



Office of the Registrar
MADHABDEV UNIVERSITY

(A State University established under the Assam Act No. XXXV of 2017)

Narayanpur, P.O.: Dikrong (784164), Dist.: Lakhimpur, Assam

Phone No.: 03752 262254/55, E-mail: universitymadhabdev@gmail.com

Ref. No.: MDU/22/Exam-N/47/UG_PG_Reg./227

Date: 03.10.2026

NOTICE

Issuance of Provisional and Original Registration Cards for UG and PG Students

Students are hereby informed that the **Provisional Registration Card** will be made available online through the **Madhabdev University Samarth Student Portal**, whereas the **Original Registration Card** will be issued in hard copy by the University. The procedures for obtaining the Registration Cards are outlined below.

A. UNDERGRADUATE (UG) STUDENTS

1. Provisional Registration Card

The Provisional Registration Card for all eligible UG students shall be made available online through the Samarth Student Portal. Students belonging to the batches **2023–24, 2024–25 and 2025–26** may download their Provisional Registration Cards by following the steps given below:

Log in to the [Madhabdev University Samarth Student Portal](#) > Navigate to **Student Section** → **Certificates** > Click on **Registration Certificate**. > Download and print the Registration Certificate for future reference.

2. Original Registration Card

The Original Registration Card will be issued in hard copy to all eligible UG students during the respective academic cycle. Students shall collect their Original Registration Cards as per the instructions issued by the University.

B. POSTGRADUATE (PG) STUDENTS

Applicable batches:

- **2025–26:** Students currently in the 3rd Semester.
- **2026–27:** Students currently in the 1st Semester.

Note: Registration Cards for PG batches 2022–23, 2023–24 and 2024–25 have already been issued through offline mode.

PG students are divided into the following two categories. The procedure applicable to each category is detailed below.

1. Existing Students (UG Completed under Madhabdev University)

Students who completed their Undergraduate (UG) programmes under Madhabdev University and are currently enrolled in PG programmes of the University are required to submit their existing registration details through the prescribed Google Form.

Google Form: [\(Click here to submit your information before 27th October, 2026\).](#)

Such students are **not required to apply for a fresh Registration Card**, as their existing registration details will be considered for the current PG programme.

2. Students Who Completed Their UG Studies Outside Madhabdev University

PG students who completed their UG studies at other universities or institutions and are now enrolled in PG programmes at Madhabdev University are required to complete the following procedure for obtaining their Registration Cards.

Step 1: Submit an Online Registration Certificate Request

- Log in to the [Madhabdev University Samarth Student Portal](#).
- Navigate to Student Section → Certificates → Registration Certificate.
- Click on Request for Certificate.
- Select the following options:
 - **Template:** Registration Card (PG)
 - **Delivery Mode:** Online
- Upload the Migration Certificate as required by the portal.
- Pay the prescribed registration fee of ₹620 through the portal.
- Download and print the payment receipt for submission to the University.

Step 2: Submit the Required Documents to the Academic Branch

After completing the online request, students must submit the following documents to the Academic Branch, Madhabdev University, for verification:

- Duly filled-in Registration Form, available here: [\(Click here to download the Form\).](#)
- A copy of the online payment receipt.
- The original Migration Certificate.

All concerned **PG students, including both Existing and Non-Existing students**, are advised to complete the applicable registration procedure and submit the required documents to the Academic Branch **on or before 27th October 2026**, to facilitate the smooth and timely issuance of Registration Cards.

Step 3: Verification and Issuance of Registration Cards

Upon submission and successful verification of the required documents, the University will process the registration request. Eligible students may thereafter download their **Provisional Registration Card** through the Samarth Student Portal.

The **Original Registration Card will be issued in hard copy** subsequently and may be collected from the Academic Branch, Madhabdev University, upon completion of the registration process and as notified by the University.

IMPORTANT INSTRUCTIONS

1. Students are advised to follow the procedure applicable to their respective category.
2. Students applying for a fresh PG Registration Card must complete both the online application and the physical submission of the required documents.
3. Students must ensure that all details submitted online and offline are correct and supported by the relevant documents.

All Heads of Departments are requested to bring this notice to the attention of the concerned students for necessary action.



(Mr. Sarat Boruah)
Controller of Examinations (i/c)
Madhabdev University

Ref. No.: **MDU/22/Exam-N/47/UG_PG_Reg./227-A**

Date: **03.10.2026**

Copy forwarded for information and necessary action to:

1. The Hon'ble Vice Chancellor of Madhabdev University
2. The Registrar of Madhabdev University
3. The Academic Registrar of Madhabdev University
4. All HoDs of concerned Departments / Principals of Affiliated Colleges
5. Notice Board
6. Office File



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