

STUDENT'S GUIDE 2023-2024

“Available online at sliet.ac.in for student's information.

“Wisdom thoroughly learned will never be forgotten”



SANT LONGOWAL INSTITUTE OF ENGINEERING AND TECHNOLOGY

संत लोंगोवाल इंस्टीट्यूट ऑफ इंजीनियरिंग एंड टेक्नोलॉजी

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

(द्वारा स्थापित: भारत सरकार; मानित विश्वविद्यालय)

Longowal -148106 Dist.: Sangrur (Punjab) INDIA

लोंगोवाल -148106 जिला: संगरूर (पंजाब) भारत

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



FROM DIRECTOR'S DESK



**“कठिनपरिश्रम 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 Counsellor, 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 and 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 also and 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 centre of learning.”

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

Prof. Mani Kant Paswan
Director

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

Message of Dean(SW)



Sant Longowal Institute of Engineering and Technology, (SLIET) is committed to provide the best possible technical education and environment for overall development of its students. Many congratulations to students for joining with us.

The very basic purpose of education is to become successful members of society and grow into good and accomplished individuals. Apart from acquiring scientific and technical knowledge, it is necessary to build good relationships between students, teachers, and parents. The conducive environment at SLIET gives opportunity to the students to develop their full potential, talents, and achieve their life goals. In hostels, students learn to adjust in a society with diversity, importance of self-discipline, management of hostel affairs, gain mutual trust, develop human values and kindness towards fellow students and persons in the society. In fact it is a great learning platform.



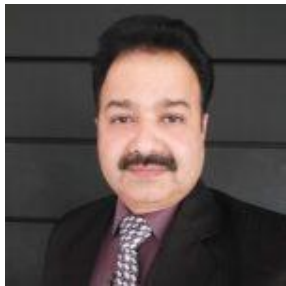



I would suggest students to be regular in classes, remain well disciplined, get involved in physical fitness through any of the games, participate in activities of few societies/clubs of your interest operating in the institute, interact regularly with the teachers especially your mentors and the class counsellors. Maintaining a good conduct helps you in continuing scholarships, proficiency marks and the mark of “very good” in the character certificate issued on completion of the academic program. The indiscipline may lead to imposition of fines, expulsion from hostels and in some cases expulsion even from the Institute. It is for sure that the talents blossom in a disciplined person. A disciplined student life and interpersonal relations help you shape a good future and become a successful person.

SLIET Longowal has one of the best ecosystems. Get benefited most out of it. With your growth, you are contributing to the growth of the institute and the nation. My best wishes are with you.





Prof. Rajesh Kumar
Dean (Student Welfare)






ADMINISTRATIVE AND HOSTEL AUTHORITIES





Name and Designation	Contact Details	Photo
Prof. Mani Kant Paswan Director	director@sliet.ac.in Tel: 01672-253100	
Prof. Rajesh Kumar Dean (Student Welfare)	deansw@sliet.ac.in Mobile No. 94171-56795 Tel: 01672-253109 & 300	
Prof. Anupma Marwaha Associate Dean (Student Welfare)	marwaha_anupma@yahoo.co.in Tel: 01672-253319	
Prof. J.S. Dhillon Dean (Academics)	deanacad@sliet.ac.in Mobile No. 97798-28833 Tel: 01672-253112	
Prof. J. S. Ubhi Associate Dean (Academics)	js_ubhi@yahoo.com Mobile No. 94632-80001 Tel: 01672-253222	

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<p>Prof. M. M. Sinha Chief Counsellor</p>	<p>mm_sinha@rediffmail.com Mobile:9417040169 EPABX Number 312</p>	
<p>Dr. Sanjay Gupta Librarian</p>	<p>sanjgupta41@gmail.com librarian@sliet.ac.in Mobile:9815969883 EPABX Number 511, 506</p>	





BOYS HOSTELS


Prof. Sukhcharn Singh Chief Warden (Boys)	sukhcharn@sliet.ac.in Mobile: 98159-80334 Tel: 01672-253558, 705	
Prof. Indraj Singh Chief Warden (Boys) & Nodal Office Anti-Ragging	indrajsliet@yahoo.co.in Mobile: 94174-60331 Tel: 01672-253558, 346	
Chief Warden Office EPABX Number 558		
Sh. Harinder Singh SSS	hsinghsliet@yahoo.com Mobile:98726-58969 Tel: 01672-253558	
Sh. Gopal MTS	Mobile 94638-38966 Tel: 01672-253558	
Boys Hostel No.1 (Dr. Birbal Sahni House) EPABX Number 559		

