



**NATIONAL UNIVERSITY OF MODERN LANGUAGES
ISLAMABAD**

POLICY ON DRUG AND TOBACCO ABUSE

*(TO READ IN CONJUNCTION WITH
HEC POLICY ON DRUG AND TOBACCO ABUSE
IN HIGHER EDUCATION INSTITUTIONS (2021))*

Glossary of Terms and Abbreviations

ADTC	Anti-Drug And Tobacco Committee constituted under Section 3 of this policy
ANF	Anti-Narcotics Force
Drug(s)	This includes “narcotic drugs” as defined in the Control of Narcotics Substances Act, 1997 as well as “psychotropic substance” listed in the Schedule to the Act, pharmaceutical drugs, sedatives and tranquilizers described in the The Drugs Act, 1976 if used without a prescription or authorization, and alcohol prohibited by The Prohibition (Enforcement of Hadd) Order (4 of 1979)
Drug Abuse	Possession, use or the sale or distribution of such drugs
Focal Person	The Focal Person appointed under Section 3 of this Policy
HEC	Higher Education Commission
HEI	Higher Education Institute
NUML	National University of Modern Languages
NGO	Non-Governmental organization
Smoking	Smoking shall have the same meaning as it does under the Prohibition of Smoking and Protection of Non-Smokers Health Ordinance, 2002
Smoke free	Smoke free shall mean the prohibition of smoking and other use of tobacco in accordance with the provisions of the Prohibition of Smoking and Protection of Non-Smokers Health Ordinance, 2002
Anti-Tobacco Legislation	The ‘Prohibition of Smoking and Protection of Non-Smokers Health Ordinance, 2002,’ or any other anti-tobacco legislation in the HEI’s jurisdiction, as applicable

1. AIMS AND OBJECTIVES

- 1.1. Drug abuse and smoking pose serious risks to human health and the social life of the community and have significant economic and environmental costs.
- 1.2. According to the United Nations Office of Drugs and Crime (UNODC)'s 2020 World Drug Report, in 2018, more than 35 million people suffered from the consequences of drug abuse. In fact, the number of drug users worldwide is on the rise with cannabis being the most commonly used drug.¹ Other commonly used drugs include alcohol, methamphetamine, heroin, amphetamine-type stimulus (ATS), cocaine, ecstasy, opium, poly drug (a combination of several drugs), pharmaceutical cocktails, tranquilizers and sedatives. Factors contributing towards drug abuse include easy access to drugs at low prices, rapidly changing social norms, existence and presence of drug dens and cartels, unemployment and economic distress, lack of awareness on drug abuse within the family and in educational institutions, mental health problems (such as anxiety, depression, anger, guilt, grief, low self-esteem, frustration, rejection etc.), curiosity/urge to experiment, influence of media portrayals, peer pressure, lack of support by parents, the family and the community. To address the problem, the Federal Government has passed various laws including the Control of Narcotics Substance Act, 1997 and the Drugs Act, 1976, which proscribes the possession and distribution of illicit drugs and alcohol with penalties for violations provided in the Code of Criminal Procedure up to and including capital punishment.
- 1.3. With respect to smoking, the World Health Organization documents that more than 8 million people die each year from tobacco use with 1.2 million of these deaths from passive smoking alone and many others facing tobacco-related health complications.² Accordingly, the Federal Government enacted the Prohibition of Smoking and Protection of Non-smokers Health Ordinance, 2002 (Ordinance No. LXXIV of 2002) to limit smoking at public places of work or use and in public service vehicles (except in designated areas) and to outlaw tobacco storage, sale, or distribution in the vicinity of educational institutions. Individuals and institutions who violate the law may face the penalty set out in sections 11 (a) and (b) of the Ordinance.
- 1.4. Like all other institutions, it is our legal responsibility to implement all relevant national laws and policies and should join hands with all stakeholders including psychologists and psychiatrists, social workers, NGOs, and others to address the problem of unlawful drug and tobacco abuse.

¹ UNODC World Drug Report 2020, <https://www.unodc.org/unodc/press/releases/2020/June/media-advisory---global-launch-of-the-2020-world-drug-report.html>.

