

SANT BABA BHAG SINGH UNIVERSITY

Village Khiala, PO Padhiana, Distt - Jalandhar

Ref. No.: SBBSU/26/1663

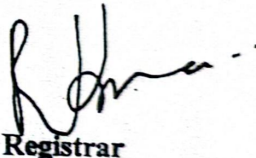
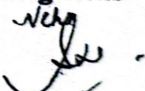
Date: 28.10.2026

OFFICE ORDER

Sant Baba Bhag Singh University is organizing Youth Festival 2026 on 30th and 31st October, 2026. On account of the youth festival, the duties have been assigned to the Staff and Faculty members of this University. The following instructions are being issued herewith, for the smooth and successful conduct of the event.

1. University will observe working day on 31.10.2026 (Saturday).
2. Faculty members and Supporting staff of this University will not take any leave w.e.f 29.10.2026 to 31.10.2026. However, Female Faculty/ Staff members may take leave on 29.10.2026 on account of Karva Chauth Festival. In special cases leave will be granted with due recommendations of Registrar / Dean Academic and with the approval of Hon'ble Vice-Chancellor.
3. Each and every faculty/staff members has to perform the assigned duties with utmost sincerity and dedication for making the event a grand success.
4. Security Officer has to ensure that no unauthorized outsider(s) enters the University Premises. Entry at the Main University Gate has to be restricted and proper vigilance is required at the gate.
5. Bus in-charges has to ensure that no unauthorized persons travel in the University buses. It has been observed in the past that the unauthorized persons accompanied our students in the buses and indulged in the indiscipline activities during the festival. This check is very essential to avoid the entry of unauthorized persons.
6. Security officer has to put the security staff on duty at the venue as well as in the Block No -3 and has also to ensure that students do not make access to climb on the roof of the Block No - 3.

This issues with the approval of competent authority.


Registrar


To:

1. Dean Academics
2. Controller of Examination
3. All Directors /Dy. Directors
4. Ms. Shaina Parmar (Dy. Director, Youth Welfare)
5. All Deans and HoDs – (For circulation amongst their concerned faculty, staff and students)
6. C.F.A.O, Admission Cell, T&P Cell, Manager Facilities, Security Officer, Librarian, Estate Officer, In-charge Chief Warden (Boys / Girls Hostel), Dispensary, Store In-charge, Workshop, Supdt.,
7. Website In-charge – To upload at University website
8. Dy. Dean Student Welfare (Boys) and Dy. Dean Student Welfare (Girls)
9. Mr. Rajwinder Singh Dhami
10. Mr. Balwinder Singh / Mr. Tarsem Singh / Mr. Gian Singh and Mr. Bhupinder Singh
11. Mr. Kuljit Singh
12. All Bus In-charges

Cc: (For kind information, please):

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