

Given below are compulsory guidelines for ensuring
Tobacco Free Schools/Educations

1. Display of “**Tobacco Free School**” or “**Tobacco Free Institution**” board at a prominent place on the boundary wall outside the main entrance.
2. No sale of tobacco products inside the premises and within the radius of 100 yards from school/ educational institutions and mandatory signage in this regard shall be displayed prominently near the main gate and on boundary wall of school/ institution.
3. No smoking or chewing of tobacco inside the premises of institution by students/ teachers/ other staff members/ visitors.
4. Display of sign boards “**No Smoking Area- Smoking here is an offence**”, of 60x30cm size inside the institution (as mandated by law).
5. Posters with information about the harmful effects of tobacco should be displayed at prominent places in the school/ institutions. Students should be encouraged to make their own posters on tobacco control themes.
6. A copy of the **Cigarette and other tobacco products Act (COTPA) 2003** needs to be available with the principal/ head of school/ institution. (May be downloaded from the website of the Ministry of Health & Family Welfare – www.mohfw.nic.in)
7. A “**Tobacco Control Committee**” needs to be in place. It may be chaired by school head/ principal, with members comprising of a science teacher, or any other teachers, school counselor (if available), at least two **NSS/NCC/Scout students**, at least two parents representatives, area **MLA**, area **SHO**, **Municipal Councilor**, **member of PRIs**, any other member. The committee shall monitor the tobacco control initiatives of the school/ institute. The committee shall meet quarterly and report to the district administration.

8. Integrate **tobacco control** activities with the on going **School Health Programme** and **Health and Wellness Clubs**.
9. Promote writing of Anti – tobacco slogans on the School/ Institute stationery.
10. The principal/ head of school/ institute shall recognize tobacco control initiatives by students/ teachers/ other staff and certificates of appreciation or awards may be given.
11. State Nodal Officer for Tobacco Control in the State Health Directorate may be consulted for technical or any other inputs.

The guidelines may be followed meticulously and awareness regarding them may be brought to the notice of all concerned including students, faculties, teachers, parents as well as all other stakeholders.