



SANT BABA BHAG SINGH UNIVERSITY

Village Khiala, PO Padhiana, Distt-Jalandhar

Ref. No:- SBBSU/25/2444

Date:- 6.11.2025

CIRCULAR

6th Annual Convocation of Sant Baba Bhag Singh University is scheduled to be held on 07.11.2025 (Friday). Tomorrow on 07.11.2025 University will observe Non Teaching day. However all teaching and non-teaching staff will attend the University. No leave shall be granted to any teaching and non-teaching staff on 07.11.2025. All the teaching and non-teaching staff shall be seated in the University Auditorium through Convocation from 10.00 AM onwards and their respective heads will take their attendance in the auditorium.

Manager Facilities may please ensure the continuous operation of Generator Set in order to avoid power failure in the auditorium. Further, it may also be ensured that all the University buses reach in the University campus at 8.00 AM sharp. It may also be ensured by all the staff put on Convocation duty to reach on time and report to their respective convener for making the programme a Grand Success.

Lunch will be served to all the employees of the University after the Convocation in the Lawn of Block No. - 3.

Registrar

To:

1. Dean Academics
2. Controller of Examination
3. Dr. Indu Sharma , Convocation Convener
4. All Directors /Dy. Directors/ All Deans and Dy. Deans
5. All HoDs, CoDs (For circulation amongst faculty, staff and students)
6. C.A.F.O, Admission Cell, T&P Cell, Chief Warden (Boys Hostel), Warden (Girls Hostel)
7. Manager Facilities, Security Officer, Librarian, In-charge Dispensary, Store In-charge, Workshop Supdt, Website In charge
8. All Notice Boards – for students

cc:

1. Secretary, SBBSMCS : for kind information please
2. Vice-Chancellor, SBBSU : for kind information please