



**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) An ISO 9001:2015  
certified & NAAC accredited University

Memo no: AdtU/R/2023-24/749

Date: 17-05-24

### Composition of Central Grievance Redressal and Feedback Cell:

S.L	Name	Designation	Designation in the Committee
1.	Dr. Ashim Barman	Additional Registrar (Administration)	Chairperson
2.	Mr. Anjan Jyoti Das	General Manager Development	Co-Chairperson
3.	Dr. Yahya Mazumder	Deputy Registrar (Administration)	Convener
4.	Ms. Paushali Priya Dutta	Assistant Manager - Digital Branding	Co-Convener
5.	Ms. Manika Bora	Deputy Director HR & Admin	Member
6.	Dr. Ruhit Jyoti Konwar	Deputy Registrar (Academic)	Member
7.	Dr. Nitul Jyoti Das	Deputy Registrar (Academic)	Member
8.	Prof. Seema Sharma	Director, Directorate of Student Affairs	Member
9.	Dr. Ankur Pan Saikia	Associate Dean, LI&R	Member
10.	Ms. Nirmali Dutta	Administrative Officer	Sr. Member Secretary
11.	Ms. Kasturi Dutta	Team Leader - Admission & Marketing	Member Secretary

Regards,

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

#### Copy for favour of their information to:

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



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Memo No: AdtU/R/2022/ 278

Date: 30/04/2022

### CIRCULAR

#### Constitution of Grievance Redressal Committee

As directed by the competent authority, the "Grievance Redressal Committee" is hereby constituted with the following members.

Sl No	Name	Designation	Remarks
1	Dr. B. K. Dey	Dean, Faculty of Pharmaceutical Science	Chairperson
2	Mr. Ashim Barman	Additional Registrar (Admin)	Member
3	Mr. Nitul Jyoti Das	Dy. Registrar (Academic)	Member
4	Dr. Ruhit Jyoti Konwar	Dy. Registrar (Academic)	Member
5	Mr. Purba Prasad Borah	Dy. Director (Quality & Process)	Member
6	Dr. Yahya Mazumder	Dy. Registrar (Admin)	Joint Member Secretary
7	Ms. Momi Barman	Grievance Officer, AdtU	Member Secretary
8	Ms. Jubilee Hazarika	Team Leader, Student's Support Desk	Member
9	Mr. Khanjan Uzir	Grievance Executive, AdtU	Member
10	Mr. Biki Barman	Asst. FAO, AdtU	Member
11	Mr. Jaydeep Kakati	FAO, AdtU	Member
12	Dr. Gautam Sarma	Sr. Dy. Controller of Examination	Member
13	Ms. Sangeeta Deb	Admission Officer, AdtU	Member
14	Ms. Payal M Choudhury	PhD Coordinator	Member
15	Mr. Ankur Pan Saikia	IT Officer, AdtU	Member
16	Mr. Prasanta P Bairagi	Asst. IT Officer, AdtU	Member

#### **Terms of Reference**

1. The committee will discuss and resolve the grievances received in online and offline in the categories of Examination, Academics & Administration which are distinctive, clear and complex in nature.
2. The committee will sit once in every week for the purpose of resolving the grievances which are distinctive, clear and complex in nature.
3. The committee may invite a special person if it feels necessary to resolve the grievance.

This shall come into force with immediate effect.

Issued with due approval from the competent authority.

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

Memo No: AdtU/DR-A/F-1-A/2019/124

Date: 16.09.2019

**Details as per PROFORMA:**

Name of the University: Assam down town University			
Name/Designation	Mobile No.	Land line Numbers	E-mail. id
Prof. (Dr.) Amarjyoti Choudhury, Vice Chancellor	9435181498	0361-7110711	vc@adtu.in
Mr. Ashim Barman, Registrar	9435103262	0361-7110711	registrar@adtu.in
Mr. Jaydeep Kakati, Finance Officer	8472816245	0361-7110711	rajukakati@gmail.com
Mr. Ningthem Mangsatabam, Nodal Officer, (UGC's Student Grievance Redressal Portal)	7896757119	0361-7110711	ningthem.adv@gmail.com

Name of the Nodal Officer (UGC's Student Grievance Redressal Portal):

Mr. Ningthem Mangsatabam

Designation: Assistant Admin. cum Legal Officer

Department: Administration

Email id: ningthem.adv@gmail.com

Contact/Mobile Number: 0361-7110711, 7896757119

*Bichitra Bikash*

(Bichitra Bikash)

Deputy Registrar (Academic)

Assam Down Town University

Mobile: 9954254124

Land Line: 0361-7110711

Email: dyregistrar.academic@adtu.in