



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/2025-26/1260

Date: 06-06-2026

CIRCULAR

Authorization for Management of AdtU Email IDs and ERP Access Credentials

This is for the information of all concerned that the HR department Head/In charge is officially authorized to manage the lifecycle of digital identities and system access control for all university personnel. To ensure administrative streamlining and tight security protocols, the HR department Head/In charge is mandated to manage, issue, and discard the following access privileges for all employees (faculty and staff) and research scholars of AdtU:

1. **AdtU Email IDs:** Issuing of official institutional email accounts upon onboarding and the subsequent deactivation or archiving of these accounts immediately upon an individual's separation from the university.
2. **ERP Access (Academic Portal, Admission Portal etc.):** Granting standard user access for employees and research scholars, as well as provisioning elevated administrative access rights to authorized personnel only upon explicit approval from the competent authority. Conversely, the HR department Head/In charge is responsible for the immediate revocation of these ERP privileges upon an individual's resignation, termination, or role modification.

To ensure strict institutional data security, compliance, and smooth administrative operations, all issuance and deactivation requests must be supported by approved onboarding/offboarding documentation or formal requisitions from the Competent Authority.

Furthermore, the **HR department must maintain a comprehensive, up-to-date record of these digital identities.** This record must include the employee's name, designation, date of joining, Email ID issuance date, deactivation date, and details of any assigned administrative access rights, etc., with a proper signature of the issuing authority. The HR office may take technical support from the IT Cell as and when required to execute these tasks.

This shall come into force with immediate effect.

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- Officer of Vice Chancellor, AdtU
3. PA to Pro-Vice Chancellor, AdtU
4. P.S. to Dean of Studies, AdtU
5. P.S to Managing Trustee, dtCT



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6. P.S to Resident Trustee, dtCT
7. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
8. Office of the Controller of Examinations, AdtU
9. All Office (Admin/Academic/IQAC/IT/Accounts/Admission/Marketing/Legal/
Placement/Library/T&D)
10. HR Office
11. **Notice Boards/Message Desk (For display)**
12. Office file (for record)



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