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S RESIDENCES



SQUARE



# S' RESIDENCES HOUSING POLICY 2026 - 2027

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## Harassment Policy for S' Residences Residents

Harassment, as defined below, is strictly prohibited within S' Residences premises:

### Definition:

Harassment encompasses any violation of the law or residential policies or University policies related to sexual misconduct or discrimination. It includes repeated instances of:

- Written, verbal, or electronic expressions.
- Physical acts or gestures.
- Any combination thereof.

Such actions must be directed at an individual, causing them to reasonably fear for their physical safety, impede their customary activities, or significantly disrupt their educational experience.

### Prohibition:

Residents of S' Residences are expressly prohibited from engaging in any form of harassment as outlined above.

### Reporting:

Any resident who experiences or witnesses harassment within S' Residences is encouraged to report the incident immediately to the Resident Warden, Operations Admin, or any designated authority within the residence.

### Investigation and Action:

Upon receiving a report of harassment, S' Residences administration will promptly investigate the matter. If the allegations are substantiated, appropriate disciplinary action will be taken against the perpetrator(s) in accordance with the severity of the offence and as per the established disciplinary procedures.

### Support:

S' Residences is committed to providing support and assistance to individuals affected by harassment. Resources such as counselling services, medical assistance, and legal support will be made available to affected individuals as needed.

### Awareness and Education:

S' Residences will conduct regular awareness programs and educational sessions to inform residents about the importance of respecting others' rights and the consequences of engaging in harassment. These efforts aim to foster a safe and inclusive living environment for all residents.

### Compliance:

All residents are expected to comply with this harassment policy. Failure to do so may result in disciplinary action, including termination of residency privileges.

### Confidentiality:

S' Residences will handle all reports of harassment with utmost confidentiality, respecting the privacy of the parties involved to the extent permitted by law and university policies.



### **Legal Implications:**

Residents are reminded that harassment may not only lead to disciplinary action within the residence but also carry legal consequences under applicable laws and regulations.

### **Amendments:**

This policy may be subject to periodic review and updates as necessary to ensure its effectiveness and alignment with relevant laws and university policies.

By adhering to this harassment policy, residents contribute to maintaining a safe, respectful, and supportive community within S' Residences.

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## No Smoking Policy for S' Residences Residents:

### Smoking Prohibition:

- 1.1. Smoking, including the use of cigarettes, cigars, pipes, or any other smoking device, is strictly prohibited within all residential areas of S' Residences.
- 1.2. The use of alternative smoking devices such as hookah pipes, shisha pipes, bong, e-cigarettes, or any type of water pipe, regardless of whether they contain tobacco or any other substance, is also prohibited.

### Enforcement:

- 2.1. Residents found violating the 'no smoking policy' will be subject to disciplinary action, which may include fines, temporary suspension of residency privileges, or other penalties as deemed appropriate by the management.
- 2.2. It is the responsibility of all residents to adhere to and uphold the 'no smoking policy', contributing to a healthy and smoke-free environment within S' Residences.

### Awareness and Education:

- 3.1. Regular communication and awareness campaigns will be conducted to educate residents about the health hazards of smoking and the importance of maintaining a smoke-free environment.
- 3.2. Informational materials and resources on smoking cessation support will be made available to residents who wish to quit smoking.

### Compliance:

- 4.1. Residents are expected to comply with all aspects of the no smoking policy, respecting the rights and well-being of fellow residents who may be sensitive to smoke or have respiratory conditions.
- 4.2. Any concerns or complaints regarding smoking violations should be reported to the designated authorities for prompt action.

### Amendments:

- 5.1. This policy may be amended or updated as necessary to reflect changes in regulations, community needs, or best practices in promoting smoke-free environments.

By adhering to the no smoking policy, residents of S' Residences contribute to fostering a healthier living environment and promoting the well-being of all occupants.



## Noise Policy/Quiet Hours for S' Residences Residents

### **Purpose:**

Maintaining a conducive environment for study and rest is paramount within the residences. The Noise Policy aims to uphold this standard by establishing designated quiet hours and guidelines for minimising disruptive noise.

### **Quiet Hours:**

1. Quiet hours will be observed from 11 p.m. to 6 a.m., seven days a week, except during reading and final examination periods, when twenty-four-hour quiet hours will be in effect.
2. During quiet hours, amplified music or any other loud noises originating from rooms within the residences are strictly prohibited. This includes noise from computers, or electronic devices.
3. Playing music or generating noise from windows or corridors of the residences is prohibited at all times.

### **Responsibilities:**

1. Residents are responsible for maintaining a quiet environment conducive to studying and sleeping.
2. Residents must ensure that any sound reproduction equipment, such as stereos, is used with headphones to prevent disturbance to others.
3. Speakers used in residences must not exceed twelve inches by twenty inches and may not be placed in windows or corridors.
4. Any resident found disturbing others through noise will be subject to disciplinary actions, including potential expulsion from the residential system.
5. Sound reproduction equipment causing disruption may be impounded immediately, pending removal from campus by the owner.

### **Quiet Hours during Reading and Final Examination Periods:**

Twenty-four-hour quiet hours will be strictly enforced in and around the residences during reading and final examination periods to facilitate an optimal study environment for all residents.

### **Conclusion:**

By adhering to the Noise Policy and observing quiet hours, residents contribute to fostering a harmonious living environment conducive to academic success and well-being. Violations of this policy will be addressed seriously and may result in disciplinary action.



## 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.



## Policy on Gambling for S' Residences Residents

### Introduction:

At S' Residences, we prioritise the safety, well-being, and academic success of our residents. In line with these principles, the following policy outlines our stance on gambling within our residential community.

### Policy Statement:

Gambling, in any form, is strictly prohibited within the premises of S' Residences. This includes but is not limited to activities such as betting, wagering, playing games of chance for money or other valuables, and any other form of gambling as defined by local laws and regulations.

### Reasoning:

The prohibition of gambling serves several important purposes within our community:

1. Promoting a Safe Environment: Gambling can lead to financial hardship, addiction, and social problems. By prohibiting gambling, we aim to create a safe and supportive environment for all residents.
2. Upholding Ethical Standards: Gambling can involve unethical behaviour, including cheating, fraud, and exploitation. By banning gambling, we uphold the ethical standards and integrity of our community.
3. Fostering Academic Focus: Engaging in gambling activities can distract residents from their academic responsibilities and goals. By eliminating gambling, we promote a conducive environment for academic success and personal development.

### Enforcement:

Residents found engaging in gambling activities within S' Residences will be subject to disciplinary action as per the terms outlined in the Resident Handbook. Depending on the severity of the offence, consequences may include warnings, fines, suspension of privileges, or eviction from the premises.

### Reporting:

Residents who become aware of any instances of gambling within S' Residences are encouraged to report the matter to the Resident Warden or the designated authority. Reports can be made anonymously if desired, and confidentiality will be maintained to the fullest extent possible.

### Education and Support:

S' Residences is committed to supporting residents who may be struggling with issues related to gambling or addiction. Resources and assistance, including counselling services and referrals to appropriate support groups, will be made available to those in need. We encourage residents to seek help if they are experiencing difficulties related to gambling.

### Conclusion:

The prohibition of gambling at S' Residences is essential to maintaining a safe, ethical, and supportive living environment for all residents.



## Policy on Physical Violence, Threats, and Other Disruptions for S' Residences Residents

### Introduction:

At S' Residences, we prioritise the safety and well-being of all residents. As part of our commitment to fostering a secure and harmonious living environment, we strictly prohibit any form of physical violence, threats, or disruptive behaviour that may compromise the safety or property of others.

### Prohibited Actions:

- a) Using violence or threatening violence against any individual.
- b) Damaging or destroying property belonging to S' Residences, other residents, or visitors.
- c) Theft or looting of personal or communal property within S' Residences premises.
- d) Initiating fires or engaging in activities that pose a fire hazard.
- e) Throwing bottles or any other objects that may cause harm or damage.
- f) Interfering with or obstructing emergency personnel or equipment during emergencies.
- g) Blocking or impeding traffic flow within the premises.
- h) Refusing to comply with instructions or requests from authorised personnel.
- I) Any other action that may intentionally or recklessly endanger the physical safety or property of another individual.

### Compliance and Enforcement:

- a) All residents are expected to adhere to this policy at all times.
- b) Any violation of this policy will result in disciplinary action, which may include eviction from S' Residences premises and/or legal consequences.
- c) S' Residences management reserves the right to investigate reported incidents and take appropriate action based on the findings.
- d) Residents are encouraged to report any instances of physical violence, threats, or disruptions to S' Residences management promptly.

### Dispute Resolution:

- a) Any disputes or grievances related to alleged violations of this policy shall be addressed through a fair and impartial process.
- b) Residents have the right to appeal decisions made regarding disciplinary actions in accordance with the established procedures.

### Education and Awareness:

- a) S' Residences will conduct periodic educational sessions and awareness campaigns to promote understanding of the importance of maintaining a safe and respectful living environment.
- b) Residents are encouraged to participate in these initiatives to enhance community harmony and safety.

