

4th CONVOCATION COTTON UNIVERSITY

DATE: 9th December, 2025

Venue: Srimanta Sankardeva International Auditorium

INSTRUCTIONS TO THE CANDIDATES

1. The Fourth Convocation of Cotton University for conferring degrees/diplomas will be held on 9th December, 2025 (Tuesday) at Srimanta Sankardeva International Auditorium, Kalakshetra, Guwahati.
2. There will be 10 numbers of counters which shall be set-up subject-wise at the venue for registration and distribution of academic robes to the eligible candidates.
3. The candidates will have to report at the respective counters in the venue at **7.00 am**.
4. Registration and distribution of robes will be **closed at 8.45 am**. Students reporting later than the stipulated time shall not be entertained under any circumstance.
5. To collect the robes, candidates must produce the payment acknowledgement of online registration.
6. The students' procession to Srimanta Sankardeva International Auditorium will start at 9am.
7. The candidates must follow the seat plan and seat numbers as uploaded in the Cotton University website.
8. After the formal departure of the Hon'ble Chancellor from the Srimanta Sankardeva International Auditorium, certificate distribution to all registered candidates (other than gold medallists) will continue in Srimanta Sankardeva International Auditorium.
9. All gold medallists will have to collect the certificates from a counter outside the Srimanta Sankardeva International Auditorium.
10. All students shall remain seated and wait for announcement of detailed instruction about certificate distribution by the anchor.
11. No one is allowed to leave their seats inside the auditorium before the academic procession leaves the convocation hall.
12. The candidates will receive their degrees and awards in person. They are not permitted to authorise anyone else to collect the same on their behalf.

- 13. Mobile phones should be kept switched off/silent during the Convocation proceedings inside the auditorium.**
- 14. Photography and Videography of any kind is strictly prohibited inside the auditorium. Official Photographers/Videographers are assigned and the link of all photographs will be shared after the Convocation.**
- 15. All candidates must come in formal dress.**