



SAGE University, Bhopal

Standard Operating Procedure



Convocation: Procedure and Guidelines

Name of Approval
Authority:
Signature:
Date:

Vice Chancellor

8/2/2024

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Convocation

Convocation is the ceremony to honor the achievements of students and acknowledge their success through formal certification. Gold medals and awards are also awarded to the meritorious students on this occasion.

In **Sanjeev Agrawal Global Educational University**, Bhopal Convocation for the purpose of conferring degrees shall ordinarily be held every year on date fixed by the Vice Chancellor with prior approval of the Chancellor and shall be called as Annual Convocation. A special convocation may be held if found necessary and convenient. Major points of Convocation preparation are

1. Planning and Preparation

- Formulate a convocation committee comprising representatives from various departments with a senior member as a team leader of different committee.
- State clear division of task to all the members of the committee
- Determine the timeline of the convocation like date, time duration and venue for the convocation ceremony (e.g., Main Auditorium, University Campus).
- Allocate a specific budget for the event, considering expense for venue rental, decorations, printing refreshments etc.
- Identify, prepare a list and invite Chief Guests, Guest of Honor, Dignitaries and Special Guests (e.g., Alumni, Renowned Scholars).
- Prepare a systematic outline of the sitting arrangement, sequence of speech, felicitation of guests, award presentations and other cultural events.



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2. Communication and Invitations

- Design a formal invitation and distribute them to graduating students, faculty members and staff.
- Send personalized invitations to dignitaries and special guests.
- Provide clear instructions regarding registration, attire and any required documentation.
- Create an online registration system to manage and track attendance.

3. Logistics and Setup

- Visit the selected venue to assess its suitability and make necessary arrangements.
- Coordinate with the venue management committee for seating arrangements, stage setup and audio-visual requirements.
- Arrange for a hassle free sound system, microphones, projectors and screens for presentations and other resources like water bottles etc.
- Decorate the stage with university banners, flower arrangements and backdrop signage.
- Ensure the demarcation and designated areas for chief guests, VIPs and graduating students (stream wise) and for accompanying person.

4. Rehearsals

- Schedule a proper rehearsal with graduating students, faculty members and event staff a day before the main event.
- Guide participants through the sequence of events, including walking on the stage, receiving awards exit after receiving the degree and speeches.
- Address any concerns, clarify procedures and ensure everyone understands their assigned roles & responsibilities.
- Conduct a final run-through to ensure a smooth and coordinated ceremony.



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5. Event Execution

- Ensure that all the participants report and are seated before the commencement of the event to avoid any unnecessary nuisance in the area.
- Commence the convocation with National Anthem followed by a formal inauguration of lighting of the lamp and a performance of the Saraswati Vandana by the Chief Guests, Guest of Honor, Distinguished Guests and other dignitaries followed by welcome speech by the University Vice Chancellor respectively.
- Follow the predetermined sequence of agenda including speeches by dignitaries.
- Present awards, degrees, and certificates to graduating students by announcing their names.
- Capture photographs and videos of the ceremony, ensuring consent and privacy considerations.
- Decide a hastag and form a special page for Alumni on all social media platforms to preserve their memorable moment (Highlight)
- Conclude the event with closing remarks and congratulations to the graduating students.

6. Reception and Refreshment

- Set up a designated area for a post-ceremony reception (e.g., University courtyard or nearby hall).
- Arrange for light refreshments/lunch to be decided by the University management.
- Provide an opportunity for graduates, faculty and guests to interact and celebrate achievements in the best possible manner
- Assign security guards at regular intervals to avoid any unforeseen cases.
- Display photo booths or props for fun and memorable photo opportunities. (QR code to get photographs of the event).



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7. Registration of Students and Dress Distribution

- Students to be registered by paying a nominal fee decided by the University through website/ Google form.
- On arriving in the University premises, students can confirm their arrival and get the convocation dress from the registration desk.

