

Rules for Lodging Complaint to the Proctorial Board of University

1. No student should be involved in any such activity relating to **theft, fight, argument, assault, physical, mental, sexual violence/abuse etc.** inside campus premises and any such incident will strictly be considered for disciplinary actions.
2. Therefore, in case of **theft, fight, argument, assault, physical, mental and sexual violence** the complainant/student should intimate the details of the incident immediately to the security emergency number (9304953714). It is displayed on different notice boards of the campus for immediate relief in such situations.
3. The student should also report immediately any such matters where he/she needs help related to safety /fear/trauma etc.
- 4: Students must inform any such incident taking place in campus premises and the vicinity of campus urgently to the security emergency number followed by written complaints to the Proctorial Board through mobile/WhatsApp/emails or as a written complaint.
5. Students must ensure that the incident is being informed to their legal guardians immediately and their phone number/contact details should be provided to proctor office as well.
6. No such incident should be reported to the police or any other outside forums without prior consultation and intimation of the Proctorial Board of the University. The legal guardian must be informed/called to campus before reporting any such matter to the police. The report to police or any other outside institution may be permitted only when their concerns have not been taken cognizance by the University Proctor office within 24 hours of their intimation.
7. Students must take precautionary steps like seeking medical help, emotional help, etc. in such situations and update about the same to the Proctor office as well.

Helpline/Contact Details	
Security Emergency Number	9304953714
Chief Proctor Office email	chiefproctor@cuja.ac.in
Chief Proctor Office Mobile number/WhatsApp	8002008284

Approved

