



ASSAM  
down town  
UNIVERSITY

NAAC Accredited & UGC 12 (B) Status Holder

# 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

COMMITTEE NAME	DATE	TIME & VENUE
GRIEVANCE MEETING	25/04/2024	10: 30 A.M in the office Exam Controller.
<b>MEETING NUMBER : 15</b>		
<b>AGENDA</b>		
Discussion on Semester Marksheet & Provisional Pass Certificate of Students		
<b>MINUTES OF THE GRIEVANCE MEETING</b>		
Topic : Provisional –Pass Certificate	DISCUSSION	
	1. <b>Issue:</b> Student requested for the approval of Provisional Pass Certificate. <b>Student name :</b> Ishaan Sarkar (ADTU/2019-23/BPT/043) Raju Ahmed (ADTU/2020-23/BML/027)	
Topic : Semester Exam Marksheet	DISCUSSION	
	1. <b>Issue:</b> Students Requested for 2 <sup>nd</sup> Semester Exam Marksheet. <b>Student name:</b> Jintu Bordoloi (ADTU/2019-23/BPT/048) 2. <b>Issue :</b> Students Requested for 1 <sup>ST</sup> Semester Exam Marksheet. <b>Student name:</b> Kago Sumpi (ADTU/2021-24/BAT/162)	
<b>Solution:</b> Hence, Provisional Certificate has been Approved and Marksheet has been sent to the Department		





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## MEMBERS PRESENT IN THE MEETING

NAME	DESIGNATION	DESIGNATION IN THE COMMITTEE
DRASHIM BARMAN	ADDITIONAL REGISTRAR ( ADMIN )	CHAIRPERSON
MR. ANJANJYOTI DAS	GENERAL MANAGER DEVELOPMENT	CO- CHAIRPERSON
DR. YAHYAMAZUMDER	DEPUTY. REGISTRAR ( ADMIN )	CONVENER
MS. PAUSHALIPRIYA DUTTA	ASSISTANT MANAGER- DIGITAL BRANDING	CO- CONVENER
MS. MANIKA BORA	DEPUTY. DIRECTOR HR & ADMIN	MEMBER
DR. RUHIT JYOTI KONWAR	DEPUTY REGISTRAR ( ACADEMIC)	MEMBER
DR. NITULJYOTI DAS	DEPUTY REGISTRAR ( ACADEMIC)	MEMBER
PROF. SEEMA SHARMA	DIRECTOR, DIRECTORATE OF STUDENT AFFAIRS	MEMBER
DR. ANKUR PAN SAIKIA	ASSOCIATE DEAN, LI&R	MEMBER
MS. NIRMALI DUTTA	ADMINISTRATIVE OFFICER	SR. MEMBER SECRETARY
MS. KASTURI DUTTA	TEAM LEADER- ADMISSION & MARKETING	MEMBER SECRETARY



1645 STG/20240423/0000001645

Ishaan  
Sarkar  
ADTU/2019-  
23/BPT/043

Examination Provisional Pass  
Certificate Requirement

Dank

1640 STG/20240422/0000001640

ADTU/2020-  
23/BML/027  
Raj U Ahmed

Examination Provisional Pass  
Certificate Requirement

Dank

~~1639 STG/20240422/0000001639~~

~~ADTU/2020-  
23/BML/027~~

~~Examination Provisional Pass  
Certificate Requirement~~

Same as 1640

1638 STG/20240420/0000001638

ADTU/2019-  
23/BPT/089  
Riktu Das

Examination Others Provisional pass  
certificate.

Please issue my

Already  
received



Jimlu Bardoloi

1649 STG/20240424/0000001649 ADTU/2019-23/BPT/048 Examination Others

Sent for print

I didnot get my 2nd semester exam marksheet.. actually a gave compartmentel exam for 2nd semester and i passed the exam..but when i went to the department for my marksheet it was not there..

1646 STG/20240424/0000001646 ADTU/2021-24/BBA/059

Nongthombam Sanaki

Examination Others Re-evaluation update

I want my 1st semester original marksheet, as I got backlog in 1st semester in Anatomy practical so I couldn't get my original marksheet . As I have my cleared my backlog on March 2023 and still now I didn't received the original marksheet

1644 STG/20240423/0000001644 ADTU/2021-24/BAT/162 Examination Others

Kago Sumpi

Department  
25-04-2024

