



(A STATE UNIVERSITY ESTABLISHED BY GOVT. OF PUNJAB VIDE PUNJAB ACT NO. 10 OF 2021)

SHAHEED BHAGAT SINGH STATE UNIVERSITY

(FORMERLY KNOWN AS SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS)



Ref. No. SBSP/FA/5309

Dated:

20-1-2023

NOTIFICATION

In pursuance of the recommendations of the Finance Committee in the 3rd meeting Vide agenda item No. 3.08, the rate of services for conduct and other activities of examinations are as under,

1. Certificate(s) Fee				
Sr. No.	Service	Fee	GST @18%	Requirement of Documents
1.	Original Degree Certificates/ DMC's	NA		
2.	Duplicate certificate			
	a. Degree Certificate	INR1000/-	INR 180/-	1. Letter through the deptt. 2. Original copy of FIR 3. ID proof of the Concerned Student
	b. DMC/ Migration Certificate/ Provisional Certificate	INR 500/- per Certificate	INR 90/-	1. Letter through the deptt. 2. Original copy of FIR 3. ID proof of the Concerned Student
3.	Provisional Degree/Migration Certificate (after completion of course)	Nil		1. Letter through the deptt. 2. ID proof of the Concerned Student
4.	Official Transcript	INR4000/-per each set	INR 720/-	1. A request letter from the Concerned student 2. Photocopies of all DMC's 3. ID proof of the Concerned Student
5.	Verification of DMC's & Degree	INR 200/- per copy	INR 36/-	1. A letter from Company/Institution. 2. Photocopy of Original Degree Certificate
6.	Attestation of DMC/Degree	INR 200/- per copy	INR 36/-	1. A letter from the concerned student 2. Photocopies of all DMC's/Degree with original
7.	Confidential result	INR 500/- per subject	INR 90/-	1. Filled form through the deptt.

		INR 2000/- per semester	INR 360/-	2. ID proof of the Concerned Student
8.	35% case (Batch 2021 onwards)	INR 10000/-	INR 1800/-	1. Filled form through the deptt. 2. Result Notification 3. ID proof of the Concerned Student
9.	Backlog Certificate	INR 2000/- per certificate	INR 360/-	1. Filled form through the deptt. 2. ID proof of the Concerned Student
10.	Bonafide Certificate (after completion of Course)	INR 500/- per certificate	INR 90/-	1. Filled form through the deptt. 2. Copy of Original Degree Certificate 3. ID proof of the Concerned Student
11.	(i) Correction of Degree/PDC/ Transcript/Any other document.	a) No fee if Correction applied within 03 months of issue of Degree/PDC/Transcript		1. Filled form through the deptt. 2. Photocopy of matriculation Certificate. 3. Original document 4. ID proof of the Concerned Student.
		b) After 03 months INR 1000/- per document.	INR 180/-	
	(ii) Correction of DMC's	a) No fee if Correction applied within 03 months of issue of DMCs.		1. Filled form through the deptt. 2. Photocopy of 10 th Certificate 3. Original document 4. ID proof of the Concerned Student.
		b) After 03 months INR 500/- per DMC.	INR 90/-	
12.	Medium of Instruction and Examination Certificate	INR 500/- per certificate	INR 90/-	1. A request letter from the Concerned Student in the given format. 2. Photocopies of all DMC's/ Degree or Final Result Notification. 3. ID proof of the Concerned Student.
	For any of the above service (Tatkal) i.e. issuance of document within 7 working hours, fee of INR 500/- +GST INR 90/- will be charged in addition to fee mentioned above.			
Note:	Postage Charges in all cases. 1. INR. 100/- (in Punjab), INR. 200/- (outside Punjab/within India) 2. INR. 1500/- for outside India (By Speed Post/ Registered Post/Courier).			
2. Examination Fee				
Sr. No.	Description			Fee
1.	Examination fee for Regular/Reappear Students (w.e.f. Batch 2021)			INR 1000/-
2.	Examination fee for Regular/Reappear Students (w.e.f.			INR 2000/-

	Batch 2022)			
3.	Lower Semester case			INR 5000/- per semester (Maximum for 2 semesters)
4.	Examination fee for students appearing in Golden chance			INR. 10000/- per subject
3. Evaluation photocopy of Answer Sheet/s of theory paper(s).				
Sr. No.	Service	Fee	GST @18%	Requirement of Documents
1.	To Provide evaluated photocopy of Answer Sheet/s of theory papers to the concerned student.	INR 500/- (per A/sheet)	INR 90/-	1. Filled form through the deptt. 2. Result Notification 3. ID proof of the Concerned Student

REGISTRAR

[Signature]
20/1/23

Dated:

20-1-2023

Endst. No. *SBS/PA/5364-07*

A copy is forwarded to the following officers for information please,

- 1) PA to Vice-Chancellor
- 2) Controller of Examinations
- 3) Dean Academics
- 4) Finance Officer
- 5) HOD CA for uploading on the university website