



ANNUAL CONVOCATION

The **Convocation** of the Institute is scheduled to be held on 22.02.2014 (Saturday) at 11.00 a.m. in the Multi-purpose Hall of the Institute. It is pleasure for me to invite you along-with your parents/ spouse to attend the convocation and receive the Degree in person.

Rehearsal (Compulsory for Degree Recipients): There will be a rehearsal of the Convocation Process at 3.00 p.m on 21.02.2014 (Friday) (i.e. on the afternoon of the Day before the CONVOCATION) in the Multi-purpose Hall of the Institute. Since the Convocation is a Sombre event, it is imperative that the event moves without flaw. Hence it has been decided not to permit a student to participate in the Convocation if he/she misses the rehearsal.

Registration: The Degree recipients will have to register their names on 21.02.2014 (Friday) between 10 a.m to 1.15 p.m in the Academic Section of the Institute. Participation by late comers is forbidden to ensure that degree certificates are stacked in advance in the right sequence, and that there is no mix up during the Convocation.

Gown Deposit: Rs. 500/- to be deposited **in cash** on the day of registration i.e. on 21.02.2014 (Friday). This amount **will be refunded** on return of the gown in the afternoon (between 2.30 p.m to 4.00 p.m) of the Convocation Day.

Your Name: Please note that your Degree will bear your name as listed in our website www.sliet.ac.in .

Please let me know if (and only if) there is a spelling mistake before **7th February, 2014 (Friday)**. You can contact over phone at 01672-253140, 602 or email at dracad@sliet.ac.in.

Accommodation arrangements have been made in respective Hostels of the Institute. You may contact the concerned Care Taker of the Hostels directly for accommodation. The details of Hostels and contact numbers of the Care Takers will be uploaded on the website shortly.

You are requested to send the enclosed proforma duly filled in latest by **7th February, 2014 (Friday)** so that we will be able to make necessary arrangement for you.

Expecting your presence in the Convocation

Deputy Registrar (Academics)
SLIET, Longowal

Note:

1. **Submission of 'No Dues Certificate' is mandatory at the time of rehearsal on 21.02.2014.**
2. **Gates of Multi-purpose Hall will be closed by 10:00 AM sharp on 22.02.2014.**

Form for intimation by students to attend Convocation



**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
(Deemed University)**

LONGOWAL – 148 106, District: Sangrur (Punjab)
Phone No.01672-253140, 602 Website: www.sliet.ac.in Email : dracad@sliet.ac.in

Sub: Intimation Regarding Attendance in Annual Convocation

Please tick one choice, sign and return (through email- dracad@sliet.ac.in/ by post) to:

**Deputy Registrar (Academic),
Sant Longowal Institute of Engineering & Technology,
Longowal – 148106, District Sangrur (Punjab) INDIA**

Name of student: _____ Regd No. _____

Degree to be Awarded: _____ Branch : _____

I shall attend the convocation and I need _____ Guest cards for my Parents / spouse.

I am unable to attend the Convocation.

_____ **Date**

_____ **Signature of Student**

Note:

If this form is not returned to the Institute, the Degree Certificate will be retained by the Institute. If the Degree Certificate cannot be received by the Candidate in the Convocation, the student will be required to collect it in person on production of No Dues Certificate.

Please return this form to Deputy Registrar (Academics) latest by 07.02.2014