



GOVERNMENT KERALA

# For A Drug Free New Gen...

STANDARD OPERATING PROCEDURE  
FOR ANTI DRUG ACTIVITIES

## 2023



# S O P

## STANDARD OPERATING PROCEDURE FOR ANTI DRUG ACTIVITIES



### Intended Users:

**General Education Department**      **Technical Education Department**  
**Police Department**                      **Women & Child Development Department**  
**Social Justice Department**              **Collegiate Education Department**  
**Interns**    **Health & Family welfare Department**  
**Excise Department**                        **Medical Education Department**  
**Social Workers**                              **Anti Narcotic Organizations**  
**SC/ST Department**                        **Counselling & De Addiction Centres**  
**Fisheries Department**                      **Schools affiliated to other Boards.**  
**Local self government Department**

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## Section 1: Introduction

Kerala, a picturesque state in the southern part of India, is often celebrated for its natural beauty and rich cultural heritage. However, in recent years, it has also been grappling with a growing drug problem that has raised serious concerns. The issue has impacted the state's youth, communities, and social fabric leading to a range of socio-economic and health related challenges. It is necessary to delve deep into the various aspects of drug issues and explore potential solutions. Through the coordination of various stakeholders, the activities against drug abuse can be strengthened by pooling the resources of all stakeholders.

### 1.1 Aims & Objectives

**Aim** "A drug free generation through education"

**Objectives** The action plan for the beneficiaries is prepared as an SOP to achieve the stated aim through the coordination of various government departments.

The following stages should be covered to achieve the aim

Implementation of the action plan by co-ordinating various government departments for making a drug free generation.

Mechanisms shall be prepared for detecting drug consumption among children, preventing the ingress of drugs into various educational institutions, and addressing the problems detected in connection with drug abuse.

Institutional mechanisms should be in place for monitoring the implementation of the programme. The mechanisms shall be established in three levels for proper monthly monitoring.

Develop and implement various anti-drug awareness activities among all stakeholders.

Enforcement activities shall be strengthened in the premises of all educational institutions.

A Centralised digital platform shall be created for integrating the resources and services of all departments and agencies.

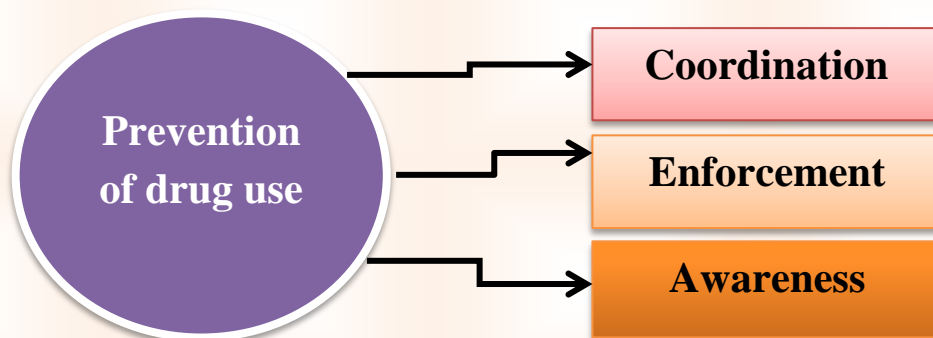
Proper reporting mechanisms should be created.

Evaluate the progress of the activities at various stages and any shortcomings, if noticed, action should be taken to resolve the problem immediately.

## 1.2 Need for Standard Operating Procedure

Standard Operating Procedure is essential for various reasons to achieve coordination among Departments. Consistency and compliance can be ensured in the activities against drug abuse through the implementation of a well prepared Standard operating Procedure. This Standard operating procedure outlines the roles and responsibilities of various stakeholders and to create institutional mechanisms.

### Section 2: Prevention of Substance Abuse Among Children



#### 2.1 Coordination

Effective coordination aligns the efforts of different stakeholders towards the common goal of making Kerala a drug free society. Coordination ensures that activities and tasks are streamlined and performed in a synchronised manner reducing redundancy and optimizing resources utilization.

##### 2.1.1 Committees

In order to ensure a proper coordination and monitoring of activities against drug abuse by various stakeholders, institutional mechanisms will be established in three levels.



##### 2.1.1.1. Local Jana-jagratha samithi

*Local Janajagratha samithis should be constituted in every Government High Schools, Higher Secondary, Vocational Higher Secondary Schools and aided, Technical Schools, unaided schools affiliated to CBSE, ICSE, ISC, Kendriya Vidyalayas, Jawahar Navodaya Vidyalayas, Sainik Schools.*

Local Jana Jagratha Samithi	Members	Duties of the Committee
Chairman	PTA President	The Local Jana Jagratha Samithis should convene a meeting once in two months and submit the report to the District Level Monitoring Committees after evaluating the statistics. If the problem of drug abuse is detected in any school, awareness activities should be strengthened. It shall discuss, approve and forward the bimonthly report to District Level Committees
Convenor	HM/Principal	
Members	<ul style="list-style-type: none"> <li>■ PTA and MPTA representatives</li> <li>■ In Government school, a nominee from AEO/DEO.</li> <li>■ School parliament representatives</li> <li>■ Alumni association representatives</li> <li>■ School Development Committee/SMC members.</li> <li>■ Retired teachers.</li> <li>■ Management representatives.</li> <li>■ Various political party representatives.</li> <li>■ Tradesmen representatives.</li> <li>■ Representatives of auto rickshaw drivers (preferably parents) on the school premises.</li> <li>■ SHO in Police Station</li> <li>■ Representative from Excise Department.</li> <li>■ Ward member of the Local Government bodies where the school is located.</li> <li>■ Representative from Health Department.</li> <li>■ Representative from Women and Child Development Department.</li> <li>■ Representative from Technical Education Department.</li> <li>■ Representative from SC/ST Department.</li> <li>■ Fisheries Department representatives in schools in tribal/coastal areas.</li> <li>■ Management representative of aided and unaided schools.</li> <li>■ Child Welfare Police Officer(CWPO) &amp; Child Protection Officer (CPO) from police stations.</li> </ul>	

*In all 484 Law & Order Police Stations in the state, Janmaitri Suraksha Samithi have been constituted with public participation. Meetings are being organized in every month under the supervision of SHO. The functions of Local Jana Jagratha Samithi should be collaborated with the above said committees.*

## 2.1.1.2 District Level Monitoring Committee

District Level Monitoring Committee	Members	Duties of the Committee
<b>Chairman</b>	<b>District Panchayath President</b>	<p>The District Level Monitoring Committee meeting should be convened once in every two months and further directions should be given to the Local Jana-Jagratha Samithis after examining the reports. Ensure the service of counselling panels constituted at the district level; furnish a collated report on school level activities to State Level Monitoring Committee for further actions. Monitoring the activities of the District Resource Centre (DRC) is the responsibilities of District Level Monitoring Committee.</p>
<b>Convenor</b>	<b>District Collector</b>	
Members	<ul style="list-style-type: none"> <li>■ District Government Pleader (DGP).</li> <li>■ Deputy Director (General Education) (DDE).</li> <li>■ Deputy Excise Commissioner (DEC).</li> <li>■ District Superintendent of Police.</li> <li>■ Regional Deputy Director (Higher Secondary, General Education)</li> <li>■ Assistant Director (VHSE, General Education)</li> <li>■ District Child Protection Officer (DCPO).</li> <li>■ Psychiatry Department representative from the Department of Medical Education (DME).</li> <li>■ District Social Justice Officer (DSJO).</li> <li>■ District Medical Officer (DMO).</li> <li>■ Child Welfare Committee (CWC) Chairman.</li> <li>■ Corporation Mayors.</li> <li>■ District Legal Services Authority (DLSA) representative.</li> <li>■ District Education Officer (DEO).</li> <li>■ Representatives of the Technical Education Department.</li> <li>■ Representatives of CBSE / ICSE / KV / NAVODAYA.</li> <li>■ “Janamaithri” District Nodal Officer(Addl: SP/Deputy Commissioner)</li> <li>■ DYSP of the District Crime Branch who are in charge of the Special Juvenile Police Unit (SJPU).</li> </ul>	



