

CONVOCATION GUIDELINES



NIST UNIVERSITY

INSTITUTE PARK, BERHAMPUR, ODISHA-761008, INDIA

Appendix-I (2nd Convocation Logistics)

The 2nd Convocation of NIST University is scheduled on **9th December 2025** at the **Indoor Stadium** from **09:30 AM**, where degrees will be conferred on graduating students, and University medals will be awarded to toppers of various programmes.

- ✓ Graduating students must register to attend the convocation.
- ✓ **Online Registration:** Visit www.nist.edu/convocation/ or <https://forms.gle/84wYYeWzeBHQHsIY8> and pay the convocation fee of Rs. 2,000/- (via online payment or UPI).
- ✓ Ensure all institutional dues are cleared before registration and submit the institute clearance on or before 6th December to the Batch Coordinator.
- ✓ Applications received after the due date will not be accepted.
- ✓ Registered students must attend the **Convocation Rehearsal** on **08th December 2025** at 2:00 PM in the venue (Indoor Stadium) to receive detailed instructions.
- ✓ Convocation kits will be issued on **08th December 2025**, between **10:30 AM and 1:00 PM** at the venue upon verification of dues and payment.
- ✓ Students must sit in their assigned seats.
- ✓ Avoid carrying flowers, handbags, or other articles. No storage facility is available at the venue.
- ✓ Eligible students will collect gowns/scarves from designated counters and must wear them throughout the ceremony.
- ✓ A refundable amount of Rs. 1,000/- will be returned after the event upon returning the gowns/scarves at the designated counter.
- ✓ Return gowns/scarves at the designated counter after the event.
- ✓ Entry without a gown/scarf is not permitted.
- **08th December 2025 (Monday):**
 - ✓ Entry for Rehearsal: 2:00 PM - 3:00 PM.
 - ✓ Rehearsal & Instructions: 3:30 PM - 4:30 PM.

- **09th December 2025 (Tuesday):**

- ✓ **9:00 AM – 9:30 AM:** Entry to Convocation Hall.
- ✓ **10:30 AM – 12:00 PM:** Convocation Ceremony.
- ✓ **12:15 PM – 12:45 PM:** Group Photographs.
- ✓ **1:00 PM:** Return of Gowns.
- ✓ **1:30 PM onwards:** Lunch at Yoga Center
- ✓ Event photographs will be available on the university website after the convocation.
- ✓ Complete online **Alumni Registration** before participating in the convocation.
- ✓ Lunch will be served post-convocation upon presentation of a lunch coupon/entry pass.

IMPORTANT INSTRUCTIONS:

- ✓ No registration after the due date.
- ✓ No spot/offline registration is allowed.
- ✓ Proof of registration must be presented during reporting.
- ✓ Collect entry passes and convocation Uttariya on **08th December 2025**, between **10:00 AM – 3:00 PM**.
- ✓ Entry passes will include seating details and the convocation pledge.
- ✓ Late arrivals (after **9:00 AM on 09th December 2025**) will not be allowed.
- ✓ Maximum three accompanying persons are permitted, whose details must be mentioned during registration.
- ✓ Only parents, spouses, PhD guides, or children above 12 years are allowed in designated areas.
- ✓ Non-attending graduates can collect certificates five days post-convocation after registration.
- ✓ Carry photo ID issued by the university or government.
- ✓ Personal items such as mobile, cameras, laptops, and handbags are not allowed inside.
- ✓ Attendees must rise during the academic procession.

- ✓ Accommodation facilities can be availed during reporting (pre-registered or on-spot if available).

CONTACT DETAILS:

Convocation Coordinators:

1. Dr. Preeti Ranjan Sahu, Associate Dean, Students' Welfare

- ✓ Contact: 9861154247
- ✓ Email: preetiranjansahu@nist.edu

Accounts (Dues):

- ✓ Email: fees@nist.edu
- ✓ CA Sainik Bibhutiray, FO: 9337993711
- ✓ Mr. Ashok Kumar Samantaroy: 7735048784
- ✓ Mr. Bibek Biswal: 9437812333

Convocation Registration:

- Prof. Swadhin Kumar Mishra
 - ✓ Contact: 9776644121
 - ✓ Email: swadhin@nist.edu

NAD_Digilocker & ABC Registration:

- Dr. M. Rajendra Kumar, Nodal Officer: 9348898105