<p>Sh. Sanjay Sharma Assistant</p>	<p>sanjay.pehchan@gmail.com Mobile: 92164-06145 Tel: 01672-253567</p>	
<p>Dr. Kundan Kumar Warden</p>	<p>kundankumar@sliet.ac.in Mobile: 96085-76776 Tel: 01672-253637</p>	
<p>Sh. Jonny Singla Warden</p>	<p>jonnysingla@sliet.ac.in Mobile:94641-30758 Tel: 01672-253734</p>	
<p>Boys Hostel No. 2 (Satish Dhawan House) EPABX Number 560</p>		
<p>Sh. Sanjay Sharma Assistant</p>	<p>sanjay.pehchan@gmail.com Mobile:92164-06145 Tel: 01672-253568</p>	
<p>Sh. Kuldip Singh Warden</p>	<p>kuldip1217@gmail.com Mobile:90415-36718 Tel: 01672-253220</p>	

<p>Dr. Utkarsh Warden</p>	<p>utkarsh@sliet.ac.in Mobile: 88009-28404</p>	
<p>Boys Hostel No. 3 (MeghnadSaha House) EPABX Number 561</p>		
<p>Sh. Satpal Singh UDC</p>	<p>ssslit@gmail.com Mobile:94176-01728 Tel: 01672-253569</p>	
<p>Dr. Gulshan Kumar Jawa Warden</p>	<p>gulshanjawa@yahoo.co.in Mobile:94631-67202 Tel: 01672-253322</p>	
<p>Dr. Yogesh Verma Warden</p>	<p>yogesh.nitkl@gmail.com Mobile : 99339-65343 Tel: 01672-253822</p>	
<p>Boys Hostel No. 4 (M. Visvesvaraya House) EPABX Number 562</p>		

<p>Sh. Satpal Singh, UDC</p>	<p>sssliet@gmail.com Mobile:94176-01728 Tel: 01672-253570</p>	
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<p>Dr. Jagdeep Singh Warden</p>	<p>jagdeep@sliet.ac.in Mobile: 94587-29314 Tel: 01672-253320</p>	
<p>Boys Hostel No. 5 (C.V. Raman House) EPABX Number 563</p>		
<p>Sh. Kulvir Singh LDC</p>	<p>kulvirbagga@rediffmail.com Mobile:94657-29659 Tel: 01672-253571</p>	

<p>Sh. Surinder Thakur Warden</p>	<p>surinder_thakur123@yahoo.com Mobile:98157-49166 Tel: 01672-253728</p>	
<p>Dr. Rishabh Kumar Warden</p>	<p>rishabhverma@sliet.ac.in Mobile: 80778-63614</p>	
<p>Boys Hostel No. 6 (S. N. Bose House) EPABX Number 564</p>		
<p>Sh. Kulvir Singh LDC</p>	<p>kulvirbagga@rediffmail.com Mobile:94657-29659 Tel: 01672-253572</p>	
<p>Dr. Mohd. Majid Warden</p>	<p>mohdmajid_2004@rediffmail.com Mobile:94172-07745 Tel: 01672-253280</p>	

<p>Dr. Tajinder Singh Warden</p>	<p>tajindersingh@sliet.ac.in Mobile : 62839-63279</p>	
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**Boys Hostel No. 7
(Homi J. Bhabha House)
EPABX Number 565**





<p>Sh. Narender Garg UDC</p>	<p>narendergarg2003@yahoo.co.in Mobile: 94176-02919 Tel: 01672-253573</p>	
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<p>Dr. Vivek Kumar Warden</p>	<p>vivku@rediffmail.com Mobile:99885-52993 Tel: 01672-253735</p>	
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<p>Er. Divesh Bharti Warden</p>	<p>diveshbharati13@sliet.ac.in Mobile: 88942-51814 Tel:01672-253289</p>	
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**Boys Hostel No. 8
(S.S.Bhatnagar House)**

EPABX Number 566

<p>Sh. Narender Garg UDC</p>	<p>narendergarg2003@yahoo.co.in Mobile: 94176-02919 Tel: 01672-253574</p>	
<p>Sh. Sumit Kumar Warden</p>	<p>sumit1_in@yahoo.com Mobile:94630-77009 Tel: 01672-253733</p>	
<p>Sh. Rahul Gautam Warden</p>	<p>rahulgautam@sliet.ac.in Mobile:90415-13484 Tel: 01672-253612</p>	
<p>Boys Hostel No. 9 (Meghraj Goyal House) EPABX Number 667</p>		
<p>Sh. Harinder Singh SSS</p>	<p>hsinghsliet@yahoo.com Mobile:98726-58969 Tel: 01672-253668</p>	


<p>Dr. Nikhil Prakash Warden</p>	<p>npsaxena@gmail.com Mobile:89686-49835 Tel: 01672-253722</p>	
<p>Dr. Jaspreet Singh Warden</p>	<p>jassi.mehrok@sliet.ac.in Mobile:98155-60728 Tel: 01672-253462</p>	
<p>Boys Hostel No.10 (A.P.J. Abdul Kalam House) EPABX Number 676</p>		
<p>Sh. Jaspal Singh LDC</p>	<p>Jaspallongowal1@gmail.com Mobile:94635-15183 Tel: 01672-253894</p>	
<p>Sh. Pankaj Kumar Das Warden</p>	<p>pankaj_jkd@yahoo.com Mobile:94782-14936 Tel: 01672-253331</p>	

