



SANT BABA BHAG SINGH UNIVERSITY

Village Khiala, PO Padhiana, Distt - Jalandhar

Ref. No:- SBBSU/26/1207

Date:- 14.08.2026

CIRCULAR

Subject: Assignment of Duties and Responsibilities for Independence Day Celebration – 15 August 2026

Sant Baba Bhag Singh University will celebrate Independence Day on 15th August, 2026 from 9.00 AM onwards at the Sant Baba Hardyal Singh (Musafar Ji) Memorial Auditorium.

For the smooth and successful conduct of the programme, the following duties and responsibilities are hereby assigned to the faculty members:

Sr. No.	Name	Duty/Responsibility
1.	Dr. Amarjeet Singh, Chief Warden	To ensure the assembly of boys' hostel students at the celebration venue/auditorium.
2.	Dr. Gurmanik, Chief Warden	To ensure the assembly of girls' hostel students at the celebration venue/auditorium.
3.	Dr. Mohan Lal	To coordinate with the NCC Cadets and make necessary arrangements for all ceremonial activities, including the National Flag, Flag Hoisting Ceremony and National Anthem.
4.	Mr. Harinder & Dr. Jagteswar Singh	To distribute invitation cards to the dignitaries and invited guests.
5.	Mr. Pawan & Dr. Riyaz Ahmad Mir	To make arrangements for tea and refreshments for the dignitaries and participating students.
6.	Mr. Navpreet & Mr. Kailash	To coordinate and arrange the presentation of patriotic songs (Desh Bhakti Songs).
7.	Ms. Shaina Parmar & Dr. Smriti Thakur	To conduct the programme as Anchors and coordinate the proceedings of the function.
8.	Dr. Surinder Kumar	To manage Media Coverage and preparation of the Press Note for the programme.
9.	Mr. Varinder Kumar	To make necessary arrangements for the sound system and music for the programme.
10.	Mr. Anil Kumar and Dr. Rameez	To Coordinate discipline inside and outside Auditorium
11	Ms. Mandeep Kaur and Ms. Rajvir Kaur	Stage and Auditorium Decoration

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All concerned faculty members are requested to perform their assigned duties with due responsibility and ensure that the arrangements are completed well in advance for the smooth and successful conduct of the Independence Day Celebration.


REGISTRAR

To:

1. Dean Academics
2. Controller of Examination
3. All Directors /Dy. Directors/ All Deans and Dy. Deans
4. All HoDs, CoDs (For circulation amongst faculty , staff and students)
5. Chief Warden (Boys Hostel) } - To ensure that the Boys and Girls of Hostel attend the
6. Chief Warden (Girls Hostel) } function and their presence is essential.
7. C.F.A.O, Admission Cell, T&P Cell, Manager Facilities , Librarian, Estate Officer, In-charge Dispensary, Store In-charge, Workshop, Supdt., Warden (Boys /Girls Hostel),
8. Mr Shaminder Singh, Security Officer
9. Notice Board - For Students
10. Website In-charge – To upload at University website

Cc:

1. Vice-Chancellor, SBBSU : for kind information please
2. OSD to Chancellor - For kind information of Hon'ble Chancellor

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