GOVERNMENT COLLEGE OF ENGINEERING, KARAD
PROCEDURE FOR GRADUATION CEREMONY
(As approved by Board of Management in 12th Meeting held on 17th March 2017 vide item no. 12.23)

Preamble : Government College of Engineering is awarded autonomous status since AY 2015-16 for all the programs (UG and PG). As per UGC guidelines for autonomous institutes and also Maharashtra University Act, the degree certificates shall be issued by Shivaji University, Kolhapur in its convocation ceremony. However, the institute issues *Grade-Cards* and *Provisional Passing Certificates*to passed out students which remain valid till convocation of the *Shivaji University, Kolhapur*. The institute issues other documents such as Character Certificate, Leaving/Transfer Certificate etc. to the students. BoM has also approved proposal for award of Gold Medals to the final year Topper students of the respective program of institute. In order to distribute Provisional Passing Certificate and Gold Medals to the passing out students, a proposal of holding Graduation Ceremony every year has been accepted by BoM in its 12th meeting held on 17/03/2017. The details of such ceremony are submitted for approval.

Prerequisites :

- Final list of eligible students for award of degree shall be prepared and checked by C.O.E., Dean (Academics)and respective Program Head.
- List of Toppers shall also be prepared and checked.
- List shall be approved by the Academic Council / Board of Management.
- **Printing :** (1) Institute Report (2) Address by Chief Guest (3) List of eligible students (who cleared winter, summer and summer term examinations of last academic year. For M. Tech. the students who clear their M. Tech. dissertation till 31st July of the year of graduation ceremony.) (4) Invitation cards
- **Graduation Ceremony :**In the month of August every year.
- **Time :** as per convenience of chief guest (preferably afternoon/evening hours)
- **President of the Ceremony :**Chairman BoM(Principal, GCoEKarad in his absence)
- **Chief Guest :** Vice Chancellor, Shivaji University, Kolhapur. However, Institute may invite additional guest as a guest of honor.
- **Seating arrange on the Dias :** Refer Annexure – I
- **Students Eligibility :** all passed out students (UG and PG) who passed out in summer or summer term examinations of previous academic year.
- **Attendance Eligibility :** Invitees (special invitees, press/media representatives, industrial representative, authorized photographer etc), All the Members of BoM, Academic Council, Deans, faculty and staff of the institutes, Parents of the passed out students.
- **Academic Robe / Dress code :** Refer Annexure – II

Before actual ceremony program : (in the morning hours)

- Meeting with the Members of BoM, Academic Council, Chairman BoS, followed by lunch
- **Parallel activity :** Registration and reporting of the passed-out students who are present and will be attending the program .

Academic Procession

Order of the Academic Procession

i. Controller of Examinations
ii. Chairman Board of Studies (all)
iii. Dean Academics
iv. Principal
v. Guest of Honor (Invitee)
vi. Chief Guest (Vice Chancellor)
vii. Chairman BoM

When the procession returns after the Graduation Ceremony Function, the order shall be in reverse. Simultaneously, announcement from the stage by Anchor for all present at the venue to remain standing till the procession occupies their seats.

Minute to minute program of actual ceremony

1. Arrival of the Hon'ble Chief Guest at Main building of G C E Karad. Principal will receive the Guests.
2. Arrival of the Hon'ble Chief Guest in meeting hall and introduction of the members of BoM , Academic Council with the Guests.
3. Hon'ble Chief Guest, Guest of Honors, Members of BoM and AC, Chairman BoS, Dean Academics & CoE put on the academic robes. Photographs with the Members of the Board of Management, Academic Council, Chairman BoS.
4. The academic procession enters the Convocation Hall. The Controller of Examinationswill lead the procession.

    Announcement by Anchor : I request audience to take the seats.

    Announcement by Anchor : I request Principal, Government College of Engineering, Karad to declare the Graduation Ceremony Open (Name shall not be pronounced)
5. Principal declares the Graduation Ceremony open.

    Announcement by Anchor :"I invite the Principal to deliver the Welcome Address and present the report of GCE, Karad".

6. Presentation of the Report by the Principal.

    Principal shall present the Welcome Address and report.

    (Report comprises various activities of previous academic year, awards, special achievements by faculty, staff, students etc.)

    Announcement by Anchor : I request Principal, Government College of Engineering, Karad to introduce Chief Guest and Guest of Honor.

