



**BUNTS SANGHA MUMBAI**  
**ANNA LEELA COLLEGE OF COMMERCE AND ECONOMICS**  
**& SHOBHA JAYARAM SHETTY COLLEGE FOR BMS**  
Shashi Manmohan Shetty Higher Education Complex,  
Buntara Bhavan marg, Kurla (E), Mumbai 400024



## **SUBSTANCE ABUSE POLICY**

### **Smoking and Tobacco-Free Campus Policy**

#### **1. Scope:**

This policy applies to all students, employees, and visitors.

*The policy is in compliance with The Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce, Production, Supply and Distribution) Act, 2003 or COTPA, 2003.*

#### **2. Purpose:**

The Institutions seeks to provide a safe and healthful learning and working environment for its students, employees, and visitors. The college recognizes that smoke is offensive to many non- smokers and there is evidence suggesting that passive smoke inhalation is harmful.

This policy provides definitions and procedures related to a smoke-and tobacco-free college, including enforcement. Every member of the institutions community shares responsibility for adhering to and respectfully communicating the smoke-free and tobacco-free policy.

#### **3. Policy:**

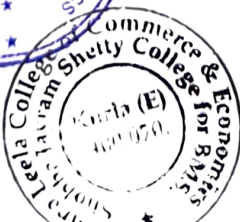
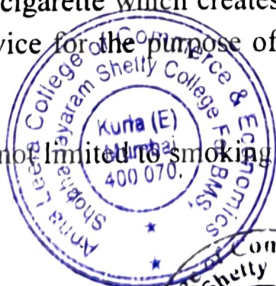
Smoking and the use of all tobacco products within the boundaries of all institutions premises including all building, facilities, indoor and outdoor spaces and grounds owned, rented, operated, and/or licensed by the institutions is prohibited. This prohibition extends to parking lots, walkways, sidewalks, sport venues, institutions vehicles and private vehicles parked or operated on Institutions and Trust's property.

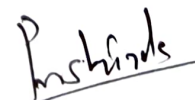
##### **1. Definitions:**

A. —~~Smoking~~ means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a **hookah** pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or in any form. —~~Smoking~~ also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.

B. —~~Tobacco~~ includes but is not limited to smoking tobacco, chew, snuff, snus, and dipping tobacco.

  
**Co-ordinator**  
**Internal Quality Assurance Cell**



  
**Principal (I/C)**  
Anna Leela College of Commerce & Economics  
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Kurla (East), Mumbai - 400 070.



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## SUBSTANCE ABUSE POLICY

### Procedure:

**Compliance:** It is the responsibility of all members of the campus to comply with this policy. This policy relies on the thoughtfulness, consideration, and co-operation of smokers and non-smokers for its success.

#### Student Violation:

Students who fail to comply with this policy will be verbally warned, advised of the policy and options for assistance, and requested to comply with the policy.

If the student violates this policy a second time, Institutions authorities /Head of institutions / Department will discuss the violation with the student and the student will be issued a written warning. Subsequent violations will result in more severe disciplinary action in accordance with the Student Code of Conduct.

#### Employee Violation:

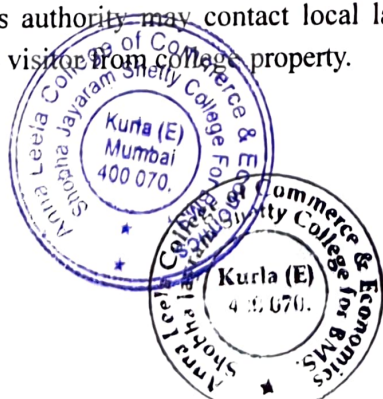
Employees who fail to comply with this policy will be verbally warned, advised of the policy and options for assistance, and requested to comply with the policy. If an employee violates this policy a second time, Institutions authorities this violation to the Human Resources department. Human Resources and the Head of institutions / Department /supervisors will meet with the employee and the employee will be issued a written warning. Subsequent violations will be result in more severe disciplinary actions, up to and including termination.

