Tel:- 91-1672- 253109

Email: deansw@sliet.ac.in

Ref. No.: SLIET/.Dem/SW/2487-2495

Date: 14/03/2022

# CIRCULAR

### Commencement of EVEN Semester, Academic Year 2021-22
### For 2$^{nd}$ & 4$^{th}$ Semester of B.E. and ICD Students (15+ age single dose vaccination is mandatory)

With reference to circular reference no. Dean (A)/ 2022/2007 Dated 28.02.2022, 2$^{th}$ & 4$^{th}$ Semester of Student's of B.E. and ICD (15+ age single dose vaccination is mandatory) are allowed to report physically at SLIET Longowal for **OFFLINE** classes as per following schedule:

|  | B. E. 4$^{th}$ Semester | ICD 4$^{th}$ Semester |
|---|---|---|
| Reporting from | 26/03/2022 Onward | 19/03/2022 Onward |
| Self-Isolation | 26/03/2022 to 29/03/2022 | 19/03/2022 to 24/03/2022 |
| Off-Line Classes start | 30/03/2022 Onward | 25/03/2022 Onward |
| *The above schedule may be revised subject to prevailing situation of the Covid -19 pandemic.* | | |

|  | B. E. 2$^{nd}$ Semester | ICD 2$^{nd}$ Semester |
|---|---|---|
| Reporting from | 13/04/2022 Onward | 13/04/2022 Onward |
| Self-Isolation | 13/04/2022 to 17/04/2022 | 13/04/2022 to 17/04/2022 |
| Off-Line Classes start | 18/04/2022 Onward | 18/04/2022 Onward |
| *The above schedule may be revised subject to prevailing situation of the Covid -19 pandemic.* | | |

The concerned students are intimated that:

1. The boys students who have opted for hostels, shall be accommodated in Boys Hostel No. 01, 05, 06, 07, 08 & 09 and Girls students shall be accommodated in GH-02 & GH-03. The students are required to report in the respective hostels during 9:00 AM to 5:00 PM as per following schedule: -

| ICD 4$^{th}$ Semester | From 19/03/2022 to 24/03/2022 |
|---|---|
| B. E. 4$^{th}$ Semester | From 26/03/2022 to 29/03/2022 |
| B. E. 2$^{nd}$ Semester & ICD 2$^{nd}$ Semester | From 13/04/2022 to 17/04/2022 |

The contact person for Hostels only will be as follows:

| Boys Hostel | Girls Hostel |
|---|---|
| **Boys Hostel No. 01**<br>**(2nd Semester ICD 2021)** | **Girls Hostel No. 2**<br>**(ICD 2020 & JEE 2021)** |
| Sh. Sanjay Sharma, Caretaker<br>Phone No. 01672-253567<br>Mobile No. 92164-06145<br>Mobile No. 94641-30758 (Warden)<br>Mobile No. 96085-76776 (Warden) | Mrs. Parveen Kumari, Caretaker<br>Phone No. 01672-253549<br>Mobile No. 94635-15182<br>Mobile No. 96469-71383 (Warden BH-02)<br>Mobile No. 81461-03624 (Warden BH-02) |
| **Boys Hostel No. 05 & 06**<br>**( 4th Semester ICD 2020)** | **Girls Hostel No. 3**<br>**(ICD 2021, JEE 2020 & LEET 2021)** |
| Sh. Kulvir Singh, Caretaker<br>Phone No. 01672-253572<br>Mobile No. 94657-29659<br>Mobile No. 998157-49166 (Warden BH-05)<br>Mobile No. 94172-07745 (Warden BH-06) | Mrs. Indira Harit, Caretaker<br>Phone no. 01672-253768<br>Mobile No. 9417005770<br>Mobile No. 96469-71383 (Warden BH-03)<br>Mobile No. 97800-57643 (Warden BH-03) |
| **Boys Hostel No. 07**<br>**{JEE-2020, LEET-2021 (GCT)}** | |
| Sh. Gurnam Singh, Caretaker<br>Phone No. 01672-253573<br>Mobile No. 94647-70462<br>Mobile No. 99885-52993 (Warden)<br>Mobile No. 88942-51814 (Warden) | |
| **Boys Hostel No. 08**<br>**{JEE-2021, LEET-2021 (GEE)}** | |
| Sh. Narender Garg, Caretaker<br>Phone No. 01672-253574<br>Mobile No. 94176-02919<br>Mobile No. 94630-77009 (Warden)<br>Mobile No. 90415-13484 (Warden) | |
| **Boys Hostel No. 09**<br>**{LEET 2021(Except GCT & GEE)}** | |
| Sh. Raj Singh, Caretaker<br>Phone No. 01672-253668<br>Mobile No. 94631-22162<br>Mobile No. 89686-49835 (Warden)<br>Mobile No. 98155-60728 (Warden) | |

## (From 9:00 AM to 5:00 PM only)

2.  **It is mandatory for the parents (if accompanying the ward) to have completed both the doses of vaccine against Covid-19 (Hard copy of certificate must be produced during reporting in hostel).**

    **It is also mandatory to produce the latest 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 the respective room and move outside only for attending classes. The unnecessary movement is restricted in the campus.

