



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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Ref: CU/REGOFF/2017/012/ 469

Date: 19<sup>th</sup> January, 2022

## NOTICE

This is for information to all teachers, officers, Heads of the Departments, students & staff that suggestions, memorandums, complaints, if any, have to be submitted to the administration forwarded through one of the relevant offices of Deans, Officers, HoDs, Hostel Superintendents & Sectional Heads of the University. The concerned official will forward the matter to the next higher office of the University with comments and suggestions if the matter cannot be resolved at her/his level. This practice should be followed for both online as well as offline communications.

This is notified with the approval of the Hon'ble Vice Chancellor for smooth & speedy resolution of issues pertaining to academic & administrative matters of the University.

  
Registrar i/c  
Cotton University

Memo No. CU/REGOFF/2017/012/ 470-74

Date: 19<sup>th</sup> January, 2022

Copy to:

1. PS to Vice-Chancellor for kind information of Hon'ble Vice Chancellor, CU
2. All Deans/ Officers for kind information.
3. All Head of the Departments / Hostel Superintendents/ Section Heads for information and necessary action with a request to circulate in departmental notice board.
4.  CSM to upload this notice in the CU website.
5. Office file.

  
Registrar i/c  
Cotton University