8. Post-Event Activities

- Gather feedback from participants and attendees to evaluate the event success and identify areas for improvement by sharing a google link on their What's App No.
- Share event highlights, photographs and videos through University websites, social media platforms, newsletters & media coverage.
- Express gratitude by sending thank-you notes to chief guests, distinguished guests, guests of honor and dignitaries.
- Archive relevant documents, photographs and videos for future references and historical records.
(Since it is our 1st Convocation can make a dedicated wall/space for photograph highlights).

9. Conferment of the Degree

- COE Office would prepare the list of candidates eligible for the award of the Degree after verification.
- COE Office shall prepare the register with recommendation for the conferment of Degree and forward it to Registrar Office.
- COE Office shall prepare the list of first/second position holder of each program, eligible for the Award of Gold/Silver medal, shall be prepared with recommendation for the Award of Medal and forward it to Registrar Office.
- Registrar shall put the details of conferment of Degree and Medals to Academic Council for further approval.



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(v) Meeting of Academic Council is then called 15 days Prior to the date of Convocation. Academic Council considers this list and recommend to the Board of Management for further approval.

(vi) A meeting of Board of Management is called normally 10 days prior to the "CONVOCATION" for considering the recommendation of Academic Council and for the approval of conferment of the degree.

10. Award of Degree

SAGE University, Bhopal would award degree in three modes –

- (i) In Person– In a formal ceremonial assembly "CONVOCATION"
- (ii) In Absentia - Students who are unable to attend the "CONVOCATION" would be conferred the degree in absentia. The degree would be dispatched at their address after receiving the prescribed fees.
- (iii) In case of cancellation of "CONVOCATION", the degree would be dispatched to all the candidates through registered post.

11. Fees

- (i) The Fees for **admission to the degree** at the Convocation in person or in absentia shall be as decided by Academic council.
- (ii) The Fees for **convocation dress** will be paid by student at the time of registration, it will be decided yearly by The Registrar office.

12. Convocation Committee

In order to execute the Convocation Ceremony, a Convocation Committee would be constituted. There would be a Core Committee and various Sub Committee as per **Annexure-1**.



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13. Guests of Convocation

- (i) The Visitor
- (ii) Chief Guest
- (iii) Guest of Honor (s)
- (iv) All the members of Governing Body, Board of Management, Academic Council, Advisory Board,
- (v) Graduated students and their parents
- (vi) Chairman and Secretary of all the Regulatory Bodies
- (vii) Secretary, MHRD
- (viii) Chairman, MPPURC
- (ix) Chancellor/ Vice Chancellors of selected Universities
- (x) Central, State and District level VIPs
- (xi) Local Government and Private sector officers
- (xii) Industrialists , Personal Guests
- (xiii) Some Selected Alumni

14. Regulations for Conducting

- 1) Convocation at SAGE University, Bhopal will be held every year.
- 2) Date of Convocation will be fixed by Vice Chancellor in consultation with Board of Management and mention it in academic calendar well in advance.
- 3) The candidates who have passed their exams since the last convocation shall be eligible for the convocation.



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- 4) The Registrar in consultation with the Vice Chancellor can prepare and release the program and procedure to be observed during the convocation.
- 5) Not less than 2 weeks' notice shall be given to recipients of the degree by the Registrar.
- 6) The student desires to receive the degree in person must apply to registrar at least seven working days before the Convocation.
- 7) The Degree/Diploma certificates shall be awarded after the completion of program and fulfilling the conditions of award as per rules of respective programs
- 8) The Registrar shall send a program of the Convocation and procedure to be observed during the convocation along with a brief to the Visitor, the Chancellor, the Pro-Chancellor, the Governing Body, the Board of Management, the Vice-Chancellor, the Pro-Vice Chancellor, the Academic Council and Deans of the Schools
- 9) Vice-Chancellor should sign every degree. The date on each degree will be date of the declaration of result not the date of award.
- 10) A rehearsal may be arranged before the Convocation, with the students. Students absent in rehearsal run the risk of not being admitted to the Convocation.
- 11) Graduates desiring to receive the degree in person must apply before the last date fixed by the Registrar, together with the fees prescribed by the University.
- 12) If any student is unable to present in the Convocation, may apply for receiving the degree in absentia in the prescribed format along with the prescribed fees.
- 13) The Chancellor shall, preside over the Convocation for conferring degrees
- 14) All the Dignitaries such as Chief Guest the Visitor, Chancellor, Pro-Chancellor, Governing Body, Board of Management, Vice Chancellor, Pro-Vice Chancellor, Academic council and Deans shall wear the academic dress as approved by the Governing Body.



