

Student's Guide 2019

<http://www.sliet.ac.in>

"Published and issued for the information of students"
"Wisdom thoroughly learned will never be forgotten"



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY

(के. वि. पो. त. स., भारत सरकार, मा. स. वि. म. के अधीन, सम विश्वविद्यालय)

(Deemed-to-be-University, CFTI under MHRD, Government of India)

लौंगोवाल-१४८१०६, संगरूर (पंजाब) भारत

Longowal-148106. Sangrur (Punjab) India





FROM DIRECTOR'S DESK

“कठिन परिश्रम करें, अनुशासित रहें व धैर्य के साथ प्रयास करें
समय आने पर आपको आपकी मंजिल अवश्य मिलेगी”

On behalf of TEAM SLIET, I wish hearty congratulations to all the new entrants of SLIET and extend a warm welcome at this prestigious Institute. You are one of the fortunate ones, who have the privilege **to join this temple of learning.**

I hope that you will carry forward the legacy of the Institute and achieve excellence in your academic programs, thereby, bringing glory to yourself, your Institute, Society and the Nation. Many of you have come out of their homes for the first time and may feel home sickness. Gradually, you will adjust with the new environment and system. ***At SLIET we aim to provide the right environment for young minds to take wing and reach your dream destination.***

Through Tutor-Guardian, Course Counselor, and Student-Mentor Schemes we try to ensure no communication gap between management, faculty and students. We believe in transparency and moral ethics. I will appreciate you for sharing your valuable suggestions, feedback, complaint, grievance (if any), queries, etc. I assure you that due attention will be given to readdress your problems. Keep regular contact with institute authorities, your tutor guardian, course counsellors (there is a separate course counsellor for each and every class and trade) and with your parents.

Smoking, consumption of alcohol and intoxicants are strictly prohibited and the institute makes a good faith effort to maintain a drug-free campus.

“Ragging” is banned, and strict action to the extent of expulsion, has been advocated for the guilty as per the AICTE/UGC guidelines published in Gazette of India. On facing such problems, you are advised to contact the concerned authorities immediately. For your convenience, the names and telephone numbers of the concerned authorities have been given in this booklet.

My dear students, there is no substitute for hard work and it is expected that you will do your best to attain academic excellence by staying in campus on weekends and also developing a habit of self-study during this period.

It is strongly believed that educational excellence cannot be achieved solely through book knowledge, therefore, SLIET prides itself on the mental, physical, emotional and spiritual development of its students. In addition, participation in games and sports shall boost your morale and confidence levels, which is essentially required to face different types of challenges in future.

“Go Green, save energy, generate walk/cycle culture and make SLIET an excellent center of learning.”

Hope to have an enriching, meaningful and fruitful stay with us.

**Proud to be Part of Team SLIET
Together We Can Make a Difference**



Prof. Shailendra Jain
Director

ADMINISTRATIVE AND HOSTEL AUTHORITIES

Name & Designation	Contact Details	
Prof. Shailendra Jain Director	director@sliet.ac.in EPABX Number 100	
Prof. D. C. Saxena Dean (Student Welfare)	dcsaxena@yahoo.com Mobile: 9815608859 EPABX Number 109, 246, 247	
Prof. Ajat Shatru Arora Dean (Academics)	ajatsliet@sliet.ac.in Mobile: 9463217074 EPABX Number 112, 113, 241	
Prof. Harish Kumar Chopra Dean (Planning & Development) Registrar (Additional Charge)	harishchopra@sliet.ac.in Mobile: 9417666437 EPABX Number 110, 111, 115	
Prof. P. K. Singh Dean (R&C)	deanrandc@sliet.ac.in Mobile: 9417462320 EPABX Number 108	
Dr. J. S. Dhillon Dean (Faculty and staff welfare)	deanfsw@sliet.ac.in Mobile: 9779828833 EPABX Number 168, 169	

Dr. Navdeep Jindal Deputy Registrar (Academics)	navdeepjindal68@yahoo.com Mobile: 9815982026 EPABX Number 140, 345	
Dr. Mandeep Ghai Assistant Deputy Registrar (Academics)	ghaimandip@gmail.com Mobile: 9815288800 EPABX Number 140	
Prof. M. M. Sinha Chief Counsellor	mm_sinha@rediffmail.com Mobile: 9417040169 EPABX Number 312	
Dr. Sanjay Gupta Librarian	librarian@sliet.ac.in Mobile: 9815969883 EPABX Number 511, 506	



BOYS HOSTEL

Prof. Vikas Nanda Chief Warden (Boys)	vikasnanda@sliet.ac.in Mobile: 9815980054 EPABX Number : 254, 255	
Prof. Jagpal Singh Ubhi Chief Warden (Boys)	js_ubhi@yahoo.com Mobile: 9463068009 EPABX Number 222	


Chief Warden Office EPABX Number 558



Sh. Harinder Singh	hsinghsliet@yahoo.com Mobile: 9872658969 EPABX Number 558	
---------------------------	---	--

Boys Hostel 1 (Dr. Birbal Sahni House) EPABX Number 559




Sh. Sanjay Sharma Assistant	Sanjay.pehchan@gmail.com Mobile: 9216406145 EPABX Number 56	
Dr. Charanjeev Singh Saini Warden	charanjiv_cjs@yahoo.co.in Mobile: 9872980044 EPABX Number 703	
Sh. Jonny Singla Warden	jonnysingla@sliet.ac.in Mobile: 9464130758 EPABX Number 734	

Boys Hostel No. 2 (Satish Dhawan House) EPABX Number 560

Sh. Sanjay Sharma Assistant	sanjay.pehchan@gmail.com Mobile: 9216406145 EPABX Number 568	
---------------------------------------	--	--

Dr. Gulshan Kumar Jawa Warden	gulshanjawa@yahoo.co.in Mobile: 9463167202 EPABX Number 322	
Sh. Kuldip Singh Warden	kuldip1217@gmail.com Mobile: 90415-36718 EPABX Number 220	

Boys Hostel No. 3 (MeghnadSaha House) EPABX Number 561

Sh. Satpal Singh UDC	ssslit@gmail.com Mobile: 9417601728 EPABX Number 569	
Dr. Dilip Kumar Warden	dilip.k78@gmail.com Mobile: 9417213652 EPABX Number 330	
Dr. Hamant Kumar Warden	hemantk1331@gmail.com Mobile: 9417680985 EPABX Number 324	

Boys Hostel No. 4 (M. Visvesvaraya House) EPABX Number 562

Sh. Satpal Singh UDC	ssslit@gmail.com Mobile: 9417601728 EPABX Number 570	
Sh. Yogesh Kapil Warden	yogesh.kapil6@gmail.com Mobile: 9988600397 EPABX Number 660	
Dr. Manmohan Singh Warden	singh_monmohan@msn.com Mobile: 9872484737 EPABX Number 341	

Boys Hostel No. 5 (C.V. Raman House) EPABX Number 563







Sh. Kulvir Singh LDC	kulvirbagga@rediffmail.com Mobile: 9465729659 EPABX Number 571	
Dr. Mohd. Majid Warden	mohdmajid_2004@rediffmail.com Mobile: 9417207745 EPABX Number 280	
Sh. Surinder Thakur Warden	surinder_thakur123@yahoo.com Mobile: 9815749166 EPABX Number 728	

Boys Hostel No. 6 (S. N. Bose House) EPABX Number 564

Sh. Kulvir Singh LDC	kulvirbagga@rediffmail.com Mobile: 9465729659 EPABX Number 572	
Dr. Vivek Kumar Warden	vivku@rediffmail.com Mobile: 9988552993 EPABX Number 735	
Dr. Sunil Kumar Warden	sunil_thappa@yahoo.com Mobile: 9855288502 EPABX Number 731	

