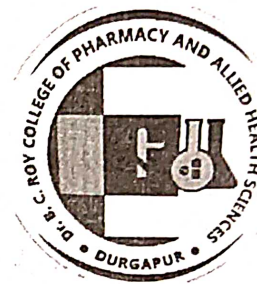


Dr. B. C. Roy College of Pharmacy and Allied
Health Sciences, Durgapur - 713206



**PROCEDURE FOR ORGANIZING
GRADUATION DAY**

I. ARRIVAL OF DIGNITARIES:

- All the Academic Council Members shall wear the academic robes prescribed and assemble in the robing room at the appointed hour.
- The Chief Guest/ Special Guest shall be received by the Principal, Director and General Secretary.
- The Chief Guest, Special Guest, General Secretary, Director and the Principal will proceed to the robing room and shall wear academic robes.
- The Chief Guest, Special Guest, GS, Director, Principal, Registrar and AC members shall assemble for a Group Photograph.

II. ACADEMIC PROCESSION

- The procession shall be formed in the following order:
 1. Director
 2. Principal
 3. Registrar
 4. Members of Academic Council
 5. Special Guest
 6. Chief Guest
 7. General Secretary
- When the procession returns after the Graduation Day Function, the order shall be in reverse.
- The Academic Procession shall start as the band. "Anondoloke" starts playing. As the academic procession approaches on the dais, the candidates and guests in the auditorium shall remain standing until, the Chief Guest, Special Guest, General Secretary, Principal, Registrar and AC members take their respective seats on the dais.
- Members in the academic procession shall proceed to the dais and occupy their seats.
- All others in the Graduation Hall shall resume their seats.

III. DECLARING THE GRADUATION DAY OPEN

- The General Secretary shall say,

The Graduation Day of the College has been called to distribute the **Degree Certificates** upon the candidates of the college who have been admitted to the degrees by the MAKAUT, WB. I have great pleasure in declaring open this **Graduation Day**.

IV. WELCOME ADDRESS BY THE DIRECTOR

- The GS shall say "I invite the Director of the College to deliver the Welcome Address".
- The Director shall deliver the Welcome Address

V. MESSAGE OF BLESSINGS BY THE SPECIAL GUEST

- The GS shall say "I invite the Special Guest, Prof. (Dr.) Sanmoy Karmakar to convey his message of blessings".
- The Special Guest shall deliver the Message of Blessings.

VI. ANNUAL REPORT PRESENTATION BY THE PRINCIPAL

- The GS shall say “I invite the Principal of the College to present the Annual Report of 2019-2020 of the College”.
- The Principal shall present the Annual Report.

VII. ADMINISTRATION OF THE PLEDGE BY THE PRINCIPAL

- Principal shall say “Will the Graduates kindly stand?”
- With all the candidates standing, the Principal shall put to them the following questions to which they shall answer “I do promise” after each question.
- The Principal shall read out the following pledge.
- **Principal:** “Do you solemnly and sincerely promise and declare that you will in your daily life and conversation conduct yourself and become worthy members of the Society”.
- Candidates shall say “I do promise”.

- **Principal:** Do you solemnly and sincerely promise and declare that to the utmost of your opportunity and ability you will use your powers for the promotion of true learning and in the service of your fellowmen?”

- Candidates shall say “I do promise”.

- **Principal:** Do you solemnly and sincerely promise that you will faithfully and diligently fulfill the duties of the profession to which you will eventually belong and that you will on all occasions, maintain its purity and reputation?”

- Candidates shall say “I do promise”.

- Principal shall then read “As the Principal of Dr. B. C. Roy College of Pharmacy and Allied Health Sciences, Durgapur, I re-affirm your admission to the several degrees for which you have been declared qualified by the MAKAUT, WB”.

- Candidates shall take their seats.

VIII. PRESENTATION OF CANDIDATES

Principal:

- Let the candidates be now presented by the

Registrar.

- The Registrar shall now read the list of Graduates of various courses, one by one. (The Principal will be handing over the Certificates to the General Secretary). Candidates shall come to the dais and receive the Degree Certificates and Medals (if any) from the General Secretary by bowing down and proceed to resume their seats. The General Secretary may authorize someone to do the honor on his/ her behalf, if he feels so.

- The Registrar shall say:

Mr. Principal,

- I present unto you _____ candidates IN PERSON in B. PHARM. and _____ candidates IN PERSON in M. PHARM who have been awarded the degrees of MAKAUT, WB.

Mr. Principal,

“I present unto you “IN ABSENTIA” _____ candidates in B. PHARM. and _____ candidates in M. PHARM who have been awarded the degrees of MAKAUT, WB”

- “I pray that necessary permission may be accorded for distribution of degree certificate to those who are absent.”

- Principal will then say “in the name of Dr. B. C. Roy College of Pharmacy and Allied Health Sciences, Durgapur, I re-affirm your admission to the respective degrees whose names are listed in the Graduation Day Register and I charge you throughout your life to prove worthy of the Degree. I also permit for distribution of Degree Certificates.”

IX. DELIVERY OF THE GRADUATION ADDRESS

- The Principal shall say,

I invite the Chief Guest Dr. Subhashis Datta (only the name of the Chief Guest, not his other titles) to address the candidates.

The Chief Guest shall deliver the Graduation Address.

X. DISSOLUTION OF THE GRADUATION

- As the Proceedings conclude, the GS shall say:

“I DISSOLVE THIS GRADUATION CEREMONY”

XI. NATIONAL ANTHEM

- The Principal Shall say,

“NATIONAL ANTHEM” (recorded version shall be played).

- As the National Anthem is played all persons in the Hall Shall stand up.



Principal

Dr. B. C. Roy College of Pharmacy & A.H.S.
Bidhannagar, Durgapur-713206, Burdwan

