

## Student Services Office

K.L. Campus, University Road, Navrangpura,  
Ahmedabad-380009, INDIA

Ph: +91- 79 -2630 2470 / 2740 Extn: 434,435,436 Fax: 91-79-2630 2075 Website: [www.cept.ac.in](http://www.cept.ac.in)

Email: [studentservices@cept.ac.in](mailto:studentservices@cept.ac.in)

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## LOST / FOUND FORM

**Instructions:** Students may report lost or found items using this Service. This service is for items lost or found on CEPT Campus only. To be filled up and submitted to the Student Services Office.

### PART 1: REPORT OF LOST/ FOUND ITEM

(Tick the appropriate) LOST \_\_\_\_\_ FOUND \_\_\_\_\_ Date \_\_\_\_\_

Student Name \_\_\_\_\_ Code No. \_\_\_\_\_

CEPT Email ID \_\_\_\_\_ Contact No. \_\_\_\_\_

Name of Program \_\_\_\_\_ Faculty of \_\_\_\_\_

### ITEM DESCRIPTION

Where and when was the Item Lost/ Found? \_\_\_\_\_

Name of the supervisor who received the items \_\_\_\_\_

### PART 2: DISPOSITION OF PROPERTY

Date and Item claimed by \_\_\_\_\_

Owner Student Name \_\_\_\_\_ Code No. \_\_\_\_\_

CEPT Email ID \_\_\_\_\_ Contact No. \_\_\_\_\_

Name of Program \_\_\_\_\_ Faculty of \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date \_\_\_\_\_