



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/2025-26/1266

Date: 10-06-2026

CIRCULAR

Mandatory Password Reset for Academic Portal Users

This In order to further strengthen the security of the Academic Portal of Assam down town University (AdtU), it has been decided that all existing user passwords will expire on **14th of June 2026 (Sunday)**.

All faculty and staff members will be required to create a new password upon their next login. During the password reset process, a **Reference Code** will be generated. Subsequently, an **OTP (One-Time Password)** will be sent to the Human Resources Department for verification purposes.

Users may collect the OTP from the designated HR personnel by providing the generated Reference Code. Upon successful verification, the OTP will be shared, enabling completion of the password reset process.

Further, all Academic Portal passwords shall **automatically expire every 90 days** and users will be required to reset their passwords accordingly.

To facilitate a smooth password reset process, HR personnel will be stationed at the following locations as per the schedule below:

Monday, 15th of June 2026 & Tuesday, 16th of June 2026

Time: 10:00 AM – 12:00 PM and 2:00 PM – 4:00 PM

| Block | Location |
|---------------------------------------|--|
| Block A (Kaziranga) | HR Office, 2 nd Floor |
| Block B (Manas) | Room No. B-522, Ground Floor (Level 0) |
| Block J & L (Nameri & Dibru-Saikhowa) | Room No. J-010, Ground Floor |

Thereafter, OTP collection services will be available only from the **HR Office** during regular office hours.

Important Instructions:

1. Before visiting the designated HR personnel, users must log in to the Academic Portal and generate the **Reference Code**.
2. Kindly note down and carry the generated Reference Code.



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3. HR personnel will verify the Reference Code and provide the OTP required for password reset.
4. Users must carry their **University ID Card** for identity verification.
5. After receiving the OTP, users may complete the password reset process immediately.

Respective Deans are requested to coordinate and guide their faculty members to ensure timely completion of the password reset process.

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
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)