<p>Sh. Ashwani Kumar Warden</p>	<p>ashwanifet@sliet.ac.in Mobile:84865-40794 Tel: 01672-253701</p>	
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GIRLS HOSTELS

<p>Dr. Pratibha Tyagi Chief Warden (Girls)</p>	<p>pratstyagi@gmail.com Mobile: 94174-93389 Tel: 01672-253242</p>	
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Girl Hostel No. 1 (Kamala Sohonie) EPABX Number 772

<p>Ms. Seema Khurmi JSS</p>	<p>seema.khurmi1969@gmail.com Mobile:99888-66931 Tel: 01672-253547</p>	
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<p>Dr. Prabdeep Kaur Warden</p>	<p>prabhdevgun@gmail.com Mobile:97810-23110 Tel: 01672-253657</p>	
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<p>Dr. Payal Malik Warden</p>	<p>msg.payal@gmail.com Mobile:81467-52609 Tel: 01672-253325</p>	
<p>Girl Hostel No. 2 (Kalpana Chawla) EPABX Number 549</p>		
<p>Ms. Parveen Kumari Clerk</p>	<p>Mobile:.94635-15182 Tel: 01672-253549</p>	
<p>Dr. Himanshu Rani Warden</p>	<p>himanshurani77@gmail.com Mobile:96469-71383 Tel: 01672-253325</p>	
<p>Dr. Barasha Mali Warden</p>	<p>barashamali@gmail.com Mobile:81461-03624 Tel: 01672-253391</p>	
<p>Girls Hostel No. 3 (Anandi Gopal Joshi) EPABX Number 769</p>		

<p>Ms. Indira Harit Clerk</p>	<p>Mobile: 94170-05770 Tel: 01672-253768</p>	
<p>Dr. Himanshu Rani Warden</p>	<p>himanshurani77@gmail.com Mobile: 96469-71383 Tel: 01672-253325</p>	
<p>Dr. Ankita Omer Warden</p>	<p>ankitaomer.biet08@gmail.com Mobile: .97800-57643 Tel: 01672-253737</p>	
<p>Girls Hostel – PG</p>		
<p>Ms. Seema Khurmi JSS</p>	<p>seema.khurmi1969@gmail.com Mobile:99888-66931 Tel: 01672-253547</p>	
<p>Dr. Preetpal Kaur Warden</p>	<p>preetpalkaur15@gmail.com Mobile:94638-38725 Tel: 01672-253614</p>	

<p>Dr. Prabdeep Kaur Warden</p>	<p>prabhdevgun@gmail.com Mobile:97810-23110 Tel: 01672-253657</p>	
<h2>HEALTH CENTER</h2>		
<p>Dr. Anupma Marwaha Chairperson, Health Centre</p>	<p><i>Marwaha_anupma@sliet.ac.in</i> Mobile: 98722-24055 Tel: 01672-253171</p>	
<p>Dr. Rupesh Singh (Allopathy)</p>	<p>mo@sliet.ac.in Tel: 01672-253513</p>	
<p>Dr. Davinder Sharma (Visiting Consultant, Allopathy)</p>	<p>Mobile : 82890-54620 Tel: 01672-253512</p>	
<p>Dr. Inderjeet Sharma (Visiting Ayurvedic Doctor)</p>	<p>drinderjeetsingh6@gmail.com Mobile : 98140-31844</p>	
<p>Dr. Ramandeep Kaur Maan (Visiting Homeopathy Doctor)</p>	<p>ramanmann284@gmail.com Mobile : 78884-75389</p>	

<p>Mrs. Sherrain Rattan (Visiting psychologist Counsellor)</p>	<p>sherrain07@gmail.com Mobile : 90411-92185</p>	
<p>Sh. Sinder Pal (Pharmacist)</p>	<p>sinderpalsp@yahoo.co.in Mobile: 81468-00727 Tel: 01672-253519,520</p>	
<p>Mrs. Amarjeet Kaur (Pharmacist)</p>	<p>Amarjit1968@gmail.com Mobile: 94632-16857 Tel: 01672-253519,518</p>	
<p>Mrs. Sukhdeep Kaur (Staff Nurse)</p>	<p>sukhdeepbuttar@gmail.com Mobile: 81463-80005 Tel: 01672-253519,77</p>	
<p>Mrs. Manjit Kaur (M.T.S)</p>	<p>manjeetd0001@gmal.com mobile: 94174-94488 Tel: 01672-253666,797</p>	

