

**NATIONAL SERVICE SCHEME MANUAL  
(REVISED)**

**2022**

**Government of India  
Ministry of Youth Affairs & Sports  
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## PART-I

### Chapter 1

#### INTRODUCTION OF NATIONAL SERVICE SCHEME

#### PHILOSOPHY OF NATIONAL SERVICE SCHEME

##### History and Growth of NSS:

In India, the idea of involving students in the task of national service dates back to the times of Mahatma Gandhi, the father of the nation. The central theme which he tried to impress upon his student audience time and again, was that they should always keep before them, their social responsibility. The first duty of the students should be, not to treat their period of study as one of the opportunities for indulgence in intellectual luxury, but for preparing themselves for final dedication in the service of those who provided the sinews of the nation with the national goods & services so essential to society. Advising them to form a living contact with the community in whose midst their institution is located, he suggested that instead of undertaking academic research about economic and social disability, the students should do “something positive so that the life of the villagers might be raised to a higher material and moral level”.

The post-independence era was marked by an urge for introducing social service for students, both as a measure of educational reform and as a means to improve the quality of educated manpower. The University Grants Commission headed by Dr. Radhakrishnan recommended introduction of national service in the academic institutions on a voluntary basis with a view to developing healthy contacts between the students and teachers on the one hand and establishing a constructive linkage between the campus and the community on the other hand.

The idea was again considered by the Central Advisory Board of Education (CABE) at its meeting held in January, 1950. After examining the various aspects of the matter and in the light of experience of other countries in this field, the Board recommended that students should devote some time to manual work on a voluntary basis and that the teachers should also associate with them in such work. In the draft First Five year Plan adopted by the Government of India in 1952, the need for social and labour service for students for one year was further stressed. Consequent upon this, labour and social service camps, campus work projects, village apprenticeship scheme etc. , were put into operation by various educational institutions. In 1958, the then Prime Minister Pandit Jawaharlal Nehru in his letter to the Chief Ministers, mooted the idea of having social service as a prerequisite for graduation. He further directed the Ministry of Education to formulate a suitable scheme for introduction of national service into the academic institutions.

In 1959, a draft outline of the scheme was placed before the Education Minister's Conference. The Conference was unanimous about the urgent need for trying out a workable scheme for national service. In view of the fact that education as it was imparted in schools and colleges, left something to be desired and it was

necessary to supplement it with programmes which would arouse interest the social and economic reconstruction of the country. It was viewed that if the objectives of the scheme were to be realized, it was essential to integrate social service with the educational process as early as possible. The Conference suggested the appointment of a committee to work out details of the proposed pilot project. In pursuance of these recommendations, a National Service Committee was appointed under the Chairmanship of Dr. C.D. Deshmukh on August 28, 1959 to make concrete suggestions in this direction. The committee recommended that national service for a period of nine months to a year may be made compulsory for all students completing high school education and intending to enroll themselves in a college or a university. The scheme was to include some military training, social service, manual labour and general education. The recommendations of the Committee could not be accepted because of its financial implications and difficulties in implementation.

In 1960, at the instance of the Government of India, Prof. K.G. Saiyidain studied national service by students implemented in several countries of the world and submitted his report under the title "National Service for the Youth" to the Government with a number of recommendations as to what could be done in India to develop a feasible scheme of social service by students. It was also recommended that social service camps should be open to students as well as non-students within the prescribed age group for better inter-relationship.

The Education Commission headed by Dr. D.S. Kothari (1964-66) recommended that students at all stages of education should be associated with some form of social service. This was taken into account by the State Education Minister during their conference in April 1967 and they recommended that at the university stage, students could be permitted to join the National Cadet Corps (NCC) which was already in existence on a voluntary basis and an alternative to this could be offered to them in the form of a new programme called the National Service Scheme (NSS). Promising sportsmen, however, should be exempted from both and allowed to join another scheme called the National Sports Organisation (NSO), in view of the need to give priority to the development of sports and athletics.

The Vice Chancellors' Conference in September, 1969 welcomed this recommendation and suggested that a special committee of Vice Chancellors could be set up to examine this question in detail. In the statement of national policy on education of the Government of India, it was laid down that work experience and national service should be an integral part of education. In May, 1969, a conference of the students' representatives of the universities and institutions of higher learning convened by the Ministry of Education and the University Grants Commission also unanimously declared that national service could be a powerful instrument for national integration. It could be used to introduce urban students to rural life. Projects of permanent value could also be undertaken as a symbol of the contribution of the student community to the progress and upliftment of the nation.

The details were soon worked out and the Planning Commission sanctioned an outlay of Rs. 5 crores for National Service Scheme (NSS) during the Fourth Five Year Plan. It was stipulated that the NSS programme should be started as a pilot project in select institutions and universities.

On September 24, 1969, the then Union Education Minister Dr. V.K.R.V. Rao, launched the NSS programme in 37 universities covering all States and simultaneously requested the Chief Ministers of States for their cooperation and help. It was appropriate that the programme was started during the Gandhi Centenary Year as it was Gandhiji who inspired the Indian youth to participate in the movement for Indian independence and the social uplift of the downtrodden masses of our nation.

The cardinal principle of the programme is that it is organised by the students themselves and both students and teachers through their combined participation in social service, get a sense of involvement in the tasks of national development. Besides, the students, particularly, obtain work experience which might help them to find avenues of self-employment or employment in any organisation at the end of their university career. The initial financial arrangements provided for an expenditure of Rs. 120/- per NSS student per annum to be shared by the Central and the State Governments in the ratio of 7:5 i.e. the Central Government spending Rs. 70/- and State Governments Rs. 50/- respectively per NSS student per year. An amount of Rs. 120/- per NSS student per annum on programmes to be shared by the Central and State Governments in the ratio of 7:5 (i.e. Rs. 70/- per student by the central government and Rs. 50/- per student by the State Governments). *Keeping the inflation in view, the NSS cost norms have been revised with effect from 1.4.2010.*

Activity	Existing cost norms Normal /hilly terrains	Revised cost norms with effect from Oct, 2021
Regular activity	Rs.250	Rs.400
7 days Special camping	Rs.450	Rs.700

*Earlier NSS was centrally sponsored scheme and from 2016-17 onwards it has become Central Sector Scheme with 100% financial assistance by the Government of India.*

The response of students to the scheme has been quite encouraging. Starting with an enrollment of 40,000 students in 1969, the coverage of NSS students, increased to about 39 lakhs in 2017-18. The strength of NSS volunteers during the Five Year Plans as follows:



Table 1	
Year	NSS volunteers enrollment in Lakhs
1969-70	0.4
1980-81	4.75
1981-82	5.12
1982-83	5.40
1983-84	5.71
1984-85	6.10
1985-86	7.20
1986-87	7.74
1987-88	8.50
1988-89	8.88
1989-90	10.38
1990-91	10.97
1991-92	10.26
1992-93	10.26
1993-94	11.16
1994-95	11.24
1995-96	11.36
1996-97	12.89
1997-98	13.52
1998-99	13.52
1999-2000	13.52
2000-2001	17.00
2001-2002	17.00
2002-2003	19.30
2003-2004	20.8
2004-2005	22.16
2005-2006	22.47
2006-2007	24.59
2007-2008	29.16
2008-2009	32.57
2009-2010	32.57
2010-2011	32.57
2011-2012	32.57
2012-2013	32.58
2013-2014	32.58
2014-2015	34.00
2015-2016	34.00
2016-2017	36 .00
2017-2018	36.00

2018-2019	36.00
2019-2020	36.00
2020-2021	36.00

The scheme now extends to all the states and universities in the country and covers +2 level also in many states. Students, teachers, guardians, persons in authority in Government, Universities and Colleges/Schools and the people in general now realize the need and significance of NSS. It has aroused among the student youth an awareness of the realities of life, a better understanding and appreciation of the problems of the people. NSS is, thus, a concrete attempt in making campus relevant to the needs of the community. There are several instances of excellent work and exemplary conduct of NSS units which have earned them respect and confidence of the people. The special camping programmes organised under the themes of 'Youth Against Famine (1973)', 'Youth Against Dirt & Disease (1974-75)', 'Youth for Eco- Development' and 'Youth for Rural Reconstruction' 'Youth for National Development and Youth for Literacy (1985-93)' 'Youth for National Integration and Communal Harmony (1993-95)' have resulted in gains both to the community as well as to the students. The theme for the year 1995-96 onwards for Special Camping is Youth for Sustainable Development with focus on Watershed Management and Water land Development'. Themes have been selected in accordance with national priorities. Also, from 1991-92 onwards NSS has launched a nationwide campaign on AIDS Awareness called "Universities Talk AIDS" (UTA) which has earned international attention and appreciation. UNFPA sponsored Adolescent Reproductive & Sexual Health has also been undertaken by NSS. The year 2000 onwards, the themes were changed as per the priority areas like **environment enrichment, youth for water conservation, healthy youth for healthy India, Youth for Disaster Management, Women Empowerment and Gender Equity, youth for clean India ( Swachhha Bharat Abhiyan ), etc.**

Community service rendered by university and +2 level students has covered several aspects like adoption of villages for intensive development work, carrying out the medico-social surveys, setting up of medical centres, programmes of mass immunization, sanitation drives, adult education programmes for the weaker sections of the community, blood donation, helping patients in hospitals, helping inmates of orphanages and the physically handicapped etc. NSS volunteers did commendable relief work during natural calamities/emergencies such as cyclones, floods, famine, earthquake, etc. from time to time all over the country. The NSS students have also done useful work in organising campaigns for eradication of social evils, and popularization of the nationally accepted objectives like nationalism, democracy, secularism, social harmony and development of scientific temper.

### **NSS Expansion**

NSS programme have expanded both quantitatively and qualitatively over the years. A review committee was set up by the Government of India in August, 1984. One of the important recommendations of the committee was that the programme of NSS had great potential and, therefore, should continue and expand. The committee also recommended a 10 percent rate of growth of coverage of students under NSS in each year.

## **New initiatives in NSS**

**National Integration camps** :Organisation of seven days residential camps for NSS volunteers with a view to instil the spirit of national integration, through various camp activities. The activities includes Yoga and Meditation, Shramdaan, Educational Sessions on different Youth and Social issues/ Soft Skills helping in personality development, different competitions on the theme of national integration and communal harmony.

### **NSS Suvichar and Youth Convention in the National Youth Festival:**

Every year, the Ministry of Youth Affairs and Sports has been celebrating 12th January the birthday of Swami Vivekananda, the great philosopher, thinker and the greatest patron of the youth in India as National Youth Day and the 12 to 16 January as Youth Week. As part of the of National Youth Festival NSS organizes *Suvichar* and *Youth Convention* wherein famous Indian icons address the young volunteers and in youth convention youth drawn from pan India discusses different issues and hear and share innovative ideas for nation building.

**Adventure Training Camp:** This scheme started in 2009 and envisages giving exposure to NSS volunteers of pan India to experience adventure activities and to create and foster amongst the youth a spirit of risk – taking, cooperative team work and the capacity of ready and vital response to challenging situations and of endurance. This also provides a creative and happy outlet for the abundant energy, enthusiasm and imagination of youth. Every year 2000 NSS volunteers participate in the adventure training conducted in Himalayan regions Such as Kullu Manali, Dharmashala, Narkanda, Uttarakhand, etc..

**Self Financing Units in NSS (SFU ):** To enhance the coverage the Government encourages self financing NSS units which undertakes NSS activities with similar recognition and participation the only difference being that they are privately financed and generate funds either through students and school/college management. The SFU guidelines are enclosed in the annexure II

### **International Youth Exchange Programme:**

Every year around 200 NSS volunteers are given opportunity for participation in the International Youth Exchange programme and make visits to China, South Korea, Japan, SARRC countries, different countries of the world under Ship for the World Programme of Government of Japan, BRICS countries under Youth Summit, etc.

In 2015 August the University Grant Commission (UGC) recommended to introduce the NSS as an elective subject in higher education and Government of India has designed a template of NSS curriculum for introduction of NSS as credit based elective subject in the Higher Education system. The syllabus is given in the annexure. ( UGC's secretary letter addressed to vice chancellors of all universities dated 13<sup>th</sup> August 2015)

## **NSS at + 2 Stage**

The scheme at +2 stage was introduced in 1985 on an experimental basis

in states of Karnataka, Kerala, Tamil Nadu, Goa, Gujarat, West Bengal and Union Territory of Daman and Diu. It has been extended to other states after an evaluation conducted by specialized agencies. By the year 1992 the NSS programme has been extended to the all States and UTs.

### **Special emphasis in National Policy on Education, 1986 (Revised 1992).**

The National Policy on Education 1986, with modification undertaken in 1992 envisages that opportunities will be provided for the youth to involve themselves in national and social development through educational institutions and outside agencies. Students will be required to participate in one or the other existing schemes, namely, the National Service Scheme, National Cadet Corps. The National Service Volunteer Scheme will also be strengthened.

“Academic credit for extension work could be considered and in certain areas directly related to extension activities like social work and rural development” (National Policy on Education – Recommendation para 8.22).

“We strongly reiterate para 8.22 of NPE. Adequate facilities should be provided to ensure that all students participate in one or the other existing schemes, particularly National Service Scheme (NSS) and National Cadet Corps (NCC)” Para 13.4 Central Advisory Board of Education Committee on Policy – January, 1992.

In pursuance of the above recommendations the programme of Action 1992 on National Policy on Education provides that special incentives be evolved to encourage teachers’ interest and participation, quite apart from incentives to encourage and sustain participation of students and youth in these programmes. Possible incentives may include the following:-

Recognition of the outstanding contribution of teachers to NSS as an extension work under the third dimension of the university system as equivalent to research work.

Special incentives for teachers for outstanding contributions under NSS.

Special incentives for students with outstanding records under, NSS, NCC etc. at the time of their admission to college and university and also for promotion within colleges and universities.

(Para No.20.3.3 Programme of Action 1992 on National Policy on Education by Government of India, Ministry of Human Resource Development)

### **Special emphasis in National Youth Policy 2014**

**“ TO EMPOWER YOUTH OF THE COUNTRY TO ACHIEVE THEIR FULL POTENTIAL, AND THROUGH THEM ENABLE INDIA TO FIND ITS RIGHTFUL PLACE IN THE COMMUNITY OF NATIONS”**

**Instill social values & promote community service**  
**Promotion of Social Values Community Engagement**

## Chapter-2

### NSS – BASIC CONCEPTS

The overall aim of National Service Scheme as envisaged earlier, is to give an extension dimension to the higher education system and orient the student youth to community service while they are studying in educational institution. The reason for the formulation of this objective is the general realization that the college and +2 level students have a tendency to get alienated from the village/slum masses which constitute the majority of the population of the country. The educated youth who are expected to take the reins of administration in future are found to be unaware of the problems of the village/slum community and in certain cases are indifferent towards their needs and problems. Therefore it is necessary to arouse the social conscience of the students, and to provide them an opportunity to work with the people in the villages and slums. It is felt that their interaction with the common villagers and slum dwellers will expose them to the realities of life and bring about a change in their social perception.

#### Objectives:

1. The broad objectives of NSS are to:

- (i) understand the community in which they work
- (ii) understand themselves in relation to their community;
- (iii) identify the needs and problems of the community and involve them in problem solving process;
- (iv) develop among themselves a sense of social and civic responsibility;
- (v) utilize their knowledge in finding practical solution to individual and community problems;
- (vi) develop competence required for group living and sharing of responsibilities;
- (vii) gain skills in mobilizing community participation;
- (viii) acquire leadership qualities and democratic attitude;
- (ix) develop capacity to meet emergencies and natural disasters and
- (x) practice national integration and social harmony.

#### The Motto

The motto or watchword of the National Service Scheme is :‘**NOT ME BUT YOU**’. This reflects the essence of democratic living and upholds the need for selfless service and appreciation of the other person’s point of view and also to show consideration for fellow human beings. It underlines that the welfare of an individual is ultimately dependent on the welfare of society on the whole. Therefore, it should be the aim of the NSS to demonstrate this motto in its day-to-day programme.

#### NSS Symbol

The symbol of the National Service Scheme, as appearing on the cover page of this Manual is based on the ‘Rath’ wheel of the Konark Sun Temple situated in Orissa. These giant wheels of the Sun Temple portray the cycle of creation, preservation and release,

And signify the movement in life across time and space. The design of the symbol, a simplified form of the Sun-chariot wheel primarily depicts movement. The wheel signifies the progressive cycle of life. It stands for continuity as well as change and implies the continuous striving of NSS for social transformation and upliftment.



### **NSS Badge**

The NSS symbol is embossed on the NSS badge. The NSS volunteers wear it while undertaking any programme of community service. The Konark wheel in the symbol has eight bars which represent the 24 hours of the day. Hence, the badge reminds the wearer to be in readiness for service of the nation round the clock i.e. for 24 hours. The red colour in the badge indicates that the NSS volunteers are full of blood i.e. lively, active, energetic and full of high spirit. The navy blue colour indicates the cosmos of which the NSS is a tiny part, ready to contribute its share for the welfare of the mankind.



### **NSS Day**

NSS was formally launched on 24<sup>th</sup> September, 1969, the birth centenary year of the Father of the Nation. Therefore, 24<sup>th</sup> September is celebrated every year as NSS Day with appropriate programmes and activities.

### **NSS Song**

The theme song is given in the annexure. This song is to be sung in every programme of NSS as Inaugural song and all have to raise for the honour of the NSS song.

**NSS flag**


The **NSS Flag** is a horizontal rectangular white colour and the NSS emblem at its centre. The white cloth should be used and the NSS emblem painted on it and along with the NSS motto **Not me but You** be printed below the NSS emblem. The suggestive flag dimensions are given below.

1. length 96 cm – Height -64cm,
2. Length 144 cm- Height -96cm,
3. Length 192 cm- Height -128 cm,

**NSS Board in the University and Institution**

Every University and Institution having NSS have to install NSS Board indicating the logo of the Government of India in the middle, NSS symbol on the extreme left and logo of the University or Institution on extreme right. Also indicate the motto of the NSS and name of the Institution and University. The suggestive design of the board is as under .

Design of NSS Flag



## **PART – II**

### **NSS PROGRAMMES AND ACTIVITIES**

#### **Chapter 1**

#### **NSS PROGRAMMES AND ACTIVITIES BASIC CONCEPTS AND COMPONENTS**

The National Service Scheme was started to establish a meaningful linkage between the campus and the community. Mahatma Gandhi, the Father of the Nation, had recognized that the country could not progress in a desired direction until the student youth were motivated to work for the upliftment of the villages/community. For Gandhiji the villages, where majority of the population lived, represent the country i.e. India. Therefore, for the national reconstruction and national resurgence it was deemed fit that the students and teachers should be properly sensitized and utilized for strengthening the Indian society as a whole with particular emphasis on rural community. Therefore, student youth, teachers and the community are considered the three basic components of the National Service Scheme.

#### **NSS Programme Officer**

The Programme Officer, who is a member of the teaching faculty provides necessary leadership to the NSS volunteers. The NSS programme officer has the professional knowledge and skills. He/she is also a representative of the institution and knows the needs and aspirations of student youth. Further he/she is expected to be a role model of the values and the norms of the institution and the society as a whole. Therefore, he/she is the fittest person to provide necessary lead to the students in developing their personality through community service. In fact the Programme Officer is a friend, philosopher and guide to the students in achieving this goal.

#### **NSS Volunteer**

The NSS volunteer, who is a university/college/+2 level student is the main beneficiary of the programme by way of development of his/her perception about the community, his/her skill to perform certain jobs, and develop quality of a leader, organiser, and an administrator and development of his/her personality as a whole. Through NSS, he/she gets opportunities to see the community closely and thus gets an experience of human nature in relation to his/her environment. This is how the NSS programme aims to make an NSS volunteer better citizen by “Development of the personality through Community Service”.

#### **Community**

The community provides NSS volunteer the first hand knowledge of



living conditions of masses to the NSS volunteers and thus, the process of mutual learning starts. The interaction of community with students and teachers while on one hand enrich the personality of student volunteers and on the other hand help the community to improve its living conditions.

### **Aims of NSS Programmes/Activities**

The operational aim of NSS is to integrate the three basic components of the programme. NSS programme should provide a variety of learning experiences which must develop a sense of participation, service and achievement among the volunteers. The activities should aim at the following:-

- (i) making education more relevant to the present situation to meet the felt needs of the community and supplement the education of the university/college students by bringing them face to face with the rural situation;
- (ii) Providing opportunities to the students to play their role in planning and executing development projects which would not only help in creating durable community assets in rural areas and urban slums but also results in the improvement of quality of life of the economically and socially weaker sections of the community;
- (iii) Encouraging students and non-students to work together along with the adults in rural areas;
- (iv) Developing qualities of leadership by discovering the latent potential among the campers, both students as well as local youth (Rural and Urban), with a view to involve them more intimately in the development programme and also to ensure proper maintenance of the assets created during the camps;
- (v) Emphasizing dignity of labour and self- help and the need for combining physical work with intellectual pursuits;
- (vi) Encouraging youth to participate enthusiastically in the process of national development and promote national integration, through corporate living and cooperative action.

While undertaking these activities, each NSS unit should envisage its programmes/activities aimed at instilling discipline, building character, promotion of physical fitness and development of culture.

## Classification of NSS Programme

NSS activities have been divided in two major groups. These are regular NSS activities and special camping programme–

- (a) **Regular NSS Activity:** Under this, students undertake various programmes in the adopted villages, institution campuses and urban slums during weekends or after college hours;
- (b) **Special Programme/Camp:** Under this, a camp of seven days to be organized in adopted villages/ slums by involving local communities and 50% of the total volunteer strength of the unit.. A special programme can also be organized on different issues involving volunteers of different institutions with the approval of University Advisory Committee. Special Camping programme under NSS has been dealt with in Part III in detail.

*Special programmes can be designed depending on the need / nature of the contemporary issues and a special project can be formulated at the institution level with the appropriate provision for financial allocation by the competent authority i.e Regional Director/ Ministry. The programmes will only be undertaken after getting a final approval and order from the authority.*

- (c) NSS regular activities : As stated above, NSS volunteers undertake various activities in adopted villages and slums for community service. Duration of these services is 120 hours. The NSS units organize the regular activities as detailed below:
  - (i) Orientation of NSS volunteers: To get the NSS volunteers acquainted with the basics of NSS programmes, 20 hours are allocated for their orientation through lectures, discussions, field visits and audio-visuals etc.
  - (ii) Campus work: The NSS volunteers may be involved in the projects undertaken for the benefit of the institutions and students concerned. Such projects cover development of playgrounds, laying of gardens, tea plantation in the premises, awareness programme on drug abuse, HIV/AIDS, population education, awareness on health issues, Digital India, Skill India, Swachh Bharat, etc. The NSS volunteers have to work on campus projects for not exceeding 30 hours in a year.
  - (iii) The remaining 70 hours of the volunteers in a year will be utilized for community service on the projects in adopted villages/urban slums, community places like local market, hospitals, bus stand, railway station, schools and colleges, etc. independently or in collaboration with others in this field, as detailed below:
    - (a) Institutional work: The students may be placed with selected voluntary organisations working for the welfare of women, children, aged and physically challenged, orphans etc..
    - (b) Rural Project: The rural projects generally include the working of NSS volunteers in adopted villages for literacy drives like Digital literacy, cash less transactions, skill development ,watershed management and wasteland development, agricultural operations, health, nutrition, hygiene, sanitation, mother and child care, family life education, gender justice, development of rural cooperatives, awareness on savings/insurance, RTI Act 2005,

construction of rural roads, socio economic/ health & sanitation survey, soil , water testing, village history writing, GIS mapping and campaign against social evils etc.

