



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/2025-26/166

Date: 20-11-2025

CIRCULAR

Declaration of 1st and 3rd Saturdays as normal working day for the month of December 2025 and January 2026

This is to inform all concerned that as the end semester examination of Odd Semester 2025 has been scheduled during the month of December 2025 and January 2026 therefore, the 1st and 3rd Saturdays of December 2025 and 1st Saturday of January 2026 are hereby declared as normal working day for all faculty and staff members. Furthermore, the busses will leave the campus at 05:00 PM instead of 04:30 PM w.e.f. 05/12/2025 till further notice.

All the faculty and staff members are requested not to avail leaves during December 2025 and 1st week of January 2026 unless it is an obligation/ emergency. This will help in ensuring smooth conduction of the end semester examination.

Issued with due approval of competent authority.

(Dr. Ashim Barman)
Registrar,
Assam down town University.

Copy for favour of their information to:

1. OSD 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 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)