



**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/R/2025-26/1233

Date: 22-05-2026

## CIRCULAR

### Declaration of 1<sup>st</sup> and 3<sup>rd</sup> Saturdays as normal working day for the month of June 2026 and availing of summer vacation

This is to inform all concerned that as the end semester examination of Even Semester 2026 has been scheduled during the month of May and June 2026 therefore, the 1<sup>st</sup> and 3<sup>rd</sup> Saturdays of June 2026 are hereby declared as normal working day for all faculty and staff members.

All the faculty and staff members are requested not to avail leaves during June 2026 unless it is an obligation/ emergency. This will help in ensuring smooth conduction of the end semester examination.

As resolved in the 113<sup>th</sup> AdtU Core Committee Meeting, Faculty summer vacation shall be availed from 1<sup>st</sup> of July to 12<sup>th</sup> of July 2026 by all the faculties together subject to completion of Academic preparations for the Odd Semester 2026 and activities related to Even Semester 2026 examination. Obtaining clearance from Office of the Controller of Examination and Executive Dean after recommendation by respective Deans is a mandatory criteria for availing summer vacation.

**Issued with due approval of competent authority.**

(Dr. Ashim Barman)

Registrar,

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



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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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