Boys Hostel No. 7 (Homi J. Bhabha House) EPABX Number 565

Sh. Narender Garg UDC	narendergarg2003@yahoo.co.in Mobile: 9417602919 EPABX Number 573	
Sh. Sarabjit Singh Warden	er.sarbjeet.singh@gmail.com Mobile: 9463037273 EPABX Number 226	
Er. Jaspal Singh Warden	safrisoft@yahoo.com Mobile: 9876699245 EPABX Number 327	

Boys Hostel No. 8 (S. S. Bhatnagar House) EPABX Number 566		
Sh. Narender Garg UDC	narendergarg2003@yahoo.co.in Mobile: 9417602919 EPABX Number 574	
Sh. Sumit Kumar Warden	sumit1_in@yahoo.com Mobile: 9463077009 EPABX Number 733	
Sh. Rahul Gautam Warden	inform2rahul@gmail.com Mobile: 9041513484 EPABX Number 612	
Boys Hostel No. 9 (Meghraj Goyal House) EPABX Number 667		
Sh. Raj Singh Guru Assistant	rajsinghguruct@gmail.com Mobile: 9463122162 EPABX Number 668	
Dr. Nikhil Prakash Warden	npsaxena@gmail.com Mobile: 8968649835 EPABX Number 722	
Sh. Amit Rai Warden	mit.rai123456@gmail.com Mobile: 9465603090 EPABX Number 724	

Boys Hostel No. 10 (A.P.J. Abdul Kalam House) EPABX Number 676

<p style="text-align: center;">Sh. Raj Singh Guru Assistant</p>	<p style="text-align: center;">narendergarg2003@yahoo.co.in Mobile: 9417602919 EPABX Number 573</p>	
<p style="text-align: center;">Dr. Pankaj Kumar Das Warden</p>	<p style="text-align: center;">pankaj_jkd@yahoo.com Mobile: 9478214936 EPABX Number 331</p>	
<p style="text-align: center;">Sh. Diljinder Singh Warden</p>	<p style="text-align: center;">diljindersingh@yahoo.com Mobile: 9417758587 EPABX Number 632</p>	




SPORTS SECTION

<p style="text-align: center;">Sh. S. S. Punia Senior Physical Instructor</p>	<p style="text-align: center;">sspunia@yahoo.com Mobile: 9417443999 EPABX Number 522, 523, 525</p>	
<p style="text-align: center;">Ms. Sukhwinder Kaur Gill Physical Instructor</p>	<p style="text-align: center;">Mobile: 9592902727 EPABX Number 524</p>	

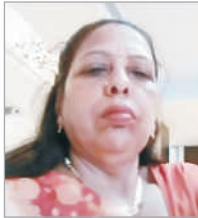
Girls Hostel

<p>Dr. Surita Maini Chief Warden (Girls)</p>	<p>suritamaini@gmail.com Mobile: 9463863150 EPABX Number 244</p>	
---	--	--



Girl Hostel No. 1 (Kamala Sohonie) EPABX Number 772

<p>Ms. Seema Khurmi JSS</p>	<p>seema.khurmi1969@gmail.com Mobile: 9988866931 EPABX Number 547</p>	
<p>Dr. Prabdeep Kaur Warden</p>	<p>prabhdevgun@gmail.com Mobile: 9781023110 EPABX Number 657</p>	
<p>Dr. Payal Malik Warden</p>	<p>msg.payal@gmail.com Mobile: 8146752609 EPABX Number 325</p>	





Girl Hostel No. 2 (Kalpana Chawla) EPABX Number 549

<p>Ms. Parveen Kumari UDC</p>	<p>Mobile: 9463515182 EPABX Number 549</p>	
--	--	--

Dr. Himanshu Rani Warden	himanshurani77@gmail.com Mobile: 9646971383 EPABX Number 325	
Dr. Barasha Mali Warden	barashamali@gmail.com Mobile: 8146103624 EPABX Number 391	
Girls Hostel No. 3 (Anandi Gopal Joshi) EPABX Number 769		
Ms. Indira Harit Clerk	Mobile: 9417005770 EPABX Number 768	
Dr. Himanshu Rani Warden	himanshurani77@gmail.com Mobile: 9646971383 EPABX Number 325	
Dr. Ankita Omer Warden	ankitaomer.biet08@gmail.com Mobile: 9780057643 EPABX Number 737	
Girls Hostel – PG		
Ms. Seema Khurmi JSS	Mobile: 9988866931 EPABX Number 547	

Dr. Preetpal Kaur Warden	preetpalkaur15@gmail.com Mobile: 9463838725 EPABX Number 614	
Dr. Prabdeep Kaur Warden	prabhdevgun@gmail.com Mobile: 9781023110 EPABX Number 657	

HEALTH CENTER

Dr. Kamlesh Kumari Chairperson (Health Center)	Kamlesh213@yahoo.co.in Mobile: 9872024476 EPABX Number 192, 193	
Dr. Jasdeep Kaur (Allopathy) (Health Center)	EPABX Number 512, 515	
Dr. Davinder Sharma (Allopathy) Visiting Consultant (Health Center)	sunil_thappa@yahoo.com Mobile: 9855288502 EPABX Number 731	
Sh. Sinder Pal (Pharmacist) (Health Center)	sindersp@yahoo.co.in Mobile: 8146800727 EPABX Number 519, 520	

<p>Ms. Sukhwinder Kaur (Staff Nurse) (Health Center)</p>	<p>Hans.sukhi@gmail.com Mobile: 9463563331 EPABX Number 517, 519</p>	
<p>Ms. Amarjeet Kaur (Pharmacist) (Health Center)</p>	<p>amarjit1968@gmail.com Mobile: 9463216857 EPABX Number 518, 519</p>	
<p>Ms. Sukhdeep Kaur (Staff Nurse) (Health Center)</p>	<p>sukhdeepbuttar@gmail.com Mobile: 8146380005 EPABX Number 519, 777</p>	
<p>Sh. Jagjivan Singh Multitasking staff (Health Center)</p>	<p>Jagjiwan.sliet@gmail.com Mobile: 9417269427 EPABX Number 666, 516</p>	
<p>Sh. Bholi Ram Multitasking staff (Health Center)</p>	<p>bholiram@sliet.ac.in Mobile: 9914304288 EPABX Number 666, 516</p>	
<p>Sh. Sanjiv Kumar Multitasking staff (Health Center)</p>	<p>rati_rintu@yahoo.com Mobile: 9463950034 EPABX Number 666, 787</p>	



INTRODUCTION

This booklet has been brought out with the intention of familiarizing newly admitted students with the institute in general and hostels in particular. The booklet contains the information regarding institute administration, hostel administration, hostel/mess rules and discipline rules. Further, this booklet enlists the facilities available and the responsibilities of the students to maintain these facilities in campus. Students are advised to go through this booklet carefully before the normal activities of the institute begin.

FACILITIES

CAMPUS

Sant Longowal Institute of Engineering and Technology (Deemed to be University) is a Centrally Funded Technical Institute under Ministry of Human Resource Development Govt. of India. The vision of the institute is “SLIET SHALL STRIVE TO ACT AS AN INTERNATIONAL PODIUM FOR THE DEVELOPMENT AND TRANSFER OF TECHNICAL COMPETENCE IN ACADEMICS THROUGH FORMAL AND NON-FORMAL EDUCATION, ENTREPRENEURSHIP AND RESEARCH TO MEET THE CHANGING NEEDS OF SOCIETY.” Thus, the main objective of the institute is to inculcate in students and research scholars such values and principles as are conducive to the development of a sense of responsibility in them to serve society in the field of science and technology. Such a sense of social responsibility cannot be externally imposed; it emanates from the inner sense of ethical and moral values of each individual.

