

# SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Established by: Govt. of India; Deemed to be University)

Longowal -148106 Dist.: Sangrur (Punjab) INDIA

OFFICE OF Dean (SW)

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

Ref. No.: SLIET/.../DEAN/SW/418. 427

Date: 18/08/2021

## Circular

### (For Final Year UG students)

With reference to order Ref. No. SLIET/Dean (A)/2021/824 dated 13/08/2021, the final year UG students (JEE Mains-18 and LEET-19) are allowed to report physically at SLIET, Longowal for off-line classes.

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. 3 and 4 and Girls students shall be accommodated in independent rooms in Girls Hostel No. 1 and 3. The students are required to report in the hostels in the campus from 9:00 A.M. to 5:00 P.M. as per following schedule:

Date	Program	Hostel No.
06-09-2021	Computer Science and Engg.	Boys Hostel No. 3* & 4* (for Boys students)
07-09-2021	Mechanical Engg. (Manufacturing)	
08-09-2021	Mechanical Engg. (Welding)	Girls Hostel No. 1* & 3* (for Girls students)
09-09-2021	Electronics and Communication Engg. Electrical Engg., and Instrumentation & Control Engg.	
10-09-2021	Chemical Engg., Food Technology	

**\*Provisional allotment. The students may be asked to vacate the hostels, as and when required on the instructions from competent authority.**

The contact person for Hostels will be as follows:

Boys Hostel	Girls Hostel
Sh. Satpal Singh, Caretaker Email id: sssllet@gmail.com Phone No. 01672-253561/562 Mobile No. 94176-01728 (From 9:00 AM to 5:00 PM only)	1) Ms. Indira Harit, Caretaker (GH-3) Email id: gh3.sllet@gmail.com Ph. No.: 01672-253768 Mobile No.: 94170-05770 2) Ms. Seema Khurmi, Caretaker (GH-01) Email id: gh1.sllet@gmail.com Ph. No.: 01672-253547 Mobile No.: 99888-66931 (From 9:00 AM to 5:00 PM only)

2. It is mandatory for the students and parents (if accompanying the ward) to have 1<sup>st</sup> dose of vaccine against Covid-19 (Hard copy of certificate must be produced during reporting in hostel).

It is also mandatory to produce the Negative report of RT-PCR (Hard Copy) of date two/three days prior, on arrival in the hostel / Institute.

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

The students must confine themselves to their respective rooms and move outside only for attending classes. The unnecessary movement is restricted in the campus.



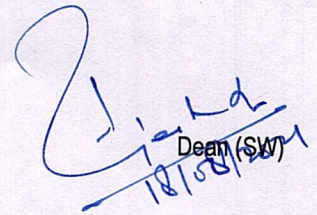
4. The list of the allotted hostel rooms to the boy's students will be displayed on Institute website well before their arrival in campus. For girl students it shall be available on respective hostel notice boards. Before arrival in the hostel, student must ensure/ verify that he/she has been allotted a room in the hostel. Respective caretakers can be contacted for any such information.
5. On their arrival in the Institute, the students will first visit the Health Centre and submit a hard copy of filled Declaration (**Annexure C**). After verification of Annexure C from Health Centre the same will be submitted to concerned care taker along with **Negative RT-PCR and Certificate of 1<sup>st</sup> Dose of vaccine against Covid-19.**

The signed Self-Declaration/Undertaking (**Annexure B**) will also be submitted to the concerned hostel caretaker on arrival in the hostel. After submission of all required documents, the students will be allowed to occupy his/her allotted room.

