



SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
(Deemed to be University under section 3 of UGC Act, 1956)
LONGOWAL- 148106, DISTT- SANGRUR (PUNJAB)
OFFICE OF ASSISTANT REGISTRAR (ACADEMICS)

Ref. No. SLIET/AS/2026 /7245

Date: 09/04/2026

NOTICE

It is for the information of all students that the documents and certificates from the student facilitation Centre in the Academic Section will be issued as per the following schedule:-

Sr. No.	Name of Certificate/Document	Day of Issuance in week	Alternative arrangement of day for issuance in week
1.	For Passed Out Students:- Detailed Mark Cards (DMCs)/ Diploma/Degree/Migration Certificate/Character Certificate	Every Tuesday	On the next working day in week if Tuesday is Holiday
2.	For On-roll Students:- Detailed Mark Cards (DMCs)/ Diploma/Degree/Migration Certificate/Character Certificate	Every Monday and Saturday	No alternate day
3.	For all students:- Bonafide (all types)/NOCs for Training or Internship/Rank Certificate/all other types of documents and certificates	Every Monday	On the next working day if Monday is Holiday
4.	Submission of various requests to Academic Section	All working days	-

All the students are instructed to follow the above schedule strictly for getting the documents/certificates issued from the Academic Section. No request for issuance of documents/certificates on any other day except above schedule will be entertained.


09/04/2026
Assistant Registrar (Academics)

Copy to:

1. Director: - for information please.
2. Registrar: - for information please.
3. All Deans: - for kind information please
4. All Associate Dean (Academic Section):- for information please
5. All HODs/Section In-charges: - with a request to inform the students through respective Class Counselors.
6. All Chief Wardens/All Wardens:- with a request to place the notice on Notice Board and to disseminate the notice among students please.
7. All concerned Dealing Hands in Academic Section:- for necessary action, please
8. Institute website
9. Office Copy