



COTTON UNIVERSITY

Panbazar, Guwahati 781001 Assam

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

Date: 04/08/2025

Notification

This is to inform all concerned that the candidates provisionally admitted in first semester of FYUGP 2025 at Cotton University **must attend in person and produce** the following documents in original along with a set of self-attested photocopies, *if applicable*, during physical verification of documents at Cotton University in the dates shown below failing which her/his admission will stand cancelled:

1. Printout of the **latest** Cotton University Application Form submitted through the Assam SAMARTH portal. Please bring the admission form, with the form number as mentioned in the acknowledgement slip.
2. The acknowledgement slip/online admission receipt.
3. Original Pass Certificate and Marksheet of the qualifying examination (HS/10+2 examination from a recognized board or council) and photo copies.
4. Two recent colored passport size photographs.
5. Original certificate for age proof and a photocopy.
6. Original ID proof (PAN/Adhar/Voter/Passport) and photocopy.
7. Candidates having passed the qualifying examination in an earlier year (2024, 2023 or 2022) will have to submit a self-declaration letter (**Annexure-I**) certifying that she/he was not involved in any unlawful activities during the interim period and that she/he would withdraw admission from any other regular UG course presently enrolled in, if selected for admission.
8. Candidates admitted under reserve category must produce their caste certificates issued by competent authorities under the **Government of Assam only**. The certificates issued by any organization must be countersigned by the competent authority of the Govt. of Assam. **Caste/Tribe Certificates issued by other states will not be considered valid for admission under Reserved Category.**
9. **Candidates admitted against OBC/MOBC reserve seats must produce latest Non-Creamy Layer (NCL) certificate** issued by competent authorities under the **Government of Assam** failing of which her/his seat will get cancelled.



COTTON UNIVERSITY

Panbazar, Guwahati 781001 Assam

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

10. In case fee waiver is claimed, **Ration card (containing applicant's name in the list of family members) or Income certificate of the current financial year (issued on or after 1st April, 2025)** by competent authorities of Assam will be considered valid. Ration card or Income certificate issued by states other than Assam are not considered under the fee waiver scheme. **Fee waiver scheme is not admissible to self-financing programmes** of Cotton University (BCA, BSc (Biotechnology) and BA (Mass Communication, Journalism and Media Studies)). Candidates got admitted through the fee waiver scheme must bring a duly filled copy of the form given in **Annexure-II**.
11. **The candidates belonging to the EWS category are to produce valid Income and Asset Certificate of the current financial year (2025-26).** The Income and Asset Certificate issued on or after 1st April, 2025, by the Local Circle Officer or Circle Officer (A), stipulated by the Govt of Assam shall be deemed valid. Income and Asset certificate issued by states other than Assam are not considered for EWS category.
12. A copy of the duly filled and signed declaration/undertaking form (**Annexure-III**) by the candidate is required to be submitted.
13. Regarding anti-ragging declaration, kindly refer to **Annexure-IV**.
14. The candidates are required to be present in the verification venue till the completion of physical verification.

Table: Physical verification of documents

Venue: KBR Auditorium

Sl. No.	Department(s)	Date	Time
1	Mass Communication, Journalism and Media Studies, Philosophy, Political Science	7 th August, 2025	10 AM
2	Psychology, Sociology, BCA, Geography		2 PM
3	Botany, Chemistry, Computer Science, Geology, Mathematics	8 th August, 2025	10 AM
4	Physics, Statistics, Zoology, Biotechnology		2 PM
5	Anthropology, Arabic, Assamese, Bengali, Bodo, Economics, Education	11 th August, 2025	10 AM
6	English, Hindi, History, Sanskrit		2 PM



COTTON UNIVERSITY

Panbazar, Guwahati 781001 Assam

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

For any information, kindly regularly visit Cotton University website (<https://cottonuniversity.ac.in/> or <https://admissions.cottonuniversity.ac.in>).

NOTE:

If any original document of a candidate is found to be fake or fabricated or defective, her/his admission will be cancelled without any prior notice in this regard. Even if this is brought to the notice of the Authority after the completion of the programme, the candidate's degree will be cancelled and appropriate legal action will be taken against her/him.