6. The students must submit the **No-Dues slip** from previous hostel.
7. The **Mess(es)** for the respective hostels shall be operative **w.e.f. 06/09/2021** and the hostellers must dine in the respective hostel mess. **Food from the outside is not allowed.**
8. **Guest House for Parents:** Since institute is having limited Transit/Guest House, accommodation for the parents accompanying their wards, it is advised that only one parent should accompany his/her ward and prior booking request may be sent at the following mail before 28<sup>th</sup> August 2021: -  
**Faculty In-charge (Guest House) at email id: [guesthouse@sliet.ac.in](mailto:guesthouse@sliet.ac.in)**  
**(Phone No. 01672-253432, 094177-56490)**  
The request shall be considered for maximum stay of two nights as per the availability. A proof of Aadhaar Card of parent of concerned ward and admission proof of student must be attached along with the request mail.
9. 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.
10. **Day Scholars/Non-Hostellers:** are required to report directly to the course counsellor with **Negative Test Report of RT-PCR Covid-19 of date two days prior and certificate of 1<sup>st</sup> dose of vaccine before the commencement of classes.** These students are also required to follow the guidelines of the Institute and Standard Operating Procedure (SOPs) at **Annexure-A** in true spirit.
11. During the hostel stay in the campus, the students are advised to restrict the movement and not visit outside the campus for safety of all. However, those who remain outside the Institute for more than 72 hours due to any unavoidable circumstances shall bring a fresh **Negative RT-PCR Covid-19 test report.**

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 kind information to course counsellors please.
5. Chief Wardens (BH and GH): - For kind information & necessary action, please.
6. Faculty In charge (ACSS): - with a request to upload it on Institute website.
7. Chairperson (Health Centre): - For kind information & necessary action, please.
8. Medical Officer: - For kind information & necessary action, please.
9. File copy

  
Dean (SW)  
18/08/2021



## ANNEXURE-A

### **STANDARD OPERATING PROCEDURE (SOP) FOR STUDENTS AT HOSTEL.**

#### **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 social distancing while sitting or walking together.
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. Students shall wait and meet the concerned hostel officials at designated waiting / meeting area only.

#### **MAINTENANCE OF PERSONAL HYGIENE:**

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



### **OTHER PRECAUTIONARY MEASURES:**

27. Sanitize yourself and your belongings before entering your room.
28. Do not get involved in social gathering anywhere in the public space like corridors, parking, etc.
29. Avoid visit to relatives, friend's house and friend's room.
30. Avoid outside campus visit and ordering of food from outside.
31. Avoid drinking of cold drinks, cold water, ice-cream, other cold beverages etc.
32. Avoid eating uncooked food.
33. Avoid cash transactions as much as possible.
34. Avoid contact with others if suffering from cold, cough or fever.
35. 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.
- 36. 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.)**
37. Do not indulge in gossip/rumors with regard to Covid-19 without verifying the facts.
- 38. 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 Final Year UG students reporting at SLIET, Longowal physically to attend the off-line classes]**

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 off-line classes. 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 classes in physical mode at the Institute in the current Covid-19 situation.

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

After coming to the Institute, I will 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 Negative Test report of RT-PCR Covid-19 and certificate of 1<sup>st</sup> dose vaccination against Covid-19 as mentioned in the guidelines during my visit to SLIET, Longowal and my entry to SLIET, Longowal may be denied without negative test report and certificate of 1<sup>st</sup> dose vaccination against Covid-19.**
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 classcounselor/ 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 attend the classes.



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 expenses of running mess. I will abide by Institute policy in this regard in future.

Dated:

Signature of student: .....

Name of student: .....

Regn. No. : .....

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 (student name) ..... to report at SLIET, Longowal physically to attend classes in physical mode, 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, I will fully cooperate with Institute authority.

Dated:.....

Signature of parent: .....

Name of parent: .....

Relation with student: .....

Mobile No. :-.....

Address:-

.....

.....



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 Final Year UG student reporting at SLIET, Longowal physically to attend classes in physical mode)**

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 symptoms 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 have hard copy of Negative report of RT-PCR test with me (to be submitted to hostel caretaker)**

**I have already administered the 1<sup>st</sup> dose of vaccine against Covid-19 (certificate to be submitted to hostel caretaker)**

I will strictly follow COVID-19 preventive measures as per guidelines issued by State Government and Govt. of India from time to time.. In case any symptoms of COVID-19 are felt, I will immediately report to the SLIET Health Centre.(Phone Numbers 01672-253519, 253666, 253512).

Signature.....  
Name.....  
Department.....  
Registration No. ....  
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. He /She has the **valid 1<sup>st</sup> dose vaccination certificate and Negative RT-PCR.**

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

Staff Nurse

Medical Officer, SLIET