



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/2025-26/039

Date: 25-03-2026

CIRCULAR

Constitution of Women Empowerment Committee

This is to inform all concerned that the Women Empowerment Committee of Assam down town University is hereby constituted with the following members-

Sl. No.	Name	Designation	Designation in the Committee
1	Dr. Rimjhim Baruah	Director(i/c)- Directorate of Career Advancement	Co-Chairperson
2	Ms. Purabi Choudhury	Assistant Manager- HR	Chairperson
3	Ms. Yugabrata Dutta	NGO - Member	External Member
4	Ms. Lopamudra Saikia	Officer-IQAC	Member
5	Ms. Neha Nongmeikapam	Psychological Counsellor	Member
6	Ms. Priyam Kar	ADTU/0/2024-27/BSFD/002	Student Representative
7	Ms. Nishibala Sapam	ADTU/0/2024-27/BSFD/042	Student Representative
8	Ms. Varsha Patwari	Assistant General Manager - Directorate of Career Advancement	Member Secretary
9	Ms. Paushali Priya Dutta	Assistant Manager - Digital Branding	Joint Member Secretary

ROLES & RESPONSIBILITIES

- Organize orientation programmes, awareness sessions, workshops, seminars, talks, and empowerment activities for students, faculty, and staff.
- Promote awareness on women's rights, leadership development, gender sensitization, legal literacy, health and wellness and self-defense.
- Conduct regular supervision of academic blocks, hostels, common facilities, and other identified common areas within the Assam down town University (AdtU) campus.
- Coordinate with Hostel Wardens, Counselling Cell, ICC, Security Department, and Student Representatives to ensure continuous support and empowerment.



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- Facilitate the receipt and resolution of concerns related to women empowerment, discrimination, gender insensitivity, welfare issues, or challenges faced by women students, employees and staffs.
- Ensure confidentiality, sensitivity, non-retaliation, and emotional security of complainants and beneficiaries.
- Refer matters to the ICC or other competent authorities wherever necessary.
- Organize leadership development initiatives, career guidance programmes, entrepreneurship encouragement activities, life-skills training, and confidence-building programmes for women students, employee and staffs.
- Encourage meaningful participation of women in academic, administrative, cultural, and leadership roles.
- Provide access to counselling support for personal, academic, emotional, or workplace-related concerns.
- Promote mental health, emotional well-being, and resilience among women students, employees and staffs.
- Work in coordination with ICC, Gender Sensitization Committee, Counselling Cell, Health Centre, NSS/NCC, and other institutional bodies for joint initiatives.
- Encourage women-friendly initiatives, policies, and best practices across the University.
- Foster a culture of dignity, equality, inclusiveness, respect, and safety for women across the University.
- Uphold a zero-tolerance policy towards gender bias, discrimination, stereotyping, or harassment in any form.

B. FREQUENCY OF MEETINGS

The Committee will meet once every month and before the start of each academic session. Special or emergency meetings will be held whenever a complaint or incident is reported.

C. DOCUMENTATION

- The committee will maintain complete records of meeting minutes, complaints received, followed by action taken report of any awareness/seminar/workshop regarding activities conducted by the committee and submit regular reports to IQAC and other competent authorities.



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- A **dedicated email ID** shall be created for the Women Empowerment Committee to facilitate formal communication among the members and the information of the same shall be **percolated to the IQAC Cell and other competent authorities.**

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. Executive Secretary to Chancellor, AdtU
2. Asst. Manager- Office of Vice Chancellor, AdtU
3. P.A. to Pro-Vice Chancellor, AdtU
4. P.S. to Dean of Studies, AdtU
5. P.A. to Managing Trustee, dtCT
6. P.A. to Resident Trustee, dtCT
7. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
8. Office of the Controller of Examinations, AdtU
9. All Officers (Admin/Academic/IT/Accounts/Admission/Marketing/Legal/
Placement/Library/CLPPD/IQAC)
10. HR Office
11. **Notice Boards/Message Desk (For display)**
12. Office file (for record)

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