



Notification - 27/2026

Subject – 7th Convocation instructions - regarding

With reference to the notification No. **33/2026**, dated **18th May 2026**, all applicants are hereby requested to strictly comply with the following instructions:

A. In-Person participants:

- 1) All students participating *in person* are required to report to *Manan Kendra, Gangtok*, on the day of the Convocation, i.e. **27th May 2026 (Wednesday)**, at **1:00 p.m.** for entry and completion of pre-event formalities.
- 2) Participants must carry:
 - A printed copy of their online convocation application, as proof of registration; and
 - A valid photo identity document (e.g. Aadhaar, PAN, Driving License etc.) for entry into the venue and for issuance of certificates, stoles, and other related provisions.
- 3) Owing to security considerations, entry to the venue shall be restricted strictly to the participant only. Family members or accompanying visitor(s) shall not be permitted inside the venue.

B. In-Absentia Applicants – Collection by Self:

- 4) Certificates of applicants who have opted for collection by self shall be issued starting from **August, 2026**. The exact dates and other details shall be communicated to the applicants by email to their registered email ids.
- 5) During collection applicants must produce the following for issuance of certificates:
 - A printed copy of their online application, as proof of registration; and
 - A valid photo identity document (e.g. Aadhaar, PAN, Driving License etc.).
- 6) In case an applicant is unable to collect the certificate personally, he/she may authorize only his/her **parent or spouse** to collect the certificate on his/her behalf.
- 7) In such cases, the authorized person must produce the following documents at the collection centre:
 - A copy of the Convocation application form; duly signed by the applicant;
 - A copy of the applicant's valid photo identity document (Aadhaar Card, PAN Card, Driving Licence, etc.), duly signed by the applicant;

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(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएसी) द्वारा वर्ष 2015 में प्रत्यायित केंद्रीय विश्वविद्यालय)
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

- A letter of authorization addressed to the **Controller of Examinations** from the applicant, indicating the name, identification details, and relationship of the authorized receiver with the applicant (limited to parent/spouse only);
- A copy of the receiver's valid photo identity document duly signed by the applicant; and
- A copy of a valid document establishing the relationship of the receiver with the applicant as parent or spouse, duly signed by the applicant.

In-Absentia Applicants - Collection by post

- 8) Certificates of applicants who have opted for collection by post shall be dispatched to their registered postal address through India Post (Speed Post) starting from **August, 2026**. The exact dates and other details shall be communicated to the applicants by email to their registered email ids.

Laxuman Sharma

Prof. Laxuman Sharma
Controller of Examinations (IC)

Distribution -

1. P.S. to VC for information of the Hon'ble Vice-Chancellor
2. Registrar
3. Finance Officer
4. Librarian (IC)
5. Director, Yangyang Campus
6. Dean Students' Welfare
7. All Deans of Schools
8. Convocation Steering Committee
9. Convocation Sub-Committees
10. All Principals of Affiliated Colleges
11. All Heads/In-Charge of Departments
12. Joint Registrar (Academics)
13. System Management with a request to upload the notification in the University website
14. President SUSA
15. Notice Board

