



Assam down town University

OFFICE OF THE REGISTRAR

Gandhinagar, Panikhaiti, Guwahati-26

(Permission Granted Via The ASSAM ACT. NO. VIII OF 2010, Gazette No. LGL9/2010/11)
An ISO 9001:2015 certified & NAAC accredited University

Memo No: AdtU/R/2020/230

Date: 10/11/2020

CIRCULAR

Distribution of examination related activities Faculty of Study wise to the personnel of Examination Cell, AdtU

As per the direction from competent authority the examination related activities of different Faculty of Studies under AdtU has been distributed among the following personnel of Examination Cell-

<u>Sl No</u>	<u>Name & Designation</u>	<u>Assigned Faculty of Study</u>
1	Dr. Debojit Bhattacharya, Deputy Controller of Examination	Faculty of Science, Engineering & Technology and Pharmacy
2	Dr. Laba Thakuria, Deputy Controller of Examination	Faculty of Paramedical Sciences (UG & PG) and Nursing
3	Dr. Animesh Gogoi, Deputy Controller of Examination	Faculty of Humanities & Social Sciences and Commerce & Management
4	Ms. Nirmali Dutta Examination Officer	Faculty of Paramedical Sciences (Diploma)

The assigned personnel will handle the examination related work and record keeping of the assigned Faculty of Studies dedicatedly. In view of the current load of Sl. No. 1 and 2 for compilation of the mark sheets and certificates of successful candidates of 2020, Dr. Animesh Gogoi is given the responsibility of issuing common circulars of Examination Cell as a stop gap arrangement with immediate effect.

Issued with due approval.

(Ashim Barman)

Additional Registrar (Administration),
Assam down town University.

Copy for favour of their information to:

1. OSD to Vice Chancellor, AdtU
2. P.S. to Dean of Studies, AdtU
3. P.S to Managing Trustee, dtCT
4. P.S to Resident Trustee, dtCT
5. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
6. Office of the Controller of Examinations, AdtU
7. All Officers (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/Placement/Library/T&D)
8. HR Office
9. **Notice Boards/Message Desk (For display)**
10. Office file (for record)