### 2.1.1.3 State Level Monitoring Committee

State Level Monitoring Committee	Members	Duties of the Committee
<b>Chairman</b>	<b>Additional Chief Secretary, Home Department</b>	<p>The reports prepared by the District Level Monitoring Committees of all the districts should be codified by the Excise Department and submitted before the State Level Monitoring Committee chaired by the Additional Chief Secretary for further action.</p> <p>The State level monitoring committee meeting should be convened once in every six months and further directions should be given to the State Level monitoring committees after examining the reports.</p>
<b>Convenor</b>	<b>Secretary, Taxes</b>	
<b>Members</b>	<ul style="list-style-type: none"> <li>■ Secretary of Social Justice Department.</li> <li>■ Secretary of Women and Child Development Department.</li> <li>■ Secretary of General Education</li> <li>■ Excise Commissioner.</li> <li>■ Director General of Police (DGP).</li> <li>■ Director of Social Justice Department.</li> <li>■ Director of Women and Child Development Department.</li> <li>■ Director of General Education Department.</li> <li>■ Director of Medical Education.</li> <li>■ Director of Higher Education.</li> <li>■ Director of Health and Family Welfare Department.</li> <li>■ Director of Technical Education Department.</li> <li>■ DIG of Police Thiruvananthapuram Range.</li> <li>■ SPC State Nodal Officer</li> <li>■ ADGP(Law &amp; Order)</li> <li>■ Nodal Officer of State “Janmaithri Suraksha” Project.</li> </ul>	

### 2.1.1.4 Anti-Narcotic Clubs

The Excise Department has initiated anti-narcotic clubs to promote a concise way of preventing drug abuse among children. Anti-Narcotic Clubs have been constituted at High School/ Higher Secondary levels. The club's activities shall be strengthened and extended to all schools, irrespective of management. The awareness programmes against drug abuse shall be implemented through the anti-narcotics club.

District Level Monitoring Committee	Members	Duties of the Anti-Narcotic Clubs
Patron	School HM/Principal, Excise Inspector, LSGD Member, PTA President	Anti-Narcotic clubs have been formed at the high school and higher secondary levels. Anti-Narcotic clubs meeting should be convened once every months and submit the report to the Excise Inspector concerned.
Convenor	School Teacher	
President	Student representative	
Secretary & Joint Secretary	Student representative	
Members	Students, Teachers	

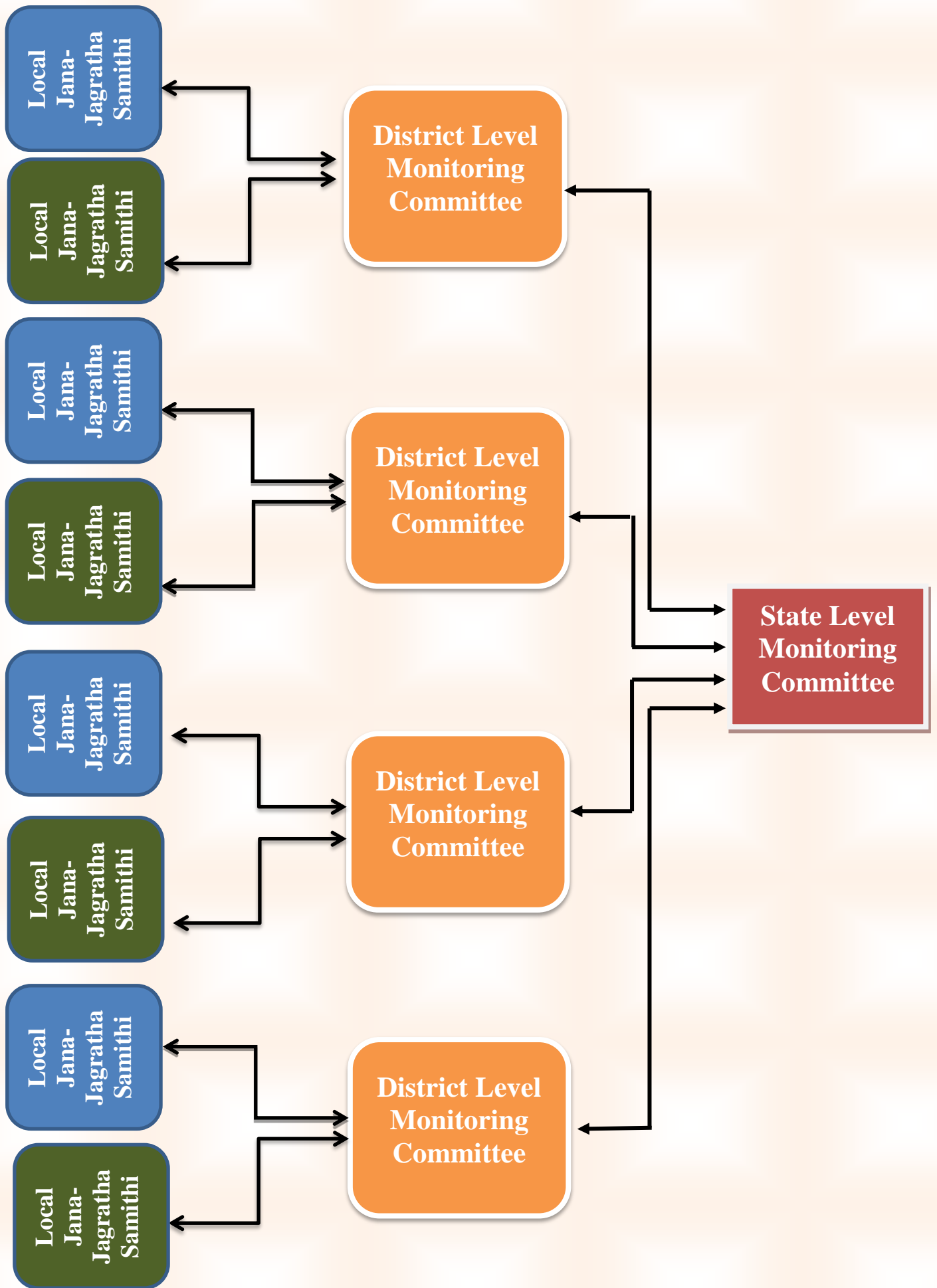
The services of SPC, students of former SPC batches, Janmaitri Drama Orchestra Team under the Police Department, Nirbhaya volunteers appointed at the district levels and the Domestic Conflict Resolution Centre Councillors (DCRC) can be utilized for activities of Anti Narcotic Clubs.

### Objectives of Anti-Narcotic Clubs

- Participate in awareness activities against alcohol, drugs and tobacco products.
- With the cooperation of Local Self-Government Institutions, keep the students away from intoxicants.
- Eliminate the availability of alcohol, drugs and tobacco products near schools in collaboration with Local governments.
- If there are students who use drugs, find them and discourage them from this bad habit.
- Identify drug addicts and conduct activities to free them from drug addiction through awareness.

