

File Number: *GDU/CAO/R/Policies/Prevention of Drug Abuse and Alcoholism/V1.1/2026*



**POLICY ON PREVENTION OF SUBSTANCE (DRUG) ABUSE
AND ALCOHOLISM FOR STUDENTS**

Effective from: *28th January 2026*

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POLICY ON PREVENTION OF SUBSTANCE (DRUG) ABUSE AND ALCOHOLISM FOR STUDENTS

1. INTRODUCTION

GITAM (Deemed to be University) recognises that the abuse of alcohol and psychoactive substances causes significant health and social problems for those who use them, as well as for their families and the community. Substance abuse among students' harms health, threatens safety, disrupts the educational process, and defeats the purpose for which a student is being educated, including their future educational, professional, and personal prospects.

Substances of abuse include alcohol, cocaine, amphetamines, hallucinogens, prescription drugs, and over-the-counter drugs. It shall also include narcotic drugs, psychotropic substances, controlled substances, inhalants, designer drugs, and any similar mind-altering substances or misuse of prescription/OTC medicines.

The policy and procedures set forth herein establish a framework for prevention, early identification, intervention, and discipline with respect to substance and alcohol abuse among students, and enhance cooperation and protection of the individual, the university, and the university's substantial interest in the welfare of its community.

GITAM strives to preserve the dignity of individual students through effective management and to address substance abuse that affects their performance or conduct. Cultural, genetic, and physiological factors are believed to play a contributing role in the development of substance and alcohol abuse. Because students are considered valued members of the GITAM community, every effort is made to enable them to return to normalcy and be productive while maintaining a safe, drug-free, and alcohol-free campus.

All faculty, staff, and students should work together to foster a campus-wide, informed attitude that recognises the realities of substance and alcohol abuse and encourages seeking treatment whenever needed through structured education, counselling, and referral to appropriate services, wherever required.

2. OBJECTIVES OF THE POLICY

- a) to ensure the prevention of substance and alcohol abuse, and
- b) to create a secure, conducive atmosphere amongst the students of GITAM.

3. POLICY STATEMENT

This Policy is framed in consonance with the Narcotic Drugs and Psychotropic Substances Act, 1985, and Rules, as amended from time to time, and other applicable laws, and is guided by national and regulatory directions on drug-free educational institutions.

Internal disciplinary action under this Policy is independent of, and in addition to, any action under criminal law.

4. KEY STRATEGIES

The key strategies to achieve the objective of the Policy shall be defined as follows:

- a) To evolve culture-specific models for the prevention of alcoholism and substance abuse and for the rehabilitation of drug-dependent persons.
- b) To create awareness and educate students about the ill effects of alcoholism and substance abuse on them, the institution, and society at large through periodic orientation, workshops, and peer-education programs.
- c) To promote collective initiatives and self-help endeavours among individuals and groups vulnerable to addiction or found at risk.
- d) To alleviate the consequences of drug and alcohol dependence among individuals, the institution, and society at large.
- e) To increase community participation in the reduction of demand for dependence-producing substances.
- f) To promote and sustain a system of continuous monitoring and evaluation, including a self-correction mechanism.
- g) To provide for the whole range of community-based services for the identification, motivation, counselling, de-addiction, after-care, and rehabilitation for whole-person recovery (WPR) of addicts to make the student drug-free and crime-free by facilitating linkages with recognised counsellors and rehabilitation centres/helplines.
- h) To facilitate research, training, documentation, and collection of relevant information to strengthen the above-mentioned strategies.
- i) To deal with cases of abuse or suspected abuse of substances with sensitivity and discretion, while ensuring campus safety and adherence to due process.

5. APPLICABILITY OF THE POLICY

This Policy shall apply to all students of GITAM across all campuses.

For the purpose of this policy, “Campus” shall include all facilities and premises owned, leased, or controlled by GITAM, including academic buildings, libraries, laboratories, hostels, university-managed accommodations, sports facilities, canteens, parking areas, and the university buses/transport.

