

STUDENT HANDBOOK 2023



S RESIDENCES



WELCOME

Dear Resident,

Hello and welcome to S' Residences on behalf of its management. We are excited to become a part of your journey here at S' Residences and we hope that you are equally excited as well. We have taken utmost care to provide you with curated services to make your stay with us the most memorable one. Here, you will make new friends, make friends for life, create networks and learn valuable life-skills.

Living away from home can become challenging, sometimes leading you to feel homesick. We are your home-away-from-home. Beyond your stay, we are here to guide you through life and help you adapt to your new home. In case, you need anything at any time, do not hesitate to reach out to the Resident staff.

Once again, welcome home!

Warmest regards,

General Manager Operations
S' Residences



GENERAL INFORMATION

S' Residences is conceptualised and designed to provide students with an environment where they can comfortably interact with their peers, create conversations, build memories and build relationships for life. Most of all, the culture within the residences will allow students to develop a personality that would help shape their future. S' Residences is opening its doors to the students for the academic year 2023-24. In its first phase of opening, S' Residences will have Building 1 and Building 2 dedicated as the residences for boys. The total built-up area of the two buildings is 2,60,000 sqft and can accommodate up to 2100 students. In the second phase, for the academic year 2024-25, S' Residences will launch residences for girls as well. The total built-up area will be 1,00,000 sqft and will accommodate 550 students. In the following year, in the third phase, additional capacity will be built and launched.

This handbook includes the general rules and regulations governing residents' life. In case, the student finds it difficult to interpret any rule or regulation, clarification may be sought from the Resident Warden. The administration/ management of S' Residences reserves all rights to review and revise the rules and regulations from time-to-time as they deem fit.

OUR ADMINISTRATION

The following officers/staff constitute the S' Residences administration:

- General Manager- Operations
- Resident Wardens (RW) for each Resident Building
- Student Delight Staff (SDS)/ Concierge for each Resident Building

The residences are managed by General Manager Operations who will oversee the end-to-end operations of the residences.

Resident Wardens are directly in-charge of the students of S' Residences to which they are attached. Resident Wardens will interact with the students under their care on a day-to-day basis. They will monitor the well-being of the residents and counsel them whenever required. The resident wardens also act as local guardians, in coordination with the parents.

Student Delight Staff (SDS) is the concierge that is available 24/7 to manage all activities and queries relating to or of students' day-to-day life at S' Residences.



- Admission into the Residences is NOT a right but a privilege that is given to provide a thriving environment to a student to be able to enjoy life around the campus.
- Each student is required to fill-up an application form or lease agreement at the beginning of each academic year. The form or the agreement is available at www.myposhtell.in and also on our My Poshtell app.
- While filling the leasing forms, students will have to provide correct and complete personal information of themselves, their parents and local guardians. In case of any changes at a later time

ADMISSION & ALLOTMENT OF ROOMS

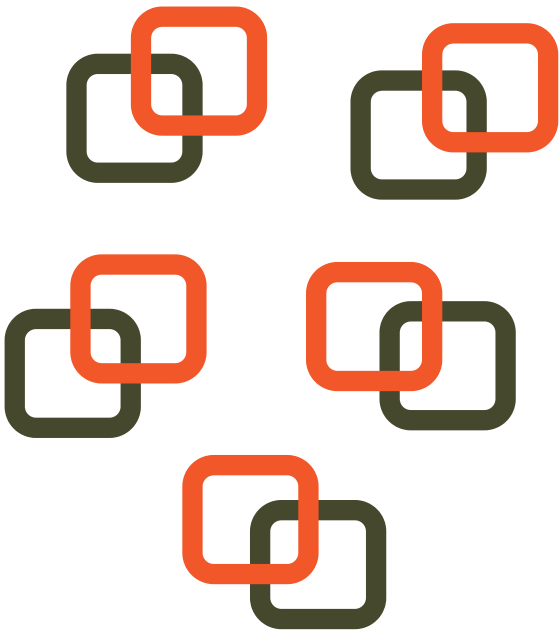


during the year, this needs to be updated on their profile without fail.

