

<b>Name of the Policy/ Guidelines</b>	<b>Policy Against Substance Abuse</b>
<b>Short Description</b>	Policy and Guidelines for creating and maintaining a campus environment i.e. free of all forms of Substance Abuse.
<b>Scope</b>	Applicable to all students and employs of the Constituent Units and Departments of Nitte (Deemed to be University) with Jurisdiction extending to all parts of the campus including public places outside the physical premises of the University where members of the University function as representatives of the University.
<b>Policy status</b>	<input type="checkbox"/> Original <input checked="" type="checkbox"/> Revised
<b>Date of approval of Original Policy</b>	22.04.2015
<b>Revision No.</b>	1
<b>Brief description of last revision</b>	—
<b>Date of approval of current revision</b>	19-12-2018
<b>Effective date</b>	19-12-2018
<b>Approval Authority</b>	Board of Management
<b>Responsible officer</b>	Registrar

## REVISED POLICY ON 'SUBSTANCE' ABUSE

### **PREAMBLE:**

NITTE (Deemed to be University) is committed to creating and maintaining a campus environment that is free of alcohol and 'substance' abuse. 'Substance' abuse harms students, threatens the safety of the environment, and disrupts the educational process and defeats the purpose for which a student is being educated. While the University takes a serious view of alcohol and 'substance' abuse on its campus, it strongly believes that the best way to maintain an appropriate campus environment with respect to drugs and alcohol is through preventive education about the dangers of drug abuse and compassionate attention to the needs of those who may require help with alcohol or other drug-related problems. To that end, the University provides on-campus support programs and services as well as information about related services that are available in the local community.

### **INTRODUCTION:**

NITTE (Deemed to be University) policy on 'substance' abuse and practices regarding the possession, use and distribution of substances is based on the laws of the Government. The use, possession or distribution of a 'substance' is banned on the campus, in its facilities, in the functions and programs organized /conducted by the University or its institutions. Although University policies and practices emphasize a concern for the welfare of individuals, the University also recognizes the importance of maintaining the safety and well-being of the community as a whole. The University will take disciplinary action as per the procedures set out in the policy, against any member of its community, if he/she is found to consume, possess, sell, purchase, transport or distribute any narcotic drug or psychotropic substance.

Students, teachers and non-teaching staff should also be aware that, in addition to University rules, they may be subject to criminal prosecution under the laws of the country. According to the Indian Narcotic Drugs and Psychotropic Substances Act (1985), it is illegal for a person to produce/manufacture/cultivate, possess, sell, purchase, transport, store, and/or consume any narcotic drug or psychotropic substance. Where appropriate or necessary, the University will cooperate fully with law enforcement agencies to deal with all cases of possession, distribution of substance' that are found to be in violation of the national laws of the country.

### **SCOPE OF REFERENCE FOR NITTE (Deemed to be University):**

In formulating a policy on 'substance' abuse, the fact that NITTE (Deemed to be University) consists of a number of academic departments and administrative offices in the University and constituent Colleges and research centres, health centres, hospital has been considered. The University has a community of almost 3000 students and 1500 employees. The students and employees reside in hostels, staff residences and in different parts of the city. A majority of the students reside in the University hostels. The interpretation of the term, "campus," for the purpose of the policy for NITTE (Deemed to be University), will extend to all public spheres that remain in contact with members of the University community. Such public spaces include not just the physical premises under the supervision of the University system, but even areas in and outside Mangalore, where the University members reside. The jurisdiction will include fieldtrips, sports tournaments, conferences, College festivals and all other activities undertaken by any person as a member of NITTE (Deemed to be University).

### **OBJECTIVES OF THE POLICY:**

Following are the objectives of the Policy:

1. To provide a safe and healthy work environment and promote the general health and well being of its students and employees.

2. To take all necessary measures to prevent, curb and eradicate 'substance' abuse in the campus.
3. To recognize abuse of or addiction to alcohol and/or drugs as a serious health problem.
4. In order to have a safe environment free from drugs and alcohol, the University does not tolerate consumption or possession of drugs or alcohol by its students and employees
5. To deal with cases of abusing or suspected of abusing substances with sensitivity and discretion.

