



LOST & FOUND ITEMS

HOW TO CHECK ON CHALKPAD

CU/PB/ADMIN/PROCESS/003 /2023



We are sure you remember the old song ***Sawari apne saman ki khud zimmedar.*** (Passengers responsible for their own luggage.) But there have always been cases where some of us misplace our belongings...



Many a time these lost items are found by the members of Administration Team. As per the process laid all such material is collected and placed at a specified area. Once the concerned user reports the matter and recognizes his/her material, they are handed over the same.



In some cases, users do not report the loss or search for the material. In such case the traced material is held for an unduly long period , thus, adversely affecting space. It must be because the users are not aware whom to approach, or where they exactly lost the item as they may have realized they lost the item at a later stage.



We have now created a space in the chalk pad where the “lost and found items” shall be listed.
Users can check on the portal and then approach Team Administration and claim their material.



Materials not claimed for 3 months shall be distributed to the needy , based on recommendations of a Board of Officers.

- [Support Desk](#) | [Interaction Program](#) | [Instagram Photo](#) | [Welcome \(E2914377\)](#), Pramod Chandra
- [SSL Certificate](#) **NEW!** | [Student Information](#) | [Grievance Redressal Portal](#) | [View PPT](#) | [Help Desk](#) |
- [Appraisal Score](#) | [Hall Booking](#) | [Regulation](#) | [Hostel Rules](#) | [Covid 19 Guidelines](#) **NEW!** |
- [Upload Vaccination Certificate](#) **NEW!** | [Download Section](#) | [Request for Document](#) | [Contact Us](#) |
- [Suggestion Feedback](#) **NEW!** | [Office of Patent Facilitation, Licensing & Consultancy](#) **NEW!** |
- [Rise Event](#) **NEW!** | [Counseling Video](#) | [Security Fine](#) | [PhD Supervisor Profile Update](#) |
- [OPD - Physiotherapy](#) **NEW!** | [OPD - Eyes](#) **NEW!** | [Fee Notices](#) |

STEP 1



Dear Student, Kindly deposit your

- Setup
- Student
- Time Table
- Communication
- Fee
- Fine
- Activities**
- Annual Appraisal
- Reports
- Analytics
- Admin Func.
- Leaves

Activities » Lost and Found

Menu Lookup..

- Lost and Found**
- Employee Hostel →
- Complaint Management System →
- Mentorship Programme →
- Change Password
- Interaction Report

#	Date ▼	Time ▼	Item	Location ▼	Status ▼	Action
1	14-Jun-2023	12:00:00	this is resss	newton	Delivered digi cp5 14-Jun-2023	 

Print | Export to Excel

How can users trace lost items details in chalk pad ?

After clicking on tabs – “Activities” & “Lost and Found”, a list of the lost items will be displayed, as shown in the picture below.

In case the material of user is listed, he/she may approach Administration Department (Capt. Ravinder Singh @ 9501004247 or Mr. Pramod Chandra @ 9417393544).

LIST OF MATERIAL

[Communication](#) | [Fee](#) | [Fine](#) | [Activities](#) | [Annual Appraisal](#) | [Reports](#) | [Analytics](#) | [Admin Func.](#) | [Leaves](#)

Activities » Lost and Found
Menu Lookup..

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Activities

- Lost and Found
- Employee Hostel →
- Complaint Management System →
- Mentorship Programme →
- Change Password
- Interaction Report

Please Note-

***Unclaimed lost and found material shall be donated further
after a period of 3 months***

THANKYOU

TEAM ADMINISTRATION