Another core purpose for which the institute exists is to "advance and disseminate learning, technical knowledge and skill among rural youth in particular and India as whole. To fulfil this core mandate, each member of the institute is to promote those values that are essential for learning and the advancement of knowledge such as self-discipline, intellectual humility and the capacity to listen, uncompromising commitment to truth, a peaceful and harmonious environment that safeguards the human dignity and self-respect of each student and scholar and promotes calm and quiet reflection and fraternal courtesy and cooperation.



SLIET has come up beautifully in a sprawling green area of 451 acres with efforts to provide all modern facilities to the residents on the campus. All necessary facilities i.e. water supply system, sewerage disposal system, road network, street lighting etc. have been created in the institute.

- Keep the Campus clean and green.
- Always keep the identity card in your pocket to prove your identity whenever required.

TEACHING DEPARTMENTS

SLIET is one of the largest engineering institutes in the Northern India. The institute has following eleven well-established academic departments.

- | | |
|--|---|
| • Computer Science and Engineering | • Electronics and Communication Engineering |
| • Electrical & Instrumentation Engineering | • Food Engineering & Technology |
| • Mechanical Engineering | • Chemical Engineering |
| • Civil Engineering. | • Chemistry |
| • Mathematics | • Physics |
| • Management & Humanities | |

All the academic departments have well qualified faculty and supporting staff with laboratories equipped with the state of art equipment. All the new students should contact the office of their respective Head of the Department (HOD) on first working day so that they can be introduced to the faculty, staff and the departmental labs. Always keep communication with the concerned HOD, Course Counsellors and faculty members.

WORKSHOP

Institute boasts one of the best workshops amongst engineering colleges of Northern India. An exhaustive practical training is imparted to the students to develop their practical skills. Further expansion and planning is being undertaken to create infrastructure to make it a production unit.

- Always wear apron and shoes while working in the workshop.



CENTRAL LIBRARY

The library performs a unique and indispensable function in the teaching – learning process. The Central Library of the Institute is housed in a modern building having all kinds of facilities for its best utilization by the faculty, staff and students. It has more than 95,000 volumes of technical books along with a good collection of books on literature, general awareness, management, social sciences and humanities. The Central Library is subscribing national as well as international journals and magazines to assist its clientele in their study and research. Besides the print version of magazines and periodicals the online access to journals from publishers like IEEE, Springer, Science Direct, ASME, ASCE, ACM, Nature is also available. The anti-plagiarism software has also been subscribed. The library is equipped with audio video material useful for the users in their study and research. An air-conditioned digital library has been setup to cater to the needs of students. The book bank facility is also available to help the students in their studies.

- All the students will be issued library cards to get the reading material issued.
- Digital section of library is equipped with 30 PCs to access the subscribed online resources.
- Reading hall is open 24x7 throughout the year.
- NPTEL video lectures are available on intranet to help the students in their study and research.
- Always maintain silence in the library. Switch off your mobile phone during your stay in the library.
- Keep all your belongings like umbrella, handbags and personal books at the property counter.
- Show your Identity card while you visit Library to the attendant at the entrance.
- Get yourself checked at the Exit point while leaving the library.
- Please do not indulge in tearing off, marking or dog-earing of the pages of a book.
- Help in keeping your library neat and clean.
- Only the authorized members of library can make use of library facilities.
- In case of any queries, please contact librarian office.



COMPUTING FACILITIES

The institute is equipped with latest and powerful hardware and software. The institute possesses state of art server such as IBM Blade Servers, Dell Rack Server, Dell PowerEdge Servers. The students get adequate time to learn and practice on the computing facility. Most of the labs are opened up to late night. To share the resources a wi-fi and LAN connectivity is provided to all students, faculty and staff. All Academic, Administration, Library, Hostels etc. buildings are connected through fibre cable and switches viz. Central Switch Cisco Catalyst 4506-E, Distribution Switch Cisco Catalyst 3750 & 3850, Access Switch Cisco Catalyst 3560 & 2960 and Cisco 5508 wireless Controller. To protect the network and user authentication a Cyberoam UTM is equipped in the network. To provide seamless connectivity all switches are back up with UPS. High speed 1 Gbps connectivity has been commissioned in the institute to provide Internet through the campus. The institute has its website, www.sliet.ac.in, which provides detailed information about the institute.

HEALTH CENTER

The institute has its own health centre to provide necessary medical aid to the students and staff on the campus. Apart from the Medical Officers, specialists are also approved as AMA's for providing consultation to the residents. Ambulance facility is available round the clock to shift the serious patients to the nearby hospitals.

BANK, POST OFFICE, TELEPHONE EXCHANGE AND SHOPPING COMPLEX

A branch of Central Bank of India (on-line) with ATM facility and a post office are functioning in the campus to cater the needs of the faculty, staff and the students. A 1000-line internal telephone facility is available in the institute. Each hostel has been provided with a telephone facility. A moderate shopping complex has been set up to cater to the needs of the residents.

- Do not keep large amount of cash or valuable things in your hostel room



SPORTS

Adequate provisions for extra-curricular activities including games and sports are made in the institute. At present, facilities are available for table tennis, badminton, 400-meter athletic track, volleyball, football, hockey, cricket, basketball, lawn tennis and other indoor games. The institute also has a swimming pool. A well-equipped health club for students and staff is functioning. Similar type of facility is also available in the girls' hostels. A modern Students' Activity Centre, which has badminton hall, squash court, other indoor games, cafeteria etc. is fully functional. A well-equipped Taekwondo facility is also available.

EXTRA CURRICULAR ACTIVITIES

Students are encouraged to participate in extra-curricular activities. Regular cultural programs are organized on the campus to develop the overall personality of the students. Music and hobbies club are also functioning very effectively and literary society is organizing various literary activities from time to time. NSS, NCC units are also very active at the campus in organizing blood donation camps, tree plantation and other social works.

- In order to get good general proficiency marks, take active part in sports, NSS, literary, NCC, cultural, club & departmental society activities.



HOSTEL

1. GUIDELINES & GENERAL RULES FOR HOSTEL

Since the institute and the hostels are “home away from home” for the students, it is our responsibility to groom students to become responsible civilized citizens. Therefore, any kind of agitation / hooliganism / rampage etc. is strictly banned. A very strong policy of resolving issues by discussing across the table in a democratic manner is followed. The philosophy is "convince or get convinced". Students have the full freedom to ask for any number of such meetings with justification by submitting the agenda in writing to any competent hostel authority. It will definitely be addressed at the earliest. Agitation of any kind therefore is strictly banned and strict action(s) leading to rustication / expulsion may be taken against such erring students after giving an opportunity by way of a show cause notice to defend them.

SLIET has ten hostels for boys and four for girls. All the hostels have been provided with Wi-Fi connectivity, mess facility and indoor games facilities. Newspaper, magazines, intercom connection and T.V. including DTH facilities are also available in all the hostels. Further, entire institute including hostels system is soon going to be under CCTV surveillance. Students are required to share the responsibilities while availing the hostel facilities. The institute has a serene protected pollution free atmosphere. Campus has water bodies and is a paradise for bird watchers. Enough avenues are there for channelizing youth energy in extracurricular activities such as: NSS, NCC, Industrial visits, Educational tours, reading rooms, departmental societies, Spic-Macay Chapter, Technical & Cultural festivals, playing facilities, eating joints during the extra hours.



