

NOTIFICATION

Reference to the Policy (No RMI-RU-P-009) clause 3.0 issue on July 07, 2023, the following committee for Anti-drug & Tobacco Abuse is hereby notified.

#	Name	Designation	
1.	Prof. Aslam Qamar	HoD Anatomy & VP	Chair
2.	Prof. Mian Mujahid Shah	HoD Forensic Medicine & Chief Proctor	Member
3.	Dr. Muhammad Shakeel	HoD Behavioral Sciences & Humanity	Focal Person
4.	Dr. Mahrukh Ikram Shah	HoD Medical Education	Member
5.	Mr. Muhammad Hammad	President of Students Social Welfare Society	Student (Member)
6.	Mr. Ghazi Kamal	Manager Student Affairs	Secretary
7.	Mr. Mian Masroor	Manager Administration	Member

Prof. Dr. Mukhtiar Zaman
Principal

Cc: RMC Faculty, RMC Students, Manager - Social Media

1.0 PURPOSE

1.1 This policy covers all public and private sector HEIs and is applicable to students, faculty, staff and visitors (including individuals associated with outsourced services) in the premises of HEIs (campus, class rooms, hostels, play grounds, libraries, laboratories, cafeterias & transport etc.)

2.0 SCOPE

2.1 To regulate by law, the anti-drug & tobacco abuse issues.

2.2 Applicable on all RMI Educational College

3.0 RESPONSIBILITY

3.1 Each College shall constitute an "Anti-Drug & Tobacco Committee" comprising of five members duly notified by the Principal of College.

4.0 DEFINITIONS AND ABBREVIATIONS

4.1 N/A

5.0 POLICY AND PROCEDURE**5.1 ToRs of the Committee:**

- Roles and Responsibilities of the ADTC: The committee will be responsible for ensuring a drug free and smoke free environment in the College/Hostel premises and to take measures to safeguard the interests of the students in the following ways:
 - by inquiring into, investigating and resolving any matter regarding the usage/consumption, sale and distribution illegal drugs in the College/Hostel premises
 - by inquiring into, investigating and resolving any matter regarding the violation of Anti- Tobacco Legislation at the College/Hostel premises
 - by coordinating with and connecting students to rehabilitative services including counselling, medical care and helplines when needed;
 - by raising awareness on the prevalence, problems and persistence of drug abuse and tobacco consumption;
 - by providing advice to College regarding the implementation of this policy and relevant legislation; and
 - by ensuring effective coordination with all relevant stakeholders inside and outside the College/hostel
 - 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.
 - By taking any other appropriate measures including but not limited to testing of an accused from any authorized laboratory

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5.2 Focal Person for Drug and Tobacco Abuse:

- The Principal shall appoint a Focal Person for matters related to Drug Abuse and unlawful tobacco consumption.
- 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.

5.3 EFFORTS TO PREVENT DRUG AND TOBACCO ABUSE


- **Awareness raising against drug abuse and tobacco consumption:**
Each HEI must ensure that students, staff and faculty are aware of the legal and disciplinary penalties for drug possession, distribution and sale.
- **Awareness raising strategies.**
All newly admitted students and newly appointed faculty/staff members shall attend a mandatory hour-long orientation session, arranged by the HEI. The session shall make them aware of this policy and the hazards of drug abuse and smoking.
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.
- **Activities and programs:**
Students must be encouraged to participate in a diverse extra co-curricular/societies activity, community services such as plantation, distribution of food amongst the disadvantaged, volunteer work at old/shelter homes, fitness, exercise, sports and athletic activities etc.


5.4 COMPLAINT PROCEDURE

- **Regular inspection/monitoring:** Campus security shall 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.
- **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.
- **Complaint:** Any person associated with the College 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 Principal, stating that any person has engaged in drug abuse, illicit smoking, or the unlawful sale or distribution of drugs/tobacco at the College/Hostel premises. The identity of the whistle blower/complainant shall be kept confidential. The Principal will forward the complaint to

the committee without revealing the identity of the whistle blower. The Focal Person shall maintain a proper record of all complaints.

- **Investigation:** The Committee shall thoroughly investigate all non-frivolous complaints before making its final decision following/ adopting initial Inquiry, Eye witness & physical evidence, video recording etc.
- **Decision:** All complaints shall be decided by the Committee within reasonable time notified by the Principal on receipt of complaint and the Committee's recommendation shall be communicated to the concerned in writing
- **Appeal:** An appeal to the decision may be made by the aggrieved within seven working days of the receipt of the decision to the Principal, who shall review the recommendations of the Committee, uphold, minimize, or revert the decision made by the committee within seven working days. The decision of the Appellant Authority shall be final.


Prepared by: **Principal RMC**


Principal RCD


Principal RCAHS


Principal RCBS


Principal RCN


Director Planning

Approved by: **Chief Executive Officer**


11/7/23

