



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब, १४८ १०६

शिक्षा मंत्रालय के अधीन

**Sant Longowal Institute of Engineering & Technology,
Longowal, District Sangrur, Punjab – 148 106**

Deemed to be University under 'Ministry of Education (Shiksha Mantralaya)'

Ref. No. SLIET/AS/ 1562

Dated: 16/8/2021

Circular

Subject:- Clarification on decision of 30th Senate meeting dated 29.12.2020 vide Agenda item no. 30.5 regarding charging of fees for name correction on DMCs / Certificates.

The Senate of the Institute in its 32nd meeting dated 24.08.2021 vide Agenda item no. 32.8 has approved the following revision for more clarification on the Senate's decision dated 29.12.2020 vide agenda item no. 30.5 regarding charging of fee for name correction on DMCs / Certificates of the students :

Point no.	Passed by 30 th Senate	Revised in 32 nd Senate																		
1.	No fee for correction, if the correction is brought to the notice of the academic section within a period of one year of issuance of DMC. However, a fee of Rs.500/- (as already approved by the Senate per DMC) and Rs.1000/- for final certificate / diploma / degree shall be charged if correction is brought to the notice of the academic section after one year of issuance of document.	No fee for correction, if the correction is brought to the notice of the academic section within a period of one year of issuance of DMC or Certificate / Diploma / Degree / Any other Certificate. However, following fee will be charged if correction is brought to the notice of the academic section after one year of issuance of document : <table border="1"><thead><tr><th>Document</th><th>Program</th><th>Fee</th></tr></thead><tbody><tr><td>DMC</td><td>All</td><td>Rs.500/- each DMC</td></tr><tr><td>Certificate</td><td>Certificate / ICD</td><td>Rs.1000/-</td></tr><tr><td>Diploma</td><td>Diploma / ICD</td><td>Rs.1000/-</td></tr><tr><td>Degree</td><td>UG / PG / Ph.D.</td><td>Rs.1000/-</td></tr><tr><td>Any other Certificate</td><td>All</td><td>Rs.200/- each</td></tr></tbody></table>	Document	Program	Fee	DMC	All	Rs.500/- each DMC	Certificate	Certificate / ICD	Rs.1000/-	Diploma	Diploma / ICD	Rs.1000/-	Degree	UG / PG / Ph.D.	Rs.1000/-	Any other Certificate	All	Rs.200/- each
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DMC	All	Rs.500/- each DMC																		
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Any other Certificate	All	Rs.200/- each																		
2.	A fee of Rs.5000/- shall be charged from the passout students, if correction in name is required to be done on the basis of such changes made by the concerned Board of Examination for the 10 th class certificate.	Change of name on DMCs / Degree / Diploma / Certificate / Any other Certificate will be done on the basis of the change of name done on the 10th Class / Secondary School / Matriculation Certificate by the concerned Board of Examination. A fee of Rs.5000/- will be charged from onroll / ex-students irrespective of number of programs and additional fee as prescribed at Point no.1 for change of name on documents like DMCs / Certificate / Diploma / Degree / any other certificate etc. will also be charged.																		

...continued

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Point no.	Passed by 30 th Senate	Revised in 32 nd Senate
3.	10 th class certificate issued by the concerned Board of Examination shall be used as a reference document for correction in name of the students or name of his / her parents	10th Class / Secondary School / Matriculation Certificate issued by the concerned Board of Examination shall be used as a reference document for correction in name of the student or name of his / her parents.


16/09/2021

Assistant Registrar (Academics)

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