



NAAC A+ Accredited & UGC 12(B) Status Holder

# Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **Assam down town**  
Charity Trust

Memo No: AdtU/R/2025-26/102

Date: 20/09/2025

## **CIRCULAR**

### **Reporting time for faculty members and supporting staff**

This is to inform all concerned that 9:00 AM will be considered as the cut-off time for biometric punching for faculty members and the supporting staff who are involved in lab and field practicals of different courses with immediate effect. Any punching recorded after 9:00 AM shall be treated as late attendance, and will be considered under the standard norms and policies of the University regarding late reporting.

In addition, faculty members and supporting staff who are assigned the first class of the day, scheduled to commence at 9:00 AM, must ensure their presence in campus by 8:45 AM to allow adequate preparation time and smooth commencement of classes.

Your cooperation in maintaining academic discipline and timely conduct of classes is sincerely appreciated.

Issued with due approval from competent authority.

(Dr. Ashim Barman)

Registrar,

Assam down town University.

#### **Copy for favour of their information to:**

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