

**The National guidelines to achieve
"Tobacco Free Education Institution"
Status - 31st March**

As mandated by the Cigarettes and other Tobacco Products Act – 2003(COTPA Act – 2003), The Tamil Nadu Dr.M.G.R Medical University request all the affiliated colleges to fulfill the National guidelines to achieve the tobacco free status by 31st March. The guidelines and the relevant Government Notification are herewith for your reference/ website link.

1. Fulfill the National Guidelines to create Tobacco Free Colleges and Universities .
2. To put up boards stating the ban on sale, storage and usage of tobacco products around the Colleges and Universities as mandated by the law (Sample attached) .
3. To take action to remove the tobacco products from the shops 100 meters in and around the Institutions.
4. Publicize the tobacco free status to ensure the sustainability by putting up boards as mandated by law.
5. To establish tobacco cessation clinics at the colleges and being proactive in providing the services .
6. To set up Tobacco Control Monitoring Committee at the colleges
7. To fulfill all the guidelines before 31st March 2011 and submit the report of the action taken.
8. To receive the Tobacco Free Institution Certificate from the Government of Tamil Nadu.

The last date to receive the report is 08.04.2011. The reports will be collected and submitted to Tamil Nadu Government recommending to issue the certificates. The concerned officials will come and inspect the colleges before issuing the certificates.

Dr. Mayil Vahanan Natarajan
Vice Chancellor

National Guidelines for Tobacco Free Educational Institutions

Guidelines:

- 1.No sale of tobacco inside the premises of the institution.
- 2.No smoking or chewing of tobacco inside the premises of institution by students/teachers/other staff members/visitors.
- 3.Display of sign boards/warning boards “No Smoking Area – Smoking here is an offence”, of 60X30cm size inside the institution (as mandated by law) in prominent places such as library, bathroom, auditorium, canteen, play ground, entry area, main office, bank, hostel, etc.
- 4.No sale, storage or usage of tobacco in the radius of within 100 meters of the educational institution.
- 5.Display of sign boards “sale, storage or usage of tobacco products around the Institution within 100 meters is banned” prominently near the main gate and on boundary wall of the institution.
- 6.IEC materials like posters that give information about the ill effects of tobacco displayed inside the Institutions.
- 7.Having a copy of central and state tobacco control acts - COTP Act 2003 and Rules 2004 and TNPSS act 2002 and rules 2003” (maybe downloaded

from the website of the Ministry of Health & Family Welfare – www.mohfw.nic.in)

8. Facility to counsel the students who are using tobacco.

For Medical / Dental colleges - Establishment of a Tobacco Cessation Clinic to counsel the tobacco users

9. Tobacco Control Monitoring Committee shall be in place. It may be chaired by institution head including the following members

1.	Correspondent	President
2.	Head Master/ Principal / Dean	Vice President
3.	NSS/ NCC/ YRC(Youth Red Cross) programme officer	Executive member
4.	Physical Education Teacher	Executive member
5.	Student counselor	Executive member
6.	Student Union President	Executive member
7.	Area Police Inspector	Executive member
8.	PTA (Parent Teacher Association) representatives	Executive member
9.	Area SH	Executive member
10.	Municipal Councilor	Executive member
11.	Member of PRIs(Panchayat Representatives)	Executive member
12.	And any other relevant members	Executive member

The Committee shall monitor the tobacco control initiatives of the Institution. The committee shall meet quarterly and report to the district administration.

10. Integrate tobacco control activities with ongoing school health programme.

11. Promote writing of Anti -Tobacco slogans on the School / Institute stationary.

12. The Principal / Head of School / Institute shall recognize tobacco control initiatives by students / teachers /other staff and certificate of appreciation or awards may be given.

13. State Nodal Officer for Tobacco Control in the State Health Directorate may be consulted for technical or any other inputs .

(Note: All the conditions should be considered as one of the important policy of the educational institution and complied accordingly).

Related Links:

- COTP Act – 2003 [http://whoindia.org/LinkFiles/Tobacco_ Free_ Initiative_ Tobacco_ Control_ Act-2003.pdf](http://whoindia.org/LinkFiles/Tobacco_Free_Initiative_Tobacco_Control_Act-2003.pdf) Prohibition of Smoking in Public Place Notification 30th May 2008 <http://www.mohfw.nic.in/>
- Step by Step guidelines to become Smoke Free <http://www.mohfw.nic.in/>
- CBSE circular on Tobacco Free School / Educational Institutions www.cbse.nic/circulars/cir18-2009.doc
- Violations can be reported to the National Toll Free No. – 1800 110 456

Institution
logo

Institution Name



புகையிலை இல்லா கல்வி நிறுவனம்

இந்த கல்வி நிறுவனத்தின் வளாகத்திலிருந்து
100 மீட்டர் சுற்றளவிற்கு புகையிலை பொருட்கள்
சேமித்து வைப்பது, பயன்படுத்துவது மற்றும் விற்பனை செய்வது

சட்டப்படி தடை செய்யப்பட்டுள்ளது

புகையிலை தடுப்புச்சட்டம் - 2003, பிரிவு - 6 (b) (COTPA - 2003)

Tobacco Free Zone

**Storage, Usage & Sale of Tobacco Products
within 100 meters of this institution is banned
COTP ACT - 2003, Section - 6 (b)**

90 cm

210 cm