



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/2025-26/1255

Date: 04-06-2026

CIRCULAR

Final Notice for Payment of Administrative Fee

This is to inform all concerned students that the last date for payment of the **Administrative Fee for the year 2026** was **15th of January 2026**.

Students who have not yet paid the Administrative Fee are hereby advised to make the payment immediately.

Please note that failure to clear the Administrative Fee on or before **10th of June 2026** will result in the student being treated as a **Dropout** from the University.

Students categorized as **Dropout**:

1. Will be debarred from attending any classes.
2. Will be debarred from appearing in any examination conducted by the University.
3. Will cease to enjoy the academic and other privileges available to enrolled students.
4. Will lose eligibility to continue their academic programme at the University.

All students with pending dues are requested to treat this matter with utmost urgency and complete the payment within the stipulated deadline to avoid any adverse academic consequences.

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



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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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