



COTTON UNIVERSITY

Panbazar, Guwahati, Assam-781001

www.cottonuniversity.ac.in

CU/Acad/Miscellaneous/2022/205/50

Dated : 22/01/2026

NOTIFICATION

(Adherence to Schedule/Timing)

All Research Scholars presently enrolled in Ph.D Programmes of Cotton University are hereby informed that the following schedule in a week are allotted for addressing the matters connected with –

- Fee Payment
- Thesis Submission
- Submission /Collection of relevant Academic Documents
- Resolving Queries of any genuine nature etc.

Schedule: Monday to Thursday (3:00 pm to 4:30 pm)

Research Scholars are requested to visit only on the stated schedule (*on working days only*) for any of the aforesaid parameters pertaining to Ph.D program across all disciplines in the University. However, the mentioned scheduled (sometime) may not be able to be adhered to during any emergent situation/pre-fixed engagement/leave of absence of the staff concerned.

All stakeholders are requested to cooperate in order to ensure a hassle free execution of the assigned jobs in this regard.


Academic Registrar
Cotton University

e-Copy to:

1. PS to VC.
2. PS to Registrar.
3. All Deans.
4. All Heads of Department to disseminate this information amongst their Research Scholars.
5. Librarian.
6. Coordinator-Academic Affairs.
7. System Manager to upload this Notice on University Website.
8. Office Record.