² Tobacco, Key facts, World Health Organization, <https://www.who.int/news-room/fact-sheets/detail/tobacco#:~:text=Tobacco%20kills%20more%20than%208.%2D%20and%20middle%2Dincome%20countries.>

- 1.5. To ensure that NUML contribute to the reduction of drug abuse and smoking, this policy has been made pursuant to the powers granted to the HEC under the Higher Education Commission Ordinance, 2002. It is binding on all HEIs in the country, whether operating in the public or private sectors. Violations or failures to comply with the HEC's policies may lead to regulatory action being taken against non-compliant HEIs. The policy supplements national and provincial legislation on drug and tobacco use including the Drugs Act, 1976, the Control of Narcotics Substances Act XXV, 1997, the Drug Regulatory Act, 2012, and the Prohibition of Smoking in Enclosed Places and Protection of Non-smokers Health Ordinance, 2002 (Ordinance No. LXXIV of 2002)

2. SCOPE

- 2.1. 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 AND FOCAL PERSONS FOR DRUG AND TOBACCO CONSUMPTION

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

i.	Prof Dr Riaz Shad, Dean FSS	President
ii.	Dr Ambreen Tabbasum, Associate Prof, Urdu Department	Member
iii.	Dr Syed Zaheer Abbas, Assistant Prof, MS Department	Member
iv.	Director Administration	Member
v.	Advisor Student Affairs (Male/Female)	Member
vi.	Advisor Hostels Affairs	Member
vii.	Security Officer	Member
viii.	Dr Amna Suleman, RMO	Member
ix.	Counseling Psychologist, Psychology Department	Member

- 3.2. **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:

- i. by inquiring into, investigating and resolving any matter regarding the usage/consumption, sale and distribution illegal drugs in the NUML;

- ii. by inquiring into, investigating and resolving any matter regarding the violation of Anti-Tobacco Legislation;
- iii. by coordinating with and connecting students to rehabilitative services including counselling, medical care and helplines when needed;
- iv. by raising awareness on the prevalence, problems and persistence of drug abuse and tobacco consumption; and
- v. by ensuring effective coordination with all relevant stakeholders inside and outside the NUML, especially Anti-Narcotics Force (ANF).

3.3. **Focal Person for Drug and Tobacco Abuse:** Advisor Students Affairs (ASA) is appointed as Focal Person for matters related to Drug Abuse and unlawful tobacco consumption with following mandate:-

- i. The Focal Person will act as a liaison between University and ADTC.
- ii. 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.

4. **EFFORTS TO PREVENT DRUG AND TOBACCO ABUSE**

4.1. Following actions will be ensured at the University level by ADTC.

4.2. **Awareness raising against drug abuse and illicit tobacco consumption:**

- i. **Drug abuse:** Possession, use, distribution and sale of drugs is prohibited in Pakistan. It will be ensured that students, staff and faculty are aware of the legal and disciplinary penalties for drug possession, distribution and sale. The penalties will be displayed on website, notice boards in blocks/classrooms/hostels. The same will be included in student handbook.
- ii. **Smoking:** NUML is “No Smoking University”. NUML will display labels in accordance with the prohibition of smoking under Anti-Tobacco Legislation. Additionally, all students should be made aware of the adverse effects of smoking on health.

4.3. **Awareness raising strategies:** In order to create and promote awareness and to educate people about the negative effects of drug and tobacco use and its prohibition, the ADTC, shall take the following measures:-

- i. All newly admitted students and newly appointed faculty/staff members shall attend a mandatory hour-long orientation session. The session shall make them aware of this policy and the hazards of drug abuse and smoking.
- ii. 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 Director HR in case of faculty/staff and Director Academics in case of students.
- iii. The ADTC will prepare drug and tobacco awareness material and disseminate it through student handbooks and pamphlets for including in the admissions materials (for awareness of both parents and students), incorporating details about the HEC policy (as well as its web link). This may include graphical images/pictorial illustrations of the adverse health effects of drug and tobacco consumption.
- iv. 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.
- v. 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. Events may be organized in connection with the '**International Drug Abuse Day**' (**June 26th**) and '**World No Tobacco Day**' (**May 31st**).
- vi. 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.
- vii. Any other programs the ADTC may consider appropriate from time to time.

