

HAND OUT – POLICY ON DRUG AND TOBACCO ABUSE

1. **General.** NUML has adopted HEC Drug and Tobacco Abuse Policy 2021 in all its contents and instructions. Basing on the same parameters “NUML Drug and Tobacco Abuse POLICY” has been formulated which shall come into effect forthwith. The salient of same are reproduced here for quick reference.

2. **Scope.** This policy covers all students, faculty, staff and visitors (including individuals associated with outsourced services) in the premises of NUML (campus, class rooms, hostels, play grounds, libraries, laboratories, cafeterias & transport, gymnasium, etc.)

3. **Anti-Drug & Tobacco Committee (ADTC).** A Committee with the name of “Anti-Drug & Tobacco Committee” is constituted as follow:-

a.	Dr. Muhammad Noman Malik, Assistant Professor, HOD CS	President
b.	Dr. Anila Sadaf, Assistant Professor, HOD Psy, Counseling Psychologist	Member
c.	Lt Col (R) Syed Muhammad Ibrar Bin Aslam Shah, Administrator	Member
d.	Mr. Muhammad Bilal Kiyani, Lecture, Coord BBA	Member
e.	Mr. Jawwad Ibrahim, Lecture, Coord EE	Member
f.	Security Officer	Member
g.	Mr. Zia –ul- Hasnain, Coord Student Affairs	Member
h.	Hav (R) Noor Khan Sabir, Nursing Assistant	Member

4. **Roles and Responsibilities of the ADTC:** The committee will be responsible for ensuring a drug free and smoking free environment in the NUML and to take measures to safeguard the interests of the students in the following ways:-

- a. By inquiring into, investigating and resolving any matter regarding the usage/consumption, sale and distribution illegal drugs in the NUML.
- b. By inquiring into, investigating and resolving any matter regarding the violation of Anti-Tobacco Legislation.
- c. By coordinating with and connecting students to rehabilitative services including counselling, medical care and helplines when needed.
- d. By raising awareness on the prevalence, problems and persistence of drug abuse and tobacco consumption.

- e. By ensuring effective coordination with all relevant stakeholders inside and outside the NUML, especially Anti-Narcotics Force (ANF).

5. **Focal Person:** Coordinator Students Affairs is appointed as Focal Person for matters related to Drug Abuse and unlawful tobacco consumption with following mandate:-

- a. The Focal Person will act as a liaison between University and ADTC.
- b. If a student, staff, or faculty member feels that he or she needs medical and/or mental health assistance and counselling or would like to report Drug Abuse or smoking, the student, faculty or staff member may reach out to the Focal Person who will connect the individual to the services requested or refer the matter to the ADTC to begin an inquiry as the case may be.

6. **Awareness Raising Strategies:** The ADTC, shall take the following measures:-

- a. All newly admitted students and newly appointed faculty/staff members shall attend a mandatory hour-long orientation session.
- b. An undertaking in the form set forth in Annex-A shall be signed by all existing and newly recruited/admitted faculty, staff members, and students, and shall be submitted to Director HR in case of faculty/staff and Director Academics in case of students.
- c. The ADTC will prepare drug and tobacco awareness material and disseminate it through student handbooks and pamphlets for including in the admissions materials.
- d. Events may be organized in connection with the '**International Drug Abuse Day**' (June 26th) and '**World No Tobacco Day**' (May 31st).
- e. Drug prevention interventions should be included in curricula with a view to creating awareness against drugs in educational settings. A mini course focused on fostering smoking/ drug abuse awareness may also be introduced.
- f. Any other programs the ADTC may consider appropriate from time to time.

7. **On Campus Counsellor/Psychologist/Psychiatrist:** Dr. Anila Sadaf, Psychological Counsellor available at NUML, shall help students, staff and faculty members by guiding them through any problems or issues such as peer pressure and demotivation which often lead to drug and tobacco consumption. Any student suffering from any mental health issues, such as anxiety,

depression, or post-traumatic stress disorder may also seek assistance of the trained professional.