### Conclusion:

The S' Residences community is built on principles of mutual respect, safety, and cooperation. By adhering to this policy, residents contribute to creating a positive and secure living environment for all.



## Policy on "Throwing Objects"

The act of throwing objects from windows or roofs, or targeting University buildings, poses significant risks to the safety and well-being of our community members. Such behaviour violates the regulations set forth by the University and the residences. Therefore, it is imperative that all residents of S' Residences adhere to the following guidelines:

### Prohibition:

- 1.1. Throwing objects from windows or roofs, or directing them at any University buildings or residential buildings, is strictly prohibited.
- 1.2. This includes but is not limited to items such as projectiles, liquids, or any other objects that may cause harm or damage.

### Consequences:

- 2.1. Residents found engaging in the act of throwing objects will face severe disciplinary action, including potential expulsion from the residential system.
- 2.2. Additionally, offenders will be subject to further disciplinary proceedings as per the policies and regulations.

### Reporting:

- 3.1. Residents who witness or become aware of any instances of object throwing are encouraged to report such incidents immediately to the appropriate authorities.
- 3.2. Reports can be made to Residential Wardens, Operations Admin, or Security.

### Education and Awareness:

- 4.1. S' Residences will conduct educational programs and awareness campaigns to emphasise the dangers and consequences associated with throwing objects.
- 4.2. Residents will be provided with information on alternative ways to address concerns or frustrations without resorting to such behaviour.

### Legal Implications:

- 5.1. Residents should be aware that throwing objects not only violates Residential regulations but also constitutes a breach of city ordinances.
- 5.2. Legal repercussions may include fines, legal action, and criminal charges as deemed appropriate by the authorities.

### Community Responsibility:

- 6.1. It is the responsibility of every resident to uphold the safety and integrity of the S' Residences community.
- 6.2. Residents are encouraged to engage in positive peer influence and discourage any behaviour that puts the community at risk.

### Compliance:

- 7.1. All residents are expected to comply with this policy at all times.
- 7.2. Failure to comply may result in disciplinary action in accordance with Residential and University policies.

This policy is in place to ensure the safety and well-being of all residents of S' Residences and to uphold the standards of our community.



## Respecting the Privacy of Others Policy for S' Residences Residents

At S' Residences, we value and uphold the privacy rights of every resident. It is imperative that all residents maintain a respectful and considerate environment by adhering to the following policy:

### Video Recording and Photography:

- 1.1. Residents are strictly prohibited from video recording or photographing other residents within the premises of S' Residences without their explicit permission.
- 1.2. Unauthorised or inappropriate use of photographs or videos of other residents is strictly prohibited.

### Guidelines for Compliance:

- 2.1. Residents must obtain explicit consent from any individuals before recording or taking their photographs, ensuring that privacy rights are respected at all times.
- 2.2. Any recorded or captured media should only be used for personal, non-commercial purposes and must not be shared or distributed without the consent of the individuals involved.
- 2.3. Residents are responsible for safeguarding their electronic devices to prevent unauthorised access to any recorded or captured media.
- 2.4. Any concerns or disputes regarding the privacy of others should be promptly reported to the residence management for appropriate resolution.

### Consequences of Non-Compliance:

- 3.1. Violations of this policy may result in disciplinary action, including warnings, fines, or termination of residency privileges, depending on the severity of the infraction.
- 3.2. Residents found to have engaged in unauthorised recording or sharing of media without consent may be subject to legal action and may be held liable for any damages incurred.

### Education and Awareness:

- 4.1. S' Residences management will provide ongoing education and awareness programs to ensure that all residents understand their rights and responsibilities regarding privacy.
- 4.2. Residents are encouraged to actively participate in these programs and to promote a culture of respect and privacy within the community.

### Policy Review and Updates:

- 5.1. This policy will be periodically reviewed and updated as necessary to reflect changes in technology, legislation, or community standards.
- 5.2. Residents will be informed of any updates or revisions to the policy in a timely manner, and their compliance will be expected accordingly.

By adhering to this policy, residents contribute to the creation of a safe, secure, and respectful living environment for all members of the S' Residences community.



## Residence Terms, Withdrawals, and Closure Policies

### **Residence Agreement Duration:**

The Residence Agreement is binding for the entirety of the academic year.

### **Withdrawals from On-Campus Housing:**

Both the student and their guarantor are accountable for all residence boarding and messing fees for the full academic year, as specified in the agreement, except under circumstances outlined in the "Term/Cancellation" section of the Residence Agreement's Terms and Conditions.

### **Vacation Periods and Residence Closures:**

During vacation periods, certain S' Residences facilities may close, and dining options may be limited. Depending on space availability and at the S' Residences management discretion, certain residents may be permitted to stay on campus with additional charges and/or temporary assignments.

### **End-of-Semester Departure:**

Residents are expected to vacate their residences within twenty-four hours of completing their final examination, unless otherwise authorised by the management of S' Residences. Before departing for any vacation periods, residents should ensure appliances are unplugged, major items are turned off, and trash is emptied. This precautionary measure reduces safety and health hazards.



## Resident Conduct Policy for S' Residences

### Introduction:

As residents of S' Residences at Dayananda Sagar University, students have the privilege and responsibility to maintain a safe, respectful, and inclusive living environment. This policy outlines the expectations, rights, and responsibilities of residents to ensure harmonious coexistence within the residence facility.

### Rights and Responsibilities:

- 1.1. Residents have the right to a safe and secure living environment conducive to academic and personal growth.
- 1.2. Residents must respect the rights and privacy of fellow residents, staff, and visitors.
- 1.3. Residents are responsible for familiarising themselves with and adhering to all University policies, the Residence License Agreement, and applicable laws.
- 1.4. Residents must contribute positively to the community by promoting mutual respect, tolerance, and cooperation.

### Conduct Expectations:

- 2.1. Residents must conduct themselves in a manner that does not endanger the safety or well-being of themselves or others.
- 2.2. Residents shall refrain from engaging in disruptive or disrespectful behaviour that interferes with the rights of others to live and learn comfortably.
- 2.3. Residents are expected to maintain cleanliness and orderliness in common areas and their living spaces.
- 2.4. Residents must comply with all instructions and directives given by residence staff and university authorities

### Prohibited Conduct:

- 3.1. Physical violence, harassment, intimidation, or threats towards others are strictly prohibited.
- 3.2. Discrimination, hate speech, or any form of behaviour that creates a hostile environment based on race, ethnicity, religion, gender, sexual orientation, or any other characteristic is not tolerated.
- 3.3. Possession, use, or distribution of illegal substances or unauthorised items is strictly prohibited.
- 3.4. Damage to property, vandalism, or unauthorised entry into restricted areas is unacceptable.

### Guest Policy:

- 4.1. Residents are responsible for the conduct of their guests and must accompany them at all times within the residence facility.
- 4.2. Overnight guests are not permitted.

### Enforcement and Consequences:

- 5.1. Violations of this policy will result in disciplinary action, which may include warnings, fines, probation, suspension, or eviction from the residence facility.
- 5.2. Residence staff reserves the right to investigate alleged violations, impose sanctions, and involve appropriate university authorities or law enforcement agencies as necessary.



### Reporting Violations:

- 6.1. Residents are encouraged to report any violations of this policy to residence staff promptly.
- 6.2. Anonymous reporting options are available to ensure confidentiality and protection against retaliation.

### Conclusion

By abiding by this Resident Conduct Policy, residents demonstrate their commitment to creating a supportive and inclusive living community within S' Residences. Together, residents can contribute to a positive living experience and foster a culture of respect, safety, and responsibility.



## S' Residences Solicitation Policy

### Introduction:

At S' Residences, maintaining a conducive living environment for all residents is of utmost importance. To ensure the peace, privacy, and security of our community members, we have implemented the following comprehensive policy regarding solicitation within our residences.

### Prohibition of Commercial Solicitation:

- 1.1. Commercial solicitation, sale, or promotion of goods or services by any individual or entity is strictly prohibited within S' Residences unless explicitly approved in writing by the Chief Executive Officer.
- 1.2. Residents are prohibited from utilising S' Residences' address or office telephone number for business-related activities.

### Non-University Solicitation

- 2.1. Solicitation by non-University entities, commercial enterprises, salespersons, agents, or peddlers is not permitted within S' Residences.
- 2.2. Any presence of commercial solicitors within the residences should be promptly reported to the operations admin or resident warden for appropriate action.

### Designated Solicitation Times and Places:

- 3.1. Chief Executive Officer has the authority to designate specific times and areas within the residences for student groups or University units to engage in solicitation activities.
- 3.2. Examples of designated solicitation areas may include, but are not limited to, the front entrance of the residence, areas outside the dining room, or designated common spaces.
- 3.3. Solicitation activities should be conducted in a manner that does not disrupt or interfere with the quietude of lounges and other communal study areas.

### Surveys and Questionnaires:

- 4.1. Prior approval from operations admin must be obtained before conducting any surveys or distributing questionnaires within the residences.
- 4.2. In cases where a student or group wishes to conduct a survey, a sponsoring University department is required to facilitate the activity.

