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**PRESIDENT'S SECRETARIAT**  
**(CA-III Section)**

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F. No. CIII-07045/1/2019-CA-III

6<sup>th</sup> January, 2020

**Subject: Standard Operating Procedure (SOP) for Convocations and visits to Institutes of Higher Learning.**

Kindly refer to CA-III Section's note No. 07045/1/2019-CA-III dated 21<sup>st</sup> November, 2019 regarding revised Standard Operating Procedure (SOP) for Convocations and visits to Institutes of Higher Learning.

2. The following points are also to be included in the revised SOP with immediate effect:


i. National Anthem to be played at every Convocation. If adults / children are singing the National Anthem then the District Collector should ensure the correct rendition of the National Anthem.

ii. The following point on 'Kulgeet' / invocation to be followed:

'Kulgeet' / Invocation may be sung during the Convocation. However, not more than one 'Kulgeet' / Invocation will be allowed and its duration should be less than four minutes. Specific approval for the 'Kulgeet' should be taken for each Convocation.

5. As mentioned in para 5 of the revised SOP, a proforma on activities to be conducted during and prior to the Convocation, is also enclosed.



6. This issue with the approval of Competent Authority.


  
(P. Praveen Siddharth)  
OSD

  
PSP

DMSP — 

Copy for the information to:

1. Secretary to the President. 
2. Military Secretary to the President 
3. Joint Secretary to the President

  
7/1/2020

**PRESIDENT'S SECRETARIAT**  
(CA-III Section)  
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F.No.CIII-07045/1/2019-CA-III

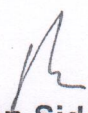
21 November, 2019

**Subject : Standard Operating Procedure (SOP) for Convocations and visits to Institutes of Higher Learning**  
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Kindly refer to CA-III Section's Order No. F.No.CIII-07045/3/ 2017 - CA-III dated 15<sup>th</sup> February, 2018 on the subject cited above.

2. A copy of the **revised SOP** in this regard is enclosed.
3. All concerned officers / sections who are receiving and processing requests / communications relating to Convocations and other functions in the institutes of Higher Learning, are requested to follow the SOP while dealing with such requests.
4. This issues with the approval of the Competent Authority.

Encl: As stated above.

  
(P. Praveen Siddharth)  
Officer on Special Duty

President's Secretariat  
[CA-III Section]

**STANDARD OPERATING PROCEDURE**  
**FOR CONVOCATIONS**  
**AND VISITS TO INSTITUTES OF HIGHER LEARNING**

1. President's Secretariat has been receiving proposals from various Central, State, Private and Deemed Universities / Institutions inviting the President for Convocations and other functions.
2. It has been decided that before such invitations are further processed and submitted for the consideration of the President the following actions will be initiated :
  - (i) All requests will be dealt in Personal Cell. In case received in any other section, they may be transferred to Personal Cell within one working day.
  - (ii) Personal Cell will take the approval of the requests from the Secretary to the President within three working days.
  - (iii) In case inputs of MHRD are needed to be taken, then Personal Cell will forward the requests to CA-III Section. On receipt of inputs, CA-III section will forward the same to Personal Cell.
  - (iv) Thereafter, Personal Cell will convey acceptance to the concerned University and request them to appoint a Nodal Officer to tie up with the President's Secretariat for draft Minute-to-Minute programme, background note about the University, Draft speech etc. Further, the concerned University may also be asked to get in touch with OSD / CA-III section for briefing on planned activities before / during the event.
3. Before the function to be attended by the President, the concerned University may be requested to consider the following activities:
  - (A) **Prior to the Convocation:**
    - (i) Organizing Blood Donation Camp through Red Cross Society, at least one week ahead of the Convocation
    - (ii) Organizing Organ Donation Camp through National Organ & Tissue Transplant Organisation (NOTTO), at least a week ahead of the Convocation

...contd.2/-

- (iii) Organizing Swachhta Abhiyan, planting of trees, Shramdaan etc.
- (iv) They may explore feasibility of adopting any Government School in their vicinity.
- (v) Any other activity like adopting a village or locality in the city.

**(B) During the Convocation:**

- (i) Group Photograph of the (i) award winners/gold medal awardees' / alumni (ii) Faculty members with the President, preferably as soon as the President arrives at the venue.
- (ii) Consider extending invites to at least 50 students of Kendriya / Jawahar Navodaya / Sarvodaya / Rajkiya Pratibha Vikas Vidyalaya (whichever is in the vicinity) for the convocation on basis of merit or any other transparent criteria.
- (iii) It is to be ensured that only the approved official photograph (see website) of the President is displayed at all places in the venue and in all the literature circulated. The photograph can be sent for confirmation.
- (iv) Name of the President in Hindi should be written as –  

राम नाथ कोविन्द
- (v) Encourage participation of alumni and include speeches of successful alumni / award winners in the programme.
- (vi) Gold medal / award winning students may be invited to give a short talk (2 mins). Total time cannot be more than 10 minutes.
- (vii) In case exhibitions of science / art / history etc. are organized, then the President can view the exhibits as soon as he is received at the venue.
- (viii) Possibility be explored for half an hour interaction with alumni.
- (ix) Interaction with faculty and tour of the university may be organized for parents of the students. In addition, it may also be ensured that they are provided tea / refreshments.
- (x) Only concerned authorities of the university (not below the rank of Dean) should be on the dais and number of persons should be kept at bare minimum.

4. The acceptance for any function may be given at least 4 weeks prior to the function to give enough time for conduct of above activities. The proforma mentioned at para 5 will be enclosed with the acceptance letter.
5. A proforma on activities to be conducted during and prior the convocation will be prepared and circulated by OSD (PS) to DMSP and PSP. The quality / performance of these activities will be checked by OSD (PS). The proforma will be mounted on the Rashtrapati Bhavan website. DMSP will ensure that the proforma of every convocation is filled up <sup>presented</sup> before the President <sup>President routes for the assignment.</sup>
6. A copy of acceptance and regret letters will be sent to OSD (PS).
7. Press wing will be kept informed of the upcoming functions so that the speeches can be prepared without delay.
8. This has the approval of the Competent Authority.

  
(P. Praveen Siddharth)

OSD

21.11.2019

**Proforma [as mentioned at para of SOP dated 21.11.2019**

S. No.	Activities by the University / Institute	Details	Remarks
1.	Blood Donation Camp	i. Date of organization of blood donation camp	
		ii. Proposed / Next Date	
		iii. Frequency of donation camp	
		iv. No. of blood donors including Male / Female	
		v. Name of blood donors who have donated more than one time	
2.	Organ Donation Camp	i. Pledge date	
		ii. Proposed / Next date	
		iii. Number of pledge takers including Male / Female participants	
3.	School Adopted	i. No. of Schools adopted	
		ii. Details of activities performed in School	
		iii. No. of school children attended Convocation	
4.	Village Adopted	i. Details of students visiting village	
		ii. Frequency of visits	
		iii. Number of students involved ( Male / Female)	
		iv. Number of nights stayed	
5.	Alumni Role	i. Number of Alumni attending the Convocation	
		ii. Whether Alumni were invited for Convocation	
		iii. Whether Alumni Association exists	
		iv. Details of activities	
6.	Other Activities	Details of activities undertaken under University Social Responsibility (USR)	