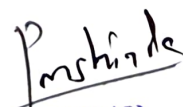
#### Visitor Violation:

Visitors to the college who fail to comply with this policy will be verbally warned by the Institutions authority. If the visitor refuses to comply or violates the policy in the future, the Institutions authority may contact local law enforcement and follow protocols for removal of the visitor from college property.

  
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## **SUBSTANCE ABUSE POLICY**

### **DRUGS POLICY**

#### **1. CONTEXT:**

At Bunts Sangha's Higher Educational Institutions, our policies are in accordance with our Mission of

—Personality Development for Nation Building and we make a commitment to the health and well-being of our students. We recognize that alcohol, tobacco and drug use among adolescents is one of the most detrimental risk behaviors affecting academic achievement, school bonding and student health and safety. With this in mind, a Drugs Policy has been formulated for the educational institution, with emphasis on prevention through safe and supportive education environment, intervention and support for students who may be involved in substance misuse.

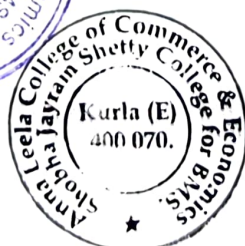
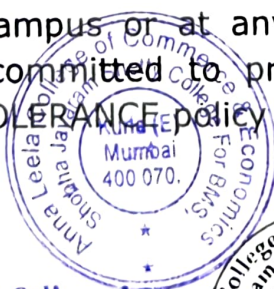
#### **2. RATIONALE:**


The Drugs Policy covers the possession and use of drugs, alcohol and tobacco on school premises by:

- Students
- Parents
- Teachers
- Shadow teachers
- Employed staff
- Outsourced staff
- Visitors

While we recognize the need for compassionate treatment of those addicted and seeking help, we also uphold the policy of not using drugs/alcohol any time while on campus or at any off-campus school/college event. In so doing, we are committed to provide a drug free environment, and will maintain a NO TOLERANCE policy toward drug and alcohol use.

  
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## **SUBSTANCE ABUSE POLICY**

The Policy aims:

- To support all stakeholders of the educational institution by providing clear guidance and procedure on drug related issues
- To respond supportively to those whose use of drugs interferes with their academic performance
- To promote a climate in which students can seek help if they are in distress from their own or others' use of drugs and alcohol.
- To develop a referral system which includes response to self-referrals and suspected users
- To develop and implement guidelines and sanctions, which are clear and articulated to staff, parents and students.
- To develop an institution-wide programme on drug education as an integral part of the students' health and personal and social development.
- To train all school and college personnel in the guidelines related to drugs and alcohol.

The Policy draws on:

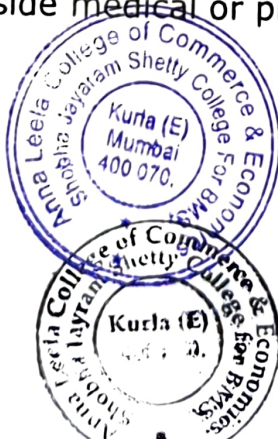
- 1) Drug Laws in India – Narcotic Drugs & Psychotropic Substances (Amendment) Act, 2014
- 2) Extensive documented research relating to drugs and alcohol in schools
- 3) Guidance from Psychiatrists and medical professionals

### **3. DEFINITION OF DRUGS:**

In this Policy, the term 'Drug' includes tobacco and alcohol and illegal drugs such as cannabis, opiates, ecstasy, and methamphetamines, volatile substances such as petrol, solvents and inhalants, and other substances used for psychoactive effects, recreation or enhancement, as well as prescription drugs used outside medical or pharmaceutical advice.