*The activities of Anti Narcotic clubs in schools should be further improved and the working areas and methods should be modified according to the current social and cultural conditions.*

## 2.1.2 Coordination through various levels



## 2.2 Enforcement

Enforcement plays a crucial role in combating drug abuse through law enforcement, prevention and interdiction of drug movement. The enforcement agencies need to increase their vigilance to maintain the school premises as drug free. Patrolling on school premises should be intensified. Enforcement agencies shall inspect the shops near the school to ensure that these shops do not sell any drugs. Joint inspections in association with the Police, Excise, Health Department and Motor Vehicle Department shall be conducted regularly on school premises.

### 2.2.1 Enforcement Activities (Police, Excise Departments)

- Enforcement agencies shall inform school authorities about any drug activity on school premises and shops engaged in illegal selling of drugs in the periphery of schools. Enforcement agencies shall report to Local self-government regarding the illegal sale of drugs by shops for cancelling the license granted to them.
- No enforcement activities should be conducted in such a way that it affects the image of the educational institution.
- No enforcement activities should be conducted in schools without the prior approval of the school authorities (HM/Principal).
- A register should be in schools by the Principal/Headmaster, to record the information received from the Police or Excise about any student's involvement in drug abuse. This information should be investigated by the enforcement agencies and a detailed report shall be submitted to the Principal/Head Master. The Principal/HM shall discuss the matter with the Nodal teacher/ counsellors (if available) and parents. School authorities shall provide necessary counselling to the students. Then the HM/Principal shall report and discuss the matter to District Level Monitory Committee without disclosing the identity of students.
- Surprise inspection should be conducted in the school surrounding by the Police, Excise and other Departments.
- Enforcement agencies shall ensure that mischievous individuals do not enter the school compound.
- Social media activities in connection with drug abuse among students should be kept under surveillance.
- Prevent ingress of drugs into schools with the participation of Local people.
- Enforcement agencies shall conduct activities in an unobtrusive way in the school surrounding.
- Special drives have to be organized by the district committees with the permission of the State Supervisory Committee in coordination with various departments in places where the drug sale is noticed.

## 2.3 Awareness

### 2.3.1 Meetings held at school level

The Local Jana-Jagratha Samithis would conduct regular meetings with teachers and parents (PTA meetings) to discuss issues pertaining to children. The meetings can be convened in schools, panchayat buildings or any other building convenient to all. Awareness regarding reporting mechanisms and the various facilities available for treating drug abuse cases should be communicated to the teachers and parents. A teacher shall be nominated as a nodal officer for convening the meeting of Local Jana Jagratha Samithis on bimonthly basis.

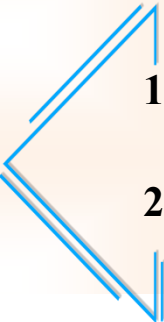
### 2.3.2 Awareness Programs for School Students

Presently, different government Departments are conducting awareness activities against drug abuse in schools. In order to ensure coordination among all Departments, a yearly action plan has been prepared along with this SOP. This plan includes various topics such as developing good habits, consequences of drug abuse, the importance of life skills, etc. The resource of all Departments will be pooled for implementing these programmes in schools. These programmes will be implemented in all schools irrespective of their management and utmost care should be taken not to affect the image of schools.

## Section 3: Identifying Problems: Including Drug Abuse

### 3.1 Data Collection

Data collection is of paramount importance as it helps to make informed decisions. Data is collected in the following two areas.

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- 1. Details of schools which are located in vulnerable area where drug abuse is noticed.**
  - 2. Collection of information about individuals and groups who distribute drugs on school premises.**

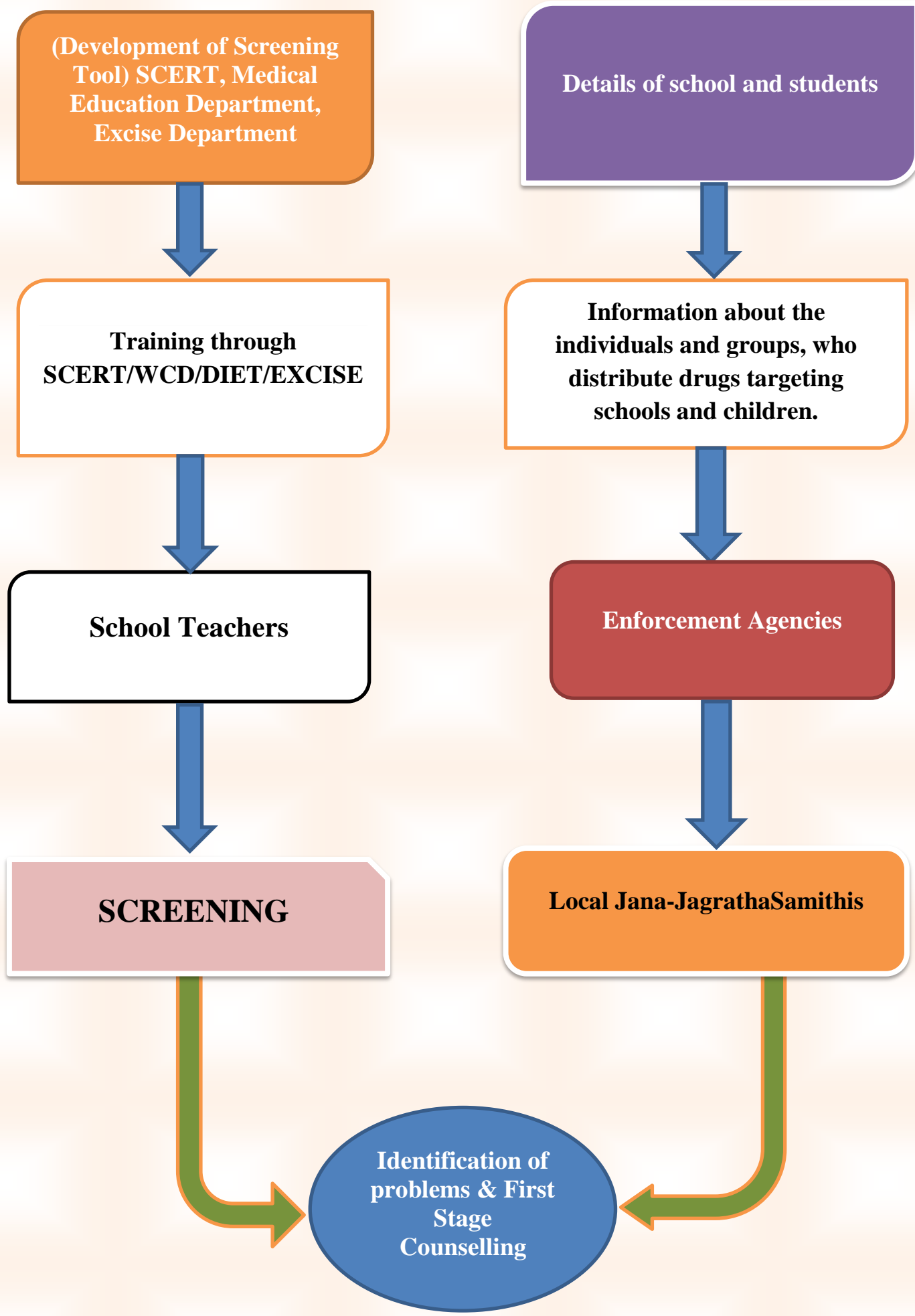
A centralized digital platform should be created for maintaining data and the access should be limited to enforcement agencies. The details pertaining to the children shall not be divulged in any circumstances. The action on the part of enforcement agencies shall not bring disrepute to schools. The information thus collected and the action taken on this shall be forwarded to the respective Local Jana Jagratha Samithis without disclosing the personal details of the children by abiding the current principles of the Juvenile Justice Board and Child Protection Commission.

