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CIRCULAR

**ZERO TOLERANCE POLICY AGAINST TOBACCO, ALCOHOL, PAN MASALA,
CIGARETTES & ALL ADDICTIVE SUBSTANCES**

It is hereby notified to all Employees, Faculty & Staff Members, Security Personnel, Housekeeping Staff and Students of TITE Campus that the Institution has adopted a **STRICT ZERO TOLERANCE POLICY** against the use, possession, storage, distribution or consumption of any addictive substance within the campus premises.

The following are strictly prohibited inside the campus:

- Tobacco in any form
- Cigarettes, vaping/e-cigarettes
- Pan Masala, Gutkha, Khaini, Zarda and similar products
- Alcoholic beverages of any kind
- Narcotic drugs or intoxicating substances
- Any other addictive or objectionable substance

Institutional Policy

1. TITE Campus is declared a **100% Tobacco-Free, Smoke-Free, and Addiction-Free Campus.**
2. Any employee or student found consuming, possessing, carrying, storing, distributing, or promoting such substances within the campus shall be treated as having committed a serious act of misconduct.
3. Any attempt to violate this policy directly or indirectly shall invite immediate disciplinary action.
4. Ignorance of this notification shall not be accepted as an excuse.

Disciplinary Action

For Employees/Staff Members:

- An immediate penalty of **₹10,000/-** shall be imposed.
- The individual shall be liable for **immediate termination/separation from the organization** on the same day, subject to management approval and applicable service rules.
- No recommendation, request, or personal influence shall be entertained in such cases.

For Students:

- A penalty of **₹10,000/-** shall be imposed.
- Parents/Guardians shall be informed immediately.
- The student shall face strict disciplinary proceedings, which may include suspension, cancellation of privileges, or further action as deemed fit by the Management.

Responsibility of All Members

All Heads of Departments, Administrative Officers, Proctors, Wardens, Security Personnel, Faculty Members, and Staff members are directed to remain vigilant and report any violation immediately to the Management/HR Department.

Failure to report known violations may also attract disciplinary action.

Final Warning

The Management reiterates that TITE is committed to maintaining a healthy, disciplined, professional, and addiction-free academic environment. Any person unwilling to comply with these standards is advised not to associate with the institution.

This matter must be treated as extremely urgent and accorded the highest priority. No exceptions, no compromises, and no second chances will be permitted under any circumstances. Strict compliance is mandatory.


11/06/2026

DIRECTOR

TITE, Khordha

DIRECTOR

**TEMPLE CITY INSTITUTE OF
TECHNOLOGY & ENGINEERING
TARABOI, KHORDHA**