

COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in

No: CU/Acad/Orders and Notices/2017/052/ 387

Date: 29-05-2025

NOTICE

(Renewal Admission)

(Admission into HS 2nd Year, UG 3rd & 5th Semester, PG 3rd Semester and Self-Financing Courses)

This is to notify all students of Cotton University that the Process of Payment of Renewal Admission Fee for H.S. 2nd Year and Odd Semesters of all UG and PG programmes shall commence from **10th July to 20th July, 2025**. Students are required to pay the requisite amount of Fees **Online** through University website on or before **20th July, 2025**.

Payment of Renewal Admission Fee		
Time Line	10 th July to 20 th July, 2025	Without Applicable Late Fee
	21 st July to 25 th July, 2025	With Applicable Late Fee

Students seeking Fee Waiver shall submit the following documents in Certificate Branch at Ground Floor, Administrative Building, Cotton University Without Fail from **13th June to 23rd June, 2025** (HS 1st Year & UG 4th Semester) and **3rd June to 12th June, 2025** (UG 2nd Semester & PG 2nd Semester) The Documents will be verified on the spot and recorded in the Certificate Branch.

Documents Submission at Certificate Branch		
For students currently studying in	Time Line for Submission	Timing
HS 1 st Year & UG 4 th Semester	13 th June to 23 rd June, 2025	10:00 AM to 4.00 PM
UG 2 nd Semester & PG 2 nd Semester	3 rd June to 12 th June, 2025	10:00 AM to 4.00 PM

Details of Documents to be submitted by Students seeking Fee Waiver & Relevant Information as per Govt. of Assam directives:

- Applicable only to the students who meet the prescribed eligibility under Fee Waiver Scheme.
- Time of Submission : **10:00 AM to 4.00 PM**



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iii **Ration Card** issued by the Competent Authority. In case the students or their parents do not possess a Ration Card, then **Income Certificate** (whose parental income is below **Rs. 4.00 lakhs Rupees Four Lakhs per annum**) from Local Revenue Circle Officer can be submitted.

iv **Student' Declaration Form Duly Filled and Signed.**

v. Copy of Mark Sheet of Previous Semester with evidence of No Backlog Paper

vi. Proof of Minimum 75 % Attendance in Classes in Previous Semester duly certified.

If either of the parents (mother or father) of the student is working in the State Govt./Central Govt./Semi Govt./State or Central Govt. undertakings, such student shall not be eligible under Fee Waiver Scheme.

Fee Waiver Scheme shall be applicable only to the students who get the above validated and submit the same to the Certificate Branch as per the mentioned dates and time.

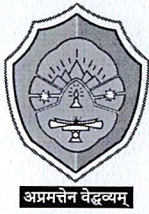
Student must comply with the aforesaid time line. No late submission of documents for Fee Waiver and No Late Admission shall be entertained. **Process Window will be closed w.e.f. closing hours of the office on 25th July, 2025**


Academic Registrar

e-Copy to:-

1. Pro VC
2. PS to VC
3. PS to Registrar
4. Director, Student's Welfare
5. Controller of Examination
6. All Deans
7. All Heads of Departments
8. Librarian
9. Finance Officer
10. CSM with a request to upload this Notice on University website and to facilitate the Renewal Admission Process
11. Staff Members, Certificate Branch (Print Copy)
12. Office file

Academic Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



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www.cottonuniversity.ac.in :: acadregistrar@cottonuniversity.ac.in

Government of Assam Fee Waiver Scheme

Declaration from Student

Name of the Student: _____

Course & Semester in which admitted to: _____

Mother's Name: _____

Father's Name: _____

Address: _____

Parent's Contact Number:

I, hereby, declare that-

1. My parental annual income from all sources is **less than Rs. 4 Lakhs.**
2. Neither of my parents is working in Central Govt./State Govt./Semi-Govt/State or Central Govt. Undertakings.
3. I am aware that the back of my original qualifying marksheet will be stamped indicating that I am availing this scheme at Cotton University.

If this declaration is found to be false at any point of time, I shall be liable to forfeit my seat.

Full Signature of the Student: _____

Enrolment No.: _____

Semester: _____

Mobile No. of the Student: _____

Date: _____



COTTON UNIVERSITY

Panbazar, Guwahati

ATTENDANCE CERTIFICATE

Date:

This is to certify that Mr. / Mswith enrolment
no. is a student of HS/UG / PG(semester)
Department of for the session.....and
his / her percentage of attendance istill

Signature of the HOD
(with office seal)

Department of
Cotton University, Guwahati – 781001, Assam.