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## **SUBSTANCE ABUSE POLICY**

### **4. LEGAL CONTEXT**

Under The Narcotic Drugs and Psychotropic Substances Act, 1985 and subsequent NDPS (Amendment) Act, 2014, it is illegal for a person to produce/manufacture/cultivate, possess, sell, purchase, transport, store and/or consume any narcotic drug or psychotropic substance. In the NDPS Act, the term

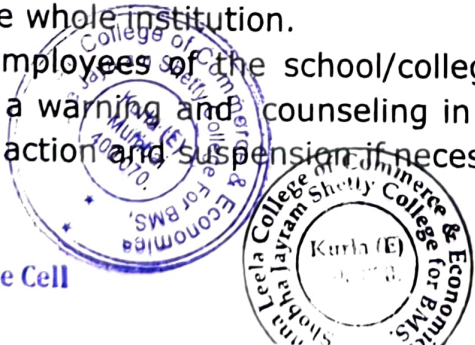
'narcotics' is used to mean 'opioids', Opioids are derivatives of opium like morphine, which are used to relieve pain. Psychotropic substances are amphetamines, which are stimulant drugs.

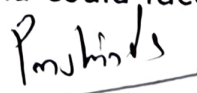
#### **1 Alcohol**

1. Alcohol must not be consumed or brought to the school/college premises during school/college hours by students, employees or visitors.
2. Possession of alcohol in the school transport, by students or employees is strictly prohibited
3. The consumption of alcohol is not permitted at any school/college function, whether conducted within or outside the school premises. This applies to all types of functions, sporting events, picnics, study tours and industrial visits.
4. In cases where the student is in possession of or under the influence of alcohol, the Principal will manage the incident as students' health and welfare issue.
5. The student could receive a warning, be referred for counseling and other supportive measures in the first instance and if necessary, could be referred for rehabilitation services. Parents and students' participation in the counseling/rehabilitation process will determine whether the student continues in the school/college or faces suspension.
6. Parents and visitors under the influence of alcohol will be asked to leave the premises and return at a later date when sober, in the interest of safety of the whole institution.
7. Staff and employees of the school/college, under the effects of alcohol, will receive a warning and counseling in the first instance and could face disciplinary action and suspension if necessary.

  
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## **SUBSTANCE ABUSE POLICY**

### **2. Tobacco** (*Applicable to both students and staff*)

1. The Institution is a No-Smoking site. Smoking anywhere on school premises, including school building and sports ground, or school vehicles, at school functions or picnics is strictly prohibited.
2. Students are not permitted to bring smoking materials, including matches and lighters to school/college.
3. Students are not allowed to chew tobacco or paan anywhere in the school/college premises and not possess any of the above materials on school premises.
4. In the event that a student is found possessing any smoking materials on school premises, they will be confiscated in the interests of health and safety of all.
5. Principal will manage the incident in the interest of the student's health and welfare and refer for counseling services.

### **3. Solvents**

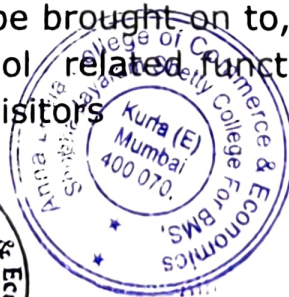
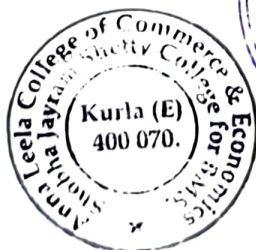
1. The school will ensure that potentially hazardous substances and solvent based products are stored safely, away from easy access by young children.
2. Students will be supervised if it is necessary that they come in contact with solvents for the course of their work.
3. Where there are concerns that a student may be misusing inhalants/solvents at school/college, the Principal must manage the matter as a student welfare and health issue.