1.1. HOSTEL GUIDELINES

- 1.1.1. Always keep your almirah and room locked every time you go out of the room. The institute will not be responsible for any loss, damage and theft of personal belongings. It's the responsibility of hostel resident to take care of all his/her belongings(laptop, mobile, cash etc) in the room.
- 1.1.2. Switch off the lights, fans, etc. while leaving the room. Close all water taps in washroom after use to avoid water wastage.
- 1.1.3. Chief Warden/Warden(s)/Caretaker(s) or the competent institute authorities can inspect any area, any room in any hostel at any time.
- 1.1.4. Students are not allowed to go for late night excursions for their own safety and security. Any student who will violate the hostel timings shall be fined according to the hostel rules. The institute will not be responsible for any eventuality outside the institute. No student is allowed to leave the hostel at night after hostel timing in the pretext of getting train or bus from nearby railway station or bus stand.
- 1.1.5. Students are advised to go to the Institute doctor/dispensary staff or to the authorized doctor in case of any health problem/emergency.
- 1.1.6. If any student is unwell/absent; his/her room-mate/ immediate neighbour/ next door student should immediately inform the staff deputed in the hostel and/or Caretaker/ Warden/ Chief Warden/ Dean (SW) in time, so that the due care may be taken for providing treatment to the concerned student.
- 1.1.7. For use of postal address for communication, student is required to mention his/her complete name, registration number, hostel number and room number. In the absence of same, risk of misplacement of postal delivery is possible. The institute will not be responsible for any loss of postal delivery.



- 1.1.8. In case the student is entitled for bank loan in the form of Education Loan/Scholarship, the concerned funding / sponsoring authority should make the demand draft in favour of the concerned student. The Demand Draft should be payable at Longowal only in any of the following banks :- Central Bank of India or Oriental Bank of Commerce or Punjab National Bank or State Bank of India. In case of non-compliance of the stated instruction the Institute shall not be responsible for the late payment to the concerned student.
- 1.1.9. A student can get the refund of caution money within three years of completion of his/her regular studies at this institute. After the expiry of this period caution money will be forfeited.
- 1.1.10. Any type of hostel charges in cash should be deposited on any working days before 12:00 Noon positively. In case of last date of any cash deposit, same should be deposited by noon, after that no cash will be entertained and candidate himself/herself is responsible for delay of payment.
- 1.1.11. All Cash Receipts should be kept safe for further use. In case of non-production of receipt, he/she will be responsible for any delay or loss.
- 1.1.12. Students are advised to follow mess/common room/TV room timings strictly as specified by the hostel authority/hostel committees.
- 1.1.13. The hostellers shall keep their rooms, corridors, staircase and bathrooms spotlessly clean and tidy all the times. Students found to be living untidy and un-hygienically may be penalized by the hostel authority/hostel committees.



1.2. GENERAL RULES FOR HOSTEL

- 1.2.1. **Ragging in any form in the hostel/institute is illegal and banned as per the “UGC Regulations on Curbing the Menace of Ragging” in higher educational institutions 2009 published in the Gazette of India.**
- 1.2.2. For any problem regarding hostels, the students should contact respective Caretaker/Warden(s)/Chief Warden/Dean (SW).
- 1.2.3. **Parents are advised to remain in constant touch with Institute/hostel authorities regarding the performance of their wards. The parents are also advised to meet personally whenever they are called by hostel authority to provide information about indisciplinary activity of their ward.**
- 1.2.4. The parents are advised to ensure that their ward is getting registered in every semester by depositing the fee online and keep checking the academic record of their ward regularly.
- 1.2.5. Moving the hostel property (bed, chair etc.) by the hostellers from the room and staying in the room other than allotted room is not allowed.
- 1.2.6. The students shall be responsible for the institute property issued to them or provided in the hostel.
- 1.2.7. Desert coolers are not allowed in the hostel rooms. If needed due to health reasons, permission may be obtained from Chief Wardens through hostel authorities to use desert coolers on payment basis as prescribed in Table 1.
- 1.2.8. **Damage to any hostel property shall be recovered from the students as per Table 2.**
- 1.2.9. The main gates of institute and hostels must be used to enter or exit the institute/hostel. Entering or exiting the institute and hostel using unauthorized areas will be violation of the hostel rules and may lead to disciplinary action against the erring students.



- 1.2.10. The use of any type of electrical appliance like electric Iron, room heater etc. and playing music etc by the students is strictly prohibited in the hostels. In case of violation fine will be charged as per **Table 2**.
- 1.2.11. Meetings, seminars or gatherings are not permitted in the hostel/campus without permission of the Warden/Chief Warden/Dean (SW).
- 1.2.12. Any mishappening/damage/injury to the student due to the consumption or possession of alcohol/drugs/narcotics/psychotropic or similar substances/ in or outside the Institute premises will solely be the responsibility of the student/parents/guardians. The institute shall not be held responsible for any such eventuality.
- 1.2.13. All the Ph.D. students are allowed to keep their two wheelers in their respective hostels only for the outside use with the permission of Dean (SW) through their respective Caretaker, Warden and Chief Warden.
- 1.2.14. Any mishappening/damage/injury to the student due to illegal plying of two/four-wheeler inside or outside the institute will solely be the responsibility of the student/parent/guardian. The institute under any circumstances will not be responsible for it.
- 1.2.15. Parents/Guardians of the hostelers can get accommodation during their visit in Transit Accommodation with due recommendation of hostel authority on payment basis, if available, such request for accommodation for the visiting parents of student must be made at least 48 hours before their arrival. The students are required to submit the request well in advance with valid identity proof of guest (Aadhar card/driving licence/voter card etc.) in the office of Caretaker/Warden/Chief Warden. The students are advised not to carry any document/request letter etc. directly to the Chief Warden. They are further advised to contact first the caretaker of the hostel for any information or for any guidance.



- 1.2.16. The students who are not residing in the hostel and coming in institute to appear in the supplementary exam / any other exam are not allowed to stay in the hostel and/or use the mess facility in the hostel.
- 1.2.17. Guests/outside students are not permitted to reside in the hostel in any circumstances. No female guests in the boys' hostels and no male guest in the girls' hostel are allowed beyond visitors' room.
- 1.2.18. The students of ICD program and short-term course must wear the proper uniform as prescribed in Table 3.
- 1.2.19. The timings of Boys Hostels are provided in Table 4A.
- 1.2.20. Movement book is necessary for all girls' students of all the courses. Gates of Girls Hostels will be locked as per the specified timings in Table 4B.
- 1.2.21. Any type of Certificate/Provisional Degree shall be issued after getting the no due certificate/ clearance from the Hostel.
- 1.2.22. In case the amount of recovery is more than security/caution money from the hosteller, appropriate legal action will be initiated against the defaulters.

1.3. ROOMS/ HOSTELS ALLOTMENT

- 1.3.1. Hostel allotment will be done by respective Chief Warden(s). The Chief Warden may allow/not allow a room/accommodation to the student/resident on the basis of his/her previous record in the hostel/institute.



- 1.3.2. The rooms/Hostels will be allotted to repeaters and students residing within 30 km radius of the institute only if available. Their request based on availability may be considered only after providing facility to the regular students. The such students must declare their exact status in the registration form/ hostel allotment form. The concealing of such status may lead to the disciplinary action.
- 1.3.3. Rooms/Hostels once allotted, will not be changed without any proper and genuine reason. The approval of respective Warden/ Chief Warden is must in every case.
- 1.3.4. Hostel facility given to the student is binding for the full academic year and will not be allowed to change his/her status in between the academic year as Day Scholar or vice-versa. Only in special circumstances, if the student wants to leave the hostel, he/she may leave it with due permission of Chief Warden after applying through Course Counsellor and hostel Warden and duly signed by the Parents. All such requests should be submitted before the start of the ensuing academic session. After the start of the academic session, no-such requests will be entertained except on special circumstances or on medical ground(s).
- 1.3.5. If the student is allowed to leave the hostel due to some non-medical reason(s), his/her mess/hostel security will not be refunded and he/she has to clear all the mess/hostel dues up to the date of his/her actual stay. Such student will not be considered for allotment of hostel during entire length of his/her study in the campus.
- 1.3.6. The students presently residing in the hostel will be allowed to stay in the hostel during summer vacation for attending summer classes, in-house training or appearing in SET examinations after proper approval from HOD/Dean (Academics)/Dean (SW) as the



case may be. The students will not be charged for their stay. However, the students who are not residing in the hostel will not be allowed to stay in hostel for above said purpose.

