

EXAMINATION SECTION

STANDARD OPERATING PROCEDURES

To facilitate Students who need Transcripts, consolidated grade cards, Duplicate grade card and other documents related to exam are to follow these instructions strictly.

- Students can apply Transcripts, consolidated grade cards and Duplicate grade cards or any other request for documents by sending all the requirements in pdf format (as specified in application) through mail.
Application Form - <https://bit.ly/2JthLsq>
Mailing address - examination@jssstuniv.in
- Students should send scanned copies of documents/ grade cards to be submitted, filled application, fee paid receipt / acknowledgement indicating the payment date and the reference number of NEFT, UPI or UTR number and Also fill the following google form.

Link : <https://bit.ly/35WFeLl>
- In the same mail, Students shall also notify the examination section regarding who will be collecting the documents physically.
- Once the documents are ready in the examination section, Students will be informed through mail and asked to visit the campus on a separate date and time to collect the documents physically to avoid crowding.

- Only one student with a parent is allowed inside the campus only on prior request.
- Students and parents should strictly carry ID cards.
- The same shall be initiated to the security head previous evening for allowing those students inside the college the next day.
- Half an hour gap for each student will be maintained.
- Main Gate 1 will be the Entry gate and thermal scanning will be done.
- Main Gate 2 will be the Exit gate.
- Maintain six feet distance everywhere.
- Face Mask is compulsory inside the college.
- Before receiving the application, students should sanitize hands.

NOTE:

Incomplete information in application is liable for rejection.

Documents will be issued within 10 days from the date of applying.

Payment NEFT details:
THE PRINCIPAL, SJCE
Account no: 3950002100000019 IFSC: PUNB0395000
Punjab National Bank, SJCE Branch.

Any Further any enquires contact: examination@jssstuniv.in