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Office of Nodal Officer Anti-Drug Program

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To

1. Additional Chief Secretary, Medical Education & Research, Punjab.
2. Additional Chief Secretary, Higher Education, Punjab.
3. Secretary, Technical Education, Punjab.
4. Secretary, School Education, Punjab.
5. Additional Director General of Punjab Police, STF, Punjab.
6. All Deputy Commissioners in the State of Punjab
7. Director Public Relation, Punjab.

Memo No. Special I / BUDDY / Ph-I

Dated, Chandigarh: 2/8/2018

**Subject:- Anti Drug Abuse Campaign - Launch of Buddys' Program in the State on 15<sup>th</sup> August-2018.**

Secy./ACSHFW/ 8/67  
Date 16/08/18

You are aware that the Government is pursuing a three-pronged strategy namely - *Enforcement, De-addiction and Prevention (EDP)* to check and control drug abuse in the State of Punjab. As part of this strategy, we had earlier launched DAPO Programme to involve civil society in creating awareness and checking abuse of drugs in the State. While this programme covered all adult male and female population of the State, we have now designed a Special Program for school and college students namely the 'Buddys' Program'. This program is proposed to be launched on 15<sup>th</sup> August 2018.

2.0 As stated above, the Buddys' Program aims at prevention of drug abuse through mass awareness building amongst all the school and college students. The program will focus on the theme "*Nasheh toh Aazadi*" and this year's Independence Day Celebrations will concentrate on this theme.

3.0 Since, the Buddys' Program is to be launched from 15<sup>th</sup> August 2018, detailed guidelines of the program are attached. The Deputy Commissioners should ensure that Principals/Head Teachers/ Coordinating Officers of all Schools and Colleges in their respective districts should participate in the program. *It may be appropriate to suggest that atleast 100 Buddys' Groups should participate in the Independence Day celebrations in each district.* These groups may make a brief group performance as part of the cultural show in the celebrations. Needless to emphasize that some of the Buddy Groups may be allowed to interact with the Chief Guest at the function.

4.0 The Deputy Commissioners may in pursuance of the attached guidelines ensure appropriate necessary action and send a report thereon to the undersigned within three days. They should also take the program forward even after the 15<sup>th</sup> August to ensure its proper and effective implementation.

Nodal Officer  
Anti-Drugs Programme

2/8/18

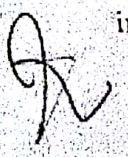
## Buddy Programme Guidelines – Phase I

### Introduction

Government of Punjab is implementing the Enforcement, De-addiction and Prevention (EDP) strategy as part of the Comprehensive Action against Drug Abuse (CADA) in the State of Punjab. The Prevention aspect of the EDP strategy consists of the DAPO Program, the Buddys' Program and the Awareness Campaigns for combating the drug menace to build a safe, healthy, prosperous and productive society.

2.0 The Special Task Force, Punjab (STF) has designed this program with inputs from experts in the field of education. The Buddys' Program aims to prevent drug abuse among the younger generation, particularly students, by providing knowledge, imparting behavioural skills and developing a system for self/ group monitoring and support.

3.0 The objective of the program is to develop the requisite life skills in students to enable them to choose appropriate courses of action that prevent them from falling prey to drug abuse and also to generate positive peer pressure for prevention of drug abuse. Research indicates that simply informing or lecturing students at an impressionable age does not produce sufficient results and it is necessary that students be made to develop behavioural skills on how to respond to each situation in order to avoid falling prey to drug abuse. Thus, students have to be taught and made to develop skills that help them to handle and respond to real-life situations in an appropriate manner. Research indicates that all prevention programs for students should be long-term, sustained and consistent in order to deliver the best results and, therefore, the Buddys' program shall be structured and institutionalized accordingly in keeping with the following:-

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- i) Every student who is in class VI<sup>th</sup> or above shall be called a buddy when he is made a part of a Buddys' Group.
  - ii) Every school and college will constitute BUDDYS' Groups comprising of not more than 5 students in each of its classes.
  - iii) Every class will be allotted to a teacher by the principal of an institution. Preferably the class should be allotted to the class teacher. The allotted teacher will be called Senior BUDDY.