Off-Campus conduct of a student, which has a reasonable nexus with the University (including incidents in private hostels/PGs) used predominantly by GITAM students or at events where the students represent GITAM, may also fall within the purview of this policy.

GITAM shall take cognizance of any such complaints made against its students, whether residing within the campus or outside, and shall follow this Policy to deal with the cases.

6. DEFINITIONS

- (i) **Abuse** means everything contrary to good order, established by usage and includes the use of a substance in a manner contrary to medical or legal norms or institutional rules.
- (ii) **Alcohol** means ethyl alcohol (ethanol) in any form intended for consumption, or any alcoholic beverage, which has intoxicating effects and may impair judgment, behaviour, or physical coordination.
- (iii) **Appellate Authority** means the Vice-Chancellor of the University.
- (iv) **Campus** includes all facilities and premises owned or controlled by GITAM, including university-managed transport, and any premises leased or officially used for university activities.
- (v) **Contract / Staff / Daily Wages** means any person working on contract or subcontract deployed at GITAM.
- (vi) **Disorderly behaviour** includes disruptive, aggressive behaviour or behaviour that interferes with the well-being, safety, security, health, or welfare of the community and/or the regular operations of the institution.
- (vii) **Distribution** means unlawful sale, exchange, or giving of a substance to one or more persons.
- (viii) **Expulsion** means permanent removal from the university, institution or course.
- (ix) **Members of the University** include students, teachers, residents and non-teaching staff of the University
- (x) **Non-Teaching Staff** includes any person on the staff of GITAM or its school/institute/departments/directorates, who is not included in the category of teacher.
- (xi) **Outsider** includes any person who is not a member of GITAM.

- (xii) **Pro Vice-Chancellor** means the Pro Vice-Chancellor of the respective campuses.
- (xiii) **Student** means any student enrolled in GITAM.
- (xiv) **Substance** means any material suspected to have a mind-altering effect on the user and shall specifically include narcotic drugs, psychotropic substances, controlled substances, inhalants, designer drugs, and misuse of prescription and over-the-counter medication used for intoxication or mind-altering purposes.
- (xv) **Teaching Staff** means a teacher/faculty member of GITAM.

7. EXTENT OF THIS POLICY TO DEAL WITH THE CASES

A) Category I: Action will be initiated by GITAM

- (i) Complaints may be made by any student, staff member, resident of GITAM, or an outsider against any student of GITAM for possession of substances or alcohol.
- (ii) Complaints regarding possession, selling, purchasing, transporting, storing, and/or consuming any narcotic drug or psychotropic substance on the campus or premises owned or controlled by GITAM.

B) Category II: To be informed to the Law Enforcement Authorities

- (i) Complaints involving possession, selling, purchasing, transporting, storing, and/or consuming narcotic drug or psychotropic substance on the campus or premises owned or controlled by GITAM or outside the campus.
- (ii) The role of the University authorities and security personnel shall be limited to the immediate seizure and temporary safeguarding of the suspected substance(s) solely for the purpose of handing them over to the competent law enforcement authorities.
- (iii) The Police or the Narcotics Control Bureau shall be informed immediately upon detection, and the substance(s) shall be handed over without delay against proper written acknowledgement.
- (iv) The University shall not retain custody of the substance(s) and shall preserve only the necessary records, including documentation, photographs, seizure memo, and acknowledgement, for institutional and disciplinary purposes.

