



ASSAM
down town
UNIVERSITY

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/R/2025-26/236

Date: 12-01-2026

CIRCULAR

Research Paper Publication Record in ERP

This has come to the notice of the competent authority that, in certain cases, AdtU guidelines/policies related to research paper publication are not being duly followed, and the corresponding publication details are not being uploaded in the AdtU ERP system.

This is for the information to all concerned that any research publication not in compliance with the prescribed AdtU guidelines and policies shall **not be considered for any kind of benefits**, including but not limited to promotion, incentives, or rewards. Further, it is hereby reiterated that the publication record must be uploaded in the AdtU ERP **within two (02) working days** from the date of publication or from the date the paper becomes available online, whichever is earlier. Failure to upload the same within the stipulated time shall render the publication **ineligible for any kind of institutional benefit**.

All faculty members are requested to ensure that the information related to research publications uploaded in the ERP is accurate, complete, and correct in all respects. All faculty members and researchers are hereby requested to strictly adhere to the AdtU research publication guidelines and policies.

Issued with due approval of the competent authority.

This shall come into force with immediate effect.

(Dr. Ashim Barman)
Registrar,
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
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- 9. HR Office
- 10. IQAC
- 11. Notice Boards/Message Desk (For display)
- 12. Office file (for record)



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