

MOST URGENT

From

Director General, Higher Education, Haryana,
Shiksha Sadan, Sector-5, Panchkula.

To

1. Vice Chancellors/Registrars of State/Private Universities under ambit of Higher Education
2. All the Principals of Govt. Colleges in Haryana State.
3. All the Principals of Govt. Aided Private Colleges in Haryana State.
4. All the Principals of Self Finance College in Haryana State.

Memo No. **KW DHE-010001/2/2021-Coord. (1)**

Dated, Panchkula, the

Subject: Action to be taken for preventing drug use/supply in HEIs.

Kindly refer to the subject cited above.

In compliance of the minutes of 12th State Level Committee Meeting of Narco Coordination Centre (NCORD) held under the Chairmanship of Chief Secretary to Government Haryana on 25.03.2026 at Main Committee Room, 4th Floor, Haryana Civil Secretariat, Chandigarh and directions of the issued in NCORD 9th Apex Level Committee meeting dated 09.01.2026 under the chairmanship of Hon'ble Home Minister, Govt. of India, I have been directed to inform you for preventing drug use/supply in all Government/Government Aided Private Colleges and State/Private Universities on the following action points :-

Sr. No.	Action Points
a.	500 Meter Drug Free Zone: A 500-meter radius surrounding all educational institutions will be declared a 'Drug-Free Zone' and strictly enforced.
b.	Educational camps and voluntary medical check-ups for students will be initiated within the campuses, a process that will subsequently be made mandatory in a phased manner. Students should undergo screening at the time of admission to educational institutions.
c.	Students identified in the context of drug use should be referred for appropriate counselling and rehabilitation. The objective of rehabilitation should be timely and appropriate intervention, rather than punishment.

In view of above points a copy of Standard Operating Procedure (SOP) is forwarded to you for immediate compliance to above mentioned points and the SOP related all modalities.

DA: As above.

-Scd-

Joint Director Coordination
for Director General Higher Education,
Haryana, Panchkula

Dated, Panchkula, the 10.04.2026

Endst. No. Even

A copy is sent to the following for information and necessary action please:-

1. Additional Director General of Police, Haryana State Narcotics Control Bureau, Madhuban (Karnal) in reference to their letter No. 5813-72/PA/ADGP/HSNCB dated 10.03.2026 and 8001-06/PA/DGP/HSNCB, dated 24.03.2026.
2. Superintendent UNP branch for compliance pertaining to the above said subject with regard to Universities.
3. Superintendent NSS branch to get compliance done from NSS incharge of respective college pertaining to the above said subject.
4. In-charge IT Cell to upload the letter on the website/portal.


Joint Director Coordination

for Director General Higher Education,
Haryana, Panchkula

Department of Higher Education, Haryana
Standard Operating Procedure (SOP) on Drug Abuse

1. Drug Abuse

Drug abuse pose serious risks to human health and the social life of the community and have significant economic and environmental costs.

2. Scope.

It is the need of the hour to form certain Standard Operating Procedure (SOP) in order to ensure uniformity in drug abuse prevention in Higher Education Institutions (HEIs). The SOP apply to the students in the premises of the college.

3. Anti-Drug Awareness Cell (ADAC):-

In order to control the drug abuse culture, an organized effort is required. For this purpose, college already constituted a 'Anti-Drug Awareness Cell' which would be duly notified by the Head of the Institution. NSS in-charge of the college shall be made the Coordinator/member of the 'Anti-Drug Awareness Cell'. The composition of the committee will be as follows:-

1. Coordinator.
2. Two faculty members.
3. Volunteer Students of different semester and streams.

4. Duties of the Anti-Drug Awareness Cell:-

- (i) To organize awareness programmers in the college and hostels (where available) with the help of NSS.
- (ii) To educate the students about the ill-effects of drugs and alcohol.
- (iii) To encourage peer policing among students against the use of drugs and reporting of any noticed use of drugs by students to the NSS volunteers.
- (iv) Inquire, investigate and resolve any matter regarding usage/consumption, sale and distribution of tobacco or illegal drugs in the college premises with the help of NSS volunteers and notifying the 500 Meters Zone around college as "Drug Free Zone". The instructions to get it notified is to issued by HQ NSS branch.
- (v) To organize education camps and medical checkups at time of admission within each campus. NSS unit of the college to organize medical check up camps and submit report to the HQ NSS Branch. The screening of the first year students at time of admission and the second and Third year students in the designated medical camps for them to achieve "Drug free College".