8. ENFORCEMENT

1. Possession, consumption, distribution, or being under the influence of alcohol or any substance of abuse is strictly prohibited across all campuses and premises of GITAM.
2. To ensure compliance with this Policy, GITAM may conduct random inspections or checks of students and their residential or hostel premises for prohibited substances and alcohol, as defined in the Student Handbook.
3. The University is committed to maintaining a safe and drug-free campus and hostel environment. For this purpose, the University may conduct surprise checks in hostels, residential premises, and other campus areas, with the assistance of trained narcotics detection (sniffer) dogs engaged through University Security or authorised external agencies.
4. Surprise checks shall be carried out with due regard to the dignity and reasonable privacy of students and in strict compliance with applicable laws and University regulations.
5. Security personnel may deploy detection dogs to identify suspected locations or belongings and to secure the area. Any search, seizure, or action under the Narcotic Drugs and Psychotropic Substances Act, 1985, shall be undertaken only by legally empowered law enforcement authorities, with whom the University shall fully cooperate
6. Any violation of this Policy may also attract action under applicable laws, including the Narcotic Drugs and Psychotropic Substances Act, 1985, as amended from time to time, and offenders may be liable for penal consequences in addition to internal disciplinary action.
7. Where there is reasonable suspicion of substance use, or as a condition for rejoining the University following suspension or rehabilitation, students may be required to undergo urine or other appropriate substance screening tests, which shall be conducted with due regard to informed consent, privacy, and confidentiality.
8. Any unjustified refusal to undergo the prescribed screening test shall be treated as a serious violation of this Policy, deemed a suspected case of substance abuse, and may be reported to the appropriate law enforcement authorities for further action in accordance with law.
9. The University shall not act as a custodian of seized narcotic or psychotropic substances and shall ensure that any such materials are promptly handed over to the competent law enforcement authorities against proper acknowledgement, while retaining only the necessary records and documentation.

9. DISCIPLINARY ACTION FOR SUBSTANCE (DRUG) AND ALCOHOLISM

GITAM shall initiate disciplinary action, in accordance with the procedures prescribed under this Policy, against any member of the GITAM community found to be involved in the consumption, possession, sale, purchase, transportation, or distribution of alcohol, narcotic drugs, or psychotropic substances.

a) **Prohibited Substances:** Violations involving narcotic drugs, psychotropic substances, controlled substances, inhalants, or the misuse of medicines shall attract a separate and higher penalty framework, along with mandatory intimation to law enforcement authorities in accordance with applicable NDPS-related provisions.

b) **Alcohol:** Violations relating to alcohol shall be addressed under a separate, lower penalty framework, primarily focused on counselling, fines, and short-term suspensions. Intimation to law enforcement authorities shall be made only where required under applicable Excise laws or in cases of repeated or grave misconduct.

10. STUDENT DISCIPLINARY COMMITTEE

The University has constituted a Student Disciplinary Committee to address matters relating to student discipline, including the possession, use, or abuse of prohibited substances, across all Departments, Institutes, Schools, Hostels, and other constituent units of the University.

In determining the nature of disciplinary action, the University shall consider the type of substance involved, whether the act pertains to personal use or possession, or involves elements of distribution or peddling, the student's prior disciplinary record, and the need for counselling or rehabilitation.

11. PROCEDURE FOR REPORTING SUBSTANCE (DRUG) ABUSE

- a) Upon detection of an incident involving the possession, use, or abuse of prohibited substances by a student or students, the substance(s) involved shall be immediately seized and temporarily safeguarded solely for handover to the competent law enforcement authorities. The University authorities or security personnel shall ensure proper documentation, including photographs and preparation of a seizure memo, and shall forthwith inform the Police or the Narcotics Control Bureau (NCB).
- b) Custody of the substance(s) shall be handed over without delay to the Police/NCB against proper written acknowledgement. The University shall retain only the relevant records and documentation and shall not store, sample, or destroy the substance(s) under any circumstances.