Sh. Jagjivan Singh (M.T.S)	Jagjivan.sliet@gmail.com Mobile: 94172-69427 Tel: 01672-253666, 516	
Sh. Sanjeev Kumar (M.T.S)	rati_rintu@yahoo.com Mobile: 94639-50034 Tel: 01672-253666, 787	
Sh. Subhash Kumar (M.T.S)	Subhash_sliet@yahoo.com Mobile:94639-45170 Tel: 01672-253666, 781	
Sh. Hardeep Singh (M.T.S) (Health Centre)	Hardeep3738@yahoo.com Mobile: 94657-30353 Tel: 01672-253666, 820	
SPORTS SECTION		
Prof. Ajay Pal Singh Chairman, Sports	ajaypal@sliet.ac.in Tel: 01672-253329	
Dr. S. S. Punia Senior Physical Instructor	sspunia@yahoo.com Mobile:94174-43999 Tel: 01672-253522,523,525	

<p>Ms. Sukhwinder Kaur Gill Physical Instructor</p>	<p>Mobile: 95929-02727 Tel: 01672-253524</p>	
<p>ANTI-RAGGING CELL</p>		
<p>Prof. Indraaj Singh Nodal Office Anti- Ragging</p>	<p>indrajsliet@yahoo.co.in Mobile: 94174-60331</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 (SLIET), Longowal, Sangrur, Punjab (Deemed to be University) is a Centrally Funded Technical Institute (CFTI) under the Ministry of Education (MoE) Government of India (GoI). SLIET, Longowal was established by Ministry of Human Resource and Development (MHRD), Govt. of India in the year 1989 and was formally inaugurated on 20th December 1991.

Institute has the status of a Deemed to be University with powers to decide its own academic policies. The SLIET's vision encompass "TO ACT AS AN INTERNATIONAL PODIUM FOR THE DEVELOPMENT AND TRANSFER OF TECHNICAL COMPETENCE IN ACADEMICS THROUGH FORMAL, INFORMAL EDUCATION, ENTREPRENEURSHIP, AND RESEARCH TO MEET THE GLOBAL NEEDS."

SLIET Longowal is situated in district Sangrur (Punjab) at Longowal Village. Institute is well connected to the Sangrur city by open and wide roads. The Institute campus is about 17 k.m. away from the Sangrur Railway Station, 16 k.m. from the Bus Stand Terminal Sangrur. Campus of the Institute extends to an area of 451 acres. With many topographical features, imaginatively laid out with picturesque landscape, numerous buildings of various nature and stature, and clean and wide roads, the campus presents a spectacle of harmony in architecture and natural beauty.

The campus also offers amenities like Health Center, Shopping Complex, Bank, Community Centre, Stadium, Playing Fields, etc. The Students Activities Centre (SAC) provides all facilities for students' extra-curricular activities and physical development. The institute is well equipped with swimming pool, students' clubs and other multipurpose rooms for reading and indoor games.

With these all facilities provided to the students, main purpose for which the institute exists is to "advance and disseminate learning, technical knowledge and skill among youth in particular and India as whole. To fulfil this core mandate, each member of the SLIET family is contributing to promote these values that are essential for learning.

TEACHING DEPARTMENTS

SLIET is one of the largest engineering institutes in the Northern India. The institute has followingeleven 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. The laboratories are well equipped with the state of art equipments. 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 and must attend Induction/Orientation program.

Always keep communication with the concerned HOD, Course Counsellors and faculty members.

WORKSHOP

Institute boasts one of the best workshops amongst engineering colleges of North India. An exhaustive hands on practical training is imparted to the students to develop their practical skills. Further expansion and planning are being undertaken to create infrastructure to make it a better skill development centre of excellence.

- Always wear apron and shoes while working in workshop. Do not enter under any circumstances without the foot wear; there are no exceptions to this rule.
- Student with any health problems that may affect the workplace safety (e.g. Medication, Epileptic fits) must report these conditions to the workshop staff.
- Keep your area tidy and clean up any spills immediately.
- Ask, how to use tools/equipment/instruments and machines safely.
- Follow safety precautions, safety rules carefully prior to work in any workshop.

CENTRAL LIBRARY

The Central Library under surveillance in a modern building having all kinds of facilities for its best utilization by the faculty, staff, and students. It has a rich collection of books on technical, science, literature, general awareness, management, social sciences, and humanities. Besides print books, the library is procuring E-Books from various publishers which are accessible to all the students within the Institute Campus. The library has also subscription of 15 daily newspapers, numerous national and international magazines & periodicals. The faculty, staff and students have an easy access to full text of journals from Science Direct, ASTM Standards & Digital Library. The Central Library is INDEST Consortium member and through INDEST, the faculty, Staff and students have online access to the journals from IEEE, Springer, ASME, ASCE, ACM and Nature etc.

The NPTEL lectures had been added to the collection, which can be viewed online within the campus. The library has a book bank and the students are issued books throughout the academic session subject to availability.

