



संत लौगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौगोवाल, संगरूर, पंजाब - १४८ १०६
[भारत सरकार द्वारा स्थापित]

Sant Longowal Institute of Engineering and Technology
Longowal, Dist. Sangrur, Punjab - 148106
[Established by Govt. of India]
(Deemed to be University)

Department of Mechanical Engineering

Ref. No. SLIET/ME/ 1763

Date: 05/02/25

CIRCULAR

It has been observed that the Faculty of Mechanical Engineering are applying to attend STTP/FDP/Workshop/Conference (Online/Offline) either being held within the Institute/Department or outside, without any justification.

In this regard, the Faculty of Mechanical Engineering Department are requested to mention the following in the requisite performa or as duly signed 'Annexure'

1. Area of Research / Expertise.
2. Proper Justification for attending the STTP/FDP/Workshop/Conference etc. (how the participation will be helpful in terms of career plan / objectives of the department/Institute)
3. The work arrangement during the Course/Conference duration (Hybrid/Online/Offline), if the class falls during the Expert talk schedule.

This will facilitate the undersigned in recommending the case to the Competent Authority, for approval.

[Signature]
05/02/2025
HOD (ME)
[Signature]

Copy to :

1. Director Cell : for information of Director, SLIET.
2. Dean (Academics)
3. Dean (R&C)
4. For information to all Faculty of ME
5. File copy

Proud To Be Part of Team SLIET"

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