

Annex 'A'

UNDERTAKING FOR STUDENTS

| | |
|---|--|
| Roll number/ Registration Number | |
| Program Title | |
| Name | |
| CNIC/CRC Number | |
| Contact Number | |
| Father / Guardian's Name | |
| Father/ Guardian's Contact Number | |
| Gender | |
| Date of Birth | |
| Mark of Identification | |
| Blood Group | |
| Any Disability | |
| Any Existing Medical Problem or Mental- Health Issues | |
| Taking any Medicine on a Regular Basis (if yes, please give details) | |

I _____ son / daughter of _____
_____ certify that I am/ shall not be involved in any kind of drug abuse (bringing into the campus/ consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at QAMC,BWP. The college is authorized to examine me for drug abuse at any time and to take any measure to ensure the implementation of its policies. Moreover, parents will be informed if I will be involved in any drug/ tobacco related unlawful activity. Further, I have read and am aware of the provisions of the Higher Education Commission's Policy on Drug and Tobacco Abuse in Higher Education Institutions.

Signature

Signature of Father/ Guardian (for students)

Dated _____

Dated: _____

Note:- Please submit this undertaking form at the concerned office after joining QAMC,BWP.

Annex 'B'
UNDERTAKING FOR FACULTY STAFF

| | |
|--|--|
| Name | |
| Designation | |
| Department | |
| CNIC/CRC Number | |
| Contact Number | |
| Gender | |
| Date of Birth | |
| Mark of Identification | |
| Blood Group | |
| Any Disability | |
| Any Medicine Problem or Mental-Health Issues | |
| Taking any Medicine on a Regular Basis (if yes, please give details) | |

I _____ son / daughter of _____

_____ certify that I am/ shall not be involved in any kind of drug abuse (bringing into the campus/ consuming or encouraging consumption of drug and narcotics substances) or the unlawful use of tobacco products at QAMC,BWP. The college is authorized to examine me for drug abuse at any time and to take any measure to ensure the implementation of its policies. Further, I have read and am aware of the provisions of the Higher Education Commission's Policy on Drug and Tobacco Abuse in Higher Education Institutions.

Signature

Dated _____

Note:- Please submit this undertaking form at the concerned office after joining the QAMC,BWP. For current members of the QAMC, please submit in accordance with the timelines prescribed by the College administration.

QUAID-E-AZAM MEDICAL COLLEGE, BAHAWALPUR

DRUG, TOBACCO AND SUBSTANCE ABUSE PREVENTION POLICY – 2026

POLICY INFORMATION

| Item | Details |
|----------------|---|
| Policy Title | Drug, Tobacco and Substance Abuse Prevention Policy |
| Prepared By | Student Affairs Department |
| Reviewed By | Director Medical Education |
| Approved By | Academic Council |
| Custodian | Student Affairs Department |
| Effective Date | January 2026 |
| Review Date | January 2029 |

1. PURPOSE

Quaid-e-Azam Medical College (QAMC), Bahawalpur is committed to maintaining a healthy, safe, productive, and substance-free educational and working environment.

The purpose of this policy is to:

- Prevent drug, tobacco, nicotine, vaping, and substance abuse.
- Promote health and wellbeing of students and employees.
- Create awareness regarding harmful effects of substance abuse.
- Establish procedures for reporting, investigation, intervention, rehabilitation, and disciplinary action.
- Ensure compliance with HEC, PMDC, WFME, and applicable laws.

2. SCOPE

This policy applies to:

- Students
- Faculty members
- Administrative staff
- House Officers
- Residents
- Postgraduate Trainees
- Contractual employees
- Visitors
- Vendors and service providers

The policy applies to all:

- Academic buildings
- Teaching hospitals
- Hostels
- Cafeterias
- Sports facilities

- Laboratories
- Libraries
- Offices
- College transport
- Any location where official college activities are conducted

3. POLICY STATEMENT

QAMC adopts a zero-tolerance policy regarding:

- Possession of illegal drugs.
- Sale or distribution of narcotics.
- Consumption of prohibited substances.
- Smoking within prohibited areas.
- Use of e-cigarettes and vaping devices.
- Any activity promoting substance abuse on campus.

The institution also recognizes substance dependence as a health concern and supports counseling, treatment, and rehabilitation where appropriate.

4. DEFINITIONS

Tobacco Products

Includes cigarettes, cigars, shisha, smokeless tobacco, chewing tobacco, nicotine pouches and similar products.