- 1.3.7. For stay in the hostel during summer vacation, In-house training, the students must apply at least 15 days before the start of summer vacation.
- 1.3.8. The students who will involve themselves in any kind of indiscipline shall not be allotted room in the hostel during their entire stay in the Institute.
- 1.3.9. Occupancy of rooms shall be given to the students on the submission of following documents:
 - No Dues certificate from the previous hostel.
 - Registration Slip/Fee Slip.
 - Two Recent Passport Size coloured photographs.
 - Undertaking by the parent of students residing in hostel (Boys and Girls) (Available at www.sliet.ac.in).
 - Undertaking by student residing in boys hostel (ICD and Degree students (Boys) (Available at www.sliet.ac.in)
- 1.3.10. **The lights of ICD Hostels (Boys) will be switched off at 11:30 p.m.**



1.4. HOSTEL COMMITTEES

- 1.4.1. The general administration of the Hostel, its upkeep and hostel mess is maintained by the respective hostel committees consisting of students.
- 1.4.2. All the hostels will have Students committees who will be working under supervision of respective hostel Warden.
- 1.4.3. All the hostels will have at least following committees consisting of students from the respective hostels to involve the students into the hostel administration and for the smooth functioning of the hostels: (a) Swachhata Committee (Cleanness Committee) (b) Mess management Committee, (c) Floor management Committee, (d) Sports Committee, (e) Discipline Committee (f) Any other committee as per requirement.

1.5. MESS RULES

Mess facility is compulsory for all the hostel residents. To provide wholesome and hygienic food to students residing in the hostels is the primary concern of the authorities. The messes are run through different mess contractors selected on the basis of a transparent e-tendering system. However, monitoring and maintenance of the quality food served to the boarder as per tender document are undertaken by the mess committee of the respective hostel. Mess committee is constituted every month for monitoring and shall have a group of at-least five students of the hostel who opt voluntarily. Any controversy related to the quality and quantity of food served to the student between mess committee and the mess contractor has to be solved amicably. Any demonstration /procession etc. related to mess issues will force the Institute authority to withdraw the mess facility.

- 1.5.1. The hostel resident (student) will have three-time meals and evening tea for the whole month in the respective hostel.



- 1.5.2. All the hostel residents (students) are bound to avail themselves of the Mess Facility compulsory for the whole month in having Breakfast, Lunch, Evening Tea and Dinner on the basis of fixed charges decided by the institute subject to the mess rebate conditions.
- 1.5.3. All the hostellers are bound to pay the 'Establishment Charges' for whole of the duration of hostel/mess functioning.
- 1.5.4. The hostellers are allowed to avail '**Mess Rebate**' applicable under the 'Food Charges' as per the procedure described in section 'Mess Rebate'.
- 1.5.5. The student can take sick diet as specified by the hostel authority, if the student is under medical treatment and residing in the hostel.
- 1.5.6. Taking utensils out of the hostel mess is strictly prohibited. Keeping the mess utensils outside the room or in the corridor is the violation of hostel rules. The violators will be charged a fine as prescribed in **Table 5**.
- 1.5.7. The students are advised not to carry any packed food material from the hostel mess to the outside the campus and any packed food item from outside to hostel mess. Any violation of the rule shall lead to fine as prescribed in **Table 5**.
- 1.5.8. If the student leaves the mess without prior permission, he/she has to bear all the mess/hostel charges and his/her mess/hostel security will not be refunded.
- 1.5.9. Mess Bill should be paid (as per the procedure notified from time to time) latest by 10th of each month without fine; otherwise a fine shall be imposed as prescribed in **Table 5**.
- 1.5.10. The student can take permission from the Warden well in advance for the late payment of the mess bill due to any genuine reason.
- 1.5.11. Students must dine in their respective hostel mess only.

- 1.5.12. Students are required to come in the hostel mess in a proper dress to maintain decorum in the hostel.
- 1.5.13. If any student accommodates the defaulters/Day scholars to dine in his/her own mess account, a suitable disciplinary action/penalty will be imposed by the hostel authorities as per the rules.
- 1.5.14. Wastage of food in dining hall is strictly prohibited.
- 1.5.15. Any dispute regarding quality & quantity of food will be addressed by the Hostel Mess committee of students and the same will be report to concerned hostel Caretaker/Warden and Chief Warden (if required).
- 1.5.16. The students must carry their ID card while going to academic area /mess area and gates of the institute and are required to produce it whenever asked. The student may not be allowed to enter in the hostel/department/institute if he/she fails to produce the ID Card.
- 1.5.17. The payment of mess bill is compulsory. Any excuse related to non receipt of scholarship/loan to pay the mess bill will not be entertained.

1.6. DAY SCHOLAR

- 1.6.1. Day scholars are not allowed to reside in any of the hostel under any circumstances.

1.7. MESS REBATE

The hostel resident (student) is eligible for mess rebate as per the procedure, rules and regulations mentioned below.

Procedure

- 1.7.1. Mess rebate can be availed only if hosteller informs the Mess Supervisor/Contractor at least two days in advance in writing by filling the prescribed “**Hostel Mess Rebate Form**” (available on the Institute website or through Caretaker of the respective hostel) regarding his/her absence in the hostel and therefore unable to use mess facility.
- 1.7.2. The filled “**Hostel Mess Rebate Form**” should be submitted to the respective Mess Supervisor/Contractor atleast two days in advance.
- 1.7.3. Students are advised to always obtain the receipt of “Hostel Mess Rebate Form” duly signed by the Mess supervisor and caretaker. They must keep it for record.

ELIGIBILITY FOR GENERAL MESS REBATE

- 1.7.4. The hosteller will be eligible for mess rebate during all Institute holidays (including Saturday(s) and Sunday(s)).
- 1.7.5. The hosteller will also be eligible for mess rebate for maximum of 10 (Ten) working days in a semester for a valid reason subject to the condition laid down in procedure.

ELIGIBILITY FOR EXTRAORDINARY MESS REBATE

- 1.7.6. The hosteller will be eligible for mess rebate beyond ten working days for off campus official engagement entrusted by the Institute viz. representing the Institute, outside visit for project/thesis/course work, extracurricular activity etc. For availing mess rebate under this category the student has to apply as per Procedure mentioned above along with approved official visit proof from competent authority viz. HOD/Dean (Academics)/Dean (SW).
- 1.7.7. The hosteller will be eligible for mess rebate for any out of campus medical treatment provided it is referred for out of station medical treatment by the Institute Health Centre, SLIET. If the student is already out of campus and has to undergo any urgent medical treatment leading to hospitalization/ rest after hospitalization, then it should be from any Civil Hospital/Government hospital. For availing the Mess Rebate in this category, it is the duty of the student/parents/Guardian to inform the Mess Supervisor/Contractor and caretaker on the onset of such contingencies in writing by filling the "Hostel Mess Rebate Form" through any of his/her friends or any suitable person. After joining back, for availing this mess rebate the student has to apply for the same by attaching the receipt of "Hostel Mess Rebate Form" from Mess Supervisor/Contractor, Caretaker and relevant Medical certificate duly verified by parents (in case hosteller was not referred by Health Centre, SLIET) and concerned Warden and approved by Chief Warden.

