



# **1<sup>st</sup> CONVOCATION**



## **MOHAN BABU UNIVERSITY**

**Sree Sainath Nagar, Tirupati – 517 102, A.P.**  
**(Established under Andhra Pradesh Private Universities (Establishment & Regulation) Act**  
**2016 (Act No.3 of 2016 & 40 of 2023)**

# **MOHAN BABU UNIVERSITY**

**Sree Sainath Nagar, Tirupati – 517 102, A.P.**

The Vice-Chancellor Registrar and the Controller of Examinations will assemble in the Administrative Block and wait for the Chancellor and the Pro-Chancellor of MBU to arrive.

## **I. ARRIVAL OF THE PRO-CHANCELLOR, CHANCELLOR, CHIEF GUEST AND GUEST OF HONOUR**

### **1. Arrival of the Pro-Chancellor, Mohan Babu University**

The Vice-Chancellor, Registrar and the Controller of Examinations will receive the Pro-Chancellor on his arrival.

### **2. Arrival of the Chancellor, Mohan Babu University**

The Vice-Chancellor, Registrar and the Controller of Examinations will receive the Chancellor on his arrival.

### **3. Arrival of the Guest of Honour**

The Vice-Chancellor, Registrar and the Controller of Examinations will receive the Guest of Honour on his arrival.

### **4. Arrival of the Chief Guest**

The Vice-Chancellor, Registrar and the Controller of Examinations will receive the Chief Guest on his arrival.

## **II. WEARING STOLES**

The Chancellor, Pro-Chancellor, Chief Guest, Guest of Honour, Vice-Chancellor, Members of the Governing Body, Members of the Board of Management, Members of the Academic Council, Registrar, Controller of Examinations, and Deans of the Schools shall wear academic stoles and assemble at the Chancellor's Conference Hall.

## **III. GROUP PHOTO OF ACADEMIC PROCESSION**

## **IV. ACADEMIC PROCESSION**

The Chancellor, Pro-Chancellor, Chief Guest, Guest of Honour, Vice-Chancellor, Members of the Governing Body, Members of the Board of Management, Members of the Academic Council, Registrar, Controller of Examinations and Deans of the Schools shall proceed in procession to the Auditorium in which the Degrees are to be conferred.

The order of procession is as follows:

1. Registrar
2. Controller of Examinations
3. Deans of various Schools (in rows of two)
4. Members of the Academic Council (in rows of two)
5. Members of the Board of Management (in rows of two)
6. Members of the Governing Body (in rows of two)
7. The Vice-Chancellor
8. Honorary Degree Awardee(s)
9. Guest of Honour
10. Chief Guest
11. The Pro-Chancellor
12. The Chancellor

When the Academic Procession enters the Auditorium, the candidates and the invitees shall rise and remain standing until all those on the dais have taken their seats.

#### **V. INVOCATION**

The Compere shall announce:

***“ Invocation”***

***“-----”*** – Students group to perform the invocation dance.

The Compere will invite the dignitaries onto the dais to occupy seats as per the protocol.

#### **VI. DECLARING THE CONVOCATION OPEN**

The Chancellor shall say:

***“I declare the 1<sup>st</sup> convocation of Mohan Babu University open”.***

#### **VII. INVITING THE VICE-CHANCELLOR TO DELIVER WELCOME ADDRESS AND ANNUAL REPORT**

The Chancellor shall say:

***“I invite the Vice-Chancellor of Mohan Babu University to deliver the welcome address and present the Annual Report”***

The Vice-Chancellor will deliver the welcome address and present the annual report.

#### **VIII. ADDRESS BY THE PRO-CHANCELLOR**

The Chancellor shall say:

***“I invite the Pro-Chancellor of Mohan Babu University to deliver the Address”***

The Pro-Chancellor will deliver the address.

#### **IX. ADDRESS BY THE CHANCELLOR**

The Chancellor will deliver the address.

#### **X. READING THE CITATION FOR THE RECIPIENT OF THE HONORARY DOCTORATE**

The Chancellor shall say:

***“I request, the Vice-Chancellor to read the citation of Dr./Shri. ----- for the Honorary Doctorate”***

#### **XI. CONFERMENT OF HONORARY DOCTORATE ON DR./SHRI. -----**

The Chancellor shall say:

***“I request Dr./Shri. ----- to accept and receive the Honorary Doctorate”***

***I request the Honorable Chief Guest to present the Honorary Doctorate to Dr./Shri. -----”***

#### **XII. CONFERMENT OF HONORARY DOCTORATE**

The Chancellor shall say:

***“By virtue of the authority vested in me as the Chancellor of Mohan Babu University, I admit Dr./Shri. ----- to the Honorary Doctorate of the University”***

#### **XIII. ACCEPTANCE SPEECH BY THE GUEST OF HONOUR**

The Chancellor shall say:

***I invite Dr./Shri. ----- to deliver the acceptance speech and his address”***

The Guest of Honour will deliver the address.

