

SOP - CIMS MULTAN DRUG FREE CAMPUS

(To be read in conjunction with Higher Education (HEC) Commission of Pakistan Anti Drug Policy - 2021)

1. **Introduction.** Drug abuse and smoking pose serious risks to human health and social life of the community which have significant economic and environmental costs. Pakistan has made remarkable efforts to tackle the drug problems. However, challenges remain and illicit drugs continue to pose a serious threat to the health, safety and well being of the people of Pakistan. On the other hand, the culprits used to invite our youngsters towards the drugs, especially in colleges / universities. Therefore, Higher Education Commission (HEC) of Pakistan has set rules for the educational institutes for implementation and to save our youngsters from drug abuse. In the light of HEC guide lines, CIMS Multan Management has also set the policy to ensure “DRUG FREE CAMPUS” and safety of our young generation.
2. **Aim.** To set the rules for CIMS Multan faculty, Staff and students for prevention from drug abuse and its remedial measures.
3. **Objectives.** According to the United Nations Office of Drugs and Crime (UNODC)’s 2020 World Drug Report, more than 35 million people suffered from the consequences of drug abuse in 2018. In fact, the number of drug users worldwide is on the rise with cannabis being the most commonly used drug. 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.

4. With respect to smoking, World Health Organization (WHO) 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. 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 including public service vehicles (except in designated areas) and to outlaw tobacco storage, sale or distribution in the vicinity of educational Institutions. Individuals and institutions that violate the law may face the penalty set out in sections 11 (a) and (b) of the Ordinance.

5. Like all other Institutions, CIMS Multan has a 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.

6. To ensure that CIMS Multan contribute to the reduction of drug abuse and smoking. This policy has been made pursuant to the powers granted to the Educational Institutes under the HEC Ordinance, 2002. CIMS Multan is also bound to comply with the HECs policy in true letter and spirit and violation or failure may lead to regulatory actions. 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)

7. **Scope.** This policy is applicable to students, faculty, staff and visitors (including individuals associated with outsourced services) in the premises of CIMS Multan (main campus, class rooms, hostels, play grounds, libraries, laboratories, cafeterias and transport etc.)

8. **Anti-Drug and Tobacco Committee (ADTC).** CIMS Multan has nominated its disciplinary committees separately for faculty, student or staff through office order. The said committees also deal with the cases of drug abusers and smokers on receipt of

complaints from the responsible members of the Institute at various tiers as per succeeding paras.

9. Following appointment holders may keep check and balance on the smokers / drug abusers (faculty, staff, students, visitors and contractors etc). Any violation observed by these appointment holders will be immediately reported to the Chief Operating Officer (COO) CIMS Multan with complete details of the activities. COO may ask to the disciplinary committee to hold an inquiry and recommend measures required to be taken in the light of HEC Ordinance. Detail as under:-

- a. Chief Security Officer and entire security staff deputed on duty at various locations.
- b. AD (Adm) / DD (Adm/ HR) will look after discipline of Staff.
- c. DD (Training) will look after discipline of Faculty.
- d. AD (Student Affairs) will look after discipline of Students.
- e. Warden (Boys/ Girls) hostel will look after discipline of Students at Hostel.
- f. Branch Heads / HoDs to observe their under command faculty / staff and students.
- g. CR / GR of all student classes and HR for student hostels.

10 **Roles and Responsibilities of the ADTC.** The Committee (para 8 & 9 ante) will be responsible for ensuring a drug free and smoke free environment in CIMS Multan and to take measures to safeguard the interests of the faculty, student or staff in the following ways:

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

- e. By providing advice to CIMS Multan Management regarding the implementation of this policy and relevant legislation.
- f. By ensuring effective coordination with all relevant stakeholders inside and outside the Institute / Campus.
- g. Maintain close liaison with hostel wardens for implementation of this policy and may relocate the reasonably suspected student for drug abuse or found addicted student.
- h. By taking any other appropriate measures including but not limited to testing of an accused from CMH laboratory.

11. **Focal Person for Drug and Tobacco Abuse.** DD (Adm / HR) may perform the duties of focal person of CIMS Multan ADTC. If a faculty, student or staff member feels that he or she needs medical or mental health assistance and counseling or would like to report Drug Abuse or smoking, the faculty, student or staff member may reach out to the Focal Person. He will extend the services to the individual as requested by him or refer the matter to the ADTC through COO to begin an inquiry as the case may be.

12. **Efforts to Prevent Drug and Tobacco Abuse.** All members of the Institute to work sincerely to curb the tendency of use of drug and tobacco. A better coordination and interaction would ensure that any of such activity is reported / communicated timely to the Anti Drug / Disciplinary Committee members. More-over, the Dept Heads need to ensure that the policy is implemented in true letter and spirit and ensure that the security officials are also made aware of SOPs in case they find any individual involved in drug abuse. Details SOPs as under:-

13. **Smoking.** Smoking is prohibited under non-smokers Ordinance, 2002 (Ordinance No. LXXIV of 2002) as under:-

- a. **Section 5.** “No person shall smoke or use tobacco in any other form in any public place of work or use”. Therefore, smoking in the vicinity of CIMS Multan / CMH Multan is strictly prohibited.
- b. **Section -6.** “No person shall smoke or use tobacco in any other form in a public service vehicle”. Therefore, smoking in the premises of CIMS Multan and its transport (Buses, shuttle buses or vans etc) is strictly prohibited.

