To

The Warden
Hostel No……

Subject: - <u>Permission to vacate the hostel's room</u>

Sir/Madam,

I …………………………….. S/o/D/o ……………………………………
Reg. No. …………………. have made on-line payment of pending mess bill with transaction details …………………………. dated …………....... (copy of same has also been attached herewith). I am also attaching the final No-due form (available on institute web site) to get the signature of concerned hostel official(s).

I am also handing over my room no. ………. hostel no. …….. and taking away all my belongings with me.

I hereby undertake that I shall follow all the guidelines related to COVID-19 issued for students during visit of hostel/institute (uploaded on Institute web site). I also declare that my visit to the institute is in the knowledge of my parents.

Signature

Name ………………………….

Room No. ……………………..

Hostel No………………………

Mob. No. ………………………

Date of vacation………………..

GUIDELINES FOR THE STUDENT(S) DURING VISIT OF HOSTEL/INSTITUTE FOR PREVENTION FROM COVID-19

1. The student shall make a request to concerned Warden with details of visit (date and timing) for approval of his/her visit.
2. The student must clear all his/her hostel dues before visit to the hostel.
3. The concerned caretaker shall convey the date/time of visit to the concerned student.
4. The student must install the **Aarogya Setu App** and **Cova Punjab App** on his/her mobile before visit to the hostel.
5. The student should wear face mask on the day of visit to Hostel.
6. Only one person (guardian) shall be allowed to accompany the student and both should maintain proper social distance during the visit.
7. The student will ensure to make proper IN entry in the Student Movement Register, kept with security guard on duty, on the day of visit to Hostel.
8. They will be allowed to enter in the hostel after proper thermal scanning and sanitization.
9. The student will be given only one hour to vacate the room from hostel.
10. The student is advised to bring his/her own packing material to pack his/her luggage from hostel.
11. The student and/or guardian should made proper arrangement in advance to carry out the luggage from room to outside of the campus.
12. The student(s) can visit during office hours only. (i.e. 8:30 AM to 5:00 PM).
13. The Guardian visiting with his/her ward is requested to follow the guidelines given by the Security Guard and cooperate with the hostel staff on duty.
14. After taking out luggage, the student will ensure to make proper OUT entry in the Student Movement Register kept with security guard on duty on the day of visit to Hostel.

Declaration

(To be filled by students visiting Hostels)

I, …………………………………………………………………………., Regn. No. ………………………………….. S/D/W of ……………………………………. resident of ………………………………………………… do hereby voluntarily declare that I am not coming from any containment zone and I will vacate the hostel room same day.

This is to certify that I came to SLIET Longowal today …………………………………. (FN/ AN) to pick up my luggage from hostel.

I hereby declare that I do not have any symptom of COVID-19. Further, I declare that I have not visited any place covered under containment area/Buffer Zone/Red Zone for COVID-19.

I have already installed **Aarogya Setu App** and **Cova Punjab App** on my Mobile No………………………………

It is showing status as……………………………………………….. and …………………………………., respectively.

I will strictly follow COVID-19 preventive measures as per guidelines issued by State Government and Govt. of India.

In case any symptom of COVID-19 is felt, I will immediately report to the SLIET Health Centre. (Phone Numbers 01672-253519, 253666, 253512).

Signature……………………….

Name…………………………….

Department…………………….

Hostel No. and Room No. ………………………..

Date:

FOR USE BY THE SLIET HEALTH CENTRE

Temperature checked with Infrared Thermometer and found within the prescribed limits.

 At a glance no symptom of COVID-19 is observed. His/Her Aarogya Setu status and Cova Punjab App status, as per his/ her mobile, is…………………………………………….. and ……………………………………., respectively.

Forwarded to the concerned HOD/Section In-charge/Chief Warden for information and record please.

Staff Nurse   Medical Officer, SLIET

THE STUDENTS MUST FOLLOW FLOW CHART DURING VISIT TO HOSTEL:

Visit to Health Centre of the Institute with filled Declaration

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Proper IN entry at main gate of hostel with date and time

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Thermal Scanning record at hostel gate

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Proper Sanitization at hostel gate

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Visit to room and packaging of luggage and belongings

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Hand over room keys to staff ON-DUTY

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Proper OUT entry at main gate of hostel with date and time