

STANDING OPERATING PROCEDURES



FOR DRUG AND TOBACCO ABUSE/SMOKING

Drug abuse and smoking pose serious risks to human health and the social life of the community and have significant economic and environmental costs.

Scope. It is the need of the hour to form certain guidelines in order to ensure a uniformity in drug abuse prevention in our Institution. The guidelines in this policy apply to the students, faculty, staff and the visitors (including individuals associated with outsourced services) in the premises of the college (campus, class rooms, hostels, play grounds, libraries, laboratories, cafeterias & University/College transport etc.).

Anti-Drug Tobacco Committee : In order to control the smoking and drug abuse culture, an organized effort is required. For this purpose, College has constituted a committee to be called as “Anti-Drug/ Tobacco Committee” consisting of five members, duly notified by the Head of the Institution. The composition of the committee is as follows:

- | | |
|----------------------------|----------|
| 1. Pro. Dr. Niaz Maqsood | Chairman |
| 2. Prof Dr Shakeela Yasmin | member |
| 3. Dr Sadiq Malik | member |
| 4. Dr Tayabba Batool | member |
| 5. Dr Tahreem Abaid | member |

Domain. The committee will be responsible to:

- a. Ensure a smoke and drug free environment and to take measures to safeguard the interests of the students/Institute.
- b. Inquire, investigate and resolve any matter regarding usage/consumption, sale and distribution of tobacco or illegal drugs in the college premises in accordance with the policy.

Initial Scrutiny

- a. Each complaint would be assessed on the basis of shared information and available material. Only those complaints which are found substantive in nature and are associated with sufficient supporting document/evidence would be taken up by the committee for further probe.
- b. Anonymous complaints shall not be considered and investigated. However, the identity of any whistle blower/complainant shall be kept confidential.

Investigation

- a. Inquiry may be initiated on the receipt of a written complaint, witnessing any anomaly in an individual's behavior or any information/evidence that might lead to a perpetrator or distributor.
- b. The accused may be monitored to trace any suspicious activity related to drug abuse that proves him/her guilty. The on-campus CCTV footage can also be used for this purpose with the input of CSO (Chief Security Officer) of the college.
- c. The accused would be given a personal hearing to explain the situation or prove his/her innocence.
- d. In case, any Anti-Drug Committee member finds an individual smoking or under the influence of any (un-prescribed) drugs or alcohol, the committee can pronounce him/her guilty and can impose penalty as per rules without any discrimination.
- e. A proper record needs to be maintained of all such instances, where a complaint is registered and the committee investigates any such matter.
- f. Random testing/ physical checking of the students can be done on the recommendation of any committee member.

Decision.

Each complaint has to be dealt with seriousness and due discretion with efforts to finalize the recommendations within 15 days of its receipt. The decision of the committee via its convener needs to be conveyed in writing to the accused.

Preventive and Corrective Measures.

A better coordination and interaction would ensure that any such activity gets reported / communicated timely to the Anti-Drug Committee members.

- a. Distribution of Drug Awareness material through pamphlets, brochures along with admission forms.
- b. The policy paras regarding penalties need to be displayed on the notice boards for the awareness of the students.
- c. Moreover, the Departmental Heads need to ensure that the policy is implemented in true letter and spirit. In case of violation, matter may be reported to ADTC and Security Section.
- d. All newly admitted students and newly appointed faculty/staff members shall attend a mandatory hour-long orientation session, arranged by Medical Education department. The session shall make them aware of this policy and the hazards of drug abuse and smoking.

- e. An undertaking in the form set forth in Annex-A&B shall be signed by all existing and newly recruited/admitted faculty, staff members, and students, and shall be submitted to the relevant office of the University/College.
- f. Awareness raising campaigns throughout the academic year including seminars, walks, workshops, and lectures shall be arranged in collaboration with ANF, NGOs, and professionals from reputable rehabilitation centers.
- g. Student Societies can be involved to arrange various events and activities to raise awareness on drug abuse.
- h. To develop drug prevention for interventions in curricula with a view to create awareness against drugs in educational settings.