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- 15) Candidates at the Convocation shall wear dress as decided by the University to their respective degrees as specified in rules by the University.
- 16) No candidate shall be admitted to the Convocation who is not in proper academic dress prescribed by the University.
- 17) The members of the Academic Procession shall assemble at the prescribed time and place and walk towards dais, there may be invocation of "any supreme power" to bless the students, while the order of the procession is-
 - a) The members of Academic Council (Last)
 - b) Deans of Faculty
 - c) Board of Management
 - d) Pro-Vice Chancellor(s)
 - e) Vice Chancellor
 - f) Pro-Chancellor
 - g) Other nominated guest (s)
 - h) Chancellor
 - i) The visitor
 - j) Registrar (Front)

All Above other than Deans and Academic Council shall take their seats on dais.

- 18) All the students present in the convocation desired to receive the degree shall seat at the places reserved for them before the entry of procession. After the entry of procession in hall, all shall remain standing until the procession members will take their respective seats.
- 19) Lamp may be lighted by the Chief Guest and other dignitaries, to invoke the blessings of GOD.



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20) The Registrar shall take the permission of the visitor and/or the Chancellor and in their absence the Pro Chancellor/ Vice Chancellor to start the proceedings by saying "The Convocation of Sanjeev Agrawal Global Educational University has been called to confer the undergraduate degrees, postgraduate degrees, doctorate degrees, diploma and other academic distinctions (as the case may be). May I with your permission declare the convocation opens?"

21) The Chancellor in their absence the Pro Chancellor/ Vice Chancellor shall pronounce "I permit the convocation to be declared open". Thereafter, Registrar shall pronounce "With the permission of Visitor/Chancellor/ Pro Chancellor/ Vice Chancellor, of declare the convocation open".

22) Then the **Vice Chancellor** shall present the report of the year's work in the University

23) The Honorary degrees, if any, shall be conferred immediately after the opening of the Convocation.

24) When all the candidates have been presented, the COE shall lay the record of the degrees that have been conferred before the Chancellor, who shall sign the same.

25) Award of Degrees Honoris Causa. The Vice Chancellor shall read the citation. The dignitary on whom the degree is to be conferred shall rise and receive the degree certificate from the Chancellor. The recipient may be permitted to make a speech if he or she so desires.

The Vice-Chancellor will then request the Visitor/Chancellor to confer the Honorary Degree using the following words: "By virtue of the authority vested in me as the Vice Chancellor of the Sanjeev Agrawal Global Educational University, I request the Honorable Visitor/Chancellor that you may be pleased to graciously confer upon [Name of Recipient] the degree of [Degree Name] for his/her outstanding services in the specified area.