## **JURISDICTION:**

The policy shall be applicable to all members of the University and to all events or activities which are organised, conducted or sponsored by the University or by a University organization, whether they occur at the University or outside. The University will take cognizance of the following and extends the policy to deal with cases that comes within the purview of the policy.

1. Complaint by a member of the University against any other member of the University irrespective of whether the 'substance' abuse is alleged to have taken place within or outside the campus.
2. Complaint by a resident against a member of the University or made by a member against a resident irrespective of whether 'substance' abuse is alleged to have taken place within or outside the campus.
3. Complaint by an outsider against a member of the University or by a member of the University against an outsider if the 'substance' abuse is alleged to have taken place within the campus.
4. Complaint by a member of the University against an outsider who allegedly provides or supplies or sells 'substance' to a member of the University.
5. Complaint by a member of the University against any other member of the University or outsider, regarding possession, selling, purchasing, transporting, storing, and/or consuming any narcotic drug or psychotropic 'substance' on the campus or premises owned or controlled by the University.

In the above, the following definitions will apply:

**'Members of the University'** includes students, teachers, residents and non-teaching staff of the University.

**'Students'** includes regular students as well as current ex-students of NITTE (Deemed to be University).

**'Teachers'** includes any person on the staff of the University or any of the constituent Colleges and all other academic departments, who is appointed to a teaching and/or research post, whether full time, temporary, ad-hoc, part-time, visiting, honorary, or on special duty or deputation and shall include employees employed on a casual or project basis.

**'Resident'** includes any person who is a temporary or permanent resident of any of the accommodations or premises allotted to a student, teacher, and non-teaching staff, by the NITTE (Deemed to be University) or by any of its constituent Colleges, academic departments, health centres or hospitals.

**'Non-Teaching Staff'** includes any person on the staff of the University or of its constituent Colleges, academic departments, health centres or hospitals, who is not included in the category of teacher. It shall also include contract workers and daily wagers.

**'Campus'** includes all places of work and residence of the NITTE (Deemed to be University) or in any of its constituent Colleges, or any institution located within the premises of the University,

academic departments, health centres or hospitals. It includes all places of instruction, research and administration, as well as hostels, health centres, hospitals, sports grounds, staff quarters, public places (including parks, streets and lanes) and canteens, etc. on the campus of the University or the campus of any of its constituent Colleges, academic departments, health centres or hospitals.

**‘Outsider’** includes any person who is not a member of the University. It also includes but is not limited to any private person offering residential, food and other facilities to members of the University or to any individual other than member of the University, who is residing on the campus or in any premises owned or controlled by the University.

**‘Substance’** This may be any material suspected to have a mind-altering effect on the user, such as drugs that may be administered orally, inhaled, sniffed, taken intravenously or smoked.

**Abuse’** means everything that is contrary to good order, established by usage. It also means immoderate and inappropriate use of any substance, especially those that have a mind-altering effect on the user, accompanied by other aggravating behavior, including but not limited to:

- i. Disorderly, disruptive, or aggressive behavior that interferes with the wellbeing, safety, security, health, or welfare of the community and/or the regular operations of the institution.
- ii. Engaging in, or threatening to engage in, any behavior that endangers the health, safety or well-being of oneself, another person, or property; and
- iii. Physical violence, actual or threatened, against any individual or group of persons.

‘Substance’ abuse may also be indicated by the presence of drug abuse related paraphernalia such as: syringes, tweezers, plastic bottles, small paper sachets, small pieces of aluminium foil, cigarette paper, blades and any other item that may be suspected to have been used for the abuse of drugs.

**Distribution:** Unlawful sale, exchange, or giving of ‘substance’ to one or more persons.

## **GUIDING PRINCIPLES OF THE POLICY:**

The policy on 'substance' abuse is guided by the principles of Prevention; Early identification and access to assistance; and Enforcement.

1. 'Substance' abuse harms students, threatens the safety of the environment, and disrupts the educational process.
2. It is the obligation of the University to ensure a safe environment to students and to protect them from abuse.
3. That the best way to maintain an appropriate campus environment with respect to drugs is through preventive education about the dangers and ill-effects of drug abuse and compassionate attention to the needs of those who may require help with drug-related problems.
4. Any student suspected of abusing substances is to be offered care.
5. Emphasis on rehabilitation of persons affected by drug abuse rather than use of punishment.
6. Recognizing the combined role of teachers, parents and care-givers in mentoring the student population and their overall development.

