



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2733530 :: registrar@cottonuniversity.ac.in

NOTICE

This is for information of all concerned that the SAMARTH Leave Management Module (Casual Leave and Restricted Holiday) has been made applicable for applying leave by Faculty Members and Non-Teaching Staff of Cotton University. Accordingly, all faculty members and staff are required to apply for leave through the SAMARTH Portal for the year 2026.

Login details: <https://cottonuniversity.samarth.ac.in/index.php/site/login>

Shri Gautam Das, Supervisory Assistant, is hereby assigned the responsibilities of Leave Admin Viewer and processing of leave applications in the SAMARTH portal.

This is issued with the approval of the Hon'ble Vice-Chancellor, CU.

Hiren Deka

Registrar i/c

Memo No.: CU/SYSTEMS/2023/005/1920-28

Dated: 15 February, 2026

Copy to:

1. PS to the Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor.
2. All Deans of CU for kind information.
3. All Officers of CU for kind information.
4. All Heads of Departments with a request to inform all faculty members of their respective departments.
5. All Section Heads for information and to inform all sectional staff.
6. Shri Gautam Das, Supervisory Assistant, for information and necessary action.
7. CSM to upload the notice on the CU Website.
8. Notice Boards.
9. Office File.

Hiren Deka

Registrar I/C