



INSTITUTE OF
BUSINESS MANAGEMENT

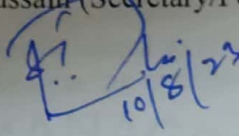
KORANGI CREEK
KARACHI 75190 PAKISTAN

T (+92) 111 002 004

F (+92) 213 509 090 968

W www.iobm.edu.pk

NOTIFICATION

To:	Dr. M. Abbas (Chair) Dr. Arsalan Mr. M. Zubair Mr. M. Ahsan Khan (Student Member) Mr. Sartaj Hussain (Secretary/Focal Person)
From:	Rector IoBM 
Subject:	Anti-Drug and Tobacco Committee (ADTC) (Revised)
Date:	August 10, 2023
Reference:	HEC Policy on Drug and Tobacco Abuse in Higher Education Institutes 2021 (Revised)
Reference No.	IoBM/Rector-Office/2022-23/008

Based on HEC revised Policy on Drug and Tobacco Abuse in Higher Education Institutes, I am pleased to appoint you as member Anti-Drug and Tobacco Committee (ADTC). The scope and roles and responsibility of the committee are as follows:

Scope

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, classrooms, hostels, playgrounds, libraries, laboratories, cafeterias & transport etc.). Each university may develop its own regulations for application of the policy on campus residential areas.

Roles and Responsibilities of the ADTC

The committee will be responsible for ensuring a drug free and smoke free environment in the HEI and to take measures to safeguard the interests of the students in the following ways:

- The member of the ADTC who is from the HEI's administration shall be appointed as Focal Person for matters related to Drug Abuse and unlawful tobacco consumption.
- A counsellor, psychologist, or psychiatrist available at the HEI 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.
- HEI shall establish a helpline that students, faculty and staff can call whenever they face a mental health issue or a situation in which they may have been tempted to use drugs or

tobacco. This helpline will be staffed by a trained counsellor and a team of trained volunteers.

- d. 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.
- e. 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.
- f. An annual survey shall be conducted, asking students and staff members to respond to an anonymous close ended questionnaire related to matters covered under this policy. The office of the Focal Person shall analyze the findings and present them to the ADTC for review and comment.
- g. HEI must submit annual compliance reports along with survey reports by December 31st of each year to the HEC.
- h. An undertaking in the form of Annex-A & B (HEC Forms) shall be signed by all faculty, staff members, and students, and shall be submitted to the relevant office of the university.