

STATUTE NO. 3/2002 : REGARDING CONVOCATION.

- 1) (a) The Management Council shall hold in every year Convocation at least once during academic year.
(b) The date, time and place of the Convocation shall be such as may be fixed by the Vice-Chancellor in consultation with the Chancellor.
- 2) (a) Whenever it is desired to hold a Convocation, the Registrar shall give a notice of the Convocation and shall publish the said notice in newspapers and on the University Website.
(b) The notice specified in sub-paragraph (I) shall be of not less than six weeks :

Provided that, the Vice-Chancellor after consultation with the Chancellor may, by his order, reduce the period of notice if, in his opinion, the circumstances so require.

- (c) The procedure prepared by the Management Council from time to time should be followed at the time of convocation.
- 3) (a) The procedure to be followed at the Convocation and the costume to be worn by the Chancellor, the Pro-Chancellor, the Vice-Chancellor, Members of the Management Councils, Deans of the Faculties and the graduands at the Convocation shall be prescribed by the Management Council.
(b) Every graduand shall be bound to pay such fees as :--
 - i) the costume / badge fee
 - ii) the convocation fee

as may be determined by the University from time to time.

- 4) Subject to such general or special orders as may be issued by the Management Council from time to time in this behalf, all candidates successful at the final examination for a degree or diploma shall be entitled to be admitted to that degree or diploma at the next Convocation held after the publication of results of that examination.
- 5) If any candidate is absent from the first Convocation held after the publication of results, he/ she shall, on application to the Registrar, be entitled to be admitted to the degree in absence. Such application shall be accompanied by a fee as may be prescribed by the University from time to time.
- 6) No person shall be entitled to represent himself or be presented as holding a degree of University unless he has been admitted to the degree by the University under paragraphs 4,5 above.
- 7) The Degrees of the graduands of various faculties shall be presented in groups, Faculty-wise by the Dean of the respective Faculty and in the absence of a Dean by such a person as may be nominated by the Vice-Chancellor :

Provided that, the graduands for the degrees of Superspecialties and Doctorate shall be presented individually.

- 8) (a) The Management Council may institute and confer such degrees, diplomas, certificates and other academic distinctions as may be recommended by the Academic Council.
- (b) The conferment of the degrees at the Convocation shall be made in such manner as may be decided by the Management Council from time to time.
- 9) The Convocation proceedings may be held in such language as the Management Council may decide from time to time.

- 10) (a) The parchment of the degree shall be in such language as the Management Council may decide.
- (b) The parchment of the degree shall bear signature of the Vice-Chancellor in token of the conferral of the degree.
- 11) The Chancellor or in his absence the Pro- Chancellor or in the absence of both the Vice-Chancellor shall preside over the Convocation.
- 12) The degrees and diplomas to be conferred at the Convocation should be as follows -

Degree :

M.B.B.S., B.D.S. B.A.M.S., B.U.M.S., B.H.M.S., B.P.O., B.O.Th., B.P.Th., B. Sc. NURSING, P.C. B.Sc. NURSING, B.Sc. HLS

P.G. Diploma :

D.M.R.IT., D.C.P., D.V.D., D.I.H., D. DIAB., D.R.M., D.O.M.S., D.P.M., D.C.H., D.G.O., D.L.O., D.A., D.M.R.D., D.T.C.D., D.P.H., D. ORTHO, D.M.M.



PROCEDURE FOR CONDUCT OF CONVOCATION

[PRESCRIBED BY MANAGEMENT COUNCIL UNDER SECTION 2(C) AND 3(A) OF STATUTE NO 03/2002]

Whereas, there is a provision under Section 80 of the Maharashtra University of Health Sciences, Act, 1998, that the Convocation of the University shall be held at least once during the academic year for conferring degrees, diplomas or for any other purpose;

And whereas, the Statute No. 03/2002 is in-force regarding process of Convocation and as per Section 2(c) of Statute No. 03/2002, it is necessary for the Management Council to lay down the procedure to be followed during Convocation Ceremony;

And whereas, Section 3(a) of Statute No. 03/2002, Provides that the costume to be worn by the Chancellor, the Pro-Chancellor, the Vice-Chancellor, Member of the Management Councils, the Dean of Faculties and the graduates at the convocation shall be prescribed by the Management Council;

And whereas, at present there is no provision made for the seating arrangement on the dais for Presiding chair Hon'ble Chancellor, Hon'ble Pro-Chancellor, Vice-Chancellor and Chief Guest, Guest of Honour, Hon'ble Vice-Chancellor, Hon'ble Pro-Vice-Chancellor, Members of Management Council and Deans of Faculties;

And whereas, there is no provision made in the rules about distribution of Gold medals & / Prizes to the candidates.

