



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.

**JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY**

WAKNAGHAT, P.O. – WAKNAGHAT,

TEHSIL – KANDAGHAT, DISTRICT – SOLAN (H.P.)

PIN – 173234 (INDIA) Phone Number- +91-1792-257999

(Established by H.P. State Legislature vide Act No. 14 of 2002)

**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:

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

Rasharany
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