- (c) Urban Projects: In addition to rural projects, other include digital literacy, **skill development**, welfare of slum dwellers, training in civil defence, self defence training for women, first-aid training , work in hospitals, orphanages, destitute home, environment, cyber-crime, drugs, AIDS awareness, and income generation projects etc. Professional and technical institutions having NSS may have to design appropriate programmes for the community based on the needs.
- (d) Natural calamities & National Emergencies: The NSS units are expected to utilize the services of NSS volunteers at the time of natural calamities and national emergencies for mobilizing public support and rendering necessary assistance to the authorities in rescue, relief and rehabilitation. In such emergencies and calamities the Programme Officers are expected to take the initiative and offer the services of the NSS units and its volunteers to assist the administration. ~~For further details please see page No.23 of the Manual.~~
- (e) National and International Days and Celebrations : The National Service Scheme programme also include the celebration of National days. The purpose of such a provision is to celebrate such occasions in a befitting manner. List of important days and weeks to be celebrated at institutional level are given in Annexure-I.
- (iv) National Programmes: National programmes should be organized as per the direction from the Union / State Government .
- (v) Preparation of project proposal, report writing , preparation of News ,resume preparation, training on career guidance, effective use of social media and hands on training on NSS e-documentation , preparation and submission of reports and returns through online etc..

## CHAPTER - 2

### NSS PROGRAMMES AND ACTIVITIES

#### **NSS Regular activities in Adopted Villages, Slums and with Voluntary Organisations**

NSS volunteers generally work with villages, slums and voluntary agencies for regular activities for a period of two years . Since each NSS volunteer is expected to remain in constant touch with the community, it is of vital importance that a particular village/slum is selected for implementation of NSS programmes. As the NSS volunteer is to live and interact with the members of the community and learn from their experience during his/her tenure in NSS, the village/slum should be carefully selected for adoption by NSS unit.

##### **Adoption of Villages/slum**

Adoption of a village and area is a very meaningful programme in NSS. It is far better to concentrate attention on one village and take up the task for development perspective, than to fritter away energy in many locations involving too many activities which may not be completed at all or where the follow up action may not be possible. From this point of view, village adoption programme should ensure continuity of work vis-à-vis sustained action, evaluation and follow up work.

##### **Contacting Village/Area Leaders**

As a first step in this programme, it is necessary to establish contact with more than one village which would help to select a village where 'Leadership' is well established. In other words, selecting a village with proper leadership is very important as the sustained follow up action and evaluation is ensured in such places. To start with, the NSS unit can take the help of the Block Authorities, District Panchayat Officer, District Tribal Welfare Officer, District Medical Officer, Extension Officer of Agriculture, Irrigation and Education Departments for the selection of the village. It is to be noted that the selected villages should be within a short distance from the institution .

##### **Survey of the Village/Area**

Before drawing up the plan of action, it is absolutely necessary to conduct a comprehensive survey of few villages situated at a short distance from the college. The assistance from the teachers and students of agriculture, economics, commerce, geography, statistics, home science, social work, medicine, psychology and education etc. have to be sought for the purpose. Conducting socio-economic survey can be an interesting field activity which has direct bearing on the curriculum of economics, commerce, statistics, psychology, health education etc. The report of such a survey will provide up-to-date information about the problems and potentials of the village and help in programme planning for village development. The applied field work will help the students to increase their analytical ability and deepen their thinking. Further, this will

help them to identify the problems which have been left unnoticed. The survey work can also be accomplished with the help of PRA exercises (Participatory Rural Appraisal)

For adoption of a slum, there should be composite survey team consisting of students drawn from faculties like, Arts, Science, Engineering, Medicine, Home Science and Social Work etc. The selected areas should be compact and should be easily accessible for students. Areas with acute political conflicts may be avoided.

The issues pertaining to the identification of problems, project planning, interaction and coordination with the various departmental agencies, execution and completion of projects shall be undertaken on the same basis/lines as discussed earlier in the part 'Adoption of Villages'. The progress of projects should also be reviewed frequently.

### **Services in Slums**

The slum can be adopted by the NSS units with the aim of slum improvement and check its spread. Under this, activities like providing water, water logging, sanitation, electricity, drainage, health and welfare services, life and living conditions, can be undertaken.

### **NSS volunteers for Slum Work**

Taking into account the living conditions & status of slum dwellers of the slums, only highly motivated, adaptable, mature and skilled students should be selected for slum development.

Following are the tasks which the students can undertake in slum areas:-

- (a) As Community Investigators: They can prepare brief community profile on various slums in the city or town covering different amenities, services, and living conditions etc.
- (b) As Community Workers: They can identify local leaders and in cooperation with them discuss local problems on which cooperative action can be initiated.
- (c) As Programme Aides: Students can help the local communities in launching a number of programmes like setting up a free milk distribution centre, sanitation drive, recreation, adult lad primary education, health projects like immunization, first aid centre, child care, nutrition classes, and free legal aid centres etc. They can also help in forming youth clubs, children's groups, mahilamandals etc.
- (d) As Community Organizers: NSS students, after establishing rapport with the slum dwellers, can form community association to tackle local problems on a group basis with reliance on local resources, self help and mutual aid and with some minimum external assistance.

### **Some suggestions for Selection of slums**

- (i) There should be a socio-economic survey of the slum by a team of volunteers drawn from different faculties;
- (ii) The selected area should be compact. There should not be more than 300 residents in an adopted slum;

- (iii) The community people should be receptive to the ideas of improving their living standard. They should also be ready to coordinate and involve in the projects undertaken by the NSS for their upliftment;
- (iv) The areas where political conflicts are likely to arise should be avoided by the NSS units;
- (v) The area should be easily accessible to the NSS volunteers to undertake frequent visits to slums;
- (vi) The working in the slum needs commitment and hard work. Only sensitive and highly motivated NSS volunteers can find easy to serve in slum areas.

### **Coordination with Voluntary Organisations**

It may be noted that the NSS unit has no financial resource to implement any programme in the adopted villages or slum on its own. Therefore, a successful unit has to closely coordinate with the government agencies and voluntary organisations working in this field.

After identification of the needs of the community and the selection of projects, the programme officer should look for the Government agency or a voluntary organization who can assist in the completion of a particular project. The different departments of the Government like forest, agriculture, adult education, health, child and family welfare, can render very useful assistance to the project pertaining to community work. Voluntary organisations can also help in forming public opinion in favour of NSS projects. Adult education samitis, Nasha Bandi Boards, Yuva Mandals and Mahila Mandals can provide additional assistance to the NSS units. Similarly voluntary land statutory welfare agencies such as Community Centres, Residential Institutions for children/women, the Aged and Institutions for physically handicapped and disabled can provide a wide scope of the choice of service to the NSS volunteers. NSS volunteers can be placed with these agencies considering the inherent aptitudes and inclinations of NSS volunteers. NSS volunteers must be told to develop a sense of belonging and respect for the people with whom they are working. Working in close collaboration with these agencies will help the NSS volunteers in understanding the problems of a vulnerable section of the society.

The work opportunities in the welfare institutions may be enumerated as under:-

1. adoption of welfare institutions and helping the inmates and staff by arranging outings, fund collection drives, reading and writing letters for those who are unable to do so;
2. propagation of the message of small family norms, health education, small savings drives etc;
3. working for improvement of physical environment;
4. programme of non-formal education and general literacy classes;
5. organisation of economic development activities;
6. establishment of hobby centres and
7. assisting in the rehabilitation work of the disabled, destitute etc.

In addition, NSS units and welfare agencies can take up joint community development projects and other programmes of community welfare and awareness depending on the local needs.

The NSS Programme Officers should plan activities in the adopted village or slum in such a way that the leisure time of the NSS volunteers can be utilized in the service of adopted village or slum. Week-end visits to the adopted areas provide suitable opportunities to live with the community and know their problems and make an earnest effort to do something for them. Similarly efforts should be made to follow up the work done in the areas earlier. Such sustained efforts will flower into friendship between the NSS unit and the community. These activities can be arranged through one day camps and frequent visits under regular activities.

## PART – III SPECIAL CAMPING PROGRAMME

### Chapter-1

#### **SPECIAL CAMP / PROGRAMME**

Special Camping forms an integral part of National Service Scheme. It has special appeal to the youth as it provides unique opportunities to the students for group living, collective experience sharing and constant interaction with community.

Special camps are organised generally on various developmental issues of national importance. In the past the themes of the Special Camping Programmes have been ‘Youth Against Famine’, ‘Youth Against Dirt and Disease’, ‘Youth for Rural Reconstruction’, ‘Youth for Eco-Development’ and ‘Youth for Mass Literacy’, ‘Youth for National Integration & Social Harmony’. The current theme of Special Camp is ‘Youth for Sustainable Development with special focus on Watershed Management and Wasteland Development, youth for cleanliness, youth for swachhha Bharat etc... Every year 50 percent of the volunteers of each NSS unit are expected to participate in special camps which is of seven days duration.

#### **Contributions of Special Camping Programme**

Concerted efforts have to be made for a number of years for reconstruction activities in rural areas and urban slums for improving the living conditions of economically and socially weaker sections of the community. For this, the universities colleges and +2 institutions having NSS have a special role to play in collaboration with other Departments and local authorities engaged in Development work. They should adopt a village or group of villages/urban slums for intensive social development, where special camps are organised by them year after year to create tangible and durable community assets.

#### **Objectives of the Special Camping programme**

The primary objectives of the special camping programmes are:-

- (i) Making education more relevant to the present situation to meet the felt needs of the communities and supplement the education of university/college/school students by bringing them face to face with the community situation.
- (ii) To provide opportunities to students to play their due roles in the implementation of various development programmes by planning and executing development projects, which not only help in creating durable community assets in rural areas and slums but also result in improvement of the condition of weaker sections of the communities.
- (iii) Encouraging the students and non-students youth to work along with the adults in rural areas, thereby developing their character, social consciousness and commitment, discipline and healthy and helpful attitudes towards the community;



- (iv) Building up potential youth leaders by exploring the latent potential among the campers, both students as well as local youth (rural and urban), with a view to involve them more intimately in development projects for longer periods. The

- local leadership generated during the camps would also be useful in ensuring proper maintenance of the assets created as a result of the camps.
- (v) Emphasizing the dignity of labour and self- help and the need for combining physical work with intellectual pursuits, and
  - (vi) Encouraging youth to participate enthusiastically in the process of national development, and promote national integration through democratic living and cooperative action.

### **Suggestive list of activities during Regular as well as Special Camping**

The aim of the Regular and special Camping Programme is to bring youth face to face with the community and make efforts to improve their life. The NSS volunteers are to work for the development of the adopted village. Special Camping has been conceived as an opportunity to live with that community for 5 days, and experience the conditions and problems of the people. The NSS volunteers need to be inspired to take initiatives for the improvement of their condition. Although the focus of the Special Camps change periodically and regular programmes are organised in response to the community needs at the micro- level, some broad areas of activities are enumerated below:-

(a) Environment Enrichment and Conservation: Whereas the main theme for the special camping programme would be “Youth for Sustainable Development”, activities aimed at environment – enrichment would be organised under the sub-theme of” Youth for Better Environment”. The activities under this sub-theme would inter-alia,include:

- (i) Plantation of trees, their preservation and upkeep .
- (ii) Creation of NSS parks/gardens,
- (iii) Construction & maintenance of village streets, drains, etc. so as to keep the environment clean;
- (iv) Construction of toilets.
- (v) Cleaning of ponds and wells;
- (vi) Popularization and construction of Bio Gas Plants, use of non-conventional energy efficient devices ( LED Bulbs, Solar Lanterns, Fans etc)
- (vii) Environmental sanitation, and disposal of garbage &composting;
- (viii) Prevention of soil erosion, and work for soil conservation,
- (ix) Watershed management and waste land development
- (x) Preservation and upkeep of monuments, and creation of consciousness about the preservation of cultural heritage among the community.

(b) Health, Family Welfare and Nutrition Programme:

- (i) Programme of mass immunization;
- (ii) Working with people in nutrition programmes with the help of Home Science and medical college students;
- (iii) Provision of safe and clean drinking water;
- (iv) Integrated child development programmes;

- (v) Health education, AIDS Awareness and preliminary healthcare.
- (vi) Population education and family welfare programme;
- (vii) Life style education

(c) Programmes aimed at creating an awareness for improvement of the status of women:

They may, inter-alia, include:

- (i) programmes of educating people and making them aware of women's rights both constitutional and legal;
- (ii) creating consciousness among women that they too contributed to economic and social well-being of the community;
- (iii) creating awareness among women that there is no occupation or vocation which is not open to them provided they acquire the requisite skills; and
- (iv) imparting training to women in sewing, embroidery, knitting and other skills wherever possible.
- (v) Imparting self defence/ on armed combat training to girl volunteers

(d) Social Service Programmes:

Depending on the local needs and priorities, the following activities/programmes may be undertaken:-

- (i) work in hospitals, for example, serving as ward visitors to cheer the patients, help the patients, arranging occupational or hobby activities for long term patients; guidance service for out-door-patients including guiding visitors about hospital's procedures, letter writing and reading for the patients admitted in the hospital; follow up of patients discharged from the hospital by making home visits and places of work, assistance in running dispensaries etc.
- (ii) work with the organisations of child welfare;
- (iii) work in institutions meant for physically and mentally handicapped;
- (iv) organizing blood donation, eye pledge programmes;
- (v) work in cheshire homes, orphanages, homes for the aged etc.;
- (vi) work in welfare organisations of women;
- (vii) prevention of slums through social education and community action;

(e) Production Oriented Programmes:

- (i) working with people and explaining and teaching improved agricultural practices;
- (ii) rodent control and pest control practices;
- (iii) weed control;
- (iv) soil-testing, soil health care and soil conservation;
- (v) assistance in repair of agriculture machinery;
- (vi) organic farming
- (vii) work for the promotion and strengthening of cooperative societies in villages;
- (viii) assistance and guidance in poultry farming, animal husbandry, care of animal health etc.;
- (ix) popularization of small savings

- (x) assistance in procuring bank loans

(f) Relief & Rehabilitation work during Natural Calamities:

These programme would enable the students to understand and share the agonies of the people affected in the wake of natural calamities like cyclone, flood, earthquakes, etc. The main emphasis should be on their participation in programmes, and working with the people to overcome their handicaps, and assisting the local authorities in relief and rehabilitation work in the wake of natural calamities. The NSS students can be involved in:-

- (i) assisting the authorities in distribution of rations, medicine, clothes etc.;
- (ii) assisting the health authorities in inoculation and immunization, supply of medicine etc.;
- (iii) working with the local people in reconstruction of their huts, cleaning of wells, building roads etc.;
- (iv) assisting and working with local authorities in relief and rescue operation;
- (v) collection of clothes and other materials, and sending the same to the affected areas;
- (vi) Imparting trainings for disaster mitigation

Education and Recreations:

Activities in this field could include:

- i) Programmes of continuing education of school drop outs, remedial coaching of students from weaker sections;
- ii) Beti Bachao, Beti padhao ( save and educate girl child)
- iii) Participatory cultural and recreation programmes for the community including the use of mass media for instruction and recreation, programmes of community singing, dancing etc.;
- iv) Programmes including discussions on eradications of social evils like communalism, castism, regionalism, untouchability, drug abuse etc.;
- v) legal literacy, consumer awareness.

The above is only an illustrative list of the type of activities that can be undertaken.

Under the programme it would be open to each NSS Unit to undertake one of these programmes or any other activity which may seem desirable to them according to local needs. The NSS Unit should aim at the integrated development of the area selected for its operation which could be a village or a slum. It has also to be ensured that at least a part of the programme does involve manual work.



## Chapter 2

### PLANNING AND PREPARATION OF SPECIAL CAMPING PROGRAMME

#### Planning

To achieve the objectives of the Special Camping Programme, appropriate planning at State, University and institution level is very essential.

The camps under special camping programme should be planned well in advance. Special attention should be paid to the needs of the backward areas.

#### Planning at University Level

- (i) Meeting of the University Advisory Committee:

The meeting of the University and +2 Advisory Committee should be convened by the concerned Programme Coordinator. The allocation of strength to the various institutions for Special Camping Programme, Financial pattern of expenditure and schedule of the camps should be approved by the University/+2 level Advisory Committee.

- (ii) Allocation of strength to the colleges/schools for Special Camping programme.

The allocation of strength for special camping should be made in advance; so that NSS Units are in a position to submit the proposals of Special Camping Programme to the Coordinator within time.

- (iii) Issue of Guidelines:

The guidelines regarding Special Camping Programme issued for the concerned year and financial directives indicating the financial pattern of expenditure should be brought to the notice of the Principals and Programme Officers.

- (iv) Release of grants to the Institutions:

Special Camping grants are to be released to the Institutions one month in advance of the proposed commencement of the camps. The release of the grants to the institutions as well as the schedules of the special camp / programmes are to be intimated to the Regional Directorate.

#### Planning at Institution level

- (i) Socio-economic and health survey:

It is expected that the concerned NSS Unit has already conducted the Socio-economic and Health survey of the adopted village/slum. Unless the survey data are utilized for planning the programme, such surveys would not serve any useful purpose. This data should therefore, be made available to the concerned

authorities and followed-up during regular NSS activities. It would be preferable if such surveys in adopted village/slum (where camps are planned) are conducted as part of the normal regular programme before start the camps. Departments and authorities who would be in a position to make use of the survey data should also be involved in the conduct of the survey. It would then form part of the pre-camp planning.

(ii) Identification of the problems and needs of the adopted area:

The data collected during these surveys would give a clear idea of the needs and potential of the community. Based upon this, the projects for the camps could be planned and programmes arranged so that the projects meet the felt needs of the community.

(iii) Discussion with NSS Group Leaders, Volunteers and Colleagues regarding camp projects:

As the Special Camp is considered to be a joint venture of the teaching community and students, like NSS leaders, volunteers and teachers, the Programme Officers should take necessary initiative to discuss the details of the projects and required arrangements of the Special Camping. Efforts may be made to involve more and more people in the organisation of the camp, so that the Special Camp does not remain only as an activity organised by the Programme officer but it becomes a programme of the entire Institution.

(iv) Meeting the Institutional level Advisory Committee :

After discussion with NSS volunteers and active colleagues, the Programme officer should convene the meeting of the Advisory Committee for finalisation of the camp details like time, dates, venue, site, projects, inauguration and the names of the guests to be invited etc.

(v) Submission of projects to the Programme Coordinator and Regional Directorate:-

The Programme Officer should convey the information regarding the proposed Special Camp to the Programme Coordinator to the Regional Directorate .The information should contain the dates, time, venue and other details of the camp. The nature of the projects to be undertaken may also be intimated to the above authorities.

## Preparation

### Preparation at University Level

**(a) Orientation of NSS Programme Officers and NSS Leaders at University Level:**

Proper orientation of teachers and student- leaders is necessary. Pre-camp orientation is compulsory for all colleges organising camps, particularly in view of the fact that special camping involve various technical aspects with which the camp organizers and students may not be familiar. Special orientation would, therefore, help in proper programmes planning and implementation. It would be preferable if the orientation for the teacher-in-charge and two student leaders from each unit is held at the University/+2 level in collaboration with the state NSS directorate and the concerned Government Departments and ETI and it covers both programmes and administrative aspects of the camps. The Programme Officer (teacher- in-charge and the two student leaders) can then organize the orientation for all the students going to participate in the camp at the unit level itself or at the camp site, utilizing the services of locally available technical personnel and experts.

**(b) Consultation with the local authorities:**

The preparation at the unit level should ensure consultation with the concerned local departments, the support of the local panchayat and the community in the village/slums and with active participation by local youth (upto 10%). Arrangements for upkeep of the assets created as a result of the camps shall also be ensured by the local community. Efforts should be made to identify and involve representatives of different Departments who can be approached for guidance and assistance.

**(c) Approval of Proposals submitted by the units:-**

The Programme Coordinator should intimate the approval of the projects submitted by the NSS Units one month in advance. It will enable the programme officer to make necessary arrangements and contact the local authorities for the successful organisation of the camp.

**(d) Release of grants :**

The grants released by the Government of India may be made available to the NSS Units organising the camp before the camp actually starts. The university must release the Special Camping grant admissible to the NSS Units subject to the conditions of submission of Utilisation Certificates of the earlier released funds.



### **Preparation at Unit Level**

- (a) The Programme Officer will consult the relevant Departments, Panchayats, Local bodies and concerned officials of the other Departments while preparing projects. He/she must have proper assessment of the facilities available from the Departments, so that he/she does not face an untenable situation if promised facilities are not made available to him/her. The Programme officer should also consult the concerned Departments before undertaking any project on Government land, or based on its resources, so that complications may not arise at a later stage.
- (b) The Programme Officer will make necessary arrangements for the board required for the volunteers during camp. He/she will also ensure that the tools and equipments required for the projects in the camp are available in sufficient number. It has been observed that in many cases, improper supply of food and insufficient quantity of tools and equipments adversely affect the camp.
- (c) The Programme Officer should make Pre-camp visits to the area for making proper board and lodging arrangements. He/she must ensure that sufficient facilities of latrines and bath are available.
- (d) Care must be taken to see that necessary facilities are available to girl students to maintain their privacy and meet their needs.
- (e) The Programme Officer should impart training to the NSS volunteers in which all the details of the projects should be given. The volunteers should be divided into different groups and committees and the role of each committee and group should be defined to avoid over-lapping.

### **Guidelines for the success of Camp**

- (a) Selection of proper projects:

The selection of proper projects for special camping programme can boost the morale of the campers and develop in them a sense of achievement. Hence, it is essential that suitable projects must be selected with utmost care. While identifying the projects/activities in special camping programmes, the following criteria may be kept in mind :

- (i) The needs of the locality;
  - (ii) Facilities available in the area;
  - (iii) Local participation;
  - (iv) Possibility of completing or developing the project in 07 days and
  - (v) Possibility of follow-up action in Regular Activities.
- (b) Personality Development:

As the NSS aims at camps should be designed to achieve this objective. Group-work, team-building, community dynamics, leadership, communication skills and creativity should form part of special camps. If in developing the personality of student youth, therefore special necessary, a few camps may be developed exclusively for the purpose involving key NSS volunteers.

