

Policy for Moving Into/Out of S' Residences

Move-In Procedures:

1. Upon arrival at Dayananda Sagar University, students must check in at the main S' Residences office designated for their particular residence or at the specified check-in area.
2. Prior to arrival, students must complete and submit resident application and residential contract. If not completed beforehand, it will be done during the check-in process.
3. Upon check-in, students will receive keys to their residence and are required to sign for them. It is essential to lock the room when leaving and always carry the key separately from the Access Card.
4. In case of a lost or stolen key, students must report immediately to the S' Residence office or the Resident Warden on call.
5. Temporary keys for lockouts can be obtained from operations admin upon request. Failure to return temporary keys within 24 hours may result in charges for lock changes.
6. Unauthorised possession, duplication, or use of keys is strictly prohibited.

Move-Out Procedures:

1. Students are responsible for returning keys to the S' Residences office upon moving out during or after the academic year.
2. It is recommended to return keys in person during office hours to obtain a key receipt.
3. Under no circumstances should keys be given to other residents for return.
4. Failure to return keys may result in additional charges for room, board, and lock/key fees.
5. Proper check-out procedures, including removing belongings and leaving the room/apartment clean, are required. Failure to check out properly may result in additional fees.

Unauthorised Residence Moves Policy/Direct Swap Policy:

1. Unauthorised moves refer to those made without official permission from the Chief Resident Warden or Operations Admin.
2. Direct swaps (student-to-student) are permitted during designated room-change periods and must adhere to specific conditions.
3. Swaps must not affect vacancy numbers or locations and require students to exchange keys at the S' Residences office.
4. Approval from the S' Residences office is mandatory for all swaps.
5. Sanctions for unauthorised moves may include loss of room selection rights, judicial actions, and potential reassignment.

Administrative Relocation:

1. The S' Residences management reserves the right to reassign residents if deemed necessary for compliance with residential policies or for health, safety, or resource management reasons.
2. Such reassignments are administrative decisions and are not subject to appeal.
3. Infractions may result in recommendations for judicial actions to the Dean of Students.

For further details, refer to the "Reassignment or Termination of Residence Privileges" section of the Terms and Conditions of the Residence Agreement.