Minutes of the first meeting of the committee constituted to recommend guidelines to the Institute for implementing provision of COTPA Act 2003.

The committee constituted by competent authority met on 20.1.2016 at 4.00 pm in Room no. FB 212. Following were present:

1. Prof. Onkar Dikshit Chairman
2. Prof. Debopam Das Member
3. Prof. Shalabh Member
4. Prof. Braj Bhushan Member
5. Dr. V.P. Singh Member
6. Dr. Shailendra Kishore Health Centre
7. Mr. Ramanuj Katiyar ISCC Member
8. Mr. Gautam Pratap Singh President Students Gymkhana
9. Prof. Samit Ray Chaudhuri Special Invitee

The Chairman apprised members regarding various provisions of latest COTPA Act. On the basis of broad guidelines contained in COTPA Act, the Institute authorities, faculty, staff and students need to be sensitized and motivated to take up tobacco control activities and enforce these in the Institute. On the basis of detailed deliberations, the committee made following recommendations:

1. The Head, Health Centre is proposed as the nodal officer on this issue to coordinate with city administration.
2. The Chairman, CEMMC should send a strong advisory to all commercial establishments, all shops in shopping centres, hostel canteens, etc. that no sale of tobacco product is permitted.
3. Display notices / Boards on all entrances of all halls, all entry gates of Academic area, VH, VH extension, HC, Old SAC, New SAC, Outreach Center and Auditorium, Library, all schools, sports complexes, canteens and bus stops, etc. The Chairman Signage committee is requested to advise design and placement of display notices/boards at suitable locations. However, the signage should follow guidelines of COTPA provision in terms of content and size and should preferably be bilingual. At IIT main gate, a display board should be set up indicating that no sale of tobacco product is permitted inside the institute premises. IWD's help, if needed, may be taken.
4. Warden in-change of each hall is recommended to act as the nodal officer of that hostel. The Chairman, CEMMC and the Chairman, SPEC are recommended to act as nodal officers for all commercial establishment and sports complexes respectively. DR (Admin) is recommended to act as the nodal officer for the Academic Area.

5. The latest copy of COTPA Act may be uploaded at the DOIP Website. The Committee will also identify locations for DSR (designated smoking rooms) in the campus. A few possible locations for DSRs could be near Southern block/CCD canteen, Staff canteen near Chemical Engineering lab, VH area.

Dr. V.P. Singh
Dr. Shailendra Kishore
Mr. Ramanuj Katiyar

Mr. Gautam Pratap Singh
Prof. Braj Bhushan
Prof. Shalabh

Prof. Debopam Das
Prof. Onkar Dikshit

Submitted for record, perusal & approval pl.

Onkar Dikshit

Minutes of both the meetings may please be uploaded on DOIP site, once they are approved.

Deputy Director

Chandradh. 29/4/16

Approved 29/4/16