### Door-to-Door Solicitation and Literature Distribution:

- 5.1. Door-to-door solicitation or distribution of literature is strictly prohibited within S' Residences. 5.2. Residents are accountable for the actions of their guests, and any guest found engaging in solicitation activities will be subject to consequences.

### Conclusion

By adhering to these solicitation guidelines, we aim to uphold a harmonious living environment where all residents can feel secure and respected.



## Policy on Distribution for S' Residences Residents

### Introduction:

The distribution of various materials within the S' Residences and its surrounding areas is permitted within certain guidelines to ensure the smooth functioning of campus activities and to maintain the aesthetics of the residential environment.

### Authorised Distribution Locations:

- 1.1. Designated locations across residential campus have been identified for the distribution of cards, leaflets, handbills, circulars (excluding those for commercial purposes), and newspapers.
- 1.2. These locations include but are not limited to the lobby of S' Residences and any other location chosen from time to time.
- 1.3. Distribution should not disrupt pedestrian traffic flow in these areas.

### Distribution Guidelines:

- 2.1. Distribution of materials is not permitted within academic classes or during University programs or activities (e.g., concerts, basketball games) unless prior approval is obtained from the respective faculty member or program organiser.
- 2.2. However, distribution is allowed in public areas outside of such activities.
- 2.3. Signs, posters, and fliers may only be posted on authorised bulletin boards. Materials should not be affixed to walls, doors, windows, trees, or with permanent adhesives.

### Special Policies for Residences:

- 3.1. Given the unique residential environment, specific policies govern solicitation and distribution of literature within the residences.
- 3.2. Residents are encouraged to refer to the "Solicitation in Residential Policies" or consult their hall/area residence office for detailed guidelines.



## GRIEVANCE REDRESSAL POLICY FOR S' RESIDENCES RESIDENTS

### **Purpose and Scope:**

This policy establishes a clear, transparent, and responsive mechanism for residents of S' Residences to raise concerns or complaints regarding hostel life. It ensures timely resolution, accountability, and a respectful communication channel between residents and management.

### **What Constitutes a Grievance:**

Grievances may include, but are not limited to, the following:

- Issues related to hostel facilities or services (housekeeping, maintenance, laundry)
- Disputes with staff or fellow residents
- Harassment, discrimination, or safety concerns
- Misuse or damage to property affecting shared living
- Mismanagement of policies or disciplinary actions

### **Grievance Submission Channels:**

1.1. Residents may raise grievances through the following official channels:

- The Grievance Form available at the hostel reception
- The S' Residences mobile app complaint portal
- Email communication to the hostel warden
- In-person appointment with the Hostel Warden

1.2. Anonymous complaints may be submitted via the confidential feedback box located near the hostel office.

Redressal Hierarchy and Timelines:

Level 1 — Hostel Warden— Within 2 working days

Level 2 — Hostel Manager / Admin Officer — Within 3 working days from escalation

Level 3 — Student Welfare Committee — Within 7 working days from further escalation

2.1. If unresolved at Level 1, the grievance will be automatically escalated to the next level.

2.2. In serious or urgent cases, immediate intervention may be taken by senior management or university authorities.

### **Resident Conduct During Grievance Process:**

- 3.1. Residents are expected to present complaints with clarity, respect, and truthfulness.
- 3.2. False, frivolous, or malicious complaints may lead to disciplinary action.
- 3.3. Retaliation against a resident for raising a grievance is strictly prohibited and will be penalised.

### **Protection of Privacy and Confidentiality:**

- 4.1. All grievances will be handled with discretion. The identity of the complainant will be kept confidential unless disclosure is required for resolution or legal purposes.
- 4.2. Only designated authorities will have access to grievance records.



### **Closure and Follow-Up:**

- 5.1. Once a grievance is resolved, the resident will receive a formal closure note via email or in person.
- 5.2. Feedback may be collected post-resolution to assess the effectiveness of the process.
- 5.3. If unsatisfied, the resident may appeal to the University's Student Grievance Cell.

### **Amendments:**

- 6.1. This policy will be reviewed periodically and revised as per regulatory updates, resident feedback, or operational changes.

By following the Grievance Redressal Policy, residents of S' Residences contribute to a fair, respectful, and accountable housing environment that values student voices and well-being.



## DELIVERY AND PACKAGE HANDLING POLICY FOR S' RESIDENCES RESIDENTS

### Purpose and Scope:

This policy provides clear guidelines for receiving and handling of food, courier, and online delivery items at S' Residences. It is designed to maintain safety, security, and operational efficiency while minimising disruptions to other residents and staff.

### Designated Delivery Zones and Timings:

- 1.1. All deliveries—couriers, parcels, food, and e-commerce packages—must be received at the designated delivery point, located at the main reception or security desk of each hostel block.
- 1.2. Delivery personnel are not allowed to enter residential floors or rooms under any circumstances.
- 1.3. Delivery timings must be in line with hostel curfew rules:

Last accepted delivery for food and couriers: 9:30 PM

No deliveries will be entertained post curfew hours to ensure hostel security.

### Resident Responsibility:

- 2.1. Residents are responsible for tracking and collecting their packages promptly.
- 2.2. Parcels must be collected within 24 hours of arrival. Unclaimed items beyond 3 days may be returned or disposed of.
- 2.3. Residents must carry their hostel ID or provide digital proof to collect deliveries, especially for high-value items.

### Prohibited and High-Risk Deliveries:

- 3.1. The following deliveries are not permitted:
  - Alcohol, tobacco, or any restricted substances
  - Bulk commercial shipments without prior approval
  - Items requiring cold storage or specialized handling
- 3.2. Delivery of large or oversized goods (furniture, electronics, etc.) must be pre-approved by the hostel administration and coordinated for supervised entry.

### Food Delivery Guidelines:

- 4.1. Food orders must be collected at the gate or designated point and cannot be delivered to rooms.
- 4.2. Delivery partners are not allowed to wait inside the premises.
- 4.3. Repeated violations of food ordering cut-off times or delivery protocol will result in warnings and possible restriction of service.

### Security and Surveillance:

- 5.1. All deliveries are monitored by CCTV at the reception and entry gates for safety and accountability.
- 5.2. Suspicious packages or behavior by delivery personnel will be flagged and escalated to security officials.
- 5.3. Residents must not open or accept parcels on behalf of others without clear written consent.



### **Loss, Theft, or Damage:**

6.1. S' Residences is not liable for:

- Delays in delivery
- Loss or damage to packages
- Incorrect deliveries due to resident negligence

6.2. Residents must directly coordinate with vendors, courier companies, or service platforms in case of issues.

### **Amendments:**

7.1. This policy is subject to revision based on operational needs, vendor tie-ups, or safety protocols.

By following the Delivery and Package Handling Policy, residents of S' Residences ensure a smooth, secure, and disturbance-free experience for themselves and the entire residential community.



## LIFT AND COMMON AREA USAGE POLICY FOR S' RESIDENCES RESIDENTS

### Purpose and Scope:

This policy governs the responsible use of lifts (elevators) and shared common areas within S' Residences. It aims to ensure the safety, cleanliness, and respectful co-use of shared infrastructure and facilities among all residents.

### Lift Usage Guidelines:

- 1.1. Lifts are provided for the convenience of residents and are operational 24x7 except during routine maintenance or emergencies.
- 1.2. Residents must:
  - Avoid overcrowding beyond the lift's specified weight limit, Use the lift only for vertical movement between floors.
  - Exit promptly upon reaching the destination floor to avoid unnecessary delays.
- 1.3. Misuse such as jumping, blocking doors, or pressing emergency buttons without cause is strictly prohibited.

### Lift Safety and Maintenance:

- 2.1. In case of a technical issue or breakdown, residents must use the emergency intercom inside the lift or alert hostel staff immediately.
- 2.2. Do not attempt to open the lift manually or force doors open.
- 2.3. Lifts will undergo regular safety inspections by certified professionals. Residents must cooperate during scheduled maintenance downtimes.

### Common Area Conduct:

- 3.1. Common areas include:
  - Lounges and reading corners, Dining halls and waiting zones,
  - Reception and security lobbies, Staircases, corridors, balconies
- 3.2. Residents are expected to maintain silence and decorum, especially in academic zones like study zones or lounges.
- 3.3. Loitering, playing loud music, or causing disturbance in shared areas is not permitted.

### Cleanliness and Care:

- 4.1. Food, drinks, or trash must not be left in lifts, staircases, or corridors.
- 4.2. Personal items like footwear, laundry, or bags must not be kept in common walkways.
- 4.3. Furniture, décor, or equipment provided in shared spaces should not be moved or mishandled.

### Prohibited Behaviors:

- 5.1. The following actions are strictly forbidden in lifts or common areas:
  - Smoking or vaping, Defacing walls or posters
  - Writing on surfaces or pasting unauthorised notices
  - Engaging in physical altercations or group confrontations
- 5.2. Any damage or misuse will be penalized, and the cost of repairs will be recovered from the individual or group responsible.