### **Importance of successful camping programme**

Special camps are considered as training grounds to train the educated citizens of tomorrow to undertake the responsibility of national reconstruction. Therefore, it is of utmost importance that the NSS volunteer who is the main participant in the whole programme draws sufficient strength and experience to play his/her role in the society. Successful camps organised with specific projects and motivation can prove a source of strength and inspiration for him/her and encourage him/her to play a positive role in the emerging society.

### **Guiding Principles**

- (a) The camp should provide an environment conducive for democratic and cooperative way of life. It must encourage the NSS volunteers to participate and cooperate in camp life.
- (b) Special camps also aim to promote the spirit of self-reliance and self-disciplined way of life in society. Major emphasis should be on the fact that the NSS volunteers should direct their behaviour themselves under the guidance of the Programme Officer. The entire work of organising and running the camp e.g. clearing of the site, pitching of tents (wherever necessary), provision of sanitary services and recycling of human and vegetable wastes, cooking and serving food etc. ought to rest on the shoulders of the participants. As some of the students who participate in the camps are not trained for these elementary tasks, there should be a group of trained volunteers which can be shifted from camp to camp to provide this training.
- (c) The NSS volunteers should be able to identify themselves with the community. The gap between the poor and rich and educated and illiterate is widespread in the society.

Hence, our effort should be to bridge this gap by taking the NSS volunteers to the village to provide with opportunities to understand the community, its problem and possible solutions. An earnest effort should be made so that NSS volunteers relate themselves with the community, and not remain alienated individuals. It should be ensured that there is no discordance with the general standards of living of the areas. The task of developing a feeling of relation with the community for seeking whole-hearted cooperation of local youth should be understood as the most vital task in the camp.

### Organisation of Camp

- (a) Each camp will have 1-2 teachers and 2-5 student leaders who will work as camp organizers/work supervisors. Each camp may consist of a minimum of 40 and maximum of 50 participants depending upon local needs.
- (b) Active participation of local student and non-student youth (up to 10% of the camp strength) may be ensured. This can be done through suitable cultural and educational programmes, through dance, drama, music etc. undertaken in the evenings in cooperation with the local people.
- (c) The NSS Programme Officers should ensure adequate representation of students belonging to SC/ST and minority communities, so that young person's belonging to these communities feel fully involved in the development of the country.
- (d) Female NSS volunteers should be encouraged to participate in the camps organised by the co-educational Institutions.
- (e) Foreign youth perusing education in Indian institutions may also be involved in the NSS camps, if possible.

### Administration of theCamp

- (a) Maximum number of NSS volunteer and teaching community of the institution may be involved in conducting the camp.
- (b) All NSS volunteers participating in the camp should be divided into different groups. Each one will undertake activities according to one's aptitude, educational qualification and skill.
- (c) The management of the camps may be done through Committees which take care of various aspects of camp life. Punctuality and discipline should be emphasized. All the participants including the teachers should strictly abide by the camp rules and stay in the camp. It is suggested that the following Committees may be formed for running the camp:-
  - (i) **Mess Committee** : It will look after the food arrangements of thecamp
  - (ii) **Programme Committee** : To conduct the day-to-day activities of thecamp

- (iii) Project Committee : To take care of the project work including supply of tools and equipment.
- (iv) Cultural Programme Committee : To arrange the cultural programmes in the way that all participants get opportunity to show their skill and talent. Group performance may be given preference over individual performance.
- (v) General Discipline Committee : It will look after the discipline in the camp.
- (vi) Reception and Guest Committee : It will look after the guests in the camp, and make necessary arrangements for their arrival and departure.

### **Duration of the Camp**

- (a) The NSS camp will be of 5 days duration. The NSS volunteers are expected to be in the camp throughout the period, including on the inaugural day and depart from the camp only on closing day after valedictory function.
- (b) Camps beyond 5 days may be organised by the Institution, subject to the condition that no additional finance will be made available by Government and the institute has to bear the cost.

### **Lodging Arrangements**

- (a) The lodging arrangements of the camp should be made in a building of the village or Panchayat School.
- (b) In case of non-availability, a community building like Panchayat house etc. should be utilized for such purpose, with the consent of the village authorities.
- (c) The NSS volunteers must reside in the adopted area where the camp is being held.
- (d) Generally, slums in metropolitan cities are not convenient for the students to stay overnight during the project. In such cases, the arrangements for stay should be made in the institution itself (the colleges and schools are expected to adopt nearby slums).

### **Board Arrangements**

- (a) The mess should be managed by Mess Committee. The practice of giving the responsibility of food supply to a contractor should be avoided.
- (b) Food in the camps should be simple but balanced. It should be at minimum cost and as far as possible, prepared out of locally available materials. Meals should be carefully planned with the assistance of such institutions and individuals having knowledge of food and nutrition as may be available in the State. The participants should also be explained about meal planning as an educational lesson; and its propagation among the local community should be an important extension activity of the campers.
- (c) It should be ensured that the food served in the camp is not very much different from the general standard of the villagers living in the area.

### **Project Work**

- (a) The projects should be selected as per the guidelines, after identifying the needs of the village/slums. No project should be undertaken, which is irrelevant to the needs of the village/slum.
- (b) The project should be approved by the competent authority to avoid conflict at later stages.
- (c) The availability of the materials/equipments and technical advice may be ensured in advance for the success of the project.
- (d) All efforts should be made to complete the project during the camp period itself. Every precaution should be taken not to leave the project incomplete.

### **Involvement of the Community**

Every effort should be made to involve the local people in project work. It must be explained that the work is for their benefit and therefore, they should contribute to it. If all the physical effort is done only by the students then the village population may feel that the students are doing it to get a degree or some such benefit. The object of the programme should, therefore, be to involve the village population actively in rural welfare programmes and make them see that, by their own coordinated efforts, they could live a better and richer life.

### Camping Activities

- (a) It is very essential to prepare a suitable schedule for the camp, so that it helps to develop a sense of discipline and devotion among the campers. As the camp is an occasion for establishing rapport with the community, it should not be treated as a picnic or excursion.
- (b) No uniform schedule of activities can be suggested for a work camp due to considerable variety in the scope and content of the projects, the NSS units should ensure that various activities undertaken during the camp are so planned and organised that it ultimately leads to fulfillment of the objectives of holding a camp. In addition to some manual work, the camp should provide opportunity for community, living, discussion in group and cultural activities etc. A good camp can adopt the following daily schedule of important activities:-
  - (i) 5Hours: Manual work for accomplishment of the project like construction of small village complex, sustainable development activities like laying out gardens, tree plantation etc. or any other project depending on local needs and priorities
  - (ii) 2Hours: Discussion on topics like freedom struggle, character-building, development of culture, family welfare, health and hygiene, national integration, eradication of social evils like casteism, regionalism, dowry, untouchability, alcoholism, corruption, gambling and superstitions, civil, social and national responsibilities of citizens, small savings, improved agricultural practices etc.
  - (iii) 2Hours :Cultural programmes/community singing in the evening :

It is advisable that during the course of discussions on various topics and the cultural programmes – maximum number of villagers/residents (irrespective of their age) are provided an opportunity to benefit from such discussion and cultural programmes. If some of them are unable to participate in the manual work, but are interested in discussions and cultural programmes, this may be encouraged. Cultural programmes, may, as far as possible, be of educative value with social messages. Efforts should be made to get some documentary films on development issues screened for the benefit of the community.

- (e) As a part of the camp, the students should be taken to nearby projects with a rural development content like *MNREGA*, *MUDRA*, mid-day meals, adult literacy, village roads and sanitation, rural cooperative housing activity, dairying and animal husbandry, social forestry, soil and water conservation projects, and monuments of historical importance, to educate them about the cultural heritage as well as economic and technological advancement of the country.

### Suggestive Model Schedule

1	Waking Up	0500 Hrs.
2	Morning Assembly and Physical Exercises	0600 Hrs. to 0630 Hrs.
3	Break Fast and Collection of tools etc.	0630 Hrs. to 0715 Hrs.
4	Project work	0730 Hrs. to 1230 Hrs.
5	Personal Hygiene	1230 Hrs. to 1300 Hrs.
6	Lunch	1300 Hrs. to 1400 Hrs.
7	Rest	1400 Hrs. to 1500 Hrs.
8	Talks by eminent visitors followed by discussion	1500 Hrs. to 1700 Hrs.
9	Community visit	1700 Hrs. to 1930 Hrs.
10	Recreation and socio-cultural programme	1900 Hrs. to 2000 Hrs.
11	Dinner	2000 Hrs. to 2100 Hrs.
12	Review of Day's Work	2100 Hrs. to 2130 Hrs.
13	Light Off	2200 Hrs.

In order to promote Inter- faith, Inter-community and Inter-personal understanding, some universities and NSS Units have experimented with the concept of Home Stay by placing NSS volunteers for a few days, volunteer (s) of one religion or community in a local family belonging to a different faiths and communities. This experiment has worked out well and has great educational value. During each special camp, certain number of willing student may be encouraged to undergo this experience for 2/3 day in a host family and share their experiences with the rest of the campers.

### Joint Camps and State Level Camps

*Joint camps, inter college . District level, University level , State level camps are not permitted out of NSS Special Camping provisions. This is mainly to give exposure of community life to the volunteers. Further, the adopted villages will get the benefit of the skilled / educated manpower.*

### Publicity

Adequate attention should be given for proper publicity of the camps planned/organised at the State/University/College/School and village levels to create an awareness of the importance of this programme in the process of rural reconstruction and development. The programme should be publicised through the Press, Radio, Television, documentaries and other mass media, Social media platforms. Information and Public Relation Departments of Union and State Governments should also be requested for assistance in this regard. At the college/+2 level, each NSS unit may prepare a few posters/charts on the campaign in the regional language and display them at suitable places in the village/slum areas to make the desired impact.

### Reports and Accounts

- (a) The intimation of the starting of the camp should be intimated to concerned authorities on the **first** day through mail / post.
- (b) As soon as the camp is over, a detailed report indicating, inter-alia the location of the camp, the actual number of participants, duration of the camp (including exact dates), activities undertaken during the camp, response of the community, community assets created and the

follow-up plan should be sent by the Programme Officer to (a) Programme Coordinator of NSS in the concerned University or +2 Council (b) concerned officer in the State Government and to the concerned Regional Directorate.

- (c) The Programme Coordinator will send a consolidated quarterly report on these camps to all concerned.

- (d) Accounts:

Accounts of the expenditure on the camps should be prepared along with the progress of the camps so that no difficulty is faced by the colleges in the matter of rendering accounts at the close of the year. The universities and +2 Councils may furnish the details of expenditure (audited) on camps to the State Government as soon as they are available from the college/school. Submission of expenditure accounts on time by all levels, is of utmost importance for the smooth flow of Central grants for the implementation of NSS Programme.

### **Follow-up Action**

Organisation of a camp should not be an end in itself. Before the camp comes to a close, it should be ensured, through the local community, that the assets created will be maintained by the local authorities and/or the community. In case of the Tree Plantation, the trees planted should be nurtured and maintained by the local community. The follow-up of the camps in the adopted village(s)/slum(s) should be undertaken as one of the regular activities of the NSS unit of the institution concerned. This is necessary to consolidate the achievements of the camps and to instill a confidence in the community. This also implies that the project areas should be adopted villages/slums which are located not far from the colleges so that follow-up becomes easy and possible. While sending the camp report to the University, each college should indicate clearly the follow-up plan of the NSS Unit in respect of the work undertaken during the camp.



**Evaluation**

- (a) The Regional Director, staff of Regional Directorate , University/+2 NSS Coordinator should visit the camps to enthuse and encourage the students and guide them wherever necessary. During the camp visit, they should also see that guidelines for the camp have been taken care of.
- (b) The programme would be evaluated by independent organisations. The names and addresses of the organisations will be intimated to the State Governments and Universities in due course. The Universities should intimate to that organization the names of colleges/+2 school (and other details) which plan camps as soon as they hear from each college. The designated organisation will then send to each college/school, well before the camp starts, a questionnaire to elicit information in various aspects of the camps. The colleges/schools may return the questionnaire duly completed directly to the organisation as soon as the camp is over to enable them to evaluate the camp as it progresses.

### Chapter – 3

#### FINANCIAL PATTERN OF EXPENDITURE FOR SPECIAL CAMPING PROGRAMME

#### 1. Finance

The NSS Programme is fully funded by the Government of India as a Central Sector Scheme. As NSS is an education and service based scheme, adherence to the financial rules at the time of expenditure is vital.

- (a) The expenditure on NSS provided by the central to all states and the UTs
- The permissible expenditure for a 7 day camp is Rs 700 per camper. Therefore, the expenditure on board, lodging, light, water transport, contingency expenses etc., should not exceed Rs. 700 per camper per camp and every effort should be made to keep the expenditure on the lower side especially in view of the need for austerity.
  - To achieve economy in expenditure, the camp should be held in the village/slums in the vicinity of the college/schools. Thus, the expenditure on travel should be minimized.

#### 2. Audit and Inspection of Records

Accounts are liable for inspection and audit, it is therefore, advised that proper care should be taken to maintain proper records of expenditure in the camp. It will be befitting if the accounts are transparent. The records and accounts will be produced before the officials of the Ministry, NSS Regional Directorate and concerned Universities and also officials of Accountant General or local fund authorities for inspection and audit when ever demanded.



## PART – IV

### ADMINISTRATIVE STRUCTURE

#### Chapter – 1

#### ADMINISTRATIVE STRUCTURE AT NATIONAL LEVEL

The National Service Scheme has emerged as a great student movement in the country with its implementation starting from Universities to School in almost all the States & UTs. Therefore, National Service Scheme requires administrative structures at various levels for its successful planning, implementation and monitoring. With this idea in mind, the Government of India envisaged organizational structures at Central, State, University/Directorate /+2 Council and College / Institution levels. It is vital for the programme to get support at all the levels and to make sure that the programmes and activities get the required attention. The Government of India has brought the National Service Scheme under the Central Sector Scheme from the year 2016-17.

##### National Level

#### 1. Ministry of Youth Affairs and Sports, New Delhi and NSS Regional Directorates

- a. The Ministry of Youth Affairs & Sports is having the administrative responsibility for the Policy Planning, Implementation and Evaluation of NSS programme.
- b. National Service Scheme, a subordinate office of Government of India falls under the jurisdiction of Ministry of Youth Affairs, which is looked after by the Secretary, Department of Youth Affairs as far as administration and implementation of the programme is concerned

#### 2. Director

The Directorate of NSS, New Delhi, under the Ministry of Youth Affairs is looked after by Director, NSS. The functions of the Director are as under:

- a. To advise the Ministry for the development of NSS Programme in all respects.
- b. To help the Ministry to plan and implement the NSS programmes .
- c. To liaise with the State Governments, Universities / Directorates and with other organizations which may help in the growth and development of the programme directly or indirectly.
- d. To make the arrangements of training of key persons and Programme Officers through the Empanelled Training Institutions.
- e. To make arrangements for the evaluation of NSS from time to time by the ETIs or other suitable agencies.

- (f) To encourage Research and Publication work in connection with NSS.
- (g) To oversee the maintenance of State-wise, University / Directorate -wise record on implementation of the Programme.
- (h) To supervise the functioning of NSS Regional Directorates set up by the Ministry in various Regions / States in the country.

### **3. Directorate of NSS, New Delhi**

The Ministry of Youth Affairs has set up Directorate of NSS to assist the Director for implementing, monitoring and evaluating the NSS Programme at various levels. The Directorate of NSS is headed by the Deputy Programme Adviser and a core support staff. The Directorate of NSS also functions as programme monitoring centre for the collection and compilation of data from the NSS Regional Directorates, States, Universities / Directorates and provides this information to the Ministry as feedback. Thus the Directorate of NSS for all practical purpose functions as the NSS Headquarter.

### **4. NSS Regional Directorate**

The Ministry of Youth Affairs has set up 15 NSS Regional Directorates in the country to maintain liaison with the State Governments, Universities, Directorates, +2 Councils and Empanelled Training Institutions for the effective implementation of NSS Programme. The list of NSS Regional Directorates is given at Annexure-IV

NSS Regional Directorate which is a subordinate field office of the Ministry of Youth Affairs and depending upon the volunteers strength and the NSS Regional Directorate headed by the Regional Director. The Regional Director who head the NSS Regional Directorate are given a core staff for his/her support.

### **5. Functions of NSS Regional Directorate**

In addition, NSS Regional Directorates will function in close coordination with Empanelled Training Institutions and State NSS Cells. The functions of the NSS Regional Directorate with reference to the State Governments, Universities/ Directorates and ETIs are as under :

#### **(a) State Government**

- i. To explain the policies of the Ministry regarding NSS and other Youth Programme to the State Governments, for the successful implementation of NSS and other Youth Programmes.
- ii. To strive for removal of bottlenecks in the implementation of NSS Programme in the field.
- iii. To ensure that the grants reach the Universities, Directorates, colleges and schools in time, so that NSS activities are implemented as per time schedule.
- iv. The NSS Regional Directorate will keep the State Governments informed of the recent developments in different aspects of NSS and the Youth Programme of Government of India for their implementation as and when required.
- V. Remain in touch with State Government officials for expediting accounts and other reports.
- vi. Collaborate with the State NSS Officer for proper implementation of NSS Programme and timely action.

#### **(b) Universities / Directorates**

- i. To present the views of the Ministry and if advised by the State Government, the views of the State Government, in the University / Directorate NSS Advisory

Committees and to the Vice-Chancellors of Universities, Commissioners/ Directors of the Higher Education Department, Principals of the Colleges/ Institutions and other persons connected with NSS Programmes.

- ii. To assist in preparation of NSS Programmes, including Special Camping Programmes, in conformity with the policies and guidelines.
- iii. To keep the Vice-Chancellors, Commissioners/ Directors and heads of +2 Councils apprised of the state of the programme in their respective Universities/ Directorates and Colleges/Institutions;
- iv. To take steps to see that funds are released in time by the University/ Directorate to the colleges/ Institutions.
- v. To visit different NSS units and camps for supervision, consultancy, guidance etc;
- vi. To ensure that the NSS programme is implemented as per NSS manual and administrative instructions issued by the Government of India from time to time. Deviation from the established policies may be brought to the notice of the Ministry and Directorate of NSS.

**(c) Empanelled Training Institutions and Evaluating Agencies**

Orientation and Training of persons attached with NSS being a vital input for sustaining its dynamism in Universities, Directorates, colleges and +2 schools, it is necessary that the various facts of the programme are studied, understood and evaluated. The NSS Regional Directorates have to play their role in this sphere mainly :

- i. To observe the organisation of orientation training, research and evaluation and other activities in these institutions.
- ii. To visit the training programmes whenever possible and advise the ETIs on policies and guidelines.
- iii. To function as a resource person in the orientation and training programme.
- iv. To help the ETIs in the evaluation of regular and special camping programme.
- v. To report the progress of the ETIs as member of the Training Advisory Committee.

**(d) Other Youth Programmes**

In addition to the role of NSS Regional Directorates vis-à-vis the State Governments, Universities, Directorates, Colleges, +2 Schools and ETIs, they also have the responsibility of assisting in the implementation of various other youth programmes of the Ministry meant for the students/non-student youth. Such programmes include youth work by voluntary agencies, promotion of adventure programmes, national integration, inter-state travel, Nehru YuvaKendras etc. These offices are expected to establish good rapport based on mutual understanding and respect with the relevant functionaries of the State Governments, Universities, Directorates, Colleges, ETIs, etc. It is also important that they undertake touring in their respective regions outside their headquarters. The minimum touring prescribed for Regional Directors may be 36 days and for the subordinate staff 20 days in a quarter.

(e) **Clearing House of Information**

NSS Regional Director in the Regional Directorate in various States frequently come in contact with the Senior Officers of the Government of India, State Government and different agencies. Therefore they are in a position to get information regarding NSS Programme and other Youth Programmes. Thus they have the opportunity to provide feed-back to the Director, Directorate of NSS regarding the recent development of the Programmes in the States and vice versa. Similarly, the NSS Regional Directorates are expected to reply the queries regarding the NSS Programme and other Youth Programmes, raised by the public in general and students and teachers in particular.

6. **Responsibility and Accountability**

As the NSS Regional Directorates are subordinate field offices of the Ministry, it is their main responsibility to ensure the implementation of NSS and other Youth Programmes as per the spirit and letter of the manual and guidelines issued by the Government of India from time to time. It is the duty of the heads of the NSS Regional Directorates to explain the Government policies, without any fear and favour in the discharge of their duties, particularly furnishing elaboration and explanation to the universities, directorates and colleges. Regional Directors of NSS Regional Directorates cannot remain silent under the pressure of universities and/or State.





## Chapter – 2

## ADMINISTRATIVE STRUCTURE AT STATE LEVEL

The Government of India implements the National Service Scheme in almost all the States and Union Territories with the support and guidance of respective State Government and active participation of the State Government Officials dealing NSS subject. To achieve the steady growth and development in NSS in the States, the following administrative structure is envisaged, consisting of the State NSS Cell and State Advisory Committee.

**State NSS Cell**

At the State level, there will be a State NSS Cell headed by the State NSS Officer (SNO). The Government of India extends 100 percent financial assistance for the establishment of the State NSS Cell.

**Staff Pattern of State NSS Cell**

The Government of India has prescribed a staffing pattern for the State NSS Cell based on the strength of NSS volunteers in the State as under :

Sl. No	No. of NSS volunteers allocated	Staff permitted for NSS Cell
<b>1</b>	<b>1000-5000</b>	A Senior NSS Programme Officer of the head quarter city/town capital may be designated liaison Officer with an honorarium of Rs. 800/- PM to look after. <i>An officer of the rank of Asstt Director in the administrative department may also be designated as SNO and he/she may be permitted for the honorarium.</i>
<b>2</b>	<b>5000-10000</b>	SNO Assistant Prof scale One Junnior Asst /Data entry operator One Peon One
<b>3</b>	<b>10001 to 50000</b>	SNO in Assistant Prof Scale One Junior Asst One Data entry operator One Peon One
<b>4</b>	<b>50001 above</b>	SNO in Associate Prof Scale one Accountant One Data processing operator(DPO) One Statistical asst one Junior Asst/Data entry operator one Peon One

### Functions of the State NSS Cell

The main functions of the State NSS Cell are:

- i. Timely submission of UC in the prescribed proforma to Government of India.
- ii. Submission of account statements and periodical ( Monthly , Quarterly & Annual ) reports to the Regional Directorate.
- iii. Providing the database of the NSS volunteers of the state / UT to the Regional Directorate in the prescribed format .( **Annexure** ) yearly basis.
- iv. Timely allocation of NSS strength to respective Universities / Directorates in the State in consultation with Regional Directorate.
- v. Timely release of grants to Universities, Directorates and /+2 councils in consultation with the Regional Directorate.
- vi. Convening of meetings of State NSS Advisory Committee from time to time.
- vii. Coordinating with development agencies and departments for NSS programme development in the State.