- For a successful submission and allotment of room, the residence fee and mess hall fee must be paid before the commencement of each academic year.
- Once the fee is paid, students are allocated the rooms and the students have started the semester, students will not be permitted to vacate the residences in-between the lease period.
- In case the parent of a student decides to move the student out of residences before the lease period is over, the fee paid will be forfeited as penalty and admin charges.
- Students are provided with all the essential lights, fixtures and furniture in the room.
- Students must make sure to switch off all lights/fans/water and also to lock the rooms before leaving the rooms.
- Students are responsible for their own belongings, hence it is advised not to leave anything of value outside in the room. Management is not responsible for any theft.
- Rooms once allotted, cannot be changed except under extreme circumstances if the student is able to justify his requirement of change and the Resident Warden permits the same.
- General Manager Operations/ Resident Wardens will enter and check rooms for inspect safety/cleanliness/hygiene/discipline of students from time-to-time. All residents must give their complete co-operation.
- The residences will keep record of all students' action inside of the University as well. Any act of indiscipline in the University will attract penalty in the residences as well. Each case will be reviewed appropriately and an action will be taken accordingly.
- All resident students have to vacate the residences at the end of each academic year on the last day of exam. A grace period of three (3) days will be given. Any extra days of stay will attract a penal action.
- Current resident students shall seek re-admission in the subsequent academic year in order to continue to stay in the residences.



CODE OF CONDUCT



- All students, at all times, are expected to be at the best of their behaviour and be courteous to fellow residents/ students and staff of the residences.
- The students must ensure to uphold the reputation of the University and S' Residences at all times, and must not do anything, directly or indirectly, that might bring any damage to the name of the University or S' Residences.
- The residences observe silent hours from 11:00 pm to 5:30 am. All students must ensure to keep the movement to nil on the floors as a sign of respect to others residents.
- The study rooms/ zones located in ground floor of the building are open 24/7 for all students to use.
- All recreational zones, break-out arenas, common areas and rooms must be kept clean at all times. Please note that any act of vandalism or dirtying of a place on purpose will attract heavy penalties including forfeiting of security deposit and removal from the residences.
- All students are required to carry the student University ID cards and Residences access cards with them at all times while they are in S' Residences

- Students must produce their ID card/ access card upon request from a Resident staff. Failure to do so will result in no admission to the building.
- Students must be regular for their university classes during the semester, and not absent themselves and stay in the residences unless the student is sick and has taken permission from the Resident Warden.
- The students are expected to return back to the residences at the end of each day before 11:00 pm.
- Students are expected to keep their rooms clean and maintained at all times. For timely maintenance works, students can raise a ticket via My Poshtell app.
- Every resident of a room is responsible for any damage to the room or other common areas of the residences during their stay. If the damages done are other than normal wear and tear of the property, the students are expected to fund the repair.
- The students are expected to keep the furniture, fixtures, light, fans and all other accessories in good condition as was given to them at the time of handover. At the time of vacating the premises, they are expected to handover the property in good condition.
- Students are expected to occupy and spend most of the time in their dedicated rooms. Students must not inter-change rooms without prior permission of the Warden.
- The use of any kind of electrical appliances, heaters, induction cookers, electric iron etc. is forbidden under any circumstances as the electrical wiring in the building is not designed to take extra load.
- Students are not allowed to carry out any cooking in any room in the building, if they are found to do so, then all materials will be confiscated and a disciplinary action will be taken.

S' RESIDENCES



- Students are only expected to involve themselves in study, activities like sports, gym, meditation in the Residences. Any form of wrongful activities like gambling, multi-level marketing for gains, misuse of internet is punishable.
- Students must be wary of their surroundings, hence must not indulge in playing loud music, dance, creating objectionable scenes or behaving in indecent manner with fellow students or staff will be subjected to enquiry and final removal from the residences.
- Other than the dedicated zones in the recreational activity zone, students must take caution to not play loud music or play loud videos that might cause inconvenience to the others.
- Smoking, chewing or using any form of drugs or narcotics is strictly prohibited and if any student is found in the possession of any cigarettes, cigar, tobacco, liquor, narcotic substances or any other similar item, s/he will be subjected to an enquiry followed by removal from the residences.
- All students must take caution to not damage the property of the S' Residences. In case of vandalism, theft or any other grave issue including the damage to furniture and fixtures in the rooms, the students will be made liable to pay for such damages caused.
- Residents will be required to park and lock their cycles in the dedicated zones only. Any theft and loss of the property, the management of S' Residences will not take any responsibility.
- The use battery powered scooters is not permitted in the residence premises.
- Residents are cautioned not to arrange any events/functions/parties inside the residences.

- Students are expected to not bring and keep in the open reach any expensive ornaments/ watches/ gadgets / laptop/ mobile/ ATM card or money in the room unattended or unlocked. In the event of theft or loss, the S' Residences management is not responsible.
- Residents are expected to dress decently at all times while moving around in the Residences or going to the mess halls.
- All residents are encouraged to take responsibility of their health, seek immediate medical attention in case they need it.