#### **XIV. INVITING THE CHIEF GUEST TO DELIVER THE CONVOCATION ADDRESS**

The Chancellor shall say:

***“I invite the Chief Guest Dr./Shri. ----- to deliver the Convocation Address”***

The Chief Guest will deliver the Convocation address.

## **XV. PRESENTATION OF THE CANDIDATES FOR THE AWARD OF MEDALS, RANKS AND DEGREES**

The Chancellor shall say:

***“Let the Candidates be now presented”***

The Candidates who have been awarded Medals / Ranks / Degrees shall be presented to the Chancellor by the respective Deans (Presenters). The names of the candidates will be read by the Presenter as follows:

### **AWARD OF MEDALS AND RANKS:**

**PRESENTER: Dean, School of Computing**

***The presenter shall bow to the Chancellor and shall say:***

***“Respected Chancellor, under the laws of the University, I present to you - ----- candidates of ----- IN PERSON and ----- candidates IN ABSENTIA in the School of Computing, who have been certified after examination to be duly qualified to receive the Degrees and to be awarded medals”.***

The names of the candidates will be read by the respective **Dean of the School.**

### ***“List of Candidates”***

The Candidates who have been awarded Medals and Ranks shall go up to the dais when called and receive the same from the Chancellor.

**PRESENTER: Dean, School of Commerce and Management**

***The presenter shall bow to the Chancellor and shall say:***

***“Respected Chancellor, under the laws of the University, I present to you - ----- candidates of ----- IN PERSON and ----- candidates IN ABSENTIA in the School of Commerce and Management, who have been certified after examination to be duly qualified to receive the Degrees and to be awarded medals”.***

The names of the candidates will be read by the respective **Dean of the School.**

### ***“List of Candidates”***

The Candidates who have been awarded Medals and Ranks shall go up to the dais when called and receive the same from the Chancellor.

**PRESENTER: Dean, School of Engineering**

***The presenter shall bow to the Chancellor and shall say:***

***“Respected Chancellor, under the laws of the University, I present to you - ----- candidates of ----- IN PERSON and ----- candidates IN ABSENTIA in the School of Engineering, who have been certified after examination to be duly qualified to receive the Degrees and to be awarded medals”.***

The names of the candidates will be read by the respective **Dean of the School.**

***“List of Candidates”***

The Candidates who have been awarded Medals and Ranks shall go up to the dais when called and receive the same from the Chancellor.

**PRESENTER: Dean, School of Liberal Arts and Sciences**

***The presenter shall bow to the Chancellor and shall say:***

***“Respected Chancellor, under the laws of the University, I present to you - ----- candidates of ----- IN PERSON and ----- candidates IN ABSENTIA in the School of Liberal Arts and Sciences, who have been certified after examination to be duly qualified to receive the Degrees and to be awarded medals”.***

The names of the candidates will be read by the respective **Dean of the School.**

***“List of Candidates”***

The Candidates who have been awarded Medals and Ranks shall go up to the dais when called and receive the same from the Chancellor.

## **XVI. ADMINISTERING THE PLEDGE**

When all the candidates for the Degrees in various departments have been awarded, the Chancellor shall administer the following pledge and the candidates standing up shall repeat the same.

***“We shall, in thought, word and deed, ever endeavour, 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”.***

***“We shall uphold and advance, social order, and the well-being of our fellow members, and shall devote, all our energy, to promote, the unity, integrity, and secular ideal of our country”.***

#### **XVII.CONFERMENT OF THE DEGREES**

The Chancellor shall say [the candidates, shall remain to stand]:

***“By virtue of the authority vested in me as the Chancellor of the Mohan Babu University, I admit you to the Degrees both in Person and in Absentia in the Schools of Computing, Commerce and Management, Engineering, Liberal Arts and Sciences upon candidates, for which you have been declared qualified in this University and in token thereof you have been presented with these Degrees.***

#### **XVIII.SIGNING THE REGISTER OF GRADUATES**

The Registrar shall lay the records of the Degrees that have been conferred before the Chancellor, who shall sign the same.

#### **XIX. DISSOLUTION OF CONVOCAATION**

At the conclusion of the proceedings, the Chancellor, Pro-Chancellor, Vice-Chancellor, Chief Guest, recipient(s) of Honorary Degree, Members of the Governing Body, Members of the Board of the Management, Members of the Academic Council, Registrar, Controller of Examinations and Deans of various Schools shall rise up and the Chancellor shall say:

***“I dissolve this Convocation”***

#### **XX. NATIONAL ANTHEM – Group of Students**

The Chancellor shall announce

***“National Anthem”***

The National Anthem will be played.

#### **XXI . RETURN OF PROCESSION**

The Chancellor, Pro Chancellor, Chief Guest, Guest of Honour, Vice Chancellor, Members of the Governing Body, Members of the Board of Management, Members of the Academic Council, Registrar, Controller of Examinations and Deans of various Schools shall retire in procession to the Chancellor’s Conference Hall. The Graduates and Invitees shall remain standing.

#### **XXII. DISROBING**