REGULATIONS FOR MESS REBATE:

- 1.7.8. The authority to deal with the grievances related to Mess rebate is with the respective hostel Warden. If still it is unresolved then it should be reported to Chief Warden/Dean (SW) as the case may be.
- 1.7.9. The mess rebate will be applicable for the whole day and not for single meal, i.e., breakfast, lunch, evening tea or dinner.
- 1.7.10. Applicable Rate of rebate will be 100% of food charges for a maximum 10 days in a semester on request of students. In case of institute vacations i.e. mid semester breaks and winter breaks, applicable rate of rebate will also be 100% of food charges. However, they must pay establishment charges for that duration.
- 1.7.11. Defaulter student (that student after informing contractor and caretaker regarding his/her absence from the hostel and unable to take food/diet but in practice takes the food/diet in any of the Mess in the Institute during the Mess rebate period) will be charged as per Guest diet and a fine of Rs. 1000/- will also be imposed as mentioned in the Table 5. Repeated defaulter will be debarred for any Mess rebate during the entire period of their stay in the Institute.
- 1.7.12. The students will pay the mess charges for the last month of the academic year in advance directly to Mess Contractors.
- 1.7.13. At the end of every academic year all the students are required to clear all hostel/mess dues compulsorily, failing which the mess security will be forfeited and the student will be required to pay the mess security afresh along with the registration fee in the ensuing semester.

DISCIPLINE RULES

Discipline builds the character. SLIET puts a special stress on the discipline, all the students are required to maintain the good discipline and congenial environment and cultivate human values among themselves while studying in the institute. Keeping in mind the central objective of the Institute of inculcating and sustaining values and character among students, past record shall be a relevant factor in determining the nature of the Corrective Action for misconduct.

- NOTE:**
- The student(s) are evaluated for their general behaviour inside and outside the institute campus. It is required that every student should follow discipline rules in true spirit.
 - In case of disciplinary action against a student, physical presence/Undertaking of parents (only) will be valid. Uncles, brothers/sisters/cousins will not be entertained.
 - The students are required to keep their Institute Identity Card with them every time in and outside the Institute.

2.1. PROCEDURE TO CONDUCT INQUIRY

- 2.1.1. Where any faculty member, staff or student of the Institute is of the view that a student may have engaged in misconduct, he/she may inform the Institute authority in writing to investigate the matter. In such cases, the Institute authority may constitute a committee to inquire.
- 2.1.2. Where two or more students are concerned and involved in any alleged misconduct, a joint inquiry may be conducted regarding such misconduct or misbehaviour as against all of them in a common proceeding.
- 2.1.3. Chief Wardens are empowered to constitute Inquiry Committee to resolve student related problem within the hostel system. If deemed fit the other matters may be referred to (Institute Disciplinary Committee) to institute an inquiry. The concerned hostel warden may expel the students from the hostel till the completion of inquiry.
- 2.1.4. The Dean (SW) may place a student against whom an allegation of misconduct has been made under suspension pending inquiry if he/she is satisfied that such suspension is necessary (i) to ensure that a fair inquiry is conducted into the allegations under these guidelines without direct or indirect interference in the process by, or on behalf of, such student; (ii) for the safety and well-being of any student(s) and/or the students against whom the allegations are made; or (c) for the best interests of the Institute, for reasons to be set out in writing.
- 2.1.5. Any indiscipline activity in the classroom/ department/ section/ activity centre/ playgrounds will be looked after by the concerned HOD/ Section In charge. They may refer the case to Institute Disciplinary Committee if required.

2.2. REVIEW

- 2.2.1. A student who is not satisfied with the decision of the concerned authority may request the Director or Dean (SW) to review such action or decision within fifteen working days of receiving a communication of action. The reasons for requesting the review shall be clearly and fully set out in the request along with all supporting documentation.
- 2.2.2. The Director SLIET decision on the review shall be final. Where the Director so deems necessary, the Director may delay the implementation of the decision of the Chairman IDC/Institute Authority pending completion of the review for such period as it deems fit.

- 2.2.3. Any kind of commercial activity in the hostel premises (rooms) is strictly prohibited and shall be treated as major indisciplinary activity.
- 2.2.4. Any type of forcefully collection of money for any purposes by the students in the hostel premises (rooms) is strictly prohibited and shall be treated as major indisciplinary activity.

2.3. MINOR INDISCIPLINE ACTS

- 2.3.1. Disturbing, by making undue noise or otherwise, any class, any Institute event, in the hostels, the academic block or the library; leaving the classroom or moving about in the classroom during class without the permission of the teacher; reading material not concerned with the class, Institute event; behaving in a class or any other Institute event or function in a manner that is inconsistent with the behaviour and conduct reasonably expected on the occasion.
- 2.3.2. Intimidating and threatening any member of SLIET family.
- 2.3.3. Defacing the building by writing slogans and pasting bills.
- 2.3.4. Any type of markings on hostel/Institute inventory/walls etc.
- 2.3.5. Not recording the entry in the movement register of the respective hostel while moving outside the Institute.
- 2.3.6. Not following the Mess/Hostel rules.
- 2.3.7. Not following the hostel timings.
- 2.3.8. Misuse of Internet facility.
- 2.3.9. Unnecessary roaming and sitting-in-pairs in and around Institute campus.
- 2.3.10. Moving in the residential area of faculty/staff without any genuine reason.
- 2.3.11. Keeping any other person in the hostel room without permission of the competent authority.
- 2.3.12. Failure to observe Institute Regulations including: being outside the campus without required permission/information of designated authorities, returning to the campus without prior permission after the designated hour by which students' resident on campus should have returned and staying overnight outside the campus (without prior permission/information).
- 2.3.13. Any other acts of indiscipline decided by the competent authority not befitting to the student.

Direct or Indirect involvement in any act of minor indiscipline stated above will invite:

- 2.3A. Monetary fine imposed by *Warden/Chief Warden/Dean (SW)/ Institute discipline committee (IDC)* as the case may be (as per Table 6);
- 2.3B. Rustication from Hostel premises for a specified period imposed by *Chief Warden/Dean (SW)/ Institute discipline committee (IDC)* as the case may be;
- 2.3C. Any other action deemed fit by the Competent Authority/IDC.

For involvement in minor indiscipline acts, the Institute reserves the right to issue the Character certificate with “**Satisfactory**” remarks.

2.4. MAJOR INDISCIPLINE ACTS

- 2.4.1. Cases of alleged Sexual Harassment;
- 2.4.2. Use of any automobile (2-wheeler/4-wheeler) inside the Institute premises. Only for genuine medical reasons the students are allowed to use automobile after the approval of Dean (SW).
- 2.4.3. Non-deposition of any fine by the student, imposed by the Institute authority, within the stipulated time;
- 2.4.4. Impersonation;
- 2.4.5. Conduct that cause serious physical or emotional harm to any person. Whether or not a member of the Institute community, or could reasonably be considered as likely to cause such harm, including ragging, violent behaviour of any kind such as assault, fighting, injuring others, manhandling and other such undignified forms of behaviour; outraging or attempting to outrage the modesty of any person; possession of weapons or any other gadget which can be used/treated as weapons, explosives or any other similar materials that are inimical to the safety of any member of the Institute community; threatening the lives or peace of others on the campus or ill its precincts;
- 2.4.6. Dishonesty including lying, theft or fraud; dishonesty in any academic work or any other aspect of Institute functioning; cheating in exams, plagiarism; malpractice in examination/abetting the use of malpractice in examination;
- 2.4.7. Disturbing the classes' session, assaulting teachers and students etc.
- 2.4.8. Taking out processions and holding demonstration inside the Institute campus;
- 2.4.9. Wilful disobedience of instructions of the Institute (including from teachers, officers of the Institute, warden or any other person associated with teaching or administrative work of the Institute);
- 2.4.10. Disrupting peace and order in the Institute including riotous or disorderly behaviour;
- 2.4.11. Wilfully damaging Institute property; wilfully causing loss to the Institute;
- 2.4.12. Maliciously, bringing down or maligning the status or reputation of the Institute; immoral activity.
- 2.4.13. Conduct hazardous to human health, sorely and well-being including consumption or possession of alcohol in the Institute premises, consumption of drugs, narcotics/psychotropic or similar substances; entering the Institute- premises after consuming and while under the influence of alcohol, drugs, narcotics/psychotropic or similar substances; bringing, or being party to any effort or scheme to bring, alcohol or any of the aforementioned substances into the Institute campus; supplying drugs or narcotics/psychotropic substances including to a member of the Institute community regardless of where the supply occurs; being under the influence of alcohol or any of the aforementioned substances within the Institute precincts.