8. **Helpline:** A helpline No.051-5567125, 051-5794512 Ext:123 (with Coord Students Affairs) has been established where students, faculty and staff can call whenever they face a mental health issue or a situation in which they may have been tempted to use drugs or tobacco.

9. **Complaint Procedure**

- a. **Complaint:** Any person associated with NUML including (but not limited to) the student, faculty member, non-teaching staff, administrative staff, or a visitor may submit a complaint in writing to the ADTC or to the Focal Person, stating that any person has engaged in drug abuse, illicit smoking, or the unlawful sale or distribution of drugs/tobacco within University premises.
- b. **Protection for Whistleblowers:** The identity of the whistle blower/complainant shall be kept confidential. The Focal Person shall maintain a proper record of all complaints.
- c. **Initial Scrutiny:** Each complaint shall be assessed on the basis of shared information. Complaints substantive in nature and associated with sufficient supporting documents/evidence shall be considered for further investigation by the ADTC.

10. **Investigation/Disposal:** The ADTC shall investigate all non-frivolous complaints before making its decision through the following process:-

- a. Initiation of an inquiry.
- b. The body of facts or information (evidence) that the ADTC uses could be:
 - (1) Eye witness evidence.
 - (2) Physical evidence – individual found in possession of any illegal substance, individual found intoxicated (proven by a drug test) or individual caught distributing any illegal drugs or tobacco on campus.
- c. A personal hearing/s with the accused prior to any checking.
- d. Random testing/checking of possessions/individuals by campus security on the recommendation of ADTC.

- e. **Decision:** All complaints shall be decided by the ADTC within **two weeks** of their receipt.
- f. **Appeal:** An appeal to the decision may be made by the aggrieved within **three working days** of the receipt of the decision to Pro Rector.
- g. **False Complaint:** In the event that the ADTC determines that a false allegation was made in the complaint with mala fide intent, it may send its findings to Rector, recommending disciplinary action against the complainant.

11. **Punishments**

a. **Drug Abuse.**

- (1) The relevant warnings under this policy as well provisions related to punishments for violations shall be displayed on the notice board of each department in the NUML.
- (2) **For first time offenders** in case of minor infractions, the ADTC may refer the offender to the in-house counsellor/psychologist/psychiatrist to undergo medical and mental health treatment.
- (3) In the event of a **significant violation and/or repeated violations** of this policy, the ADTC may recommend issue of warning and ultimately suspend or expel the offender (and in case of students, notify the student's parents).
- (4) If a student, faculty, or staff member is **involved in the distribution or sale of illicit drugs**, the NUML shall report the violation to the appropriate authorities including law enforcement agencies.
- (5) In the event a **visitor is found** on the premises engaging in **any drug-related offense**, campus security shall immediately report the violation to the appropriate authorities including law enforcement agencies.

b. **Illicit Smoking.**

- (1) **For a first violation**, the ADTC may recommend the NUML issue a warning letter and a **fine of Rs.500/-**.
- (2) **For a second violation**, the ADTC may recommend **suspension of the student for one week** or more from the premises of the NUML with parental notification for students and disciplinary action for faculty and staff as per the NUML's regulations.

- (3) **For a third violation or more**, the ADTC may recommend a **longer suspension** depending on the severity of the violation and further disciplinary action for faculty and staff as per NUML's regulations.
- (4) In case any **visitor is found smoking** in the NUML's premises, the visitor shall **be fined Rs.1,000/-** by the NUML, and any further necessary action shall be taken in accordance with the Anti-Tobacco Legislation.
- (5) In case of any **unlawful sale or distribution of tobacco** on the premises of the NUML, the violator shall **be fined Rs.5,000/-** by the NUML and shall be reported to the appropriate authorities including law enforcement agencies.

12. Survey/ Feedback Mechanism: An annual survey shall be conducted by ADTC, asking students and staff members to respond to an anonymous close ended questionnaire related to matters covered under this policy. In case the student body is large, survey shall be conducted through random sampling. The office of the Focal Person shall analyze the findings and present them to the ADTC for review and comment.