



Sant Longowal Institute of Engineering & Technology
(Deemed-to be-University under MoE, Govt. of India)
Longowal, District Sagrur – 148106 (Punjab), India

Tel: 91-1672- 253109
Email: deansw@sliet.ac.in

Ref. No.: SLIET/Dean(SW)/ 1074-1081

Date: 09-01-2021

Circular

(for First Year B.E. students admitted in year 2020 through JEE mains)

With reference to order Ref. No. SLIET/Dean (A)/ 2021/1304 dated 07 January 2021, the first year BE students admitted in the year 2020 through JEE (mains) are allowed to report physically at SLIET, Longowal by 05.02.2021 for offline examination commencing with effect from 08-02-2020 onwards and subsequent teaching of the next semester i.e even semester of 2020-21.

The concerned students are intimated that:

1. From the students who have opted for hostels, boys students will be given temporarily independent rooms in Boys Hostel No. 4 (which is otherwise meant for UG 3rd year/ 4th year boys students) and girls students shall be accommodated in independent rooms in Girls Hostel No. 2 (meant for UG 4th year girl students) during their stay for the period as mentioned above. These students are required to report in the hostels in the campus during 9:00AM to 5:00PM as per following schedule:

Date	Program	Hostel No.
01-02-2020	Computer Science and Engg.	Boys Hostel No. 4* (for Boys students)
02-02-2020	Mechanical Engg.(first 50 students from Regn. No. 2040351 to 2040401)	
03-02-2020	Mechanical Engg. (remaining 22 students from Regn. No. 2040402 to 2040432) & Instrumentation and Control Engg.	Girls Hostel No. 2* (for Girls students)
04-02-2020	Electronics and Communication Engg. & Electrical Engg.	
05-02-2020	Chemical Engg. & Food Technology	
* Provisional allotment. They may be asked to shift to other hostels, as per the requirement		

The contact person for Hostels will be as follows:

Boys Hostel	Girls Hostel
Sh. Satpal Singh, Caretaker Email id: sssliet@gmail.com Phone No. 01672-253561/562 09417601728(M) (during 9:00AM to 5:00PM only)	Smt. Parveen Kumari Email id: gh2sliet@gmail.com Phone No. 01672-253549 (during 9:00AM to 5:00PM only)

2. **It is mandatory for the students and parents (if accompanying the ward) to bring RT-PCR Covid-19 Negative Test Report of date two days prior to arrival of student and parent at SLIET, Longowal.**

The institute shall not bear the cost of such tests.

3. The students are required to follow the guidelines of the Institute and Standard Operating Procedure (SOPs) at Annexure-A in true spirit to avoid any inconvenience to them as well as to the Institute.

The students must keep themselves in self isolation in the respective hostel room and move out only for taking examination for first 7 days after reporting in the hostel at SLIET, Longowal. Afterwards, they are expected to restrict movement for academic purpose only.

4. The student must send duly filled and signed Self-Declaration /Undertaking (as per Annexure-B and Annexure-C) countersigned by their parents on following email id, by **24th January, 2021**. The hard copy of these forms will be submitted on reporting date to concerned Caretaker.

Boys Hostel- sssliet@gmail.com

Girls Hostel - gh2sliet@gmail.com

On receipt of duly filled and signed Self-Declaration /Undertaking, the hostel system will allot the Hostel/Rooms. The same and will displayed on the Institute website.

The student should report to the Institute only if his/her name appears in the display list.

5. The students are required to report **directly to the respective allotted hostel** at the time of arrival in SLIET, Longowal.

They have to submit a hard copy of filled **Declaration (Annexure-C)** and **RT-PCR Covid-19 Negative Test Report** as stated earlier, to the Health Centre Team of the Institute.

The **Self-Declaration /Undertaking (Annexure-B)** to be submitted to the Hostel Caretaker. Finally, the student will go to his/her allotted room.

6. The **MESS(es)** for the respective hostels shall be operative **w.e.f. 01-02-2020** and the hosteller must dine in the same mess.

7. **Guest House for Parents:** Since institute is having limited Transit/Guest House accommodation for the parents accompanying their wards, so it is advised that only one parent should accompany his/her ward and prior booking request may be sent to: –

Faculty Incharge (Guest House) at email id: guesthouse@sliet.ac.in

(Phone No. 01672-253432, 09417756490)

with proper proof of admission of his/her ward at SLIET, Longowal **before 24th January, 2021**. The request shall be considered for maximum stay of two nights as per the availability.

8. The parents may also make their arrangement in any hotel at Sangrur which is just 18 km. away from SLIET, Longowal. The details of hotels may be checked at <https://www.makemytrip.com/hotels/sangrur-hotels.html> or through any other website.