- iv) *Every Senior BUDDY will make group of 5 students (or less if need be) and name this group as a BUDDYS' GROUP.*
- v) *Adequate number of Buddys' Groups will be made in each class. No student will be left out in the class. No class will be left out in the Institution. No student will be made a member of more than one BUDDY Group. No Senior BUDDY will be allotted more than one class except in cases where there is less staff (in such cases he/she may be allotted more than one class).*
- vi) The person who would meticulously implement all instructions in this para would be the Principal of the Institution.
- vii) The Institutions/ schools covered under the Program should include the following:
  - (a) All Government and Private schools above class 5<sup>th</sup> in the State of Punjab.
  - (b) All Government and Private Colleges offering any Graduate or Post Graduate or vocational or such like courses in the state of Punjab in any discipline (Science, Commerce, Arts, Computers, Medical, Management, Engineering, Diploma, Traders Courses etc.)
- viii) A Nodal Officer for each institution would be appointed by the Principal of that institution for implementation of the Buddy Programme. The Nodal Officer should appoint Senior BUDDIES for each class of the institution. The Nodal officer should keep list of all appointed Senior BUDDIES. The Nodal Officer should ensure that buddys' groups are formed in each class of the institutions. The Principal of the institution should personally supervise this.
- ix) The Administrative Secretaries of Higher Education, Medical Education and Research, Technical Education and Industrial Training and Education Department would oversee the implementation of the BUDDYS' Program in the State of Punjab in the following manner:-
  - (a) Circulate Buddys' guidelines to all institutions (Private and Government) as detailed in para (vii) above by 06/08/2018;
  - (b) Ensure that Senior BUDDIES and BUDDYS' GROUPS are formed in each institution falling under their work domain by 14-08-2018; and
  - (c) Ensure that at least 100 BUDDYS' GROUPS attend the 15<sup>th</sup> August function in each district.
- x) The Administrative Secretaries of the Departments of Higher Education, Medical Education & Research, Technical Education and School Education would further appoint one coordinating officer in their department who will get proformas attached as Annexure A and B, filled from all institutions and then send same at email id control.stf.police@punjab.gov.in and antidrugpunjab@gmail.com by 31.08.2018.

- xi) The Deputy Commissioners should remain in constant touch with Coordinating officer appointed by the aforementioned Administrative Secretaries and take from her/him details given in Annexure A and B related to their concerned districts. Given the constraint of time, Deputy Commissioners should call a meeting of Principals of Colleges and DEOs of their district immediately and hand them over these guidelines and ensure compliance of Para (iii), (iv), (v) and (vi) of these guidelines before 15.8.2018.
- xii) The Deputy Commissioners would review implementation of BUDDYS' PROGRAMME with all Nodal Officers (detailed in Para viii) every month.
- xiii) The Principal/ Head Teacher/ Senior Buddy, while forming the BUDDYS' GROUPS should ensure the following :
- (a) A Buddys' Group should have a healthy mix of gender, caste, religion and economic status.
  - (b) The Buddys' Groups should be constituted by the Class Teacher who is the best judge as he/she knows the students first hand. The Class Teacher should be designated as the Senior Buddy. Where a class teacher is not Senior BUDDY due to constraints of staff etc. there the designated Senior Buddy should try to find about the students and then constitute groups.
  - (c) The main constituents of the Buddys' Program are students, teachers, principals, parents and government functionaries.
  - (d) The Buddys' program is a 'positive' program. It aims to combine developing life skills in the students with academic performance. This would be done by grouping together academically weak and strong students so that the academically strong students are able to help those members of the Buddys' Group who are relatively weak in academics.
  - (f) The students would be trained to develop knowledge, attitude and behavioral skills in the following aspects:
    - 1. What are drugs and their ill - effects;
    - 2. Who is a Buddy, what is a Buddy Group and how does it function;
    - 3. How to say 'NO' to drugs;
    - 4. How to recognize the signs of drug abuse in your Buddy; and
    - 5. What to do if such signs are noticed?
- xiv) The Principal of each school/college should provide about 30 minutes every week to the students to interact with each other in the Buddys' Group. The teacher/lecturer should to be available to listen to any problems that come up in the interaction of the Buddys' Group and take further action on the same. For this purpose, the teachers/ lecturers would be trained in appropriate listening techniques and

given inputs on the action to be taken by them on issues of drug abuse being brought to their notice.

