



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)
लौंगोवाल, जिला संगरूर, पंजाब – 148106
Sant Longowal Institute of Engineering & Technology
(Deemed-to-be-University under Ministry of Human Resource Development, Government of India)
Longowal, Distt. Sangur, Punjab-148106

संदर्भ सं/ Ref. No. SLIET/ REG/9166

दिनांक /Date: 02-07-2020

OFFICE ORDER

In continuation to Office Order No. SLIET/REG/7631 dated 05.06.2020 and in compliance to the DO Letter No. 16-6/2020-U1A dated 30.06.2020 issued by the Secretary to Government of India, MHRD, New Delhi and DO No. F.72-5/2018 (CU) dated 01.07.2020 issued by the Secretary, University Grants Commission, New Delhi, the Institute is closed upto 31.07.2020.

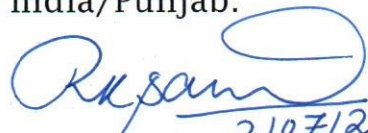
All faculty and staff are permitted and advised to work from home till 31.07.2020 subject to the condition that the interested faculty/staff shall submit formal request in the enclosed proforma for permission to Work From Home (WFH).

Faculty members are requested to utilize this period for various academic activities such as:-

01. Development of online content, online teaching and online evaluation,
02. Prepare lesson plan and develop instructional material for the courses to be offered during the next academic year/next semester,
03. Carry on research,
04. Write articles, papers etc.,
05. Prepare innovative questions for 'Question Bank',
06. Prepare innovative projects on "EK Bharat Shrestha Bharat" and other topics.

The students staying in the Hostel are advised to take all necessary safety precautions.

The Sections/Departments providing essential services such as Public Health, Sanitation, Security, Electrical Maintenance, Water Supply, Health, Internet and Examinations etc. shall operate with all precautionary measures as mentioned in the guidelines issued by the Government of India/Punjab.


2/07/2020

Contd. P/2

"Proud to be Part of Team SLIET"

:: 02::

All Deans/HoDs and Section Heads shall ensure that :

- i) No essential work is left unattended.
- ii) Compliance to advisories/guidelines issued by the Government of India and Government of Punjab to contain the spread of COVID-19 from time-to-time to be ensured.

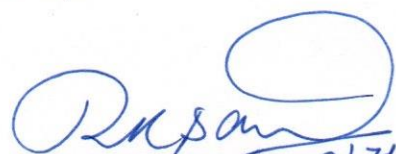
HoDs/Section Heads, if required, may stagger the office timings to maintain social distancing.

In addition to the advisories and precautionary measures notified by the Government of India/Punjab from time to time all concerned are also advised to take special care for the following:-

- a) Maintaining proper Physical Distance following Social distance norms.
- b) Wearing of Face-masks at all the times.
- c) Spitting in the Campus premises is strictly prohibited.
- d) Installation of Aarogya Setu App on the mobile phones.
- e) Thermal Scanning.
- f) Hand-wash in regular intervals and use of Sanitizer.

Persons with co-morbidities, pregnant women are advised to stay at home, except for essential and health purposes.

This bears the approval of the competent authority.


(Ravinder Kumar) 21/7/2020
Registrar

Copy to :-

- 01 Director for kind information.
- 02 All Deans/HoDs/Section In-charges/Faculty In-charges- with the request to circulate among the Faculty & Staff.
- 03 Faculty In-charge (ACSS) - with the request to upload on the Institute website.

To,

The HoD, Deptt. of
SLIET, Longowal.

Sub: Request for permission to work from home.

Sir,

In order to avoid possible spread of Covid due to daily travel/ any other reason (_____), as a precautionary measure, I wish to "work from home", till _____.

I will be carrying on the academic activities as mentioned in the Circular No. dated

I may be allowed to work from home until _____.

I will maintain the headquarter and will be ready for deployment at short notice, as and when required. I will be available over landline/Mobile No _____ and will not leave the headquarter without prior permission of the competent authority.

I will submit my work output and report, of this period to HoD on resumption of duty, in below given format –

Date	Time	Activity/work	Weekly outcome
	FN		
	AN		
	FN		
	AN		

I undertake that any departmental work or ongoing exam/evaluation/result declaration work, if any, will not suffer.

Thanking you,

Yours sincerely,

Signature with date
Name & Designation
Department

To,
The Registrar
SLIET, Longowal.

Subject : Request for permission to work from home.

Sir,

In order to avoid possible spread of Covid due to daily travel/ any other reason (_____), as a precautionary measure, I wish to "work from home", till _____.

I will carry out the following activities while working from Home :-

01. _____

02. _____

03. _____

I will submit my work output and report, of this period to Section Head on resumption of duty

I may be allowed to work from home until _____.

I will maintain the headquarter and will be ready for deployment at short notice, as and when required. I will be available over landline/Mobile No _____ and will not leave the headquarter without prior permission of the competent authority.

I undertake that any work on my seat will not suffer.

Thanking you,

Yours sincerely,

Signature with date
Name & Designation
Department

Recommendations of Head of the Section
(with name & signature):