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/Nov/006/004 **Date: 06-11-2026**

CIRCULAR

Workshop on Effective Utilisation of ICT-Enabled Classroom Facilities

The Directorate of Information Technology, Assam down town University, is organising a workshop on **"Effective Utilisation of ICT-Enabled Classroom Facilities"** to familiarise faculty members with the available classroom technologies and their effective use in teaching and learning activities.

The workshop will include hands-on demonstrations and practical sessions on the operation and effective utilisation of interactive Smart Boards, projectors, and other available ICT-enabled classroom facilities. The objective is to enable faculty members to integrate these technologies into their regular teaching practices and enhance the overall classroom learning experience.

All faculty members are requested to mandatorily attend the workshop and actively participate in the session to gain practical knowledge of the available facilities.

Workshop Details:

- **Date:** 7-11-2026
- **Time:** 2:00PM-3:00PM
- **Venue:** Auditorium 1, C Block

All Deans are requested to kindly circulate this information among their respective faculty members and ensure their participation.

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. Sr. Officer - Office of the 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)