### **Prevention:**

All the institutions of the University shall do the following:

1. Conduct an orientation/talk at the time of admission, to educate and sensitize parents/guardian on:
  - Drugs and other external influences on young adolescents in general and students in particular.
  - What can and cannot be done with regards to monitoring of the students.
  - Role of parents especially in following up with their children and institution with regards to their academic performance, attendance, discipline, attitudes etc.
2. Conduct orientation class for the students on drugs and other 'substance' use at the time of admission. This has to be followed by periodical sessions at an interval of six months following admission.
3. Organize role plays, skits, display posters, screen short documentary movies, etc., to educate and sensitise the students on the use and ill-effects of drug and 'substance' use. These programs may be conducted through the students' associations of the institutions.
4. The institutions should get the consent from the parents/ guardian and the students for taking regular/random urine drug screening tests on the form attached in the annexure, at the time of admission.
5. The University will take all possible measures including the assistance and help from the law enforcement agencies to ensure that its campus is kept safe and 'substance' abuse free.

## **Early Identification and Access to Assistance:**

Following are some of the indicators that may be considered for any suspected use or possession of a 'substance' by a student:

1. Rapid decline in academic performance.
2. Poor attendance record.
3. Any behavioural disturbances, indiscipline or violent behaviour that raises concerns by fellow students, faculty or staff.
4. Being continually late to classes.

All teachers and staff are required to report immediately to Head of the Institution or person designated by the Head of the Institution any suspected use, possession, or sale of any 'substance'. Students who are suspected to use or possess 'substance' shall be referred for medical or counselling services or educational interventions. The student shall be required to attend the sessions.

Should a student him/herself, or any member of the University on behalf of that student, voluntarily come forward seeking assistance in a situation involving use or abuse of substance, he/she is encouraged to seek assistance of the institutional/ University support service. Confidentiality in these circumstances will be protected in compliance with University policy.

## **Enforcement:**

The University recognizes that disciplinary action may serve as a potential deterrent in cases of abuse of substance. Accordingly, the University views the use/abuse of alcohol and other drugs as a matter of both personal and community wellness and believes that any such behavior warrants decisive interventions and enforcements.

NITTE (Deemed to be University) expects that students will conduct themselves in accordance with basic principles of personal responsibility, respect for order, and consideration of the rights of others.

Implied in these expectations is the understanding that students are responsible for making their own decisions and accepting the consequences of those decisions. Students should educate themselves about the social, physiological, and psychological consequences of 'substance' use.

The University therefore adheres to the following guidelines concerning the unlawful possession, use, or distribution of drugs:

1. The unlawful possession, use, or distribution of drugs will not be tolerated on the University campus or premises controlled by the University.
2. Upon finding evidence of the unlawful possession, use, or distribution of drugs on its premises by any student, the University will take appropriate disciplinary action, including, but not limited to, probation, suspension, or expulsion.
3. Using regularly established procedures, the University will take disciplinary action, up to and including discharge, against any member of the faculty or staff found to be unlawfully using, possessing, or distributing 'substance' on University campus .



## **UNIVERSITY INTERVENTIONS:**

The University views the use/abuse of 'substance' as a matter of both personal and community wellness and believes that any such behavior warrants decisive intervention.

In order to identify, receive complaints, deal with cases of 'substance' abuse and to provide access to all, separate Committees have been provided at the constituent College and at the University.

The 'University Policy on 'Substance' Abuse' will be available on the University website ([www: nitte.edu.in](http://www.nitte.edu.in)). An email id [substanceabuse@nitte.edu.in](mailto:substanceabuse@nitte.edu.in) has been created in the University website, for communication if any, from teachers, students, staff and parents / guardians of students.

## **CONFIDENTIALITY:**

All drug-related matters which involve students shall be dealt with in a confidential manner.

The University will attempt to maintain the confidentiality of the complainant's identity consistent with the goal of conducting a thorough and complete investigation. While every effort will be made to preserve the privacy of all persons involved, anonymity cannot be promised when the information is disclosed to a non-confidential source and/or when the well-being of an individual student or of the University community is at serious risk.