### **Surveillance and Monitoring:**

- 6.1. All lifts and key common areas are under 24x7 CCTV surveillance for safety and misconduct tracking.
- 6.2. Residents violating norms will be identified via footage and subject to disciplinary action including warnings, fines, or suspension of privileges.

### **Amendments:**

- 7.1. This policy may be revised periodically to reflect infrastructure changes, resident feedback, or safety audit recommendations.

By respecting the Lift and Common Area Usage Policy, residents of S' Residences help maintain a clean, safe, and cooperative community living experience that benefits all.



## SECURITY AND SURVEILLANCE POLICY FOR S' RESIDENCES RESIDENTS

### Purpose and Scope:

This policy outlines the safety and surveillance protocols at S' Residences, ensuring a secure, monitored, and accountable living environment for all residents. It defines acceptable behavior regarding surveillance infrastructure, access control, and interactions with the security team.

### Security Infrastructure and Coverage:

- 1.1. S' Residences maintains 24x7 on-site security personnel and an integrated CCTV surveillance system.
- 1.2. CCTV cameras are installed in key common areas such as:
  - Building entrances and exits, Lift lobbies and staircases, Common areas
  - Corridors and reception areas, Parking zones and outdoor paths
- 1.3. Surveillance systems are operational round-the-clock and monitored by authorised staff to ensure safety and prevent incidents.

### Resident Access and Movement:

- 2.1. Biometric turnstile access is mandatory for all residents for entry and exit.
- 2.2. Entry or exit without biometric recording, including tailgating, is considered a policy violation and will be logged.
- 2.3. Security guards are authorised to request ID verification at any time in case of suspicious behaviour or security alerts.

### CCTV and Data Privacy:

- 3.1. CCTV footage is strictly used for safety, incident investigation, and operational monitoring by the hostel administration.
- 3.2. Access to recorded footage is restricted to designated personnel only and may be shared with legal authorities if required.
- 3.3. Residents are not permitted to request or view CCTV footage unless approved in writing by the Hostel Manager for a valid reason.

### Prohibited Actions:

- 4.1. Residents are strictly prohibited from:
  - Tampering with or obstructing CCTV cameras
  - Disconnecting or damaging security equipment (including biometric scanners or turnstiles)
  - Allowing unauthorised persons into the building
  - Sharing access cards or bypassing biometric registration
- 4.2. Any violation of the above will be treated as a serious disciplinary offense and may result in:
  - Fines, Suspension of access privileges, Eviction, Legal action, where applicable



### Visitor and Delivery Management:

- 5.1. All visitors must register at the security desk and are permitted only in designated common areas during visitor hours.
- 5.2. No visitor is allowed into residential corridors or rooms.
- 5.3. Delivery personnel (food, courier, etc.) must hand over parcels at the designated delivery point near the main entrance and are not permitted beyond that zone.

### Emergency Preparedness:

- 6.1. The security team is trained to handle emergencies including fire, evacuation, medical alerts, or trespassing.
- 6.2. Residents must cooperate fully with security staff during drills or emergency announcements.
- 6.3. Emergency contact numbers and escalation protocols are displayed prominently in all hostel blocks.

### Amendments:

- 7.1. This policy is subject to periodic updates based on security audits, technological upgrades, or regulatory compliance.

By adhering to the Security and Surveillance Policy, residents of S' Residences help maintain a safe, respectful, and professionally monitored living environment that prioritizes the well-being of every student.



## SOCIAL MEDIA AND DIGITAL RESPONSIBILITY POLICY FOR S' RESIDENCES RESIDENTS

### Purpose and Scope:

This policy aims to provide guidelines on the responsible use of social media and digital platforms by residents of S' Residences. It ensures that all digital communications uphold the dignity, privacy, and values of the residential community, and that inappropriate use of digital tools does not cause harm to individuals, the hostel, or the institution.

### Expected Digital Conduct:

- 1.1. Residents are expected to maintain respect, discretion, and professionalism when using social media platforms including but not limited to Instagram, Facebook, WhatsApp, X (Twitter), YouTube, and other platforms.
- 1.2. Posts, stories, videos, and comments must not:
  - Defame or misrepresent fellow residents, staff, or S' Residences, Violate privacy of individuals or groups
  - Spread false or misleading information, Use obscene, abusive, or offensive language
- 1.3. Respect for community diversity and sensitivity to race, religion, gender, culture, and personal identity is mandatory in all online behavior.

### Photography and Video Recording:

- 2.1. No resident is permitted to photograph or record other individuals in the hostel premises (rooms, common areas, or events) without clear consent.
- 2.2. Live-streaming or sharing of visual content from hostel premises is strictly regulated.
- 2.3. Any recorded content that depicts hostel infrastructure, events, or staff must have prior written approval from hostel administration before public sharing.

### Prohibited Online Activities:

- 3.1. Residents are strictly prohibited from:
  - Creating or spreading false rumours or screenshots related to hostel life
  - Engaging in cyberbullying or online harassment of any kind
  - Uploading unauthorised photos or videos from hostel premises
  - Impersonating staff or other residents on any platform
  - Promoting illegal activities or use of prohibited substances online

### Consequences of Violation:

- 4.1. Violation of this policy will be treated as a serious disciplinary offense, and consequences may include:
  - Written warning, Suspension of hostel privileges
  - Monetary fines, Expulsion from S' Residences
- 4.2. Severe cases involving defamation, cybercrime, or harassment will be escalated to institutional authorities and, if necessary, legal action will be initiated as per Indian IT Act provisions.



### Digital Responsibility in Group Chats and Forums:

- 5.1. Official WhatsApp or student group chats must maintain a respectful and academic tone.
- 5.2. Spamming, meme forwarding, or off-topic debates in official groups is discouraged.
- 5.3. Any resident who instigates conflict or promotes toxic behaviour in digital spaces may be removed from the group and formally warned.

### Amendments:

- 6.1. This policy may be updated from time to time in accordance with university norms, technology changes, and evolving legal standards regarding digital use.

By adhering to the Social Media and Digital Responsibility Policy, residents of S' Residences help foster a respectful, secure, and inclusive digital environment that mirrors the values of the physical campus community.



## MEDICAL EMERGENCY SUPPORT POLICY FOR S' RESIDENCES RESIDENTS

### Purpose and Scope:

This policy outlines the procedures and support mechanisms in place to assist residents of S' Residences during medical emergencies. It ensures timely access to care, promotes health safety, and establishes roles and responsibilities for effective response.

### Proximity to Medical Facility:

- 1.1. S' Residences is located within close proximity to a fully equipped multi-specialty teaching hospital, operated by the university's Medical College.
- 1.2. The hospital provides 24x7 emergency services, in-patient care, outpatient clinics, and diagnostic facilities. It is accessible within two minute from all housing blocks.

### Emergency Response Procedure:

- 2.1. In case of a medical emergency, residents or nearby staff must immediately inform the warden, resident coordinator, or reception desk.
- 2.2. The on-duty team will assist in contacting:
  - The university ambulance service, The medical emergency department
  - The resident's parent/guardian, if needed
- 2.3. A hostel staff member will accompany the student to the hospital in emergency cases, where necessary.

### Medical Records and Declarations:

- 3.1. At the time of check-in, residents must declare any pre-existing health conditions, allergies, or chronic illnesses in the medical declaration form.
- 3.2. These records will be maintained confidentially and used solely for the purpose of emergency care and risk awareness.

### Health Monitoring and Isolation:

- 4.1. In the event of a communicable illness (e.g., flu, dengue, COVID-19), students may be temporarily isolated in a designated medical room or referred to the hospital.
- 4.2. Students showing signs of illness (fever, vomiting, rash, etc.) are advised to seek immediate consultation at the university hospital.
- 4.3. Hostel staff are authorised to recommend medical check-up if symptoms are evident and may restrict campus movement until clearance is received.

### Non-Emergency Medical Needs:

- 5.1. For minor health concerns, students may visit the university hospital during OPD hours with their university ID.
- 5.2. First-aid kits are available at the warden's office and hostel reception at all times.
- 5.3. Medical leaves or exemptions (e.g., attendance waivers, sick-day room stay-ins) must be supported with hospital prescriptions.



### **Liability and Consent:**

- 6.1. In emergencies where immediate intervention is required, S' Residences management reserves the right to facilitate transport and treatment in the best interest of the resident.
- 6.2. Parents/guardians will be informed as early as possible in such cases.
- 6.3. All medical expenses at the hospital are to be borne by the resident unless covered by insurance, if applicable.

### **Amendments:**

- 7.1. This policy may be revised in accordance with healthcare regulations, university guidelines, or based on feedback from medical authorities and student welfare departments.

By following the Medical Emergency Support Policy, residents of S' Residences are assured of immediate and responsible care within a medically secure environment—reinforcing health as a core pillar of campus life.



## WELL-BEING AND COMMUNITY ENGAGEMENT POLICY FOR S' RESIDENCES RESIDENTS

### **Purpose and Scope:**

This policy is designed to promote holistic well-being, mental health awareness, and a culture of community among residents of S' Residences. It encourages participation in group activities, mutual respect, and the building of a supportive residential environment.

