



SANT BABA BHAG SINGH UNIVERSITY

Village Khiala, PO Padhiana, Distt - Jalandhar

Ref.No: SBBSU/26/1364

Date: 01/9/2025

OFFICE ORDER

In order to streamline the work of issuance of End Semester Examination and other Examination Admit Cards, it has been decided that Printing of Admit Cards as well as Stamping on the Admit Cards will be done by the HoD. The process is as under:-

Printing of Admit Cards
Stamping by Department
Department will check the No Dues & issue the admit card, after clearance of no dues

Accounts Branch, Chief Warden (Boys Hostel), Chief Warden (Girls Hostel), Librarian will forward the list of the students whose dues are pending / not cleared to the respective Deans well before 15 days from the conduct of examination.

This issues with the approval of Competent Authority.


Registrar


To:

1. Dean Academics
2. Controller of Examination
3. All Deans
4. All HoDs
5. Manager Facilities, Admission Cell, Examination Cell, Librarian, T&P Cell
6. Chief Warden (Boys Hostel), Chief Warden (Girls Hostel)
7. CFAO Office, Fee Section – Ms. Harmanpreet Kaur / Ms. Rajvir Kaur
8. Website In-charge – To upload at University University website
9. All Notice Boards (Institutes)

Cc:

1. Hon'ble Chancellor office
2. Hon'ble Vice-Chancellor office