### State NSS Officer

The State NSS Officer will be the head of the State NSS Cell which is set up in the State Secretariat. The State NSS Officer will be looking after the functions of the cell as stated above and to get all matters expedited and take follow- up action at appropriate levels in the State for effective implementation of NSS.

### Selection of the State NSS Officer

The selection of the State NSS Officer will be as per the procedure laid down as under:

1. The information about the post will be circulated among Universities / Directorates and Colleges and application will be invited.
2. Interview will be conducted by the Selection Committee constituted for this purpose.
3. The Committee will recommend the name of suitable candidate for the appointment as State NSS Officer.

### Composition of Selection Committee

a.	Secretary of Nodal Department dealing with NSS	Chairperson
b.	Commissioner/Director of Hr. Education / Youth Affairs	Member
c.	Representative of the Ministry of Youth Affairs & Sports Government of India	Member
d.	Regional Director, NSS Government of India.	Member
e.	DS, Admin of the Department	Member Secretary

### Qualifications for the post of State NSS Officer

- i) He/she should have served as Programme Coordinator in the University / Directorate or Programme Officer in a College at least for **five years continuously**.
- ii) He /she should be in the rank of Asst Professor/Associate Professor below the age of **55** at the time of applying for the post.
- iii) He/she should have interest in Youth work in particular and social work in general.

#### Tenure of the State NSS Officer

- iv) The State NSS Officer will be appointed on deputation for a period of five years (3+1+1). The period of extension will be considered by the review committee. The review committee will be the same as appointment committee except the representative of the ministry. The period of deputation may be terminated in case of non-satisfactory performance as State NSS Officer in consultation with NSS Regional Directorate.

#### Functions of State NSS Officer

- i) The State NSS Officer should take steps to send the Utilization Certificate pertaining to the completed year in the prescribed proforma to Government of India with a copy marked to NSS Regional Directorate concerned and ensure proper allocation of funds as per the volunteer's strength for the State.
- ii) He/she will ensure that the NSS grants are released in time to the Universities / Directorates / +2 level. He/she will further ensure that the Universities/ Directorates /+2 level release the grants to the colleges and schools in time.
- iii) He/she will further ensure that the grants are utilized by the Universities/Directorates / +2 level as per the administrative and policy directives of the Government of India.
- iv) He/she will further ensure that the grants are utilized for NSS activities without any diversion. In case of misuse of NSS funds, he/she will also conduct necessary investigation and submit report to the Regional Directorate , Ministry of Youth Affairs and Sports, Government of India along with his/her recommendations.
- v) He/she will ensure that the Universities/Directorates / +2 councils maintain separate accounts in respect of NSS grants and submit the accounts duly audited to the State Government in time. He/she will further ensure that consolidated accounts of the grants released to the State Government duly audited along with the utilization Certificates are sent to the Ministry of Youth Affairs & Sports, New Delhi in time. This will enable the Ministry to release further grants in time.
- vi) The State NSS Officer will ensure that the NSS volunteers strength allocated by the Government of India is further re-allocated to the Universities / Directorates and +2 councils in time. He/she will also call the meeting of the Programme Coordinators in consultation with Regional Director, NSS to assess the demand of NSS Strength by the various Universities/Directorates / +2 councils in the light of the performance of the Universities/ Directorate /+2 councils during the last year. He/she will also issue the necessary office orders regarding allocation of NSS strength by 30<sup>th</sup> May every year.
- vii) He/she will ensure the convening of the meeting of the State NSS Advisory Committee periodically as prescribed by the Ministry. The State Advisory Committee should meet twice a year. In the absence of the meeting of the State Advisory Committee, he/she will ensure that the State NSS Coordination Committee meets to review the progress of NSS Programme during the year.
- viii) He/she will ensure the Inter-Departmental coordination of the various State Government departments relating to NSS Activities. He/she will further ensure that close coordination is maintained between the NSS Regional Directorate, Programme Coordinators and ETIs. He/she will convene the meeting for planning, review and evaluation of NSS activities in the State by inviting NSS Regional Director, Programme Officers, Programme Coordinators of the Universities/Directorate/ +2

Council and ETIs. He/she in turn will give feed back to the Director, Directorate of NSS, New Delhi.

- ix) He/she will ensure that Programme Officers are relieved by the Institutions for their training and orientation, organized by ETIs from time to time.
- x) He/she will ensure the proper coordination in the State level/Inter-University programmes like Workshop, Conferences, State Youth Awards, Pre-camp training of the State contingent of the volunteers selected for national events etc.
- xi) He/she will process and evaluate the reports received from the various Universities/Directorates/+2 level of the NSS activities. He/she will ensure that submission of data and periodical reports to the Director, Directorate of NSS and the Ministry regarding regular activities, special camping programme, adoption of village/slums and other related activities on the prescribed proforma (see Annexure).
- xii) He/she will also bring out suitable NSS literature periodically, and publish annual reports of NSS activities conducted in his/her State.

### **State NSS Cell and NSS Regional Directorates**

A few instances have come to the notice of the Ministry regarding some confusion relating to the role overlapping between the NSS Regional directorate and the State NSS Cell. As a result the NSS Programme received a setback in those States. If a few basic facts are considered dispassionately, such confusions can be avoided.

- a. NSS Regional Directorates and State NSS Cells have been established for the implementation and development of NSS programme.
- b. The expenditure on NSS Regional Directorates and State NSS Cell is borne by the Ministry of Youth Affairs & Sports, Government of India.
- c. The Regional Directorates are basically Field Offices headed by Regional Directors, who are to render necessary guidance and services in development of programme by the nature of their duties. On the other hand, State NSS Cells have the Staff whose duties are that of secretarial nature.
- d. The main responsibility of the State NSS Cell is to cut out red tape and to expedite matters in the State NSS Cell so that the Programme funds are sanctioned in time and reach appropriate levels without any delay.

Therefore, the roles of the NSS Regional Directorate and the State NSS Cells are clearly demarcated and it is expected that they function in close coordination and supplement each other.

## **Chapter - 3**

### **ADMINISTRATIVE STRUCTURE AT UNIVERSITY LEVEL**

The National Service Scheme covers large number of students at the level of Higher Education in the country. Thus, the administrative structure of the Higher Education should have the responsibility of looking after NSS and its implementation at Colleges / Directorates / Universities level. The successful functioning of NSS Cell at University / Directorate level will give impetus for proper implementation of NSS in the unit level.

#### **University / + 2 Directorate NSS Cell**

Every University / Directorate should have an NSS Cell to supervise and coordinate NSS Programme in Colleges / Institutions affiliated to it.

- The Universities / + 2 Directorates will have part time Programme Coordinators.
- NSS being an academic extension programme, the University / Directorate will provide all the necessary infrastructure and other facilities like a separate Office Room, Telephone, Furniture, Office Equipmentse.gComputers, photocopiers, internet facilities etc and secretarial assistance for the smooth functioning of the NSS Cell.
- The NSS Cell will function under the Vice-Chancellor / Commissioner / Director and the Programme Coordinator will be incharge of the Cell and the main executive functionary.

#### **Programme Coordinator**

The Programme Coordinator is the key functionary as far as NSS programme implementation in the University / Directorate is concerned. Therefore, a dedicated and devoted Programme Coordinator can plan, execute and evaluate the NSS activities in a proper perspective. The Programme Coordinator will execute all administrative and policy directives of the Central and State Governments, decisions of the State Advisory Committee and University / Directorate Advisory Committee. The NSS programme will be prepared in the light of the guidelines issued by the Government of India. The role of Programme Coordinator at the University / Directorate level can be divided in to three categories namely administration , guidance and coordination.

#### **Selection of Programme Coordinator**

The selection of Programme Coordinator will be made by the Selection Committee as per the following procedure :

- a. The vacancy of the post will be advertised in local dailies and university website and to be communicated to all the colleges having NSS units
- b. The eligible candidates will be interviewed by a duly constituted Selection Committee. At least 3 persons should be short listed for the interview.

### Composition of the Selection Committee

a	Vice Chancellor / Director / Head of Institution	Chairman
b.	Secretary or his Nominee of the State dealing NSS	Member
c.	Regional Director, NSS Regional Directorate	Member
d.	Registrar of the University	Member – Secretary

### Qualifications of the Programme Coordinator

- a. Assistant Professor or equivalent grade in the University / Directorate or affiliated College.
- b. Must have been a Programme Officer (NSS) for at least three years
- c. Must have undergone NSS orientation in an ETI.
- d. Not more than 50 years of age at the time of selection as Coordinator.
- e. **Serving ANO of NCC are not eligible to work as Programme Coordinator**

### Term / Tenure of the Programme Coordinator

The Programme Coordinator will be appointed on deputation /short term contract/ additional charge for the period of three years extendable by two year further in consultation with the Regional Director. The period of extension will be considered by the review committee. The period of deputation may be terminated in case of non-satisfactory performance as programme coordinator in consultation with NSS Regional Directorate. No Programme Coordinator will be appointed on permanent basis.

### Functions of the Programme Coordinator

- a. To implement the NSS Programme as per guidelines issued by the Government in the University / Directorate under the guidance of Vice Chancellor / Director / Head of the Institution.
- b. To assist and guide the NSS units for implementation of NSS programmes at the College / Institution level.
- c. To help in organizing camps, training and orientation programmes for the NSS Programme officers and student NSS leaders.
- d. To visit the NSS units in the Colleges / Institutions for monitoring and evaluation.
- e. To ensure implementation of NSS Regular Activities and Special Camping Programmes as per the guidelines.
- f. To ensure timely release of grants to Colleges / Institutions and monitoring the effective utilization.
- g. To ensure selection of new Programme Officers as per guidelines and ensure their orientation within the stipulated period.
- h. To submit Monthly, Quarterly, Half yearly reports and other information required to NSS Regional Directorate and State NSS Cell on the prescribed proforma.
- i. To submit the initial and final enrolment, unspent and fund utilization details and audit report to NSS Regional Directorate and State NSS Cell.

- j. To have proper liaison with NSS Regional Directorate, State NSS Cell and the Empanelled Training Institution (E T I) for the successful implementation of NSS programme.
- k. To bring out documents and annual reports on the achievements of NSS and submit to the NSS Regional Directorate and State NSS Cell

#### **Pattern of Expenditure at University / + 2 Directorate Level**

- a. The Programme Coordinator may incur expenditure on NSS cell as per pattern of financial expenditure sanctioned by the Government of India as given in part (viii) dealing with “Finances and Accounts” in this manual.
- b. The Programme Coordinator will get the annual budget approved by the University/ Directorate Advisory Committee on NSS.
- c. As the financial pattern of expenditure falls in the category of administrative and policy directives, the Universities are requested to strictly adhere to it.

#### **Nomination of District , Area Programme Coordinator**

##### **This will be three tier system**

Programme coordinator

District coordinator

Area coordinator

It has been noticed that some Universities have nominated District and Area Coordinators specially in Maharashtra and Andhra Pradesh, It is suggested for uniformity all over India that District and Area coordinators may be nominated, In case of no of colleges are more Senior Programme Officers may be nominated as Area coordinators . The nominations is to be done by the Programme Coordinator in consultation with the Head of the University / + 2 Directorate for a period till he / she remains as Programme Officer.

**Role and nomination of District Coordinators** Each state University has two to three or more districts under their jurisdiction. It is suggested that in each district one district coordinator may be nominated for the convenience of Programme coordinator, The DC will visit all the special camps in the district and will submit the detailed report and feedback to PC. He/she will assist the PC in writing the reports, accounts, monitoring, organising district level programmes. Further the District Coordinator should be the point of contact in the district for inter departmental coordination and implementation of the programmes. There will not be any additional financial implications in this regard.

**Role and nominations of area coordinators** :He/she may be nominated for 7-10 NSS units. Senior programme officers of that area will be nominated as Area coordinator.

AC will visit all the important NSS regular activities and all special camps in his/her jurisdiction. He/she will report to DC. AC will help DC to organize area level programmes. He will also suggest to start new units in his/ area



## Chapter – 4 ADMINISTRATIVE STRUCURE AT +2 LEVEL

### NSS at +2 Level

During VII Plan many State Governments approached the Department of Youth Affairs and Sports, Government of India for extension of National Service Scheme at +2 level also. Initially, NSS was introduced at +2 level in Kerala, Karnataka, Tamil Nadu, West Bengal and Goa on experimental basis. In course of time many other States have also introduced NSS at +2 level. The response of NSS volunteers at +2 level has been very encouraging. At present, the following infrastructure has been established in the States for the implementation of NSS Programme.

### NSS Cell at +2 Level

- a. NSS Cell at +2 level will be established in the Directorate of School Education to supervise and coordinate the NSS Programmes in the schools covered under NSS at Higher / Senior Secondary School level. Students admitted into +2 i.e. 11<sup>th</sup> and 12<sup>th</sup> standards are alone eligible to join NSS.
- b. The Directorate of School Education /+2 Council will ensure that a full time Programme Coordinator is provided where the strength of NSS volunteers at +2 level is more than 10000. However, a regular Officer can serve as part time Programme Coordinator if the strength of NSS volunteers is less than 10000.
- c. The Directorate of School Education /+2 council provide all the necessary infrastructure and other facilities like a separate Office Room, Telephone, Furniture, Office equipment and secretarial assistance for the smooth functioning of the NSS Cell.
- d. The NSS Cell will function under the Director of School Education /+2 Council. The Programme Coordinator will be incharge of the Cell.
- e. The NSS Advisory Committee will be constituted to advise and guide the Programme Coordinator. The details of the NSS Advisory Committee at +2 level are given in Chapter No.5 of this part.

### Programme Coordinator

- (a) The Programme Coordinator is the key functionary as far as NSS is concerned. A dedicated and devoted Programme Coordinator with adequate experience in youth work can plan, execute and evaluate the NSS activities in the proper perspective.
- (b) The Programme Coordinator will execute all administrative and policy directives of the Government of India and the State Government, decisions of the State Advisory Committee, +2 Advisory Committee for implementation of NSS Programme. The NSS programme will be prepared in the light of the guidelines issued by the Government of India.

### Selection of Programme Coordinator

The selection of Programme Coordinator at +2 level will be made by a duly constituted Selection Committee as per the following procedure:

- a. The vacancy of the post will be advertised in the local dailies and circulated to all the district education offices .
- b. The eligible candidates will be interviewed by the duly constituted Committee. At least 3 persons will be short listed for interview.

### Composition of the Selection Committee

- |    |   |                    |
|----|---|--------------------|
| a. | Secretary dealing with NSS subject          | Chairperson        |
| b. | Regional Director, NSS Regional Directorate | Member             |
| c. | State NSS Officer                           | Member             |
| d. | Director of School Education/ +2 Council    | Member - Secretary |

### Qualifications for the post of Programme Coordinator at + Level

- a. Principal / Head Master of a Higher Secondary School not below the rank of District Education Officer.
- OR
- Officer of the School Education Department not below the rank of District Education Officer.
- b. Must have served as Programme Officer in a School atleast for 3 years.
  - c. Must have undergone NSS orientation in an Empanelled Training Institution.
  - d. Not more than 50 years of age at the time of selection as Programme Coordinator.

### Term/Tenure of the Programme Coordinator

The Programme Coordinator will be appointed on deputation/short term contract / additional charge for the period of 3 years initially. It may be extended for another two year subject to satisfactory performance. The period of extension will be considered by the review committee. The period of deputation may be terminated in case of non satisfactory performance as programme coordinator in consultation with NSS Regional Directorate. No Programme Coordinator will be appointed on permanent basis.

### Functions of the Programme Coordinator

- a. To implement the NSS Programme as per guidelines issued by the Government in the Directorate under the guidance of Director of School Education.
- b. To assist and guide the NSS units for implementation of NSS programmes at the School level.
- c. To help in organizing camps, training and orientation programmes for the NSS Programme officers and student NSS leaders.
- d. To ensure implementation of NSS Regular Activities and Special Camping Programmes as per the guidelines.

- e. To ensure timely release of grants to Schools and monitoring the effective utilization.
- f. To submit the reports and returns periodically to NSS Regional Directorate and State NSS Cell.
- g. To ensure selection of new Programme Officers as per guidelines and ensure their orientation within the stipulated period.
- h. To submit Monthly, Quarterly, Annual reports and other information required to NSS Regional Directorate and State NSS Cell on the prescribed proforma.
- j. To have proper liaison with NSS Regional Directorate, State NSS Cell and the Empanelled Training Institution (E T I ) for the successful implementation of NSS programme.
- k. To bring out documents and annual reports on the achievements of NSS and submit to the NSS Regional Directorate and State NSS Cell.

### **Pattern of Expenditure at +2 Level**

- a. The Programme Coordinator may incur expenditure on NSS Cell as per pattern of financial expenditure sanctioned by the Government of India as given in part – IX dealing with “Finances and Accounts” in this manual.
- b. The Programme Coordinator will get the budget approved by the Directorate NSS Advisory Committee.
- c. As the financial pattern of expenditure falls in the category of Administrative and Poly directives, the +2 Cells are requested to strictly adhere to it.

### **NSS Advisory Committee at +2 Level**

- a. The Directorate of School Education or its wing for +2 Education will constitute an NSS Advisory Committee as stated in para No. 1 of chapter 6 of this part. The Advisory Committee will advise the Programme Coordinator in planning and developing NSS programme and projects in the school under NSS. It will also review the NSS activities undertaken during the past years. It will also ensure the allocation of NSS student strength and release of grants to the schools.
- b. The Advisory Committee is an apex body for implementation of NSS at +2 level. The Programme Coordinator/s will approach the committee for the approval of NSS budget covering the NSS activities and establishment expenditure on NSS Cell.
- c. Para No.5.2 and 5.3 of chapter 6 of this part dealing with Advisory Committees may be referred to for further details regarding the composition of the NSS Advisory Committee, frequency of the meetings and limitations.

### **Organization and Administration of Unit**

The provisions regarding the organization and administration of NSS Unit have been given in the Chapter dealing with NSS Unit in part – VI. All these provisions will be applicable to NSS Unit in the school under +2 stage.

### **NSS Programme Officer**

The role of NSS Programme Officer has been discussed exhaustively in Chapter dealing with Programme Officer in Chapter 2 of part – VI. All these provisions will be applicable to Programme Officers in the schools at +2 stage except the provisions given as under:

- a. Qualifications of the Programme Officer:
  - 1. He/She must be a member of Teaching Faculty.
  - 2. He/She must hold Post Graduate Degree.
  - 3. He/She must be less than 50 years at the time of his/her selection as Programme Officer.
  - 4. The teacher who is serving as NCC Officer will not be appointed as NSS programme Officer.
- b. The Provisions discussed in the above sections will be applicable to the NSS Cell, Programme Coordinator, NSS Advisory Committee and Programme Officers at +2 Level as special provisions. All other provisions of the NSS Manual will also be applicable to the NSS at +2 Level where no exception has been made.

## Chapter 5

### NSS Advisory Committees

The NSS programme is based on the principles of participative action, self-reliant and self-disciplined way of life. The constitution of Advisory Committee provides machinery for associating more people with the NSS programme sharing their experiences and wisdom. It aims at institutionalization of the NSS programme at various levels.

The Advisory Committee provide platforms for discussion and evaluating NSS programme by the functionaries associated with NSS, experts in allied fields and eminent persons in the field of social and public service. The experiences and suggestions of these persons in the field of education, administration, social work, youth movements and in technical fields have been enriching the NSS programme in the processes of planning, supervision and evaluation.

NSS Programme has envisaged Advisory Committee at State, University, Directorate, College and +2 levels to ensure the participation of the people from different areas.

#### 1. State Advisory Committee

The State Governments are expected to constitute the State level NSS Advisory Committee in their respective States. The Committee will consider the following matters:

- a. All important matters relating to the development of the NSS programme in the State.
- b. Allocation of NSS volunteers strength to Universities and Directorates.
- c. Approval of the NSS budget for the State/UT.
- d. Selection of Colleges and +2 Schools for covering NSS programme.
- e. Securing assistance and coordination of different development departments, Government and non-Government agencies for NSS Programmes .
- f. Allocation of grants to Universities and Directorates.
- g. Coordination, review and evaluation of the programme at State level.

#### Composition of the State/UT Advisory Committee

Hon'ble Minister in charge	Chair person
Chief Secretary	Member
Secretary of Education /Youth Services,	Member
Secretaries of Rural Development , Information & Public Relations, Information Technology, Health, Forest & Environment , Disaster Management Authority	Member
Regional Director, NSS Regional Directorate	Member
All Vice- Chancellors of Universities implementing NSS	Member
Directors of Institutions of National Importance implementing NSS	Member
Director for +2 Education, Directorate of technical Education	Member
ETI Coordinators	Member
Two Representatives from Voluntary Organisation engaged in Developmental work in general and youth work in particular	Member

Whom the State Government finds appropriate	
Programme Coordinators of Universities / Directorates Implementing NSS	Special Invitee
State NSS Officer	Member-Secretary

### Frequency of the Meeting

The State Advisory Committee should meet at least twice a year. The first meeting should be held during the month of June and the second meeting in the month of January.

The review of the NSS activities during the last year and the planning of the NSS activities for the current year may be considered in the first meeting. The progress made in the NSS activities may be considered and necessary measures may be recommended for improving the activities in the meeting to be held in January.

### Tenure of the State level NSS Advisory Committee

The State NSS Advisory Committee has to be reconstituted by the State Government after three years.

### Sphere of Consultations

The State Advisory Committee is expected to work in the light of the NSS guidelines as far as NSS Programme is concerned. The State Advisory Committee is free to make necessary recommendations in the improvement of NSS activities. As far as administrative and policy directives are concerned, the Advisory Committee will not make any changes unilaterally.

Instances have been noticed where some Universities got the limits of financial expenditure enhanced from the State/University Advisory Committees. Similarly higher pay scales have been not approved for the Programme Coordinators. The Government of India does not agree to such decisions. It will be more convenient if such cases are referred to the Department of Youth Affairs and Sports, New Delhi, before such decisions are taken.

### State Coordination Committee

It has been observed that in some States, NSS State Advisory Committee is unable to meet for a long time due to certain unforeseen circumstances and certain constraints. Thus the consultation process and the coordination between various departments received a setback. It is therefore, suggested that the coordination between various Government, Departments, Local bodies and other corporate bodies may be achieved through a Standing Committee under the Chairmanship of the Secretary dealing with NSS in the state. This Committee may be known as State Coordination Committee.

