

SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

Comprising Sri Devaraj Urs Medical College

Tamaka, Kolar, Karnataka.

A DEEMED TO BE UNIVERSITY

Declared under Section 3 of the UGC Act, 1956

vide MHRD, Government of India Notification No.F-9-36/2006-U.3 (A) dated 25th May 2007



“Policy on Substance Abuse”



SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION & RESEARCH

A DEEMED TO BE UNIVERSITY, (DECLARED UNDER SECTION 3 OF THE UGC ACT, 1956)

TAMAKA, KOLAR 563101, KARNATAKA, INDIA

Name of the Policy/ Guidelines	Policy on Substance Abuse	
Short Description	This policy on 'substance' abuse and practices regarding the possession, use and distribution of substances is based on the laws of the Government.	
Scope	This policy is applicable to all the students and employees of SDUAHER	
Policy status	<input checked="" type="checkbox"/> Original <input type="checkbox"/> Revised	
Date of approval of Version 1	23 August 2019	
Policy No.	SDUAHER/KLR/POLICY/004	
Brief description of last revision	Not Applicable	
Date of approval of current revision	Not Applicable	
Effective date		
Approval Authority	Board of Management	
Responsible officer	Registrar	
Name of the Policy/ Guidelines		
Details of Revision	Date of Revision	Approved by

Preamble:

Sri Devaraj Urs Academy of Higher Education and Research (SDUAHER) is committed to create and maintain 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 Academy 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 Academy provides on-campus support programs and services as well as information about related services that are available in the local community.

Introduction:

SDUAHER 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 Academy or its institutions. Although The Academy policies and practices emphasize a concern for the welfare of individuals, The Academy also recognizes the importance of maintaining the safety and well-being of the community as a whole. The Academy 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 Academy 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 Academy 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:**

In formulating a policy on 'substance' abuse, the fact that SDUAHER consists of a number of academic departments and administrative offices in The Academy and constituent Colleges and research centres, health centres and hospital has been considered. The Academy has a community of almost 2000 students and 1600 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 Academy hostels. The interpretation of the term, "campus," for the purpose of the policy for SDUAHER, will extend to all the public spheres that remain in contact with members of the SDUAHER community.

Substances of abuse include – Cannabis, Heroin, Benzodiazepine, Barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic acid diethylamide (LSD) and its derivatives, Amphetamines, Methamphetamines, 3,4-Methylenedioxymethamphetamine (MDMA), Phencyclidine, Gamma hydroxyl butyrate (GHB), Methaqualone, Inhalants and other drugs and substances mentioned in the Narcotic Drugs and Psychotropic act (NDPS) 1985.

The Students and employees of SDUAHER not abiding by policy on Substance abuse shall come under the purview of NDPS Act 1985 and are liable for penal action.

Objectives of the policy:

1. To provide a safe and healthy work environment and promote the general health and wellbeing of its students and employees.
2. SDUAHER has designated officers to carry out random checks on students, teaching and non-teaching faculty of The Academy and also in residential premises for substances of abuse.
3. The Employees and Students of The Academy if found in possession and/ or in use or distribution of Substances of abuse shall attract appropriate disciplinary action.
4. To deal with cases of abusing or suspected of abusing substances with sensitivity and discretion.

Jurisdiction:

The policy shall be applicable to all the members of Academy and to all events or activities which are organised, conducted or sponsored by The Academy or by a University organization, whether they occur at The Academy or outside.

The Academy 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 Academy against any other member of The Academy 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 Academy 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 Academy or by a member of SDUAHER against an outsider if the 'substance' abuse is alleged to have taken place within the campus.

4. Complaint by a member of The Academy against an outsider who allegedly provides or supplies or sells 'substance' to a member of The Academy.
5. Complaint by a member of The Academy against any other member of The Academy 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 Academy.

'Members of The Academy' includes students, teachers, residents and non-teaching staff of The Academy **'Students'** include regular students as well as current ex-students of SDUAHER.

'Teachers' includes any person on the staff of The Academy 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 SDUAHER or by any of its constituent Colleges, academic departments, health centres or hospitals.

'Non-Teaching Staff' includes any person on the staff of The Academy 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 SDUAHER or in any of its constituent Colleges, or any institution located within the premises of The Academy, 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 Academy 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 Academy. It also includes but is not limited to any private person offering residential, food and other facilities to members of The Academy or to any individual other than member of The Academy, who is residing on the campus or in any premises owned or controlled by The Academy.