The Chancellor/Vice –Chancellor, while presenting the Certificate of the honorary degree, shall say to the recipient, "I confer upon you the degree of [Degree Name]. "Then if required, the National Anthem of country of Dignitary/Recipient shall be played [if permitted by Chancellor]"



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- 26) The recipient, will than present his address, if any.
- 27) The Vice-Chancellor or, in his absence, the Pro Vice-Chancellor, shall declare, "Let the students be presented."
- 28) The order of the presentation of the Degrees is as follows:
- a) D. Litt. (Honorary Degree) (Annexure – II)
 - b) Post-Doctoral degrees
 - c) PhD degrees (Annexure – III)
 - d) Post Graduate degrees (Annexure – IV)
 - e) Under Graduate degrees (Annexure – V)
 - f) Diploma Certificates (Annexure – VI)
 - g) **Gold/Silver Medal to Diploma/UG Students/PG Students (discipline/faculty wise):** 01 Gold/01 Silver medal will be provided to topper students who have secured more than or equal to 8.0 CGPA completed the degree in minimum duration without backlog and only into those program where student's enrollment is more than 20 in numbers. The University may club two or more programs for awarding Gold/Silver medals, if the count of students is different Programs is less than 20.
 - h) Degree Register will be prepared by COE that will be signed by Chancellor at the time of Convocation.

- 29) The Dean/HOS/Principal or in their absence Registrar of the University shall present all the students of their respective School and the Vice Chancellor shall admit the students to the degree concerned.

The Dean says "Sir, I present you this/these student/students, who have been examined and qualified for the degree of [Degree Name] to which I prey He/ She / They may be admitted"



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The Vice-Chancellor shall address each time as follows while awarding the degree say to the students, which shall remain standing (This activity may be done collectively after presenting all the degrees) "By virtue of the authority vested in me as Vice-Chancellor of the University, I admit you to the degree of [Degree Name] in this University and charge you to prove worthy of the honor conferred upon you.

The student shall acknowledge with a bow. The recipients of the degrees shall remain standing while the Dean and the Vice-Chancellor admit the students to the degrees.

- 30) After the degrees have been conferred, the Dean shall declare the number of Degrees/Diplomas that have been conferred on Regular and Part Time Students present in the convocation and also in absentia.
- 31) The Chancellor/Vice Chancellor shall say "Let all the candidates stand up and take the pledge". The Chancellor shall read out the pledge and the candidates shall repeat the oath after the Chancellor. While the candidates remain standing, the Chancellor shall say "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 AND NATION". **The Chancellor/Vice Chancellor, followed by all else shall be seated.**
- 32) The Visitor/The Chancellor/The Pro-Chancellor or Vice-Chancellor, shall then present the medals and prizes to the recipients of the medals/prizes, who shall be called individually by the Vice Chancellor/Pro Vice Chancellor and shall stand before the Visitor/The Chancellor/The Pro-Chancellor, as the case may be.



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- 33) The Chancellor/ Pro-chancellor/ Vice Chancellor or Master of Ceremony (MVC) will introduce the Chief Guest
- 34) The Chief Guest then will deliver the **Convocation Address**
- 35) The Governing Body member (anyone) will propose Vote of Thanks
- 36) The Registrar with permission of the Visitor and/or the Chancellor, and in his absence with the permission of the Pro-Chancellor will then declare the convocation closed.
- 37) National Anthem shall then be played, **after requesting all to stand up for the National Anthem.**
- 38) Then after the playing of National Anthem, the procession will leave the Convocation hall in the reverse order in which it entered. All shall remain standing till the procession moves out of the hall.
- 39) The Chancellor may suspend holding of the Annual Convocation. In such case, the degrees will be sent to the students, duly signed, at their address. The Registrar shall notify the suspension of the convocation and invite applications from the students, who desire to take the degree. The degree will be sent to those students, who have applied for obtaining the degrees on payment prescribed by the University.
- 40) A special convocation may be held for the purpose of conferring Honorary degree on a distinguished person. The general procedure of same shall remain the same as listed above.



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15. Academic Costumes

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 as under:

1. Category: Visitor, GB Members, BOM, Vice Chancellor, Pro Vice Chancellor, Other Nominated Guest.
2. Category: Academic Council, Deans, Registrar, COE.
3. Category: Students.
4. Remaining all faculty and Staff: As decided by University time to time.

