



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/2026-27/Sep/03/001

Date: 03-09-2026

CIRCULAR

Revised Standard Operating Procedure for Approval and information flow through the Office of the Registrar

This SOP is prepared to define approval and information flow for all matter of Assam down town University through the Office of the Registrar.

All the activities/ tasks happening within and outside the university taken up by different Faculties of Study, Directorates, Cells, Departments etc. must be put up for approval of competent authority through the Office of the Registrar.

1. Academic

- 1) Matters related to academics should come through the respective Deans (in-charge in case of unavailability) to the Executive Dean, Executive Dean will seek for approval from competent authority through Registrar Office.
- 2) Pre-requirement of discussion in PAC, BoS in relevant matters should be ensured by Dean and cross verified by Executive Dean.
- 3) In case of student engagement outside the campus, all relevant details including requirement for vehicle, food or any other necessity must be included in the proposal file well in advance for necessary arrangements.
- 4) No money in any form can be collected from students. In the event of such happening, person/s responsible for such collection will refund the amount to students from own resources.

2. Administration (Detailed SOP notified separately)

- 1) All major and minor administrative works must be sent for approval from Registrar Office before execution such as repair and maintenance, asset movement, facility booking, replacement of fittings and fixtures etc.
- 2) Minor administrative requirements can be sent for approval through internal memo to the Office of the Registrar.
- 3) Major Administrative requirement will be sent for approval through file.

3. Research

- 1) All research related activities including students, faculty and staff attending workshop, seminar, symposium etc. representing AdtU irrespective of financial sponsorship by AdtU and MoUs must be routed through Directorate of Research for approval of competent authority through the Office of the Registrar.



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- 2) International mobility arranged by Directorate of International Affairs must be sent for approval of competent authority through the Office of the Registrar after consultation with the reporting authority of the persons intended to be sent for such mobility.

4. Admission and Marketing Department

- 1) Activities proposed to be conducted in the AdtU campus must be placed for approval from competent authority through the Office of the Registrar.
- 2) Activities proposed to be conducted outside AdtU but involving AdtU resources (teachers, staff, assets etc.) must be placed for approval from competent authority through the Office of the Registrar after obtaining No Objection/recommendation from the in-charge of the resource.

5. Directorates, Cells, Academic and Research Centres, dtVL, Office of the Controller of Examinations and all other offices under AdtU

- 1) All matter which are to be approved by competent authority must be routed through the Office of the Registrar.
- 2) Information of all the activities must be submitted to the Office of the Registrar for record keeping.

6. Matters involving financial requirement

- 1) All matters which involves financial requirement should be sent to Finance and Accounts Department so that budget status under relevant head may be recorded in the file by Finance and Accounts Department.
- 2) The matter may then be placed for approval of competent authority through the Office of the Registrar.

Upon approval of the file by the highest competent authorities, there can not be any further scrutiny in any office delaying flow time of file. However, the file will be sent to IQAC by the Office of the Registrar for IQAC number and validation stamp as it is essential for IQAC in keeping record of events/activities under relevant parties pertaining to the rating, ranking and accreditation. IQAC should ensure that files are sent back to the Office of the Registrar within two hours of receipt of the file to avoid unnecessary delays in file movement and timely execution of the approved matters.

(Dr. Ashim Barman)

Registrar,

Assam down town University.



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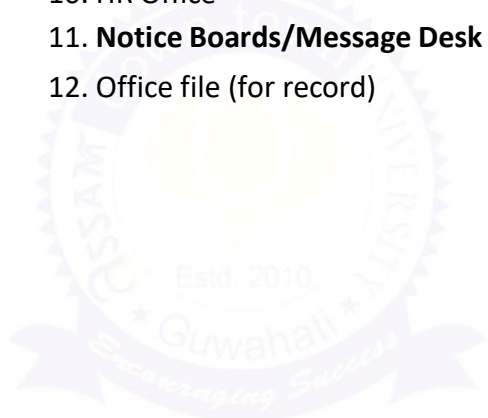
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Copy for favour of their information to:

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)



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