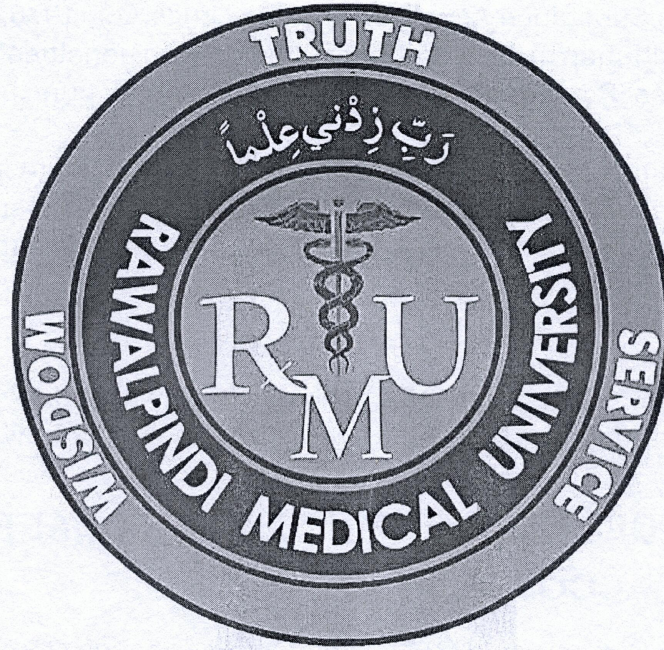




Policy on Drug and Tobacco Abuse in Rawalpindi Medical University

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. 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. Like all other institutions, universities have 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.

2. SCOPE

- 2.1. This policy covers NTB, OTB campuses and hostels of Rawalpindi Medical University (RMU) and is applicable to students, faculty, staff and visitors (including individuals associated with outsourced services).

3. ANTI-DRUG & TOBACCO COMMITTEE AND FOCAL PERSONS FOR DRUG AND TOBACCO ABUSE

- 3.1. Anti-Drug & Tobacco Committee (ADTC): "Anti-Drug & Tobacco Committee" comprising of five members duly notified by the Vice Chancellor RMU.
- 3.2. Composition of the ADTC: The committee shall be headed by the senior most committee member and include:
 - a. Director Student Affairs or senior university officer / faculty designated as Chair of the accessibility committee.
 - b. Two members from the faculty (one male and one female).
 - c. At least one member from the student body as may be prescribed by the university
 - d. One representative of psychological wellbeing committee / university's medical center / planning & development department
 - e. one staff member deputed as secretary to the ADTC.

General Provisions for work of the ADTC:

- a. For the purpose of a meeting of the accessibility committee, three members shall constitute a quorum.
- b. In absence of the Chair, the senior most member shall act as Chair of the meeting.
- c. 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.

- d. The Vice Chancellor shall appoint all members of the ADTC.

- 3.3. Roles and Responsibilities of the ADTC: The committee will be responsible for ensuring a drug-free and smoke free environment in the RMU 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
 - 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;
 - v. By providing advice to Vice Chancellor regarding the implementation of this policy and relevant legislation; and
 - vi. By ensuring effective coordination with all relevant stakeholders inside and outside the RMU.
 - vii. 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.
 - viii. By taking any other appropriate measures including but not limited to testing of an accused from any authorized laboratory
- 3.4. Focal Person for Drug and Tobacco Abuse: The member of the ADTC who are from RMU shall appoint a Focal Person for matters related to Drug Abuse and unlawful tobacco consumption. The Focal Person will act as a liaison for the members of the RMU to the 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.

4. EFFORTS TO PREVENT DRUG AND TOBACCO ABUSE

- 4.1. RMU must undertake efforts to prevent drug abuse, smoking and illicit smoking. This section lists actions that HEI must take as facilitated by the ADTC and the Focal Person.
- 4.2. Awareness raising against drug abuse and tobacco consumption:
- i. Drug abuse: Possession, use, distribution and sale of drugs is prohibited in

Pakistan. RMU admin must ensure that students, staff and faculty are aware of the legal and disciplinary penalties for drug possession, distribution and sale.

- ii. Display of board for 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, arranged by the ADTC. 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 the relevant office of the university.
- iii. RMU shall distribute drug and tobacco awareness material through student handbooks and pamphlets, including in the admissions materials (for awareness of both parents and students), incorporating details about the RMU 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 University.
- 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 if the RMU is in session in connection with the 'International Drug Abuse Day' (June 26th) and 'World No Tobacco Day' (May 31st).

4.4. **Activities and programs:** Students are encouraged to participate in a diverse array of programs as healthy engagements that may 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 (the University may require community engagement & service hours at the undergraduate level);
- iii. fitness, exercise, sports and athletic activities;
- iv. Students, faculty and administrative staff of the university who have volunteered

and worked extraordinarily for implementation of this policy shall be publicly acknowledged and conferred upon the certificate of appreciation on 'International Drug Abuse Day' (June 26th) and/or 'World No Tobacco Day' (May 31st) annually;

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

- 5.1. On campus counsellor/psychologist/psychiatrist: A counsellor, psychologist, or psychiatrist available at the RMU 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.
- 5.2. Coordination with Parents: In case a student's parents have been notified about smoking / use of Drug of Section 7.2 or Section 7.3 of this policy, the University 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.
- 5.3. 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 RMU admin 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:** 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.
- 6.2. **Complaint:** Any person associated with the RMU 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 Vice Chancellor, 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 complainant shall be kept confidential. The Vice Chancellor will forward the complaint to the committee without revealing the identity of the complainant . The Focal Person shall maintain a proper record of all complaints.