### **4. Drugs**

1. Any prescription drug for purposes of medication, brought to the school, must be accompanied by a registered doctor's prescription. Parents must provide written notification of the same to the school in advance and the prescription be verified by the school medical practitioner (*school nurse*)
2. No illegal drugs are permitted to be brought on to, or used on school premises, school vehicles or school related functions or events, by students, parents, employees or visitors

*Shetty*  
Co-ordinator

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*P. Mukhinde*

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## **SUBSTANCE ABUSE POLICY**

### **1. Drug Related Incidents**

1. Drug related incidents will be dealt with by the Principal and Management in a manner appropriate and corresponding to the incident.
2. Drug related incident may include any of the following:
  - A student who is suspected of being under the influence of a drug
  - Finding drugs or related paraphernalia (i.e. foil, needles) on school premises
  - Possession of drugs by an individual on school premises
  - Use of drugs by an individual on school premises
  - Supply of drugs on school/college premises
  - Individuals (students, parents, teachers, employees) disclosing information about their drug use
  - Reports of drug possession, supply or drug use
    1. Incidents will be dealt with after making an assessment of the situation and reported to the Principal.
    2. Appropriate support, in the form of counseling and/or referral to psychiatric support, or rehabilitation services, will be offered to those with substance misuse problems.
    3. Evidence of drug use or possession, despite warning and support services, may result in suspension.

### **REFERRAL TO THE SCHOOL/COLLEGE COUNSELLOR:**

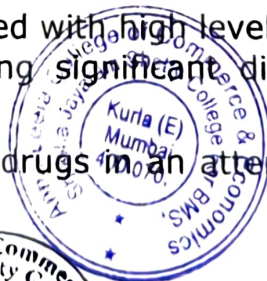
Consideration must be given to referring students involved in a drug related incident to the school/college counselor. Referral is indicated when:

- There are concerns that the drug use may be a symptom of underlying institution or family problems or mental health problems
- There are significant problems at school such as serious behavior problems
- The drug use behavior is associated with high levels of risk to the student
- The student's drug use is causing significant disruption to his or her institution and social functioning
- The student appears to be using drugs in an attempt to cope with his or her problems

*Shetty*

Co-ordinator

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*P. Mohind*

Principal (I/C)

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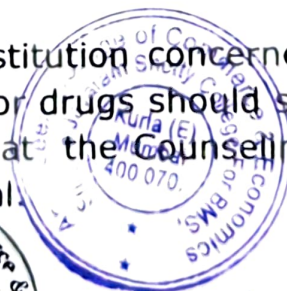
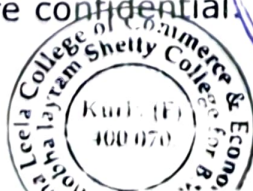
- The student appears to be drug dependent
- The student is returning to the educational institution following a period of suspension for possession, use or supply of illegal drugs.

The Counselor will assess the student's drug or alcohol use, including motivation to change and will assess the need to refer the student to external health professionals. The Counselor may recommend the student and their family to a specialized service such as a drug and alcohol service, or psychiatric treatment to address any mental health issues.

## **PROCEDURES and DISCIPLINARY ACTION IN DRUG RELATED INCIDENTS:**

Where disciplinary action is appropriate, this might include:

- Warning
  - Loss of privilege
  - Discussing with parents their role in promoting acceptable student behavior
  - Suspension, where the circumstances warrant it.
1. As in 4.1, if a student is using a product for medicinal purposes, the medicinal purpose must be reported to the school nurse and the product kept by the nurse during school/college hours. If a teacher/Principal/designated school personnel discovers the student is in possession of a medicinal product and the nurse has no prior knowledge of the medicinal need of the product, the product shall be considered a controlled substance or alcohol for the purposes of this policy. The incident will be reported to the Principal and the student's parents will be called to the school/college and a referral will be made to the Counseling Centre.
  2. Any member of the educational institution concerned about a student's involvement with alcohol, tobacco or drugs should speak to the Principal and the Mental Health professional at the Counseling Centre as soon as possible. All referrals are confidential.







