

प्रधानाचार्य का कार्यालय,
होटल प्रबंध, खानपान प्रौद्योगिकी एवं,
अनुप्रयुक्त पोषण विज्ञान संस्थान,
आल्ट - पर्वरी, गोवा
दिनांक : 12.07.2022


सूचना/NOTICE

Lockers in the Institute will be issued to students for the academic year 2022-2023; on payment of a non-refundable fee of Rs. 200/- (1st come 1st serve basis). Locks have to be brought by the student.

The last day of the academic year will be the valid date for all lockers; and as such all lockers will have to be vacated as per below schedule, failing which locks will be broken and no responsibility for belongings will be of the Institute.

1. 1 st Year Students	-	02.06.2023
2. 2 nd Year Students (Group II in Institute)	-	25.11.2022
3. 2 nd Year Students (Group I in Institute)	-	05.05.2023
4. 3 rd Year Students	-	28.04.2023
5. Diploma in FP & F&B	-	02.06.2023
6. Craft FPP	-	02.06.2023
7. Craft F&B (S)	-	23.12.2022

Payments can be made to the cashier at the Institute for the same, and lockers will be allocated.


(डोना डि'सूज़ा/DONNA D'SOUZA)

प्रधानाचार्य/सचिव / PRINCIPAL/SECRETARY

होटल प्रबंध, खान-पान प्रौद्योगिकी एवं अनुप्रयुक्त पोषण विज्ञान
संस्थान - गोवा के लिए और की ओर से/for and on behalf
of Institute of Hotel Management, Catering
Technology & Applied Nutrition - Goa.



STUDENT LOCKER POLICY- 2022

Purpose IHM Goa provides lockers on chargeable twin-sharing basis to enrolled students on a first-come, first-served basis for storage purposes on a temporary basis. Lockers are located at the ground floors.

Guidelines

1. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, interference with institutional purposes or educational function, damage to the locker or the physical facility, or which are forbidden by Government policies. This includes, but is not limited to, drugs and related paraphernalia (other than over-the-counter medication or that for which a student has a current prescription), weapons, any flammable substance or explosive device, any pungent or noxious acid or chemical, or food product past its expiration. Students shall take reasonable care that their locker contents not negatively impact the contents of any other locker (i.e.: spilled liquids).
2. Students will be expected to keep their lockers (interior and exterior) in a clean and orderly manner. No stickers or other adhesive-applied materials shall be used on the interior or exterior of the locker at any time, for any purpose.
3. Students may use only the locker registered in their name and may not change lockers with another student without authorization from Admin.
4. Access to lockers is limited and is restricted when the building is closed, including breaks/ holidays.
5. Do not store money, cheques, credit and debit cards, jewelry, or other valuable items in your locker.

Locks

- a) Students must provide their own padlocks with each registered student possessing a duplicate key to a shared locker. It is strongly recommended students chose a sturdy lock in order to reduce the risk of theft. Do not share your locker key or combination with others.
- b) Only standard combination or keyed padlocks designed for day-to-day use are permitted. High security padlocks that have hardened steel shackles for cut resistance are not permitted.
- c) If a prohibited padlock is identified, admin will contact the student to remove the padlock and either vacate the locker or replace the padlock with one that is approved within 72 hours. If no response is received within 72 hours, the padlock will be cut and the locker contents will be stored for a limited time of 7 days.

Procedures

- a) Locker assignments are coordinated by and are valid for one academic year
- b) After being assigned a locker, students should place their padlock
- c) At the end of the Even semester, lockers must be cleared of their contents, or risk having the padlock cut and contents removed. Lockers will then be made available the following academic year on a "first come-first served" basis.

- d) Items removed from lockers at the conclusion of each academic year will be stored for a limited time of 7 days and returned only upon request and presentation of appropriate identification. Students must take full responsibility for retrieving these items, and items not claimed after the last date will be disposed of at the discretion of the Principal
- e) Padlock cutting is available upon request through Admin and may be scheduled during normal business hours or after-hours for emergencies. When padlock cutting is requested, the locker's occupant must be present when their padlock is cut. The occupant must produce a valid ID card and verify, in writing, their locker number and that the padlock being cut belongs to them. Students must sign a Lock Removal Request form authorizing Admin to cut the padlock from registered lockers.
- f) **IHM-Goa reserves the right to open any locker with or without notice to the locker's occupant and with or without the occupant being present, to search and remove its contents or inspect its condition. IHM-Goa may, in its discretion, share the results of a locker search/inspection with police authorities or other external bodies.**

Following is a partial, but not exhaustive, list of examples of when IHM-Goa may exercise its discretion:

- (1) Locker appears abandoned
- (2) Concern that the locker contains illegal or harmful contents
- (3) At the request of or in cooperation with police authorities
- (4) For investigative purposes related to suspected or alleged criminal, illegal, or inappropriate activities
- (5) Risk to the physical facilities or persons
- (6) Use of a locker without authorization
- (7) Physical damage to or defacing of the locker, or a contiguous locker
- (8) Odors indicating spoiled food or pungent chemicals
- (9) Prohibited lock is identified,

Liability

Students use on-campus lockers at their own risk, and are responsible for the security of their contents. Lockers are not regularly monitored by IHM-GOA. IHM-GOA is not responsible for the contents of the lockers, nor the padlocks.

Policy created: July 2022. Shall be reviewed for necessary updates.

IHM Goa Locker Policy -Lock Removal Request

Pursuant to the Locker Policy, a student may request that their lock be cut and removed from their locker in order to gain access to the contents. Locks are cut based upon availability of staff time resources. A valid CWSL ID card is required, and the student occupant of the locker must be present when their lock is cut. The student's locker number must be verified in writing as set forth below. The student must verify that the locker belongs to him or her.

Student Name

_____ Student acknowledges their locker number is:
Student's initials

Student to print locker number

____ Student ID card presented, and confirmed as valid
Initials of IHM-Goa employee removing lock

I acknowledge that on this date I requested the removal of my lock from my assigned locker for the following _____ reason(s):

Student Signature

Date

Name of IHM-Goaemployee removing lock

IHM-Goa Employee Signature

Date