



संत लॉंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
(शिक्षा मंत्रालय, भारत सरकार के अधीन सम विश्वविद्यालय)
लॉंगोवाल, जिला संगरूर, पंजाब – 148106
Sant Longowal Institute of Engineering & Technology
(Deemed-to-be-University under Ministry of Education, Government of India)
Longowal, District Sangur, Punjab-148106

संदर्भ सं/ Ref. No. SLIET/REG/WFH-03

दिनांक / Date: 01-05-21

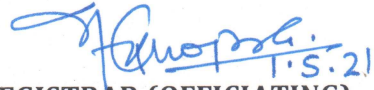
OFFICE ORDER

This is in continuation of **Circular No. SLIET/REG/WFH-01 dated 24/04/2021.**

In view of the unprecedented rise in the numbers of COVID-19 cases, the following decisions have been taken as precautionary measures to prevent its spread: -

1. All HODs and Section In-charges may allow **50% staff to work from home till 7th May, 2021 (Friday).**
2. HODs may allow faculty to **work from home till 7th May, 2021 (Friday) without effecting ongoing online academic activities. It may please be noted that ONLINE CLASSES will be held as per Schedule.**
3. All employees who do not attend office on a particular day are to make themselves available on telephone/mobile and other electronics means of communication and maintain the Head-quarter. **Permission for head-quarter leave, if necessary, be obtained well in advance. However, in all such cases on return, if self-isolation/quarantine as applicable is required, then employees need to apply leave of kind due.**
4. All employees who attend office shall strictly follow COVID-19 appropriate behaviour including **wearing of mask, physical distancing, use of sanitizer and frequent hand washing** as per guidelines of Government of India.
5. As decision about WFH has been taken to minimize the spread of CORONA in the campus, therefore, **all campus residents/employees are ADVISED to restrict outside movements for safety of all.**
6. All hostel residents shall not leave the campus without prior permission. Dean (SW) and Faculty In-charge security shall take necessary action to the effect.
7. All Ph.D. and PG students working in Labs shall ensure necessary COVID protocol as per Point 4 above.

This bears the approval of the competent Authority dated 01/05/2021.


REGISTRAR (OFFICIATING)

Copy to following officers/officials for information and necessary action please: -

- 01 Director.
- 02 All Deans/HoDs/Section In-charges/Faculty In-charges- For n/a please.
- 03 FI(ACSS) - with a request to upload on the Institute website.
- 04 Hostel Notice Boards

"Proud to be Part of Team SLIET"