- 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 E Books/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-earring 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 well equipped with high end computers, latest software & state-of-the-art IT infrastructure and all these computing resources are inter-connected with high-speed intranet. These facilities are available in institute at various locations such as in Computer Sc. and Engg. Department, Central Computing facility in Mechanical Engineering Block and in other departments.

HEALTHCENTRE

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, TELEPHONE-EXCHANGEANDSHOPPING COMPLEX

A branch of Central Bank of India (**on-line**) with **ATM facility** is functioning in the campus to cater the needs of the faculty, staff and the students. An 800-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 FACILITIES

Basketball: -There are 02 cemented flood light basketball courts in sports complex along with 01 court in Girls and 01 in Boys hostel.

Lawn tennis: - There are 02 cemented flood light tennis courts in sports complex along with 01 court in Girls and 01 in Faculty club.

Badminton: - There are 02 cemented badminton courts in faculty club along with 01 each court in all 10 boys' hostels and 03 in girl's hostels. Two indoor badminton courts with synthetic mats.

Volleyball: - There are 03 flood light volleyball courts in sports complex along with 02 in girls.

Table tennis: - T.T. facility is available in student's activity centre (SAC), Girls hostels and Boys hostels.

Chess: - Chess facility is available in SAC, Girls and boys hostels.

Carrom: - Carrom facility is available in SAC, Girls hostels and boys Hostel.

Football: - 01 Football ground is available in sports complex.

Handball: - 01 Handball ground is available in sports complex.

Swimming pool: - 25 mts. swimming pool is available for students.

400 mts. Track: - 400 mts. running cinder track is available in stadium.

Cricket: - Cricket facility is available in stadium.

Squash: - 02 squash courts are available in students' activity centre.

GYM: - Gym equipped with latest fitness machines is available in student's activity centre, faculty club and girls' hostel.

Taekwondo: - Taekwondo playing facility equipped with mats is available in SAC.

Gatka: -Gatka playing facility is available in students activity centre.

Open gym: - Open gym with 08 stations each at BH-9 and 10, stadium, Girls Hostel, near type-2, 3, 4, 5 quarters and one near community centre.

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. Literary society is organizing various literary activities from time to time. NSS, NCC, Scout and Guide 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. Students must join at least one such societies and student clubs running under faculty advisors.

HOSTELS

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, and intercom connection are also available in all the hostels. The girls hostel complex is under CCTV surveillance. Soon the entire institute including boys hostels system shall 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/Medical Officer/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 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/proofs 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/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/Institute

- 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 in-disciplinary activity of their ward. Parents are also requested to remain in touch telephonically with their ward and in the case of any problem they can contact hostel authority.
- 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 concerned hostel warden to use desert coolers on payment basis as prescribed in **Table 1**.
- 1.2.8. **Damage to any hostel property shall be recovered alongwith fine 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 uses of any type of electrical appliance like electric Iron, room heater, music player 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 mis-happening/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 (less than 250CC) in the respective hostels only for the outside use with the permission of Dean (SW) through their respective Caretaker, Warden and Chief Warden. Vehicle without permission/pass will be impounded.
- 1.2.14. Any mis-happening/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 hostellers can get accommodation during their visit in Transit Accommodation/ Guest House no. 2 with due recommendations 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 is 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 without the permission of Chief Warden.
- 1.2.18. The students of ICD program and short-term course students 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 closed 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.
- 1.2.23. The students must follow the covid/any pandemic related guidelines issued by authorities' time to time.

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. Room within the hostel shall be allotted by the respective Wardens/Caretaker under intimation to the Chief Warden.
- 1.3.2. **The rooms/Hostels will be allotted to repeaters only if available.** Their request based on availability may be considered only after providing facility to the regular students. The repeater must declare their exact status as repeater in the registration

form/ hostel allotment form. The concealing of such status may lead to the disciplinary action.

- 1.3.3. Students will not be allotted room in any hostel if they are involved in act of indiscipline more than twice. Institute however may deny hostel to a student even on the first but serious act of indiscipline.
- 1.3.4. 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.
- 1.3.5. 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. The request for the same should be duly countersigned by the Parents and processed through Course Counsellor and hostel Warden. 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 medical ground(s).
- 1.3.6. 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 course.
- 1.3.7. The students presently residing in the hostel will be allowed to stay in the hostel during summer vacation for attending summer classes, repeat examination, 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. Mess facility may be given on actual charges basis.
- 1.3.8. Hostel facility (accommodation only) to the students selected for Summer Training Program etc. from other Institutions may be provided at the rate of Rs. 50/- per day subject to availability of rooms in the hostel with the prior permission of Director, Dean (SW) and Chief Warden. Recommendation of concerned HoD/Guide/Project Co-ordinator is must. Depending on availability, the mess facility shall be extended on actual charges basis.
- 1.3.9. Students, who want to stay for one or more days as per their need in Boys Hostels for the purpose of attending various exams, project work and other academic work will follow the following conditions: -
 - i. They must have to get the prior permission from Warden/CW (BH) during office hours duly recommended by concerned CC/Project Guide/HOD through online or their friends staying in the Institute, and should be submitted in concerned hostel well in time.
 - ii. Before start of their journey, they must ensure that all the formalities for getting permission to stay in the concerned hostel have been completed.
 - iii. After approval, they may be allowed to avail accommodation facility @ 50/- per day subject to availability of rooms in the hostel.

