



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/2025-26/035

Date: 25-03-2026

CIRCULAR

Reconstitution of Student Grievance Committee

This is to inform all concerned that the Student Grievance Committee of Assam down town University is hereby reconstituted with the following members-

Sl. No.	Name	Designation	Designation in the Committee
1	Dr. Tarini Kanta Das	Professor, Faculty of Paramedical Sciences	Chairperson
2	Ms. Sunita Choudhury Deka	Advocate	Ombudsperson
3	Ms. Kavary Bhattacharya	HR Manager, down town hospital	Special Invitee
4	Dr. Joydeep Goswami	Controller of Examination	Member
5	Dr. Ashim Barman	Registrar	Member
6	Dr. Ruhit Jyoti Konwar	Deputy Registrar (Academic)	Member
7	Dr. Nitul Jyoti Das	Deputy Registrar (Academic)	Member
8	Prof. Mrinmoy Basak	Director, Directorate of International Affairs	Member
9	Prof. (Dr.) Seema Sharma	Director, Directorate of Student Affairs	Member
10	Prof. (Dr.) Nirmali Gogoi	Associate Dean- FRIC, Faculty of Nursing	Member
11	Dr. Dapkupar Wankhar	Dean (i/c), Faculty of Paramedical Sciences	Member
12	Ms. Purabi Choudhury	Assistant Manager- HR	Member
13	Ms. Momi Barman	Officer-IQAC	Member
14	Mr. Jaydeep Kakati	Finance & Accounts Officer	Member
15	Dr. Preetisagar Talukdar	Assistant Registrar	Member
16	Ms. Sangeeta Deb	Assistant Manager- Admission & Marketing	Member
17	Mr. Pranab Barman	Boys Hostel Warden	Member



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18	Ms. Utpala Barman	Girls hostel Warden	Member
19	Mr. Surajit Kalita	ADTU/0/2024-28/BCSM/085	Student Representative
20	Ms. Arpita Gogoi	ADTU/1/2024-28/BTCS/027	Student Representative
21	Ms. Kasturi Dutta	Officer- Registrar Office	Member Secretary

A. ROLES & RESPONSIBILITIES

- Ensure effective implementation of the grievance redressal guidelines issued by UGC, along with AdtU's Student Grievance Redressal Policy.
- Organize orientation programmes, awareness initiatives, and sensitization sessions on grievance redressal procedures for students, faculty, and staff.
- Ensure clear transparency of grievance procedures, helpline details, and mechanisms across the University.
- Conduct regular supervision of academic blocks, hostels, common facilities, and other identified common areas within the Assam down town University (AdtU) campus to identify potential grievance-related concerns.
- Coordinate closely with departmental heads, hostel wardens, faculty coordinators, administrative officials, and student representatives to ensure continuous monitoring and support.
- Receive and address student grievances through online and offline modes while ensuring confidentiality, fairness, neutrality, and protection for all complainants and involved parties.
- Conduct impartial, transparent, and time-bound inquiries into grievances raised.
- Recommend appropriate remedial actions and resolutions in accordance with University rules and statutory guidelines.
- Facilitate counselling and psychological support for affected students, whenever necessary.



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- Ensure emotional well-being, academic continuity, and supportive guidance for students facing challenges.
- Promote a supportive, responsive, and transparent institutional environment that minimizes grievances.
- Promote an environment of mutual respect, trust, and constructive engagement among students within the University.

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.
- A **dedicated email ID** shall be created for the Student Grievance Committee members 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.



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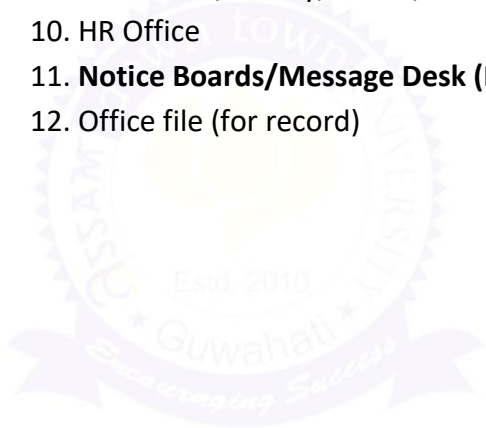
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Copy for favour of their information to:

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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