



JUIT/WKG/REGR/2025-26/0487

03 Feb 2026

OFFICE ORDER

GUIDELINES REGARDING CUSTODY, RETURN AND DESTRUCTION OF ITEMS SEIZED/FOUND WITHIN THE UNIVERSITY CAMPUS AND HOSTELS

In order to regulate the handling of items found unattended/abandoned within the University premises and unauthorized items seized from hostellers during routine/surprise checks, the following guidelines are hereby issued for strict compliance:

1. Seizure of Unauthorized Items.

- 1.1 The following items, including but not limited to, shall be liable for seizure:
 - (a) Alcohol, tobacco products, cigarettes/vapes etc. from all students.
 - (b) Unauthorized electrical/electronic appliances from the hostellers.
 - (c) Any other item prohibited under the University rules as already intimated from time to time.
- 1.2 The list of unauthorized items has already been circulated to the hostellers. These items can be seized by the Wardens/Resident Wardens/Security staff during routine/surprise check.
- 1.3 Following monetary fine shall be charged from the defaulting hostellers on confiscation of unauthorized appliances: -

(a) First Instance	-	Advisory
(b) Second Instance	-	Rs. 1,000/- per item
(c) Third Instance	-	Rs. 3,000/- per item
(d) Fourth Instance	-	Rs. 5,000/- per item

2. Documentation and Custody of Items. The above-mentioned items shall be deposited with the Assistant Security Officer (ASO). A record of these items shall be maintained by ASO.

3. Disposal of Items

- 3.1 Prohibited, perishable and hazardous items (such as alcohol, tobacco products etc.) shall **not be returned to the students** under any circumstances. Such items shall be destroyed/disposed off by the designated Board/Committee under instructions from the Registrar.
- 3.2 Return of Items found inside Campus to Students/Staff (Bag, Mobile, Watch, Hard-disk, Water Bottle etc.)
 - (a) Two consecutive emails shall be sent to all the Student(s)/Staff (with photograph(s) of item) within **three days** from the date of finding of these items, with a request to collect the same after due identification process.
 - (b) After issuance of the **second reminder**, an additional period of **one week** shall be given to the student(s)/staff to collect the item(s).
 - (c) Items not collected by the rightful owner within the above timelines shall be disposed off under instructions from the Registrar.



4. Schedule for Return of Unauthorized Items seized from Hostel at the Main Gate during checking (Electrical appliances like Iron, Heater, Kettle and induction etc.)

Items seized before the Mid-Semester Break (Diwali)	To be collected by the concerned student during the Diwali Break , prior to proceeding on leave.
Items seized between the Diwali Break and Winter Vacation	To be collected by the concerned student during the Winter Vacation , prior to proceeding on leave.
Items seized between the Winter Vacation and Mid-Semester Break (Holi)	To be collected by the concerned student during the Holi Break , prior to proceeding on leave.
Items seized between the Mid-Semester Break and Summer Vacation	To be collected by the concerned student during the Summer Vacation , prior to proceeding on leave.

NOTE REGARDING ALL ITEMS:

If the item(s) mentioned at **Para 4** above are not collected within the stipulated period, the same shall be **automatically destroyed** by the Standing Board/Committee without any further notice. The student(s) shall have **no claim over these items** whatsoever, and the University shall **not** be responsible for the custody of such items.

5. Constitution of Board/Committee for Compliance

5.1 The constitution of the **Designated Board/Committee** for implementation, monitoring, return, disposal, and destruction of seized items shall be as follows:

Sr. No.	Name & Designation	Position
1.	Sh. Harbhej Singh, ASO	Presiding Officer
2.	Mr. Faisal Firdous, Warden	Member
3.	Sub Shiv Lal Negi / Sub Jai Lal, Resident Warden	Member
4.	One Official from Security Staff (SI/Supervisor)	Member

5.2 The Board/Committee shall be responsible for:

- (a) Supervision and custody of seized lost/found items.
- (b) Issuance of reminders to students/staff.
- (c) Release of permissible items to the concerned person after due permission from the Registrar.
- (d) Destruction/disposal of unclaimed or prohibited items as per above instructions.
- (e) Maintenance of proper records.

Brigadier RK Sharma, SM (Retd)

Registrar & Dean of Students

C.c: Vice Chancellor- For information please.

All Staff and Faculty

All Students

Website

Notice Board