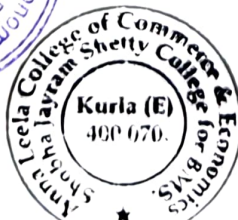
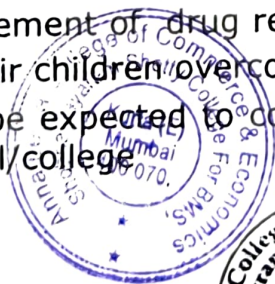
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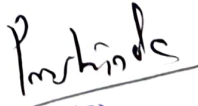


## **SUBSTANCE ABUSE POLICY**

1. Self-referral: If a student recognizes that he/she has a problem with alcohol, tobacco, drugs and other impairing substances and chooses to do something about this problem, the educational institution will co-operate as fully as possible with the student.
2. If any student or adult (parent, visitor or employee) is found possessing an illegal drug, or alcohol, or related paraphernalia, it will be confiscated. If the substance cannot be legally destroyed or disposed of, it will be handed to the police as soon as possible and not stored for any longer than is necessary. Parents of the student will be informed; the Principal will be notified and the school's mental health professional/counselor will be consulted.
3. The immediate priority in any drug related incident is to ensure the safety and welfare of the students and the staff. Immediate action might include establishing the basic facts: what type of drug was taken; how much was taken; when and how it was taken; whether more than one type of drug was taken; whether anyone else was involved.
4. If a student is found to be disoriented, having trouble breathing, or is unconscious as a result of harmful toxic substance, or is at immediate risk of harm, medical help will be sought and first aid given if required. The priority will be the student's safety.
5. Following actions to ensure immediate safety, if a student is showing signs which indicate particular risk of, or from, involvement with drugs, the emotional needs and mental health of the student will be considered and referral be made to the institution's Counselor. Intervention from the Counselor may progress to referral to psychiatric evaluation and rehabilitation services in partnership with student and parents.
8. In general, parents or guardians should be informed about and involved in the management of drug related incidents. Their support may be vital in helping their children overcome drug related problems.
9. Parents will be expected to co-operate with the support services offered by the school/college

  
**Co-ordinator**  
**Internal Quality Assurance Cell**



  
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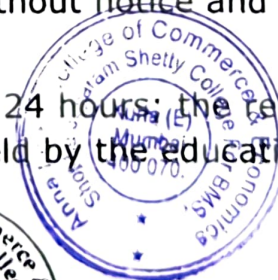
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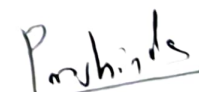


## **SUBSTANCE ABUSE POLICY**

10. Disciplinary action will be taken against student if he/she is found to be repeatedly offending. The student shall be suspended from school for a duration seen suitable by the Principal. The Principal should take into account the student's welfare when considering the appropriate length of the suspension.
11. Where a student is suspended for a drug related incident, the purpose of the suspension is to allow time for: a) the student to reflect on his or her behavior; b) the family and the school/college to plan appropriate support to assist the student to change the behavior and to successfully return to school.
12. Immediate verbal notification must be made to parents or guardian when a student is suspended and this is to be followed by written advice within 24 hours.
13. As a condition for continued enrollment, the student and the parents/guardian are required to meet with the school/college Counselor/Psychologist/Psychiatrist for as long as may be necessary.
14. The student shall also be subject to random drug/alcohol testing, at the family's expense for the duration of his/her enrollment in Bunts Sangha's Higher Education Institutions.
15. Should the family refuse the recommended professional treatment, including random drug testing, the school/college may permanently dismiss the student from Bunts Sangha's Higher Education Institutions.
16. Any repeated violation of the school's drug/alcohol policy will result in automatic dismissal from the institution.
17. Inspection of personal property, including and not limited to clothing pockets, backpacks, personal vehicles, may be conducted by the Principal or a designated person at any time, without notice and without student or parent consent.
18. All incidents will be recorded within 24 hours; the records will be stored securely in the student's/staff's file, held by the educational institution.