- iv. The mess facility can be availed by the student(s) on advance payment in the concerned hostel only. Guest Diet shall be applicable on them as fixed from time to time.
- v. At the time of visiting the hostel, they must submit self-attested copy of receipt of room rent duly paid through ERP portal or cash payment to be paid in Hostel office.
- vi. While leaving the hostel they must have to get the No-Dues from their respective mess as well as hostel office.
- vii. All the rules and regulations of the hostel/institute shall remain applicable on them as this provision is to be made for on roll students only.
- viii. In the circumstances of non-compliance of any condition as above, no student will be entertained.

1.3.10. For stay in the hostel during summer vacation, and In-house training, the students must apply at least 15 days in advance through the concerned HoD before the start of summer vacation.

1.3.11. 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.

1.3.12. 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
- Three 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 students residing in boys hostel (ICD and degree students (boys) (format available at www.sliet.ac.in)

1.3.13 A copy of character certificate from the previous Institute/Course.

1.3.14 The lights of rooms in ICD Hostels (Boys) be switched off by 11:30 p.m. to avoid discomfort to the room mates.

1.4. Hostel Committees

1.4.1. The general administration of the hostel, its upkeep and hostel mess are 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 managementcommittee, (d) Sports committee, (e) Discipline committee (f) Literacy committee (g) 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 on cooperative basis through different mess contractors selected by a transparent e-tendering/ GeM 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 for it voluntarily. In case enough students do not volunteer for it, warden may add name of students to complete the committee. Any controversy related to the quality and quantity of food served to the student between the 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. The main point are given below:

- 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. The period in which fixed charges are not levied on the student and the number of students availing the mess facility is small, diet charges may increase.
- 1.5.3. All the hostellers are bound to pay the ‘Establishment Charges’ as circulated by the hostel authorities and decided as per the tender documents 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 food items from the hostel mess to any room/outside the campus and any packed food items from outside to hostel mess/room. Any violation of the rules 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**. Students will get the receipt of mess bill payment from contractor. If contractor decline to give/issue the receipt of payment, students are advised to immediately report to the Hostel Office.
- 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 be reported to the 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/SAC 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. Students must stand in queue while taking meal in the Mess and no student (except Mess Committee) is allowed to enter in the kitchen area. Failing which a fine of Rs. 1000/- will be imposed.

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 residents (students) are 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 making entry in the appropriate register available with the Mess Contractor/Supervisor.**

Eligibility for General Mess Rebate

- 1.7.2. The hosteller will be eligible for mess rebate during all Institute holidays (including Saturday(s) and Sunday(s)).
- 1.7.3. 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.
- 1.7.4. 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 submit an application to the concerned Hostel Warden along with approved official visit proof from competent authority viz. Course Counsellor/Project Co-ordinator/HOD/Dean (Academics)/Dean (SW).**
- 1.7.5. 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/Public Health Center. For availing the Mess Rebate in this category, it is the duty of the student/parents/Guardian to inform the Mess Supervisor/Contractor on the onset of such contingencies in writing

through any of his/her friends or any suitable person. **After joining back, he/she will submit an application to the concerned Hostel Warden along with requisite proof/relevant medical certificate duly verified by parents (in case hosteller was not referred by Health Centre, SLIET) and got approval from concerned Warden and Chief Warden.**

Regulations for Mess Rebate:

- 1.7.6. The authority to deal with the grievances related to Mess rebate is with the respective hostel Warden (Recommended by CC/Coordinator/HOD). If still it is unresolved, then it should be reported to Chief Warden/Dean (SW) as the case may be.
- 1.7.7. The mess rebate will be applicable for the whole day and not for single meal, i.e., breakfast, lunch, evening tea or dinner.
- 1.7.8. 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.
- 1.7.9. Defaulter student (that student after informing contractor 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 his/her stay in the Institute.
- 1.7.10. The students will pay the mess charges for the last month of the academic year in advance directly to Mess Contractors.
- 1.7.11. 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 attention 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 at the Institute is of the view that a student may have engaged in misconduct, he/she may inform the Institute authority

verbally or in writing to investigate the matter. In such cases, the Institute authority as the case may be may Inquire or constitute a committee to inquire the matter.

- 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 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 (IDC) 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 under suspension against whom an allegation of misconduct has been made and inquiry is pending, 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/near security posts at Institute main gates will be looked after by the concerned HOD/Section In-charge. A copy of action taken in this regard be sent to Dean (SW). In case, the matter is not resolved, it may be referred to the institute disciplinary committee (IDC) with due recommendations of concerned HOD/ Section In-charge along with the action taken on it.