### Composition of the State/UT Coordination Committee

- |    |   |                  |
|----|---|------------------|
| a. | Secretary, Education / Youth Services dealing NSS | Chairperson      |
| b. | Director, Higher Education                        | Member           |
| c. | Director, School Education                        | Member           |
| d. | Director, Youth Services                          | Member           |
| e. | Regional Director, NSS Regional Directorate       | Member           |
| f. | ETI Coordinator                                   | Member           |
| g. | All Programme Coordinators                        | Member           |
| h. | State NSS Officer                                 | Member-Secretary |

### University / Directorate NSS Advisory Committee

Each University / Directorate has to constitute an Advisory Committee under the Chairmanship of the Vice-Chancellor / Director to advise on the NSS programme planning, implementation and development. It will review the NSS activities in the area of the University / Directorate and ensure allocation of NSS students strength and release of grants to the Colleges.

### Composition of University / Directorate/DISTRICT NSS Advisory Committee

a.	Vice-Chancellor / Commissioner / Director	Chairman
b.	Registrar	Member
c.	Regional Director, NSS Regional Directorate	Member
d.	State NSS Officer	Member
e.	Finance Officer	Member
f.	E T I Coordinator	Invitee
g.	Four Principals of Colleges	Member
h.	Four Programme Officers	Member
i.	Two Student Representatives	Member
j.	State / District officers of Forest and Environment, Health, Rural Development / District Disaster Management Authority	
i.	Representative from NSS awardees/ National Youth Awardees/ NYK / NGO etc.,	Member
j.	Programme Coordinator	Member-Secretary

The NSS Advisory Committee at University / Directorate Level will be an Apex Body as far as implementation of NSS at University / Directorate Level is concerned. The Programme Coordinator will approach the University / Directorate Advisory Committee for approval of NSS budget, covering NSS activities and establishment expenditure on the NSS cell and also programme activities to be undertaken during the year.

### Frequency of meetings

The University / Directorate Advisory Committee should meet at least twice a year to review, plan and monitor the NSS activities. The First meeting will be in July and the second meeting will be in the Month of December.

### Limitations

The University NSS Advisory Committee will consider the financial and establishment proposals as per the administrative and policy directives issued by the Government of India and contained in NSS Manual. No decisions against these directives should be taken as these will not be acceptable to the Government of India. As far as NSS Programmes and activities are concerned, these can be selected as per needs and requirements of the respective Universities / Directorates.

### College and +2 Schools Level NSS Advisory Committee

The College and +2 Schools have to set up an NSS Advisory Committee to advise on

programme/planning and development under the Chairmanship of the Principal / Head Master. It will review the NSS activities at College and School level.

### **Composition of College/+2 Schools Advisory Committee**

1	Principal / Head Master	Chairperson
2	Taluka / Block Development Officer , Officers from Forest, Health, Rural Development	Member
3	Two Staff Members	Member
4	Sarpanch/ Corporator / wardmember of adopted village / slum	Member
5	Two NSS Student Leaders	Member
6	Two eminent social workers of the area	Member
7	Programme Officer, NSS	Member - Secretary

### **Frequency of Meeting**

The College/+2 Schools level Advisory Committee should meet once in a year. The aim of meeting is to assess the development of NSS programme in the Institution and promote a sense of participation among the members of the staff, public and students for community work.

### **Limitations**

The Colleges/+2 School level Advisory Committee will consider the proposals submitted by the Programme Officer according to the administrative and policy directives. No administrative and financial changes can be made in the pattern of financial expenditure by the College / School Advisory Committee. As far as programme is concerned, the Advisory Committee is free to select the activities suitable for their area and people from amongst the activities, suggested in NSS Manual.

### **+ 2 Directorate level NSS Advisory Committee**

The NSS Advisory Committee at +2 Directorate level will be set up to advise the Programme Coordinator at +2 level on programme planning and development of NSS programme. It will review the NSS activities in the Schools covered under +2 level in a State and ensure the allocation of NSS students' strength and release of grants to the Schools.

### **Composition of Advisory Committee at +2 level**



a.	Director of School Education (incharge of +2) level	Chairman
b.	Regional Director, NSS Regional Directorate	Member
c.	State NSS Officer	Member
d.	E T I Coordinator	Member
e.	Two Principals / Head Masters from the Schools	Member
f.	Two Programme Officers whose record in National Service has been excellent	Member
g.	Three District Education Officers of Schools	Member
h.	Three outstanding persons of voluntary organisations who are working in the field of community and social service	Member
i.	Programme Coordinator at +2 level	Member-Secretary

**Note :** The officers in State/District Administrations who are concerned with community development and other developmental agencies may be co-opted as Members or be invited as special invitees to participate in such meetings.

### **Frequency of Meeting**

The Advisory Committee at +2 level should meet twice in a year to review, plan and monitor the NSS activities.

### **Limitations**

All the provisions of limitations discussed under University / Directorate level Advisory Committee in para in 3.4 will be applicable to the NSS Advisory Committee at +2 Directorate level also.

## PART – V

### Chapter – 1 PLANNING AT STATE LEVEL

Planning plays an important role in achieving the set targets of any programme. It further helps to involve the people in a proper manner in any national reconstruction work and presents a model for their training. In a programme like National Service Scheme, where different agencies like Central Government, State Governments, Universities, Colleges, Schools, Youth and the Community are involved and proper planning and close coordination is essential to achieve the basic aims and objectives.

#### **Meeting of State NSS Advisory Committee**

The Meeting of State Advisory Committee should be convened in the first week of June every year. The following agenda may be set :

- a. Review of the progress of the NSS activities during the current year and the previous years, if not reviewed earlier;
- b. Preparation of plan of action for the next financial year for regular activities and special camping programme, special programme like national integration, promotion of adventure programmes, etc.
- c. Tentative allocation of the NSS strength to the Universities for the current year and the next year;
- d. Evaluation of the of NSS Programme and other allied projects.

#### **Meeting of NSS Core Group**

A meeting of the NSS Core Group consisting of the State NSS Officer, Programme Coordinators, and Training Coordinator, ETI will be conducted under the chairmanship of the Regional Director. The meeting may be conducted in the month of April / May every year. The following points should be taken for consideration in the meeting:

- a. Review of the progress of NSS Programme/activities in the Universities / Directorates during the current year.
- b. Preparation of plan of action for current year of NSS programmes and youth programmes. Allocation of NSS Volunteers strength to Universities / Directorates.
- c. Problems and bottlenecks faced by the Universities / Directorates / Units in the implementation of NSS programme and remedial measures to be undertaken.
- d. Effective and proper Utilization of Funds as per guidelines and Submission of Audited Accounts by the Universities / Directorates

#### **Timely Communication**

The State NSS Officer should ensure that the official communications are issued on time regarding the allocation of strength to the Universities/ Directorates, release of grants and guidelines etc. to the concerned. This process should be completed by the month of May or June every year so as to enable the Universities / Directorates to implement the NSS programme in a systematic manner.

#### **Release of Grants**

Being a Central Sector Scheme, the entire funds will be released by Government of India. It will be the duties of the NSS Core Group to ensure that the grants are made available upto the unit level by end of June every year.

**Second Meeting of the State NSS Advisory Committee**

Second meeting of the State Advisory Committee should be held during the month of January. It should take stock of the progress of the NSS activities and targets achieved during the current year. The committee may review and suggest the remedial and corrective measures to complete the targets.

## Chapter 2 : Planning at University / + 2 Directorate Level

NSS Cells at University / Directorate and +2 level play a pivotal role in National Service Scheme implementation at the units level. The Programme Coordinators, NSS are directly associated with the Programme Officers, who look after the NSS units at the College/School level. The Programme Coordinator will send the necessary guidelines / instructions to the Programme Officers for the proper implementation of NSS Programme at the Institution level. At the Institution level, the NSS programme will be implemented successfully as per plan of action, if the proposals / projects are approved and the release of funds are made on time by the University / Directorate. The periodical review of programme and the feedback received from NSS Functionaries will help in planning the activities for the next year. Some actions are suggested at different stages for proper planning and execution:

### **Seminar/workshop of Principals and Programme Officers**

- a. Universities / Directorates may convene a two day seminars / workshop of Principals and Programme Officers during the month of April / May so that the feedback on NSS programme implementation at the Institution level including the problems faced in the conduct of regular, special camp and special programmes will be really useful in planning the activities for the current year. Further, during the interaction, there is a possibility of arriving some remedial measures for the problem faced at the unit level.
- b. The workshop/meeting of Programme Officers may be utilized effectively for planning the activities with inclusion few innovative programmes, which are beneficial to the community as well as to student volunteers.
- c. The allocation and the enrolment made to various NSS units may be reviewed in light of performances of the NSS units.
- d. The problems and difficulties faced by the Programme Officers during the last year may also be discussed in this meeting. The Programme Officers should be encouraged to give the factual and real picture of state of affairs. The problems thus brought into limelight may be communicated to the NSS Regional Directorate, State NSS Cell and Programme Director Cell for their information and further necessary action. Some of them may be discussed in the University / Directorate +2 level Advisory Committee.
- e. The conduct of one day Principals of Colleges / Schools meet will be very useful to actually know the status NSS programme in the Colleges / Schools. This meeting will be helpful and add strength to the Programme Officer to get the necessary support from the Principal in the conduct of the NSS programme in the College/School. Such meetings will create a good environment for the NSS programme implementation. The Vice-Chancellor of the University / Commissioner / Directors of Higher Education Department may motivate Principals for taking initiative for the development of NSS programme in their Institutions.
- f. Since the workshop and seminars will bring a smooth implementation of the programme, financial implications shall be made out of the administrative cost of the University.

- g In fact, this seminar and workshop should provide necessary information and data for formulation of the plan of action at University / Directorate level in the light of past experience and performance of the NSS units at college/school level.
- h. Programme Coordinators should ensure participation of Programme Officers in training programmes conducted at the Empanelled Training Institution.

### **Calendar of Activities**

The Programme Coordinator should prepare a calendar of activities to be undertaken during the current year for the guidance of NSS units under the jurisdiction of university/directorate /+2 council. A suggestive calendar of activities has been prepared by the NSS Directorate, Ministry of Youth Affairs & Sports, New Delhi. The Programme Coordinator may refer to the calendar of activities for guidance for preparing their own calendar. Accordingly, the NSS units may be advised to prepare a calendar of activities for their units also. The calendar of activities is given in Chapter 4 of this part.

### **Participation in other Youth Programme**

The Government of India has appreciated the role of NSS volunteers in community service and national reconstruction. Accordingly the Ministry of Youth Affairs & Sports has earmarked certain youth programmes for the NSS volunteers. Such programme included National Integration Camps, Promotion of Adventure among youth etc. The universities/Directorates /+2 councils can utilize these schemes for the benefit of the NSS volunteers by preparing proposals and submitting them in time to the Ministry of Youth Affairs & Sports through NSS Regional Directorates. Therefore, it is suggested that University/ Directorate may avail these opportunities for the benefit of the NSS volunteers. For further details NSS Regional Directorate of the State can be contacted. List of the Regional Directorate is given at Annexure -

### **Submission of Annual Action Plan**

By initiating actions as stated in paras 1 to 5 the Programme Coordinator at university/directorate /+2 council NSS Cell has sufficient material to formulate his/her plan of action. He/she should forward the plan of action of the university/+2 council NSS activities to be undertaken during the current year to NSS Regional Directorate, State NSS Cell to place it before the State Advisory Committee meeting scheduled in the month of January.

### **Release of Grants**

The whole exercise will become futile, if financial support is not given to the NSS units in time. Generally Government of India releases the grants for NSS to State NSS Cells in time. The State NSS Cells are expected to release the regular grants to the Universities / Directorates by 30<sup>th</sup> June, i.e. before the new academic session starts. The universities / Directorates and +2 councils will ensure that the grants are released to the NSS units in time to enable them to undertake regular activities and special camping programme as proposed and approved.





### Chapter – 3 Planning at Institution Level

Each institution is allotted a certain number of NSS units according to the student strength. Each unit consists of 100 / 50 NSS volunteers and functions under a member of teaching faculty who is designated as Programme Officer. The Programme Officer is responsible for the implementation of NSS Programme in a College/Institution as far as his/her unit is concerned. After enrolment, the NSS volunteers started working with members of the adopted village or urban slums. Thus, repeated interaction among the student masses, community, teaching faculty and administration takes place. These interactions create a feeling of oneness among the community and NSS volunteers. Therefore, it is very crucial that NSS Programme Officer plans the NSS activities in such a way that the interaction of different sections of the community is favourable, encouraging and satisfying.

Further, the Programme Officer is followed by 100 / 50 NSS volunteers, members of the teaching faculty and officials of the administration and members of the community. His/her success or failure is likely to influence all these sections. Thus, it is imperative that NSS Programme Officer plans the NSS activities properly so that his/her projects are completed successfully and his/her image along with NSS programme is enhanced. In this way, he/she will become a role model for NSS volunteers.

#### **Division of NSS Unit**

The Programme Officers should divide the NSS unit into groups and teams. Each group and team should be given specific projects/activities. It should be ensured that students are grouped together as per their inherent inclinations and aptitudes. The task of each group/team should be specifically defined. The group should be explained all aspects of the activities or projects without any reservation so that the NSS volunteers can associate themselves with these projects whole heartedly.

#### **Selection of Projects**

Projects/activities should be selected with due care keeping the capability of NSS volunteers in view of its successful completion.

- a. Parameters of each projects should be decided in detail in advance. Selection of the projects should be made, as per the needs of the society, availability of resources, raw- material, and trained personnel for its completion.
- b. All constraints which can prove bottlenecks in this programme should be thought of in advance keeping in mind the corrective measures.
- c. The scope and nature of beneficiaries should be decided in advance. It will be better if the specific projects are undertaken for a specific group or community.
- d. The golden rule of selecting the project should be that NSS volunteers must be in a position to complete the project successfully. There are many to share a glory but few to share the burden of failure. This golden rule should be always kept in mind while selecting the project.
- e. The outstanding work of the NSS volunteers of the unit should be recognized by awarding special certificates. The work of such volunteers should be brought to the notice of the Programme Coordinator of the university / directorate under intimation to NSS Regional Directorate of concerned region.

Programme Officers should prepare a calendar of activities of the NSS unit for the year in the light of model calendar of activities and forward the copy of the same to the Programme Coordinator and NSS Regional Directorate, State NSS Cell and ETI. If some special projects/activities have been selected, the plan of such activities should be forwarded to the Programme Coordinator and NSS Regional Directorate.



## Chapter – 4

### Planning of NSS Programmes

#### Calendar of Activities

Planning plays an important role in achieving the set targets and goals in a very systematic manner. It gives scope for continuous feed-back, proper monitoring and execution of the assigned task. National Service Scheme, in the present context, has reached a stage where it is strongly felt that the planning of NSS activities to achieve the assigned goals is very essential right from the grass-root level.

#### 1. Month-wise Suggested Activities

NSS Directorate, Ministry of Youth Affairs and Sports, New Delhi has prepared a model action plan. The action plan will help the Programme Coordinators and the Programme Officers in finalizing the calendar of activities at their Universities / Directorates and Colleges. The model action plan is given as follows:

##### 1.1 July

##### a. Quarterly Report

Submission of Quarterly report in the prescribed proforma( **Annexure -** ) to the NSS Programme Coordinators on the regular activities and Special Camping Programme conducted for the period April to June by the NSS units preferably on or before 7<sup>th</sup> July so as to enable the Programme Coordinators to submit consolidated report to the NSS Regional Directorate and State NSS Cell by 15<sup>th</sup> of July. This is the pattern to be followed for all Quarterly Reports.

##### b. Enrolment

Programme Officers at the Institution level have to start enrolment drive in the month of July. The Programme Officers may take the following steps to attract sincere and service-minded students to join in NSS:

- i. Involving senior volunteers/students to encourage new students to join NSS.
- ii. Posters, leaflets, handbills reflecting the aims and objectives of NSS may be distributed among the students and displayed in college library, notice boards, etc;
- iii. Programme Officers may hold one or two general meetings in auditorium / common hall in which the philosophy, aims and objectives of NSS may be explained to the new students and they may be encouraged to join NSS.
- iv. Programme Officer can invite Ex NSS Volunteers who received Indira Gandhi / State / University / Directorate level Awards to motivate the new students to join in NSS.

**c. Mass Tree Plantation Programmes**

Mass Tree Plantation in the campus and adopted villages/areas and upkeep of existing trees should be undertaken. In case enrolment has not been started or completed, programme may be organized involving senior NSS volunteers and general students. Forest/Horticulture/Soil Conservation Departments may be contacted for Saplings. However, plantation should be taken up only at places where protection and survival are assured.

**1.2 August**

**a. Completion of Enrolment**

Programme Officers are to complete enrolment in August every year followed by submission of detailed enrolment data in the prescribed proforma( **Annexure-** ) to the concerned NSS Programme Coordinator of the University/ Directorate /+2 level.

**b. Constitution of College /+2 Level NSS Advisory Committee**

The College /+2 level NSS Advisory Committee should be constituted for a period of 3 years if not done earlier as per the guideline given at Chapter 5

**c. NSS Advisory Committee Meeting**

The Institutions should conduct its first meeting and prepare the Annual Plan for regular as well as special camping activities and other community development programmes. The under-developed area (village cluster/slum) near the college/school is to be adopted for organizing NSS activities. The Annual Plan (covering regular and special camping activities) may be submitted to the Programme Coordinator who will prepare the University / Directorate Level Annual Plan and submit it to the NSS Regional Directorate / State NSS Cell. The State NSS Cell will prepare the State level Annual Plan in consultation with the NSS Regional Directorate and submit it to the Programme Director Cell through the concerned NSS Regional Directorate so that the Programme Director Cell, New Delhi will prepare the National level Annual Plan on NSS activities.

**d. Regular Activities**

The NSS units at Institutions have to start the regular activities at least by 15<sup>th</sup> August. If the enrolment does not take place by this date, activities can be started with the senior NSS volunteers.

**e. Orientation**

After the completion of enrolment of NSS volunteers, a three day orientation on NSS covering various aspects of community service may be conducted for newly enrolled NSS volunteers to be involved in various types of NSS programmes. Topics like Swachh Bharat Mission, environment enrichment and conservation, disaster management, drug abuse, health, family welfare, health education, HIV / AIDS prevention, food and nutrition, social service Programmes, Women and Child Development, etc. may be included.

**f. Environment Enrichment & Tree Plantation**

The NSS units may take up tree plantation in college campus, public institutions, adopted villages/slum areas, and wasteland as one of the regular activities of the Quarter (with assured protection of saplings planted). The NSS units can also take up construction of roads, village streets, drains, cleaning of village ponds and well, environmental sanitation and disposal of garbage – composting, removal of plastic bags and waste, etc so as to keep the environment clean and neat.

**g. Disaster Management**

NSS units of Colleges may be kept ready to extend their helping hand to local administration / authorities during emergency like fire, flood, cyclone, etc. Relief and rescue work inoculation and immunization, distribution of medicines, essential goods, food, water and clothes may be undertaken in collaboration with the concerned agencies/local authorities. The Fire Safety Department may be involved in giving training to NSS Volunteers at the College level.

**h. Adoption of the village**

Each and every NSS unit has to adopt a village / slum very near to their Institution and conduct the regular activities and special camping programme continuously for a period of 3 to 5 years. In colleges/schools having more than one NSS unit, each NSS unit has to adopt a separate village / slum and submit necessary information about the villages/areas adopted in the prescribed Performa to the concerned NSS Programme Coordinator at the beginning of the academic year. However if there are no sufficient number of villages / slums at the vicinity of the institutions, more than one unit can adopt a single village / slum.

**j Health Service & Awareness**

The NSS units may take up health service / hospital service programme as one of the regular activities.

**1.3 September**

- b. Apart from continuing the programme taken up during July and August, a few more new programmes also may be taken up as per local needs.
- c. Celebration of NSS Day on 24<sup>th</sup> September.
- d. International Literacy Day and Week (8<sup>th</sup> September)

**1.4 October**

**a. Half yearly Reports**

May be prepared and submitted to the Programme Coordinators for the period April to September.

**b. Organization of Camp**

Advisory Committee meeting may be held to discuss and decide about organization of a special camp in September/October holidays. Advance orientation on the theme

of the special camping may be conducted to the selected volunteers so that the volunteers involvement would be more effective. The main thrust during the special camping programme would be on “Youth for Cleanliness” (Swachh Bharat Mission). The special camping theme is decided from time to time according to the national priorities.

**c. National Blood Donation Day (1<sup>st</sup> October)**

**d. Gandhi Jayanti - Swachh Bharat Mission (2<sup>nd</sup> October)**

The Government is taking necessary steps to imbibe the attitude of cleanliness in the heart and minds of people. To facilitate this mission, it is proposed to undertake special cleanliness drive in all offices, colleges, schools, public places and entire living surroundings. The NSS Volunteers have to take forward the mission to all by taking appropriate initiatives. All should take SwachhtaSapath( Pledge) **Annexure -**

**a. National Unity Day 31<sup>st</sup> October**

**November**

**a. Quami Ekta Week from 19<sup>th</sup> to 25<sup>th</sup> November.**

The NSS units may observe the Quami Ekta Week from 19<sup>th</sup> to 25<sup>th</sup> November as detailed below:

- i. 19<sup>th</sup> November : National Integration Day : Meetings, Symposia, Seminars, etc. to be held to emphasise the theme of secularism, anti-communalism and non- violence. The integration pledge would be taken on 19<sup>th</sup> November. This can also form a part of the Mother's Day Celebration
- ii. 20<sup>th</sup> November : Welfare of Minorities Day : Welfare programmes for the minorities may be initiated along with a public awareness drive. In riot-prone areas, peace-marches and special fraternal processions may be taken out.
- iii. 21<sup>st</sup> & 22<sup>nd</sup> November: Weaker Sections Day : Special functions and programmes may be organized to enable people of each region to appreciate the heritage of other parts of India.
- iv. 23<sup>rd</sup> November : Cultural Unity Day : Programmes to promote the cultural unity may be organized.

- v. 24<sup>th</sup> November : Women's Day : Programmes concerned with women's education, employment, etc. may be organised to emphasise the role of women in our society.
- vi. 25<sup>th</sup> November : Conservation Day : Programme in association with Forest Department to environmental conservation may be arranged.

However, in case the 'week' comes in conflict with the examination schedule only one day may be celebrated with the components of all aspects of the week.

