

SRM UNIVERSITY – AP, ANDHRA PRADESH

Substance Abuse Policy

1. Background

- a. To define and lay down University's Policy on Substance Abuse.
- b. This Policy shall be called as "SRM University - AP, Andhra Pradesh Substance Abuse Policy".

c. Guiding Principles of the Policy:

The policy on substance abuse is guided by the principle of Prevention, Early identification, access to assistance and Enforcement. SRM University – AP is committed to creating and maintaining a campus environment that is free of alcohol and 'substance' abuse.

- i. '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.
- ii. 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.
- iii. Any student suspected of abusing substances is to be offered care.
- iv. Emphasis on rehabilitation of persons affected by drug abuse rather than use of punishment.
- v. Recognizing the combined role of teachers, parents and care-givers in mentoring the student population and their overall development.

2. Purpose

Following are the objectives of the Policy:

- a. To provide a safe and healthy work environment and promote the general health and wellbeing of its students and employees.
- b. To take all necessary measures to prevent, curb and eradicate 'substance' abuse in the campus.
- c. To recognize abuse of or addiction to alcohol and/or drugs as a serious health problem.
- d. 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
- e. To deal with cases of abusing or suspected of abusing substances with sensitivity and discretion.

3. Scope

The policy shall be applicable to all members of the University and to all events or activities which are organized, 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.

- a. 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.
- b. 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.
- c. 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.
- d. Complaint by a member of the university against an outsider who allegedly provides or supplies or sells 'substance' to a member of the university.
- e. 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.

4. Definitions

- a. "Employee" is any person employed at the workplace, for any work on regular, temporary, ad-hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the Principal Employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implied and includes a coworker, a contract worker, probationer, trainee, apprentice or by any other such name.
- b. "Workplace" for the purpose of the Policy will extend to all public spheres that remain in contact with employee/students working for University/studying in University. Such public spaces include not just the physical premises under the supervision of the University system, but even areas where employee/students reside or travel to as part of their work as members of the University. The jurisdiction will include field trips, sports tournaments, conferences, festivals and all other activities undertaken by any person as a member of the University.
- c. "University" refers to SRM University - AP, Andhra Pradesh.
- d. 'Members of the University' includes students, teachers, residents and non-teaching staff of the University.
- e. '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.

- f. '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.
- g. '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.
- h. '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 aluminum foil, cigarette paper, blades and any other item that may be suspected to have been used for the abuse of drugs.

5. Prevention

All the institutions of the University shall do the following:

- a. Conduct an orientation/talk at the time of admission, to educate and sensitize parents/ guardian on:
 - i. Drugs and other external influences on young adolescents in general and students in particular.
 - ii. What can and cannot be done with regards to monitoring of the students.
 - iii. Role of parents especially in following up with their children and institution with regards to their academic performance, attendance, discipline, attitudes etc.
- b. 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.
- c. Organize role plays, skits, display posters, screen short documentary movies, etc., to educate and sensitize 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.
- d. 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.
- e. 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.

6. Disciplinary Procedures

- a. 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 University Substance Abuse Committee with all reports and actions taken on each level of violation.

- b. 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

- a. VC shall notify the Parent/Guardian and invite him/her for a meeting with the University Substance Abuse Committee /Mentor.
- b. The student shall present a satisfactory and monitored drug education programme on dangers of substance use.
- c. 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.
- d. The student will resume regular classes on satisfactory report of the University Substance Abuse Committee and any condition put forth by the institution on him/her.

2nd Time offence

- a. VC shall notify the parent/guardian and invite him/her for a meeting with the University Substance Abuse Committee.
- b. 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.
- c. The student shall be admitted to a recognized de-addiction center 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 University Substance Abuse Committee will review and report to the VC, the wellness and fitness of the student to attend regular classes. He/she shall be permitted to resume classes on satisfactory report of the University Substance Abuse Committee and any condition put forth by the institution, on him/her.
- d. The student shall attend the counseling sessions conducted /arranged by the institution, for regular follow-up.

7. Confidentiality

- a. This policy and the law prohibits members of University from publishing, communicating or making known to the public, press and media in any manner

drug related matters which involve a student, any information relating to inquiry proceedings, or rehabilitation process during the proceedings under the provisions of the Act. And it will be outside the purview of the Right to Information Act, 2005, any violation thereto shall also be subject to applicable disciplinary action as outlined in Employee Handbook.

- b. The University will attempt to maintain the confidentiality of the complainant's identity consistent with the goal of conducting a thorough and complete investigation.
- c. 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.
- d. 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. Prior written permission from the Head of the institution has to be sought to access the records.