### **3.2 Screening & First Stage Counselling**

A preliminary screening shall be done by class teachers by using the screening tool. The teachers should solve the problem through a primary phase of counselling on the basis of the data obtained through the screening. A Proper training will be given to teachers regarding the application of a screening tool to screen students and providing primary counselling to students.

The Excise Department in association with SCERT and the Medical Education Department will develop a screening tool which can be used by teachers. The General Education Department will prepare and circulate guidelines for teachers regarding screening and primary counselling. The training of the teachers will be given by the Education Department in association with SCERT, DIET, Women and Child Development Department and Excise. The training expenses can be met from the funds of the Social Justice Department (NMBA-Nasha Mukth Bhaarith Abhiyaan).

The training programme can be framed by taking into consideration of the number of children in high schools and higher secondary classes. As an initial step, 3 to 5 teachers can be selected to provide training. These teachers can act as resource persons in respective sub-districts. This should be monitored by Local Jana-jagratha samithis.



### 4.1 Panel of Counsellors

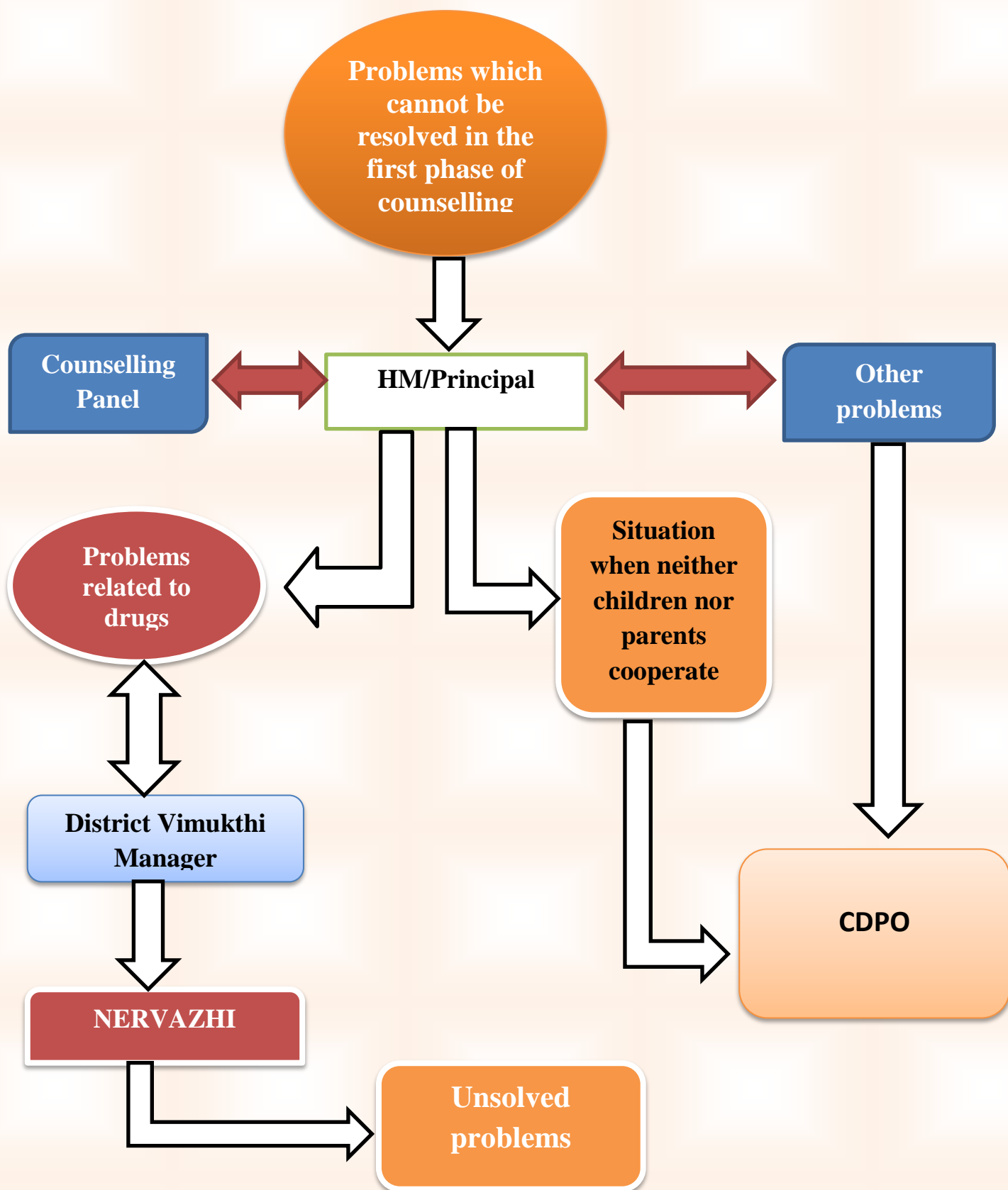
A panel of counsellors at the District Level should be formed by combining the counsellors from all Departments. The District Level Committee is responsible for constituting the panel of counsellors. These counsellors shall be equipped by imparting necessary training in this area. The training programme will be coordinated by the Excise Department.

#### 4.1.1 Counselling (Second Phase)

The unresolved cases shall be reported to the HM/Principal by the class teacher. After examining each case, HM/Principal should arrange further action with the help of school counsellors/Panel of Counsellors for providing the second phase of counselling with the permission of their parents. A convenient place may be selected for imparting the second phase of counselling.

The HM/Principal should furnish a report to the CDPO about the information of the children who do not attend the second phase of counselling. During the second phase of counselling, the cases related to drug abuse should be reported to the District Vimukthi Manager . The HM/Principal should report to the Local jana-jagratha samithi regarding the second phase of counselling excluding personal information about the children. The Local jana-jagratha samithi should summarize the reports and submit them before the District Level Monitoring Committee. The children who come out from the issue as a result of the second phase of counselling should be monitored at the school level. The issues other than drug abuse should be reported to the CDPO concerned by the HM/Principal.