**b. National Constitution Day (26<sup>th</sup> November) :**

Constitution Day in India is celebrated every year on 26<sup>th</sup> of November as the constitution of India was adopted by the Constituent Assembly on 26<sup>th</sup> of November in the year 1949 and came into force on 26<sup>th</sup> of January in 1950. Dr. Ambedkar is the Father of Constitution of India. It is desired that the Constitution day be celebrated by all the NSS units in Higher Educational Institutions on 26<sup>th</sup> November. The students and teachers will engage in activities propagating the 11 Fundamental Duties enshrined in the Constitution. The main activities that are to be conducted are: 1. Debate, speeches and essays on Fundamental Duties, 2. Banners highlighting the Fundamental Duties to be put up in the campus, 3. One lecture in every Institution on importance of Fundamental Duties, 4. Pledge taking by teachers and students on the day, 5. Organisation of Youth Parliament

**1.6 December**

- a. 1<sup>st</sup> December : World's AIDS Day
- b. 25 December: Good Governance Day

Organisation of various competitions, seminars and taking oath ( **Annexure** )

- c. Organisation of Special Camp

**1.7 January**

- a. Submission of quarterly reports (progressive) for the period October to December by 7<sup>th</sup> January.
- b. **National Youth Week** is to be observed in an appropriate manner from 12-19 January. It may be noted that 12<sup>th</sup> January is the most important day of the youth i.e. Swami Vivekananda Birth Day, celebrated as National Youth Day. In case, it is felt difficult to celebrate all the days due to academic activities at least 12<sup>th</sup> January i.e. National Youth Day may be observed.
- c. **12<sup>th</sup> January : National Youth Day (Birthday of Swami Vivekananda)**
  - ii. Lectures/Symposia on the philosophy and teaching of Swami Vivekananda, Mahatma Gandhi, Pandit Jawaharlal Nehru and other national leaders as a source of inspiration to Indian Youth.

- iii. Debate on the role of youth in the contemporary situation with particular reference to character-building.
- iv. Essay/drawing competitions amongst youth on philosophy and teachings of national leaders particularly Pt. Jawaharlal Nehru/Mahatma Gandhi.

**d. 25<sup>th</sup> January: National Voters Day**

In order to encourage more young voters to take part in the political process, [Government of India](#) has decided to celebrate 25<sup>th</sup> January National Voters' Day every year. The significance of this day is to encourage youngsters, who have reached the age of 18, of the country to participate in the electoral process, by enrolling or registering themselves in electoral rolls and to exercise their franchise. The NSS Volunteers of Colleges may undertake suitable activities to achieve the Government objective.

**e. Republic Day**

The occasion may be celebrated in a befitting manner on 26<sup>th</sup> January in the Adopted village and in the campus.

**1.8 February & March**

**b. 8 March: International Women's Day**

- ii. Special programmes may be organized to highlight the significant role played by women in the family and also girl child. Issues like status of women in the society and the need for gender justice may be highlighted.
- iii. Programmes on BetiBachao , Betipadhao ( Save and educate the girl child)

**1.9 April**

Accounts, Quarterly reports (January to March), Half Yearly reports (October to March), etc. may be prepared and submitted to the Programme Coordinator latest by 7<sup>th</sup> April. Planning for the programme during summer vacations, contacting developmental agencies, etc.

**1.10 May & June**

c. Preparation and submission of progress reports on literacy, camping, etc. the first quarterly report in the prescribed proforma to submitted by the NSS unit to the concerned Programme Coordinators indicating adopted villages/slum areas, volunteers enrolment by 30<sup>th</sup> June. The II, III and IV quarterly reports will indicate cumulative progress made as on 30<sup>th</sup> September, 31<sup>st</sup> December and 31<sup>st</sup> March.

**d. 5<sup>th</sup> June -World Environment Day**

Environment enrichment programmes may be organized in the adopted village/slum areas. Programme Officers/Principals may contact the agencies working for wasteland Development, Social Forestry, Horticulture, Soil Conservation, etc. Plantation programme in the identified projects, with assured protection. Mass awareness programmes about global warming, green house effect, ozone depletion, soil, water and air pollution, etc. may be initiated to sensitize the people.

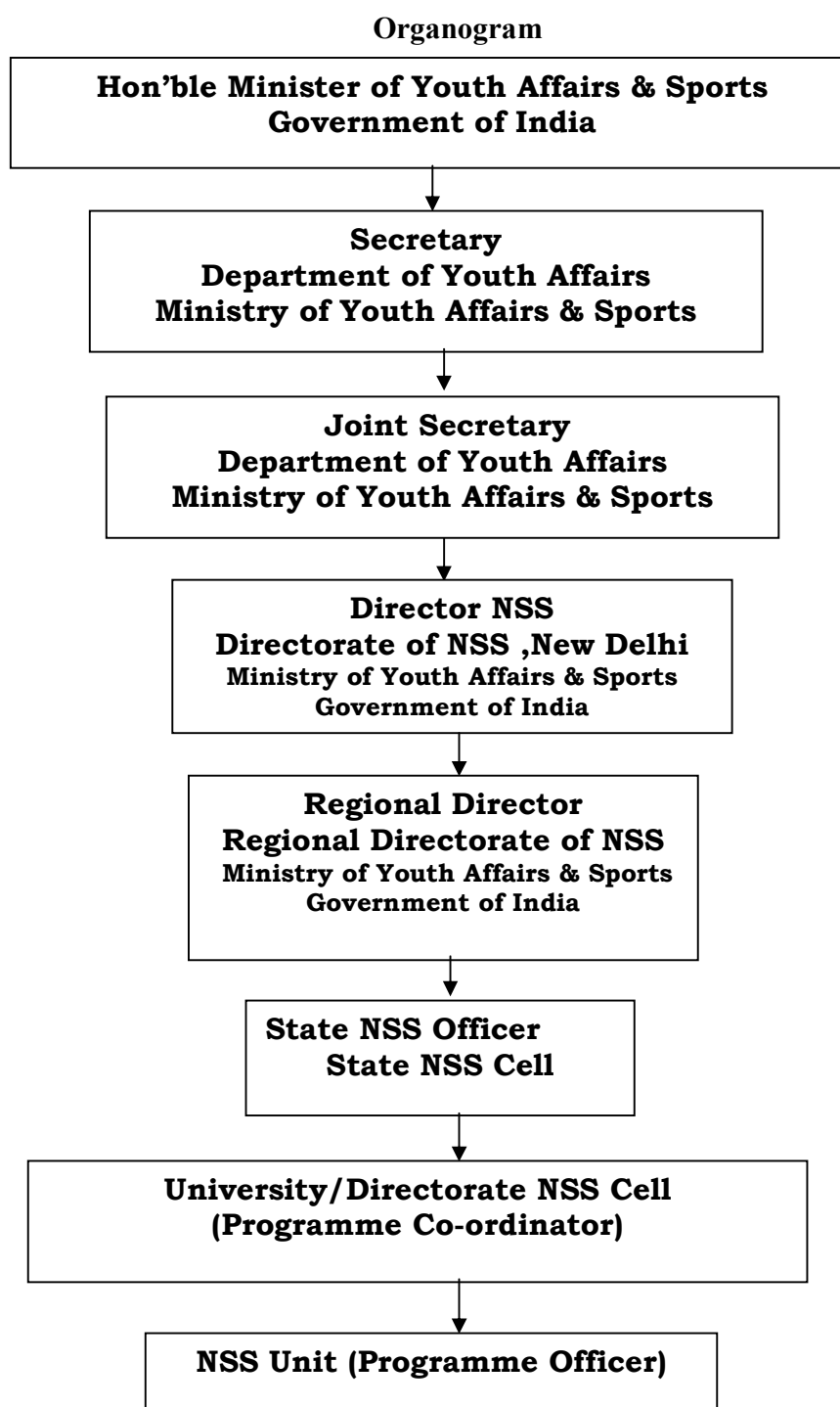
**LIST OF INTERNATIONAL AND NATIONAL DAYS TO BE OBSERVED BY NSS**

1	National Youth Day	12 <sup>th</sup> January
2.	National Voters Day	25 <sup>th</sup> January
3.	Republic Day	26 <sup>th</sup> January
4.	Martyr Day	30 <sup>th</sup> January
5.	World Water Day	22 <sup>nd</sup> February
6.	World Cancer Awareness Day	4 <sup>th</sup> March
7.	International Women Day	8 <sup>th</sup> March
8.	World Health Day	7 <sup>th</sup> April
9.	Anti Terrorism Day	21 <sup>st</sup> May
10.	World No Tobacco Day	31 <sup>st</sup> May
11.	World Environment Day	5 <sup>th</sup> June
12.	International Yoga Day	21 <sup>st</sup> June
13.	World Population Day	11 <sup>th</sup> July
14.	International Youth Day	12 <sup>th</sup> August
15.	Independence Day	15 <sup>th</sup> August
16.	Sadhbavana Day	20 <sup>th</sup> August
17.	International Literacy Day	8 <sup>th</sup> September
18.	International Peace Day	21 <sup>st</sup> September
19.	NSS Day	24 <sup>th</sup> September
20.	National Blood Donation Day	1 <sup>st</sup> October
21.	International day of non violence Swachh Bharat Mission – Clean India Mission	2 <sup>nd</sup> October
22.	Global hand Washing Day	15 <sup>th</sup> October
23.	National unity day (Sardar Vallabhai Patel birth day )	31 <sup>st</sup> October
24.	National Integration Day	19 <sup>th</sup> November
25.	National Constitution Day	26 <sup>th</sup> November
26.	World AIDS Day	1 <sup>st</sup> December
27	World Human Rights Day	10 <sup>th</sup> December



**List of Week to be observed by the NSS Units**

1.	National Youth Week	12 <sup>th</sup> to 19 <sup>th</sup> January
2.	Vanmahostava week	1 <sup>st</sup> to 7 <sup>th</sup> July
3.	National unity week	31 <sup>st</sup> October to 6 <sup>th</sup> November
4.	QuamiEkta Week	19 <sup>th</sup> to 25 <sup>th</sup> November





## PART – VI

### **IMPLEMENTATION OF NSS PROGRAMMES**

#### **Chapter 1 : NSS at institution level – Organisation and Administration of NSS unit**

The unit at college/+2 level is the grass-root unit in NSS. The organisation keeps contact with the community, administration, student youth and teaching faculty through this unit only. Therefore, the organisation and management of NSS unit are of vital significance.

##### **1. NSS Unit**

An institution will be allotted NSS units according to the strength of students. The number of units will be allotted by the Programme Coordinator in consultation with NSS Regional Centre and State Liaison Officer considering the demands of the institution. It is expected that the institution will provide necessary facilities for the successful running of the NSS unit because it is a part of the institution i.e.college or school.

The strength of a unit will be 100 NSS volunteers normally.

##### **2. Enrollment of NSS Volunteers**

At college level the NSS volunteers will be enrolled from the first and second year degree-class students. Preference should be given to the students who have worked as NSS volunteers at +2 level also.

Students belonging to minority communities, scheduled castes and scheduled tribes should be encouraged to participate in NSS. They should be given due representation where more students desire to join NSS.

In co-educational colleges the girls should be motivated to join NSS.

The students from foreign countries studying in Indian universities should also be encouraged to join NSS so that they may share the experiences of national reconstruction and community work.

*NCC cadets will not be allowed to join NSS. Similarly NSS volunteers will not participate in NCC or any other youth organisation as long as they are in NSS. Same restriction will apply to the ANO of NCC and NSS Programme Officers also.*

### 3. Programme Officers

One Programme Officer will be in charge of one unit only.

- a. The Programme Officer should be nominated from the teaching faculty. However the faculty member in charge of NCC will not be allowed to work as NSS Programme Officer.
- b. Programme Officer will be responsible for the organisation of NSS unit, implementation of NSS programme under the supervision and direction of Principal of the college or head of the institution.
- c. The Programme Officer will be responsible to carry out the instructions issued by the Programme Coordinator of the University, NSS Regional Directorate and State NSS Officer for the implementation of NSS activities as per the NSS Manual, programme guidelines and administrative and policy directives.
- d. In case of dispute in the nomination of the Programme Officer, the decision of the Regional Directorate will be final.
- e. The trained Programme Officer is to serve minimum period of three years and he / she cannot be removed before completion of the tenure. In case of the resignation tendered by the Programme Officer in mid tenure, he / she has to refund the training cost. It will also be applicable in case of deliberate removal by the Head of the Institutions, the institution has to bear the training cost of the Programme Officer.
- f. Other details regarding the Programme Officers are given in chapter 2 of this part.

### 4. Infrastructure

- (a) The institution authorities should provide the infrastructure and logistics to the NSS Unit ( Separate room with office furniture, computer with internet facility and adequate storage facility)
- (b) The articles/materials purchased out of NSS funds will be stored separately and used for NSS purpose only.

- (i) The stores and equipment will be entered in a stock register properly. The entries in the stock register will be endorsed/initialed by the head of the Institution as required under normal financial rules.
- (ii) In case of change of incumbency,, the Head of Institution will ensure that the charge of NSS stores and materials is properly handed over by the outgoing Programme Officer to the new Programme Officer. Necessary certificate of transfer of charge will be duly countersigned by the head of the institution in the stock register.

## **5. Records and Registers**

The NSS Programme is financed by the public funds. Therefore, the institution should maintain the financial records and registers as required under financial rules and these have to be kept open for inspection and audit.

The following records/register are to be maintained in the NSS unit at college level:-

### **(a) Enrollment Register**

A register with complete particulars and profile of the students enrolled in NSS should be maintained, unit wise. This register should have information about the names, sex, SC/ST, and class of NSS students, their interests, and experience in NSS, and other service activities.

### **(b) Project Register**

This register is to be maintained by the Programme Officer with the help of students. It should provide a list of the projects undertaken during the year with complete information on each project, viz; places/area/institutions, target group, number of students (also names) involved in the particular activity and financial allotment, if any, for the particular project. The project register should give a picture of the adopted are – say for instance, village profile or description of the institution and also periodically the outcome of a particular project. For example, if the project is in the area of health education, details of the number of children covered under the immunization programme could be indicated. This record in course of time, should reflect on the success or failure of a particular project.

### **(c) Stock Register**

A stock-register, listing separately, the consumable and non-consumable items, should be maintained. In addition, an issue/lending register must be maintained

for purpose of verification and periodic stock-checking. The entries in stock-register will be initialed or countersigned by the Head of the Institution.

**(d) Record of Attendance**

Attendance of student volunteers at the various sessions/camps of NSS must be recorded and their signatures must also be obtained.

**(e) Minutes Book**

The Programme Officer should record the minutes of meetings of the advisory committee and other meetings held periodically. This would help him/her in taking suitable follow-up action.

**(f) Personal Work-Diary of Programme Officer**

Maintaining a personal work-diary will be useful for the Programme Officer wherein he/she notes the projects details, difficulties encountered in the project, number of hours spent for NSS and future plans of action.

**(g) Work-Diary of NSS volunteer**

It will be helpful for each student volunteer to maintain a work diary to note details of area of work, target groups, activities conducted, time spent, problems and plans of further action. NSS student leaders of various projects could give details of the activities and programmes, extra hours spent attendance of the members (volunteers) and target groups.

**(h) Documentation Register :**Keep the records of all photographs, news paper clippings, success stories , best practices of all the NSS activities.

**(i) Visitors Register:** Keep the records of all important officials / public representatives ( MLA,MP, Ministers etc.. ) and record their comments and suggestions whenever they involve /visit the NSS activities

## **6. Financial Records**

While the college/school office is responsible for separately maintaining accounts for NSS and ensuring their audit, the Programme Officer concerned, should keep himself/herself informed of the progress of the expenditure and be aware of the accounting procedure adopted by the institutions' office. He/she should ensure submission of expenditure statement and utilization certificate under GFR 19 A ( **Annexure** ) to the university/state government in time. College/schools having more than one NSS unit may select of the Programme Officers to look after the accounts, records, reports and returns etc.

- a. The accounts regarding the receipt of NSS grants and their utilization will be maintained as per financial norms. These accounts will be open for inspection to audit parties, officers of NSS Regional Director, State NSS Officer and Programme Coordinator also.
- b. NSS accounts will be maintained separately.

- c. The Programme Officers should send the periodical reports to the NSS Programme Coordinator on the prescribed proforma.
- d. Report of special camping projects undertaken by the NSS units may also be sent to the Programme Coordinators.

## **7. Financial Expenditure**

### **Contingent Expenditure for NSS Unit**

The NSS unit is funded by grants received from Governments. The Programme Coordinator releases the grants to the concerned colleges at appropriate time subject to certain conditions. Details of such grants and norms of utilization are given in Chapter 2 of Part-IX dealing with financial accounts under expenditure at institution level.

### **Raising Internal Resources**

Proposals have come from a few universities/ institutions for raising resources internally to meet the on-going establishment expenditure. In this context, the guidelines in para 5 of this chapter may kindly be referred to, which state clearly that it would be the responsibility of the university/institution to provide necessary infrastructure, secretarial assistance and other facilities for the smooth functioning of the NSS cell at the universities level and unit level.

The universities can provide this assistance by making additional budgetary provisions or by raising resources internally in the pattern being followed in respect of sports, youth welfare and other extra-curricular programmes. In this respect, the Ministry would not have any objection, if nominal fees not exceeding Rs. 50/- per student per annum are charged from the university or college/school/student/NSS volunteers from the current academic session, after following all rules and procedures. Out of the fee so collected the college/+2 schools can meet the NSS expenditures.

The bank interest accrued on NSS grants deposited in NSS accounts may be utilized for NSS Programmes.



## Chapter 2

### PROGRAMME OFFICER – APPOINTMENT, DUTIES AND FUNCTIONS

The Programme Officer is expected to motivate student youth to understand the values and philosophy of NSS. The overall functions of Programme Officer are to help the students to plan, implement, and evaluate the activities of NSS under his/her charge and give proper guidance and directions to the student volunteers.

1. To discharge his/her obligations under NSS Programme the Programme Officer plays the role of an organiser, an educator, a coordinator, a supervisor, an administrator, and public relation officer to improve the quality and magnitude of NSS programme in his/her institution. His/her functions can be stated as under:-

**(a) As an Organizer**

- (i) To interpret the scheme to the students and other members of the college community and create awareness about the scheme;
- (ii) To Motivate, recruit and select student for NSS work;
- (iii) To enlist cooperation and coordination of community agencies, government departments and non-governmental agencies; and
- (iv) To select service projects on the basis of utility and feasibility.

**(b) As an Educator**

- (i) To prepare orientation programme for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme;
- (ii) To promote community education through meetings, talks, news bulletins discussions etc.; and
- (iii) To help in formulating NSS programmes which will have direct relationship with the academic curricula.

**(c) As a Coordinator**

- (i) To coordinate NSS activities in accordance with the students ability and community demands.
- (ii) To coordinate internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in implementation of the scheme; and

- (iii) To coordinate various external resources available in the forms of government services; welfare agencies and voluntary bodies for the success of the NSS programme.

**(d) As a Supervisor**

- (i) To assist students to learn how to do their jobs. His/her supervisory and consultative skills should enable students to set realistic goals and see problems as challenge and take appropriate steps to solve them.
- (ii) To assist in evaluation and follow-up work.

**(e) As an Administrator**

- (i) To keep the Principal, College Advisory Committee and the Programme Coordinator of the University informed of the activities of the unit;
- (ii) To run day-to-day administration of the programme;
- (iii) To attend correspondence regularly;
- (iv) To maintain record of students participation and activities undertaken;
- (v) To prepare progress report periodically for submission to college/school and university;
- (vi) To keep accounts and stock in the prescribed forms;and
- (vii) To prepare annual calendar of activities to be undertaken.

**(f) As a Public Relation Person**

- (i) To inform the community about the scheme through press reports, radio and television programmes, pamphlets, seminars and speaker's forums.
- (ii) To initiate IEC campaigns for image building of NSS in order to inspire and motivate the students and community.

**Selection of the Programme Officer**

The selection of the Programme Officer will be made by the Programme Coordinator in consultation with the head of the institution under with approval of the Regional Directorate. The same principle will be applicable in case of midterm removal / resignation.

### **Qualification**

- (i) Programme Officer will be selected from the members of teaching faculty only.
- (ii) NCC Officers should not be appointed as NSS Programme Officer.
- (iii) In women college/girls schools a lady teacher should be appointed as Programme Officer. However, male members may help the lady Programme Officer.
- (iv) A teacher who has high level of, motivation, inclination and aptitude for community work and above all very good report with students should be preferred as Programme Officer.

### **Tenure**

The maximum period for which a teacher is appointed as Programme Officer will be 3 years in the first instance. However, this period is extendible for another two years totally for period of maximum five years on the basis of the review of his/her performance by the Principal and Programme Coordinator.

The services of the NSS Programme Officer can be terminated at any time if any dispute arises. The removal will be made by the Regional Directorate/ SNO on the recommendation of the head of the institution.

## **2 Training/Orientation**

The Programme Officer must undergo the orientation training at the training institutes at the earliest after assumption of charges of the NSS Programme Officer. The nominations for the training should be done by the Regional Directorate / State NSS Officer / Programme Coordinator.

- (i) The Principal will ensure that the Programme Officer is relieved to participate in orientation and all types of training as and when nominated.

## **3 Functions of Programme Officer**

The Programme Officer will perform the following functions :-

- (a) He/she will plan the NSS regular activities and special camping programme as Programme guidelines issued by the Government of India and Programme Coordinator of the concerned university.
- (b) The Programme officer will ensure that NSS volunteers complete the prescribed hours in regular activities and participate in special camping programme as per requirements. The orientation of the NSS volunteers should be conducted in a befitting manner and 20 hours should be devoted to orient the NSS volunteers.
- (c) He/she will divide the NSS unit into different groups and assign the definite task and targets and projects to each group.
- (d) He/she will supervise the working of NSS volunteers.

- (e) He/she will ensure that the basic aims of NSS Programme i.e. personality development of NSS volunteers, interaction of the different classes of society take place harmoniously and the NSS volunteers and community are benefited from the activities of NSS unit.
- (f) He/she will maintain the necessary records and registers prescribed by Government of India and Programme Coordinator of the University/ Council.
- (g) He/she will be responsible for the equipment and stores purchased out of NSS funds. He/she will hand over the charge of NSS equipment and stores to his/her successor at the end of his/her tenure.
- (h) He/she will spend the NSS grants as per administrative and financial directives of the Government of India .
- (i) He/she will depute NSS volunteers for participation in various programmes sponsored by the Ministry of Youth Affairs & Sports, Government of India such as National Integration Camps, Adventure Programmes, Republic Day Parade and any other function organised by the NSS Regional Directorate and concerned University.
- (j) He/she will submit the reports periodically to the NSS Regional Directorate, NSS State NSS Officer and Programme Coordinator
- (k) He/she will ensure the submission of accounts in time. The accounts may be got audited from a chartered accountant or departmental auditor along with the utilization certificate.
- (l) He/she will liaise with the officials of the department for NSS projects and activities. He/she will also coordinate with the voluntary organizations working in the field of community development in general and youth work in particular.
- (m) He/she will convene the meeting of the college advisory committee in consultation with the Principal of the institution as laid-down in the NSS Manual.

