



Standard Operating Procedure (SOP)

Title: Drug Abuse Prevention and Control

1. Purpose

To establish a structured framework for preventing, detecting, and responding to drug abuse among students and staff within the university community. The Proctorial Board under the chairmanship of the Proctor will monitor all the related matters and will recommend and take suitable action for controlling the drug abuse.

2. Scope

This SOP applies to all students, academic and non-academic staff, visitors, and third-party service providers on campus.

3. Responsibilities

- **University Management:** Ensure policy enforcement, allocate resources.
- **Student Services Division:** Promote Anti-drug education and prevention programs.
- **Security Services:** Monitor and report suspicious behavior.
- **University Clinic:** Provide counseling and rehabilitation referrals.
- **Students & Staff:** Report drug-related incidents and participate in awareness programs

4.1 Prevention & Awareness

The Schools of the University will:

- Organize quarterly drug education seminars and workshops..
- Display anti-drug posters and distribute materials across campus.
- Integrate drug abuse education into orientation programs.

4.2 Identification & Reporting

The Proctor Office will:-

- Encourage anonymous reporting via designated hotlines or drop boxes
- Training of faculty and non-teaching staff to recognize signs of drug abuse.
- Investigate reports confidentially, following due process.

4.3 Response & Intervention

Proctor Office to:

- Upon confirmation, notify parents/guardians (where appropriate).
- Refer individuals to university counseling or external rehabilitation centers.
- Issue warnings or disciplinary action based on severity and recurrence, in line with the student code of conduct.

4.4 Enforcement

The Estates Division will:-

- Ban possession, use, or distribution of illicit substances on university property.
- Conduct periodic random checks in hostels and student areas.
- Partner/collaborate with local law enforcement for search operations when needed.

4.5 Rehabilitation & Reintegration

- Support affected individuals through counseling and peer support groups.
- Schools to Reassess academic and housing status after recovery confirmation.
- Proctor Office to Maintain privacy and dignity throughout the process.

5. Record Keeping

- The Proctor Office will Maintain confidential case files for each reported incident.
- School Office to Track program attendance and incident reports for evaluation.

6. Review and Continuous Improvement

- Conduct annual reviews of drug abuse incidents and revise policies accordingly.
 - Gather feedback from stakeholders to improve the SOP.
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