

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY**  
**LONGOWAL (DISTRICT: SANGRUR) PIN – 148 106**  
**(Established by: Govt. of India; Deemed to be University)**  
**Office of Dean (Student Welfare)**

Ref. No. SLIET/Dean/SW/ 577-582

Dated: 18.09.2020

**Circular**

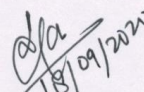
With reference to circular issued by the Registrar vide No. SLIET/REG/10972 dated 17.09.2020, the Ph.D. Scholars /SRF/JRF and P.G. students are required to follow the guidelines as mentioned below:

1. The Ph.D. Scholars and P.G. Students are allowed in a phased manner (state wise) as below:

| S.NO. | State  | Dates              |                    |
|-------|--|--------------------|--------------------|
|       |  | For Ph.D. Scholars | P.G.Students       |
| 01    | Punjab, Chandigarh, Himachal Pradesh and Uttarakhand | 21.09.2020 onwards | 01.10.2020 onwards |
| 02    | Haryana, Rajasthan and Delhi                         | 28.09.2020 onwards | 05.10.2020 onwards |
| 03    | Other states   | 05.10.2020 onwards | 10.10.2020 onwards |

- Only 10 students per day will be allowed each in Boys & Girls Hostel.
- Students must report before 2 P.M. only on the scheduled date.
- Frequent movement is not allowed.
- Student should request for permission with the duly filled and signed self-declaration / Undertaking (as available on website) to the concerned Chief Warden who will display the schedule and list of allowed students with the permission of Dean (SW) on Institute website.
- Once the list of allowed students is displayed on the website, the individual portal for Hostel Fee of the students would open and accordingly, the student must deposit the requisite Hostel Fee. The receipt should be sent to the concerned Warden in advance and bring a copy of the receipt while arriving at the Institute.
- Students are required to strictly follow the guidelines of the Institute and SOPs in true spirit to avoid any inconvenience to them as well as the Institute.

**This bears the approval of the Competent Authority.**

  
Dean(SW)

**Copy to :-**

Director office: for kind information, please.

All Deans: for kind information, please.

All HoDs: For kind Information & request to circulate among the concerned supervisors, please

All Chief Wardens (Boys & Girls): for n/a & circulation to the concerned Wardens & C.T, please.

Chairperson, Health Centre: for kind information, please.

F.I (ACSS): with a request to upload on Institute website, please.

"Proud to Be Part of Team SLIET"

**Sant Longowal Institute of Engineering & Technology, Longowal**

**Self-Declaration / Undertaking**

**(by Ph.D. Scholars/PG Students who is returning to do Research Work in their respective laboratories at SLIET, Longowal)**

Respected Sir / Madam,

I ..... S/o/D/o ..... Regn. No. .... (Mobile Number .....) have gone through and understood the guidelines and standard operating procedures (SOPs) of the Hostel/Institute, pertaining to resumption of research work. I am aware that it is entirely voluntary for me to return to the Institute and that I am doing so of my own will, having understood the risks inherent in commuting to, and doing laboratory work at the Institute in the current Covid-19 situation.

I am returning from (address where presently staying) .....

Distt.....State.....Pin.....on ...../...../2020.

After return I'll be staying at (address)

.....

I declare that:

1. I shall follow all the guidelines and standard operating procedure (SOPs) of the hostel/institute.
2. I am not having fever, cough and breathing problem from last 2 weeks.
3. None of my family members where I am/was staying presently (address) ....., is suffering from fever, cough and breathing problem past 2 weeks and **it has not been declared as a containment zone**.
4. I am not having any disease like diabetes, hypertension or heart/ lung /kidney related disease, etc.
5. I'll self-monitor my health every day after I rejoin the Institute. In case, I develop fever, cough, flu-like symptoms and/or breathing problem then I'll inform about it to my supervisor / in charge/ Head of department etc. Also I'll consult a doctor and follow medical advice.
6. I understand that there is always a possibility of getting infected by the virus. My parents/ guardians are also fully aware of my wish to return to the campus to start work in the laboratories and other offices for my research related activities.
7. I also want to declare that my supervisor has not put any pressure on me to resume the research activities at SLIET, Longowal.
8. I also understand that SLIET, Longowal has a Primary Health Care Centre only and it will extend all available facilities in case of a medical emergency. However, in case of Covid-19 infection I may require isolation, treatment and/or hospitalization outside the campus, for which government laid down protocols.
9. I will use **Aarogya Setu App** and **Cova Punjab App** on my mobile no..... and it will remain active at all times (through Bluetooth and Wi-Fi).
10. I understand that cooperative mess facility has been provided in the hostel and I shall bear all expensive of running mess on actual basis. I will abide by Institute policy in this regard in future.

11. I have cleared all the mess dues and copy of proof of payment with concerned mess contractor is attached herewith for your kind reference. (Receipt No. .... dated.....)

Dated:.....

Signature of student: .....

Name of student : .....

Department: .....

Name of Supervisor/P.I.: .....

Mobile number:.....

Emergency contact number 1:..... Relation with contact person:.....

Emergency contact number 2:..... Relation with contact person:.....