- 2.4.14. Keeping any other person/student in the hostel room who has been expelled from the hostel/institute.
- 2.4.15. Repeated misuse of Internet facility.
- 2.4.16. Any kind of commercial activity in the hostel in the hostel premises(rooms) is strictly prohibited and shall be treated as major in-disciplinary activity.
- 2.4.17. Any type of forcefully collection of money for any purposes by the students in the hostel premises (rooms) is strictly prohibited and shall be treated as major indisciplinary activity.
- 2.4.18. Direct or Indirect involvement in the fighting case leading to physical injury to any person.
- 2.4.19. Repeatedly committing minor misconduct on more than three occasions during the student's career in SLIET; shall fall under the category of Major Misconduct.
- 2.4.20. Direct or Indirect involvement in any other acts of indiscipline decided by the competent authority not befitting to the student. In cases of alleged sexual harassment, the inquiry shall be held by a committee decided by the Director/Dean (SW) in consultation with the Chairperson, Woman Grievance Cell and give its recommendation to IDC.

Direct or Indirect involvement in any act of major indiscipline inside or outside the Institute premises stated above will invite following actions as deemed fit:

- 2.4A. Using of automobile (2-wheeler/4-wheeler) inside the Institute premise by the students may invite impounding of the vehicle for the minimum period of 3 months and a minimum fine of Rs. 5000/- (five thousand only) on each student riding the automobile after approval from Dean (SW)/Chairman IDC;
- 2.4B. Minimum fine of Rs. 5000/- (five thousand only) each as imposed by Warden/Chief Warden/Dean (SW) as the case may be (as per Table 6);
- 2.4C. Any other action OR Monetary fine as decided by IDC;
- 2.4D. Cancellation of the registration of the current semester as decided by Dean (SW)/Chairman IDC;
- 2.4E. Suspension from classes and from access to the Institute premises for a specified period as decided by Dean (SW)/Chairman IDC;
- 2.4F. Student can be put "ON-BOND" and the following disciplinary action may be taken by the Chief Warden/Dean (SW)/IDC as the case may be:
 - A bond of Rs. 50,000/- (Fifty thousand) to be deposited in office of Chief Warden by the parents of involved students
 - An undertaking under self-declaration from the Parents of the student(s) regarding the good behaviour of their ward.

- Debarred to organize or participate in any Institutional event and cannot represent Institute in any outside event.
- GP Marks will be deducted accordingly.

2.4G. In case of any major involvement OR involvement in any minor/major indiscipline activity after being “ON-BOND”, the student can be put on “CONDUCT PROBATION” and the following disciplinary action may be taken by IDC. (Conduct Probation will remain for the entire duration of the stay in the Institute and bond will be released at the time of final exit from the Institute; for promotion this action will remain active)

- Rustication from the Institute premises for the minimum period of One Year.
- The earlier bond of Rs. 50,000/- will be forfeited, if any.
- A bond of Rs. 75,000/- (Seventy-five thousand) to be deposited in Chief Warden Office by the parents of the concerned students
- An undertaking under self-declaration from the Parents of the student(s) regarding the good behaviour of their ward.
- Debarred to organize or participate in any Institutional event and cannot represent Institute in any outside event.
- GP Marks will be deducted accordingly.

For involvement in major indiscipline acts, the Institute reserves the right to issue the Character certificate with “Average” remarks.

- In case of major misconduct, all kinds of scholarships to such student shall stand cancelled/withdrawn.
- Involvement in any of the minor/major indiscipline act will invite deduction of GP Marks as per Institute rules prevailing at that time.
- Any kind of monetary fine must be deposited within the 15 days of issue of such notice/circular; otherwise the fine will be doubled automatically, which must be deposited within 30 days of issue of first circular. Any further delay may lead to disciplinary action against the defaulter as deemed fit.
- Bond money must be furnished within 30 days from the issue of such circular. In case of noncompliance, he/she may be expelled from the institute.
- After “Conduct Probation”, involvement in any of the above acts of minor/major indiscipline or any other activity as is considered indiscipline by the Competent Authority will culminate into expulsion from the Institute.

Table 1 : Types of charges

Sr. No.	Item	Amount in Rs.
1.	Desert Cooler Charges if applicable [refer Section 1.2.7]	2000/- per Semester
2.	Students Mess Charges (Breakfast, Lunch, Evening Tea, Dinner)	As per notification/ circular in this regard
3.	Guest Diet	As per notification/ circular in this regard

Table 2 : Lists of Fines

Sr. No.	Item	Amount in Rs.
1.	Use of banned electric appliances like room heater, kettle, iron, hair dryer etc.	2000/- per offence
2.	Entering in hostel after hostel timing/ without entering in the movement register	1000/-
3.	Consuming alcohol/ smoking cigarette	5000/- and intimation to the parents
4.	Staying in another room	2000/-
5.	Keeping the fans /lights on while not in room/moving the hostel property from one to another room	1000/-
6.	Defaming the walls or property of hostel and institute	1000/-
7.	Damaging the hostel property	The amount equal to cost of replacement will be recovered from the student.

Table 3 : Uniform for ICD STUDENTS

	Boys'	Girls
ICD	Dark Brown Trousers Cream Color Shirt Dark Brown Turban Black Shoes & White Socks	Cream color Salwar Cream color Dupatta Dark brown Kameez with cream color piping on edges Black shoes & skin colour socks
For Short Term Course Students (CDC, PWD)	Khaki Shirt, Khaki Trousers Khaki Turban	Khaki Shirt, White Salwar White Dupatta
In winter season student must wear a blazer of Navy blue color with institute insignia. All the ICD students have to wear this uniform daily during institute working hours.		

Table 4A : Hostel Timings for Boys' Hostel(s)

	Summer April 1st to October 31st	Winter November 1st to March 31st
ICD	5.00 AM to 9.00 PM	6.30 AM to 8.30 PM
Degree & PG Students	5.00 AM to 10.00 PM	6.30 AM to 9.30 PM

Table 4B : Hostel Timings for Girls' Hostel(s)

	Summer April 1st to October 31st	Winter November 1st to March 31st
ICD	6.30 AM to 7.00 PM	6.30 AM to 6.30 PM
Degree & PG Students	6.30 AM to 7.00 PM	6.30 AM to 6.30 PM

Table 5: Fine Related to Hostel Mess

A.	Payment of Mess Bill from 11th to end of the month	With Fine of Rs. 500/-
B.	From the end of one month and before expiry of next month.	With Fine of Rs. 1000/-
C.	After two months	Cancellation of the hostel seat and withdrawn of mess facility for the rest of stay in the institute.
D.	Fine for bringing/taking utensils from the mess dining room.	Rs. 2000/-
E.	Taking mess meal outside the mess and bringing the food from outside to the mess.	Rs.2000/-
F.	Dining in any of the Mess during Mess rebate period by the respective student.	Rs. 1000/-

Table 6 : Fine limits for various official (s)

A.	Warden(s)	upto 5,000/-
B.	Chief Warden(s)	upto 10,000/-
C.	Dean (SW)	upto 15,000/-



सच है, विपत्ति जब आती है,
 कायर को ही दहलाती है,
 सूरमा नहीं विचलित होते,
 क्षण एक नहीं धीरज खोते,
 विघ्नों को गले लगाते हैं,
 काँटों में राह बनाते हैं
 मुँह से न कभी उफ़ कहते हैं,
 संकट का चरण न गहते हैं,
 जो आ पड़ता सब सहते हैं,
 उद्योग—निरतनित रहते हैं,
 शूलों का मूल नसाते हैं,

बढ़ खुद विपत्ति पर छाते हैं।
 है कौन विघ्न ऐसा जग में,
 टिक सके आदमी के मग में?
 खम ठोक ठेलता है जब नर,
 पर्वत के जाते पाँव उखड़,

मानव जब ज़ोर लगाता है,
 पत्थर पानी बन जाता है।
 गुण बड़े एक से एक प्रखर,
 है छिपे मानवों के भीतर,
 मेंहदी में जैसे लाली हो,
 वर्तिका—बीच उजियाली हो,
 बत्ती जो नहीं जलाता है,
 रोशनी नहीं वह पाता है।

— रामधारी सिंह "दिनकर"

Hostel Mess Rebate Form (Hostel/Student copy)

I want to avail Mess rebate from _____ to _____ totalling _____ days due to general rebate/mid semester break/medical leave/academic leave (cut which ones are not applicable). It is, therefore, requested to allow me to avail mess rebate for the above period. I am aware that if I am found taking meals in any of the Hostel Mess during this period of rebate, than Institute can take any action against me.