‘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 behaviour, including but not limited to:

- 1) Disorderly, disruptive, or aggressive behaviour that interferes with the wellbeing, safety, security, health, or welfare of the community and/or the regular operations of the institution.
- 2) Engaging in, or threatening to engage in, any behaviour that endangers the health, safety or well-being of oneself, another person, or property; and
- 3) 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 Academy 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 Academy shall follow:

1. Conduct an orientation/talk at the time of admission, to educate and sensitize parents/guardian on:
 - a. Drugs and other external influences on young adolescents in general and students in particular.
 - b. What can and cannot be done with regards to monitoring of the students.

- c. 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 Academy 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:

- A. Rapid decline in academic performance.
- B. Poor attendance record.
- C. Any behavioural disturbances, indiscipline or violent behaviour that raises concerns by fellow students, faculty or staff.
- D. 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 Academy 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/ Academy support service. Confidentiality in these circumstances will be protected in compliance with SDUAHER policy.

Enforcement:

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

SDUAHER 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 Academy 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 in SDUAHER campus or premises.

2. Upon finding evidence of the unlawful possession, use, or distribution of drugs on its premises by any student, The Academy will take appropriate disciplinary action, including, but not limited to, probation, suspension, or expulsion.
3. Using regularly established procedures, The Academy 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 Academy campus .

SDUAHER Interventions:

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

In order to identify, receive complaints, deal with cases of 'substance 'abuse and to provide access to all, Institutional Disciplinary Committee has been constituted at the constituent College and at The Academy.

Hard Copy of The 'SDUAHER Policy on 'Substance' Abuse' will be available in the office of Registrar, SDUAHER, Dean SDUAHER- Medical and Allied health Sciences, Principal SDUMC, Vice- Principal SDUMC, Office of Principal, Director of Student Welfare, Warden Men's and Women's Hostel.

Confidentiality:

All drug-related matters which involve students shall be dealt with in a confidential manner. The Academy 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 Academy community is at serious risk.

The members of The Academy 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 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 Academy rules. Depending upon the nature of the circumstances, The Academy may choose to implement educational, administrative, medical, counselling, 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

- treat all students equally and fairly;
- treat all incidences in a professional manner, and
- 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, suspension from classes and other activities or privileges, or other penalties as decided by the institution.

In cases where there is a suspicion of use of ‘substance’ the Head of the institution shall give an 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 Academy reserves the right to involve local law enforcement agencies as the situation warrants.

1st time Offence:

1. The Head of the institution shall notify parent/guardian and invite him/her for a meeting with the Mentor. The student shall be sent for counselling and rehabilitation (that includes weaning away from source) to home for a period till student produces a satisfactory certificate of rehabilitation.

2nd time Offence:

- The Head of the institution shall notify the parent/guardian and invite him/her for a meeting with the institutional Disciplinary Committee /Mentor.
- The student shall present a satisfactory and monitored drug education programme on dangers of substance use, in the designated de-addiction centre of R.L.Jalappa Hospital, Kolar.
- Suspension from the institution for 14days 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. The student shall attend counselling 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 examinations.

2. The student will resume regular classes on satisfactory report of the institutional Disciplinary committee and any condition put forth by the institution, on him/her.

3rd time Offence:

- The Head of the institution shall notify the parent/guardian and invite him/her for a meeting with the institutional Disciplinary Committee.
- 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. The rules of attendance shall be applied with respect to eligibility to appear for examinations.
- 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 Institutional Disciplinary 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.
- 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 Academy in the matter of fees payable by him/her to the institution.

Disciplinary action against distribution or supply of ‘substance’:

The Academy draws clear distinctions between the possession, use/abuse and the distribution or supply of ‘substance’ and will take severe action i.e. handing over to police

Conclusion:

SDUAHER 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 Academy will make available resources and personnel, where possible, to achieve the desired results of the Policy.

DECLARATION FOR ANTI RAGGING

I, (full name of student with roll number)
Son/daughter of Mr./Mrs..... having
been admitted to (name of the
Institution), declare that,

I/We have received a copy of the UGC and MCI regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009 and (hereinafter called the “Regulations”), carefully read and fully understood the provisions contained in the said Regulations.”

