

فناؤنڈیشن یونیورسٹی اسلام آباد

**FOUNDATION UNIVERSITY ISLAMABAD**



**POLICY ON DRUG AND TOBACCO ABUSE – 2024**

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## **Introduction**

1. Drug abuse and smoking pose serious risks to human health and the 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 prohibited 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 drugs, especially in colleges/universities. Therefore, the Higher Education Commission (HEC) of Pakistan has set rules for the educational Institutes for implementation and to save our youngsters from drug abuse. In light of HEC guidelines, Foundation University Islamabad (FUI) management has also set a policy to ensure a "Drug-Free Campus" and the safety of our young generation.

## **Objectives**

2. Drug abuse and smoking pose serious risks to human health and the social life of the community and have significant economic and environmental costs. According to World Health Organization reports, 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 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.

3. This policy has been made pursuant to the powers granted to the HEC under the Higher Education Commission Ordinance, 2002. 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).

4. To ensure that FUI contributes to the reduction of drug abuse and smoking. This policy has been made under the powers granted to the Educational Institutes by the HEC in accordance with its Ordinance, 2002. FUI shall comply with the HECs policy in true letter and spirit. Moreover, 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, 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).

## **Scope**

5. This policy is applicable to students, faculty, staff and visitors (including individuals associated with outsourced services) in the premises of FUI (Schools, classrooms, hostels, playgrounds, libraries, laboratories, cafeterias & transport etc. in order to prevent them from drug abuse and to take remedial measures. Anti Drug & Tobacco Committee” (ADTC) consists of a minimum of 6 x members, which would be duly notified by the FUI on the recommendations of the Schools.

## **Anti- Drug & Tobacco Committee (ADTC)**

6. In order to control the smoking and drug abuse culture, an organized effort is required. For this purpose, FUI has constituted School’s Anti-Drug Tobacco Committee” (ADTC) as per the following composition:-

### **a. Composition**

- |     |                                                                                                      |          |
|-----|------------------------------------------------------------------------------------------------------|----------|
| (1) | 1x Senior faculty/ Officers (to be nominated by Rector FUI)                                          | Chairman |
| (2) | 2x faculty members (one male and one female)<br>to be nominated by Director’s Schools                | Members  |
| (3) | 1x Member from the Student Body to be nominated by<br>Director’s Schools                             | -do-     |
| (4) | 1x Psychologist / Rep. of Medical Center<br>to be nominated by the Director’s Schools                | -do-     |
| (5) | 1x staff member deputed as Secretary/ Focal Person<br>to be nominated by the Director of the School. | -do-     |

### **b. Office Bearers / Quorum**

- (1) The quorum of the Committee shall be 3x Members. In the absence of the Chair, the senior most member shall act as Chair of the Committee.
- (2) The Chair and the members shall hold office for the period of three years and shall in no case be eligible for re-appointment for more than one similar term.
- (3) The manager Student Affairs and Security Officer shall be ex-office members.
- (4) The Rector, FUI shall appoint all members of the ADTC except the ex-officio members and the representative of the student body.

**c. Focal Person**

- (1) The Security Officer, of the concerned School shall act as a Focal Person for matters related to Drug Abuse and unlawful tobacco consumption. The Focal Persons will act as a liaison with the members of the ADTCs. 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 Persons who will connect the individual to the services requested or refer the matter to the ADTC to initiate an inquiry.

**Anti - Smoking Committee**

7. In accordance with HEC guidelines, the School wise Anti - Drug Tobacco Committees (ADTCs) have been constituted

**a. Composition**

1. 1x Senior Faculty member (to be nominated by Rector FUI) - Chairman
2. 1x faculty member to be nominated by Director's Schools - Member
3. 1x staff member deputed as Secretary/ Focal Person to be -do-  
nominated by the Director of the School

**Domain**

8. The committee will be responsible for ensuring a drug-free and smoke-free environment in the FUI and will 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 of illegal drugs in the FUI and its Schools.
- b. By inquiring into, investigating and resolving any matter regarding the violation of Anti-Tobacco Legislation at the FUI.
- c. By coordinating with and connecting students to rehabilitative services including counselling, medical care and helplines when needed;
- d. By raising awareness of the prevalence, problems and persistence of drug abuse and tobacco consumption;
  - (1) By ensuring effective coordination with all relevant stakeholders inside and outside the FUI.

- (2) By taking any other appropriate measures including but not limited to testing of an accused from any authorized laboratory.