14. **Penalties on Smoking.** The penalty defined by the Health Ordinance No. LXXIV 2002, Section 11 for smoking publicly is “Any person who contravenes the provisions of smoking in public places or public vehicles shall be punishable with fine which may extend to one thousand rupees or in case of second or subsequent offence, shall be punishable with a fine which shall not be less than one thousand rupees and may extend to one hundred thousand rupees”. In the light of aforesaid rule, penalties for students and visitors involved in violation are as under. These penalties will be imposed on the recommendations of CIMS Multan Disciplinary / Anti Drug Committee recommendations:-

a. **Students.** If a student is found smoking tobacco publically in CIMS Multan premises, following penalties may be imposed:-

- (1) **First Time.** Warning letter from COO / Principal or DD Training.
- (2) **Second Time.** Fine of minimum Rs. 2,000.00
- (3) **Third Time.** Fine of minimum Rs.10,000.00 in addition to debar the student from class / CIMS Multan premises for 1 week along with officially communication to his / her parents / NOKs. Hostilite student will be terminated for hostel facilities permanently on immediate basis.

b. **Visitors.** In case a visitor is found smoking in the CIMS Multan premises, he / she may be fined a minimum of Rs. 1000.00 and be asked to leave the premises of the Institute.

15. **Drug Abuse.** If a faculty, student, staff or visitor is found involved in drug trafficking / drug abuse, following actions will be initiated on the recommendations of CIMS Multan Disciplinary Committees:-

a. **Penalties for Students.** Depending on the drub type, quantity consumed or found in possession, disciplinary violations and number of repetitions of violations, if a student is found guilty, committee can choose from minor, moderate and major penalties for the students. In addition to the penalties imposed by the Disciplinary Committee, it is recommended that the accused student is referred to CMH Multan or any nearest Drug

Rehabilitation Centre for a final opinion as agreed upon by the Disciplinary Committee and parents / guardian of the concerned student.

(1) **Minor Penalty.** Fine of Rs. 5,000.00

(2) **Moderate Penalty.** Fine of Rs 10,000.00

(3) **Major Penalty**

(a) Fine of Rs. 20,000.00

(b) To be suspended from class with prior consent of NUMS till the time recommendation of Rehabilitation Centre of CMH Multan or any other Government Drug Rehabilitation centre are received.

c. **Penalty for Faculty / Staff.** CIMS Multan disciplinary committee will investigate the matter and penalize the faculty / staff member in case he / she is found guilty. The penalty may include, warning letter, suspension from service, demotion, termination of service etc.

b. **Penalty for Visitors.** In case the visitor's reference / connection to any of the student / faculty member / staff is established, he / she should be issued a warning and disciplinary action would be initiate against host along with that accused visitor. Such visitor may be handed over to Cantt Police Station through Military Police of Multan Cantt.

16. **Preventive Measures.** Following preventive measures are to be ensured by all concerned to safeguard against drug abuse and smoking:-

a. Awareness banners for drug abuse will be arranged / displayed in CIMS Multan by DD (Adm / HR).

b. Brochures / Pamphlet on drug abuse may be arranged and distribute amongst candidates / parents alongwith admission form by Training Branch CIMS Multan / CIMS Multan Dental College.

c. Policy paras for penalty may be displayed by Training Branch on notice boards

d. DD (Adm /HR), AD (Adm/ Maint), CSO and AD (Student Affairs) shall undertake frequent and random visits to the cafeteria any other such

places susceptible to the sale, usage and distribution of drugs / tobacco and stop any suspicious and illicit activity occurring in contravention of this policy and relevant legislation.

- e. Training Branch may include in the short syllabus in the training of students, faculty and staff aimed at understanding behavior indicative of drug abuse. Training Branch may also ensure to task the student societies, CRs / GRs to keep checking on their fellows and ensure reporting of any unforeseen activities.
- f. An undertaking as per Annex-A&B to these SOPs shall be signed by all existing and newly recruited / admitted faculty, student or staff and shall be submitted to Training (in case of students) and HR Branch (in case of faculty and staff).
- g. Awareness raising campaigns throughout the academic year including seminars, walks, workshops, and lectures may be arranged in collaboration with ANF, NGOs and professionals from CMH rehabilitation center by Training Branch. Such events may be organized preferably on 'International Drug Abuse Day' (26th June) and 'World No Tobacco Day' (31st May).
- h. Warnings under this policy as well provisions related to punishments for violations shall be displayed on the notice board of each department.

17. **Conclusion**. A successful and effective execution of this policy will save several generation of our nation from falling prey to the hazardous habits of smoking and drug abuse. The youth save from this social disease will be able to become productive members of the society and contribute towards our dwindling economy. The combined effort of all the stake holders of the Institute i.e, faculty, student or staff, it is hoped that the goal to make our Institute smoke and drug free, will be achieved which would in return pay back to our society at large.

Case Number: 101 / Policy / CIMS Adm

Sep 2021

Distribution: All Departments / Branches

Principal
Professor Doctor
(Wajid Hussain Barki)

UNDERTAKING BY THE STUDENT

Roll Number / Registration Number	
Name	
Father's / Guardian's Name	
Father's / Guardian's Contact Number	
Gender	
Age	
Mark of Identification	
Blood Group	
Any Disability	
Any Neurological / Psychiatric disease (if yes, give details)	
Suffering from Hepatitis B / Hepatitis C / HIV (AIDS)	
Any significant Disease Diagnosed in the past	
Taking any medicine on regular basis (if yes, please give details)	
Any Communicable / Contagious Disease	

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 HEC's Policy on Drug and Tobacco abuse in Higher Education Institutions.

Signature of the Father / Guardian	Signature of the Candidate
Date_____	Date_____

ANNEX-B**UNDERTAKING FOR FACULTY AND STAFF**

Name	
Designation	
CNIC No	
Contact No	
Gender	
Date of Birth	
Mark of Identification	
Blood Group	
Any Disability	
Any Medical Problem / Mental health issue	
Taking any medicine on 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 HEC's Policy on Drug and Tobacco abuse in Higher Education Institutions.

Signature of the Individual
Date _____