6.3. **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.

6.4. **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:
 - Eyewitness evidence
 - 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
 - Video recording of security cameras
- 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 a committee member.

6.5. **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.

6.6. **Appeal:** An appeal to the decision may be made by the aggrieved within seven working days of the receipt of the decision to the Vice Chancellor, 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 shall be final.

6.7. **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 Vice Chancellor and recommend the Vice Chancellor to take disciplinary action against the complainant.

7. **PENALTIES**

7.1. To discourage drug abuse and smoking, the RMU impose the penalties detailed below.

7.2. **Drug Abuse:** For drug-related violations, the /Vice Chancellor 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.
- ii. In the event of a significant violation and/or repeated violations of this policy, the ADTC may recommend that issue a warning and ultimately suspend or expel the offender (and in case of students, notify the student's parents).
- iii. If a student, faculty, or staff member is involved in the distribution or sale of illicit drugs, the RMU admin 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. **Smoking:** For smoking-related violations, on recommendation by the ADTC, impose the following penalties:

- i. For a first violation, the ADTC may recommend to issue 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 with parental notification for students and disciplinary action for faculty and staff as per the 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 the regulations;
- iv. In case any visitor is found smoking in the RMU premises, the visitor shall be fined Rs. 1,000 by the RMU 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 RMU, the violator shall be fined Rs. 5,000 by the University 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, asking students and staff members to respond to an anonymous close-end 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: RMU must submit annual compliance reports along with survey reports by December 31st of each year to the HEC in a format prescribed by the HEC from time to time.
- 8.3. Implementation of this policy: : RMU shall establish the standing ADTC and designate the Focal Person in accordance with the provisions of the policy and submit a statement including member of ATDC and focal person to the HEC.

UNDERTAKING FOR STUDENTS

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 RMU. The University 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 RMU 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 RMU.

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)	

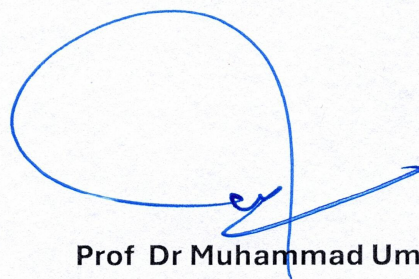
I _____ son/daughter of _____
 _____ certify that I am/shall not be involved in any kind of drug abuse (bringing into the campus/consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at the RMU. The University is authorized to examine me for drug 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 RMU's Policy on Drug and Tobacco Abuse

Signature

Dated:

Note: Please submit this undertaking form at the office concerned after joining the RMU.

Note: This Policy is based on "Drug and Tobacco Abuse in Higher Education Institutions 2021"



Prof Dr Muhammad Umar
 Vice Chancellor
 Rawalpindi Medical University
 Rawalpindi



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Ref. 0-1/2868/RMU

Date. 17-06-2026

OFFICE ORDER

Subject: ESTABLISHMENT OF ANTI DRUG & TOBACCO COMMITTEE FOR RAWALPINDI MEDICAL UNIVERSITY

In supersession of this office earlier order vide no. VC/RMU/2024/0-1/7387, dated 08-11-2024, and in order to adopt the policy guidelines of Higher Education Commission Islamabad regarding Drug and Tobacco Abuse in HEIs, Anti-Drug & Tobacco Committee (ADTC) is hereby re-notified as follows:

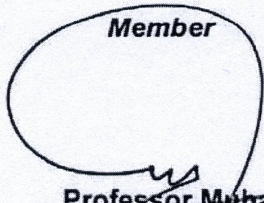
- | | |
|---|------------------|
| 1. Dr. Arsalan Manzoor
Associate Professor Anatomy RMU | Chairman |
| 2. Dr. Aneela Jamil
Associate Professor Biochemistry RMU | Member |
| 3. Dr. Muhammad Azeem Khan
Associate Professor Psychiatry RMU | Member |
| 4. Dr. Rana Muhammad Yasir Bari
Deputy Registrar RMU | Secretary |
| 5. Dr. Jawad Hassan Khan
Demonstrator Physiology RMU | Member |
| 6. Concerned Class Student Representative | Member |

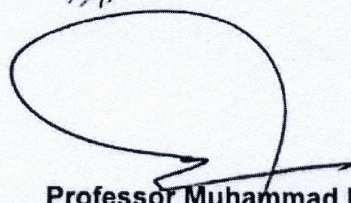
Detailed TORs are attached herewith.

No. & Date Even: -

Copy to:

- All concerned
- Master File


Professor Muhammad Umar
Vice Chancellor
Rawalpindi Medical University
Rawalpindi


Professor Muhammad Umar
Vice Chancellor
Rawalpindi Medical University
Rawalpindi

