



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/DRA/2025-26/010

Date: 06/11/2025

CIRCULAR

Workshop on University Registration and Course Registration

This is to inform all concerned that a workshop has been organized for all the faculty members of Assam down town University on University Registration and Course Registration in the AdtU academic Portal. The initiative has been taken up for capacity building and to bring about clarity on both the vital processes in student progression.

- **Date: 8th of November 2025**
- **Time: 2 PM onwards**
- **Venue: Auditorium 3, 6th floor Kaziranga Block (Block A)**

All the faculty members are requested to mandatorily join the workshop. Respective deans are requested to ensure full attendance of all the faculty members under their Faculty of Study.

Issued with due approval of competent authority.

(Dr. Nitul Jyoti Das)
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
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)