



GOVERNOR'S SECRETARIAT, ODISHA

RAJ BHAVAN, BHUBANESWAR-751 008

No.U-XVIII-03/2017/_____/SG/ (HE) Dated

From

Shri Sukanta Pradhan, OAS(SAG),
Additional Secretary to the Chancellor

To

The Additional Chief Secretary to the Government,
Department of Higher Education,
Government of Odisha,
Bhubaneswar.

Sub: Communication of the 1st Ordinances of Odisha State Open University,
Sambalpur.

Ref: Your Office letter No.27236 Dated 18.10.2017 of the Additional
Secretary to Govt, Deptt of Higher Education, Govt. of Odisha.

Sir,

In inviting reference to the communication cited above on the subject noted , I am directed to inform you that the Hon'ble Chancellor, Odisha State Open University, Sambalpur has been pleased to approve the 1st two Ordinances of the said University as per Section 30(3) of the Odisha State Open University Act, 2014 (Odisha Act of 2015).

2. The copies of the Ordinances are enclosed herewith for required formalities leading to the publication of the same in Odisha Gazette.

3. The ordinances may come into force from the date of the approval i.e 20.10.2017.

Yours faithfully,

Additional Secretary to the Chancellor

Memo No. 1119 /SG(HE) Dated: 21-10-17

Copy with the copies of the Ordinances forwarded to the Vice Chancellor, Odisha State Open University for information and necessary action with a request to coordinate with the Govt. for necessary formalities including implementation.

Additional Secretary to the Chancellor

Ordinance for the holding of convocations to confer degrees, diplomas, to grant certificates, other academic distinctions and recognitions to persons who have passed approved courses of study in the University or conducted research. (Ordinance made under Section 30 (1) (j) and Section 30 (2) of the OSOU Act 2014)

1. Not less than four weeks' notice of the Convocation shall be given by the Registrar or an Officer designated for the purpose by the Vice-Chancellor
2. The Registrar, or the Officer designated for the purpose, shall issue to each member of the Convocation along with the notice, a copy of the programme of the Convocation and information about the procedure to be observed thereat.
3. Candidates for the degree/diploma must submit their applications to the Registrar or the Officer designated on or before the date prescribed for the purpose, for the award of the degree/diploma at the Convocation in person or in absentia.
4. The Chancellor, Vice- Chancellor, Chief Guest, the other members of the Academic Procession and the candidates receiving degrees/diplomas, shall wear the academic robes as specified by the Board of Management.
5. The Academic Procession shall comprise Registrar, Directors of the School of Studies, Members of the Planning Board, Academic Council, Board of Management, the Vice-Chancellor, the Chief Guest and the Chancellor. The procession shall be led by the Registrar, followed in double file by the Directors of Schools of Studies, Members of the Planning Board, Members of the Academic Council, Members of the Board of Management, the Vice-Chancellor, the Chief Guest and the Chancellor, in that order. The persons forming the Academic procession shall assemble and stand in the prescribed order. They will be introduced to the Chancellor/ Chief Guest by the Vice-Chancellor after which the procession will enter the hall.
6. The members of the Academic Procession shall take the seats on the dais as reserved for them. The seating on the dais shall be as follows.


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In the front, close to the audience, will be the seats earmarked for the Chancellor, the Chief Guest and the Vice-Chancellor. On both sides will be podia with the mikes.

Behind the seats of the dignitaries will be, at some distance, rows of seats divided by a central passage, each row consisting of 5-6 or more seats depending on the length of the stage, on the left and an equal number on the right of the passage. The number of rows will depend on the number of persons joining the Academic Procession. Each seat will be given a specific number and each person in the procession will be informed of his seat number in advance. The seating will be arranged in such a way that the members of the Board of Management will occupy the front rows followed by the members of the Academic Council, the Planning Board, and Directors of School of Studies in that order. The Registrar will be allotted a seat nearest to the left side of the podium.

7. When the Academic Procession enters the Convocation Hall, the candidates and the audience shall rise and remain standing until the members of the Procession have taken their seats.
 8. Invocation
 9. The Registrar requests the Chancellor/Vice-Chancellor in the following words to open the Convocation:

"Chancellor/Vice-Chancellor, Sir, I request you to declare on the Convocation open."
 10. The Chancellor/Vice-Chancellor will declare the Convocation open in the following words:

"I declare the Convocation open"
 11. The Vice- Chancellor shall present the progress report of Odisha State Open University. After the presentation of the report, the Vice- Chancellor shall request the Chancellor to address the gathering.
 12. The Chancellor will address the gathering.
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13. The Chancellor/Vice-Chancellor will then say: "Let the candidates for the award of Degrees, Diplomas be presented."
 14. The Directors of Schools concerned or member of the Board of Management, as the case may be, will present the candidates for Degrees/Diplomas in the following words:

"Sir, I present to you _____ candidate of Degree/Diploma in _____ including _____ candidates in absentia, whose names are given in the list, who have successfully completed the programme and have been found qualified for the award of the Degree/Diploma in _____. I request that Degree/Diploma be awarded to them."

The candidate receiving the Degrees/Diplomas shall stand while they are being presented and remain standing until the Chancellor/Vice-Chancellor admits them to the respective Degrees, Diplomas.

15. The Chancellor/Vice-Chancellor will admit the candidate to the degrees/diplomas in the following words:

"By virtue of the authority vested in me as the Chancellor/Vice-Chancellor of Odisha State Open University, I award you the degree/diploma in _____ and charge you to be worthy of the qualifications that you have earned."

16. The Honorary Degree(s), if any, shall be conferred by the Chancellor/Vice-Chancellor on presentation of the Candidate(s) who is are to receive degree(s) by the person appointed for the purpose, who will read the citation.

17. The Chancellor/Vice-Chancellor shall confer the Honorary degree in the following words:

"By virtue of the authority, vested in me as the Vice-Chancellor of Odisha State Open University, I confer on you the Degree of _____ (honoris causa)."

18. The Chancellor/Vice-Chancellor will request the Chief Guest to award the Medals to the eligible candidates. The Directors of Schools concerned or Member of the Board of Management, as the case may

be, will present the candidates for awards of Gold Medal in the Following word:

“Sir, I present to you _____ candidate for the award of the medals, as they have been found meritorious. I request that the University Medals be awarded to them.”

19. The Chancellor/Vice-Chancellor will then request the Chief Gest to address the Convocation.

“I request _____ to address the Convocation.”

20. The Registrar shall obtain the signatures of the Chancellor/Vice-Chancellor in the Convocation Register.
21. The Registrar will request the Chancellor/Vice Chancellor, in the following words to close the Convocation:

“Chancellor/Vice-Chancellor, Sir, I request you to declare the Convocation closed.”

22. The Chancellor/Vice-Chancellor will declare the Convocation closed in the following words:

“I declare the Convocation closed”

23. The National Anthem (All present to stand).
24. The academic procession will then leave the Convocation Hall in the reverse order. The degree/diploma holders and the audience in the Hall will remain standing till the procession has left the Hall.