### **Undertaking by Parent(s)**

I have read and understood the guidelines and SOPs and I agree to send my ward ..... to resume his/her research activities at SLIET, Longowal without any pressure from his/her supervisor or Institute authority. I further undertake that I shall follow all the instructions/guidelines issued by Institute authority in case, my ward is infected by Covid-19 and fully cooperate with Institute authority.

Dated:.....

Signature of parent: .....

Name of parent: .....

Relation with student: .....

### **Undertaking by Supervisor/P.I.**

I agree with the above request made by the research scholar/PG student. I affirm that I have not exerted any pressure in making the research scholar/PG student decide to return to the Institute. I shall coordinate the well-being of the research scholar/PG student with the help of available Institute facilities in case of any Covid-19 related emergency. Further, I will ensure that the candidate follow Institute / Hostel rules & regulations.

Date:.....

Signature of Supervisor/P.I: .....

Name of Supervisor/P.I:.....

**Signature of the HOD**

**Date.....**

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,  
(DEEMED TO BE UNIVERSITY)  
Longowal-148106, Distt. Sangrur (Pb.)  
(SLIET Health Centre)**

---

**Declaration to be submitted to Health Centre at the time of arrival at SLIET, Longowal**

**(To be filled by Ph.D. Scholar/PG Student who is returning to do Research Work in respective laboratory at SLIET, Longowal)**

I, ....., Regn. No. ....  
S/D/W of ..... resident of ..... do hereby  
voluntarily declare that I am not coming from any containment zone.

This is to certify that I came to SLIET Longowal today ..... (FN/ AN).

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**

---

Proud to be Part of Team SLIET – Together We can make a Difference

## **Sant Longowal Institute of Engineering & Technology, Longowal**

### **Standard Operating Procedures for students at Hostel**

**(post Covid - 19 Lock Down)**

#### **A. Conduct inside Hostel/Mess Area:**

1. Wear clean and neat cloth mask all the times, covering nose till chin and wash it daily after use.
2. Each student should follow social distancing of at least 2 meters while in Campus and out of Campus.
3. Keep 2 meters distance between beds in rooms.
4. Ensure proper ventilation in rooms.
5. Do not make use of Indoor games hall, Common TV hall and Gymnasium hall.
6. Follow social distancing in Mess Hall.
7. Do not take meal plate/utensils on your own in mess; and it shall be handed over by the mess In-charge.
8. Food shall be served to the students by the mess worker at the designated place only.
9. Batch of 25 students will have breakfast/lunch/dinner at a time in mess hall by keeping social distancing. Others may wait outside mess hall by keeping social distancing. Every student should finish meals within 20 minutes of time.
10. Keep social distancing while sitting or walking together.
11. Students shall wait and meet the concerned hostel officials at designated waiting / meeting area only.

#### **B. Maintenance of Personal Hygiene:**

1. Keep your room and surroundings clean.
2. Wash/clean your hands with soap/sanitizer frequently.
3. Everyone should carry his/her own sanitizer.
4. Do not touch nose, mouth, eyes and face with hands.
5. Do not unnecessary touch surfaces, railings, doorknobs, etc. to the extent possible.
6. Do not spit anywhere.
7. Put garbage in dust bins only.
8. Maintain habit of wearing washed and clean clothes.
9. Wash/clean your hands properly with soap/sanitizer after use of washroom, common drinking water points, before and after your meals.
10. Avoid sharing of things like pens, pencils, mobile phones etc. with others.
11. Do not indulge in any handshakes or hugs to greet/see-off each other.
12. Do not use leather purse and handbags. Carry personal things in a cotton bag, and wash it daily.
13. Avoid wearing watches, jewellery, while coming to institute and keep the nails short.
14. Wear closed bellies/shoes rather than open toe sandals or slippers.
15. Keep your mobile phone in pocket/purse/bag and not on any hard surface.
16. Do not smoke/use tobacco, gutkha in the Institute.

**C. Other Precautionary measures:**

1. Sanitize yourself and your belongings before entering your room.
2. Do not get involved in social gathering anywhere in the public space like corridors, parking, etc.
3. Avoid visit to relatives, friend's house and friend's room.
4. Avoid outside campus visit and ordering of food from outside.
5. Avoid drinking of cold drinks, cold water, ice-cream, other cold beverages etc.
6. Avoid eating uncooked food.
7. Avoid cash transactions as much as possible.
8. Avoid contact with others if suffering from cold, cough or fever.
9. Use handkerchief to cover your mouth while coughing/sneezing. Alternatively, cough/sneeze into the flexed/bent elbow and immediately wash/sanitize hands with soap/sanitizer.
10. Immediately inform the health centre and seek medical advice if suffering from fever or other Covid-19 like symptoms (cough/sneezing/ difficulty in breathing etc.)
11. Do not indulge in gossip/rumours with regard to Covid-19 without verifying the facts.
12. Mandatorily download "**Arogya Setu App**" and "**COVA App**" on your mobile.

**NOTE: Every student has to give undertaking that he/she shall follow above SOPs in true spirit. In case of non-fulfilment of above guidelines, a strict action shall be taken against defaulter. Students are advised to provide updated contact phone/mobile numbers of their parents/local guardians in case of any medical emergency.**