



## **NATIONAL DEFENCE UNIVERSITY** **SOP – FCS (SMOKING ON CAMPUS)**

1. **General.** As per the Govt of Pakistan's directives/ NDU SOP, University being an educational institution is to be smoking free zone. There is complete ban on smoking for students in the premises of NDU.

2. **Scope.** The Government directives on the subject are for strict enforcement and stern punitive actions against the defaulters including heavy fines especially at Training/Educational Institutes. This aspect however, has not accorded with the true significance by the FCS students as many of them are found smoking while sitting on the pavements, lawns, staircases as well as while walking on the roads. Above in view, it has been directed by the competent authority to enforce/implement the directive and SOPs on the subject in true letter and spirit. Director PR&SA will remain the **focal person** for implementation of the university policy. Moreover, the strategy to administer the same has been carved out as under:-

a. **Awareness:** To heighten Students and others awareness regarding the policy by undertaking following actions:-

- (1) All departments must educate their students regarding the directive and SOPs and punitive measures. The lectures may be taken by HoDs followed by nominated faculty members and repeated twice / thrice to ensure effective dissemination.
- (2) The faculty members of each department nominated for students affairs must be tasked to check the students and act as focal person for the implementation of the said policy.
- (3) A campaign against the evil may be organized with various themes on the aspect, by PR&SA, having at least an event every semester.
- (4) Various play cards and leaflets prep by students may be displayed at Notice boards.
- (5) A message on the aspect or any Quote may be displayed on LCDs of the campus by PR&SA.



- b. **Enforcement:** Following actions may be ensured to enforce the SOPs:-
- (1) All the HoDs, faculty members and NDU officials incl Dir PR&SA and nominated dept faculty members must check the students.
  - (2) The security staff must check the students and forward names of students to their departments.
  - (3) Departments must maintain record of the students and following will be adopted:-
    - (a) Names of smokers may be noted and intimated to departments.  
Defaulters must be dealt as under:-
      - i. Verbal warning during awareness time period.
      - ii. Written warning and **Rs.1,000/-** fine
      - iii. Counseling by respective HoD and **Rs.5,000/-** fine on 2<sup>nd</sup> time observation.
      - iv. Termination notice along with **Rs.15,000/-** fine for every repeated observation till 5<sup>th</sup> time.
      - v. Termination on disrespecting all the corrective measures after 5<sup>th</sup> observation.
  - (4) The warning signs of **“No Smoking”** to be displayed at all prominent places including play cards at all the entrances.
- c. **Timelines for implementation:** Following timeline will be followed:-
- (1) Awareness by Departments - Last week of April, 2022
  - (2) Enforcement - 1<sup>st</sup> week of May, 2022.

3. If a student is found to possess by himself, found smoking or under the effect of hash or **any** narcotic/ prohibited drug, following strict punitive measures (after medical examination, if deemed necessary) may be taken:-

- a. Immediate with holding of examination results.
- b. Deprivation from the benefits/ privileges enjoyed by the defaulter.
- c. Immediate rustication/ expulsion from the University & ban on entry into the NDU premises; and/ OR.
- d. A fine which shall not to be less than Five thousand rupees & may extend upto one hundred thousand rupees in the light of Prohibition of Smoking and Protection of Non-Smokers Ordinance 2002.





4. As per Government rules "Control of Narcotic Substances Act (1997)", use, possession and trade of drugs is also a serious crime liable to criminal punishments. Any student caught involved in any such activities or associated activities will be handed over to police/ LEA under proper FIR and the case shall be dealt in accordance with the provisions of said Act.

5. Nexus above, all the HoDs/faculty members/ concerned offrs are requested to ensure implementation of subject SOP/directives in true letter and spirit.

6. Moreover, following areas have been marked for NDU staff as "Smoking Zone":-

- a. **Campus-I.** Jinnah Campus entrance commonly known as 5129
- b. **Campus-II.** Backside of the Pantry of Sir Syed Ahmed Campus

7. This SOP is applicable with immediate effect.



**Lt Col (Retd) Mirza Waseem Baig**  
**Dy Dir Admin**

Case No. 818/NDU/Adm/HR/SOP/22 dated 22 Apr, 2022

To: All Concerned (\_\_\_\_\_)

