

Standard OPERATING PROCEDURE
FCS CONVOCATION



EXAMS BRANCH
Version: 2.0

NATIONAL DEFENCE UNIVERSITY ISLAMABAD

This SOP contains 7 pages and has been prepared in line with the provisions of NDU Academic Regulations / HEC guidelines and will remain enforced till amended, cancelled or suspended. It shall be revised / amended after every 3 years OR on approval of any changes in the Academic Regulations or HEC guidelines or after the statutory bodies' decision or as and when considered necessary by the Competent Authority. No provision of this document shall supersede information / direction contained in the Academic Regulations / HEC guidelines or other superior documents on the subject.

List of Acronyms

AGE	Assistant Garrison Engineer
CI	Chief Instructor
CJCSC	Chairman Joint Chiefs of Staff's Committee
Coord	Coordination
Dir	Director
DG	Director General
FCS	Faculty of Contemporary Studies
GS	General Staff
HoD	Head of Department
HQ	Headquarters
ISSRA	Institute of Strategic Studies
NA	National Assembly
NDU	National Defence University
PMC	President Mess Committee
PRSA&IT	Public Relations, Student Affairs & Information Technology
QEC	Quality Enhancement Cell
SD	Staff Duties
SOP	Standard Operating Procedures
Sp	Support

RESTRICTED

NATIONAL DEFENCE UNIVERSITY
SOP – FCS CONVOCATIONS
OCTOBER 2025

1. **General.** Convocations shall be held minimum once in each year (as per the HEC guidelines) for awarding degrees, medals and merit certificates to successful graduates in respective disciplines of PhD, MS, MPhil, BS and Associate Degree on completion of degree requirements.
2. **Aim.** To review and refine the procedures specified during 2012 in view of new established depts. and branches for smooth & better conduct of FCS Convocations.
3. **Broad Parameters.** The FCS convocation ceremony will be scheduled annually by Registrar on a date convenient to the NDU keeping in view the availability of the President NDU and the Chancellor or his Nominee. Following procedure will be adopted:-
 - a. Registrar shall seek approval of the Date of FCS Convocation preferably during last week of December each year.
 - b. The Chancellor shall be invited to grace the occasion as the Chief Guest.
 - c. In case of non-availability of the Chancellor, one of the top functionaries of the State i.e. the Prime Minister, the Chairman Senate, the Speaker NA, a relevant Minister, CJCSC, any one of the Services Chiefs, the Chairperson HEC, or any other prominent figure will be invited as the Chief Guest.
 - d. President NDU can also preside over the FCS Convocation Ceremony.
4. **Venue.** Approval for FCS Convocation Ceremony venue shall also be sought by the Registrar, in consultation with Dir Admin Coord FCS which may be the University Auditorium, Suitable open place within premises of NDU or suitable Hall outside NDU (depending upon the strength of graduates who will be awarded degrees, medals and merit certificates and their guests).
5. **Responsibilities**
 - a. **Conduct.** Registrar NDU shall be the master of the ceremony hence, will be responsible for the conduct of proceedings of NDU convocations.
 - b. **Advertisement.** Controller of Examinations (CoE) shall be responsible to advertise the scheduled date of Convocation in News papers along with eligible graduates, schedule for Registration of Graduates and their guests.
 - c. **Preparation of Degrees, Medals, Merit Certificates and Scroll of Graduates.** CoE shall be responsible for preparation of degrees, medals, merit certificates and scroll of graduates.

RESTRICTED

RESTRICTED

- d. **Protocol.** GS (SD Branch) & PRSA&IT branches will be responsible for all protocol duties. Dir PRSA&IT will depute required no of students for conducting the guests to the venue at specified seats.
 - e. **Security & Traffic Control.** Security Branch will be responsible for security and traffic control in and around NDU.
 - f. **Security Clearance of Participants.** QEC will be responsible for security clearance of all registered graduates and their guests.
 - g. **Refreshments.** FCS Admin Branch will intimate the number of graduates, their guests and university guests to PMC/Messing Officer, who will be responsible for making necessary arrangements.
 - h. **Preparation of the Auditorium.** FCS Admin Branch in coord with NDU HQ will ensure preparation of the venue and dais (incl Panaflex if required).
 - i. **Standby Generator/Electricity Arrangements.** Adm Branch (AGE) will be responsible to ensure uninterrupted electric supply during the event.
 - j. **Audio /Video Arrangements.** GS Branch (Media & Support branch) will be responsible for Audio and Video arrangements, including playing National Anthem, NDU documentary (if required) and recording of the event.
 - k. **Media Coverage & Press Release.** GS (Media & Sp Branch) & PRSA&IT Branches will be responsible for media coverage and press release subsequently.
 - l. **Stage.** FCS Admin (DD Admin), GS SD and Media & Sp branches will be responsible for setting the stage in collaboration with the Registrar & COE.
6. **Chronology of Events/Actions.** Following actions will be initiated prior to the event, by authorities / branches and as per the time lines indicated against each:-

