



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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## NOTICE

(Office Timing)

As per the resolution adopted in the meeting attended by the Honourable Vice Chancellor, Deans, Statutory Officers, President & General Secretary, CUTA and CUEA held on 1<sup>st</sup> August, 2023, it is hereby notified that the University Office timing for all academic and administrative matters are revised to **9:00 AM - 5:00 PM** with one hour lunch break on all working days as per the notification issued by Higher Education Dept., Govt. of Assam vide no. Ecf. 331680/1 dated 6<sup>th</sup> July, 2023 for successful implementation of NEP 2020 in Cotton University.

Attendance of the Faculty members and Non Teaching staff would need to be maintained at the Departmental level as well as in the administrative offices. Concerned Heads of the Departments and Sectional Heads are requested to take steps to record the attendance.

This notification shall come into force with effect from 07 August, 2023

This has been issued with the approval of the Hon'ble Vice Chancellor, CU.

  
Registrar

Memo No. CU/GAD/2013/031/9240-51

Dated: 05 August, 2023

Copy to:-

1. Pro- Vice Chancellor, CU for kind information.
2. PS to VC for kind information of Hon'ble Vice Chancellor, CU
3. All Deans of CU for kind information.
4. All Officers for kind information.
5. All Head of the Departments/Centres for kind information with a request to inform departmental faculties.
6. The Librarian i/c, Dr. SKB Library, Cotton University for information.
7. Medical and Health Officer, CU for information.
8. CSM for information and upload the notice in the University website.
9. President and General Secretary, CUTA for information.
10. President and General Secretary, CUEA for information
11. Notice Board
12. Office Copy

  
Registrar  
5/8/23