



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: **C**down town
Charity Trust

Memo No: AdtU/R/2025-26/765

Date: 08-04-2026

CIRCULAR

Scheduling of Workshops/Training Programmes by AdtU Clubs

This is to inform all members of the AdtU Event Team, Club Chairpersons, Member Secretaries, and Convenors of various AdtU Clubs that any workshops, training programmes, or related activities planned must be scheduled in a manner that does not disrupt the normal academic activities of the university.

In this regard, all concerned are requested to adhere to the following guidelines while planning such events:

1. Activities may be conducted during the second half of Fridays and on working Saturdays.
2. Workshops conducted on working Saturdays must include opportunities for participants to perform, present, or demonstrate what they have learned. Such demonstrations should be scheduled in the second half of Saturday.
3. Certificates shall be issued only to eligible participants who complete the programme.
4. Certificates shall be issued only after submission of the event report to the competent authority.
5. For training programmes, workshops, or similar events requiring participant certification, at least one administrative representative shall be deputed to ensure the quality of the programme.
6. In all cases, only the university-approved certificate format shall be used.
7. Other terms and references mentioned in the circulars:-“**Approval process for organizing any kind of Events**”, notified vide Memo No: AdtU/ R/2024-25/008, dated 05/08/2024, and “**AdtU Policy for Organizing Events**” notified on 28-07-2021, will remain unchanged.

All concerned are requested to ensure strict compliance with the above guidelines while planning and organizing club activities.

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. PA to Pro Vice Chancellor, AdtU



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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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