  
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## **SUBSTANCE ABUSE POLICY**

### **DRUG EDUCATION PROGRAMME**

The Drug Education Programme is a vital component of the Drugs Policy. Drug education in our institution will be aimed at enabling students to make healthy informed choices by increasing their knowledge, exploring a range of attitudes towards drug use and developing and practicing decision making skills. Drug education needs to take place as part of student learning about mental health, body and physical safety.

The institution-wide approach to health and wellbeing is aimed at helping students make positive choices, and developing their social and decision making skills. A pilot workshop for X standard students –ZINDAGI NA MILEGI DOBARA|| was very successful and well received by the students, with the message 'Say No to Drugs and Alcohol' and 'Be Smart, Don't start'. Teachers have had an Information Session on drugs and its effects along with personal experiences shared by a rehabilitated youth. Interactive sessions of this nature will need to be held regularly for continued effectiveness.

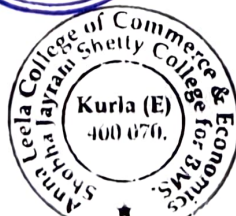
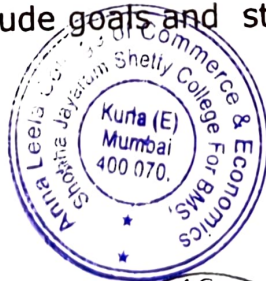
The Drug Education Programme will consist of:

- 1) Regular age-appropriate awareness drives at the school and college level, to include interactive sessions that engage students in problem solving and critical thinking and to focus on mental health issues such as stress and coping mechanisms.
- 2) Sensitization and training of teachers to identify signs of drugs use among students
- 3) Engaging parents where possible
- 4) Visit to a rehabilitation center (*proposed*)
- 5) Evaluation and reflection of current education programmes and practices and include goals and strategies for the future.

*Shetty*

Co-ordinator

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*Prashant*

Principal (I/C)

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Effective drug education will place students at the centre of the teaching and learning process. It will assist students to:

- Acquire knowledge and understanding of the complex issues involved in drug use, including up- to-date information about drugs and their effects
- Critically examine the stresses and pressure points on drug use
- Develop skills to communicate assertively, including how to say no, and the skills to make informed decisions, solve problems and seek relevant support and information services
- Develop attitudes and values that promote a healthy lifestyle.

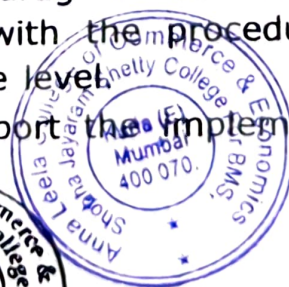
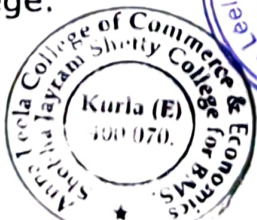
Young people who have begun to use drugs need safety messages about risks and how to reduce or stop use. The Drug Education programme will be student-sensitive, responding to and inclusive of student voice in the process. The values of self-worth, sense of personal identity, integrity and respect for oneself and others will be at the core of the Drug Education Programme.

## **27.8 ROLES AND RESPONSIBILITIES**

1. Management and Principal are responsible for implementing the policy and procedures for managing drug related incidents in the school/college.
2. Principal is responsible for ensuring that the school rules and consequences about possession and use of tobacco, alcohol and illegal drugs at school/college by students, are made known to students, staff and parents.
3. Principal must monitor and review the implementation and effectiveness of responses to drug related incidents.
4. Principal must ensure that all drug-related incidents are managed in conjunction and consistent with the procedures of the Discipline Committee at the school/college level.
5. Teachers are expected to support the implementation of the Drugs Policy in school/college.

  
Co-ordinator

Internal Quality Assurance Cell



  
Principal (I/C)

Anna Leela College of Commerce & Economics  
Shobha Jayaram Shetty College for BMS.  
Kurla (East), Mumbai - 400 070.