Ser	Activity	Time Line	Action By
a.	Approval of the Date, Venue and Chief Guest by the President NDU	Last week of Sep i.e. 12 weeks before proposed date in last week of December	Registration branch
b.	Formal invitation/ confirmation of the Chief Guest, preparation of Dossiers and addresses for President NDU & Chief guest	11 Weeks before the event	Registration branch
c.	Issuance of Coord Instructions to all concerned with their responsibilities	11 Weeks before the event	Registration branch
d.	Approval of the guests list by the President NDU, immediately after confirmation of the Chief Guest.	11 Weeks before the event	SD, Registration & PRSA&IT Branches

RESTRICTED

RESTRICTED

e.	Printing of Invitation Cards	11 Weeks before the event	PRSA&IT Branches
f.	Extending Invitation to guests	11 Weeks before the event	PRSA&IT Branches
g.	Convocation advertisement approval, pub in Newspapers and Uploading on NDU Website	10 Weeks before the event	Exams Branch and Media & Sp Branch
h.	Informing eligible graduates through Email, Whatsapp, SMS/Telephone etc	8-10 Weeks before the event	Concerned Depts
i.	ONLINE Registration of Graduates and their guests for the convocation	5 th to 8 th Week before the event	Exams & IT branch
j.	Provide Access to lists of registered graduates and their guests to Registration Branch, Security Branch, QEC for Security Clearance and Admin Branch for onward submission to the PMC.	On completion of Registration for convocation	IT Branch
k.	Downloading of Lists of Registered graduates & guests from System by all concerned. No hard copy shall be provided under any circumstances.	After completion of Registration for convocation, as and when required.	All Concerned
l.	1 st Coord Conference	4 Weeks before the event	Registration branch
m.	Preparation of Degree Folders	4 Weeks before the event	Exams and Media Sp Branch (Press)
n.	Finalization of Medals and Merit Certificates Winners	4 Weeks before the event	Exams Branch & medal Award Committee
o.	Security Clearance	To start from 4 Weeks before the event	QEC
p.	Approval & Ordering preparation of medals	3 Weeks before the event	Exams Branch
q.	Printing of Degrees and Medals/Merit Certificates	3 Weeks before the event	Exams Branch
r.	Formation and Approval of Procession	3 week prior to the Event	Exams Branch
s.	2 nd Coord Conference	1 Week before the event	Registration Branch
t.	Preparation of Seating Plan for NDU Guests and Graduates Guests	1 week prior to the event	SD/Registration & PRSA&IT Branches
u.	Issuance of Gowns to Faculty members for Procession to Concerned Departments	1 Week before the event	Exams Branch
v.	Preparation of Seating Plan for Graduates	1 week prior to the event	Exams Branch
w.	Provision of Gowns to Admin Branch for students	7 days prior to the event	Exams Branch / Admin Branch
x.	Issuance of Entry Passes to students and guests	On Rehearsal Day	Exams Branch
y.	Confirmation of seating plans	On Rehearsal Day	Exams Branch
z.	Displaying picture for wearing convocation costumes	Rehearsal day	Exams Branch
aa.	Preparation & Provision of Blank Degree Folders,	Rehearsal Day	Exams Branch

RESTRICTED

RESTRICTED

	(to be used for degrees and Merit Certificates) for Rehearsal		
bb.	Conduct of Rehearsal	1 Day before the event	Registration, Exams, PRSA&IT, Media & SP and FCS Admin Branches
cc.	Provision of Haversack Lunch to all graduates and staff conducting and participating in Rehearsal	Rehearsal Day	Admin Branch
dd.	Attendance as per calling list	Convocation Day	Registration Branch
ee.	The Convocation	Convocation Day	Registration /Exams Branches
ff.	Group Photograph	Convocation Day	Media & Sp, PRSA&IT Branches
gg.	Refreshments	Convocation Day	PMC/ Messing Offr
hh.	Departure of Guests	Convocation Day	All Concerned

7. **Sequence of Actions - Immediately Before the Ceremony.** On the day of the convocation following actions will be required to be taken immediately before the ceremony:

a.	Guest Reception and Guidance to the Auditorium.	SD Branch/ PRSA&IT
b.	Members of the Procession and Dais group to be received and guided to the lounge.	SD Branch
c.	Reception of the Chief Guest by President NDU	SD Branch
d.	Briefing of the Chief Guest and the Dais group about the conduct of the ceremony	Registrar
e.	Formation of the Procession	Exams Branch
f.	Chief Guest proceeds to the lounge and joins the Procession	SD Branch
g.	Procession Marches in to the Auditorium	Registration Branch

8. **Proceedings During the Ceremony.** As the procession enters the auditorium following will be the proceedings:-

- a. Entry of the procession in Auditorium will be announced by the words **“Ladies & Gentlemen, the Procession”** by Rep of Registration Branch.

