

Memo No: AdtU/R/2025-26/430

Date: 05-02-2026

Circular

SOP to be followed by the Assistant Registrar and the Dean in reporting to the Competent Authority

This is for the information of all concerned that the following SOP is to be followed by the Assistant Registrar and the Dean in reporting to the Competent Authority on Teachers absentees/presence in Class as per time table. This SOP is in the line finer aspects of the broader layout of Job Responsibilities (Attached as Annexure I) of the Assistant Registrar.

1. Assistant Registrar will list the room number, programme, and batch of student and the faculty member's name who is not seen in the classroom at the designated time as per the pasted timetable.
2. The List will be placed in a file to the concerned Dean of faculty for Endorsement with any comments if the concerned Dean has.
3. The Assistant Registrar will send the entire list and the dean's comment to the Higher Authority for further necessary action.
4. If a teacher is found to fail to go to Class first, he will be given a warning to be sincere and regular.
5. If the Teacher continues to continue same behavior, further explanation calls and disciplinary action will be imposed.
6. To avoid the difficulty of the class adjustment schedule prepared by the Deans, abrupt communication from the faculty member regarding their inability to come to the university in the morning of the working day should be discouraged, and absence without a supporting document for the reason of absence should be reviewed seriously, and should be recorded in the point above.
7. Specific allocation of the Assistant Academic Registrar to the various Faculties is as follows:

Sl.No.	Name of Assistant Registrar	Faculty of Study Allocation (Morning 09:00 AM to 1:00 PM)	Faculty of Study Allocation (Evening 01 PM to 04:30 PM)
1	Dr. Sneha Kumari	Faculty of Paramedical Science	Faculty of Nursing
2	Dr. Farha Yashmin Rohman	Faculty of Physiotherapy & Rehabilitation	Faculty of Humanities & Social Sciences
3	Dr. Shrutimala Goswami	Faculty of Engineering	Faculty of Pharmaceutical Science



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

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4	Dr. Sonali Deka	Faculty of Commerce and Management	Faculty of Computer Technology
5	Dr. Preetisagar Talukdar	Faculty of Science	Faculty of Agricultural Sciences & Technology

This shall come into force with immediate effect

Issued with due approval of the competent authority.

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

Copy for favour of their information to:

1. AM 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 Offices (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/Placement/Library/T&D)
9. HR Office
10. IQAC
11. Notice Boards/Message Desk (For display)
12. Office file (for record)



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Annexure I

Job Responsibilities: Assistant Academic Registrar for one or a group of Faculty

Introduction:

In a Faculty of Study, academic administration involves a significant amount of Faculty activities alongside Academic, Research, Outreach activities of the Faculty members. Assistant Academic Registrar at AdtU is responsible for maintaining and supervising essential academic records at the faculty of study level and ensuring the effective execution of administrative and academic procedures. This role involves managing student and course registration data, monitoring student attendance, verifying ERP data, coordinating academic activities, and maintaining accurate records. The Broad list of administrative responsibilities includes:

1. Maintenance of records and status of enrolled students in the ERP. Ensure accuracy, confidentiality, and timely entry of all registration information in ERP.
2. Faculty level administration policy guideline compilations and maintenance in line of the policy guidelines of AdtU.
3. Facilitation of purchase, installation, and maintenance of equipment for practical classes, laboratory, faculty and students' project research.
4. Maintenance of records of infrastructure for holding students' classes and research.
5. Administrative processing of the proposal of research, conference participation outside AdtU, and conference organization in AdtU. Coordinate with the Faculties to maintain records of all seminars, conferences, Faculty Development Programs (FDPs), and workshops conducted or attended by faculty members and ensure the updating of the same in the ERP
6. Ensuring a very perfect file record maintenance in case of critical activities of teachers and other key employees of the faculty, to and from.
7. Administrative work related to holding of exams, communication with external examiners, answer script examination, and distribution of certificates as per directions of the Controller of Examination and Registrar's Office.
8. Implementation of effective mechanisms of communication between the Faculty level administration and the Registrar and VC Secretariat.
9. Overseeing Mentor-Mentee function effectiveness, reporting to student's parents on matters as per policy.
10. Administration of Faculty level activities related to students' job placement at graduation, internship in different places in coordination with the Directorate of Career Advancement (DoCA).

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11. Monitor and maintain records of student class attendance on a fortnightly basis, conduction of the classes on a daily basis. Assist in generating attendance reports as required for academic reviews or administrative purposes.
12. Oversee and verify the timely uploading of mandatory academic and administrative data into the university ERP system. Ensure the course bucket uploading and completion of the mandatory file updation in the ERP.
13. Ensure completeness, accuracy, and compliance with university guidelines in ERP entries related to registration, attendance, projects, and academic activities.
14. Ensure proper documentation, reporting, and archival of event proceedings and participation data from the concerned.
15. Liaise with the Dean concerned to ensure timely data submission and consolidation for academic audits or NAAC/NIRF/NBA etc data required by IQAC. Assist in audits, accreditation preparations, and internal assessments by furnishing accurate academic and administrative data.
16. Assist in the formulation, scheduling, and dissemination of the class time tables. Ensure timely communication of timetable changes and maintain a master database for academic planning.
17. Any other job assigned by the Registrar time to time.
18. At present, the specific allocation of the Assistant Academic Registrar to the various Faculty of Study is as follows:

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