5. Initial Scrutiny:-

- (i) Each complaint would be assessed on the basis of shared information and available material. Only those complaints which are found substantive in nature and are associated with sufficient supporting document/evidence would be taken up by the committee for further probe. The compiled report of the proceeding will be submitted to HQ NSS.
- (ii) Inquiry may be initiated on the receipt of a written complaint, witnessing any anomaly in an individual's behavior.
 - In case, any **Anti-Drug Awareness Cell (ADAC)**, member finds an individual under the influence of any (un-prescribed) drugs, the cell can pronounce him/her guilty and can impose penalty as per rules without any discrimination.
- (iii) A proper record needs to be maintained of all such instances, where a complaint is registered and the committee investigates any such matter.
 - Random testing/physical checking of the students can be done on the recommendation of coordinator/member ADAC.
- (iv) **Decision:-**

Each complaint has to be dealt with seriousness and due discretion with efforts to finalize the recommendations within 15 days of its receipt. The decision of the committee via its coordinator needs to be conveyed in writing to the accused.

6. Objectives of the Anti-Drugs Committee:-

- (i) To spread awareness to ensure a drug/substance free campus.

- (ii) To engage the students in Anti-Drug activities and educate them about the ill-effects.
- (iii) Motivate students to become volunteers of Anti-Drug activities in their life.
- (iv) Ensure no sale of drugs or alcohol in college premises.
- (v) To prevent the initiation of drug use and the increase to addiction in those who have already initiated to use.

7. Preventive and Corrective Measures:-

- (i) Distribution of Drug Awareness material through pamphlets, brochures along with admission forms.
- (ii) The policy para regarding penalties need to be displayed on the notice boards for the awareness of the students.
- (iii) All newly admitted students and newly appointed faculty/staff members shall attend a mandatory hour-long orientation session, arranged by Medical Education department. The session shall make them aware of this policy and the hazards of drug-abuse and smoking.
- (iv) An undertaking form shall be signed by all students and parents, and shall be submitted at time of admission.
- (v) Awareness raising campaigns throughout the academic year including seminars, walks, workshops, and lectures shall be arranged in collaboration with NGOs, and professionals from reputable rehabilitation centres. NSS Student volunteers can be involved to arrange various events and activities to raise awareness on drug abuse.
- (vi) To organize a Parents Teacher Meeting (PTM) on monthly basis to monitor the performance of students and behavioral problems and also to sensitize the parents of vulnerable students regarding voluntarily urine testing of the student.
- (vii) To maintain the register pertaining to the drug addicts.
- (viii) A Box to be installed in the college in which the students can post anonymous letters pertaining to drug addict in the college and source of drug and identification of the person involved in supplying drug.
- (ix) To provide incentives for the Drug free college
- (x) If the student/staff providing the details any one is found taking drug and under its influence in the institute as mentioned above in 6(viii); the following incentives will be provided to the student/staff after the verification of the details provided:
- **First Time:** A commendation letter with an incentive of Rs.500/-
 - **Second time:** A commendation letter with an incentive of Rs.1000/-
 - **Third time:** A commendation letter with an incentive of Rs.1500/-

(xi) Penalties Drug Abuse:-

- (i) If anyone is found taking drug and under its influence in the institute; the following penalties may be imposed:

First time: A warning letter and a notice of displeasure.

Second time: A fine of minimum Rs. 2,000/-.

Third time: A fine of minimum Rs. 5,000/-.

Besides, the penalties, the HEI may, on recommendation by the Anti-Drug Awareness Cell (ADAC), the offender to be subjected to the in-house counselor /psychologist/ psychiatrist to undergo medical and mental health treatment. This referral must be in writing and require the completion of the counseling or rehabilitative program within a set period.

Conclusion:-

A successful and effective execution of this policy will save several generations of our nation from falling prey to the hazardous habits of smoking and drug abuse. The youth saved from this social disease will be able to become productive members of the society and contribute towards our dwindling economy.