4.4. **Activities and programs:** Students must be encouraged to participate in a diverse array of programs as healthy engagements that may help to prevent any inclination toward smoking or Drug Abuse. These include (but are not limited to):

- i. Extra and co-curricular activities on campus such as theater, dramatics etc.

- ii. Community service including plantation, distribution of food amongst the disadvantaged, volunteer work at old/shelter homes.
- iii. Fitness, exercise, sports and athletic activities.
- iv. Hosting and monitoring of recreational events to provide an avenue to bring together students without drug and tobacco use.
- v. Any other program the ADTC may consider from time to time.
- vi. A detailed plan covering all these aspects be prepared by ADTC and submitted to this office for approval of Rector and including in NUML Calendar by 30 June 2021.

4.5. **Engaging student clubs, organizations and societies and collaboration with other organizations:** Student societies can additionally be engaged by the NUML in awareness raising activities. ADTC can collaborate with various governmental/non-governmental organizations, effectively working for the cause to eradicate drug abuse and discourage tobacco consumption. Through these liaisons, the students can also be provided with an opportunity to volunteer and facilitate ADTC's workings.

5. **SUPPORT FOR MEMBERS OF NUML DEALING WITH DRUG AND/OR TOBACCO ADDICTION/DEPENDENCE**

5.1. NUML should ensure that students, faculty, and staff facing drug and/or tobacco addiction/dependence are provided with adequate support. This section lists some of the support NUML must provide.

5.2. **On campus counsellor/psychologist/psychiatrist:** Dr Amna Suleman, Medical Officer and Psychological Counsellor, Psychology Department available at the 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. If the student requires further assistance, the counsellor/psychologist/ psychiatrist may refer the student to rehabilitative services.

- 5.3. **Coordination with Parents:** In case a student's parents have been notified pursuant to the provisions of Section 7.2 or Section 7.3 of this policy, the ADTC shall endeavor to coordinate with the parents of such students for purposes of helping the students with rehabilitation and facilitating their return to their studies in case of any gap.
- 5.4. **Helpline:** A helpline No.051-9265085 (with Advisor Students Affairs) has been established where that 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. This helpline will be staffed by a trained counsellor and a team of trained volunteers. These volunteers may include student, faculty, or staff and selected/notified by ASA through Director Administration. The helpline may refer students to the on campus counsellor/psychologist/psychiatrist, rehabilitative services or the ADTC.
- 5.5. **De-stigmatization of the affected students and university members:** Because students, faculty and staff using drugs may need significant medical and psychological assistance, all those who seek support for drug or tobacco dependence and addiction from the Focal Persons, counsellors/psychologists/psychiatrists and the helpline, will receive counselling on a confidential basis. Provided that, in the event that a student requires medical attention for drug use the ADTC shall promptly inform the student's parents of the matter and coordinate with them to assure the best care for the student.

6. COMPLAINT PROCEDURE

- 6.1. **Regular inspection/monitoring:** Advisor Student Affairs and Hostel Affairs alongwith required security staff shall undertake frequent and random visits to the cafeterias, canteens, tuck shops, and other such susceptible places to check the sale, usage and distribution of drugs/tobacco and any illicit activity occurring in contravention of this policy and relevant legislation.
- 6.2. **Training programs:** Staff and faculty may receive training aimed at understanding behavior indicative of drug abuse so that they may refer such matters to the Focal Person in order to protect the health of the students.
- 6.3. **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.

- 6.4. **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.
- 6.5. **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.
- 6.6. **Investigation:** The ADTC shall investigate all non-frivolous complaints before making its decision through the following process:
- i. Initiation of an inquiry.
 - ii. The body of facts or information (evidence) that the ADTC uses could be:
 - a. Eye witness evidence.
 - b. 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.
 - iii. A personal hearing/s with the accused prior to any checking.
 - iv. Random testing/checking of possessions/ individuals by campus security on the recommendation of ADTC.
- 6.7. **Decision:** All complaints shall be decided by the ADTC within **two weeks** of their receipt and the ADTC's recommendation shall be communicated to the concerned authorities in writing. The NUML may assign penalties as detailed in section 7 of this policy.
- 6.8. **Appeal:** An appeal to the decision may be made by the aggrieved within **three working days** of the receipt of the decision to Rector, who shall review the recommendations of the ADTC and uphold, minimize, or revert the decision made by the committee within seven working days. The decision taken by the Vice Chancellor / Rector shall be final.
- 6.9. **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.

