



Assam down town University

OFFICE OF THE REGISTRAR

Gandhinagar, Panikhaiti, Guwahati-26

(Permission Granted Via The ASSAM ACT. NO. VIII OF 2010, Gazette No. LGL9/2010/11)

Memo No:AdtU/R/2018/212A

Date: 04/09/2018

CIRCULAR

Internal Complaint Committee meeting will be held on 10th September 2018 at 2:30p.m in the Council Room, AdtU. All the members of the committee are requested to attend the meeting.

Agenda:

1. Significance of ICC Formation.
2. Activities to be conducted.
3. Roles and Responsibilities of ICC Members.

(Ashim Barman)
Additional Registrar (Administration),
Assam down town University
Additional Registrar (Administration)



Copy for favour of their information to:

1. OSD to Vice Chancellor, AdtU
2. P.S. to Dean of Studies, AdtU
3. P.S to Managing Trustee, dtCT
4. P.S to Resident Trustee, dtCT
5. Grievance & Redressal Cell Committee Members
6. IQAC Office
7. **Chairperson/Dean/Director/Associate Dean/ HoD (For circulation)**
8. **Committee Members (for necessary action)**
9. Office of the Controller of Examinations, AdtU
10. All Officers
(Admin/Academic/IT/Accounts/Admission/Marketing/Legal/
Placement/Library/T&D)
11. HR Office
12. **Notice Boards/Message Desk (For display)**
13. Office file (for record)