



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान  
(शिक्षा 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 Education, Government of India)  
**Longowal, District Sangur, Punjab-148106**

**OFFICE ORDER**

संदर्भ सं/Ref. No. SLIET/REG/876

दिनांक/Date: 15.06.2021

This is in continuation of Circular No. SLIET/REG/428 dated 04/06/2021.

The following decisions have been taken as precautionary measures to prevent the spread of COVID-19 in the institute: -

1. All HODs and Section In-charges may allow **50% faculty/staff to work from home till 21<sup>st</sup> June, 2021 (Monday)** without affecting **departmental/institutional essential activities (academic/ developmental)** in addition to ongoing online academic activities including examinations/evaluation etc. as per academic calendar. The **faculty/staff** shall follow **staggered timing** to avoid overcrowding in the departments/offices.
2. **HOD's/Section-in-charges** may call any **faculty/staff member** as per requirement so that **no essential work should suffer**.
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.
8. Other restrictions imposed by State government/District Administration regarding **opening of shops and corona curfew** shall be strictly adhered to.

This bears the approval of the competent Authority dated 15/06/2021.

  
**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"*