Vaping Products

Electronic cigarettes, vape pens, electronic nicotine delivery systems and related devices.

Substance Abuse

Use of drugs, narcotics, alcohol, controlled substances, or prescription medications without lawful prescription or for non-medical purposes.

Illegal Drugs

Any substance prohibited under applicable laws of Pakistan.

5. ANTI-DRUG AND TOBACCO COMMITTEE (ADTC)

An Anti-Drug and Tobacco Committee shall be constituted through notification by the Principal.

The Committee shall:

- Receive complaints.
- Conduct investigations.
- Recommend corrective actions.
- Coordinate awareness activities.
- Monitor policy implementation.
- Submit annual reports.

The composition of the Committee may be revised through separate notification.

6. RESPONSIBILITIES OF THE COMMITTEE

The ADTC shall:

1. Promote a drug-free and smoke-free environment.
2. Conduct awareness campaigns.
3. Investigate reported violations.
4. Recommend disciplinary actions.
5. Facilitate counseling and rehabilitation.
6. Maintain confidential records.
7. Liaise with law enforcement agencies where required.

7. REPORTING MECHANISM

Violations may be reported through:

- Head of Department
- Student Affairs Office
- Anti-Drug and Tobacco Committee
- Security Office
- Principal's Office
- Official institutional email
- Online reporting system (where available)

The identity of complainants shall remain confidential.

8. INVESTIGATION PROCEDURE

The Committee may initiate inquiry upon:

- Written complaints.
- Credible reports.
- Observed violations.
- Evidence provided by authorized officials.

The accused individual shall:

- Be informed of allegations.
- Be provided an opportunity to respond.
- Be heard before recommendations are finalized.

Investigations should normally be completed within fifteen (15) working days.

All proceedings shall remain confidential.

9. CONFIDENTIALITY

Information relating to complaints, investigations, counseling, rehabilitation, and disciplinary proceedings shall remain confidential and accessible only to authorized personnel.

10. PREVENTIVE MEASURES

QAMC shall:

- Conduct awareness campaigns.
- Organize seminars, workshops, and awareness walks.
- Include drug abuse prevention in student orientation.

- Collaborate with ANF and healthcare professionals.
- Display policy information prominently.
- Promote healthy lifestyle initiatives.

All newly admitted students and newly appointed employees shall attend mandatory orientation sessions regarding this policy.

11. COUNSELING AND REHABILITATION

Students and employees identified with substance abuse concerns may be referred to:

- Department of Psychiatry
- Student Counseling Services
- Rehabilitation services where appropriate

For first-time offenders involving personal use without evidence of distribution, counseling and rehabilitation may be considered before disciplinary action where deemed appropriate by the Committee.

12. DISCIPLINARY ACTION

Smoking / Vaping Violations

First Violation

- Written warning.

Second Violation

- Fine as determined by the institution.

Third Violation

- Referral to disciplinary committee and enhanced penalties.

Drug-Related Violations

Depending upon severity:

- Mandatory counseling.
- Written warning.
- Suspension from activities.
- Hostel disciplinary action.
- Suspension from the institution.
- Expulsion.
- Referral to law enforcement authorities where required by law.

Parents/guardians may be informed in cases involving students.

13. PROTECTION OF WHISTLEBLOWERS

Individuals reporting violations in good faith shall be protected from retaliation, intimidation, discrimination, or victimization.

14. APPEALS

Any person aggrieved by a decision may submit a written appeal to the Principal within fifteen (15) working days of communication of the decision.

The decision of the Principal shall be final.

15. RECORD KEEPING

The ADTC shall maintain confidential records of:

- Complaints received.
- Investigations conducted.
- Counseling referrals.
- Disciplinary actions.
- Awareness activities.

16. MONITORING AND REPORTING

The ADTC shall submit an annual report to the Academic Council summarizing:

- Number of reported cases.
- Actions taken.
- Awareness activities conducted.
- Recommendations for improvement.

Individual identities shall remain confidential.

17. POLICY REVIEW

This policy shall be reviewed every three (03) years or earlier if required by:

- PMDC requirements
- WFME standards
- HEC guidelines
- Government regulations
- Institutional needs

ANNEXURES

- Annex A: Student Undertaking
- Annex B: Faculty and Staff Undertaking

Prof. Dr. Soufia Farrukh

Principal

Quaid-e-Azam Medical College / Bahawal Victoria Hospital, Bahawalpur