



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/DRA-II/2025-26/177**

**Date: 25-03-2026**

## **Circular**

### **Revised Terms and References of the AdtU Clubs**

This is to inform all concerned that the “**Core Committee for Students’ Activities and Clubs**” has been constituted as a central body to oversee and monitor the functioning of all AdtU clubs. The Committee shall be responsible for ensuring effective coordination, planning, and implementation of club activities across the University. The AdtU Clubs aim to promote the holistic development of students by encouraging active participation in co-curricular and extracurricular activities, thereby fostering creativity, leadership, teamwork, and institutional engagement.

The **Terms of Reference (ToR) for AdtU Clubs** are as follows:

1. All clubs shall maintain proper records of meetings and activities and submit periodic reports to the Committee for review.
2. The Member Secretary shall convene a monthly review meeting with the Dean of Studies on the **first Tuesday of every month** to review progress, discuss plans, and address issues related to club activities. The meeting shall also assess the performance of clubs to ensure alignment with institutional objectives and standards.
3. The Advisor, Chairperson, Convenor, and Member Secretary of each club shall represent their respective clubs in the central Committee and actively participate in its deliberations and decision-making processes.
4. The Committee and individual clubs may co-opt additional members, including students and faculty, as and when necessary to support specific activities or initiatives.
5. All members shall actively support and ensure that club activities are conducted regularly and effectively. Club members shall contribute to the planning, organization, and execution of activities and ensure sustained engagement and participation

Issued with due approval of the competent authority.

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



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## Copy for favour of their information to:

1. AM 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)**
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