

Lost & Found Item Verification Rules and Collection Policy

Only the rightful owner can collect a lost item.

1. General Rules

- The Lost & Found Portal is meant for reporting and recovering items lost or found within the university premises only.
- Every found item must be submitted to one of the designated collection centers:
 - Admin Office
 - Security Room
 - Academic Block Office
 - Library Help Desk
 - Transport Office
- The person uploading a found item must provide accurate information including:
 - Item name and short description
 - Quantity (if applicable)
 - Location where it was found
 - Deposit location (where it is currently stored)
 - Optional photo (for identification aid)

2. Collection and Verification Rules

- The owner must verify ownership by providing valid identity proof and ownership evidence.
- Collection will be allowed only during working hours of the respective collection center.
- If the owner fails to provide sufficient proof, the collection authority has the right to withhold the item until verification is completed.
- Items unclaimed beyond a specified period (e.g., 30 days) may be moved to the central Lost & Found office or donated, as per university policy.

3. Documents Required for Collection

The following documents must be produced at the time of collection:

- Mandatory Documents
 - Valid University ID Card (Student/Staff ID)
 - Government-issued ID proof (Aadhaar, Driving License, etc.)
 - Ownership Proof (any one or more as applicable)
 - Purchase bill / receipt of the item (if available).
- Device serial number or registration number (for electronics, cycles, etc.).
- Matching description of unique features (e.g., color, stickers, marks, engraving, etc.).

- Login verification (for smart devices—showing the connected name or Bluetooth pairing).
- Bag contents verification (for bags, wallets, etc.).

4. Responsibilities

- The person who found and uploaded the item must not claim ownership.
- The portal administrators will act only as mediators, not as guarantors of ownership.
- Any false claim or misuse of the portal will lead to disciplinary action as per university rules.

5. Special Instructions

For valuable items (phones, wallets, IDs, jewelry, etc.), collection will only happen in the presence of an authorized staff member and after logging the handover in the register.

For documents (ID cards, certificates), a photocopy will be retained for record purposes.

For perishable or low-value items, storage may be limited to 7 days.

6. Acknowledgment

- 1) By collecting an item, the claimant agrees that:
- 2) They have verified the item belongs to them.
- 3) The university and portal administrators hold no responsibility for any dispute or damage related to the item.