Penalties Smoking.

If anyone is found smoking tobacco publicly in the institute; following penalties may be imposed:

- a. First time: A warning letter and a notice of displeasure.
- b. Second time: A fine of minimum Rs. 2,000/-.
- c. Third time: A fine of minimum Rs. 5,000/

Drug Abuse.

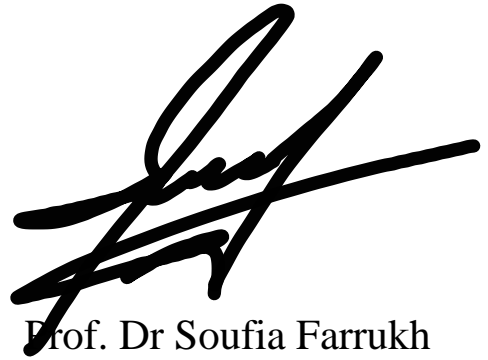
For drug-related violations, the college may, on recommendation by the ADTC, take disciplinary action against students, staff, faculty, and visitors in the following way:

- a. 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
- b. health treatment. This referral must be in writing and require the completion of the counselling or rehabilitative program within a set period.
- c. In the event of a significant violation and/or repeated violations of this policy, the ADTC may recommend that a warning and ultimately suspend or expel the offender (and in case of students, notify the student's parents).
- d. 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 through CSO.

Conclusion.

A successful and effective execution of this policy will save several generations of our nation from falling prey to the hazardous habits of smoking and drug abuse. The youth saved from this

social disease will be able to become productive members of the society and contribute towards our dwindling economy.

A handwritten signature in black ink, appearing to read 'Soufia Farrukh', written in a cursive style with a long horizontal stroke extending to the right.

Prof. Dr Soufia Farrukh

Principal

QAMC,BWP.

Annex 'A' UNDERTAKING FOR STUDENTS

Roll number/ Registration Number	
Program Title	
Name	
CNIC/CRC Number	
Contact Number	
Father / Guardian's Name	
Father/ Guardian's Contact Number	
Gender	
Date of Birth	
Mark of Identification	
Blood Group	
Any Disability	
Any Existing Medical Problem or Mental-Health Issues	
Taking any Medicine on a Regular Basis (if yes, please give details)	

I _____ son / daughter of _____
_____ certify that I am/ shall not be involved in any kind of drug abuse (bringing into the campus/ consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at QAMC,BWP. The college is authorized to examine me for drug abuse at any time and to take any measure to ensure the implementation of its policies. Moreover, parents will be informed if I will be involved in any drug/ tobacco related unlawful activity. Further, I have read and am aware of the provisions of the Higher Education Commission's Policy on Drug and Tobacco Abuse in Higher Education Institutions.

Signature

Signature of Father/ Guardian (for students)

Dated _____

Dated: _____

Note:- Please submit this undertaking form at the concerned office after joining QAMC,BWP.

Annex 'B'**UNDERTAKING FOR FACULTY STAFF**

Name	
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Designation	
Department	
CNIC/CRC Number	
Contact Number	
Gender	
Date of Birth	
Mark of Identification	
Blood Group	
Any Disability	
Any Medicine Problem or Mental-Health Issues	
Taking any Medicine on a Regular Basis (if yes, please give details)	

I _____ son / daughter of _____

_____ certify that I am/ shall not be involved in any kind of drug abuse (bringing into the campus/ consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at QAMC,BWP. The college is authorized to examine me for drug abuse at any time and to take any measure to ensure the implementation of its policies. Further, I have read and am aware of the provisions of the Higher Education Commission's Policy on Drug and Tobacco Abuse in Higher Education Institutions.

Signature

Dated _____

Note:- Please submit this undertaking form at the concerned office after joining the QAMC,BWP. For current members of the QAMC, please submit in accordance with the timelines prescribed by the College administration.