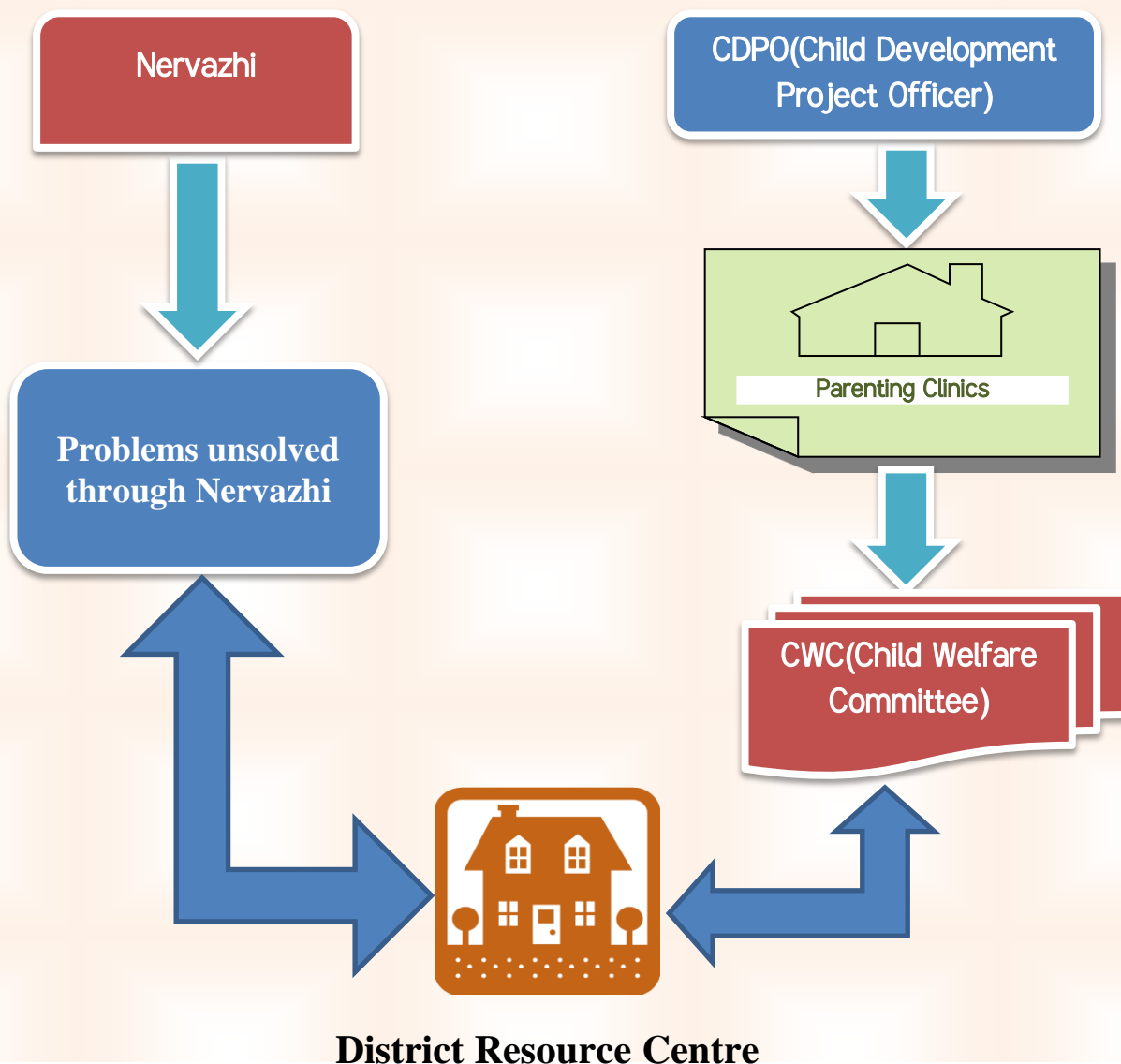


The District Vimukthi Manager should utilize the service of The Nervazhi project for dealing drug abuse cases. The CDPO shall be informed about non-cooperation of children and parents for taking necessary steps to solve the issues. District Vimukthi Manager should refer the issues that cannot be resolved through The Nervazhi project to District Resource Centre (DRC). The District Vimukthi Manager should furnish a report regarding the

information received from the school, action taken on the information and the cases referred to the CDPO and DRC to the HM/Principal of the school and also a monthly compliance report to the District Level Monitoring Committee.

## 4.2 Parenting Clinics

Based on the information received through the District Vimukthi Manager and HM/Principal, the CDPO should refer such children and their parents to parental clinics for further follow-up. Issues that cannot be resolved in Parental Clinics should be forwarded to the District Child Welfare Committees (CWC) and the District CWC will refer such children to the s (DRC). The CDPO will furnish a report regarding the data collected and action taken on them to District Vimukthi Manager and HM/Principal. The CDPO should report the above information to the District Level Monitoring Committee by keeping the personal information of children and parents as confidential.



### 4.3 District Resource Centre (Third Phase)

The cases referred to the District Resource Centre by the Vimukthi Manager and Child Welfare Committee shall be handled according to the nature of case. Necessary facilities should be ensured in DRCs located in all districts. DRC shall submit a report to the District Level Monitoring Committee through DCPOs by keeping the personal information of the children and parents as confidential.

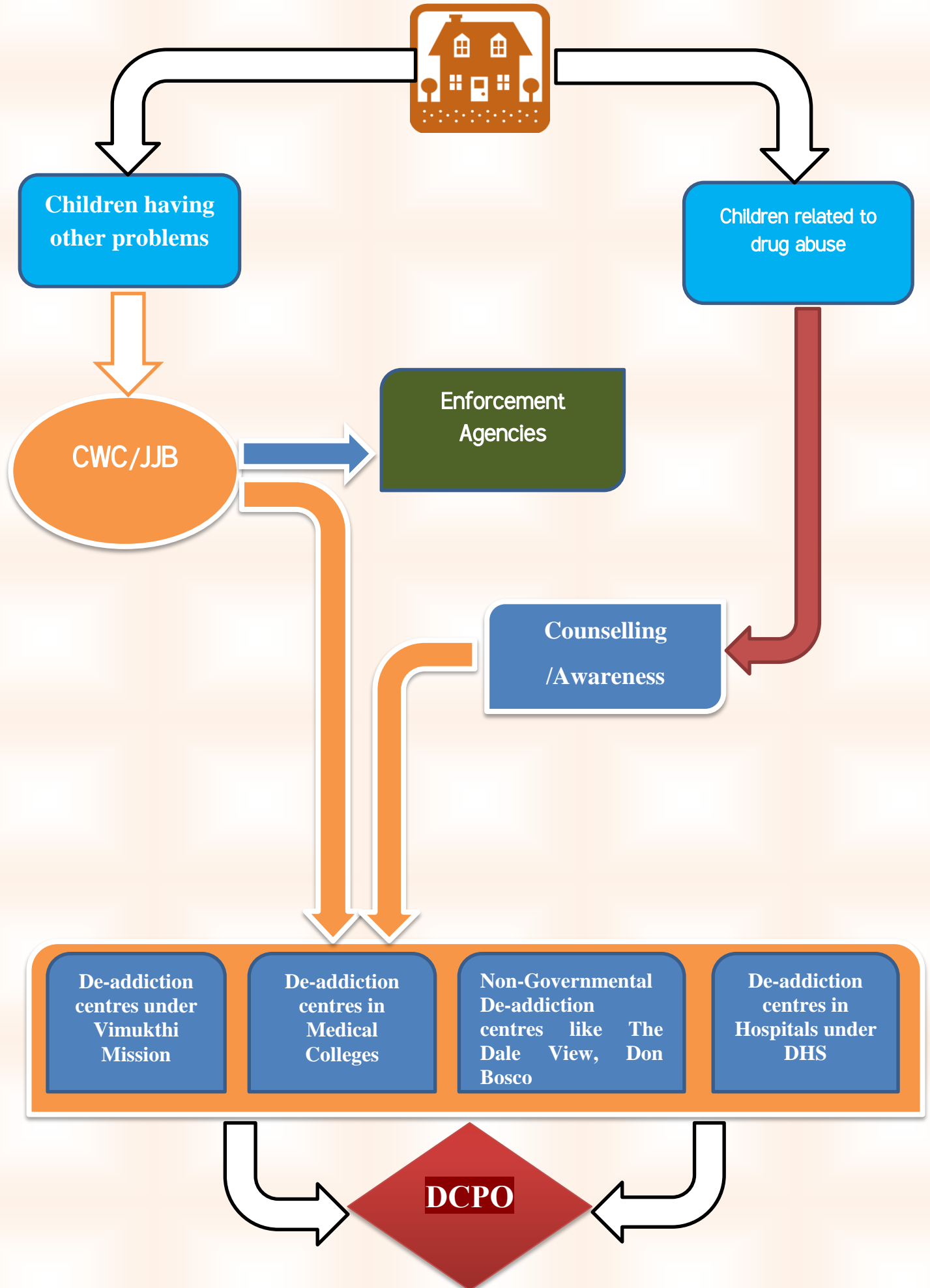
### 4.4 De-addiction

The facilities available in government and private de-addiction centres which are being run by some NGOs can be utilised for providing de-addiction treatment to the affected individuals. An exclusive de-addiction centre for children needs to be established by the government. The details of all de-addiction centres available with the government shall be disseminated to field level offices. The facilities of de-addiction centres run by NGOs such as **Dale View** and **Don Bosco** can also be utilized for providing de-addiction treatment.

