

Assam down town University

Permission Granted Vide The Assam Act. No. VIII OF 2010, Gazette No. LGL9/2010/11

Promoted by: **down town**
Charity Trust

Memo No- AdtU/R/2024-25/199

Date: 19/11/2024

To,
Dr. Animesh Gogoi,
Deputy Controller of Examination,
Assam down town University,
Panikhaiti, Guwahati, Assam.

Subject: Appointment as Nodal Officer for SWAYAM and MOOCs Courses

Dear Dr. Gogoi,

We are pleased to appoint you as the Nodal Officer for SWAYAM and MOOCs Courses at Assam down town University. This appointment reflects our confidence in your abilities to lead and manage this initiative effectively.

In this additional role, you will be responsible for the following key duties:

Student Enrolment:

Facilitate and oversee the enrolment of students in SWAYAM and other MOOCs courses as per university's requirements and UGC guidelines.

Monitoring Course Progress:

Regularly track and monitor the course completion status of enrolled students, ensuring compliance with the academic calendar and programme structure.

Conduction of Assessments and Examinations:

Coordinate the organization of assessments, including internal and end-term evaluations, ensuring seamless execution and adherence to regulations.

Support and Guidance:

Provide necessary support and guidance to students regarding course registration, content access, deadlines, and other related concerns.

Liaison with Relevant Stakeholders:

Act as a bridge between the University and SWAYAM/MOOCs course coordinators, ensuring smooth communication and the resolution of issues.



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Reporting and Documentation:


Maintain accurate records of enrolment, progress, assessments, and certifications. Prepare periodic reports for submission to the relevant authorities.

We are confident that your expertise and dedication will enhance the effective implementation and success of the SWAYAM and MOOCs courses at AdtU. You are expected to collaborate with other Faculty of Studies, faculty members, and administrative personnel to achieve these goals efficiently.

You are requested to formally acknowledge this appointment by signing the duplicate copy of this letter and returning it to the office of the undersigned.

We look forward to your continued contributions and wish you success in this additional role.

Best regards,


(Dr. Ashim Barman)
Registrar,
Assam down town University.

