



**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/2025-26/1327

Date: 25-06-2026

## **CIRCULAR**

### **Allocation of Room No. K105, 1<sup>st</sup> Floor, Block K (Bornadi) to the Directorate of Student Affairs**

This is for the information of all concerned that **Room No. K105, 1<sup>st</sup> Floor, Block K (Bornadi)** has been officially handed over to the **Directorate of Student Affairs (DoSA)** for the regular functioning and administrative activities of the Directorate.

Accordingly, the said room shall henceforth be treated as the designated office space of the Directorate of Student Affairs and shall not be considered available for any other activities, meetings, programmes, or events.

All Faculties of Study, departments, centres, and administrative units are requested to take note of the above and ensure compliance.

**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)