The members of the University and all other parties who may be involved in dealing with these matters shall not disseminate any information to the general public and the print and electronic media.

Access to records of these cases shall be under the custody of the Chairman of the Committee in charge of dealing with cases of substance abuse. Access will be restricted. Prior written permission from the Head of the institution has to be sought to access the records.

## **DISCIPLINARY PROCEDURES:**

The use, possession, sale, and distribution of mood-altering substances in the campus will not be tolerated and is a breach of University rules. Depending upon the nature of the circumstances, the University may choose to implement educational, administrative, medical, counseling, disciplinary action, or a combination of interventions.

The procedures provided herein will be applied under the direction of the Head of the Institution. The institutions will (i) treat all students equally and fairly; (ii) treat all incidences in a professional manner, and (iii) react in a manner consistent with the purpose of ensuring the well-being of all students.

Disciplinary sanctions can include dismissal (i.e., expulsion) from the institution/University, suspension from classes and other activities or privileges, or other penalties as decided by the institution/ University.

In cases where there is a suspicion of use of 'substance' the Head of the institution shall give an oral warning to the student.

The following procedures shall be adopted to deal with cases confirmed of drug use through circumstantial evidence or drug screening test. The record of a student of involved in substance abuse has to be maintained by the institutional Substance Abuse Committee with all reports and actions taken on each level of violation.

Students are urged to be mindful of the fact that they are subject to all laws of the government related to the use, possession, and distribution of 'substance', that are in existence and promulgated from time to time, whether on or off the campus and the University reserves the right to involve local law enforcement agencies as the situation warrants.

**1st time Offence:**

1. The Head of the institution shall give a written warning to the student, that continuation or repetition of the conduct found wrongful, or participation in similar conduct, shall attract a disciplinary action. The student shall be sent for counseling.
2. The Head of the institution shall notify parent/guardian and invite him/her for a meeting with the Mentor.

**2nd time Offence:**

1. The Head of the institution shall notify the parent/guardian and invite him/her for a meeting with the institutional Substance Abuse Committee /Mentor.
2. The student shall present a satisfactory and monitored drug education programme on dangers of substance use, in the de-addiction ward of K S Hegde Hospital.
3. Suspension from the institution for 7days with academic work. During the period of Suspension, the student will not be eligible for any privileges and will have no access to any facilities or services, including residing in the hostel of the institution/University. The student shall attend counseling sessions along with his parent/guardian during the period of suspension. The rules of attendance shall be applied with respect to eligibility to appear for University examinations.
4. The student will resume regular classes on satisfactory report of the institutional Substance Abuse Committee and any condition put forth by the institution, on him/her.

**3rd time Offence:**

1. The Head of the institution shall notify the parent/guardian and invite him/her for a meeting with the institutional Substance Abuse Committee.
2. Suspension from the institution for one term/semester with academic work. During the period of suspension, the student will not be eligible for any privileges and will have no access to any facilities or services including residing in the hostel of the institution/University. The rules of attendance shall be applied with respect to eligibility to appear for University examinations.
3. The student shall be admitted to a recognized de-addiction centre for counseling and rehabilitation. On the completion of the suspension period and if the student wishes to resume classes, the follow-up records, negative drug screen reports and discharge summary should be submitted to the 'Substance' Abuse Committee. The institutional Substance Abuse Committee will review and report to the institution Head regarding the wellness and fitness of the student to attend regular classes. He/shall be permitted to resume classes on satisfactory report of the institutional Substance Abuse Committee and any condition put forth by the institution, on him/her.
4. The student shall attend the counseling sessions conducted /arranged by the institution, for regular follow-up.



**Subsequent Violations:**

In case of any subsequent violation, the student shall be summarily dismissed. Such students will be subject to the rules of the University in the matter of fees payable by him/her to the institution.

**Disciplinary Action Against Distribution or Supply of 'substance':**

The University draws clear distinctions between the possession, use/abuse and the distribution or supply of 'substance' and will take more severe action, in these matters. Removal of a student from the hostel, and/or suspension or dismissal from the institution are the outcomes, where it is determined that a student is engaged in the distribution of substance.

