



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: **down town**
Charity Trust

Memo No: AdtU/DRA-II/2025-26/41

Date: 23-10-2025

Circular

Conduct of Events and Inclusion in the University Event Calendar

This is to inform all concerned that, as per the decision of 101th AdtU Core Committee meeting held on 22-10-2025, all events/activities (academic, non-academic) to be conducted under the banner of *Assam down town University (AdtU)* shall **mandatorily be included in the University Event Calendar** for the respective academic year.

Only those events which are listed and approved in the *AdtU Event Calendar* shall be permitted for conduction during the year.

In case of any newly proposed event that is not included in the approved Event Calendar, the concerned organizer must obtain **prior approval from the competent authority** at the **planning stage itself**. Such proposals should be submitted **at least 60 days in advance**, and the event shall be organized only upon approval of the Hon'ble Vice Chancellor, followed by financial approval from the competent authority.

Additionally, all concerned are encouraged to explore collaborative opportunities with AdtU's MoU partner institutions and organizations while organizing events. For any international event organized under the banner of AdtU, the resource persons should preferably be invited from the University's international MoU partner institutions.

This will facilitate the smooth conduct, effective coverage, and collaborative peer engagement of the event. All concerned are requested to ensure strict compliance with the above guidelines while planning and executing events and activities within the University.

Detailed SOP shall be shared shortly.

This circular shall come into effect immediately.

Issued with due approval of the competent authority.

(Dr. Ruhit Jyoti Konwar)
Deputy Registrar (Academic),
Assam down town University.

Copy for favour of their information to:

1. PA to Vice Chancellor, AdtU
2. PA 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



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

6. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
7. Office of the Controller of Examinations, AdtU
8. All Office (Admin/Academic/IQAC/IT/Accounts/Admission/Marketing/Legal/
Placement/Library/T&D)
9. HR Office
10. **Notice Boards/Message Desk (For display)**
11. Office file (for record)

