


**Working Paper # 64**  
**NUST Policy on Drug & Tobacco**  
**Sponsored by SA Dte**

**General / Background**

1. Drug abuse and smoking poses serious risks to human health and have significant effects on social life of the community with huge economic costs. Universities have legal and social responsibility to implement all national policies and should join hands with all stake holders to address the problem of unlawful drug and tobacco use. HEC had already issued policy for the HEIs in year 2021 with guidelines /outline composition of **Anti-Drug & Tobacco Committee (ADTC)** and suggested measures, which forms the basis of this policy.
2. The SA Directorate prepared first draft working paper in November 2021 and was presented in 62<sup>nd</sup> ACM. Few changes were incorporated and submitted to Academics Dte on 13 December 2021. Presented in 5<sup>th</sup> UCAP held in Jun 2022 and amendments were proposed.
3. **Again presented in 1<sup>st</sup> UCAP for 64<sup>th</sup> ACM on 03 Nov 2022 and following review was suggested: -**
  - a. Consultation with CSO to define roles and responsibilities and ensure his presence in next UCAP.
  - b. The policy should be aligned as per the existing channels / mechanisms of disposal of cases of Drug / Tobacco abuse at NUST.
  - c. The proposed Anti-Drug & Tobacco Committee (**ADTC**) should be constituted **ONLY** for preventive and awareness measures for better coordination / effective implementation of preventive mechanisms already in place at NUST.
  - d. A member from M&C Dte should also be included in the proposed ADTC.

**Revision in the Policy as per UCAP Meeting held on 03 Nov 2022**

4. Two main streams of HEC policy are the disposal of the cases of violations of Drug and Tobacco abuse and to undertake all necessary preventive / awareness measures to arrest the tendency. HEC had suggested a Committee to address both streams, however the policy has been formulated / aligned as per the already existing mechanisms and accordingly the draft working paper is re-submitted in the succeeding paragraphs.

  
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## Aim

5. To propose a comprehensive Anti-Drug and Tobacco Policy for implementation of HEC guidelines as per the existing mechanisms at NUST for better execution / effective coordination.

## Scope

6. This policy is applicable to students, faculty, staff and visitors (including individuals associated with outside services) in the premises of NUST (campus, class rooms, hostels, play grounds, libraries, laboratories, cafeteria's and transport etc.).

## Disposal of the Cases of Drug / Tobacco Abuse through Existing Mechanism

7. Disposal of cases would be as under: -

- a. **Students.** Disposal of Drug / Tobacco abuse cases by Institutional Disciplinary Committee and NUST Disciplinary Committee with flexibility to co-opt any member as deemed appropriate. Penalties as per existing NUST regulations (Chapter XVII of NUST Regulations), however use / sale/ distribution of Drugs will warrant strict punishment as per the recommendations of the Committee on case to case basis with notification to the parents of the students.
- b. **Faculty / Support Staff.** Disposal of cases as per the existing mechanism with occurrence report initiated by Adm branch / Security Office (focal person) to HR Dte for necessary action through respective competent authority. In case of distribution or sale of illicit drug, the violation will also be reported to appropriate authorities including law enforcing agencies (LEAs).
- c. **Visitors.** In the event a visitor is found on the premises engaging in any drug-related offence, Security Office (focal person) / campus security shall immediately report the violation to the appropriate authorities including law enforcing agencies. Complaint / Investigation / Decision and Appeal Procedure.
- d. **Complaint.** Any person including student, faculty member, staff or visitor may submit a complaint in writing to Rector, stating that any person has engaged in drug abuse or unlawful sale / distribution of drugs / tobacco at the University. The identity of whistle blower/ complainant will be kept confidential. The Rector will forward the complaint to Adm branch / Security Office (focal

person) without revealing identity of the whistle blower for initial investigation and recommendation. Security Office (focal person) will maintain record of all complaints.

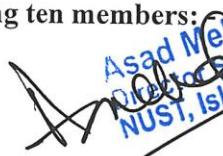
- e. **Hot Line for Complaints.** Security Office (focal person) should also be the hotline contact for a complainant / Whistle blower (whistle blower name will be kept confidential). The activities of suspected student, faculty or support staff should be monitored before initiating any action. The complaints substantiated with evidence shall be processed to concerned authority.
- f. **Investigation.** Initiation investigation by Security Office (focal person) as per procedure.
- g. Decision time frame and appeal process as per the existing mechanisms.
- h. False Complaint will be liable for disciplinary action.

8. **Smoking Control measures**

- a. Smoking is prevalent and needs to be discouraged; however, it cannot be termed as illegal for adults unless we stick to a total tobacco ban strategy on campus. E cigarettes / vaping may also be considered in smoking. **Must focus on restricting the smokers to smoking zones to eradicate passive smoking.**
- b. For deterrence, smoking other than designated places should also account for fine and a collective effort is needed by the faculty / Staff Officers, Institutions and Administration.
- c. Renewed efforts are needed for earmarking of designated places especially at cafeterias, outdoor gathering places and hostels.
- d. Case of repeated violations (3 or more) with evidence then can be brought to NUST disciplinary Committee / HR Dte to ascertain and give disposal recommendations.
- e. In case any visitor is found smoking within the campus premises, the visitor should be appropriately conveyed about the Policy by Security Office (Focal Person)
- f. In case of any unlawful sale or distribution of tobacco on the premises of campus, the violation shall be reported to appropriate authorities including law enforcing agencies by Security Office (focal person).