Date: _____

Yours faithfully,

Signature: _____

Name: _____

Regn. No. _____

Sig. of Mess Supervisor with date

Room No. _____ Hostel No. _____

Sig. of the Caretaker with date

Hostel Mess Rebate Form (Mess Contractor copy)

I want to avail Mess rebate from _____ to _____ totalling _____ days due to general rebate/mid semester break/medical leave/academic leave (cut which ones are not applicable). It is, therefore, requested to allow me to avail mess rebate for the above period. I am aware that if I am found taking meals in any of the Hostel Mess during this period of rebate, than Institute can take any action against me.

Date: _____

Yours faithfully,

Signature: _____

Name: _____

Regn. No. _____

Sig. of Mess Supervisor with date

Room No. _____ Hostel No. _____

Sig. of the Caretaker with date

SANT LONGOWAL INSTITUTE OF ENGG. AND TECH.
LONGOWAL-148106

(Deemed to be University, CFTI under MHRD, Government of India)

UNDERTAKING BY THE BOYS STUDENT RESIDING IN THE HOSTEL
(ICD AND DEGREE BOYS STUDENTS)

I _____ S/O _____
staying in Room No. _____ of the Hostel No. _____ have read the Rules and Regulations
given in the Student Guide and I undertake that I will sign on the attendance register before 10.30 pm
everyday during my stay in the hostel, failing which I shall be liable for/fine/disciplinary action.

Registration No. of the Student: _____

Programme/Trade/Course: _____

Signature of the Student: _____

Date: _____

- The BHS will take attendance from 10.00 pm to 10.30 pm every night and the caretaker of the hostels will maintain the record of attendance.

SANT LONGOWAL INSTITUTE OF ENGG. AND TECH.
LONGOWAL-148106

(Deemed to be University, CFTI under MHRD, Government of India)

UNDERTAKING BY THE PARENTS OF BOYS/GIRLS STUDENTS RESIDING IN HOSTEL

I _____ F/O/M/O, Ms./Mr. _____
who is studying in _____ and residing in _____
Hostel in Room No. _____, have read and understood the Rules and Regulations given in the Student
Guide and I undertaken that I will cooperate with the Hostel Authorities and provide all the medical
information, if any, of my ward to the Hostel Authorities and will be available on call and promise to
visit and take care of my ward, as and when required. My Contact Details are:

ADDRESS: _____

MOBILE NO _____

I hereby undertake that my ward and me are responsible for incidents, whatsoever, and ensure
that my ward shall follow the Rules and Regulations given in the student guide while he/she is inside
or outside the hostel. I also ensure that my ward will pay mess bill on time.

Name of the Parent: _____

Signature: _____

Date: _____

**SANT LONGOWAL INSTITUTE OF ENGG. AND TECH.
LONGOWAL-148106**

(Deemed to be University, CFTI under MHRD, Government of India)

HOSTEL LEAVE FORM

Name of the Student: _____

Room No: _____ Purpose/Reason: _____

Duration of stay away from hostel: _____

Address during the Leave: _____

Contact Number of student and parents:

I hereby undertake to return to the hostel on expiry of the mentioned duration and have already informed my parents about leaving the hostel for purpose mentioned above. I hereby undertake that I am solely responsible for any untoward incident during my stay away from the hostel.

Signature of the student: _____

Date: _____

Signature of Caretaker: _____

3. REGULATION ON CURBING THE MENACE OF RAGGING IN THE INSTITUTE

SLIET follows the policy of **ZERO Tolerance to Ragging**. All students of the institute are advised to go through the regulations related to “RAGGING”

3.1. OBJECTIVE:

To root out ragging in all its forms from institute by prohibiting it by law, preventing its occurrence by following the provisions of Regulations and punishing those who indulge in ragging as provided for in these regulations and the appropriate law in force.

3.2. DEFINITION:

Ragging constitutes one or more of any of the following acts:

- 3.2.1. Any conduct by any student(s) whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- 3.2.2. Indulging in rowdy or indiscipline activities by any student(s) which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in the mind of any fresher or any other student;
- 3.2.3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- 3.2.4. Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any fresher or any other student;
- 3.2.5. Exploiting the services of a fresher or any other student for completing the academic activity tasks assigned to an individual or a group of students;
- 3.2.6. Any act of financial extortion or forceful expenditure burden put on a fresher or any other student;
- 3.2.7. Any act of physical abuse including all variants of it; sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures causing bodily harm or any other danger to health of person;

- 3.2.8. Any act of abuse by spoken words, SMS, email, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfiture to fresher or any other student;
- 3.2.9. Abetment to ragging;
- 3.2.10. Criminal conspiracy to rag;
- 3.2.11. Unlawful assembly and rioting while ragging;
- 3.2.12. Public nuisance created during ragging;
- 3.2.13. Use of criminal force;
- 3.2.14. Criminal trespass;
- 3.2.15. Offences against property;
- 3.2.16. Criminal intimidation;
- 3.2.17. Physical or psychological humiliation;
- 3.2.18. Attempts to commit any or all of the above-mentioned offences against the victim(s);
- 3.2.19. All other offences deriving from the definition of “Ragging”.

3.3. MEASURES FOR PROHIBITION OF RAGGING:

- 3.3.1. SLIET follows the policy of ZERO Tolerance to Ragging. Any act deriving from the definition of word “Ragging” is a punishable offence.
- 3.3.2. The institute will strictly observe the provisions of UGC and/or the act of the Central Government / State Government, if any, or if enacted, considering ragging as a cognizable offence under the law on a par with rape and other atrocities against women and ill treatment of persons belonging to the SC/ST, and prohibiting ragging in all its forms.
- 3.3.3. Ragging in all its forms shall be totally banned in the entire institute, including its departments, all its premises (academic, residential, sports, canteen etc.) whether located within the campus or outside and in all means of transportation of students whether public or private.

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institute, the possible punishments for those found guilty of ragging at the institute level will be as per the direction of Govt. of India detailed as below :

- a. Suspension from attending classes and academic privileges for a specified period;
- b. Withholding/withdrawing scholarship/fellowship and other benefits for the entire duration of study in the Institute;
- c. Debarring from appearing in any test/examination or other evaluation process for a specified period;
- d. Withholding results;
- e. Debarring from representing the institute in any regional, national or international meet, tournament, youth festivals, etc for the entire duration of study in the Institute;
- f. Suspension/ expulsion from the hostel for the entire duration of study in the Institute;
- g. Rustication from the institute for a period ranging from 1 to 4 semesters;

***In case of any ambiguity the decision of
Director, SLIET will be final***

- h. Fine ranging between Rupees 25,000/- and Rupees 1 lakh;
- i. Expulsion from the institute and consequent debarring from admission to any other institute for a specified period;
- j. Cancellation of admission;
- k. Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institute will resort to collective punishment.

**Student/Parents shall provide an undertaking regarding ragging before joining the institute.
(Forms available on the Institute website www.sliet.ac.in).**



