



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/2021/149

Date: 05/06/2021

CIRCULAR

Schedule of Campus Visit for Deans, Associate Deans, HoDs, Directors and admin personnel

In pursuance of the order from Chief Executive Officer, Assam State Disaster Management Authority, Govt. of Assam vide **No. ASDMA.28/2021/90 dated 04/06/2021** regarding revised directives on various matters which includes directives for attending office by certain category of personnel of Govt. and Non-Govt. sector and order vide **No. ASDMA.24/2020/Pt-2/250 dated 13/05/2021** regarding relaxation on Odd Even Vehicular Regulation of the said category, the personnel listed under are duly authorized to attend office of Assam down town University for completion of important official works from 07/06/2021 till further notice.

Faculty of Study wise schedule of campus visit for Deans, Associate Deans, HoDs and

Directors-

- Monday** - Faculty of Commerce and Management, Faculty of Science and Faculty of Nursing.
- Tuesday** - Faculty of Pharmaceutical Science and Faculty of humanities and Social Sciences.
- Wednesday** - Faculty of Engineering and Technology and Faculty of Paramedical Sciences.
- Thursday** - Faculty of Commerce and Management, Faculty of Science and Faculty of Nursing.
- Friday** - Faculty of Pharmaceutical Science and Faculty of humanities and Social Sciences.
- Saturday** - Faculty of Engineering and Technology and Faculty of Paramedical Sciences.

Schedule of visit by Admin personnel-

- Monday** - Addl. Registrar (Administration), Asst. IT Officer, Officer Archive and record keeping, Asst. Manager- Marketing.
- Tuesday** - Dy. Registrar (Academic), IT Officer, Dy. Director, Quality and Process.
- Wednesday** - Sr. Deputy Manager- HR, Academic Officer, Research Officer.
- Thursday** - Addl. Registrar (Administration), Asst. IT Officer, Officer Archive and record keeping, Asst. Manager- Marketing.
- Friday** - Dy. Registrar (Academic), IT Officer, Dy. Director, Quality and Process.
- Saturday** - Sr. Deputy Manager- HR, Academic Officer, Research Officer.

Important pointers-

- Programme Coordinators and lab incharge may be called by the Dean/ Associate Dean/ HoD for academic purposes and maintenance of lab as and when necessary (preferably on the days of visit of respective Dean/ Associate Dean/ HoD).



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- Faculty members will visit the campus on any day if called specifically by competent authority.
- Members visiting the campus need to make their own travel arrangements as bus services are not allowed to be resumed.
- Carrying negative RT-PCR report is compulsory for entry inside the campus.
- All members of AdtU fraternity are highly recommended to get vaccinated before visiting the campus for their own safety and safety of their colleagues.
- All members visiting the campus will discharge their duties adhering to the social distancing norms and COVID-19 protocol issued by the Government and AdtU.
- All members are advised to restrict their movement within the campus upto the extent possible and confine themselves to their working area/block.
- Wearing of face mask, face shield and frequent sanitization of hand is mandatory inside the campus.
- It is encouraged to use double mask while in the campus.

Issued with due approval from competent authority.

(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. Office file (for record)