**Anti-Drug and Tobacco Committee (ADTC)**

9. **Standard composition of NUST ADTC for Implementation / coordination of all preventive and awareness measures will be comprised of following ten members:**

  
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- |    |                                       |   |              |
|----|---------------------------------------|---|--------------|
| a. | <b>Dir Student Affairs</b>            | - | <b>Chair</b> |
| b. | <b>Security Office (focal person)</b> | - | Member       |
| c. | Faculty 1x Male                       | - | Member       |
| d. | Faculty 1x Female                     | - | Member       |
| e. | Student body                          | - | Member       |
| f. | Psychologist C3A                      | - | Member       |
| g. | DD Hostels                            | - | Member       |
| h. | Representative of NMC                 | - | Member       |
| i. | Representative of M&C Dte             | - | Member       |
| j. | Representative of ASAB diagnostics    | - | Member       |

*(Advise and capacity building for random dope tests)*

### **Responsibilities / Tasks of ADTC**

10. In absence of the Chair, the senior most member shall act as Chair of the meeting.

The Committee shall have following responsibilities: -

- a. **The Committee shall be responsible for ensuring a drug free environment in the main campus and smoking restricted to the designated outdoor places.**
- b. Implement all preventive measures, instructions, guidelines from HEC and University authorities to prevent the use / spread of drugs / tobacco in the campus.
- c. Coordinating with and connecting Students, Faculty, Support Staff to rehabilitative services including counseling, medical care when needed.
- d. Raising awareness on the prevalence, problems and persistence of drug abuse and tobacco consumption.
- e. Maintaining close liaison with DD Hostels / wardens / security staff and Institutes for implementation of this policy.
- f. By taking any other appropriate measures including but not limited to spot checks / random dope testing, surveys etc for deterrence.
- g. Coordination with HEC / Law Enforcement agencies for implementation of the policy and the instructions issued from time to time.
- h. Quarterly review of the implementation status and areas warranting attention.

### **Focal Person for Drug & Tobacco Abuse - Security Office**

11. **Security Office will act as Focal person** for matters related to Drug Abuse and unlawful Tobacco consumption. **Briefly his mandate as Secretary / focal person of ADTC will include following: -**

- a. **Primarily responsible for ground implementation of all preventive measures with the staff / resources at his disposal.**

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- b. Will act as liaison with HEC, LEAs including ANF, relevant ministries for any guidelines, survey, dope testing and implementation of instructions.
- c. Security Office (focal person) along with his team will undertake frequent and random visits to cafeterias, tuck shops and other such places susceptible to the sale (including 'dhaba's outside university premises), usage and distribution of drugs / tobacco and stop any suspicious illicit activity.
- d. Training of security staff and articulating their actions for preventive / deterrence measures.
- e. Sign posting / earmarking of designated smoking areas in coordination with DD Adm & Coord (Adm Dte) and all the institutions.
- f. Record and maintain minutes of all proceedings of ADTC.
- g. If a student, staff or faculty member feels that he/she needs medical and/or mental health assistance and counseling or would like to report drug abuse or smoking, he / she may reach out to the Focal Person who will connect the individual to services requested or refer the matter to HR Dte / NUST Disciplinary Committee after initial investigation.

### **Awareness Raising and Precautionary Measures**

12. In order to create and promote awareness about the prohibition of possession, use, distribution and sale of drugs and also smoking at other than the designated locations, ADTC shall take / monitor the following measures: -

- a. A mandatory hour-long session may be arranged for all newly admitted students and the content of the subject policy may be included by SA Dte in the Orientation of Freshmen. HR Dte must also include the same in the presentation for newly appointed faculty/staff members.
- b. The content of the subject policy may be included in the student and faculty handbook by Academics and HR Dte respectively.
- c. All the institutions must create awareness in respective schools through the institutional level committees on periodic basis.
- d. Awareness raising campaigns including seminars, walks, workshops and lectures shall be arranged by SA Dte in collaboration with ANF, NGOs and reputable rehabilitation centers.
- e. Students must be encouraged to participate actively in the on-campus extracurricular activities.

- f. **C<sup>3</sup>A shall maintain a helpline to assist students, faculty and staff members by guiding them through any problems** or issues such as peer pressure and demotivation which often leads to drug and tobacco consumption.
- g. ASAB may work out their requirements for the capacity building for frequent random testing of drug consumers or coordinate and give input / advise as and when required.
- h. CCTV cameras at all gates should be meticulously monitored and may need to install cameras at cafeterias.
- i. Enforce a 'no-tolerance' to drug consumption/dealing among students. All students/faculty/staff should be told sternly that drug dealing / consumption is a serious criminal offence if caught.
- j. Spot/surprise checks in hostels (boys/girls) while giving full leverage to inspecting team (mixed gender inspection team, especially for girl's hostel).
- k. Care takers / wardens should be effective and they should be warned of consequences if any drug is found in their respective hostels. Hostel caretakers / wardens must be mature / vigilant and observant.
- l. The security should move around and look for suspected students and peddlers around the university premises.
- m. NUST should display a zero-tolerance policy of drug abuse on website.
- n. Female security officer and appropriate number of female security guards should be dove tailed in security exclusively for female students.
- o. Any behavioral change in student should be immediately informed by the faculty / staff to the Student Advisor of concerned institute / C3A Dte or focal person.
- p. An undertaking in the forms set forth in Anx A&B of HEC Policy (Copy attached) shall be signed by all existing and newly recruited faculty, staff and students by all concerned institutes/Directorates.

### **Comments of Academics Directorate**

13. The policy was deliberated and endorsed by UCAP held on 27 Dec 2022.

### **Recommendations of Academics Directorate**

14. Proposed policy on Drug & Tobacco Abuse is recommended for approval with immediate effect.
15. Academic council is requested for the decision.

  
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Director Student Affairs  
NUST, Islamabad

(1)

**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.

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