- Ragging is offensive, it's wrong and its banned. No student inside or outside of the residence premises should engage in any form of ragging or teasing whether physically or verbally whether directly or indirectly. No student must involve in an act that is even construed as ragging or teasing to fellow student whether male or female. A severe action including removal from the residence and information to the nearest police station will be taken against the accused.
- Ragging is criminal and is a non-bailable offence. In legal terms, ragging is "display of noisy, disorderly conduct doing any act which cause physical or psychological harm or raise apprehension or fear, shame or embossment to a student in any academic institution and includes teasing, abusing, of playing practical jokes on or causing hurt to such student, or asking the student to do any act or perform something which such student will not in the ordinary course will be willing to do."
- If you or someone you know is a victim of any form of ragging or you witness any form of ragging, please inform your Resident Warden and GM Operations immediately.
- Students are expected to speak-up about ragging in case they see or experience something. Not doing so can result in someone suffering.
- If the management isn't able to identify the persons committing or abetting ragging, then an appropriate collective punishment will be given to all.
- All residents are expected to sign an anti-ragging undertaking form.

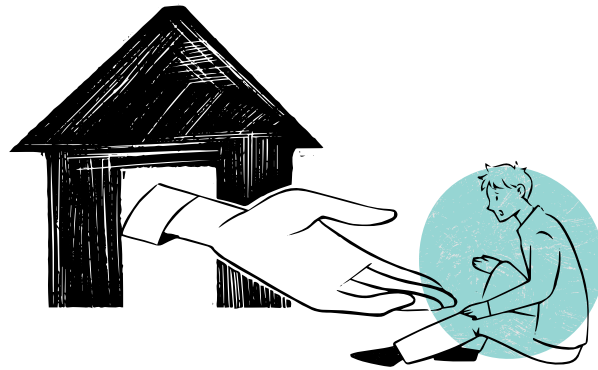
VISITORS & GUESTS

Parents and guardians are allowed to visit their wards at the following hours:

a. Weekdays - 5:00 pm to 7:00 pm

b. Weekends and Holidays- 10:00 am to 7:00 pm

Visitors are not allowed in the residence building after 7:00 pm. Parents and guardians are encouraged to come visit their wards from time-to-time and also interact with Resident Wardens about their wards progress.



GATE PASS

- Students are expected to take permission from the Resident Warden with the approval of a parent or guardian via My Poshtell platform to receive gate pass, if they wish to go out of the residences. Students are entitled for a maximum of 2 gate passes per month on weekend. In a special circumstance like festival or vacation, an exception will be made.
- Resident Warden is the sole person to permit and issue a gate pass.
- Students can access the form to apply for gate pass via www.myposhtell.com under student portal section that will navigate them to the app or they can directly access the app on their mobile phones.
- For long weekend holiday, students are permitted to go home. Students have to apply for long duration gate pass at least 48 hours in advance.



MESS HALLS

- S' Residences through its F&B partner, SSquare, pledges to serve students with wholesome food in buffet style.
- In order to qualify to access the mess halls, students must pay the mess charges for the whole academic year in advance via My Poshtell website or app.
- The mess halls will serve both Indian vegetarian and Indian non-vegetarian cuisine.
- The menu is engineered carefully keeping in mind the varied profile of palates as most students come from different States and cultures.
- All recipes are achieved with the inputs from clinical nutritionists to keep up with required nutrition for growing individuals.
- The menu is going to be put on rotation basis and will include dishes from different parts of India in order to accommodate most varieties during the week or month.
- The mess halls will serve 3 meals a day- breakfast/lunch/dinner.

Breakfast: 7:00 am - 9:00 am

Lunch: 12:30 pm - 2:30 pm

Dinner: 6:30pm to 9:00 pm

- Students are expected to be responsible and abide by the mess halls timings
- As responsible citizens of the earth, students are expected to not waste food and water. Remember, the food you waste could have been on the plate of a needy, hungry person somewhere.
- Students are expected to maintain a decorum in the mess halls while getting served.
- Students are expected to keep the mess halls premises clean and follow the house rules of disposing off waste in designated waste bins, and soiled plates and cutlery in tray bins. Do not leave any soiled plates on the tables. Leave the tables clean for your friends who also have to eat after you.
- Students are not allowed to carry any food items outside of the mess halls under any circumstances.
- Food will not be supplied in the rooms.
- Residents are not allowed to take any plates, cups, saucers, tumblers, cutlery or any other utensils of the mess halls under any circumstances.
- Residents are not allowed to bring any guests or friends or day scholars to the mess halls, SSquare.
- Residents are free to bring guests or friends to the cafeteria located below SSquare. This cafeteria is open to all students, University staff, guests etc.
- All student diners must carry their student university ID and resident access card while entering the mess halls.
- All students are expected to behave decently with all mess halls staffs at all times, and not create unnecessary demand or speak in loud voice at any time. Manhandling or behaving indecently with staff is punishable by law and will attract severe action against the miscreant/s.