### 4.5 Special Care Programmes for Girls

Information obtained through screening and counselling of girls should be handled separately by keeping the details highly confidential. Girl students should be aware about the problem of drug abuse and they should be trained to overcome this situation. Special care schemes for girls have to be planned and implemented with the coordination of various Departments. Awareness about self-defence, mobile misuse, stress, responsibilities of parents and teachers, traps in social media, sexual abuse, POCSO etc. should be emphasized in the special plan prepared for girls. The module should be prepared by the Department of Women and Child Development with the help of various departments and special training may be imparted to girl children by WCD. A female teacher may be nominated for co-ordinating and monitoring the special care programme for girl children. The services of the personnel deputed for women self-defence training schemes to be devised and implemented by the police department in the districts may be utilized.

# District Resource Centre



## 4.6 Rescue and Remedies - Preparation

A panel of counsellors should be constituted at the district level

Training should be imparted to the members of the panel

A special care scheme should be formulated for girls.

Establishment of de-addiction centres for children in all districts

At least one hospital in every district under DHS (Directorate of Health Services) should set up a special facility for de-addiction treatment (OP & IP) for children

Medical colleges under DME (Directorate of Medical Education) should have at least 5 beds in children's ward for de-addiction treatment.

A list of NGOs having such counselling/de-addiction centres should be prepared

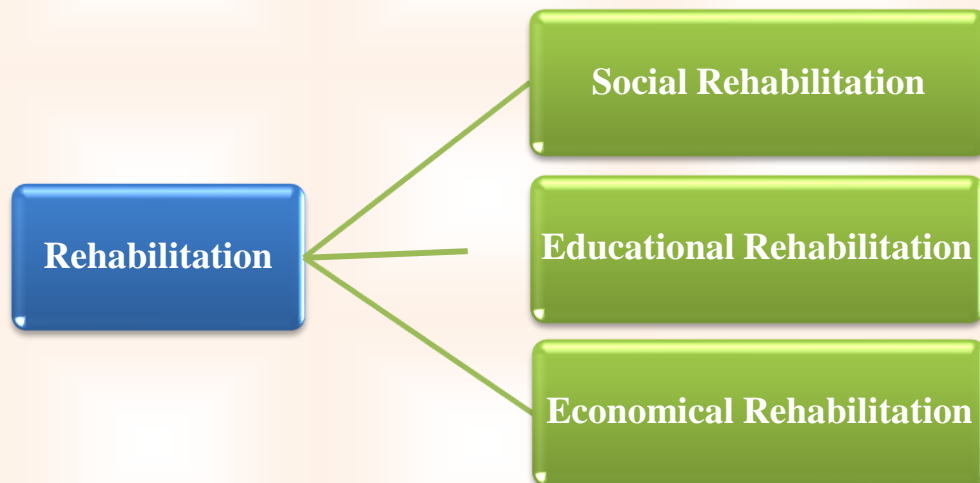
At least one counselling centre exclusively for children should be established under the SC/ST department in tribal areas

Districts with coastal areas should set up at least one counselling centre in this area exclusively for children

Establishment of district level counselling centres in every district and the details of such centres should be made available to all departments.

As soon as a centralized digital platform system is developed for the coordination of all departments, information about the above mentioned counselling centres and de-addiction centres should be uploaded to this platform.

## Section 5 : Rehabilitation



Rehabilitating children after de-addiction treatment is an important task. Three types of rehabilitation are to be provided.

### **1 Social Rehabilitation**

### **2. Educational Rehabilitation**

### **3. Economical Rehabilitation.**

#### **5.1 Social Rehabilitation**

As we know, the acceptance of children who undergo de-addiction treatment is a major challenge in our society. This will cause mental difficulties to children and eventually they may again return to drug abuse or other illegal activities to escape from this rejection. During the rehabilitation programme, the life skill education should be given importance while giving training to this de addicted children. Family Rehabilitation under the "Kaval Plus" scheme of CNCP (Child Need Care & Protection) of the Department of Women and Child Development can be utilized to rehabilitate the children for a specific period, until the children get acceptance of society. For implementing this programme, additional funds can be requested from the government for the "Kaval" and "Kaval Plus" programmes.

#### **5.2 Educational Rehabilitation**

It is a major challenge to reintegrate the children who undergo de-addiction treatment into the educational system. In order to avoid the

situation of isolation in schools, a proper education and guidance can be provided at school. For educational rehabilitation, mentoring facilities can be planned in schools. Mentoring programmes in schools can be managed with the help of teachers, retired teachers and students. In order to facilitate this programme, a teacher may be appointed as a nodal officer in all schools.

### 5.3 Economical Rehabilitation

The facility of the Children's Home under the Women and Child Development Department can be utilized to rehabilitate children who fall into drug addiction, drug trafficking and other bad habits due to weak economic backgrounds. Protection can be facilitated till they become grown-ups and provide facilities under the **DDUGKY** (Deen Dayal Upadhyaya Grameen Koushik Yojana) scheme through Kudumbashree. To achieve economic rehabilitation, a solution can be found to some extent by opening more rehabilitation centres for children in the Government sector, granting government grants to private rehabilitation centres and setting up vocational training facilities.

## Section 6: Analysis & Monitoring

Anti-drug activities conducted in schools should be carefully monitored and analysed at each level and continuous guidelines should be given. Anti-Narcotic clubs, Local Jana-jagratha samithi, District Level Monitoring Committees, State Level Monitoring Committees, Nodal Officers of Departments and Heads of Departments should pay more attention to this to achieve the desired results.

## Section 7: Dropouts & Children from vulnerable situation

It is imperative to bring children from vulnerable situations to the mainstream of society by giving them special consideration. It is the responsibility of the government to protect them from falling into the vortex of illegal activities. Data on such children should be collected through **Ashaworkers, Anganwadi Teachers** who are part of ICDS (Integrated Child Development Service) and **Kudumbashree**. In order to carry out this initiative, the assistance of the Police, Excise Departments and Ward

Members of Local Self-Government Institutions should be utilized. The data collected in this way should be reported to Child Protection Committee (CPC) functioning at Panchayath level through ICDS supervisor. These children need to be brought to the Parenting Clinics through Child Development Project Officer (CDPO) for further action. The unresolved cases shall be referred to the DRC. The CDPO shall submit a report to the District Level Monitoring Committee in this regard. The District Level Monitoring Committee will refer these reports to the District Child Protection Officer (DCPO) and the DCPO will forward this to the DRC, District Labour Officers (DLO) and Deputy Director of Education (DDE) depending on the nature of the case for further necessary action.

