



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/Convocation/ 100

Date: 29.03.2025

INSTRUCTIONS

(Regarding Convocation Robes, Certificates and Refreshment Coupons)

1. All Graduands must collect their Robes and Slips (Coupons) from the designated Robe Counter as per the instructions of the Robe Committee.
 2. The coupon is very important for Convocation Day and must not be lost. If a coupon is lost, Graduands must fill a Declaration Form supported by a Photo Identity Proof.
 3. Firstly, the Graduands must return their Robes to the Robe Counter wherein they will receive clearance of Robe submission from the Robe Committee.
 4. After receiving clearance for robe submission, they have to proceed to the designated Certificate Distribution Room to collect their Convocation Certificate.
 5. After obtaining clearance of Robe Deposition as well as the issuance of Certificate(s), the Graduands shall move to the Refreshment Counter for their meal.
- The details of the **Graduands Seat Number** and **Certificate Number** is available at the following link:

<https://drive.google.com/file/d/1NhJpUbyJd9PHXHDWYe7T9Dl2XLQomMjd/view?usp=sharing>

*(Please note down your **Certificate Number** to find your **Coupon** at the designated Robe Distribution Counter and **Seat Number** to locate your **Certificate** on the convocation day at the designated Certificate Distribution Counter.)*

- Kindly go through the **given attachment** for information regarding Deposition of Robes and Receiving of Certificates.

In case of any quarry, feel free to contact the following Mobile Numbers. 6001016109, 9678296256

N.B.:

Please note that on time arrival at the Convocation Venue is the utmost important for all Graduands failing which they will not be allowed to enter to the Convocation Venue.

(Dr. D. P. Rajkhowa)
Controller of Examinations
Madhabdev University

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Copy for information to:

1. The Vice Chancellor
2. The Registrar
3. The Academic Registrar
4. The Convenor of all Sub-Committees
5. Office File



(Dr. D. P. Rajkhwa)
Controller of Examinations
Madhabdev University

ALLOTMENT OF UNIVERSITY OFFICIALS FOR RECEIVING ROBES OF GRADUANDS FROM 2.30 PM ONWARDS ON 2ND APRIL, 2025

CERTIFICATE REGISTER CATEGORY	ROOM NO.	NAME OF FACULTY REPRESENTING THE CONVENOR OF CERTIFICATE COMMITTEE	NOS. OF ROBES ARE TO BE DEPOSITED BY THE PRESENT GRADUANDS ON THE DAY OF CONVOCATION	REMARKS
BACHELOR OF ARTS	1	ANAND KHATI	196	FACULTIES IN EACH ROOM WILL BE ASSISTED BY THE VOLUNTEERS / STUDENTS / GRADE III EMPLOYEES OF THE UNIVERSITY AS PER ALLOTMENT OF DUTIES IN DUE OF COURSE OF TIME.
BACHELOR OF SCIENCE	22	NAREN BORAH	137	
MASTER OF ARTS	5	BHABA KUMAR PEGU	57	
MASTER OF SCIENCE	20	MADAN GAM	51	

ALLOTMENT OF OFFICIALS FOR DISTRIBUTION OF CONVOCATION CERTIFICATES FROM 2.30 PM ONWARDS ON 2ND APRIL, 2025

CERTIFICATE REGISTER CATEGORY	ROOM NO.	NAME OF FACULTY REPRESENTING THE CONVENOR OF CERTIFICATE COMMITTEE	RESERVED	GRADE III EMPLOYEES TO ASSIST FACULTIES	RESERVED	NO. OF CERTIFICATES TO BE DISTRIBUTED TO THE PRESENT GRADUANDS ON THE DAY OF CONVOCATION
BACHELOR OF ARTS	2	DR. CHANDRA SARMAH	DR. GAUTAM KAKATY (DR. KAKATY WILL LOOK AFTER THE PROCESS OF CERTIFICATE DISTRIBUTION IN ALL ROOMS & WILL HELP ALL FACULTY REPRESENTING THE CONVENOR OF CERTIFICATE COMMITTEE AS AND WHEN REQUIRED.	MR. PARTHA BIKASH BORUAH	MR. RAJEN BHUYAN & MR. PALLAB UZIR (MR. BHUYAN & UZIR WILL ACT AS RESERVED ASSISTANT TO HELP ALL GRADE III EMPLOYEES OF THE CERTIFICATE COMMITTEE AS AND WHEN REQUIRED)	196
BACHELOR OF SCIENCE	22	DR. DIPTI SAIKIA		MR. JADU MONI BORAH		137
MASTER OF ARTS	5	DR. RIJUMONI GOGOI		MRS. REENA DUTTA		57
MASTER OF SCIENCE	20	DR. GITALLE BHUYAN		MRS. RUMI REKHA MAHANTA		51