7. PENALTIES

7.1. To discourage drug abuse and illicit smoking, following may be imposed:-

7.2. **Drug Abuse:** For drug-related violations, the NUML may, on recommendation by the ADTC, take disciplinary action against students, staff, faculty, and visitors in the following way:

- i. 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. This referral must be in writing and require the completion of the counselling or rehabilitative program within a set period of time.
- ii. 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). Further, the NUML would have to comply with any reporting requirements under any applicable law.
- iii. 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.
- iv. 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.

7.3. **Illicit Smoking:** NUML is “No Smoking University”. For smoking-related violations, the NUML may, on recommendation by the ADTC, impose the following penalties:

- i. For a first violation, the ADTC may recommend the issuance of a warning letter and a notice of displeasure.
- ii. 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.

- iii. 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.
- iv. 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.
- v. 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.

8. ENFORCEMENT OF THIS POLICY

- 8.1. **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.
- 8.2. **Compliance Reports:** NUML (Focal Person) will must submit annual compliance reports along with survey reports by **December 24th** of each year for onward submission to HEC in a format prescribed for the purpose.
- 8.3. **Implementation of this policy:** In accordance with the provisions of the policy no later than October 31, NUML Focal Person (ASA) will submit a statement of compliance with this provision to the HEC by the aforementioned date (including the names and designations of the appointed members).
- 8.4. HEC may assign weightage to the HEIs compliance with this policy in the recurrent grant formula, the ranking criteria and the Institutional Performance Evaluation (IPE).

UNDERTAKING

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 the HEI. The HEI 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 the HEI. For current members of the HEI, please submit in accordance with the timelines prescribed by the HEI.

UNDERTAKING FOR FACULTY AND STAFF

Name	
Designation	
Department	
CNIC/CRC Number	
Contact Number	
Gender	
Date of Birth	
Mark of Identification	
Blood Group	
Any Disability	
Any 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 the HEI. The HEI 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 HEI. For current members of the HEI, please submit in accordance with the timelines prescribed by the HEI.

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. A Committee with the name of “Anti-Drug & Tobacco Committee” is constituted as follow:-

(1) Prof Dr Riaz Shad, Dean FSS	President
(2) Dr Ambreen Tabassum, Associate Professor, Urdu Deptt	Member
(3) Dr Syed Zaheer Abbas, Assistant Professor, MS Deptt	Member
(4) Director Administration	Member
(5) Advisor Student Affairs (Male/Female)	Member
(6) Advisor Hostels Affairs	Member
(7) Security Officer	Member
(8) Dr Amna Suleman, RMO	Member
(9) Counseling Psychologist, Psychology Department	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:** Advisor Students Affairs is appointed as Focal Person for matters related to Drug Abuse and unlawful tobacco consumption with following mandate: -
- The Focal Person will act as a liaison between University and ADTC.
 - 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: -
- All newly admitted students and newly appointed faculty/staff members shall attend a mandatory hour-long orientation session.
 - 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.
 - The ADTC will prepare drug and tobacco awareness material and disseminate it through student handbooks and pamphlets for including in the admissions materials.
 - Events may be organized in connection with the '**International Drug Abuse Day**' (June 26th) and '**World No Tobacco Day**' (May 31st).
 - 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.
 - Any other programs the ADTC may consider appropriate from time to time.
7. **On Campus Counsellor/Psychologist/Psychiatrist:** Dr Amna Suleman, Medical Officer and Psychological Counsellor, Psychology Department 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.051-9265085 (with Advisor 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 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 issuance of a warning letter and a notice of displeasure.
- (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 (ASA) shall analyze the findings and present them to the ADTC for review and comment.
13. **Compliance Reports:** NUML (Focal Person) will must submit annual compliance reports along with survey reports by **December 24th** of each year for onward submission to HEC in a format prescribed for the purpose.
14. **Implementation of this policy:** In accordance with the provisions of the policy no later than October 31, NUML Focal Person (ASA) will submit a statement of compliance with this provision to the HEC by the aforementioned date (including the names and designations of the appointed members).