16. Sitting Arrangement on the Dias

Following member will sit on stage and all other as per auditorium arrangement

First Row of the auditorium will be occupied by Dean's and Academic Council members and special guests.

Podium	Registrar	Pro Vice Chancellor-1	Executive Director	Pro Chancellor	Guest of Honor 2	Chief Guest	Chancellor	MPPURC Chairman (Guest of Honor 1)	Guest of Honor 3	Vice Chancellor	Pro vice Chancellor-2
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SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

Convocation Committee

The following committees will be constituted for the Convocation of SAGE University, Bhopal.

Core Committee		
Vice Chancellor	Chairperson	Responsible for overall coordination and execution of Convocation
COE	Vice Chairperson	
Other 4-7 Senior authorities of the University	Member	
Registrar	Member Secretary	

S. No.	Name of the Committee	Committee Members	Date of Completion	Responsibility	Core Committee Representative
1a.	Invitation Committee (for Chief Guest/ Guest of Honour/ D.Lit awardee)	Two Senior Authorities	One Month Prior to the date of Convocation	<ul style="list-style-type: none"> To prepare list of senior experts To get it approved from University Senior authorities To send invitation & follow up with their office. 	To be decided by the Vice Chancellor
1b.	Invitation Committee (Other Guests)	Two Senior Authorities	15 days Prior to the date of Convocation	<ul style="list-style-type: none"> To prepare Guest list. Printing & Distribution of Cards to guests. 	To be decided by the Vice Chancellor
2a.	Students Registration	Two Senior Authorities	15 days Prior to the date of Convocation	<ul style="list-style-type: none"> Prepare a confirmed list of attending Students & Parents. Ensuring their attendance. Arrangement of attire as per approval Collecting the Degree fee/Dress fee as decided. To prepare a final list of all attendees. To coordinate for the measurement, preparation and distribution of Convocation dress to registered students. 	To be decided by the Vice Chancellor
			1-2 days Prior to the date of Convocation	<ul style="list-style-type: none"> To distribute the dress to registered students. Conducting Rehearsal of the event. 	To be decided by the Vice Chancellor
2b.	Branding, Promotion in Digital, Social, Print, Radio and TV	Two Senior Authorities	One Month Prior to the date of Convocation	<ul style="list-style-type: none"> Complete promotion of the event on all Medias. 	To be decided by the Vice Chancellor
3.	Degree Distribution	Two Senior Authorities	One Month Prior to the date of	<ul style="list-style-type: none"> To prepare, check and distribute degrees to the 	To be decided by the Vice

	Committee		Convocation	registered students.	Chancellor
4.	Convocation Dress of all Stakeholders, Procession, Dias arrangement, Convocation by following convocation SOP	Two Senior Authorities	One Month Prior to the date of Convocation	<ul style="list-style-type: none"> To finalize the dress & its timely delivery to registration team for students. To deliver the dress to faculty and all guests. To ensure that convocation is conducted as per SOP. 	To be decided by the Vice Chancellor
5.	Hospitality	Two Senior Authorities	15 days Prior to the date of Convocation	<ul style="list-style-type: none"> To organize for Ticket & Taxi Booking for Guests. To make payment for their Local Travel. To finalize Hotel/Guest House for stay. To arrange Taxi for local travel/Pick & Drop at Airport/ Railway station. To organize for the local visits/Sanchi visit of guests. 	To be decided by the Vice Chancellor
6.	Sound, Light, Video	Two Senior Authorities	15 days Prior to the date of Convocation	<ul style="list-style-type: none"> Arrangement of still Photography, Videography of the event, external audio system arrangement, Projector arrangement for the event. 	To be decided by the Vice Chancellor
7.	Hall Management & Discipline	Two Senior Authorities	4 days Prior to the date of Convocation	<ul style="list-style-type: none"> Seating arrangement with separate indicator for Graduating Students Invited Guest, Parents, Media, Faculty & Students. Maintaining Discipline & Decorum in the Hall. 	To be decided by the Vice Chancellor
8.	Stage Management	Two Senior Authorities	4 days Prior to the date of Convocation	<ul style="list-style-type: none"> Preparation of stage as per the Protocol of the Program. Comparing for the event. Tilak at main gate to guests and put Badges to all Guests. 	To be decided by the Vice Chancellor
9.	Decoration Committee	Two Senior Authorities	One Week Prior to the date of Convocation	<ul style="list-style-type: none"> Decoration of the Venue. Decoration of the Premises by Flex & Banners at different locations 	To be decided by the Vice Chancellor
10.	Refreshment Committee	Two Senior Authorities	One Week Prior to the date of Convocation	<ul style="list-style-type: none"> To arrange for High Tea in Chancellor's Office for Dignitaries. To arrange for High Tea after the event for attendees. To arrange Tea/Coffee on the Dias. 	To be decided by the Vice Chancellor
11.	Housekeeping, Security, Parking & Maintenance	Two Senior Authorities	15 days Prior to the date of Convocation	<ul style="list-style-type: none"> Parking Arrangement Housekeeping & Maintenance of the Campus 	To be decided by the Vice Chancellor
12.	Cultural Committee	Two Senior Authorities	15 days Prior to the date of Convocation	If required	To be decided by the Vice Chancellor

