**Frequently Asked Questions (FAQs)**

**Q. How can I get Transcripts?**

**Ans.** Transcript is a verified Xerox copy of Original/ Duplicate Grade-sheet/DMCissued to the passed out students. It is prepared from Original/ Duplicate Grade- Sheet/DMC provided by the student after verifying from the record of the institute. Transcripts are issued on payment of Rs. 500/-per set (per programme) for first copyand Rs. 100/- for subsequent copies. Transcripts are issued on an average of 07 working days from the day of receiving the application annexed with requisite fee and documents except exceptional circumstances. These may be collected by the concerned student or his authorized representative from the office of Deputy Registrar(Academic) or can be sent via post on the given address as per the request of the student subject to additional payment of Rs. 100/- (if to be posted within India) or Rs. 1000/- (if outside the country), which is to be paid at the time of submission of application. The prescribed fee can be paid either by Cash in Accounts Branch of the institute/through Bank Draft drawn in favor of “Director SLIET Longowal” payable at “Longowal ”

The request for transcripts can be sent at following postal/email address along with proof of fee paid/DD to:

Deputy Registrar (Academic)

SantLongowal Institute of Engineering & Technology

LOGOWAL DisttSangrur(Punjab) India

**Phone: 01672-253140**

**Email :dracad@sliet.ac.in**

**Note:**  *S****tudents who have received the degree(s) from Punjab Technical University, Jalandhar, are advised to contact the concerned university for issuing of transcripts after verification fromSLIET Longowal.***

**Q2. How can I get migration certificate?**

Ans: Migration certificate is issued after the completion of a program and it is not issued duringthe program unless student withdraws from the program. The student can apply on the prescribed proforma by paying a fee of Rs 100/-. Copy of ‘No dues’ certificate is required.Migration certificate is issued on an average of 02 working days from the day of receiving the application and requisite fee and documents except exceptional circumstances.These may be collected by the concerned student or his authorized representative from the office of Deputy Registrar(Academic) or can be sent via post on the given address as per the request of the student subject to additional payment of Rs. 100/- (if to be posted within India) or Rs. 1000/- (if outside the country). The prescribed fee can be paid either by Cash in Accounts Branch of the institute/through Bank Draft drawn in favor of “Director SLIET Longowal” payable at “Longowal ”

**Note:**  *S****tudents who have received the degree(s) from Punjab Technical University, Jalandhar, are advised to contact the concerned university for issuing of “migration certificate”after verification from SLIET Longowal.***

**Q What is the purpose of “No Due Certificate” and What is the procedure to get it?**

**Ans: No Due Certificate is mandatory for getting degrees/migration and character certificate by the passing out students or at the time of withdrawal of studentship from the institute and refund of caution money. It is available at institute website. After downloading No Due Form from the institute website, fill it in all respects and then go to Dean (Student & Faculty Welfare) for forwarding the NDC to departments/sections concerned for no dues. After completing the NDC in all the respects, submit one copy each to Academics Section and Accounts Section.**

**Q: How can I get duplicate DMC/PDC/Degree/ID card?**

**Ans:** The student may apply for duplicate DMC/PDC/Degree/ID Card by applying on prescribed proforma after paying prescribed fee annexed along with a copy of First Information Report (FIR).

**Q. How can I get Rural Area Certificate/Equivalency Certificate/Certificate regarding Medium of Instructions during the programme?**

**Ans:** Scanned copy of Rural Area Certificate/Equivalency Certificate/Certificate regarding English as Medium of Instructions during the programme is placed at institute website for the facilitation of the students. They can take printout(s) and submit the same with the desiring authority. If needed, the student may request to Deputy Registrar (Academics) in person for attested copy, which is free of cost, and likely to be provided on the same day.

**Q. What is the procedure to submit application and what are the prescribed fees for various certificates/documents?**

**Ans:**The procedure to submit application and requisitefees the issuance of the variouscertificates as under: -

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| --- | --- | --- |
| **TYPES OF CERTIFICATE** | **FEES (Rs.)** | **How to submit the application** |
| Character Certificate | No fee for the first time and Rs.100/- for subsequent issues | Download application form from institute website and submit the same (complete in all respects) to the office of D.R (Academics) in person or by post |
| Migration Certificate | 100/- |
| Regular Student Certificate | 100/- |
| Duplicate I-Card | 100/- |
| Duplicate DMC (one or more) | 200/- |
| Duplicate Final Certificate  | 200/- |
| Transcript copies | 500/- for first set and Rs. 100/- each for subsequent copies |
| Any other Certificate | 100/- |

For any clarification with regard to above, please feel free to contact at: 01672-253602, 253140

or drop the mail to dracad@sliet.ac.in