

	<h1>Dental College HITEC-Institute Of Medical Sciences</h1>	
	<h2>SOP for Students Lockers</h2>	
	<b>DOCUMENT #: SA-SOP-21</b>	<b>ISSUE # 01</b>

Lockers are provided to 3<sup>rd</sup> and Final Year BDS students so that they could keep their subject related items/instruments/materials/equipments safe and secure. The Student Affairs Department will allot the lockers at the start of session. The policy for student lockers and its maintenance is as under:

1. Students can put their bags/books/laptops inside the lockers, but at the closing time of college the lockers should be locked, and all the things except the instruments can be taken out before signing out from the college.
2. Valuables like gold, money, mobiles or any other items which are not related to the department requirements shall not be kept inside.
3. At the time of any loss, student shall report to Student Affairs Department. The students are responsible for their belongings and keeping lockers maintained. The college will not be responsible for any loss.
4. Any damage like breaking locks, handles or key loss to the assigned locker shall be dealt with fine, which will be paid by the holder of that particular locker.
5. Keys of the lockers shall not be shared.
6. No extra key will be provided.
7. Lockers shall be kept locked at all times.