No.: Year/00_



Sanjeev Agrawal Global Educational University hereby confers upon

<<NAME OF PERSON>>

The Degree of

DOCTOR OF LETTERS

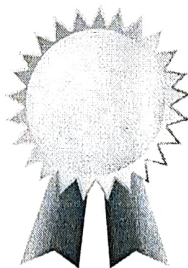
(HONORIS CAUSA)

in recognition of his

"Eminent Accomplishments and Attainments"

Dr. V K Jain
Vice Chancellor

Er. Sanjeev Agrawal
Chancellor



ABC ID :
Enrollment No. :

No.:

On the recommendations of the Academic Council, the Sanjeev Agrawal Global Educational University, Bhopal hereby confers upon

NAME OF CANDIDATE

S/D of **FATHER'S NAME**

The Degree of

DOCTOR OF PHILOSOPHY

in the

FACULTY OF DISCIPLINE

in **SUBJECT / SPECIALIZATION** *in the* **YEAR**

On having successfully completed the requirements prescribed under the regulations of the University.

The Topic of Research was **"THESIS TITLE"**

ABC ID :
Enrollment No. :

No.:

*On the recommendations of the Academic Council, the
Sanjeev Agrawal Global Educational University, Bhopal
hereby confers upon*

«StudentName»

S/D of «FathersName»

The Degree of

«Program»

in Branch / Specialization

«Branch_Sp»

*On having successfully completed the requirements prescribed under
the regulations of the University
in the year «Passing_Year».*

*The Student has secured Cumulative Grade Point Average (CGPA) of
«CGPA» on a 10 point scale and is placed in «DIVISION».*

ABC ID :
Enrollment No. :

No.:

*On the recommendations of the Academic Council, the
Sanjeev Agrawal Global Educational University, Bhopal
hereby confers upon*

«StudentName»

S/D of «FathersName»

The Degree of

«Program»

in Branch / Specialization.

«Branch_Sp»

*On having successfully completed the requirements prescribed under
the regulations of the University
in the year «Passing_Year».*

*The Student has secured Cumulative Grade Point Average (CGPA) of
«CGPA» on a 10 point scale and is placed in «DIVISION».*

No.: 23/00_



Sanjeev Agrawal Global Educational University, Bhopal

here by confers upon

<<NAME OF PERSON>>

The Honorary Degree of

DOCTOR OF LETTERS

(HONORIS CAUSA)

in recognition of his eminent accomplishments and attainments.

Dr. V K Jain

Vice Chancellor

Er. Sanjeev Agrawal

Chancellor