#### **4. Out-of-Pocket Allowance**

The Programme Officer, NSS conducts and supervises the NSS activities and for that he/she has to incur expenditure on meeting people, placement of students and travel within municipal limits and adopted villages. This expenditure is reimbursed in the form of out-of-pocket allowance. The Programme Officers are paid @ **Rs. 500/-** per month for this purpose initially.

Out-of-pocket allowance admissible to the Programme Officer is exempted from the payment of Income-tax as per circular No. 1-12/77-SY dated 27<sup>th</sup> July, 1977. Copy of the letter is appended at Annexure – VI.

#### **5. Financial Pattern**

Each NSS unit should get **Rs. 36000/- or Rs. 360/-** per volunteer per year from the Regular Grant of **Rs. 400/-** from the Programme Coordinator of the concerned university/+2 council for the implementation of NSS regular activities i.e. university/+2 council will deduct **Rs. 40/-** towards administrative expenditure per volunteers. Out of this grant expenditure of **Rs. 25/-** per volunteer per annum is incurred on the college/school level expenditure for a unit of 100

## Programme Development

The balance of funds per volunteer per annum will be utilized on Programme development by NSS units on items, e.g. refreshment to volunteers during programme/camp, volunteers camp/community visit expenses by public transport, purchase of essential working tools, camp equipment, etc. required for programmes, travel expenses of Programme Officers for participation in official meeting/training programme and so on. For technical institutions the State Advisory Committee will decide the nature of tools and equipment. For details chapter 2 of Part-IX Pattern of Financial Expenditure may be referred.

### Special Camping Programme

The admissible is expenditure on annual special camping programme will be **Rs. 700/-** per campers for 7 days. The details of this expenditure have been given under Part-III special camping programme. The rate of regular and special camping grant get enhanced periodically for which Government of India issue expenditure guidelines.

## Incentives

The Ministry of Youth Affairs & Sports, Government of India has instituted National NSS Awards for the Programme Coordinators for the best NSS unit, Programme Officer and NSS volunteers. The prestigious NSS awards are presented the meritorious persons by the Honorable President of India on 24<sup>th</sup> September every year. The details of NSS awards are given at Annexure —.

- (a) The State Governments may also institute NSS awards for the Programme Officers who have done excellent work in the field of community development and youth work through National Service Scheme. Such awards may be awarded at State and District levels. The terms and conditions of the award at State level may be decided by the state authorities;
- (b) The universities may also devise ways and means to award the NSS Programme Officers and volunteers who have done excellent job of community service by NSS Programme Officers in their universities. The terms and conditions of the award at university level may be decided by the university advisory committee.

## Chapter 4

### IMPLEMENTATION & ADMINISTRATIVE SUPPORT TO NSS PROGRAMME AT STATE, UNIVERSITY AND +2 COUNCIL LEVEL

The successful functioning of NSS units and NSS volunteers at grass root levels depends upon the administrative actions initiated at State, University and +2 council levels. A little delay in such administrative actions can disrupt the smooth functioning of NSS programme at university and college level. The timely administrative actions will strengthen the NSS programme at all levels and will bring credit to the programme. For achieving the targets, it is of utmost importance that administrative actions are initiated at appropriate time at state, university & +2 council levels. The most vital factors for the implementation of successful NSS programme are allocation of NSS volunteers to universities and colleges, completion of enrollment within time limits and release of funds to the universities, colleges/schools.

#### 1. Allocation of NSS volunteers

The Central Government would make allocation of NSS student's strength among different State/UTs in the month of September/October every year.

- 1 The Secretary to the Department concerned in the State/UTs should, immediately after the allocation of NSS student strength, convene a meeting of the Programme Coordinator of NSS in universities/+2 level and the NSS officers of the Regional Directorate and decide upon the distribution of student strength among different universities. This meeting should be convened every year. Universities/+2 councils having comparatively lesser student strength under NSS should be encouraged to increase the students under the scheme.

Each Programme Coordinator will thereafter convene a meeting of Programme Officers and decide the allocation among various colleges. In this meeting itself, decisions should be taken to open new units in colleges where NSS has not yet been started and also in colleges already having NSS.

#### 2. Actual Enrollment of NSS Volunteers

The NSS Programme Officers should give sufficient publicity to NSS programme and its activities among the new entrants in the college/+2 schools. To achieve this end, write-ups regarding the NSS programme, and achievements can be displayed on notice boards. It is further suggested that the NSS Programme Officers may organise a meeting of the new students and inform them about NSS programme and its activities and achievements. The NSS group leaders may also take part in these sessions. They should be motivated to narrate their experiences to the new entrants to encourage them to join NSS.

The NSS Programme Officer will ensure that enrollment of the students under NSS is completed within one month of opening of the institution or by 31<sup>st</sup> August every year whichever is earlier.

The NSS Programme officer will intimate the strength of NSS volunteers actually enrolled to the Programme Coordinator of the University before the 30<sup>th</sup> September every year positively. The List of NSS volunteers enrolled along with their class, roll number, Mobile no. Email ID. Aadhar No and residential address will be submitted to the Programme Coordinator, NSS Regional

Directorate and State NSS Officer for their records.

3. In case of the institutions affiliated to the university in which academic sessions does not start in time for one reason or the other, the enrollment should be completed by 30<sup>th</sup> September positively and intimated to the Programme Coordinator, NSS Regional Directorate and State NSS Officer before 31<sup>st</sup> October every year.
4. The State NSS Officer NSS of state governments/UT administrations will convene a meeting of Programme Coordinators, and NSS Regional Director in the first week of October every year in consultation with NSS Regional Centre. The aim of the meeting will be to collect the figures of actual enrollment from the Programme Coordinators and to discuss the other details regarding actual enrollment of NSS volunteers. The projects to be undertaken by the various universities and special programmes and activities can be discussed in this meeting so that the NSS Regional Directorate and the State NSS Officer get a picture of the important NSS activities which are going to be undertaken by the Universities/institutions during the academic year.

The actual enrolment figures will be intimated to the Government of India by the State Liaison Officer and Regional Directorate by the end of October every year.

The Programme Coordinators will convey the information regarding actual enrolment of the colleges under their jurisdiction to the State Liaison Officer and NSS Regional Directorate.

## **5. Release of Grants**

The NSS Programme can be successfully organised only if funds flow at various levels in time so that the programmes planned by NSS units could be undertaken in time. At times, the programmes suffer due to non-release of grant by the universities to the colleges.

To ensure the timely release of funds, the following arrangements should be made at various levels :-

### **Release of grants**

- (a) The grants for special camping programme released by Govt. of India .
- (b) As no deduction is to be made out of special camping grants, the universities will release the special camping grants to the institutions.
- (c) Grants released for special camping programme will be accounted separately.
- (d) The university/+2 council will release the grants to the institutions concerned, after deducting Rs. 40/- per volunteer from Regular Activity funds for meeting administrative expenditure.

A statement indicating the actual enrollment done by various universities/colleges in the state upto 30<sup>th</sup> September should be submitted to State NSS officer under intimation to the Regional Directorate.

## **Chapter 5**

### **Programme Management**

Major policies are conceived and planned and then it passes through number of channels. Therefore, there are chances that the administrative, policy decisions and programme guidelines may be diluted through these stages. It is further apprehended that the national characteristic of the NSS programme may be changed due to local pulls and pressures. It is, therefore, essential to see that it is properly administered and managed to keep the basic characteristics of the National Service Scheme intact as envisaged.

#### **Management**

1. The officers/officials of NSS Regional Directorate, officers of the State Governments, Programme Coordinators, NSS in the universities and +2 level should visit as many programmes as possible. The Principals of the colleges and schools under NSS should also be invited to visit the camps /special projects undertaken by the universities/+2councils at their level.
2. NSS Programme Coordinators will ensure that they at least visit maximum no of institutions during an academic year. Similarly, they will make necessary arrangements to visit special camps organized by the NSS units in his/her university/+2council.
3. The Regional Directorate will take necessary action to intimate the Directorate of NSS, NewDelhi regarding the measures taken for the improvement and development of NSS regular activities and special camping programme.
4. In order to avoid confusion the State NSS Officer, Head of NSS Regional Centre and the Programme Coordinator should plan their supervisory visits properly. Reports of Regional Centre and State Liaison Officer should be attended forthwith by the ProgrammeCoordinator.

#### **1. Monitoring**

To ensure proper growth and development of NSS, it is very essential to monitor the progress of activities in the field. Proper monitoring ensures that necessary corrective measures are initiated at appropriate time and at appropriate level to correct any damage by wrong decisions or negligence at all levels. Monitoring also helps to keep a watch on achievement of targets and appraise the plans and projects in the light of actual experience in the field.

The NSS programme can be monitored constantly through field visits and meeting the key functionaries and periodical reports.

The field visits have to be discussed with the head of institutions in details. It will be in the interest of NSS programme if each visit is made useful keeping in view the basic aims of NSS.



The Programme Coordinator will arrange one or two meetings of the Programme Officers during a year as suggested in the part dealing with planning. Such meetings will bring the shortcoming of the programme to the notice of Programme Coordinator and enable him/her to initiate necessary remedial measures.

The NSS Regional Directorate will also convene the meeting of the Programme Coordinators and State NSS Officer in case of emergency.

## **2. Reporting**

The reporting system is aimed at providing necessary feed-back about the field to the head of administration regularly. Such feed-back enables the head of administration to keep a watch over the execution of plans and ensure necessary remedial actions be taken to achieve the targets allotted to them.

### **Reports at College/School Level**

The colleges /schools will submit a monthly and annual report of activities to the NSS Programme Coordinator of the university/+2 councils concerned. The colleges/schools will intimate the NSS Programme Coordinator regarding the dates, venue and number of NSS volunteers participating in special camping programmes under intimation to the NSS Regional Directorate, State NSS Officer .

After the camps are over the NSS Programme Officer will submit a report to the NSS Programme Coordinator regarding the participating in the camp, completion of the projects and financial expenditure as prescribed by the Programme Coordinator.

If any special project is undertaken by the NSS unit (s), complete report of the project should be sent to the NSS Programme Coordinator under intimation to the NSS Regional Directorate, State NSS Officer .

### **Reports at University/+2 Council Level**

- a) NSS Programme Coordinator will send Monthly/Quarterly/Annual reports to the NSS Regional Directorate, State NSS Officer. Proformas are given in Annexure-

## PART – VII

### Chapter 1

#### TRAINING OF PROGRAMME OFFICERS BY EMPANNELED TRAINING INSTITUTES ( ETI)

**ETI:** The Empanelled Training Institutions are training centres empanelled through the Memorandum of understanding (MOU) by Ministry of Youth Affairs & Sports for imparting Training to NSS programme officers.

#### 1. **Orientation of the NSS Programme Officers**

It is mandatory that every NSS Programme Officer has to undergo the training within one year of his/her appointment as Programme Officer. He/She will not continue as Programme Officer without orientation/training within the stipulated period. Therefore, he/she must report to the ETI for orientation.

#### 2. **Duration of the Course**

The ETI Orientation Course duration will be of 7 days.

#### 3. **Objectives**

These training courses aimed at providing necessary knowledge, skills and attitude required for effective implementation of NSS programmes. Following are the objectives of these courses :-

- a) To bring about a re-orientation in attitude and values of teachers and to prepare them for new roles and responsibilities in the NSS;
- b) To enable them to play the role of an extension worker between the college and the community and to function as a catalyst;
- c) To equip them with knowledge relating to various functional areas of service;
- d) To provide them skills of working with individuals, groups and community; and
- e) To equip them with basic skills in planning organisation, supervision, survey, evaluation, administration, communication and resource building for NSS.

#### 4. **Methods**

The following methods should be used depending upon the local conditions and needs :-

- a) Demonstration and audio-Visual Methods;
- b) Field Visits;
- c) Supervised field work assignment in a nearby village;

- d) Case Methods;
- e) Lecture-cum-discussions;
- f) Group/Panel discussions;
- g) Workshop.
- h) The theoretical information in the form of synopsis of lectures, bibliography, publications etc. would be prepared by the Training and Orientation Centre and mailed to the trainees in advance so that they come prepared in the orientation course, which is considered time –saving.

## 5. Model Syllabus for the training courses

### a) History and Philosophy of the NSS

- Contents:
1. NSS in a historical perspective;
  2. Basic components of NSS administration the Central and the State Government, the University and the College.
  3. Role of universities and colleges in community education.
  4. Integration of NSS into Curriculum (two sessions).

### b) Society and Youth

- Contents :
1. Current issues and social problems, poverty, ill- health, illiteracy, rapid population growth, youth employment and under-employment etc.
  2. Nature of social deviance, delinquency and crime, beggary, corruption, adulteration, hoarding, profiteering, dowry system, etc.
  3. Problems of physically and mentally handicapped.
  4. Problems of socially/educationally backward communities i.e. Scheduled Castes, Scheduled Tribes and Denitrified Tribes.
  5. problems resulting from regional or national catastrophes – draught, flood etc.
  6. Rural Reconstruction development programmes of Government ( Six Sessions)

### c) Programme planning and implementation

- Contents:
1. Importance of programme planning;
  2. Principles and methods of programme planning;

3. Factors involved in exploring field placements for NSSvolunteers;
4. Selection of time – bound and target orientedprogrammes, including adoption of villages/urbanslums.

( Two Sessions )

**d) Methods and Techniques of working with people**

1. Working with individuals – skills and techniques required in working with NSS volunteers and adult leaders in the community;
2. Working with groups – group formation, group development, group dynamics, leadership development and working with NSS volunteers;
3. Working with communities – Nature of Communities and their organisations, as method, techniques in human relations and communications, coordination with other agencies/Government Departments.

**(e) Organisation and Management ofNSS**

1. Organisation and administration of NSSunits;
2. Regular Programme under theNSS;
3. Camping underN.S.S.,
4. Management of NSS Unit – Financial pattern accounting, record-keeping, fund-raising reporting, evaluation, publicity of the programme, public relationsetc.
5. Techniques of training of NSS student leaders.

( Four Sessions )

**f) Supervision**

1. Nature and scope of supervision in theNSS;
2. Supervision as a helping process;
3. Methods and tools of supervision;
4. Supervision of students groups. ( Four Sessions)

**g) Evaluation**

1. Significance and need for evaluation;
  2. Methods of Evaluation;
- h) Social Survey**
1. Need for action-oriented surveys in NSS;
  2. Identification and selection of Community problem for investigation;
  3. Methods of collecting information;
  4. Analysis of collected data and preparation of report;
  5. Application of survey findings in problem solving process.
- i) Laws and Legislation relating to Social Welfare**
1. Local and national laws on – legal age, Marriage, voting Rights, education, apprenticeship and employment;
  2. Laws on care and protection of illegitimate children, destitute, orphans, delinquents, victimized, rescued, drug addicts etc
  3. Fund-raising regulations;
  4. International declaration of Human Rights.
- ( Two Sessions)
- (j) Rural work under NSS**
1. Nature of rural society;
  2. Problems in rural and tribal areas:
    - (a) Agricultural problems – low Productivity  
tenancy, problems of bonded labour:
    - (b) Rural migration to towns and cities:
    - (c) Rural medical health services – prevention of diseases,  
environmental sanitation through disposal of garbage,  
construction of soak pits, drains, roads etc. and provision of  
safe drinking water supply:
    - (d) Need for subsidiary occupation for the poor organisation of  
village industries:
    - (e) Difficulties in organising the literacy programmes and rural  
libraries:

3. Rural Youth Programme – organisation youth club, Young Farmers' club, Mahila Mandal.
4. Concept of Integrated Rural Development:
5. Structure of Extension Agencies in rural areas:
6. Credit facilities in rural areas;
7. Land reforms and tenancy:
8. Programme for weaker sections of the society in relation to the 20-Point Economic Programme, e.g. allotment of house sites to schedule castes/schedule tribes, legal aid to the rural poor etc.
9. Re-cycling of waste and use of gobar gas plants;
10. NSS and other youth programmes.

#### **(K) Family and childcare**

1. Organisation of Family and Child Care programme
  - (a) Philosophy of Family and Child Care Programme
  - (b) Role of Government and voluntary agencies in the development of family and child care programme with special reference to:-
    - (i) Integrated Child Development Scheme:
    - (ii) Applied Nutrition Programme
    - (iii) Mid-day meals programme
    - (iv) Special nutrition programme
2. **Prevention and control of communicable diseases:**
  - (a) Infectious diseases
  - (b) Mass Communication
3. **Maternity and Child Care:-**
  - (a) Mother's mental and physical health care during pregnancy and delivery
  - (b) Child development from conception till maturity – Role of parents, peer groups, school community in socialization of the child health Programme.
  - (c) Common ailments of infancy and childhood, infectious

diseases, immunization, booster doses,

#### **4. Population Dynamics and Family Planning**

- (a) Population problems, goals of family planning;
- (b) Methods of family planning
- (c) Methods and media of communication in family planning
- (d) Population education and the role of NSS

#### **5. Nutrition**

- (a) Calories, protein and vitamin requirements of the child during development stages
  - (b) Balanced diet
  - (c) Prevention of diseases, caused by some deficiency
  - (d) Nutrition education
- (Four sessions)

#### **(l) Afforestation and Tree Plantation**

- 1. Creation of tree consciousness among the community
- 2. Prevention of soil erosion
- 3. Establishment of nurseries
- 4. Plantation of trees and preservation and upkeep of trees
- 5. Weed control, pest management, rodent control (One Session)

#### **(m) Urban work under NSS**

- 1. NSS work in urban slums – housing projects, health services,
- 2. Medical social service work and community health programme;
- 3. NSS programme in Welfare Institutions;
- 4. NSS programme in primary

schools. ( Two sessions)

**n) Preservation and beautification of monuments**

( One session )

**o) Non-formal education**

( One session )

**p) NSS Practical Work**

1. Agency visits;
2. Supervised field work assignment in a nearby village/urban slum;
3. Supervised field work in institutional setting;
4. Demonstrations eg. Nutrition, First-Aid in emergencies and accidents, Civil Defence, Kitchen gardening, compost pits.  
( 12 Sessions )

**6. Miscellaneous**

During the period of training, Vice-Chancellors, officers of NSS Regional Directorate, SNO, Programme Coordinators, principals, subject specialists, Resource persons and experienced officers of different agencies may be invited to participate in the training. Each training session may cover different aspects of NSS programmes as per Model Syllabus for Orientation course.



## Part – VIII

**FINANCES AND ACCOUNTS****Chapter 1 : PATTERN OF FINANCIAL EXPENDITURE****Expenditure on NSS Regular Activities**

- a. As stated earlier, an amount of **Rs.400/-** per volunteer, per annum is earmarked for expenditure on NSS Regular Activities. The expenditure is fully borne by the Central Government, since NSS is brought under the Central Sector Scheme from the year 2016.
- b. Out of **Rs.400/-**, an amount of **Rs.40/-** per volunteer is to be spent on establishment/administration expenses at University/ Directorate /+2 level.
- c. Balance of **Rs.360/-** is spent on programme development at the Institutional level i.e. at the grass root level. An amount of **Rs.36,000/-** is made available to Colleges / Institutions to meet the unit level expenditure.

**State Level Establishment and Administrative Expenditure**

The State NSS Cells have been established in most of the States with cent per cent financial assistance from the Government of India. The financial assistance includes the Salary of the State NSS Officer, supporting staff, travel expenditure and office contingencies. Therefore, States with NSS Cells do not spend any amount out of NSS grants for establishment expenditure.

The State NSS Officer and full-time staff work exclusively for NSS programmes at State NSS Cell. The services of such staff should not be utilized for other purposes / programme.

~~In cases, where NSS Cells have not been established at State level and State NSS Officers have not been appointed with cent percent Central financial assistance, the State level establishment expenditure should not exceed Rs.3/- per volunteer per annum. In such cases, an Officer of the Department dealing with NSS could be appointed as State NSS Officer for NSS in addition to his/her regular charge. The amount available through deduction @ Rs.3/- per volunteer out of NSS grants for regular activities can be utilized for the establishment expenditure on payment for part time assistance or honorarium, if any.~~

It has been observed that some Universities utilize the NSS grants for other purposes and release the funds to Colleges in the last week of the March of the financial year. This practice in financial parlance is “misappropriation of public funds”. It is not only against financial norms, but also it defeats the very purpose of NSS grants. The State Governments will ensure that the Universities do not keep the NSS funds with them, but release the funds to the College/Schools immediately.

**Policy and Administrative Directives**

The Ministry of Finance approves the provision of funds and their expenditure under certain terms and conditions. Therefore, no State Govt. and University will modify the terms and conditions regarding the NSS funds and their expenditure unilaterally without the approval of the Ministry of Youth Affairs & Sports, New Delhi. All instructions regarding the funds and its expenditure will be treated as “Policy and administrative Directives”. The State NSS Officers and Programme Coordinators will observe the directions in letter and spirit.

## Chapter 2: PATTERN OF FINANCIAL EXPENDITURE

### University / Directorate and +2 level Council

The NSS Cells at University / Directorate and +2 level being the grass root units play a very significant role in the implementation of NSS programmes. The Programme Coordinator provides necessary expertise to the NSS Units at College and School levels. The NSS Cells get funds for their establishment from the following sources:

- 1) From the Government grants through the State NSS Cell.
- 2) From the bank interest on unspent grants if any, kept in the Savings Bank Accounts.
- 3) From contribution from the Colleges on account of admission charges allowed by the Government of India.

### Government Grants for Establishment and Administrative Expenditure

The Government have permitted the Universities / Directorates to retain an amount of Rs.30/- per volunteer per annum to run the University / Directorate NSS Cell vide Government of India, Ministry of Youth Affairs Letter F.No.1-5 / 2008 – NSS dated 26<sup>th</sup> April, 2010 (Annexure III).

### Bank Interest

As per the policy directives, the Universities/ Directorates, Colleges and schools are required to keep the NSS funds in Savings Bank Accounts. The funds, thus deposited earn interest regularly. It has been decided that the amount of interest accrued in NSS Saving Bank Account can be utilized for the purchase of equipment, which are considered essential for field work and programme development.

The purchase should be made only after the approval by the Concerned Regional Directorate.

### Generation of Internal Resources

With a view to encourage the active participation and association of NSS Units, the GOI has permitted the NSS Units to charge a nominal fee from the students who desire to join NSS.

The NSS Unit will keep 50 percent of this amount and send the balance to the Programme Coordinators of the University / Directorate. The fee may be used towards meeting the additional expenditure if any of University / Directorate establishment, innovative programme development, awards, incentives etc.

The amount, thus available will be used for the NSS programme only. Decision for any revision in the fee may be made at the State level Advisory Committee.