### **Mental and Emotional Well-being:**

- 1.1. S' Residences prioritizes the emotional and mental health of all residents.
- 1.2. Trained support staff, resident advisors, and counsellors are available from time to time to assist students facing academic stress, adjustment issues, anxiety, or other personal challenges.
- 1.3. Wellness workshops, mindfulness sessions may be organised in coordination with the university's health services.
- 1.4. Residents are encouraged to speak up or refer fellow residents in need of support through confidential communication channels.

### **Physical Well-being and Lifestyle:**

- 2.1. Recreational facilities such as yoga rooms, indoor games, and walking areas are available for daily use during assigned hours.
- 2.2. Regular health check-up camps, fitness challenges, and guided wellness activities may be organised.
- 2.3. Residents are expected to maintain a healthy sleep schedule, observe hygiene, and consume nutritious meals provided through the hostel mess.
- 2.4. Use of substances such as tobacco, alcohol, or drugs is strictly prohibited within the premises.

### **Social and Cultural Engagement:**

- 3.1. Residents are encouraged to participate in cultural festivals, movie nights, and themed social mixers hosted within the housing community.
- 3.2. Celebrations are to be conducted in designated areas and time slots with prior approval from hostel authorities.
- 3.3. All events must uphold the principles of inclusivity, safety, and mutual respect.

### **Community Code of Conduct:**

- 4.1. Respect for fellow residents, staff, and cultural differences is a cornerstone of the residential community.
- 4.2. Bullying, ragging, harassment (verbal or physical), or discriminatory behavior will result in strict disciplinary action, including suspension or expulsion.
- 4.3. Group activities should not disrupt others' privacy or academic schedules.



### **Resident Participation and Leadership:**

- 5.1. Students may volunteer to act as floor representatives, cultural leads, or peer support anchors to help foster engagement.
- 5.2. Feedback forums will be periodically organized to include student voices in housing improvements.
- 5.3. Contributions to community service, environmental sustainability, and inter-hostel collaboration are encouraged and may be recognised.

### **Amendments:**

- 6.1. This policy will be updated periodically to reflect evolving wellness standards, student needs, and community best practices.

By following the Well-being and Community Engagement Policy, residents of S' Residences commit to creating a nurturing, vibrant, and inclusive community that promotes the growth and welfare of every individual.



## DIGITAL USE AND BIOMETRIC POLICY FOR S' RESIDENCES RESIDENTS

### Purpose and Scope:

This policy outlines the rules and expectations regarding the use of digital infrastructure, including biometric systems, smart access, and app-based services at S' Residences. It ensures accountability, operational efficiency, and the safety of all residents through responsible use of technology.

### Biometric and Smart Access System:

- 1.1. All residents are required to use biometric authentication (fingerprint or facial recognition) or smart access cards to:
  - Enter or exit the premises via turnstiles, Record attendance and outpass movement
  - Access meals at the dining hall (meal tapping), Use certain restricted common areas (gym, quiet study room, etc.)
- 1.2. Biometric access ensures real-time monitoring for the safety of residents and helps track unauthorised movement.
- 1.3. Entry or exit without biometric tapping, including tailgating, will be treated as a policy violation and recorded accordingly.
- 1.4. Under no circumstances should residents share or swap access cards with others. Doing so will result in disciplinary action.

### Use of the S' Residences Mobile Application:

- 2.1. The official mobile app is mandatory for all residents to:
  - Apply for gate passes, emergency leave, and late return requests, Submit maintenance and facility complaints
  - View weekly dining menus, Track personal attendance and movement logs
  - Receive campus notices and housing-related updates
- 2.2. The app must be kept updated for uninterrupted access to services.
- 2.3. Misuse or unauthorised attempts to alter app data will lead to loss of privileges and possible escalation to IT administrators.

### System Maintenance and Support:

- 3.1. Residents must immediately report issues related to biometric devices or mobile app malfunctions to the hostel administration or IT support.
- 3.2. In case of verified medical conditions (e.g., injuries, skin conditions affecting biometric scan), temporary access exemptions may be granted by prior written approval.
- 3.3. Offline or manual entry will be permitted only in case of verified system failure and must be logged at the security desk.

### Data Privacy and Confidentiality:

- 4.1. Biometric and movement data are stored securely and used only for internal monitoring, safety alerts, and academic compliance purposes.
- 4.2. Data will not be shared with third parties without appropriate consent, except as required by law or institutional policy.



### Violations and Disciplinary Measures:

5.1. The following will be treated as violations of the digital use policy:

- Sharing of ID/access credentials, Misuse of outpass or entry logs
- Tampering with biometric or smart access devices, Unauthorized modification of digital records

5.2. Penalties for violations may include:

- Verbal/written warnings, Suspension of digital access
- Monetary fines, Expulsion in cases of data tampering or security threats

### Amendments:

6.1. This policy is subject to regular review and may be updated to align with new technologies, data protection laws, or institutional needs.

By adhering to the Digital Use and Biometric Policy, residents of S' Residences help maintain a secure, accountable, and digitally enabled living environment, ensuring smoother operations and enhanced safety for all.



## LAUNDRY POLICY FOR S' RESIDENCES AND S' DORMS

### Purpose and Scope:

This policy provides guidelines for laundry services and usage of laundry-related facilities across different accommodation types under the Housing system—namely S' Residences and S' Dorms. It aims to ensure clarity, convenience, and safe usage of equipment while maintaining hygiene standards in shared living environments.

### Laundry Services in S' Residences:

(Applicable to 2-share, 3-share, and 4-share rooms in both male and female hostels)

- 1.1. Laundry services are prepaid and included as part of the hostel fee structure.
- 1.2. Residents will receive a laundry bag upon check-in, along with a schedule for drop-off and collection.
- 1.3. The laundry is managed through a third-party professional service provider. Standard turnaround time is 48–72 hours.
- 1.4. Residents are responsible for labelling their bags properly. S' Residences is not liable for:
  - Minor color bleed
  - Shrinkage or damage from normal washing processes
- 1.5. Special or delicate garments are to be hand-washed or sent separately at the resident's discretion and risk.

### Laundry Access in S Dorms:

(Applicable to 4-share, female-only accommodation)

- 2.1. Laundry services are not included in the hostel fee and are offered on a pay-per-use basis through self-operated washer-dryer units.
- 2.2. Washer-dryer machines are installed and maintained by an authorized third-party service provider inside the designated laundry room inside the dormitory itself.
- 2.3. Charges for use are based on the selected wash type (quick wash, heavy load, drying only, etc.) and are clearly displayed within the laundry room.
- 2.4. Students must ensure proper handling of machines. Any damage or misuse may result in a temporary ban on usage, and fines.
- 2.5. The laundry room also includes designated ironing areas. Residents may bring their own iron boxes and use them only within the laundry room.

### General Laundry Policy Across All Hostels:

- 3.1. Use of iron boxes or heating appliances inside student rooms is strictly prohibited under fire safety regulations.
- 3.2. Residents must follow posted operating instructions and avoid overloading machines.
- 3.3. Laundry facilities are available during specific operational hours only and will be closed for servicing or audits as needed.
- 3.4. Theft, tampering, or irresponsible behavior inside the laundry room may result in disciplinary action.



### Amendments:

4.1. Laundry services and operational terms are subject to periodic review and revision by hostel administration and facility partners.

4.2. Any updates in schedule, charges, or usage norms will be communicated via notice boards and the hostel app.

By following the Laundry Policy, residents of S' Residences and S' Dorms ensure smooth, fair, and hygienic use of shared laundry facilities while supporting the collective comfort and safety of all students.



## FACILITY MAINTENANCE AND REPAIRS POLICY FOR S' RESIDENCES RESIDENTS

### Purpose and Scope:

This policy defines the responsibilities, reporting procedures, and expected standards for the upkeep of facilities within S' Residences. It ensures timely repairs, accountability for damage, and protection of the residential environment and assets.

### Maintenance Coverage:

- 1.1. Routine maintenance related to normal wear and tear—including plumbing, electrical fixtures, locks, and furniture—is covered by the hostel management.
- 1.2. Preventive maintenance and periodic inspections will be undertaken by the building team to ensure smooth operations and safety of infrastructure.

### Reporting and Turnaround Time:

- 2.1. Residents must report facility-related issues (e.g., leaks, power failures, broken fittings) via the official hostel app, service desk, or QR-based complaint system.
- 2.2. The standard turnaround time for non-critical repairs is 48 to 72 hours.
- 2.3. In cases of emergencies such as water leakage, power outage, or safety hazards, urgent maintenance will be attended to on priority—within 6 to 12 hours of reporting.

### Damage Responsibility:

- 3.1. Any damage caused intentionally or through negligence—such as broken furniture, stained walls, or misuse of electrical fixtures—will be assessed by the facility team.
- 3.2. Residents will be individually or collectively held responsible for such damage, depending on the circumstances and location of the incident.
- 3.3. A detailed cost estimate will be shared with the concerned resident(s) before deduction of charges from their caution deposit. Acknowledgement will be obtained.

