F.1/GUUP/RO/Order/02/2026 **Date: 22.10.2026**

NOTICE

Subject: Procedure for Handling Lost, Stolen, Damaged and Found Personal Belongings on Campus

All students, faculty members and staff are hereby informed of the following procedure regarding personal belongings on the University campus, effective immediate:

1. **Deposit of Found Items:** Any item found anywhere on the University campus must be deposited with Mr. Vikas Jha, Assets Manager, Assets Office, Room C-039, for proper recording and safekeeping.
2. **Reporting Lost or Stolen Items:** Students, faculty members and staff seeking assistance in tracing lost or stolen personal belongings may contact Mr. Nitin Varshney, IT Head, Galgotias University, Office A-022, and submit the prescribed Lost & Stolen Property Report Form with the relevant details. Copy of Form attached.
3. **Reporting Damaged Belongings:** Requests for assistance concerning damaged personal belongings may also be submitted to the IT Head at the above-mentioned office.
4. University shall not be responsible for the loss, theft, misplacement or damage of individual personal belongings on campus. Any assistance provided in tracing or recovering such belongings shall be on a reasonable-efforts basis and shall not guarantee recovery or compensation.

All students, faculty members and staff are advised to take due care of their personal belongings and cooperate in following the above procedure.

This notice is issued for the information and compliance of all concerned.

Galgotias University Greater Noida Uttar Pradesh

Registrar

To: All Students/University Website/LMS/Digital Notice Boards

OFFICE OF IT HEAD (A-022)

LOST & STOLEN PROPERTY REPORT FORM

Important Instructions

1. The University shall not be held liable for any loss, theft, or misplacement of personal belongings within the campus premises.
2. All students, faculty, and staff are expected to maintain decorum and refrain from any form of misconduct while reporting such matters.
3. Any lost item found within the University premises and deposited at the **designated location (Assets Office C-039)** will be duly recorded and notified.
4. The University will make reasonable efforts to contact the rightful owner using registered contact details.
5. The University shall not be responsible for delay, damage, or failure in recovery of items.

Applicant Details

Name (Faculty/Staff/Student): _____
GU ID / Admission No.: _____
Contact Number: _____
Date of Report: _____

Incident Details

Item Lost/Stolen: _____
Date & Time of Incident: _____
Location: _____
Block / Area: _____

Description of Incident

_____
_____
_____

Declaration

I hereby declare that the information provided above is true and correct to the best of my knowledge. I understand that the University is not liable for recovery or compensation.

Signature of Applicant: _____

For Office Use Only

Received by: _____
Designation: _____
Date & Time: _____

Mr. Nitin Varshney
IT Head