And whereas, it is necessary to lay down procedure for seating arrangement on the dais, color code of gowns, arrangement of Procession and Distribution of Gold medals & / Prizes during conduct of the Convocation Ceremony to be held by the University;

NOW THEREFORE, the Management Council of the Maharashtra University of Health Sciences hereby prescribes the following detailed procedure for conduct of the Convocation Ceremony alongwith seating arrangement on the dais, colour code of Gowns, arrangement of sequence of members of Authorities and Officers of the University during the Procession and Distribution of the Gold medals & / Prizes, or as the case may be from time-to-time.

1. a) Presiding Chair :

The Hon'ble Chancellor shall be the presiding chair for the Convocation. In the absence of Hon'ble Chancellor, the Hon'ble Pro-Chancellor shall preside over the Convocation. In the absence of Hon'ble Chancellor and Hon'ble Pro-Chancellor, the Vice-Chancellor shall preside over the Convocation.

b) Mandand Adhikari :

The Mandand Adhikari shall be the Controller of Examinations or the Officer nominated by the Vice-Chancellor preferably from Examination Section of the University.

2. The colour code of gowns shall be as under :

- | | | |
|-------------|--|---------------|
| i) | Presiding Chair, Hon'ble Chancellor, Hon'ble Pro-Chancellor, Vice-Chancellor | : Red |
| ii) | Chief Guest, Guest of Honour, Pro-Vice-Chancellor. | : Red |
| iii) | Members of Management Council, Deans of Faculties and Mandand Adhikari | : Yellow |
| iv) | Members of Senate | : Sky Blue |
| v) | Members of Academic Council | : Light Green |
| vi) | Students | : Pink |

3. Ceremonial Programme :

- a) On arrival of the Presiding Chair Hon'ble Chancellor, the Hon'ble Pro-Chancellor, the Vice-Chancellor, the Hon'ble Chief Guest, Guest of Honour and the Pro-Vice-Chancellor in the Robing Room, the person appointed by the University shall hand-over the above specified gowns to the respective dignitaries.
- b) As far as possible there shall be separate Robing room for Member of Senate, Member of Management Council, Member of Academic Council and Deans of Faculties.

4. Protocol of Procession:

All the dignitaries shall proceed towards the dais in a procession.

a) Formation of Procession :

		Mandand Adhikari
Members of Senate	 ↑	↓  Members of Senate
Members of Academic Council	 ↑	↓  Members of Academic Council
Members of Management Council	 ↑	↓  Members of Management Council
Dean of Faculties	 ↑	↓  Dean of Faculties
Registrar	 ↑	↓  Controller of Examinations
		Hon'ble Chancellor
		Hon'ble Chief Guest
		Hon'ble Guest of Honour
		Hon'ble Pro-Chancellor
		Hon'ble Vice-Chancellor
		Hon'ble Pro-Vice-Chancellor

Introduction : (→ → →) indicates the sequence of process of introduction of Members of M.U.H.S. authorities to Hon'ble Chancellor and Chief Guest.

5. **Order of procession towards dais :**

The Mandand Adhikari will request to the Hon'ble Chancellor / Hon'ble Chief Guest for joining the convocation procession. The position of Members for procession shall be as follows:

	♣	Mandand Adhikari	
	♣	Hon'ble Chancellor	
	♣	Hon'ble Chief Guest	
	♣	Hon'ble Guest of Honour	
	♣	Hon'ble Pro-Chancellor	
	♣	Hon'ble Vice-Chancellor	
	♣	Hon'ble Pro-Vice-Chancellor	
Registrar	♣	♣	Controller of Examinations
Dean of Faculties	♣	♣	Dean of Faculties
Members of Management Council	♣	♣	Members of Management Council
Members of Academic Council	♣	♣	Members of Academic Council
Members of Senate	♣	♣	Members of Senate

6. **Seating Arrangement on Dais:**

The seating arrangement on the dais for the Presiding Chair Hon'ble Chancellor, Hon'ble Pro-Chancellor, Vice-Chancellor, Hon'ble Chief Guest, Hon'ble Guest of Honour, the Pro-Vice-Chancellor, Members of Management Council and Deans of Faculties, Registrar and Controller of Examinations shall be as follows:

a) **Chairs in the first row on the dais shall be as under:**

1. The Presiding Chair shall be in the centre.
2. The Chair of Pro-Chancellor shall be to the right side of the Presiding Chair.
3. The Chair of Hon'ble Vice-Chancellor shall be to the left side of the Presiding Chair.
4. The Chair of Hon'ble Chief Guest shall be to the right side of the Hon'ble Pro-Chancellor.
5. The Chair of Hon'ble Guest of Honour-1 shall be to the right side of the Hon'ble Chief Guest.
6. The Chair of Hon'ble Guest of Honour-2 shall be to the left side of the Hon'ble Vice-Chancellor.
7. The Chair of Pro-Vice-Chancellor shall be to the left side of the Hon'ble Guest of Honour-2.
8. The Chair of Controller of Examinations shall be to the right side of the Hon'ble Guest of Honour-1.
9. The Chair of Registrar shall be to the left side of the Pro-Vice-Chancellor.
10. Any other chairs as specified by Hon'ble Vice-Chancellor.