### Vandalism and Misuse:

- 4.1. Vandalism of common property (e.g., lift buttons, CCTV units, signboards, walls, furniture in lobbies, or amenities) is considered a serious offense.
- 4.2. Residents found guilty of willful damage will face:
  - Monetary penalties
  - Written warnings
  - Suspension of hostel privileges
  - Expulsion from the hostel premises
- 4.3. Such students may also be barred from hostel admission in future academic years.



### **Disciplinary Accountability:**

- 5.1. All residents are expected to use hostel infrastructure with care and responsibility.
- 5.2. Common property is a shared resource, and its protection is essential to maintain a harmonious and safe living environment for all.
- 5.3. Repeated misconduct or damage-related violations will be escalated to university authorities for further action.

### **Amendments:**

- 6.1. This policy is subject to updates based on operational experience, resident feedback, or safety audits.

By adhering to the Facility Maintenance and Repairs Policy, residents of S' Residences help uphold a culture of care, accountability, and mutual respect, ensuring a functional and secure living space for the entire student community.



## CLEANLINESS AND HYGIENE POLICY FOR S' RESIDENCES RESIDENTS

### Purpose and Scope:

This policy outlines the standards and responsibilities regarding personal and shared space hygiene at S' Residences. It aims to promote a clean, healthy, and comfortable living environment for all residents.

### Resident Responsibilities:

- 1.1. Residents are responsible for maintaining cleanliness and order within their individual rooms, including personal wardrobes, desks, beds, and attached washrooms (if applicable).
- 1.2. Daily disposal of personal garbage into the designated floor bins is mandatory.
- 1.3. Residents must ensure that wet waste and sanitary products are disposed of hygienically and not flushed into toilets.
- 1.4. No food is to be stored openly inside rooms. Leftover food must be discarded daily to prevent pest infestation.

### Common Areas and Housekeeping:

- 2.1. Housekeeping staff will clean corridors, staircases, lobbies, and other shared areas daily.
- 2.2. Cleaning of rooms may be scheduled on a weekly or fortnightly basis, but it is the resident's responsibility to maintain cleanliness between housekeeping cycles.
- 2.3. Washroom hygiene, especially in shared accommodations, is a shared responsibility among room occupants.
- 2.4. Use of communal amenities (laundry room, study lounge, dining area) must be followed by proper clean-up by the user.

### Inspections and Monitoring:

- 3.1. Random cleanliness inspections may be conducted by hostel staff without prior notice.
- 3.2. Rooms found to be in an unhygienic condition will be recorded, and residents will be issued a warning with a 24-hour cleanup notice.
- 3.3. Persistent violations will result in fines, withdrawal of services, or disciplinary action.

### Prohibited Practices:

- 4.1. Spitting, littering, or improper disposal of waste within the hostel premises is strictly prohibited.
- 4.2. Hanging clothes on windows, ledges, or public railing is not allowed. Drying racks must be used where provided.
- 4.3. Pouring oil, food waste, or chemicals down washbasins or toilets is not permitted.

### Health and Hygiene Awareness:

- 5.1. Residents are encouraged to practice personal hygiene including regular hand washing, laundry, and bathing.
- 5.2. Periodic awareness drives may be conducted to promote hygiene, especially during seasonal outbreaks or public health alerts.
- 5.3. In case of any signs of illness, residents must notify the hostel office to ensure containment and timely care.

### Amendments:

- 6.1. This policy is subject to periodic review and updates in line with institutional needs, health advisories, and resident feedback.

By following the Cleanliness and Hygiene Policy, residents of S' Residences contribute to a safer, healthier, and more respectful living space that supports the collective well-being of all occupants.



## ELECTRICAL APPLIANCES AND FIRE SAFETY POLICY FOR S' RESIDENCES RESIDENTS

### **Purpose and Scope:**

This policy governs the safe usage of electrical appliances and outlines fire safety measures to ensure the protection of life, property, and the residential environment at S' Residences.

### **Permitted Appliances:**

- 1.1. Residents are permitted to use only personal low-wattage electronic items such as:
  - Laptops, Mobile phone chargers, Study lamps
  - Electric grooming devices (trimmers, hair dryers below 1000W)
- 1.2. All permitted appliances must be of standard quality, ISI-marked, and in good working condition

### **Prohibited Appliances:**

- 2.1. The following electrical appliances are strictly prohibited inside resident rooms:
  - Immersion rods, kettles, irons, room heaters, electric stoves
  - Microwave ovens, induction cooktops, rice cookers
  - Refrigerators, air conditioners, or any high-voltage equipment
- 2.2. Unauthorized appliances, if found, will be confiscated without notice, and the resident may be subject to disciplinary action.

### **Fire Safety Guidelines:**

- 3.1. Residents must not overload power sockets or use multi-plug extension cords with high-load devices.
- 3.2. Fire extinguishers are placed strategically in corridors and common areas and are only to be used in case of emergency.
- 3.3. Tampering with smoke detectors, fire alarms, or extinguishers is a serious offense and will result in fines and possible expulsion.
- 3.4. Lighting incense sticks, candles, or using open flames inside rooms is strictly prohibited.

### **Emergency Preparedness:**

- 4.1. All residents are required to participate in scheduled fire drills and safety briefings conducted by the hostel administration.
- 4.2. Evacuation routes are marked in every corridor and must be kept clear at all times.
- 4.3. Any suspected electrical hazard must be reported immediately to the facilities team or hostel office.

### **Maintenance and Repairs:**

- 5.1. Residents must not attempt to repair or tamper with any electrical fixtures in the room or hostel premises.
- 5.2. Maintenance issues (flickering lights, sparks, short circuits) should be reported through the official maintenance request channel.
- 5.3. Regular safety checks of hostel electrical systems will be conducted by authorized personnel.



### **Compliance and Disciplinary Measures:**

6.1. Non-compliance with this policy endangers fellow residents and will lead to strict penalties including:

- Written warning, Monetary fines
- Suspension of hostel privileges, Confiscation of electrical devices

6.2. Repeated or severe violations may result in termination of hostel accommodation.

### **Amendments:**

7.1. This policy is subject to periodic review and updates as required by safety regulations or management discretion.

By adhering to the Electrical Appliances and Fire Safety Policy, residents of S' Residences contribute to a secure, hazard-free living environment for themselves and the wider student community.



## WI-FI AND INTERNET USAGE POLICY FOR S' RESIDENCES RESIDENTS

### Purpose and Scope:

This policy outlines the responsible use of the internet services provided by S' Residences. It aims to ensure fair usage, equitable access, and a consistent experience for all residents, while discouraging excessive or inappropriate consumption of bandwidth.

### Permitted Use:

- 1.1. Wi-Fi and internet access is provided to residents primarily for academic and essential communication purposes.
- 1.2. Acceptable use includes:
  - Email and basic communication
  - Research and academic project work
  - Browsing institutional platforms and student portals
  - Attending virtual lectures, webinars, or study sessions

### Prohibited and Restricted Use:

- 2.1. The following activities are strictly prohibited as they consume excessive bandwidth and negatively impact the experience for others:
  - Streaming high-definition (HD/4K) videos or long-format OTT content
  - Downloading large files, movies, or software updates
  - Online gaming or use of gaming consoles over the hostel network
  - Hosting personal servers or using torrent/download clients
- 2.2. Attempts to bypass bandwidth controls, install unauthorized boosters, or create private Wi-Fi hotspots are prohibited and may result in access restrictions.

### Impact of Misuse:

- 3.1. Overuse of internet bandwidth by a few individuals affects the entire network, leading to poor connectivity and slow speeds for other residents.
- 3.2. Repeated misuse will be logged and may result in the resident being temporarily or permanently restricted from accessing the network.
- 3.3. Bandwidth monitoring systems are in place and will be used to identify policy violations.

### Compliance and Monitoring:

- 4.1. All residents are expected to use the internet responsibly and respectfully, prioritising academic usage over entertainment.
- 4.2. The IT team reserves the right to monitor usage patterns to ensure compliance with fair use policies.
- 4.3. Any issues, concerns, or requests regarding internet access must be reported to the hostel administration or designated IT support.



### **Security and Legal Responsibility:**

- 5.1. Residents must not attempt to access, download, or share illegal content, copyrighted material, or offensive digital media.
- 5.2. Any activity that violates Indian IT laws or university IT policies will result in strict disciplinary action and may be reported to relevant authorities.

### **Amendments:**

- 6.1. This policy may be amended or updated periodically to reflect technological upgrades, regulatory changes, or feedback from residents.

By adhering to the Wi-Fi and Internet Usage Policy, residents of S' Residences contribute to a fair, productive, and interruption-free digital environment that supports academic and personal development.



## PERSONAL BELONGINGS AND STORAGE POLICY FOR S' RESIDENCES RESIDENTS

### Purpose and Scope:

This policy outlines guidelines for the safe storage, maintenance, and management of personal belongings by residents of S' Residences. The aim is to safeguard student property, ensure orderly living spaces, and minimize loss, damage, or liability.

