Management 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 Board of Management, Honorary Degrees shall be conferred only at a Convocation, Annual or Special and may be taken in person or in absentia.
- (iii) The presentation of person at the convocation on whom Honorary Degrees are to be conferred shall be made by the Vice-Chancellor.
- (iv) The Honorary Degree shall be signed by the Chancellor and the Vice-Chancellor.
- (v) The procedure outlined in the Bye-Laws relating to the Annual Convocation shall apply mutatis mutandis in the case of conferment of Honorary Degrees also except that in the latter case the recipient of the Honorary Degrees may be allowed to make a brief address after receiving the Degree and be a member of the Convocation.

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19. The Vice-Chancellor may make suitable changes with the prior approval of the Chancellor in regard to the procedure to be followed at Convocation when Circumstances necessitates.

20. Rules of withdrawal of Degrees / Diplomas in the Academy.

The Academic Council by a special resolution passed by a majority of not less than two thirds of the voting members may recommend to the Board of Management for withdrawal of any Degree, Diploma or academic distinctions conferred on any person by the Academy for good and sufficient cause. The Board of Management shall consider the recommendation of Academic Council before arriving at the final decision.

This policy shall come into force with immediate effect.

By Order,

Sd/-

REGISTRAR