

INSTITUTE OF HOTEL MANAGEMENT, CATERING TECHNOLOGY & APPLIED NUTRITION, P-16, TARATALA ROAD, KOLKATA – 700 088.

LOCKER ALLOTMENT FORM

I, desire to have a locker to keep my personal belongings which is required for academic purposes in the Institute. I shall abide by Terms and Conditions of the allotment, which are furnished below:

- i) Sitting in the Changing room during class hours without prior intimation to the concerned faculty is strictly not allowed.
- ii) Should keep the Changing room entirely clean and tidy.
- iii) Interchange lockers without intimation to the concerned Authority is strictly prohibited.
- iv) Safeguard of content inside the lockers is entirely the responsibility of the individual and must keep all belongings under lock and key.
- v) Tampering of locks of other lockers and pilfering is a serious offence, if such happens, the matter will be viewed with strict disciplinary measures.
- vi) If anybody is found occupying locker without official allotment, shall be liable of paying a fine of Rs.5000.00 (Rupees five thousand).
- vii) In case of loss of key of the lock, the students should immediately bring the matter into the notice of the concerned authorities without taking any attempt to break the lock.
- viii) If any damage of the locker is done, the occupant will be penalized for the same.
- ix) Students should make triplicate keys for the locks and one key should be kept with their personal file for surprise check.
- x) Students are not allowed to keep any weapons, alcohol or items prohibited by Law in the locker. If any such illegal items found in the locker the student may be rusticated.
- xi) If the lock of the locker is required to be broken for loss of key, the student should submit application to the concerned authority and pay an amount of Rs.200/- (Rupees two hundred) only at Cash Counter, for the needful.
- xii) The students should vacate their respective lockers before going for vacation or industrial training, failing which a penalty of Rs.5000.00 (Rupees five thousand) will be imposed and the locker will be confiscated.
- xiii) The change rooms shall remain opened with college timing.
- xiv) Institute's Authority can do surprise check of the lockers anytime with or without presence of the students.

I read all the terms & conditions mentioned above and agree to follow the same.

Signature :

Name :

Father's/Guardian's Name :

Address :

Contact No :

Roll No. :

Class :

Locker No. allotted :

Date :