**Rehabilitation of delinquent or neglected children through Kaval scheme of JJB is to be organized.**

*Children who have dropped out of school and children from vulnerable situations can be identified in two main ways.*

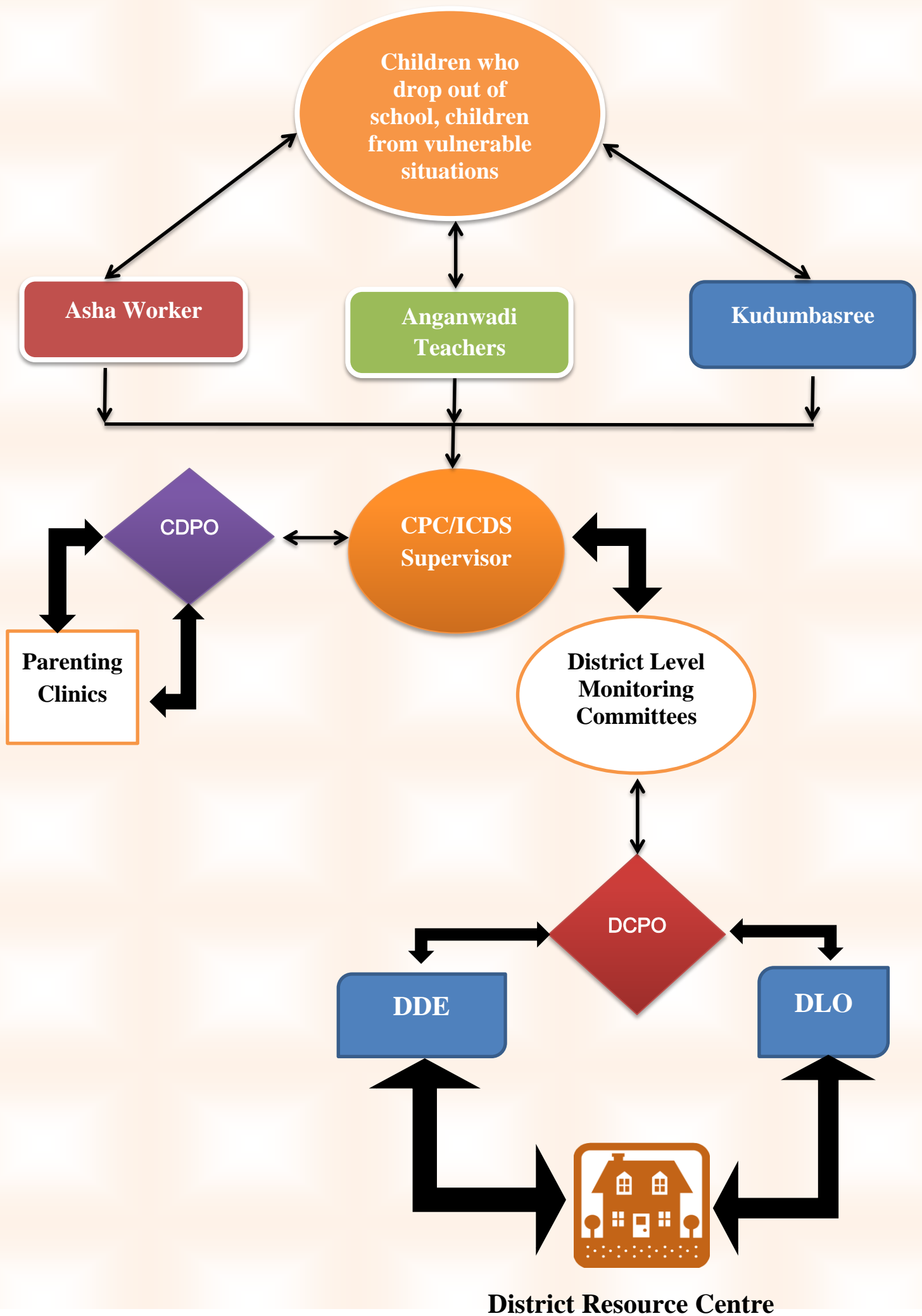
### **7.1 School Level**

Collate the list of students who drop out of school.

### **7.2 Community Level**

The details of children should be identified locally and the information about them to be collected. For this, the assistance of Local self-government representatives, Police and Excise Departments can be used.





**District Resource Centre**

## 8. Reporting Mechanisms

### 8.1 Reporting by Teachers

The teachers should report the following matters to the Local Jana-Jagratha Samithi through the HM/Principal of the school



- *Drug abuse problems among students.*
- *Details of children who are having connections with suspicious people.*
- *Details of children who are ready to avail services of counselling.*
- *Information regarding strangers interacting with school children.*
- *Complaints reported by children and parents about the presence of drugs.*

Teachers shall ensure that information about children who are suspected and confirmed drug users is to be kept confidential. The first phase of counselling and follow-up after screening should be handled conscientiously. The child's personal information should be kept confidential while reporting to the Local jana-jagrata samithis.

## 8.2 Reporting by Parents



Parents are the first teachers of a child in his life. Parents play a vital role in the overall development of a child. It is the responsibility of the parents to identify behavioural changes in their children and seek solutions.

Parents should report to their respective school authorities, Local jana-jagratha samithis in the following matters

- Information of children with suspected and confirmed substance abuse.
- Details of children who are found to be with adults outside the school.
- Details of shops suspected of selling intoxicating substances on the school premises.
- Information received through their wards about drug abuse problems in schools.
- Details of drug peddlers concentrating in schools.

The parents should solve the problems of their wards in the initial stage. They should seek the support of institutional mechanisms to solve issues which are being noticed

## Section 9: Digital Platform



Develop a digital platform for integrated utilization of the resources and services of all the Departments. This should be managed through centralized mechanisms. The following activities are to be implemented through the digital platform:-

### 9.1 Activities to be carried out through the digital platform

- Login facility for nodal teachers to share information, complaints and facts available about drugs and drug consumption.
- Facility to login and share data concerned to various Departments.
- Facility to receive messages, notifications, directions and solutions from various Departments to the nodal teachers.
- Facilitation of making reports available to the school and District Level Monitoring Committees regarding the follow-up actions taken on the information provided by the schools.
- Facility for sharing information about resources, services, projects and infrastructure of all Departments.
- Facilitation of sharing of information and data available through Local self-government bodies. For this, Nodal Officers should be appointed at the Local self-government level.
- Facility to collect information about the children who do not go to school, dropouts, guest worker children, child labourers and children abandoned on the streets and share the information of such children on the digital platform by ICDS Supervisor.
- Details of counselling centres, de-addiction centres and rehabilitation centres under various Departments, locations, contact numbers, addresses and services available from such centres.
- Details of information obtained through the screening process conducted in schools.
- Separate login facility for Local Janajagrata Samithi, District Level and State Level Monitoring Committees.
- Facility to monitor follow-up action taken by various Departments on the information obtained through data collection.
- Information regarding the panel of counsellors under various Departments at the district level, information regarding the expert

committee formed at the district level, information regarding the panel of trainers formed to provide training to teachers, children and parents in the school, and the modules prepared for imparting training.

- Information about various Acts, Sections and Penalties.
- Details about Anti-Narcotic Cubs, S.P.C. NSS, Scouts & Guides

## Section 10: Roles and Responsibilities

The programmes should not affect the academic programme of schools. Enforcement agencies need to ensure that the information pertaining to drug abuse among children should be dealt with confidential manner. In order to check the deviation of enforcement agencies, a mechanism will be established under the Director of General Education in State level and under the District Collector in District level. .

The goal of achieving drug free generation through education can be realised through the coordination of various Departments by integrating the resources and services.

