

DAMAGES POLICY

Policy ST206 Damages Policy V1.0

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14.05.2015	Draft	Pre Release, the purpose of pre-release is to inform all stake holders about the issuance of this policy and also to give advance intimation to the assured departments to get prepared.	Dipti Singhal	Rajiv Swarup

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Policy Details

DAMAGE TO UNIVERSITY (PHYSICAL) PROPERTY

1. OBJECTIVE

- 1.1 To ensure safety and security of the University property
- 1.2 To lay down procedures for identifying the property that has been lost or damaged and to have systems and protocols in place to prevent such loss/damage
- 1.3 To get the damaged/lost property repaired/replaced without causing delays
- 1.4 To bring in responsibility and accountability for such loss/damage

2. SCOPE

This policy is applicable to all schools and institutions of the SNU unless specified otherwise. This policy applies to all resident students (herewith referred to as students), pursuing a full time degree program with SNU.

Dean, Student's Welfare is the owner of the policy and is responsible for maintaining and updating the policy. Any clarifications on the policy should be routed to the Dean, Student's Welfare. The policy is effective immediately on release and supersedes all the old policies, practices and communications.

3. RESPONSIBILITY

- 3.1 All University members, faculty, staff and students, shall be responsible for safety & security of the University property. The University departmental (academic/non-academic) heads shall lay down standard operating procedures for members of the department/students listing reasonable precautions to prevent any loss/damage to the University property.
- 3.2 All University members are stakeholders in preventing such loss/damage and it is expected that they shall be vigilant to prevent such loss/damage and help identifying those responsible for such loss/damage.
- 3.3 Students shall be directly responsible for any loss/damage of hostel property and/or any utility which is used only by the student community.

4. REPAIR/ REPLACEMENT

- 4.1 If a student is found damaging University property in the academic block/s, the same shall be reported to the department head and to the Dean of Student's Welfare.
- 4.2 The concerned department in charge shall submit a request to the administration for repair of such damage through proper channel and the repair will be billed to the student responsible.
- 4.3 The matter shall be referred to the Dean of Student Welfare, if the student fails to clear the bills.
- 4.4 The matter may be referred to the University Proctoral Board as well for further disciplinary action.

5. HOSTEL PROPERTY DAMAGE/ABUSE

- 5.1 Every student shall be responsible for the general upkeep & maintenance of the room & the inventory provided in it. Repairing/ replacement cost of this inventory shall be borne by the concerned student(s).
- 5.2 Residents shall be collectively responsible for the condition and general upkeep of common areas. The residents of a particular wing/floor/hostel may be charged for non-routine maintenance service e.g. servicing of common utilities like lifts, microwaves, bathroom taps, mirrors, WCs etc. or removal of personal garbage, cleaning of/repairing bathrooms and moving furniture back to its original location.
- 5.3 If a student or his/her guest(s) is found damaging hostel property, it shall be required to bear the replacement or repairing cost of the damaged property. Such deviant behaviour would also invite disciplinary sanctions.
- 5.4 If the damages to hostel property are caused by unidentified persons, the University shall investigate and try to identify the responsible person(s) with an intention to educate/empathize them. If the University cannot identify the concerned person(s) after a reasonable attempt, it may charge the replacement/repair costs to the residents of the concerned wing/floor/hostel.
- 5.5 If the University is able to identify the individual(s) responsible for the damage at a later stage, the amount raised previously from the rest may either be refunded or transferred to student activity fund.

- 5.6 Students are encouraged to report any such information that can help identify the responsible person(s).
- 5.7 If the damage caused is significant and requires comprehensive repair work, like damage to the wall/ceiling, the cost of repairs may be substantially high.
- 5.8 If the act or negligence of a student, damages the property of other student(s), s/he may be asked to bear the loss.
- 5.9 If the hostel allocation is terminated on disciplinary grounds, the hostel fees for the remaining duration shall be forfeited. In addition, the cost of damage(s), cleaning etc. may be imposed.

6. ELEVATORS IN HOSTELS

- 6.1 The elevator/lifts are common facility provided to residents of the hostel and their upkeep is responsibility of all the residents.
- 6.2 If a student or his/her guest(s) is found damaging hostel property, it shall be required to bear the replacement or repairing cost of the damaged property. Such deviant behaviour would also invite disciplinary sanctions.
- 6.3 If the elevators are damaged by unidentified person(s), the University shall investigate and try to identify the responsible person(s) with an intention to educate/empathize them. If the University cannot identify the concerned person(s) after a reasonable attempt, it may charge the replacement / repair costs to the residents of the concerned hostel.
- 6.4 If the University is able to identify the individual(s) responsible for the damage at a later stage, the amount raised previously from the rest may either be refunded or transferred to student welfare fund.
- 6.5 Students are encouraged to report any such information that can help identify the responsible person(s).
- 6.6 If a student drops items into an elevator shaft, s/he should report the issue to the concerned warden. If the student can wait till the time of routine service of the lifts, item(s) retrieved back shall be returned to the student at no charge. However, the student shall be charged full cost of technician's visit if s/he demands for it specifically to retrieve his/her item/s.

7. FIRE ALARMS AND EQUIPMENT ABUSE

7.1 Tampering with fire alarms or fire equipment is totally prohibited and may invite severe disciplinary action.

7.2 Tampering may include, but not limited to

7.2.1 Meddling with smoke detectors, glass box hammers etc.

7.2.2 Removing the fire extinguisher from its location

7.2.3 Discharging a fire extinguisher for any purpose other than the intended use

7.2.4 Activating an alarm without an emergent situation

7.3 Student found tampering with the fire safety system, intentionally or unintentionally, will be asked to bear the full costs associated with the incident, including the damage(s) caused, if any.

8. FLAMMABLE/ TOXIC ARTICLES

The use or storage of flammable/toxic fluids, chemicals, gases etc. is prohibited. They pose safety hazards for not just the individual keeping them but for others as well. Anyone found having such items may be subjected to the disciplinary action.

9. LIABILITY FOR PERSONAL PROPERTY OR INJURY

9.1 The University takes utmost care in ensuring safety & security of its students & their belongings. The University or its offices, in no way shall be liable for any loss of/damage to student or student property.

9.2 SNU does not carry insurance for the students or their property.

10. LIST OF PROHIBITED APPLIANCES

10.1 Room heaters, hot air blowers, halogen torch lamps etc. are banned in the hostel rooms

10.2 Students are not permitted to use or install air conditioner units. They may, however, use a room cooler if it does not require ventilation to the outdoors and draw less than 3.5 amps.

11. DISCIPLINARY PROCEDURES

Every student shall abide by the rules & regulations of the University; shall bear good moral behaviour and shall follow the code of conduct in letter & spirit.

If a student is found violating the rules and regulations of the hostel mentioned in the hostel rules & in other relevant documents, s/he may be subjected to disciplinary sanctions.

11.1 POSSIBLE SANCTIONS

- 11.1.1 **Warning:** A written warning mentioning that a minor offence occurred and repeat offence would invite a severe sanction
- 11.1.2 **Probation:** The student(s) shall be under observation for its behaviour and compliance of all the rules & regulations laid down for probation period
- 11.1.3 **Injunction:** A student may be required to do some compulsory project, class or other activity which the disciplinary committee deems appropriate
- 11.1.4 **Fine:** A student may be asked to bear the cost of repairing and/or replacement of damage/loss incurred to the University or to a fellow student
- 11.1.5 **Deferred suspension/expulsion:** A period of review during which the repeat offence will result in to suspension or expulsion from the University/hostel.