- xv) The parents form an important part of the Buddys' Program. The knowledge provided through the program to the students should be utilized in a process of 'upward filtering' wherein the parents are made aware of the issues relating to drugs.
- xvi) A process of communication / interaction is to be established among the students, teachers, parents, principals and government functionaries wherein any issue related to drug abuse can be acted upon without loss of time.
- xvii) Organizing Buddys' Groups and supervising them is not an additional burden placed on teachers/ lecturers but an intrinsic part of the education system in developing life skills. Additionally, teachers/ lecturers gain by putting in place a self - regulatory system that aims to generate positive peer pressure and help in improving academic performance. Hence teachers deputed as Senior BUDDIES are expected to 'own' the program and contribute to it whole heartedly. Its successful implementation depends largely on the positive attitude of the teachers/ lecturers and all efforts are to be made to convince them of the benefits of the program for them personally, the institution they work in and society as a whole.
- xviii) Suggested training material, suggested communication material, suggested calendar for activities for Buddys' groups and monitoring and evaluation of softwares and proformas would be circulated as Phase-2 Buddys' Guidelines. However, following should be achieved/ completed by 14.08.2018:-
  - (a) Appointment of Coordinating Officer in each of the 4 departments by administrative Secretaries;
  - (b) Circulation of BUDDYS' guidelines to each institution by Administrative Secretaries and DCs;
  - (c) Appointment of Nodal officer for each institution;
  - (d) Appointment of Senior Buddy for each class; and
  - (e) Formation of BUDDYS' GROUPS for each class has to start immediately.
- xix) Once the BUDDYS' GROUPS are formed, the Senior BUDDIES should start informing the Buddys' Groups about the ill effects of Drugs. They should organize competition amongst BUDDYS' GROUPS and create camaraderie in Buddies of a group without waiting for Phase-II guidelines to reach them.
- xx) The DCs should immediately identify 16 Senior Buddies as per following:
  - 4 from Govt. Schools.
  - 4 from Pvt. Schools.

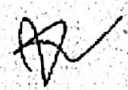
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- 4 from Govt. Colleges.
- 4 from Pvt. Colleges.

*These identified Senior Buddies would be trained at MGSIPA Chandigarh on 07.08.2018 and 8.08.2018. They may be advised to report at MGSIPA, Chandigarh at 10.00 am 07.08.2018 and 08.08.2018 for training by STF. These Senior Buddies would be called Master Senior Buddies. They should be entitled to claim TA/DA from their respective departments.*

- xxi) The Administrative Secretaries and DCs are requested to immediately circulate these guidelines to all Institutions defined in Para (vii) in the State of Punjab and enforce their strict implementation. The Buddys' groups should be formed by 14.8.2018 and at least 100 Buddys' groups should participate in the Independence Day celebrations on 15<sup>th</sup> August 2018 in each district. The coordinating officers of the 4 Departments (to be appointed by Administrative Secretaries) should get forms of Annexure 'A' and 'B' filled by 31.8.2018 and send these at email addresses mentioned in para-x above.

4.0 This issues with the approval of the Competent Authority.

 2/8/18

Nodal Officer  
Anti Drug Program, Punjab

**Annexure-A**

| <b>Sr. No.</b> | <b>Items</b>   | <b>Reply</b> |
|----------------|--|--------------|
| 1.             | Name of the Department   |              |
| 2.             | Total Government institutions under jurisdiction of Department                                 |              |
| 3.             | Total Private Institutions under jurisdiction of department.                                   |              |
| 4.             | Name, Designation and Contact Number of Coordinating Officer of Department                     |              |
| 5.             | Total number of Nodal officers appointed (Attach List with Names, Designation, and Phone No's) |              |
| 6.             | Total number of Senior Buddies appointed.  |              |
| 7.             | Total number of Buddys' groups formed.   |              |
| 8.             | Total number of Buddies made (students).   |              |

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**Signature of Rep.  
of Admn. Secy. Of Deptt.**