9. **Day Scholars/Non-Hostellers:**

are required to report directly at the examination centre on the date of examination with **RT-PCR Covid-19 Negative Test Report of date two days prior to first day of his/her examination.**

These students are also required to follow the guidelines of the Institute and Standard Operating Procedure (SOPs) at Annexure-A in true spirit.

10. During the stay in the campus, the students are advised to restrict the movement outside the campus for safety of all. However, those who remain out of the Institute for more than 72

hours due to any unavoidable circumstances, shall bring a fresh negative RT-PCR Covid-19 test report.

11. The students shall be provided bed, study table and chair in the hostel room.
12. The students may purchase mattress, quilt, bucket and mug etc. from shopping complex inside the Institute campus.



A handwritten signature in black ink, appearing to be 'f Dean (SW)', is written over a date '09/01/21'. The signature is written in a cursive style.

Copy to;

1. Director: - For kind information please.
2. Registrar: - For kind information please.
3. Dean (Academics): - For kind information please.
4. All HODs –for information & n.a. please.
5. Chief Wardens (BH and GH): –for information & necessary action, please.
6. Faculty Incharge (ACSS): - with a request to upload it on institute website.
7. Chairperson (Health Centre): –for information & necessary action, please.
8. Medical Officer: –for information & necessary action, please.
9. File copy

**Standard Operating Procedure 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. Ensure proper ventilation in rooms.
4. Do not make use of Indoor games hall, Common TV hall and Gymnasium hall.
5. Follow social distancing in Mess Hall.
6. Do not take meal plate/utensils on your own in mess; and it shall be handed over by the mess In-charge.
7. Food shall be served to the students by the mess worker at the designated place only.
8. 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.
9. Keep social distancing while sitting or walking together.
10. 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, gutka 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/rumors with regard to Covid-19 without verifying the facts.
12. **Mandatorily download "Arogaya Setu App" and "COVA App" on your mobile.**

NOTE: a. Every student has to give undertaking that he/she shall follow above SOPs in true spirit.

b. In case of non-compliance of above guidelines, a strict action shall be taken against defaulter.

c. Students are advised to provide updated contact phone/mobile numbers of their parents/local guardians in case of any medical emergency.

Sant Longowal Institute of Engineering & Technology, Longowal

Self-Declaration / Undertaking

[To be given by BE First Year student admitted in the year 2020 through JEE (mains) reporting at SLIET, Longowal physically to appear for End Semester Examination and subsequent conduct of classes of even semester 2020-21]

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 start of End Semester Examination and conduct of classes of even semester 2020-21. 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 attending examination and classes in physical mode at the Institute in the current Covid-19 situation.

I am returning from (address where presently staying).....
.....
Distt.....State.....Pin.....
on/...../2021.

After return I'll be staying at (address)
.....

I declare/undertake that:

1. I'll follow all the guidelines and standard operating procedure (SOPs) of the hostel/institute.
2. **I'll bring RT-PCR Covid-19 negative test report as mentioned in the guidelines during my visit to SLIET, Longowal and my entry to SLIET, Longowal may be denied without test report.**
3. I am not having fever, cough and breathing problem from last 2 weeks.
4. 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.**
5. I am not having any disease like diabetes, hypertension or heart/ lung /kidney related disease, etc.
6. I'll self-monitor my health every day after I join the Institute. In case, I develop fever, cough, flu-like symptoms and/or breathing problem then I'll inform about it to my class counselor/ Head of department etc. Also I'll consult a doctor and follow medical advice.
7. 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 join the campus physically to appear in attending examination and classes thereafter.
8. I also want to declare that nobody has not put any pressure on me to join the campus physically at SLIET, Longowal.

9. 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.
10. 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).
11. I understand that hostel mess facility has been provided in the hostel and I shall bear all expensive of running mess. I will abide by Institute policy in this regard in future.
12. I have attached a proof of my admission in BE First Year at SLIET, Longowal.

Dated:.....

Signature of student:
 Name of student :
 Department:

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 report SLIET, Longowal physically to appear in end semester examination and subsequent conduct of classes of even semester 2020-21 at SLIET, Longowal, without any pressure from 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:

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

DECLARATION (for Institute Health Centre)

(To be filled by BE First Year student admitted in the year 2020 through JEE (mains) reporting at SLIET, Longowal physically to appear for End Semester Examination and subsequent conduct of classes of even semester 2020-21)

I, Regn. No.

S/D 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 dated: (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.....

Date:

Hostel No. and Room No.

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