- c) The person reporting the incident shall inform the Director–Security, who shall prepare a detailed Incident Report incorporating all relevant facts and available evidence, including photographs, seizure particulars, and statements, if any, and submit the report to the appropriate HoI concerned within seventy-two (72) hours of the incident.
- d) Upon handover of the substance(s), the law enforcement authorities shall assume full responsibility for custody, storage, sampling, investigation, and destruction of the substance(s), in accordance with applicable law. Thereafter, the University’s role shall be limited to:
 - (i) statutory reporting
 - (ii) cooperation during the investigation
 - (iii) provision of internal disciplinary records and proceedings.
- e) Upon receipt of the Incident Report, the Head of the Institution (HOI) shall place the concerned student(s) under suspension pending inquiry, with immediate effect. The parents or guardians of the student(s) shall be formally informed of the incident and suspension and directed to meet the HOI within one week from the date of suspension.
- f) The HOI shall direct the Student Disciplinary Committee (SDC) to initiate a formal inquiry within forty-eight (48) hours of receipt of the Incident Report.
- g) The Student Disciplinary Committee shall issue a notice of charges to the concerned student(s), clearly specifying the allegations and providing a reasonable opportunity to submit a response and appear before the Committee.
- h) The inquiry shall be conducted in accordance with the principles of natural justice, fairness, and confidentiality. The Committee shall record the statements of the student(s) concerned and of witnesses connected with the incident and examine all relevant documentary, physical, and electronic evidence. Any apology shall be accepted only if voluntarily submitted and duly signed.
- i) The Student Disciplinary Committee shall complete the inquiry and submit its report, along with recommendations on disciplinary action, to the Pro Vice-Chancellor within fifteen (15) days from the date of receipt of the Incident Report. Any extension shall be granted only in exceptional circumstances, which shall be recorded in writing.
- j) A notice communicating the findings of the Committee and the proposed punishment shall be issued to the concerned student(s), providing them an opportunity to submit their representation, if any, within three (3) days from the date of receipt of the notice.
- k) After considering the inquiry report and the representation of the student(s), if any, the competent authority shall issue a final order, clearly specifying:

- (i) the provision(s) of this Policy invoked in the decision conveyed,
 - (ii) the disciplinary action imposed, and
 - (iii) the right to appeal, along with applicable timelines.
- l) Where two or more students are involved in the same incident, the Student Disciplinary Committee may conduct a joint inquiry, and issue findings and recommendations commensurate with the role and involvement of each student.

12. PENALTIES

12A. Prohibited Substances (Drugs)

Disciplinary measures imposed under this Policy are independent of, and in addition to, any penal action that may arise under the Narcotic Drugs and Psychotropic Substances Act, 1985, or other applicable laws. The University will report the substance case immediately to the local police and the to law enforcement authorities. However, the disciplinary action against the students involved in substance will be taken by the university.

a) First Time Violation

- (i) Suspension up to a maximum of **30 days**.
- (ii) During the period of suspension, the student may not be entitled to avail any facilities of GITAM, including hostel accommodation and other institutional amenities.
- (iii) The parents or guardians may be advised to take their ward to a qualified Psychiatrist for counselling and treatment, as deemed appropriate.
- (iv) Upon completion of the suspension period, the student may be subjected to a random urine or other appropriate test for substance abuse.
- (v) The student shall submit a medical fitness certificate from a competent medical authority, if so required.
- (vi) A joint undertaking shall be obtained from the student and the parent or guardian, agreeing to comply with the University's rules, regulations, and conditions imposed.
- (vii) The student may be debarred, for a specified period as decided by the competent authority, from holding positions of responsibility, availing certain scholarships, or representing the University in any events or activities.
- (viii) The report of the incident and the disciplinary action taken shall be maintained in the University records until the completion of the course by the student.

b) Second Time Violation

- (i) Suspension up to **one year**
- (ii) Withdrawal of hostel accommodation
- (iii) Parents/Guardians may be advised to take their ward to a Psychiatrist for counselling and treatment
- (iv) After completion of the suspension period, the student may be subjected to a random urine test for substance abuse
- (v) Mandatory submission of a fitness certificate
- (vi) Submission of a joint undertaking on non-judicial stamp paper of ₹50 by the student and parent/guardian
- (vii) The student shall be debarred, for a specified period as decided by the competent authority, from holding positions of responsibility, availing certain scholarships, or representing the University in any events or activities.
- (viii) The report shall be maintained in the University records until the completion of the course by the student

c) Third Time Violation

- (i) Suspension up to **Expulsion**
- (ii) Hostel accommodation withdrawal
- (iii) Mandatory rehabilitation
- (iv) After the suspension period, the student may be subjected to a random urine test for substance abuse
- (v) Mandatory fitness certificate
- (vi) A joint undertaking on non-judicial stamp paper of ₹50 from the student and parent/guardian
- (vii) The report shall be maintained in the University records until the completion of the course by the student

