

Dear Diploma Holder,

First of all, I warmly welcome you for the **20th Diploma Awarding Ceremony of SLIATE-2025** which will be held on **15th May, 11th and 12th June 2025** at **BMICH** and I expect that, you will strictly adhere to following instructions to make this event success.

Instructions for 20th Diploma Awarding Ceremony of SLIATE - 2025

1. Preliminary

You should collect the followings from your ATI:

1. Your invitation card and 02 invitation cards for your Parents / Guests.
2. Tokens for refreshment.
3. Cloak and Garland.

2. Venue and Time

You are required to call over at the Bandaranaike Memorial International Conference Hall (BMICH) foyer on time as per the schedule in the table 01. Your convocation date, session, time and seat number are given in your Invitation Card for the Convocation. Therefore, you are strictly instructed to bring the Convocation Invitation Card with you when you are coming to the Convocation. Further, instructions regarding the seating arrangement and the Diploma Holder's procession will be given at the BMICH.

Table 01: Time Schedule

S..No	Date	Session No.	Time at BMICH Foyer
1	15.05.2025	01	07.00 a.m
		02	10.15 a.m
		03	02.00 p.m
2	11.06.2025	04	07.00 a.m
		05	10.15 a.m
		06	02.00 p.m
3	12.06.2025	07	06.30 a.m
		08	09.45 a.m
		09	01.30 p.m
		10	04.45 p.m

3. Attire.

Diploma Holders are requested to attire,

Female

In a Saree (Indian or Kandian)

Male

In National costume or lounge suit

4. Seating.

Please bring the invitation cards, carrying the assigned seat number when attending the convocation. You are requested to retain the invitation cards and refreshment cards till the convocation is over. **Please stick the label** carrying the assigned **seat number on the left side of your cloak** when you queue up for the procession (Label provided by the photographers).

5. Mobile phone and other Goods.

You would not be permitted to bring in any parcels, bags, mobile phones and cameras with you to the Convocation Hall.

6. Invitees.

Only 02 invitees are allowed and children under age 12 years are not allowed. Invitees who accompany the diploma holders are essential to bring their invitation cards with them and stay throughout the convocation. The diploma holders are strictly advised to not bring invitees who could not stay long hours. You are requested not to applaud when diplomas are conferred upon the diploma holders except when academic distinctions and awards are given. You are also requested to bring this to the notice of your parents or guests.

7. Garland and Cloaks.

Cloaks and garland would be issued to the diploma holders as per the following table at your ATI. You should submit the Employability survey form online on or before the date you get the cloak and garland from your ATI (URL published in the SLIATE official web site).

Convocation Date	Issuing Garland & Cloak	Dates to return Garland & Cloak
15 th May 2025	30 th April 2025 – 11 th May 2025	30 th May 2025 – 08 th June 2025
11 th June 2025	26 th May to 08 th June 2025	26 th June to 13 th July 2025
12 th June 2025		

A fine of Rs. 100/- per day will be levied if the cloak and garland are not returned by latest to the ATI.

Please note that the cloaks and garlands cannot be returned on the day of the convocation at the BMICH. Your diploma certificate will not be issued until you return the cloak and the garland. If you lose the cloak or the garland, you will be required to pay the replacement value along with the fine referred above for the delay.

- Charge for lost or damage Cloak is Rs. 5,000.00.
- Charge for lost or damage Garland is Rs. 1,000.00.

8. Entertainment and Alcohol.

Entertainment & usage of alcohol will be prohibited.

9. Photograph.

Taking group photographs will be temporarily prohibited. Nobody will be allowed photographing in the main hall other than the approved official photographer. Information on official photographer will be announced to you by the ATI and through SLIATE website (www.sliate.ac.lk).

* ***The official photographer has arranged photographing in the BMICH premises.***

10. Refreshment.

The refreshments for you and your invitees have been arranged in the lobby of BMICH after each session.

11. Information.

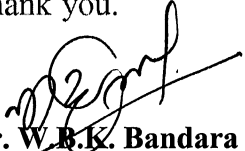
You can meet the Staff Members at the Reception of BMICH on the convocation dates for information and instructions.

12. Diploma Certificate.

Diploma certificate will be issued from 12th July to 27th July 2025. You are required to bring the Student Record Book and any proof document to confirm returning the cloak and garland, when you come to collect the Diploma Certificate.

Your co-operation is solicited to make this event a success.

Thank you.


Dr. W.B.K. Bandara
Deputy Director General (AA/P&R) Actg.
For Director General
SLIATE