2.2. Review

- 2.2.1. A student with respect to whom Corrective Action is to be taken may, within fifteen working days of receiving a communication of Action, or a student who feels aggrieved by any decision of Institute Authority, may request the Director or Dean (SW) to review such action or decision. 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 decision of Director SLIET on the review shall be final. Where 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.

2.3. Minor Indiscipline Acts

- 2.3.1. Disturbing, by making undue noise or otherwise, in any class, any Institute event, in the hostels, the academic block or the library; leaving the classroom or moving 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.
- 2.3.14. Celebrations of birthday party etc. in the rooms in the hostel premises.
- 2.3.15. The warning letter without any monetary fine is an advisory not to get involved in the act of indiscipline. Issuance of more than 02 such letters to a student shall fall under minor indiscipline.

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

- 2.3 A. Monetary fine imposed by Warden/Chief Warden/Dean (SW)/ Institute discipline committee (IDC) as the case may be (as per Table 6);
- 2.3 B. Rustication from Hostel premises for a specified period imposed by Chief Warden/Dean (SW)/ Institute discipline committee (IDC) as the case may be;
- 2.3 C. 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 inside the Institute premises. Only for genuine medical reasons the students are allowed to use 2-wheeler of less than 250CC 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 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, Caretaker 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/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. Direct or Indirect involvement in the fighting case leading to physical injury to any person.
- 2.4.17. Repeatedly committing minor misconduct on more than three occasions during the student's career in SLIET shall also fall under the category of Major Misconduct.
- 2.4.18. Direct or Indirect involvement in any other acts of indiscipline decided by the competent authority not befitting to the student.

2.4.19. Any kind of commercial activity/money collections for any purposes/gambling/betting in the hostel and Institute premises.

The Institute has zero tolerance on sexual harassment matters. 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. It shall be imposed after approval from Dean (SW)/Chairman IDC.
- 2.4B. Minimum fine of Rs. 5000/- (five thousand only) or above 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 otherwise, bond money will be forfeited.
 - 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 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. Even on promotion to the higher program of study in the institute, this action will remain active)
- Rustication from the Institute premises for the minimum period of One Year.
 - Forfeiting of bond of Rs. 50,000/- already executed.
 - 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, otherwise bond money will be forfeited.
 - 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 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, student 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

S.No	Item	Amount (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
4	Guest Room Rent Charges (Students from other institution who are perusing Ph.D./Training Programme etc. under the guidance of faculty of SLIET can avail the accommodation in BH-10).	50/- per day

Table 2: List of Fines

S.No	Item	Amount (Rs)
1	Use of banned electric appliances like room heater, kettle, iron, hair dryer, speaker etc.	Up to 2000/- per offence
2	Entering in hostel after hostel timing/without entering in the movement register	1000/-
3	Consuming alcohol Smoking cigarette	Up to 5000/- and intimation to the parents Up to 3000/- 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	Defacing 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 alongwith a fine of Rs.500/-and intimation to the parents
8.	Birthday Party/Celebration inside the Hostel Premises	1000/-
9.	Depending on severity of the offence, the fine may go beyond Rs. 5000/-.	

Table 3: Uniform for 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 ICD students must wear a blazer of brown colour with institute insignia. All the ICD students must wear the uniform daily during institute working hours.		

- UG student must wear a black/blue colour blazer with institute insignia in winter season.
- All the students visiting workshop for practical classes must wear apron and shoes.

Table 4 A: Hostel Timings for Boys' Hostel(s)		
	Summer	Winter
	April 1 st to October 31 st	November 1 st to March 31 st
ICD students	4.45 AM to 9.00 PM	4.45 AM to 8.30 PM
Degree & PG students	4.45 AM to 10.00 PM	4.45 AM to 9.30 PM
Table 4B: Hostel Timings for Girls' Hostel(s)		
	Summer	Winter
	April 1 st to October 31 st	November 1 st to March 31 st
ICD/Degree students	6.30 AM to 7.00 PM	6.30 AM to 6.30 PM
PG students	6.00 AM to 7.30 PM	6.00 AM to 7.00 PM

Students are not allowed to move outside the campus after 8:00PM as late-night movement is strictly restricted. However, on genuine ground they may be allowed subject to the furnishing of proper entry in the appropriate register kept with Security Guard at the Main Gates (Longowal/Duggan) after verifying with the ID details or permission given by the concerned hostel authority.