12B. Alcohol

The disposal of seized alcohol will be dealt with as per applicable excise laws.

a) First Time Violation

- (i) Written warning
- (ii) Mandatory attendance in awareness/counselling sessions
- (iii) Fine of Rs. 3,000
- (iv) Intimation to Parent/Guardian

b) Second Time Violation

- (i) Suspension up to **30 days**
- (ii) Fine of Rs. 10,000
- (iii) Mandatory counselling

- (iv) Submission of an undertaking on non-judicial stamp paper of ₹10 by student, parent/guardian
- (v) Expulsion from Hostel.

c) Third Time Violation

- (i) Suspension up to **one year**
- (ii) Mandatory counselling and de-addiction support
- (iii) Strong warning

d) Subsequent Violation: Expulsion from the institution.

13. DISCIPLINARY PROCEDURES IN RESPECT OF STUDENTS' POSSESSION AND USE OF SUBSTANCES, REPORTED BY LAW ENFORCEMENT AUTHORITIES

- a) As soon as the incident about substance abuse outside the campus involving student(s) of GITAM is reported by external law-enforcing authorities, such student(s) shall be kept under suspension till further orders with immediate effect.
- b) A notice shall be issued to such student(s) with a copy marked to their parents/guardian seeking an explanation regarding the offence and directing them to furnish all the legal documents, such as a certified copy of FIR, Order granting bail if any by the competent Court, Charge sheet if any, and other related documents.
- c) Depending on the gravity of the offence, the period of suspension shall be enhanced for such student(s) at the discretion of GITAM.
- d) The student shall undergo the period of suspension as mentioned in the Order. At any point in time, the suspension shall not be less than 30 days. The period of suspension shall be as per the Prevention of Substance Abuse.
- e) If there is a written request, either by the student or by their parents/guardian, to revoke the Order of Suspension, GITAM may consider such a request and take necessary steps to revoke the Order of Suspension
- f) At the time of revoking the Order of Suspension, a joint undertaking shall be obtained from the student and their parent/guardian in the prescribed format.
- g) Depending on the gravity of the offence (i.e., consumption or possession), the Pro Vice-Chancellor of respective campus, will take an appropriate decision either to revoke the Order of Suspension or continue with the same.
- h) The university, in addition to suspending, may, at its discretion and depending upon the circumstances, suggest that the concerned student undergo a rehabilitation/counselling process. If so, the student shall

produce proof of having undergone rehabilitation/counselling while re-joining the Institution.

- i) On closure of the criminal case, acquittal, or reduction of charges, the University may review the suspension and decide on reinstatement with or without conditions, or continuation of disciplinary measures, having regard to campus safety and institutional interests.

14. PROCEDURE FOR REPORTING ALCOHOLISM

- (i) Any incident relating to alcohol use or possession may be reported by a student, faculty member, staff member, resident of GITAM, security personnel, or any other person, including outsiders, to the designated University authority, such as the Director-Security, Warden, or Head of the Institution.
- (ii) In cases where alcohol is found in possession of a student, the same may be seized by authorised personnel (as in (i) above) in the presence of witnesses and documented appropriately. A written report shall be prepared, recording the details of the incident, individuals involved, date, time, and place of occurrence.
- (iii) Upon receipt of a complaint or report, the University shall conduct a preliminary enquiry to establish the prima facie facts of the case. The student concerned shall be informed of the allegations and allowed to explain.
- (iv) If the preliminary enquiry indicates a violation of this Policy, the matter shall be referred to the Student Disciplinary Committee for further action. Proceedings shall be conducted in accordance with the principles of natural justice.
- (v) Depending on the nature and severity of the offence, the University may require the student to undergo counselling, awareness programmes, or de-addiction support services. Such measures may be imposed independently or in addition to disciplinary penalties.
- (vi) Penalties may include a warning, a fine, suspension, debarment from examinations or hostel facilities, or any other punishment as prescribed competent authority. Repeat or serious violations may attract stricter disciplinary action.
- (vii) In appropriate cases, particularly involving hostel residents or repeated violations, the University may inform the parents or guardians of the student regarding the incident and the action taken.
- (viii) All cases shall be handled with due confidentiality. Records of such incidents and actions taken shall be maintained by the University for monitoring, reporting, and compliance purposes.