7. Introduction of the Hon'ble Chief Guest and Guest of Honor by the Principal.

    Announcement by Anchor : I invite today's guest of honor ---------- to address the students.

8. Address by Guest of Honor.

    Announcement by Anchor : I invite Hon'ble Chief Guest to deliver his Graduation Ceremony address and guide the students.

9. Graduation Ceremony Address by the Hon'ble Chief Guest.

    Announcement by Anchor : I request Principal, Government College of Engineering, Karad to Felicitate (1) Chief Guest

    Announcement by Anchor : I request Principal, Government College of Engineering, Karad to Felicitate (2) Guest of Honour

    Announcement by Anchor :Now the Award and Provisional Graduation Certificates will be distributed.

    First, the gold medal will be awarded by the hands of Hon'ble Chief Guest.

    Announcement by Anchor : I request Dean Academics to read the names of the Gold Medal winners of various disciplines.

10. Beginning of Award of Academic Gold Medals (Topper of the respective branch – UG, PG and overall UG topper) etc.

    Dean Academics shall read the names of the students. (medal+certificate of merit from some-one to COE to Chief Guest)

    Announcement by Anchor : Now the names of students eligible for Provisional Graduation Certificates will be declared by respective Chairman BoS. The students concern shall stand at his place till complete list is read by the Chairman. The students have to collect their Certificates from the office of Dean Academics after completion of ceremony.

Respective Heads of the Departments (Chairman BoS) present the candidates before Principal.

Announcement by Anchor : I request Chairman BoS to read the list of graduating students.

Following List of disciplines shall be followed and repeated every time for PG students and then UG students in sequence.

a) Department of Civil Engineering
b) Department of Electrical Engineering
c) Department of Electronics Engineering
d) Department of Information Technology
e) Department of Mechanical Engineering
f) Department of MCA

Chairman BoS : I present to you sir, total <u>xx</u> number of candidates including those in absentia who have been certified after examinations to be duly qualified to receive the (M. Tech. / B. Tech. – discipline) degree of Shivaji University Kolhapur.

Principal : On behalf of Shivaji University Kolhapur, by virtue of the Authority vested in me as a Principal of GCoE, Karad, I admit you to the respective degree whose names are listed in the Graduation Ceremony Register and permit for distribution of Provisional Certificates and charge you to be worthy of the same –

Chairman BoS will read the names of the students one by one.

(Students of respective discipline will remain standing during this time till the names are read completely)

Sequence : (1) all PG Programs

(2) all UG Programs

Announcement by Anchor : All the degree recipients (PG, UG) are requested to stand for the oath. The oath will be read and given by Dean Academics. The students are requested to repeat the same.

11. Oath by all Degree Recipients.

Announcement by Anchor : I request Principal, Government College of Engineering, Karad to declare the Graduation Ceremony Closed.

12. Principal declares the Graduation Ceremony closed.

Announcement by Anchor : I request all to remain standing for the National Anthem.

13. National Anthem.

Announcement by Anchor : I request all to remain standing till the procession completely leaves the pendol / hall / auditorium.

14. The procession leaves the Hall in the reverse order headed by the Registrar (Every one in the Hall will remain standing till the procession leaves the Hall).

Announcement by Anchor : All the Gold Medal winners are requested to gather at (xxx) for the photograph with the procession.

15. Photograph(s) of Gold Medal Winners with the Members of Procession.

ANNEXURE-I

DAIS SEATINGPLAN

Chairman BoS 1		Chairman BoS 2		Chairman BoS 3		Chairman BoS 4		Chairman BoS 5		
	ACM 1		ACM 2		ACM 3		ACM 4		ACM 5	
CoE		Guest of Honor		Chairman BoM		Vice Chancellor		Principal		Dean (Acad)

Seating Plan (Pendol / Hall / Auditorium)

BoM and ACmembers, Dean(s), Faculty		Invitees, Press / Media
Gold Medal Winners (will seat here before they receive the medals)		PG students
Parents		UG students

ANNEXURE-II

ACADEMIC ROBES

Academic Robes of all the members of Procession will be same.

Graduates: PG and UG Students

1. **PG Students :**

   Girls : White Kurta and Black Salwar

   Boys : White Shirt and Black Pant

2. **UG Students :**

   Girls : Sky Blue Kurta and Dark Blue Salwar

   Boys : Sky Blue Shirt and Dark Blue Pant