								
Controller of Examinations	Hon'ble Guest of Honour-1	Hon'ble Chief Guest	Hon'ble Pro-Chancellor	Hon'ble Chancellor / Presiding Chair	Hon'ble Vice-Chancellor	Hon'ble Guest of Honour-2	Hon'ble Pro-Vice-Chancellor	Registrar

As far as practicable there should be minimum no. of chairs on the dais and the number of such chairs should be odd including the chair of the Hon'ble Chancellor so that the chair of Hon'ble Chancellor comes exactly in the center. The seating arrangement plan will be approved by the office of the Hon'ble Chancellor, if he shall preside over the function. As per protocol of the Chief Guest / Dignitaries, (if higher in the warrant of precedence than Hon'ble Chancellor / Pro-Chancellor) it will be approved by the appropriate authority, as the case may be. A chair should be provided for the ADC to the Hon'ble Governor (Hon'ble Chancellor) exactly behind the Hon'ble Governor (Hon'ble Chancellor). If the Chief guest is higher in the warrant of precedence than the presiding chair, then the chair of the Chief guest should be in the center.

a) Chairs in the second row on the Dais.

The Mandand Adhikari, Finance and Account Officer and Members of Management Council shall be provided a seat in the second row left side of the Presiding Chair and the Dean of Faculties shall be provided a seat in the second row right side of the Presiding Chair.

- b) The seating arrangement of VIP persons will be made at the right side first row in the Convocation auditorium and the seating arrangement for the Senate and the Academic Council members will be made at the left side rows in the Convocation Auditorium.
- c) In the absence of Hon'ble Chancellor or Hon'ble Pro-Chancellor, seating arrangement on the dais shall be as approved by the Hon'ble Vice-Chancellor.

7.
 - a) The function shall be conducted in Marathi or English language or as the case may be.
 - b) The ceremony shall be organized as per approved Minute-to-Minute programme.
 - c) The exhortation of convocation shall be delivered by the Hon'ble Chancellor. However in his absence, it shall be delivered by the Hon'ble Pro-Chancellor and in his absence, it shall be delivered by the Vice-Chancellor.

8. Distribution of Gold medals & / Prizes and Certificates :

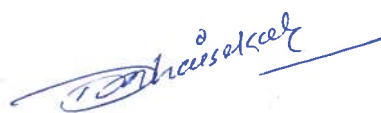
- a) Degree Certificates to the successful Ph.D. scholars shall be awarded during convocation ceremony on the dais.
- b) The University Gold medals & / Prizes of Postgraduate students shall be awarded during convocation ceremony on the dais.
- c) The University Gold medals & / Prizes of Undergraduate students, who hold First rank in Final Year examination, shall be awarded during convocation ceremony on the dais.

- d) No parent or any authorized person / representative of any student shall be allowed to accept Gold medals & / Prizes on the dais during Convocation Ceremony. However, medals will be handover to the parents, wife / husband of the student after the Convocation Ceremony.
- e) Cash prize shall be equally distributed in case of more than one recipient.
- f) Vice-Chancellor merit certificates shall be dispatched to respective college after Convocation alongwith degree certificates.

9. **Retiring process:** The Mandand Adhikari will request the Hon'ble Chancellor (Chief Guest) to join retiring procession and the procession shall proceed to the robing room from the dais as follows:

Members of Senate	†	†	Members of Senate
Members of Academic Council	†	†	Members of Academic Council
Members of Management Council	†	†	Members of Management Council
Dean of Faculties	†	†	Dean of Faculties
Controller of Examinations	†	†	Registrar
		†	Hon'ble Pro-Vice-Chancellor
		†	Hon'ble Vice-Chancellor
		†	Hon'ble Pro-Chancellor
		†	Hon'ble Guest of Honour
		†	Hon'ble Chief Guest
		†	Hon'ble Chancellor
		†	Mandand Adhikari

11. The Management Council shall have power to repeal, alter or amend any rule in the instant procedure for conduct of Convocation at any time. If there is any doubt / dispute, the Vice-Chancellor shall have right to interpret the provision in the instant procedure, and the decision of the Vice-Chancellor shall be final & binding.



Hon'ble Vice-Chancellor