### 10.1

#### Women & Child Development Department

Sl.No	Roles & Responsibilities
<b>Prevention</b>	
<b>1</b>	<b>Include a member in the Local public vigilance committee</b>
<b>2</b>	<b>Add a member to the district level supervisory committee</b>
<b>3</b>	<b>Arrange assistance of CWC at necessary stages</b>
<b>4</b>	<b>Organize awareness programs</b>
<b>Rescue and Remedial Measures</b>	
<b>1</b>	<b>Provide counselling</b>
<b>2</b>	<b>Set up the service of District Resource Centres of the Women and Child Development Department</b>
<b>3</b>	<b>Refer to De addiction</b>

4	Prepare module on special care plans for girls
5	Rescue and Remedies - Make preparations
<b>Rehabilitation</b>	
1	Utilize Kaval and Kaval Plus facilities
Conduct analysis and monitoring	

## POLICE DEPARTMENT

### 10.2

Sl.No	Roles & Responsibilities
<b>Prevention</b>	
1	Add a member to Local Jana-jagratha samithis
2	Add a member to District Level Monitoring Committees
3	Organize awareness programs
4	Enforcement Activities
<b>Identification of substance abuse problems</b>	
1	Find information on schools and children with suspected and confirmed drug abuse
2	Collect information about individuals and organizations who distribute drugs targeting schools and children and take appropriate legal action.
<b>Rescue and Remedial Measures</b>	
1	Take legal action related to POCSO and other offences
2	Coordinate activities related to the Juvenile Justice Board
<b>Rehabilitation</b>	
1	Help to identify dropouts, child labourers and illiterate children.
Conduct regular Analysis & Monitoring	

Sl.No	Roles & Responsibilities
<b>Prevention</b>	
1	Add a member to District Level Monitoring Committees
2	Organize awareness programs
<b>Rescue and Remedial Measures</b>	
1	Ensure service of de-addiction centres
2	Provide necessary assistance for special projects for girls
<b>Rehabilitation</b>	
1	Provide necessary assistance to Kaval and Kaval Plus projects of Women and Child Development Department
2	Provide assistance for setting up rehabilitation centres for children
<b>Regular Analysis and Monitoring</b>	

Sl.No	Roles & Responsibilities
<b>Prevention</b>	
1	Add a member to Local Jana-jagratha samithis
2	Add a member to District Level Monitoring Committees
3	Organize awareness programs
4	Conduct meetings of Local public vigilance committees
5	Assist in preparation of screening tool and provide teacher training
6	Gather Information on reporting mechanisms for teachers and parents.

7	Ensure the working of Anti-Narcotic Clubs
<b>Identification of substance abuse problems</b>	
1	Conduct Screening
2	Find information on schools and children with suspected and confirmed drug abuse
3	Report information to enforcement agencies about individuals and groups involved in drug Distribution targeting schools and children.
<b>Rescue and Remedial Measures</b>	
1	Provide primary phase counselling
2	Organize the second phase of counselling
3	Coordinate awareness programs conducted in schools
<b>Regular Analysis and Monitoring</b>	

## 10.5

### EXCISE DEPARTMENT

Sl.No	Roles & Responsibilities
<b>Prevention</b>	
1	Add a member to Local Jana-jagratha samithis
2	Add a member to District Level Monitoring Committees
3	Organize awareness programs
4	Enforcement Activities
<b>Identification of substance abuse problems</b>	
1	Find information on schools and children with suspected and confirmed drug abuse
2	Report information to enforcement agencies about individuals and groups involved in drug distribution targeting schools and children.
3	Ensure the service of Vimukthi Mentors
<b>Rescue and Remedial Measures</b>	



1	Awareness Programmes
2	Monitor the working of Anti-Narcotic Clubs
3	Arrange facilities for children in Vimukthi district de-addiction centres
4	Activities related to Nervazhi
<b>Regular Analysis and Monitoring</b>	

## 10.6

### COLLEGIATE EDUCATION & TECHNICAL EDUCATION

Extend the activities currently being implemented at the school level to the College level and the institutions coming under Technical Education as well.

## 10.7

### HEALTH & FAMILY WELFARE DEPARTMENT

Sl.No	Roles & Responsibilities
<b>Prevention</b>	
1	Add a member to Local Jana-jagratha samithis
2	Add a member to District Level Monitoring Committees
3	Organize awareness programs
4	Check the sale of substances harmful to the body and health in school premises
<b>Identification of substance abuse problems</b>	
1	Conduct Medical Camps
<b>Rescue and Remedial Measures</b>	
1	Set up child de-addiction centres in districts.
<b>Regular Analysis and Monitoring</b>	

## 10.8

**MEDICAL EDUCATION DEPARTMENT**

<b>Sl.No</b>	<b>Roles &amp; Responsibilities</b>
<b>Rescue and Remedial Measures</b>	
<b>1</b>	<b>Set up de-addiction treatment for children in medical colleges.</b>
<b>Regular Analysis and Monitoring</b>	

## 10.9

**LOCAL SELF GOVERNMENT DEPARTMENT**

<b>Sl.No</b>	<b>Roles &amp; Responsibilities</b>
<b>1</b>	<b>Add a member to Local Jana-jagratha samithis</b>
<b>2</b>	<b>Add a member to District Level Monitoring Committees</b>
<b>3</b>	<b>Suspend the license of those shops found selling drugs or other intoxicants by Excise/Police/Local Jana-jagratha samithis</b>
<b>4</b>	<b>Conduct Jana-Jagratha Committee meetings at the Ward &amp; Panchayath level. Submit report regarding anti-drug activities to the District Level Monitoring Committee</b>
<b>5</b>	<b>Provide necessary support to combat substance abuse in schools.</b>
<b>6</b>	<b>Information gathered Locally regarding drug abuse in school premises should be forwarded to enforcement agencies and they should intimate District Level Monitoring Committee about the action taken.</b>
<b>Regular Analysis and Monitoring</b>	

## Section 11: List of abbreviations

1	ANC	ANTI NARCOTIC LUB
2	CBSE	CENTRAL BOARD OF SECONDARY EDUCATION
3	CDPO	CHILD DEVELOPMENT PROJECT OFFICER
4	CDPO	CHILD DEVELOPMENT PROJECT OFFICER
5	CNCP	CHILD NEED CARE AND PROTECTION
6	CPC	CHILD PROTECTION COMMITTEE
7	CWC	CHILD WELFARE COMMITTEE
8	DDE	DEPUTY DIRECTOR OF EDUCATION
9	DDUGKY	DEEN DAYAL UPADHYAYA GRAMEEN KOUSHIK YOJANA
10	DEC	DEPUTY EXCISE COMMISSIONER
11	DEG	DIRECTOR OF GENERAL EDUCATION
12	DEO	DISTRICT EDUCATION OFFICER
13	DGP	DISTRICT GOVERNMENT PLEADER
14	DGP	DIRECTOR GENERAL OF POLICE
15	DHS	DIRECTORATE OF HEALTH SCIENCE
16	DIET	DISTRICT INSTITUTE FOR EDUCATION AND TRAINING
17	DIG	DEPUTY INSPECTOR GENERAL OF POLICE
18	DLO	DISTRICT LABOUR OFFICER
19	DLSA	DISTRICT LEGAL SERVICE AUTHORITY
20	DME	DEPARTMENT OF MEDICAL EDUCATION
21	DMO	DISTRICT MEDICAL OFFICER
22	DPCO	DISTRICT CHILD PROTECTION OFFICER
23	DRC	DISTRICT RESOURCE CENTRE
24	DSJO	DISTRICT SOCIAL JUSTICE OFFICER
25	ICDS	INTEGRATED CHILD DEVELOPMENT SERVICE
26	ICSE	INDIAN CERTIFICATE OF SECONDARY EDUCATION
27	IP	IN PATIENT
28	JJB	JUVENILE JUSTICE BOARD
29	KV	KENDRIYA VIDYALAYA
30	LSGD	LOCAL SELF GOVERNMENT DEPARTMENT
31	NGO	NON GOVERNMENTAL ORGANIZATION
32	OP	OUT PATIENT
33	PTA	PARENT TEACHER ASSOCIATION
34	RP	RESOURCE PERSON
35	SC	SCHEDULED CAST
36	SCERT	STATE COUNCIL FOR EDUCATIONAL RESEARCH AND TRAINING
37	SMC	SCHOOL MONITORING COMMITTEE
38	SOP	STANDARD OPERATING PROCEDURE
39	SPC	STUDENT POLICE CADET
40	ST	SCHEDULED TRIBE
41	WCD	WOMEN AND CHILD DEVELOPMENT DEPARTMENT

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