**CONCLUSION:**

NITTE (Deemed to be University) is aware that implementation of its Policy on 'Substance' Abuse will be a challenge for all concerned. It also recognizes that such Policy could contribute immensely to the reduction and possible elimination of the problem of 'substance' abuse on the campus. The University will make available resources and personnel, where possible, to achieve the desired results of the Policy.

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**ANNEXURE**

**FORM TO BE SIGNED BY THE STUDENT AND THE PARENT/GUARDIAN AT THE TIME OF ADMISSION TO THE INSTITUTION**

(to be signed by the Guardian only in the event of both parents are not alive)

I.....(name) son /daughter/ward of Mr./Mrs./Ms. .... (name) admitted to ..... (course and year) in..... (institution) during the year....., hereby agree to the following terms:

1. I hereby admit that I am aware that the possession, use, sale and distribution of any mood-altering substances are wrong and harmful.
2. I shall refrain from using, being under the influence of, possessing, furnishing, distributing, selling or conspiring to sell or possess, or being in the chain of sale or distribution of mood-altering substances.
3. I shall report to the authorities of the institution any irregular behaviour that I observe in relation to the possession, use, sale and distribution of mood-altering substances which may have occurred at institution or during any activities conducted by any students or institution.
4. I shall support and actively participate in any drug prevention education programmes which may be organized by the College which would enable me to be a better student.
5. I shall co-operate with the authorities of the institution and other relevant authorities in their investigation of any 'substance'-related incident of which I may have information, and to prevent the possession, use, sale and distribution of other mood-altering substances in or around my institution.
6. I shall have no objection to random searching of my hostel or residence room, including my belongings without infringement to my privacy, by authorised personnel of the College /University.
7. I hereby give my consent for urine screening test and/or any other medical test that may be done by the College authorities, if I am suspected for 'substance' abuse.

Date:.....

Signature:.....

Name of the Student: .....

Signature of the Parent/Guardian:.....

Name Parent/Guardian: Mrs/Mr/Ms.....

Mobile No. of the Parent/Guardian: .....

Email ID: .....

**ANNEXURE**

**FORM TO BE SIGNED BY PARENT/GUARDIAN AT THE TIME OF  
ADMITTING SON/DAUGHTER/GUARDIAN TO THE INSTITUTION**

(to be signed by the Guardian only in the event of both parents are not alive)

I Mr./Mrs./Ms. ....Father/Mother/Guardian of ..... admitted to ..... (course and year) in..... (institution) during the year.....hereby agree to the following terms:

1. I accept full responsibility for my son/daughter/ward .....
2. I shall monitor my son/daughter/ward to ensure that he/she refrains from using, being under the influence of, possessing, furnishing, distributing, selling or conspiring to sell or possess, or being in the chain of sale or distribution of mood-altering substances.
3. I shall seek help in the form of counselling or medical attention for my son/daughter/ward, if advised or instructed to do so.
4. Co-operate with the College authorities and other relevant authorities in their investigation of any drug-related incident of which I may have information and/or if my son/daughter/ward is suspected to be involved in 'substance' abuse.
5. I shall report to the authorities of the institution any irregular behaviour that I observe in my son/ daughter/ward if in my judgement I feel is related to the use, possession, distribution and sale of mood-altering substances.
6. I shall encourage, support and actively participate in any drug prevention education programs or any activity that is aimed at personal development of my son/daughter/ward that may be organized by authorities of the institution or other relevant authorities, for parents/guardians.
7. I have no objection to random searching of the hostel or residence room of my son/daughter/ward, including his/her personal belongings without infringement to the privacy, by authorised personnel of the institution/University.
8. I shall accept and respond positively to decisions taken by the College authorities and other relevant authorities aimed at improving the discipline of my son/daughter/ward.
9. I hereby give my consent for urine screening test and/or any other medical test of my son/daughter/ward hat may be done by the authorities of the institution, if he/she is suspected for 'substance' abuse.

Date:.....

Signature of the Parent/Guardian:.....

Name Parent/Guardian: Mrs/Mr/Ms.....

Mobile No. of the Parent/Guardian: .....

Email ID: .....