4.  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 vaccination against covid-19.**

    The signed Self-Declaration/Undertaking by Parent(s) **(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.
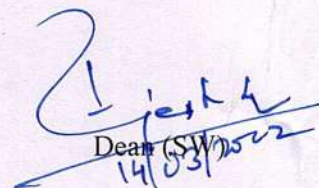
5. **The students must bring filled Hostel Allotment Performa (Annexure D) alongwith three passport size photographs. For hostel fee kindly refer information brochure. Fee will be charged after allocation of hostel.**

6. **Accommodation for Parents:** Since institute is having limited 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 **Faculty In-charge (Guest House) at email id: guesthouse@sliet.ac.in (Phone No. 01672-253432) as per following schedule: -**

| ICD 4th Semester | Before 18/03/2022 |
|---|---|
| B. E. 4th Semester | Before 25/03/2022 |
| B. E. 2nd Semester & ICD 2nd Semester | Before 12/04/2022 |

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.

7. 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.

8. **Day Scholars/Non-Hostellers**: are required to report directly to the HoD **with Negative Test Report of RT-PCR Covid-19 of date two days prior and certificate of vaccination 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.

9. 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.**

Dean (SW)
14/03/2022

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 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

## STANDARD OPERATING PROCEDURE FOR (SOP) 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:

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 spitting 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.

## 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

### <u>Self-Declaration / Undertaking</u>

**[To be given by 2ⁿᵈ & 4ᵗʰ Semester of B.E. and ICD Students (15+ age single dose vaccination is mandatory) 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/come 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 returning/coming from (address where presently staying) .....................................
...............................................................................................................
Distt...................................State...........................Pin..............................
on ......./........./2022.

After return/come 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 Negative Test report RT-PCR Covid-19 and certificate of 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 vaccination (B.E. and ICD/15+ single dose) 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 classcounsellor/ 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 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 /We undertake to pay meals/diet charges as per actual (Tentative may vary from Rs. 100/- to Rs. 130/- per day) in view of prevailing situation. 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 given by 2nd & 4th Semester of B.E. and ICD Students (15+ age single dose vaccination is mandatory) reporting at SLIET, Longowal physically to attend the off-line classes]

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 administrated dose (B.E. and ICD) (15+ single 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…………………………….
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 vaccination certificate of Dose and negative RT-PCR.**

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

Rank No. ...........................

# SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
## LONGOWAL DISTT. SANGRUR (PB.)

**Deemed to be University**
**(Established : By Govt. of India)**

## DEPARTMENT OF HOSTELS

## PROGRAMME : ICD / DEGREE / PG / MBA / PH.D

### APPLICATION FOR HOSTEL OPTION & ALLOTMENT OF ROOM IN THE BOYS/GIRLS HOUSES
### (FILL THE FORM IN CAPITAL LETTER)

1. **Name of the Student** : _____

2. **Registration Nos.**    : New_____

                Previous_____ (for SLIET Promotes only)

3. **Category**          : _____ Blood Group _____

    (Weather SC / ST / OBC / PH / Gen.)

> Affix recent passport size Colour photograph

4. **Date of Birth**      : _____ Identification Marks: _____

5. **Father's Name**    : _____

6. **Mothers Name**    : _____

7. **Permanent Postal Address :** _____

    **With Pin Code**             _____

                               _____

8. **Parent's Phone No.**   : STD Code _____ Phone _____ Mobile_____

                              (Home - Father / Mother / Guardian)

9. **Parent's Email**      : _____E-mail i. (Personal)_____

10. **Local Guardian's Name :** _____

    **& Address with Phone No.** _____

    **(If residing within 30 km. radius area)**_____

11. **Option**            : _____

    **(Hostellers / Day Scholar) :** _____ Fee Receipt No. _____Dated_____

### UNDERTAKING

1. I Undertake that My ward will not any auto vehicle in the Institute.
2. I/We undertake that I/We shall be fully responsible of my/outbelongings in the hostel/Institute and shall not put forward any Claim before the Institute in case of kiss of damage.

I / We hereby Solemnly affirm that I / We have carefully read Hostel Rules mentioned to Student Guide (    ) and verified that above information is true to the best of my / our knowledge and belief. In case if any statement is found to be untrue, the institute may cancel my allotment / candidature and I / We undertake that I / We shall have no claim whatsoever in this regard. I / We also undertake that I / We shall abide by decisions, rules and regulations the Institute.

**I / We have signed this undertaking on Dated** _____

**Signature of Father / Mother / Guardian**                        **Signature of Student**