

Sree Gokulam Medical College & Research Foundation
Venjaramoodu, Thiruvananthapuram

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Content: 'Lost and Found' Articles Handling Policy

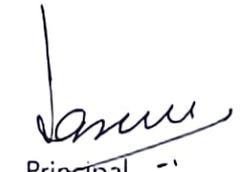
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'Lost and Found' Articles Handling Policy

Introduction

The management, employees and students of Sree Gokulam Medical College and Research Foundation are committed to safeguarding and returning any lost articles found to its rightful owner when claimed within a reasonable period of time.

Statement of Purpose

This policy outlines the procedure of handling the lost and found articles.

Policy

Any lost article found in the premises will be deposited with and claimed from the office of the Chief Security Officer. In routine circumstances, once received, the responsibility of safekeeping of the article solely rests on the office of the Chief Security Officer.

Definitions

- a. Lost and Found Article: Any article found in the premises of the institution with no owner claiming it.
- b. Routine circumstances: Regular days exempting circumstances like disasters, natural calamities and burglary.

Procedure

- a. If any individual finds any articles in the premises of this institution with none claiming its ownership, it has to be handed over to the (i) Head of the respective Departments if found in the Medical College or Nursing College or (ii) to the Hostel Manager if found in the hostel premises or (iii) to the Unit Chief, if found in the Out Patient Department or (iv) to the In-charge Nursing Officer if found in the wards of the hospital.
- b. If article is found in the common areas (roads, central lobby on each floor of the college or hospital, stairways, lifts, etc.), they have to be deposited with the office of the Chief Security Officer directly at the earliest.
- c. Heads of the Departments / Unit Chiefs / In-charge Nursing Officers / Hostel Managers shall forward these articles to the office of the Chief Security Officer within 24 hours of receiving them.

- d. Office of the Chief Security Officer shall maintain a register for lost and found articles, noting the description of the article found, date of finding, time of finding, place of finding, name of the person finding, name of the person forwarding &/or depositing, date and time of receiving the article, name & signature of the person handing over and the name & signature of the person receiving.
- e. Anyone tracing the lost article shall contact the office of the Chief Security Officer directly, and upon producing the necessary evidence, may stake claim to the article.
- f. If the article is claimed by its rightful owner, the name of the owner, date and time of claiming the article back, signature of the person claiming it (owner), his/her mobile number and address along with the name & signature (with date) of the person handing it over from the office shall be noted in the register for the lost and found articles, maintained by the office of the Chief Security Officer.
- g. Any lost and found article shall be held in the office of the Chief Security Officer for a period of one year of receiving it.
- h. If the article is valuable (e.g. money purse with cash more than rupees ten thousand (Rs. 10000/-), jewellery, important documents pertaining to academic accomplishments, details of occupation, property or other monetary instruments or proof of identity), it shall be informed to the nearest Police Station after one month of holding and the article shall be handed over to the nearest Police Station after holding it for a period of one-year if no one comes to claim it.
- i. If the articles are useful and consumable, with none claiming them even at the end of one year (money purse with cash less than ten thousand rupees, clothes, blankets, etc.), the same shall be donated for a suitable cause as deemed appropriate by the committee comprising of Chief Security Officer and two other nominated members appointed for the purpose of sorting and condemnation of the lost and found articles by the Office of Director. Proper record of the items handed over shall be maintained by the office of the Chief Security Officer.
- j. Remaining articles shall be condemned / destroyed after being approved and minuted in the meeting held by the committee comprising Chief Security Officer, and two other nominated members appointed for the purpose of sorting and condemnation of the lost and found articles by the Office of Director. The meetings shall be held once every month to consider the articles accumulated in the same month of the previous year.

Applies to

All the lost and found articles within the premises.