### **Complaint Procedure**

9. Any person associated with the university 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 Director School's/ Chairman of the ADTC / Focal Person, stating that any person has engaged in drug abuse, illicit smoking, or the unlawful sale or distribution of drugs/tobacco at the university. The identity of the whistle-blower/complainant shall be kept confidential. The concerned office will forward the complaint to the committee without revealing the identity of the whistle-blower. The Secretary/ Focal Person shall maintain a proper record of all complaints.

- a. **Initial Scrutiny.** Each complaint shall be assessed based on shared information. Complaints substantive in nature and associated with sufficient supporting documents/evidence shall be considered for further investigation by the ADTC.
- b. **Investigation.** The ADTC shall investigate all non-frivolous complaints before making its decision through the following process:-
  - (1) Initiation of an inquiry.
  - (2) 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
    - (c) Video recording of the security cameras
  - (3) A personal hearing/s with the accused before any checking.
  - (4) Random testing/checking of possessions/individuals by campus security on the recommendation of a committee member.
- c. **Decision.** All complaints shall be decided by the ADTC within one month of their receipt and the ADTC's recommendation shall be communicated to the concerned in writing. The university may assign penalties as detailed in section 7 of this policy.
- d. **Appeal.** An appeal to the decision may be made by the aggrieved within

seven working days of the receipt of the decision to the Rector FUI, 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 Rector, FUI shall be final.

- e. **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 the Rector, FUI with the recommendation to take disciplinary action against the complainant.

### **Penalties**

10. To discourage drug abuse and smoking, at FUI, the accused person shall be liable for the following penalties:-

- a. **Drug Abuse.** For drug-related violations, the FUI may, on recommendation by the ADTCs, take disciplinary action against students, staff, faculty, and visitors in the following way:-
  - (1) **For First-Time Offenders.** in case of minor infractions, the ADTC may refer the offender to an 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 programme within a set period.
  - (2) **Repeated Violation.** In the event of a significant violation and/or repeated violations of this policy, the ADTCs may recommend issuing of a warning letter and ultimately suspend or expel the offender (and in the case of students, the parents shall be informed), the FUI would have to comply with any reporting requirements under any applicable law.
  - (3) **Fine / Reporting to Law Enforcement Agencies.** If a student, faculty or staff member or visitor is involved in the distribution or sale of illicit drugs, the Security Officer shall report the violation to the appropriate authorities including law enforcement agencies and the violator shall be fined of Rs. 5,000 by the ATDC of the respective School.
- b. **Smoking.** For smoking-related violations, the university on recommendation of the ADTC, may impose the following penalties:
  - (1) **For a First Violation.** The ADTC may recommend issuing 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 university

with parental notification for students and disciplinary action for faculty and staff as per the 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 regulations.
- (4) **Fine/ Reporting to Law Enforcement Agencies.** In case any visitor is found smoking in the university premises, the visitor shall be fined Rs. 3,000 and any further necessary action shall be taken in accordance with the Anti-Tobacco Legislation.

### **Preventive and Corrective Measures**

11. FUI will ensure that students, faculty, and staff facing drug and/or tobacco addiction/dependence are provided with adequate support and ensure that any such activity gets reported/communicated timely to the Anti-Drug Tobacco Committee members:-

- a. **Dissemination of Information.** The information relating to penalties for drug possession, distribution and sale shall be disseminated to all through brochures, pamphlets, noticeboards, banners and labels. Moreover, Schools will arrange an hour mandatory orientation session for all newly admitted students and newly appointed faculty/staff members.
- b. **Arranging Awareness Sessions Throughout the Academic Year.** Efforts must be made to organize awareness sessions relating to drug and tobacco abuse in consultation with ANF, NGOs, and law enforcement agencies. The Schools shall organize 'International Drug Abuse Day' (26th June) and 'World No Tobacco Day'(31st May) every year with the involvement of Club and Societies. The proposed dates of the event shall also be incorporated into the Academic Calendar of the University.
- c. **Organizing Extra and Co-Curricular Activities.** Efforts must be made to organize extra and co-curricular activities to prevent them from any inclination toward smoking or Drug Abuse. These include (but are not limited to):-
  - (1) On campus such as theatre, dramatics, walk.
  - (2) Community service including plantation, distribution of food amongst the disadvantaged, and volunteer work at old/shelter homes.
  - (3) Fitness, exercise, sports and athletic activities.