15. POLICY ON PEDDLING OF ILLEGAL SUBSTANCES

Any student found in possession of substances for illegal peddling, acting as a middleman or distributor, or facilitating supply by providing information about users shall be expelled from the institution and shall be liable for penal action. Such cases shall ordinarily be treated as distinct from cases of personal use or possession and shall attract the maximum penalty under this Policy, in addition to action under applicable laws.

16. PREVENTION

The Directorate of Student Life, in collaboration with Departments, Institutes, Schools, Hostels, and other constituent units, shall:

1. Conduct orientation programmes at the time of admission
2. Conduct regular awareness programmes
3. Organise role plays, skits, displays, posters, and screenings
4. Carry out surprise raids in hostels as instructed by competent authorities
5. Publicise national toll-free helplines, Cell numbers of Anti-Drug Officers and Wellness centre counsellors for students seeking confidential assistance

17. CONVICTION BY THE COURT OF LAW

Notwithstanding anything contained in this policy, if a student is convicted by the courts of India under the Narcotic Drugs and Psychotropic Substances Act & Rules, 1985, as amended from time to time, the Indian Penal Code, 1860; the Code of Criminal Procedure, 1973; State Excise Acts, the student is liable to be expelled from the university/institution.

18. APPELLATE AUTHORITY

A student may file an appeal with the Vice-Chancellor, the Appellate Authority, within seven (7) days from the date of communication of the decision. The decision of the Appellate Authority shall be final and binding.

19. AMENDMENT TO THE POLICY

GITAM reserves the right to revise or amend this policy from time to time, based on inputs received from stakeholders and any future directions or amendments issued by regulatory authorities, to reduce and, where possible, eliminating substance and alcohol abuse on campus.

UNDERTAKING BY THE STUDENT

I hereby declare that I have carefully read and understood the Policy for Prevention of Substance (Drug) Abuse and Alcoholism of GITAM.

I undertake that I shall not possess, consume, sell, purchase, transport, store, or distribute any narcotic drug, psychotropic substance, or alcohol within the campus or in any premises of GITAM.

I further undertake that I shall strictly adhere to the provisions of the Policy and abide by the disciplinary measures prescribed therein.

I understand that any violation of this Policy shall attract disciplinary action, including suspension or expulsion from the Institution, in addition to any action that may be taken under applicable laws.

I also understand that in cases involving narcotic drugs or psychotropic substances, the matter may be reported to law enforcement authorities.

I authorise GITAM to share information relating to any violation of this Policy with my parents/guardians and, where required, with law-enforcement authorities, in accordance with applicable laws.

Name of the Student: _____

Registration Number: _____

Programme / Course: _____

Batch: _____

Signature of the Student: _____

Mobile Number: _____

Email ID (including personal): _____

Date: _____



UNDERTAKING BY THE PARENT / GUARDIAN

I hereby declare that I am the parent/guardian of the student _____, registration number _____, Batch & Course _____ and that I have carefully read and understood the Policy for Prevention of Substance (Drug) Abuse and Alcoholism of GITAM.

I undertake to guide, counsel, and ensure that my ward does not indulge in the possession, consumption, sale, purchase, transport, storage, or distribution of narcotic drugs, psychotropic substances, or alcohol.

I understand that any violation of the Policy by my ward shall attract disciplinary action, including suspension or expulsion from the Institution, in addition to action under applicable laws.

I also understand that, wherever applicable, the matter may be reported to the relevant law enforcement authorities.

I further undertake to cooperate with the university in counselling, treatment, rehabilitation, or disciplinary processes, as and when required.

Name of the Parent / Guardian: _____

Mobile Number: _____

Email ID: _____

Name of the Student: _____

Signature of the Parent / Guardian: _____

Date: _____