Table 5: Fine Related to Hostel Mess		
A.	From 11 th 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 the stay in the institute.
D.	Bringing/taking utensils from the mess dining room.	Rs 1000/-
E.	Taking mess meal outside the mess and bringing the food from outside to the mess.	Rs. 1000/-
F.	Dining in any of the mess during the mess rebate period by the respective student.	Rs. 1000/-
G.	Entering in the kitchen area of Mess/taking meal out of turn	Rs. 1000/-

Table6: Fine limits for various official (s)		
A.	Warden(s)	up to 5,000/-
B.	Chief Warden(s)	up to 10,000/-
C.	Dean (SW)	up to15,000/-

Hostel Mess Rebate Form (Office-Copy)

The filled "Hostel Mess Rebate Form" should be submitted in Hostel Office two days in advance

I want to avail Mess rebate from _____ to _____ total _____ days due to general rebate/mid semester break/medical leave/academic leave. 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, then Institute can take any action against me.

Date: _____

Yours faithfully,

Signature of Caretaker

Mess Contractor / Manager

Signature: _____

Name: _____

Regn. No. _____

Room No _____ Hostel No. : _____

Mobile No.-

Hostel Mess Rebate Form (Mess Contractor-Copy)

The filled "Hostel Mess Rebate Form" should be submitted in Hostel Office two days in advance

I want to avail Mess rebate from _____ to _____ total _____ days due to general rebate/mid semester break/medical leave/academic leave. 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, then Institute can take any action against me.

Date: _____

Yours faithfully,

Signature of Caretaker

Mess Contractor / Manager

Signature: _____

Name: _____

Regn. No. _____

Room No _____ Hostel No. : _____

Mobile No.-

Hostel Mess Rebate Form (Student's Copy)

The filled "Hostel Mess Rebate Form" should be submitted in Hostel Office two days in advance

I want to avail Mess rebate from _____ to _____ total _____ days due to general rebate/mid semester break/medical leave/academic leave. 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, then Institute can take any action against me.

Date: _____

Yours faithfully,

Signature of Caretaker

Mess Contractor / Manager

Signature: _____

Name: _____

Regn. No. _____

Room No _____ Hostel No. : _____

Mobile No.-

SANT LONGOWAL INSTITUTE OF ENGG. AND TECH.

LONGOWAL-148106

UNDERTAKING BY THE STUDENT RESIDING IN THE HOSTEL

(ICD AND DEGREE STUDENTS)

I.....D/O,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 follow the same during my stay in the hostel, failing which I shall be liable for ~~fine~~/disciplinary action.

Registration No. of the Student:

Programme/Trade/course:

Name of the Student:

Signature of the Student:

Date



DEPARTMENT OF HOSTELS

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

APPLICATION FORM HOSTEL OPTION & ALLOTMENT OF ROOM IN THE BOYS HOSTELS

(FILL THE FORM IN CAPITAL LETTER)

1. Name of the Student : _____
2. Aadhaar Card No. (Copy Attached) : _____ Affix recent passport size Coloured photograph
3. Copy of Character Certificate of Previous Course/Institute : _____
4. Registration No. : New _____
Previous _____ (for SLIET Promotes only)
5. Category (Copy of Certificate Attached) : _____
(Whether SC/ST/OBC/ PH/ Gen.)
6. Blood Group : _____
7. Date of Birth : _____ Identification Marks: _____
8. Father's Name : _____
9. Mother's Name : _____
10. Permanent Postal Address With PIN Code& State : _____

11. Contact No. : (F) _____ (M) _____
(Self) _____
12. Email ID : (Student) _____
(Parents) _____
13. Local Guardian's Name & Address with Phone No.& E Mail Id : _____
_____ (if residing within 30 km. radius area)
14. Option (Hosteller/ Day-Scholar) : _____
13. Fee Amount Rs. _____ Fee Receipt No. _____ Dated _____

Signature of Father/Mother/Guardian

Signature of Student

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

UNDERTAKING BY THE PARENTS OF STUDENTS RESIDING IN HOSTEL

1. I _____ F/O/M/O,Ms./Mr. _____
_____ who is studying in _____ and residing in room
no. _____ Hostel No. _____, I undertake 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.
2. I undertake that my ward will not keep any auto vehicle in the Institute.
3. I/We undertake that I/We shall be fully responsible for my/our belongings in the
hostel/Institute and shall not put/ forward any claim before the Institute in case of
damage/missing.
4. I/We hereby solemnly affirm that I/We have carefully read Hostel Rules mention in
the Students' Guide and verified that the information given in allotment form is true
to the best of my/our knowledge and belief. In case, if any statement is found to be
untrue, the institute can cancel my hostel allotment and I/We undertake that I/We
shall have no claim whatsoever in this regard.
5. I/We also undertake that I/We shall abide by the decisions, rules and regulation of
the Institute.
6. My ward is physically, mentally and medically fit and is not suffering any major
illness and chonical disease. He is fit for residing in hostel.

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.

Name of Student: _____ Signature of Student _____

Name of Parent: _____ Signature of Parent _____

Address: _____

Mobile No. _____

Date: _____

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;
- 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.

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

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

