

No.1368/DHTE/Tech./T3/2020
GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF HIGHER & TECHNICAL EDUCATION

Puducherry, dt. 21.10.2020

CIRCULAR

Sub: DHTE – Tech. –Tobacco Free Educational Institutions (ToFEI) – Revised
Guidelines – Communicated - Regarding.

The National Tobacco Control Programme (NTCP) under the Department of Health and Family Welfare Services and National Health Mission is implemented in the Union Territory of Puducherry as per the directions of Ministry of Health & Family Welfare (MoHFW), GoI. The aim is to create awareness about the harmful effects of tobacco consumption, Reduce the production and supply of tobacco products, ensure effective implementation of the provisions under “The Cigarettes and Other Tobacco Products (Prohibition of Advertisement and Regulation of Trade and Commerce Production, Supply and Distribution) Act, 2003” (COTPA), to help people quit tobacco use and facilitate implementation of strategies for prevention and control of tobacco advocated by WHO Framework Convention of Tobacco Control.

The key points in the revised guidelines for Tobacco Free Educational Institution (ToFEI) issued by the Ministry of Health and Family Welfare, GoI highlighting the Role and Responsibilities of the Educational Institution (EI) are enclosed in the Annexures for strict compliance.

Encl.: a.a.



(M.S. RAMESH)
OFFICER ON SPECIAL DUTY

To:
The Principals,
All Govt. and Society Colleges/ Private Colleges and Polytechnics
Puducherry, Karaikal, Mahe, Yanam.

REVISED GUIDELINES FOR TOBACCO FREE EDUCATIONAL INSTITUTION

1. An Educational Institution (EI) should display "Tobacco Free Educational Institution signage as specified in **Annexure II** in the premises of the EI; and a "Tobacco Free Area" signage as specified in **Annexure III** outside the EI.
2. The signage should be displayed at prominent places outside and in the premises such as on the boundary wall, the main entrance, the official notice boards etc.,
3. The Educational Institution should designate Tobacco Monitor(s) from amongst their staff, an official or a teacher or a student representative.
4. The EI management should ensure that *no tobacco products are sold* inside the premises and in an area within 100 yards from the premises.
5. EI should also with the help of local authorities mark such boundaries /area which clearly defines the 100 yards area to ensure that no tobacco products are sold within marked area.
6. Observance of the "No Tobacco Use" norm should be included in EI's code of conduct guidelines and action should be taken against such violations as per EI's internal policy.
7. The Head of all Educational Institutions are also authorized to impose and collect fine under the COTPA, 2003 for such violations. Prototype of receipt is given in **Annexure-V**.
8. The EI should also help tobacco users and tobacco addicts to quit tobacco by encouraging them to avail the Quitline services and mCessation services.
9. The Institution may use the Self-Evaluation Scorecard for Tobacco Free Educational Institution given in **Annexure IV**.
10. EI can choose to participate in the ToFEI Award Scheme. A ToFEI Certificate will be awarded to a ToFEI if the EI's score is found to be equal to or more than the benchmark score after verification.

Tobacco Control Activities

1. The EI should undertake tobacco control activities from time to time.
2. Assemblies for taking pledge against tobacco.
3. Poster/slogan/essay/quiz/debate competitions and street plays etc. Posters so developed with information about the harmful effects of tobacco should be displayed at prominent places in the Educational Institution.
4. The EI management should encourage tobacco control initiatives by students/teachers/other staff and certificates of appreciation or awards may be given to those who take initiative and do good work in this regard.
5. The EI should invite the local law enforcement authorities/and health authorities to be part of the school assembly and deliver an address on tobacco control.

These guidelines should be implemented in all Educational Institutions and implementation of these guidelines should result in –

1. More awareness about harmful effects and long-term health impact of tobacco use amongst the students, teachers, workers and officials in educational institutions.
2. Awareness about various avenues available for tobacco cessation.
3. A healthy and tobacco free environment in educational institutions and all educational institutions becoming tobacco free.
4. Better implementation of legal provisions regarding sale and use of tobacco products, especially those related to educational institutions, public places, statutory warnings and minors.

ANNEXURE - II
(Prototype Sign Board/Wall Paint)

TOBACCO FREE EDUCATIONAL INSTITUTION

Sale of cigarettes and other tobacco products in an area within radius of one hundred yards of this educational institution is strictly prohibited and is a punishable offence.

If you see any violation, please report to –

Name _____

Designation _____

Contact Person _____

OR


Call at Quitline Number – 1800-112-356 (Toll free)

By Order _____

60 CM

45 CM

ANNEXURE -III
(Prototype Sign Board / Wall Paint)



TOBACCO FREE AREA

Tobacco Use here is a Punishable Offence

If you see any violation, please report to -
Name _____
Designation _____
Contact No. _____

OR

Call at Quitline Number – 1800-112-356 (Toll free)

45 CM

60 CM

ANNEXURE - IV

Self-Evaluation Scorecard for Tobacco Free Educational Institution

Name of the Educational Institution:-

Name and Designation of Evaluator:-

Date of Evaluation:-

Final Score of the Educational Institute:

Sl. No.	Criteria	Weightage Points	Scored points by the Institute
1	Display of 'Tobacco Free Area' Signage inside the premise of Educational Institute at all prominent place(s).	Mandatory (10)	
	The name/designation/contact number are mentioned / updated in the signage	Mandatory (10)	
2	Display of "Tobacco Free Education Institution" signage at entrance/ boundary wall of Educational Institute.	Mandatory (10)	
	The name/designation/contact number are mentioned / updated in the signage	Mandatory (10)	
3	No evidence of use of tobacco products inside the premise i.e. cigarette/beedi butts or discarded gutka/tobacco pouches, spitting spots.	Mandatory (10)	
4	Poster or other awareness materials on harms of tobacco displayed in the premise.	9	
5	Organisation of at least one tobacco control activity during last 6 months.	9	
6	Designation of Tobacco Monitors and their names, designations, and contact number are mentioned on the signages	9	
7	Inclusion of "No Tobacco Use" norm in the EI's code of conduct guidelines	9	
8	Marking of 100 yards area from the outer limit of boundary wall / fence of the EI.	7	
9	No shops selling tobacco products within 100 yards of the Educational Institute.	7	

Prototype of a receipt

(Name and Address of educational institution)

RECEIPT

Receipt No. 851

Date :

Received Rs. (in words)

from D/S/o.....

R/o.....

.....on account of fine for violation of
Section-4/Section-6/Others at.....(Name of the Place) under the provisions
of the Cigarettes and other tobacco products (prohibition of advertisement and regulation of
trade and commerce, production, supply and distribution) Act, 2003

Signature of the Offender

Signature of the Authorized Officer