I/We have, in particular, perused clause 3 of the UGC Regulations and am aware as to what constitutes ragging and also, in particular, perused clause 7 and clause 9.1 of the UGC Regulations and fully aware of the penal and administrative action that is liable to be taken against my ward in case found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

I/We have been made aware to fill Anti Ragging affidavit online at **www. antiragging.in** or **www.amanmovement.org** and to submit the same.

I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

Signed and witnessed on at Kolar.

Signature of the Student

Name:

Roll No:

Phone:

E-mail:

Signature of the Parent

Name:

Address:

Phone:

E-mail:

DECLARATION FOR VEHICLE USE

I, (full name of student with roll number)
Son/daughter of Mr./Mrs..... having
been admitted to (name of the
Institution), declare that,

I/We have been made aware that, the campus of Sri Devaraj Urs Medical College, Kolar restrict
the use of motorized vehicles.

I/We have been made aware that, the use of vehicles in the campus is not permitted, unless
permitted to do so by a written prior permission from the Principal/Warden after submitting
the relevant documents. **(Driving License, RC papers and Insurance copy)**

I/We have been made aware that, the safety of vehicle solely rests on your ward.

I/We also give an undertaking that if my ward meets with any accident or any consequences
arising out of use of vehicle, I/ We will not proceed against the College for such incidents
committed by my ward.

Signed and witnessed on at Kolar.

Signature of the Student

Name:

Roll No:

Phone:

E-mail:

Signature of the Parent

Name:

Address:

Phone:

E-mail:

Witness:

Signature:

Name:

Address:

Phone:

E-mail:

DECLARATION FOR SUBSTANCE ABUSE

I, (full name of student with roll number)
Son/daughter of Mr./Mrs..... having
been admitted to (name of the
Institution), declare that,

I/We have been made aware that, possessing, consuming, dealing in narcotic and intoxicating drugs is an offence punishable with imprisonment under Indian Penal Code 1860 and shall not indulge in such activities during my study period in the campus. In case of such indulgence or suspicion, I am willing to undergo medical examination including blood and urine analysis as per instructions from the college authorities. I/We also declare that I shall abide by all the rules and regulations framed by the Management from time to time and shall not indulge in any criminal activities like assault, fighting etc. during my study period in the campus. I am liable for such disciplinary action/punishment awarded by the Management, including cancellation of admission.

Signed and witnessed on at Kolar.

Signature of the Student

Name:

Roll No:

Phone:

E-mail:

Signature of the Parent

Name:

Address:

Phone:

E-mail:

Witness:

Signature:

Name:

Address:

Phone:

E-mail:



POLICY ON SUBSTANCE ABUSE

Objective:

To prevent substance abuse and to create a secure, conducive atmosphere for learning among the students in the campus.

The Academy adheres to the following guidelines concerning the possession, use and/or distribution of substances of abuse: Cannabis, Heroin, Benzodiazepines, barbiturates, Flunitrazepam, Cocaine, Ketamine, Psilocybin, Lysergic acid diethylamide, Amphetamine, Methamphetamines, 3,4-Methylenedioxymethamphetamine (MDMA), Phencyclidine, Gamma hydroxyl butyrate (GHB), Methaqualone, Inhalants and any other drugs and substances mentioned in The Narcotic Drugs and Psychotropic Act 1985.

- The possession, use and/or distribution of substances of abuse are prohibited on premises owned or controlled by The Academy.
- The Academy squads will carry out random checks on students/residential premises for substances of abuse.
- Possession, use and/or distribution of substances of abuse will attract appropriate disciplinary action which may include expulsion.

Offenders will also come under the purview of Narcotic Drugs and Psychotropic Substances Act 1985 (NDPS Act) and will be liable for penal action.

Disciplinary procedures:

A student violating the MU policy on substance abuse will face:

- Immediate suspension from the college, pending enquiry.
- Parent/legal guardian will be informed immediately who will be expected to meet the Head of Institution (HOI) at the earliest.
- The Institutional Disciplinary Committee will conduct an enquiry and submit the report to HOI who will initiate further action.

Policy matters on Alcohol & Tobacco:

The Academy is declared as “**Alcohol/Tobacco free campus**”

If a student is found possessing / consuming Tobacco/Alcohol in the premises owned or controlled by the Academy, the Institutional Disciplinary Committee will take appropriate action.