Sd/-
Academic Registrar
Cotton University



COTTON UNIVERSITY

Panbazar, Guwahati 781001 Assam

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

Annexure-I

Declaration by the candidate for gap in study

I do hereby declare that I, Mr/Ms.....,
son/daughter/wife of....., resident of
.....
have a gap of years and I passed my HS/ 10+2 examination in the
year.....from..... During the
interim period, I was not involved in any unlawful activities. I shall withdraw admission from
any other regular UG course presently enrolled in, if selected for admission.

Yours' Obediently



COTTON UNIVERSITY

Panbazar, Guwahati 781001 Assam

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

Annexure-II

Student's Declaration Form for claiming Fee Waiver 2025

Name of the Candidate:

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 Lakh.
2. Neither of my parent (mother or father) are working in Central Govt./State Govt./Semi-Govt/ State or Central Govt. Undertakings.
3. I will plant a tree sapling either and I will submit a photograph of the plantation to the University.
4. I promise to nurture the planted sapling and will provide a photograph of the sapling after one year to the 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:

Date:

Place:

For Official use

Course in which admitted to:

Enrolment no.:



COTTON UNIVERSITY

Panbazar, Guwahati 781001 Assam

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

Annexure-III

Declaration/Undertaking from the Student

I, Mr./Ms..... son/daughter/wife of
....., a student of
Programme/Stream....., Cotton University, permanent
resident of

Phone No: do hereby undertake on this the(Day),
of..... (Month)..... (Year), as under:

1. I hereby declare that the information furnished by me is complete and true to the best of my knowledge and belief.
2. I hereby undertake to present the original documents for verification immediately upon demand by the concerned authorities of the institution.
3. I hereby promise to abide by the rules and regulations concerning admission, attendance, discipline etc. of Cotton University and follow the Code of Conduct prescribed in the **Manual of Students' Ethics and Code of Conduct, Cotton University** as in force from time to time and subsequent changes/modifications/amendment made thereto. I acknowledge that the Cotton University has the authority for taking punitive actions against me for violation or non-compliance of the same.
4. I understand that 75% attendance in classes is compulsory and I commit myself to adhere to the same. I also understand, in case my attendance falls short, for any reason, the competent authority of Cotton University may take such punitive action against me, as may be deemed fit and proper.
5. I hereby declare that I will not indulge in nor tolerate ragging in any form, even in words or intentions, and I accept to give an undertaking in the prescribed format for the same.



COTTON UNIVERSITY

Panbazar, Guwahati 781001 Assam

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

6. I hereby declare that I shall be solely responsible for my involvement in any kind of unlawful activities whether inside or outside the campus and shall be liable for punishment as per law of the land.
7. I further declare that my admission may stand cancelled, at any stage, if I am found ineligible and/or the information provided by me are found to be incorrect and adulterated.
8. I hereby undertake to intimate Cotton University about any changes in information furnished by me and any other documents, including change in addresses and Phone Nos., from time to time.
9. I will strictly adhere to all **Hostel Rules of Cotton University** as applicable time to time and will not indulge in any act of indiscipline while inside or outside the University Premises.

Place:

Date:

Signature of the student



COTTON UNIVERSITY

Panbazar, Guwahati 781001 Assam

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

Annexure-IV

Anti-Ragging Undertaking

On securing admission into Cotton University, I do hereby undertake to fill up the online Anti-ragging affidavit form as available on the websites www.antiragging.in (AISHE code: U-0675 for Cotton University). On successful submission of the online affidavit, the received email with my registration number and a weblink will be forwarded to the Email ID of the Nodal officer of the University: antiragging@cottonuniversity.ac.in. Also, I will submit to the University the Anti-ragging Reference number/ID generated on successful submission of the online affidavit within 15 days from the date of verification of the documents.

Anti-ragging reference no:

Name of the Course:

Name of the Student:

Signature of the Student:

Name of the Parent/Guardian:

Signature of the Parent/Guardian:

Place:

Date: