



SANT BABA BHAG SINGH UNIVERSITY

Village Khiala, PO Padhiana, Distt - Jalandhar

Ref.No: SBBSU/26 / 1365

Date: 01/9/2026

OFFICE ORDER

In order to streamline the distribution of DMC to the students of this University, it has been decided that respective HoD will get DMC of the students of their concerned department of the courses being run in their department from Controller of Examination, after the declaration of the result. They will further distribute / handover their DMC to the students of the respective course through the clerk of their department.

Clerk posted in the department will make the proper entry in the Register to be maintained in the department of each/ every DMC. Concerned Clerk will be the custodian of all such records. He/ She will also maintain the record in the computer in excel sheet.

This issues with the approval of Competent Authority.


Registrar


To:

1. Dean Academics
2. Controller of Examination
3. All Deans
4. All HoDs
5. 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) – For Students

Cc:

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