### Storage Guidelines:

- 1.1. Each resident is provided with personal storage facilities including a cupboard, drawer, and permitted under-bed space.
- 1.2. Residents must use the locks provided or personal locks to secure cupboards and luggage, where applicable. Use of digital or coded locks is recommended.
- 1.3. Shared storage (if available) must be used with written permission and proper labelling of items.
- 1.4. Items must be arranged neatly to avoid clutter, damage, or safety risks, especially around windows, power points, or emergency exits.

### Prohibited Storage Items:

- 2.1. The following items are not permitted in personal or shared storage areas:
  - Flammable materials (candles, gas canisters, aerosol sprays)
  - Weapons or sharp instruments
  - Alcohol, tobacco products, or illicit substances
  - Perishable food not stored in sealed containers
  - Gas stoves, induction, kettles, iron box etc. are not permitted inside the rooms
- 2.2. Confiscation and disciplinary action may be taken upon discovery of prohibited items.

### Liability and Loss:

- 3.1. S' Residences will not be liable for any theft, loss, or damage to personal belongings, regardless of cause.
- 3.2. Residents are advised not to store cash, jewellery, or high-value electronics in their rooms without proper precautions.
- 3.3. For chronic risk or concern, students may consider personal insurance for valuable items.

### Storage During Leave or Checkout:

- 4.1. During semester breaks, storage facilities may be provided upon request and approval.
- 4.2. All items must be packed and labeled clearly with the resident's name, room number, and date.
- 4.3. Any unclaimed items will be held for 30 days after checkout and then donated or disposed of.

### Loss/Theft Reporting and Support:

- 5.1. In case of theft or loss, residents must report the incident to the Warden or Security Officer within 24 hours.
- 5.2. Investigation will be based on available evidence such as CCTV footage, if applicable.
- 5.3. Residents are encouraged to report any suspicious activity promptly for preventive action.



### **Compliance:**

- 6.1. Residents must ensure that their belongings do not obstruct shared pathways, fire exits, or cleaning schedules.
- 6.2. Unauthorized occupation of storage spaces outside one's assigned room is not permitted.
- 6.3. Repeated violations of this policy may lead to penalties, fines, or restriction of storage privileges.

### **Amendments:**

- 7.1. This policy may be reviewed and updated as needed to reflect institutional needs, safety standards, or resident feedback.

By adhering to the Personal Belongings and Storage Policy, residents of S' Residences contribute to a safer, cleaner, and more secure living environment that supports the well-being and peace of mind of all occupants.



## Hostel and Messing Fee Refund Policy\*

(Once fees have been paid, not returnable, Non-refundable & Non-transferable to others)  
S' Residences & S' Square Mess & Dayananda Sagar University

### Applicability and Enforcement:

- 1.1. This policy applies to students enrolled in undergraduate and graduate programs offered by Dayananda Sagar University (DSU).
- 1.2. This policy is effective for the academic year 2026-27.
- 1.3. Fees for the academic year 2026-27 are payable in full at the commencement of the academic year.
- 1.4. S' Residences will communicate admission cut-off dates for the hostel and messing separately, based on the academic calendar provided by the university.

### Procedure for Cancellation/Withdrawal of Admission:

- 2.1. Students must submit a cancellation/withdrawal application in the prescribed format (annexure form 1) within the stipulated timeframe.
- 2.2. The Hostel Management will review refund applications within 30 calendar days and communicate its decision within the specified timeline. Refund requests will be considered only in cases of genuine and unavoidable circumstances, supported by valid evidence, and will be accepted solely at the discretion of the management. If approved, the refund will be processed within 60-90 calendar days from the date of approval. (Ex. Due to medical emergencies)
- 2.3. Alongside the refund application, students must provide a copy of the original fee receipt, NOC, cancelled cheque with bank details, from which the fees were deposited, for refund processing. Refunds will be done in the form of RTGS/NEFT only.
- 2.4. Refunds are subject to compliance with the stipulated procedure.

### Rules of Refund of Hostel and Mess Fees:

- 3.1. Refund amounts are as follows:
  - 3.1.1. Up to 7 days after commencement: ₹12,000 will be deducted (including hostel, messing, and administrative charges). The balance amount, after deduction, will be refunded.
  - 3.1.2. Up to 15 days after commencement: ₹25,000 will be deducted (including hostel, messing, and administrative charges). The balance amount, after deduction, will be refunded.
  - 3.1.3. Up to 30 days after commencement: ₹35,000 will be deducted (including hostel, messing, and administrative charges). The balance amount, after deduction, will be refunded.
  - 3.1.4. No refund will be applicable after 30 days from the date of commencement.

I hereby acknowledge that I have received, read, and fully understand the terms and conditions outlined in the Students Housing Policy by DSU. I agree to adhere to all rules, regulations, and policies set forth in this policy. By signing this document, I confirm my commitment to abide by these terms throughout the duration of my accommodation.

Student's Signature Here

Place : Harohalli

Date :

### Special Notes:

- 4.1. Cancellation/withdrawal applications for hostel and mess fees must be submitted separately.
- 4.2. Deductions for boarding, messing, and administrative charges will be itemised by the accounts department at the time of application.
- 4.3. Admission after the cut-off date is considered late admission and is not eligible for a refund.
- 4.4. The last date of admission will be announced/extended at the management's discretion.
- 4.5. Caution deposit is not considered for refund calculation.
- 4.6. All calendar days are considered in refund calculations.

### Refund of Caution Money:

- 5.1. Refund of caution deposit is subject to deductions for damages to hostel property/assets, including rooms, recreational areas, and mess halls.

### Refund in Other Cases:

- 6.1. No fee refund in cases of disciplinary action, violation of anti-ragging rules, substance abuse, breach of code of conduct, or other university/hostel management rules, except for caution deposit under extreme circumstances post review.
- 6.2. No refund in cases of non-eligibility, except for the caution deposit.
- 6.3. In cases not covered herein, the Chief Executive Officer of S' Residences and SSquare Mess Halls will make final decisions, which shall be binding.

### Dispute Resolution:

- 7.1. In case of any disputes regarding refund eligibility or amount, the decision of the management will be final and binding.
- 7.2. Students may appeal the decision in writing to the designated authority within a specified timeframe.

### Contact Information:

- 8.1. For any inquiries or assistance regarding the refund policy, students can contact the hostel accounts office during business hours. Note: This refund policy is subject to the terms and conditions outlined herein and is applicable to all hostel students of S' Residences. By availing the hostel accommodation and messing, students agree to adhere to the policies and procedures set forth by the management.

I hereby acknowledge that I have received, read, and fully understand the terms and conditions outlined in the Students Housing Policy by DSU. I agree to adhere to all rules, regulations, and policies set forth in this policy. By signing this document, I confirm my commitment to abide by these terms throughout the duration of my accommodation.

Student's Signature Here

Place : Harohalli

Date :

### DAMAGE CHARGE LIST

The Tenant(s), intending to be legally bound, agree that this Charge List is part of the Lease:

SN	Particulars		Value (in INR)	SN	Particulars		Value (in INR)
1	14 M Switch / Socket	<input type="checkbox"/>	1500	21	Soap Stand	<input type="checkbox"/>	600
2	Bathroom / Toilet Tiles	<input type="checkbox"/>	800	22	Study Table	<input type="checkbox"/>	3200
3	Bathroom Exhaust	<input type="checkbox"/>	1200	23	Toilet / Bathroom Light	<input type="checkbox"/>	300
4	Bed Light	<input type="checkbox"/>	250	24	Toilet Commode	<input type="checkbox"/>	3500
5	Blinds	<input type="checkbox"/>	4500	25	Toilet Exhaust	<input type="checkbox"/>	1200
6	Bunker	<input type="checkbox"/>	12000	26	Toilet Window	<input type="checkbox"/>	7440
7	Bunker Cupboard	<input type="checkbox"/>	7000	27	Towel Rail	<input type="checkbox"/>	1200
8	Chair	<input type="checkbox"/>	1900	28	Towel Ring	<input type="checkbox"/>	900
9	Fan	<input type="checkbox"/>	2000	29	Tube Light	<input type="checkbox"/>	250
10	Health Faucet	<input type="checkbox"/>	600	30	Wash Basin	<input type="checkbox"/>	3000
11	Jaguar Hot & Cold Mixer	<input type="checkbox"/>	3500	31	Window Mesh	<input type="checkbox"/>	1500
12	Mirror	<input type="checkbox"/>	1200	32	Wooden Storage	<input type="checkbox"/>	18000
13	Mirror Light	<input type="checkbox"/>	200	33	Toilet / Bathroom Door	<input type="checkbox"/>	3500
14	Room Wall Painting	<input type="checkbox"/>	2000	34	Toilet / Bathroom Door Fittings	<input type="checkbox"/>	1200
15	Room Window Glass	<input type="checkbox"/>	2000	35	Main Door	<input type="checkbox"/>	11000
16	Safe Locker	<input type="checkbox"/>	4500	36	Main Door Fittings	<input type="checkbox"/>	1800
17	Shoes Rack	<input type="checkbox"/>	1500	37	Pinhed Glass Ventilator	<input type="checkbox"/>	400
18	Shower Set	<input type="checkbox"/>	1800	38	Bunker Cupboard Lock	<input type="checkbox"/>	600
19	Single Cot	<input type="checkbox"/>	9000	39	Main Door Padlock	<input type="checkbox"/>	400
20	Smart Key	<input type="checkbox"/>	500	40	Door Mat	<input type="checkbox"/>	800
		<input type="checkbox"/>				<input type="checkbox"/>	

I hereby acknowledge that I have received, read, and fully understand the terms and conditions outlined in the Students Housing Policy by DSU. I agree to adhere to all rules, regulations, and policies set forth in this policy. By signing this document, I confirm my commitment to abide by these terms throughout the duration of my accommodation.

