

# SANT BABA BHAG SINGH UNIVERSITY

Village Khiala, PO Padhiana, Distt-Jalandhar

Ref.No:-SBBSU/21/1507

Date: 23/08/2024

## CIRCULAR

This is for the information to all the students approaching Registrar Office for the various certificates and depositing fee that they have to follow the following schedule for all such student related services w.e.f 24.8.2021.

The timings are:-

	Timings	
For issuing DMC / Degrees On every Tuesday and Thursday	10.30 am to 1.30 pm	2.30 pm to 3.30 pm
For the Fee Monday to Friday	9.30 am to 1.30 pm	2.30 pm to 3.30 pm

### For issuing Different types of Certificates

(Provisional Certificates, Provisional Passing Certificates, Migration Certificates, Backlog / Character Certificates, Attestation of Gazette /Results and WES) –

Apply on any working day (Monday-Friday) and get the certificate on 3<sup>rd</sup> day between Monday to Friday.

This issues with the approval of competent authority.

  
Registrar  
SBBSU

### Cc:

1. Secretary, SBBSMCS
2. Vice-Chancellor, SBBSU
3. Director (Administration)
4. Controller of Examination
5. Dean Academics
6. All Deans/ Dy Deans, SBBSU
7. All HoDs and CoDs (For circulation amongst faculty & staff members)
8. C.A.F.O, Admission Cell, T&P Cell, Chief Warden (Boys Hostel), Manager Facilities, Librarian, Estate Officer, Incharge Dispensary, Store Incharge, Workshop Supdt.
9. Notice Boards (Institute/Hostel) / Website.
10. *Assistant Registrar*