- (4) Students, faculty and administrative staff of the university who have volunteered and worked extraordinarily for the implementation of this policy shall be publicly acknowledged and conferred upon the certificate of appreciation on 'International Drug Abuse Day' (June 26<sup>th</sup>) and/or 'World No Tobacco Day' (May 31<sup>st</sup>) annually;
  - (5) any other programme the ADTC may determine from time to time.
- d. **Availability of On Campus Counsellor / Psychologist / Psychiatrist.**
- In accordance with the composition of ATDCs, each School shall nominate, a counsellor, psychologist, or psychiatrist to help the students, staff and faculty members referred by ATDCs by guiding them through any problems or issues such as peer pressure and demotivation which often lead to drug and tobacco consumption. This referral must be in writing and require the completion of the counselling or rehabilitative programme within a set period.
- (1) Any student suffering from any mental health issues, such as anxiety, depression, or post-traumatic stress disorder may also seek the assistance of a trained professional to undergo medical and mental health treatment. Moreover, in case of severe offence, the accused student may be referred to Fauji Foundation Hospital or any nearest Drug Rehabilitation Centre for a final opinion as agreed upon by the Disciplinary Committee and parents/guardians of the concerned student shall be informed.
  - (2) All the proceedings of the counselling/ meetings of the referral cases to the Counsellor/ Psychologist/Psychiatrist will be recorded in students' files by the respective office of student affairs and will be shared with the Registrar Branch on a need basis.
- e. **Coordination with Parents.** In case a student's parents have been notified regarding Drug Abuse or Smoking, the respective Focal Person shall coordinate with the parents to help them with rehabilitation and facilitate their return to their studies in case of any gap.
- f. **Signing of Undertakings.** Schools will sign undertakings from all existing and newly admitted students, faculty, and staff members and its record will be maintained by the Manager Student Affairs for the students and Establishment Officers in case of faculty and GM Admin in case of staff. A

compliance report will be shared with the Registrar Branch at the start of every academic session. A copy of the undertaking is attached as **Annex A&B**.

- g. **Regular Inspection / Monitoring.** School's, Manager Students Affairs/ Security Officers will undertake frequent and random visits to the cafeterias, canteens, tuck shops, and 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.
- h. **Launching of a Dedicated Helpline.** Each School shall display a dedicated helpline on noticeboards and FUI Website so the 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 is available. This helpline will be staffed by a trained counsellor and a team of trained volunteers. Volunteers may include faculty or staff members. The helpline may refer students to the on-campus counsellor/psychologist/psychiatrist, rehabilitative services, ADTC or relevant Focal Person.
- i. **De-Stigmatization of the Affected Persons.** The 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 will receive counselling on a confidential basis. Provided that, in the event that a student requires medical attention for drug use the concerned School shall promptly inform the student's parents of the matter and coordinate with them to assure the best care for the student.
- j. **Training Programs for Staff and Faculty.** Efforts must be made to arrange training programmes for faculty and staff to help them to understand students' behaviour indicative of drugs so that they may refer such matters to the Focal Person in order to protect the health of the students in consultation with law enforcement agencies.

### **Enforcement of the Policy**

12. This policy shall be implemented in letter and spirit taking the following into consideration

- a. **Conduct of Annual Survey / Feedback.** The Focal Person of the

respective ATDCs will conduct an Annual Survey asking the students and staff members to respond to an anonymous close-ended questionnaire or may conduct random sampling and shall present the findings to the chairperson of the ATDC for review. A compliance report will be shared with the Registrar Branch every year by 15<sup>th</sup> December.

b. **Compliance reports.** Schools will submit annual compliance reports along with survey reports by 15<sup>th</sup> December 31<sup>st</sup> of each year to FUI Secretariat:-

- (1) On the receipt of the Compliance Report from the Schools, the Registrar Branch will submit a consolidated compliance report to the HEC by 31<sup>st</sup> December every year by keeping the Quality Assurance Department FUI in the loop.
- (2) **Removing of the Difficulties.** Members of ATDCs, Focal Persons, or any other university member are encouraged to provide feedback to address and overcome any obstacles encountered during the implementation of the policy.

**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 FUI. The FUI 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**

**Signature of Father/ Guardian (for students)**

**Dated:**

**Dated:**

.....

.....

**Note:** Please submit this undertaking form at the concerned office after joining the FUI. For current members of the FUI, please submit in accordance with the timelines prescribed by the authorities.

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