Student's Signature Here

Place : Harohalli

Date :

## Health and Safety Consent Form for Hostel Students

### S' Residences - Academic Year 2026-2027

#### Student Details:

Name : \_\_\_\_\_

USN/Admission No : \_\_\_\_\_

Blood Group : \_\_\_\_\_

Any Medical History : \_\_\_\_\_

Branch of Study : \_\_\_\_\_

#### Parent/Guardian Details:

Name : \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Cell No: \_\_\_\_\_

#### Consent and Acknowledgment

I, \_\_\_\_\_ [Student's Full Name], hereby acknowledge and consent to the following terms regarding my residence at S' Residences for the academic year 2026-2027:

#### Understanding of Health and Safety Measures:

I am aware that S' Residences has implemented all reasonable and necessary precautions to ensure the health and safety of students, faculty, and staff, including measures related to COVID-19 and other communicable diseases.

#### Acknowledgment of Risks:

I acknowledge that, despite these precautions, the possibility of health and safety issues arising from natural circumstances, including but not limited to communicable diseases such as COVID-19, cannot be entirely eliminated.

#### Waiver of Liability:

I hereby agree that S' Residences, including its management, staff, and affiliated entities, shall not be held liable for any health or safety issues, including but not limited to those arising from natural circumstances or communicable diseases. This waiver of liability extends to any health-related consequences or other unforeseen circumstances that may occur during my stay at the hostel.

#### Responsibility for Personal Health:

I accept full responsibility for managing my personal health and safety while residing at S' Residences. I agree to comply with all health and safety guidelines issued by the university, S' Residences and any applicable health authorities.

#### Emergency Situations:

I understand that in the event of a health emergency, S' Residences will take appropriate action as per its emergency protocols, but it will not be held liable for any outcomes resulting from such emergencies.

I hereby acknowledge that I have received, read, and fully understand the terms and conditions outlined in the Students Housing Policy by DSU. I agree to adhere to all rules, regulations, and policies set forth in this policy. By signing this document, I confirm my commitment to abide by these terms throughout the duration of my accommodation.

Student's Signature Here

Place : Harohalli

Date :

## Undertaking By Students of S' Residences AY 2026-2027

I, \_\_\_\_\_, son/daughter of \_\_\_\_\_, having USN No./ Appl. No \_\_\_\_\_ a student admitted to DSU, residing at S' Residences, hereby provide the following undertaking:

### Non-Smoking Policy:

I undertake not to engage in smoking on the premises of S' Residences, including but not limited to the campus, hostel, college bus, and any related facilities.

### Prohibition of Alcohol and Drugs:

I commit to abstaining from the consumption of alcoholic beverages and illegal drugs while on university campus, university bus, S' Residences, SSquare Mess Halls, and any affiliated centres.

### Campus Departure and Return:

Should I need to leave the campus, I will obtain prior permission from the wardens or the designated authority. I will ensure to return and report back to the hostel no later than 10:00 PM

### Prohibition of Ragging and Unacceptable Conduct:

I shall not participate in ragging or engage in any conduct that could be deemed undesirable or harmful to the reputation of S' Residences, either directly or indirectly

### Reporting of Harassment or Misconduct:

I will promptly report any instances of harassment, misconduct, or other concerns to the Warden, Junior Warden, or the nearest available officer. If these individuals are unavailable, I will notify the Dean without delay.

### Compliance with Rules and Regulations:

I agree to adhere to this undertaking and comply with all verbal and written instructions issued by S' Residences authorities. Any breach of these rules may result in disciplinary action, including but not limited to dismissal from the hostel or other measures deemed appropriate by S' Residences authorities

### Condition and Maintenance of Room Furnishings:

I acknowledge receipt of the following furnishings in the aforementioned room, which are in good working condition: a) tube light/bulb, b) ceiling fan, c) cot, d) study table, e) chair, f) cupboard, g) mirror, h) roller blind etc. I commit to maintaining these items in good condition, and understand that any damage will result in a cost recovery upon vacating the hostel.

### Visitor Policy:

I will ensure that all visitors to my room adhere to S' Residences' visitor policy and are registered with the hostel administration. I will be responsible for the conduct of my visitors and any breach of rules by them.

**Quiet Hours:** I agree to respect designated quiet hours within the hostel to ensure a conducive environment for study and rest for all residents.

**Emergency Procedures:** I will familiarise myself with the emergency procedures and evacuation plans for S' Residences and comply with them in the event of an emergency.

**Personal Property:** I acknowledge that S' Residences is not responsible for any loss or damage to personal property brought into the hostel. I will ensure that my belongings are secure and appropriately managed.

**Health and Safety Compliance:** I will adhere to all health and safety regulations established by S' Residences, including any guidelines related to cleanliness, sanitation, and the use of communal facilities.

### I commit to meeting all financial

Adherence to Financial Obligations: obligations, including hostel fees and any other charges, in a timely manner as prescribed by S' Residences.

I declare that I have read, understood, and agree to comply with the rules and regulations of S' Residences. I acknowledge that any failure to comply with these provisions may result in expulsion from the hostel without prior written notice.

I hereby acknowledge that I have received, read, and fully understand the terms and conditions outlined in the Students Housing Policy by DSU. I agree to adhere to all rules, regulations, and policies set forth in this policy. By signing this document, I confirm my commitment to abide by these terms throughout the duration of my accommodation.

Student's Signature Here

Place : Harohalli

Date :

## Undertaking on Anti-Ragging Policy S' Residences

I, \_\_\_\_\_, son/daughter of \_\_\_\_\_, having USN No./ Appl. No \_\_\_\_\_ a student admitted to DSU, residing at S' Residences, hereby provide the following undertaking:

### Parent/Guardian Details:

Name : \_\_\_\_\_

Phone/Cell No: \_\_\_\_\_

### Definition of Ragging:

As defined by the Supreme Court of India, "Ragging" encompasses any act of causing, inducing, compelling, or forcing a student, whether by means of humour or otherwise, to perform any act that undermines their human dignity, violates their personal integrity, or exposes them to ridicule. This includes acts of intimidation, wrongful restraint, wrongful confinement, physical injury, or the threat thereof. Ragging is legally recognised as a criminal offence under the regulations established by the University Grants Commission (UGC) and other applicable laws.

### Legal Provisions:

Under Section 116 of the Indian Penal Code (IPC), no student of an educational institution under university management shall commit or abet ragging. The penalty for engaging in or abetting ragging includes imprisonment for a term that may extend up to one year. Ragging is a criminal and non-bailable offence.

### Undertaking:

I, \_\_\_\_\_ [Student's Full Name], \_\_\_\_\_ hereby acknowledge and certify the following:

#### Prohibition of Ragging:

I fully understand that ragging in any form is strictly prohibited within Dayananda Sagar University's schools, colleges, DSU hostels, S' Residences and campus.

#### Commitment to Non-Participation:

I undertake not to participate in, engage in, or abet any form of ragging. I will refrain from engaging in ragging of any junior or fellow student.

#### Reporting Obligation:

I will promptly report any instances or suspicions of ragging to the Dean, Warden, or the Anti-Ragging Squad of Dayananda Sagar University and S' Residences.

#### Awareness of Consequences:

I am fully aware that any involvement in or abetment of ragging will lead to legal action as per the law and university regulations, which may include criminal prosecution.

### Understanding of Policy:

I confirm that the details of the 'Ban on Ragging' and this undertaking have been explained to me in a language I comprehend.

### Compliance with Hostel Rules:

I have read and understood the Hostel Rules of S' Residences and undertake to abide by these rules throughout my stay in the hostel

### Acknowledgment by Parent/Guardian:

I, \_\_\_\_\_ [Parent/Guardian's Full Name], \_\_\_\_\_ as the parent/guardian of \_\_\_\_\_ [Student's Full Name], \_\_\_\_\_ acknowledge that I have read and understood the 'Ban on Ragging' policy and the legal implications associated with it. I agree to the terms outlined in this undertaking and accept full responsibility for my ward's adherence to the university's policies.

I hereby acknowledge that I have received, read, and fully understand the terms and conditions outlined in the Students Housing Policy by DSU. I agree to adhere to all rules, regulations, and policies set forth in this policy. By signing this document, I confirm my commitment to abide by these terms throughout the duration of my accommodation.

Student's Signature Here

Place : Harohalli

Date :