RESTRICTED

RESTRICTED

- b. All those present in the Auditorium will rise and will only sit once the National Anthem is played off. The National Anthem will start once the Dais Group reaches the Dais and stands in front of their respective chairs.
- c. After the National Anthem, the proceedings will commence in the following sequence:-
 - (1) Convocation will be declared open by the Chief Guest.
 - (2) Recitation from the Holy Quran.
 - (3) Welcome Address by the President NDU.
 - (4) Award of Degrees by the Chief Guest.
 - (5) Award of Medals and Merit Certificates by the Chief Guest.
 - (6) Address by the Chief Guest.
 - (7) Signing of Scroll by the President NDU and the Chief Guest.
 - (8) Convocation will be declared closed by the Chief Guest.
- d. At the end of the Ceremony, the sequence for moving out will be as under:-
 - (1) The Dais Group comprising the Chief Guest, the President NDU, and the procession.
 - (2) Participants.
 - (3) Guests.

9. **Refreshments**. Refreshments and photograph sequence will be adjusted in accordance with the approval of the President, NDU keeping in view the convenience of the Chief Guest.

10. **Signing the Visitor's Book**. SD branch will be responsible for making necessary arrangements.

11. **Photograph**. GS(SD Branch) & PRSA&IT Branches will be responsible for group photograph(s) in collaboration with the Media & Support Branch, which will make necessary arrangements for the group photograph(s).

- a. Separate photographs will be arranged for PhD, MPhil/MS, BS graduates, Medal Winners and Organizers of various branches.
- b. After the Procession moves out of the Auditorium or after the refreshments, the successful graduates will assemble for group photograph near the stairs on the North Entrance. The Chief Guest will be escorted to the stairs once the first group is lined up.
- c. Besides the President NDU and the Chief Guest, seating arrangements for the following will be made:
 - (1) Deans, CIs and DG ISSRA
 - (2) All HODs

RESTRICTED

RESTRICTED

- (3) Registrar
- (4) Controller of Examinations
- d. All Faculty Members will stand in the first Row behind the seats which will be followed by the graduates as per the plan made by PRSA&IT Branch.
- e. After the photograph the Chief Guest will depart. SD Branch will make arrangements to receive the gowns.

12. Attendance/Guest List

- a. All officers of ISSRA, NDU HQ and FCS will attend the ceremony subject to availability of seating.
- b. Guests will be invited as per the list (to be finalized by Dir PRSA&IT in coord with Registrar's Office).
- c. Other guests may be invited at the discretion of the President NDU.

13. Dress

a. **Guests**

- (1) Civilian Dignitaries - Lounge Suit.
- (2) Pakistan Army, Navy & Air Force - Service Dress with Medals and Pakistan Air Force or as specified by University HQ
- (3) Defence Attaches - Ceremonial.
- (4) Ladies - Any decent dress of their choice.

b. **Faculty and Successful Graduates**

(1) **Faculty**

- (a) **Male**. Faculty who are part of the procession shall wear Gowns over the lounge suits where as others will wear lounge suits/combination.
- (b) **Female**. Faculty who are part of the procession shall wear Gowns over the dress whereas others will wear decent dress of their choice.

- (2) **Participant Graduates**. All male graduates will wear gowns over the lounge suit/ Pakistani or National dress/ pent shirt whereas all female graduates will wear gowns over the dress (decent) of their choices.

- (3) No graduate shall be allowed to enter the auditorium without convocation costume.
- (4) Wearing of Jeans is strictly prohibited.

14. **Coord Conferences**. Following will attend the Coord Conferences as and when scheduled by the Registrar's Office:-

RESTRICTED

RESTRICTED

- a. Registrar : Sponsor FCS Convocation & Master of Ceremony
- b. Brig Coord : (Will attend & chair final coord conference only)
- c. Controller of Exams : Co-Sponsor FCS Convocation
- d. Col GS : (Will attend the final coord conference only)
- e. Dir Admin Coord FCS
- f. Dir PRSA&IT
- g. Dir QEC
- h. 1 x Faculty Member from each dept (to be designated by respective HoDs).
- i. DD Finance
- j. DD Admin

Following will also attend the final coord conference.

- k. GSO-1(SD)
- l. GSO-1(Media)
- m. AQ (Adm)
- n. Messing Offr
- o. Security Offr
- p. AGE

15. The SOP has been issued with approval of the Competent Authority and shall be taken as executive orders for implementation forthwith.

No. 818/NDU/Exams/Convocation/FCS
_____Oct 2025


Controller of Examinations
(Brig Abdul Saboor Zahid(Retd))

To: _____
(All Concerned)

RESTRICTED