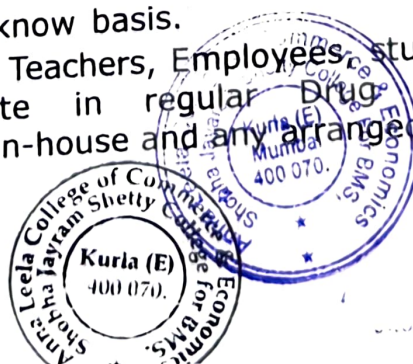


## SUBSTANCE ABUSE POLICY

6. When a teacher reasonably suspects, based on personal observation or knowledge, that a student is involved in drug related behaviors, the teacher must inform the Principal.
7. The purpose of informing the Principal is to ensure that appropriate actions are taken, which might include: a) speaking with the student about concerns; b) discussing concerns with parents/guardians; c) monitoring the situation; d) referring the student to the School/college Counselor for assessment of drug use problems; e) self-referral by the student to the school/college counselor.
8. The Principal must ensure that appropriate follow-up actions are implemented once the immediate safety and welfare needs of students have been attended to. The goals of the follow-up actions are to:
  - i) support the student to continue his or her education; ii) assist the student to overcome problems relating to drug use; iii) ensure ongoing safety and welfare of students, teachers and staff.
9. Parents are required to co-operate with the procedures and support the Drugs Policy. Parents have a critical role to play in building the resilience of their children and helping them become healthy, active members of society.
10. Mental Health professional/Counselor, in consultation with parent/guardian, will assess the student's involvement with drugs and implement appropriate strategies to help the student to change their behavior.
11. The Counseling Centre is responsible for formulating and implementing the Drug Education Programme with support from Principal and Management.
12. The Counseling Centre will provide a confidential service to the student and parents and inform teachers and Principal of the student's progress, on a need to know basis.
13. Management, Principal, Teachers, Employees, students and parents are required to participate in regular Drug Awareness education programmes organized in-house and any arranged externally.

*Shetty*  
**Co-ordinator**

Internal Quality Assurance Cell



*P. M. Shinde*  
 Principal (I/C)

Anna Leela College of Commerce & Economics  
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 Kurla (East), Mumbai - 400 070.



**BUNTS SANGHA MUMBAI**  
**ANNA LEELA COLLEGE OF COMMERCE AND ECONOMICS**  
**& SHOBHA JAYARAM SHETTY COLLEGE FOR BMS**  
Shashi Manmohan Shetty Higher Education Complex,  
Buntara Bhavan marg, Kurla (E), Mumbai 400024



## SUBSTANCE ABUSE POLICY

### CONFIDENTIALITY

1. If a student discloses that he/she is using a drug without medical authorization, action will be taken to first ensure that the student comes to no serious harm.
2. If this disclosure is to a member of staff, it is the responsibility of the staff to inform the student of disclosure of this information to significant others (Counselor or teacher or co-coordinator) and wherever possible, encourage the student to be involved in the process.
3. Staffs are committed to protect the student's anonymity where his/her disclosure may implicate others.
4. Confidentiality and privacy will be respected of a student who returns to the school/college after suspension with a re-entry plan that ensures strict monitoring of behavior and progress.


### MONITORING AND EVALUATION:


The Policy is designed to be preventative in nature and is intended to help any student having problems with alcohol or drugs. This is the first Drugs policy to be introduced in Bunts Sangha's Higher Education Institutions. The Drugs Policy will be monitored and evaluated on a yearly basis to include feedback from the stakeholders on its implementation and suggestions to strengthen the effectiveness of the policy.

**Note: This Policy document is prepared on the basis of the Operations Manual of Bunts Sangha's Higher Education Institutions. Necessary changes have been made as per the requirement**

  
Principal

  
Chairman

  
Co-ordinator  
Internal Quality Assurance Cell

  
Principal (I/C)  
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