

## **Lost & Found Policy**

National Law School of India University (NLSIU)

### **1.0 Principles**

The Lost and Found Policy is intended to ensure that items reported lost or found on the University's campus are properly accounted for, and in the case of items found, returned to their rightful owner. Items which cannot be so returned will be disposed of by the University.

**"Lost Property"** means any unattended, abandoned, misplaced, or forgotten item including but not limited to equipment, wallets, cash, jewellery, phones, books, keys, documents, or personal identification papers (driver's license, credit cards, etc). Lost Property found within the boundaries of the University campus or in the course of a University activity off-campus shall be governed by this Policy.

This Policy is only intended to facilitate the recovery of Lost Property. The University assumes no responsibility whatsoever for the care and/or protection of any personal belongings left unattended on University campus or in the course of a University activity off-campus, or for any loss under any circumstances.

### **2.0 Location of the Lost and Found Box**

The Gate 1 Security Cabin has been designated as the central repository and controlling agency responsible for lost and found property for the University. A designated Lost and Found Box is located in the security cabin.

### **3.0 How Do I Drop Off Lost Property?**

The finder should deposit the Lost Property at the Gate 1 Security Cabin. The Security Team shall ensure that the Lost Property is logged with the following details:

- Description of Item

- Quantity
- Place where Found
- Time when Found
- Name and ID of Finder (Optional)

If the owner's name is identifiable, the Security Team will attempt to contact the owner and inform them. The Security Team shall maintain a list of Lost Property that shall be circulated appropriately.

#### **4.0 How do I Claim my Lost Property?**

The owner may claim the Lost Property in person at the Gate 1 Security Cabin. You will be requested to produce a valid ID and establish yourself as the rightful owner. The owner must acknowledge receipt of Lost Property by signing the Lost & Found Register.

In case there are multiple claimants, the University shall have the right to recall the Lost Property collected by an individual. In such cases, the decision of the Chief Operating Officer regarding the rightful claimant shall be final and binding.

#### **5.0 Unclaimed Lost Property**

All unclaimed Lost Property will be held for a maximum of 3 (three) months or till the end of each term, whichever is earlier, subject to the exceptions set out below: i) Identification Cards (Credit Card, Debit Card, ATM Card, ID, Driver License etc.) will be destroyed if not claimed within the period set out above to avoid misuse;

ii) All other items of use (clothes, electronics, sunglasses, bags etc) and cash will be donated to charity if not claimed within the period set out above; iii) Any university property which is issued to users (Library Books, University ID, Room Keys etc.) will be returned to the proper University authority if not claimed within 3 (three) days;

iv) Perishable items will be discarded/trashed past their use date.

The University shall revise the Lost & Found Policy as may be required from time to time. We welcome feedback and suggestions, which may be shared at [cooffice@nls.ac.in](mailto:cooffice@nls.ac.in) with the subject line 'Feedback - NLSIU Lost & Found Policy'.

**University Lost & Found Centre - Please write to [security@nls.ac.in](mailto:security@nls.ac.in)**