FACILITIES

Building 1

- 24/7 Concierge
- 24/7 Security
- CCTV Cameras
- Monitored Entry/Exit with Face Recognition & Biometrics
- Free Parking
- Parcel Service
- Resident Warden
- WIFI Internet
- 24/7 Handyman
- 40000 sqft of recreational space
- Indoor Game Rooms
- Video Game Room
- Study Rooms
- Discussion Room
- Lounge
- Gym
- Yoga Room
- Meditation Room
- Music Room
- Movie Room
- Outdoor Games
- Vending Machines
- Break-out Zones
- Furnished Rooms
- Hot Water
- Laundry Services
- Mess Halls
- Retail Cafeteria
- Men's Salon
- Medical Counsellor

Building 2

- 24/7 Concierge
- 24/7 Security
- CCTV Cameras
- Monitored Entry/Exit with Face Recognition & Biometrics
- Free Parking
- Parcel Service
- Resident Warden
- WIFI Internet
- 24/7 Handyman
- 40000 sqft of recreational space
- Indoor Game Rooms
- Video Game Room
- Study Rooms
- Discussion Room
- Lounge
- Gym
- Yoga Room
- Meditation Room
- Music Room
- Movie Room
- Outdoor Games
- Vending Machines
- Break-out Zones
- Furnished Rooms
- Hot Water
- Laundry Services
- Mess Halls
- Retail Cafeteria
- Men's Salon
- Medical Counsellor

S RESIDENCES RIGHTS

- The residence management reserves all rights to take disciplinary action against any student who is observed violating any of the house rules at any time.
- The residence management reserves all rights to review and revise the rules and regulations from time-to-time to include relevant information.

GENERAL SAFETY TIPS

Trips and Falls

- Watch your step. Avoid wet or slippery surfaces. Never run up or down any stairs.
- Have good housekeeping habits. Do not leave things lying around.
- Never climb balconies, sit on railings.
- Do not try to recover any item which may have fallen out of the window.



Electrical Safety

- Do not use faulty electrical appliances and always check for faulty wires.
- Do not place or use any electrical appliance in the bathroom.
- Never use foreign objects to enable insertion of plugs. Use an adaptor.
- Never operate or touch electrical outlets or appliances with wet hands or when in contact with water.
- Avoid using too many electrical items at the same time, as this may overload power outlets.

Fire Prevention

- Use fire extinguishers or wet blankets in the event of a fire. Using water alone will spread the fire.
- Misusing the fire extinguisher is prohibited.
- Avoid using too many electrical items at the same time, as this may overload power outlets.
- Never leave flammable items near electrical outlets.
- Smoking is prohibited within the premises.
- Candles are discouraged. Use battery-operated torches or flash lights.
- Do not leave paper materials, empty boxes, plastic bags or any flammable items lying around, under the bed, etc.

Personal Safety

- Always travel in groups of two or more. Avoid walking alone, especially at night.
- Always inform your friends or roommates of your whereabouts.
- Avoid isolated places or dark areas.
- Always be mindful of vehicles when crossing the road. The driver may be distracted at the same time.
- Never stop in the middle of the road while crossing.
- Walk on the opposite side of traffic.
- Do not carry lots of cash around.
- Always ensure that your room door is closed and locked.
- Be wary of any unknown suspicious-looking person.

IT IS IMPORTANT TO BE AWARE OF YOUR SURROUNDINGS



Emergencies & Evacuation

- Familiarize yourself with the location of emergency equipment and alarm triggers such as First-aid Kits, Break Glass units, Fire Extinguishers, and Fire Hose Reels.
- In the event of an emergency, activate the nearest emergency alarm and alert other residents.
- Do not panic. Do not use lifts.
- Proceed to the nearest emergency exit or staircase and evacuate in an orderly manner.
- Leave any personal belongings behind. Do not attempt to retrieve them.
- Close all doors behind you to contain the fire.
- If the air around you is filled with smoke, keep as low to the ground as possible.
- Place a wet handkerchief/towel over your nose to inhale less smoke.
- Inform the guards at the Security Control Room.
- Do not return to your room unless the Fire Department announces that it is safe to do so.



GENERAL DISCLAIMER

Residents acknowledge and confirm that the occupation of the room and the use of the fixtures and fittings therein are entirely at their own risk. S' Residences and its staff assumes no obligations or responsibilities for the safety of the residents or their visitors and/or their personal belongings and residents shall indemnify and hold S' Residences and its staff harmless against any loss or damages, costs and expenses arising from said occupation and use of fixtures and fittings therein, including but not limited to such loss or damage (to persons or belongings) caused by or due to fire, mishap, accident, theft or robbery. Nothing in the in this Rule Book shall be construed, whether expressly or implied, that S' Residences and its staff owes a duty to the residents or their visitors for their personal safety or their belongings.



S' RESIDENCES


MY POSHTELL