### Establishment/Administrative Expenditure at University / Directorate and +2 level

The funds made available to Programme Coordinators of University/ Directorate /+2 level vide para No.2 of this chapter will be spent as follows:

- a) Out-of-Pocket allowance to Part-time Programme Coordinator
- b) A part-time Programme Coordinator will receive a sum Rs.800/- per month as out-of-Pocket allowance as decided by the NSS Advisory Committee.
- c. A Senior Programme Officer will be given the charge of Programme Coordinator, where the strength of NSS volunteers in the University is less than 500 NSS volunteers.
- d. The University / Directorate will ensure that full- time staff paid out of NSS grant who

works for NSS exclusively. Their services will not be used by any other Department or for any other programme. It would be appreciated if the University/ Directorate / +2 council could provide secretarial support to the Programme Coordinator out of their own budget so that more funds could be diverted to programme development.

#### **T.A. & D.A. to Programme Coordinator & Staff**

The expenditure on travel undertaken by the Programme Coordinator and his /her staff for the NSS programme will be admissible out of NSS grants – establishment expenditure.

#### **7. Contingent Expenditure**

- i) The expenditure of contingent nature for the maintenance of NSS Cell and Programme may be incurred out of establishment expenditure as under:
- ii) The contingent expenses like stationery, postage, telephone , etc.
- iii) Expenditure on seminars / workshops and periodical meetings of Principals, Programme Officers and active NSS volunteers .
- iv) Training and Orientation of NSS Leaders and Programme Officers.
- v) Publication of NSS reports, publication and purchase of literature as may be
- vi) authorized by the Department.
- vii) Other miscellaneous expenditure as decided by the University / Directorate Advisory Committee within the framework of policy and administrative directives.
- viii) The expenditure on purchase of office equipment, furniture, telephone is not admissible out of NSS establishment expenditure. The Universities / Directorates are expected to provide the facilities to NSS Cell out of their normal expenditure as their contribution to NSS programme.

#### **8. Expenditure on vehicles provided by Universities:**

The Universities / Directorates should provide vehicles to the Programme Coordinators for NSS work on priority basis.. The cost of POL and other charges as per University / Directorate rules is admissible from the University / Directorate level establishment expenditure. The maintenance and running cost of the vehicles are to be borne by the University funds.

#### **9 Financial Discipline**

- a. The financial provisions fall under the category of policy and Administrative Directives. Therefore, all Programme Coordinators / Programme Officers will adhere to these provisions in letter and spirit.
- b. The public expenditure is incurred as per norms of public expenditure laid in “General Financial Rules” of Govt. of India. The Programme Coordinators should familiarize themselves with these norms.
- c. The accounts of the NSS grants should be maintained separately in a savings bank account.
- d. The accounts should be rendered in time and regularly to keep a smooth flow of funds.
- e. NSS funds are provided out of public funds. Hence, the accounts/account books are open for inspection. The accounts/account books are to be produced before the CAG Audit, Local Funds audit , the State NSS Officer and his/her staff, the representatives of the Ministry of Youth Affairs & sports, New Delhi and officials of the NSS Regional Directorate of the concerned State.

## Chapter 3

### PATTERN OF FINANCIAL EXPENDITURE AT COLLEGE / SCHOOL

The NSS Unit at College, Institution or School level implements NSS projects under regular activities and special camping programme. All NSS volunteers participate in these activities at grass root level with various sections of the society, particularly rural community.

The financial expenditure at unit level can be divided into two categories, viz.,

- (i) Establishment and Administrative Expenditure and
- (ii) Programme Development Expenditure.

The NSS Unit at College, Institution and School level receives NSS funds from the Universities / Directorates / +2 Council normally. Some State Governments release funds to the Units directly due to administrative structures in those States.

The NSS units will receive the funds after necessary deduction made by the Universities / Directorates for their establishment expenditure as authorized by the Government.

#### **Establishment and Administrative Expenditure at College and School levels**

An amount of Rs.60/- per NSS Volunteer per annum will be admissible for meeting the expenditure on payment of out of pocket allowance to Programme Officer and contingent expenditure

i Out-of-pocket Allowance to Programme Officer @ Rs.400/- for Unit of 100 or more than 100 volunteers per month is admissible (400x12=4800/-) per annum.

ii. For the Units having less than 100 volunteers the rate of out-of-pocket allowance will be reduced proportionately.

iii. The payment of out-of-pocket allowance to Programme officer will be subject to the specific work to be put in by him/her every month. This will include (i) mobilization of 50 percent volunteers for special camping (ii) visits to the adopted area for co-ordination and supervision (iii) maintenance of NSS records as specified in NSS Manual and (iv) submission of quarterly progress reports to the University / Directorate.

### Programme Development Expenditure at College, Institution /+2 School

As per existing arrangement, an amount of 172/- per NSS volunteer per annum will be made available for meeting the expenses on organization and conduct of actual regular NSS activities /programmes. This amount will be utilized by the College, Institution and School for meeting expenditure on following items:

1. Expenses on pre-camp preparation, orientation and post-camp evaluation
2. Expenses on T.A. and honorarium to resource persons.
3. Refreshment to students participating in activities.
4. Travel expenses of students from College to place of work and back by the cheapest mode of transport.
5. Purchase of minimum equipments like utensils, pickax, shovel and LED Lanterns, etc required for camp and regular programmes.
6. Travelling expenses of Programme Officers for participation in meeting /seminars/ orientation, refresher courses, camps etc.
7. Travel expenses by the cheapest mode of transport in respect of NSS volunteers for participation in camps, meetings, seminars, conference, etc., within or outside the State organized by the Department and for participation in University / Directorate level leadership camps.
8. Other contingent expenditure on actual organization of regular NSS activities/programmes.

#### A model suggestive expenditure - Regular Activities:

S.No	Sub-Heads of Expenditure	Outer-Limit per Annum per Unit Rs.
1	Out-of pocket allowance to Programme Officer (Rs.500 x12)	6,000/-
2	Programme development / Refreshment to NSS Volunteers	22,500/-
3	Equipment / Utensils	2,500/-
4	TA to Programme Officers / Volunteers	2,500/-
5	Clerkage and stationery	2,500/-
<b>Total</b>		<b>36,000/-</b>

#### Non-permissible Expenditure

- 1) Purchase of luxury items and costly audio-visual aids .
- 2) Expenditure on celebrating formal ceremonies or giving costly gifts and awards out of NSS grants is not permissible.
- 3) Purchase of vehicle out of NSS grants is not admissible.

#### Pattern of Financial Expenditure on Special Camping Programme.

- a.
  - i. Under the Special Camping Programme, camps of 5 days duration are organized during the vacations.
  - i. Only 50 percent of the NSS volunteers strength in a University/ Directorate/College/School participate in these camps during a year.
  - ii. At present, expenditure up to Rs.450/- per participant per camp is allowed to incur on board and lodging of campers, transportation of campers to the venue of camp and back and some miscellaneous expenditure. However, the total expenditure per volunteer for 5 days camp should not exceed Rs.450/-.

b. **Day camps under Special Camping Programme**

- i. The general policy is that day camps under special camping should not be organized as it is not in the spirit of group living and collective experience sharing in a Special camp.

## Chapter 4

### MAINTENANCE OF ACCOUNTS

The NSS programme can be implemented successfully, if the funds flow smoothly at all levels. It must be appreciated that the further release of NSS grants are also subject to the submission of accounts of the grants released during the past years. The grants for the current year can be withheld, if the accounts of the previous two years are not finally submitted.

#### **Method for Release of grants**

The method for the release of grants has been discussed exhaustively in part VI Chapter 4, paras 4 & 5. This part may be referred for details.

#### **Maintenance of Accounts**

As the NSS funds are provided out of public revenue, it is essential that the accounts are maintained according to standard accounting procedure and instructions issued from time to time.

#### **Separate Savings Bank Accounts for NSS:**

The NSS grants should be maintained in a separate Savings Bank (SB) account in a Nationalized/Cooperative Bank for easy and timely submission of accounts to the concerned authorities. The account should be operated jointly by the Principal and the NSS Programme Officer. The mixing of NSS accounts with other Institutional accounts should be avoided.

The NSS unit at college/school/institution should have one savings bank account for both Regular activities and Special camping programme fund.

#### **Submission of Special Camping Programme Accounts**

- i) The NSS Units/College/Schools will submit the accounts of NSS funds received for organizing the annual special camp of 5 days, to the Programme Coordinator of the respective University/ Directorate /+2 level School within one month after the completion of the camp.
- ii) The accounts will get audited by the officials of the Accountant General / Local Funds or a Chartered Accountant.
- iii) The Statement of the audited accounts duly certified by the auditing authority along with utilization certificate will be furnished to the Programme Coordinator within the stipulated period.

#### **Submission of Accounts for Special Camping Programme**

- (a) By the Programme Coordinator
- (i) The Programme Coordinator will ensure the rendering of accounts of Special Camping Programme after the closing of the financial year. As the accounts from the NSS units would have been received much earlier than the closing of financial year, it will be feasible for the University/Directorate /+2 School to render the consolidated accounts by



- end of the financial year.
- (ii) The Programme Coordinator will render the accounts to the State NSS Officer under intimation to NSS Regional Directorate concerned.
  - (iii) As already stated in para No.5 (ii) & (iii), the accounts will be duly audited by the authorized agency. The statement of accounts duly certified by the auditing officer/chartered accountant will be acceptable to the Ministry of Youth Affairs & Sports, New Delhi and the State NSS Officer/NSS Regional Directorate.
  - (b) By the State NSS Officer
    - (i) The State NSS Officer will furnish the accounts to the Ministry of Youth Affairs & Sports, New Delhi after the closing of the financial year concerned. If the accounts are not rendered within the stipulated period, further grants are likely to be delayed as the Government will not be in a position to release the grants without the compliance of these provisions as per policy directives. (Proforma for submission of Accounts enclosed in Annexure - )
    - (ii) The accounts will be duly audited by the concerned auditing authority or a Chartered Accountant. The certified statement of the accounts and the utilization certificate will be furnished to the Ministry of Youth Affairs & Sports, New Delhi and the NSS Regional Directorate concerned.

### **Submission of Accounts**

The NSS Unit of the College/School will submit the accounts of the funds received for Regular activities to the Programme Coordinator within a period of one month after the close of the financial year.

The Programme Coordinator of University/Directorate /+2 Stage, will furnish the consolidate accounts duly audited along with Utilization Certificate to the State NSS Officer after the closing of financial year. A copy of the accounts will be endorsed to the NSS Regional Directorate concerned.

The State NSS Officer will submit the consolidated accounts duly audited along with utilization certificate to the Ministry of Youth Affairs & sports, New Delhi after the closing of the financial year in which grants were received. Non-submission of accounts within the stipulated period is likely to hamper the release of grants for the forthcoming years. A copy of the accounts is to be endorsed to the NSS Regional Directorate concerned.

All the provisions regarding the audit, statement of accounts and utilization certificates applicable to the accounts of Special Camping will be applicable to the accounts of NSS Regular activities grants. These provisions have already been stated in paras No.5 & 6.

### **Production of Financial Records**

The records and registers pertaining to NSS accounts are open for inspection by the officials of the Accountant General, Local Fund Audit, State NSS Officer and the NSS Regional Director concerned. These records will be produced before these officials on demand.

## NSS

## AWARDS

1. **Introduction:**

**National Service Scheme (NSS)** was launched in the year 1969 (Mahatma Gandhi's Birth Centenary year), with the primary objective of developing the personality and character of the student youth through voluntary community service. The ideological orientation of the NSS is inspired by the ideals of Mahatma Gandhi. Very appropriately, the motto of NSS is "*NOT ME, BUT YOU*".

**Programme Structure:** NSS is being implemented in Senior Secondary Schools, Colleges and Universities. The design of the NSS envisages that each educational institution covered under the Scheme has at least one NSS unit comprising of normally 100 student volunteers, led by a teacher designated as Programme Officer (PO). Each NSS unit adopts a village or slum for taking up its activities. An NSS volunteer is required to undertake the following work/ activities:

- **Regular NSS Activity:** Each NSS volunteer is required to put in minimum 120 hours of community service per year for two years, i.e., total 240 hours. This work is undertaken in villages/ slums adopted by NSS unit or school/ college campuses, usually after study hours or during weekends.
- **Special Camping Programme:** Each NSS unit organises a Special Camp of 7 days' duration in adopted villages or urban slums during vacations with some specific projects by involving the local communities. Each volunteer is required to participate in a Special Camp once during the 2-year period.

**Nature of Activities under NSS:** Briefly, the NSS volunteers work on issues of social relevance, which keep evolving in response to the needs of the community, through regular and special camping activities. Such issues include (i) literacy and education, (ii) health, family welfare and nutrition, (iii) environment conservation, (iv) social service programmes, (v) programmes for empowerment of women, (vi) programmes connected with economic development activities, (vii) rescue and relief during calamities, etc.

2. **Objective of NSS Awards:**

The objective of IG NSS Awards is to recognise and reward outstanding contributions towards voluntary community service made by the Universities/ Senior Secondary (+2) Councils, NSS Units/ Programme Officers and NSS Volunteers, with a view to further promote NSS.

### 3. Nature of Awards:

The following Awards are conferred every year:

S. No	Category	No. of Awards	Value of Award
1.	University/ +2 Council	02	<p><b>First Award:</b> Rs.3,00,000/- (for NSS Programme Development) with a Trophy to the University/ +2 Council.</p> <p>A Certificate and a Silver Medal to the Programme Coordinator.</p> <p><b>Second Award:</b> Rs.2,00,000 lakh (for NSS Programme Development) with a Trophy to the University/ +2 Council.</p> <p>A Certificate and a Silver Medal to the Programme Coordinator.</p>
2.	NSS Units and their Programme Officers	10 + 10	<p>Rs.1,00,000/- to each NSS Unit (For NSS Programme Development), with a Trophy.</p> <p>Rs. 70,000/- to each Programme Officer with a Certificate and a Silver Medal.</p>
3.	NSS Volunteers	30	Rs. 50,000/- to each Volunteer, with a Certificate and a Silver Medal.

In addition to the above, **Certificates of Appreciation** may be given to a very limited number of nominees.

#### 4. **Criteria for Eligibility and Performance Evaluation:**

##### **University/ +2 Council:**

**Eligibility Conditions:** The following conditions should be fulfilled in order to be eligible for consideration for the Award:

- a) The University (which should be duly recognised by UGC/ Central/ State Government)/ +Council should be implementing NSS programmes continuously for at least last 5 years (including the year *for which* the Awards are being conferred).
- b) The University/ +Council should have a minimum strength of 5,000 NSS volunteers (as on the last date of the year *for which* the Awards are being conferred).
- c) The University/ +Council should have achieved at least 75% of the NSS enrolment and Special Camping targets for last 3 years (including the year *for which* the Award is being conferred).
- d) The NSS functionaries under the University/ +Council should not have been convicted by a court of law and there should not be any case/ investigation pending against any of them.
- e) The University/ +Council that has already been conferred with the IG NSS Award, shall not be eligible for the Award again for a period of ten years after the year *for which* the Award was conferred.
- f) **The States/ UTs from which a University/ +2 Council has received Award in a particular year, shall not be considered for Award for next 2 years.**

**Criteria for Performance Evaluation:** The Performance of the Universities/+Councils shall be evaluated based on objective criteria, including their achievements in plantation of saplings, blood donation, organisation of health/ eye/ immunisation camps, organisation of awareness programmes/ rallies/ campaigns on various issues, creation of durable assets through shramadaan, organisation of national-level/ regional-level programmes and other outstanding achievements. The achievements during last 3 years (including the year *for which* the Award is being conferred) shall be taken into account for this purpose.

##### **NSS Units and their Programme Officers:**

**Eligibility Conditions:** The following conditions should be fulfilled in order to be eligible for consideration for the Award:

- a) The NSS Unit to be considered for the Award shall be a single NSS Unit. Thus, in case a Programme Officer is in-charge of more than one NSS Units for any reason, one of such Units should be identified and all the data should be furnished for that particular unit only.

- b) The NSS Unit should have been in existence continuously for at least 5 years (including the year *for which* the Awards are being conferred).
- c) The volunteer strength of the NSS Unit should be as per guidelines during last 3 years (including the year *for which* the Awards are being conferred).
- d) The NSS Unit should have adopted a village/ slum as per guidelines and achieved Special Camping targets during last 3 years (including the year for which the Award is being conferred).
- e) The Programme Officer should have completed at least 2 years (as on the last date of the year for which the Award is being conferred) as the Programme Officer of the particular NSS Unit which is being considered for the Award.
- f) The Programme Officer should have been trained at an ETI.
- g) The Programme Officer should not have been convicted by a court of law and there should not be any case/ investigation pending against him/ her.

**Criteria for Performance Evaluation:** The Performance of the NSS Unit shall be evaluated based on objective criteria, including their achievements in plantation of saplings, blood donation, organisation of health/ eye/ immunisation camps, organisation of awareness programmes/ rallies/ campaigns on various issues, creation of durable assets through shramadaan and other outstanding achievements. The achievements during last 3 years (including the year *for which* the Award is being conferred) shall be taken into account for this purpose.

#### **NSS Volunteers:**

**Eligibility Conditions:** The following conditions should be fulfilled in order to be eligible for consideration for the Award:

- a) The NSS Volunteer should have completed 2 years' volunteership under NSS during the year for which Award is being conferred (since the Award is conferred for a particular year, volunteers completing their volunteership prior to that year cannot be considered for the Award). In other words, the NSS volunteer should have been a student, pursuing a regular course, at least for a part of the year for which he/ she is being nominated.
- b) The NSS Volunteer should have completed minimum 240 hours of community service during the 2 consecutive years of volunteership.
- c) The NSS Volunteer should have attended at least one Special Camp.
- d) The NSS Volunteer should have attended at least one National/ Regional NSS programme like R.D/ Pre-RD Parade Camps, NSS Mega Camps, National Integration Camps, North East Youth Festivals, National Youth Convention/ Suvichar under National Youth Festival, Adventure Camps, etc.
- e) The NSS Volunteers should not be more than 25 years of age (28 years in case of SC/ST) as on the last date of the financial year for which the Award is being conferred.

- f) The NSS Volunteer should not have been convicted by a court of law and there should not be any case/ investigation pending against him/ her.

**Criteria for Performance Evaluation:** The Performance of the NSS Volunteers shall be evaluated based on objective criteria, including their achievements in plantation of saplings, blood donation, attending health/ eye/ immunisation camps, attending awareness programmes/ rallies/ campaigns on various issues and other outstanding achievements. The achievements shall be considered for the 2-year volunteership period, which should fall within last 3 years (including the year *for which* the Award is being conferred). The NSS volunteers should indicate his/ her personal achievements only, and not the achievements of the entire NSS unit. For instance, in the ‘saplings planted’ category, he/ she should indicate saplings planted by him/ her personally and not the saplings planted by the entire NSS unit. Similarly, in the ‘blood donated’ category, he/ she should indicate number of units of blood personally donated by him/ her, and not the total number of units of blood donated by all volunteers in a blood donation camp attended by him/ her.

### 5. Procedure for Selection:

**Selection Committees:** The selection shall be done through a multi-stage objective selection process, starting with senior secondary school/ college level and going up to National level. The composition of Selection Committees at various levels shall be as follows:

- a) At the College/ School level, the Committee shall comprise of the Principal of the College/ School (chairperson), the Programme Officer (convenor) and an eminent person.
- b) At the University/ +2 Council Level, the Committee shall comprise of the Vice Chancellor/ Head of the +2 Council (chairperson), Programme Coordinator (convenor), Dean of Student Welfare/ Director of College Development Council and 2 eminent persons.
- c) At the State Level, the Committee shall comprise of the Secretary in-charge of NSS (chairperson), State NSS Officer (convenor), Regional Director, NSS, Director of Higher/ School Education, Director/ Coordinator of the ETI(s) concerned and 2 eminent persons.
- d) At the National Level, the Committee shall comprise of the Secretary, Youth Affairs (chairperson), Joint Secretary, Youth Affairs, Director, NSS, Secretary, UGC, Secretary, AIU and 2 eminent persons. The Under Secretary, NSS shall function as convenor of the Committee.

**Other Guidelines/ Instructions:** Some other guidelines/ instructions in this regard are as follows:

- a) The States/ UTs should not recommend any case where even the minimum eligibility conditions, as specified Para-4.1.1, 4.2.1 and 4.3.1 are not met.
- b) Each State/ UT can recommend *maximum* one University/ +2 Council, 2 NSS Units (along their Programme Officers) and 4 NSS Volunteers (2 Boys and 2 Girls). Recommendations in excess of this number shall be rejected outright.
- c) The recommendations should be arranged in the order of merit.
- d) Check List (as applicable) should be filled up in prescribed proforma and attached with the Proposal.

- e) The selection of Awardees is normally done on the basis of proposal papers/ documents received from States/ UTs. However, in case of apparent inconsistencies in the contents of the proposal papers, the Department of Youth Affairs, Government of India, may seek clarifications from concerned States/ UTs or get the facts physically verified by deputing officials.
- f) The maximum number of Awards to be conferred from any single State/UT shall be restricted to 2 Awards under 'NSS Volunteers' category and one Award under the 'NSS Unit and their Programme Officers' category. This is to ensure broad-based representation of States/UTs.

#### **6. Submission of Nominations and related matters:**

The nominations for the Award shall be furnished to the Ministry in the enclosed prescribed Proforma along with duly filled-up Checklists.

The selected Awardees shall be invited for National Awards Ceremony and will be entitled to travel by Economy Class Air Fare for Vice Chancellors, Programme Coordinators, College/ School Principals and Programme Officers and by IIAC train fare for NSS Volunteers, by shortest route. In case of NE States, Air Travel will be allowed between the concerned State and Guwahati/ Kolkata (to and fro) for NSS volunteers, beyond which the journey is to be undertaken by train as per entitled class.

\*\*\*\*

**Proforma for Recommending UNIVERSITY/ +2 COUNCIL for  
NSS Awards**

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1.	Name of the State/ UT			
2.	Name of the University/ +2 Council, with address and other contact particulars			
3.	Name of the Vice-Chancellor/ Director of Senior Secondary Education/ Chairperson of +2 Council (with contact particulars)			
4.	Name of the Programme Coordinator (with contact particulars)			
5.	Date from which University/ +2 Council is operating NSS Programmes			
6.	(a) Number of NSS units and NSS volunteers under the University/ +2 Council; (b) Total number of colleges/ schools having NSS			
7.	Whether strength of NSS units is as per guidelines?	<b>Year</b>	<b>Allocation</b>	<b>Target</b>
		2015-16		
	[Please indicate year-wise allocation of target and actual enrolment during 2015-16, 2016-17 and 2017-18]	2016-17		
		2017-18		
8.	Adoption of Villages/ Slums and completion of Special Camping targets  [Please indicate targets for adoption of villages/ slums and Special Camping and actual achievement during 2015-16, 2016-17 and 2017-18]			
9.	Whether the NSS functionaries under the University/ +2 Council have been convicted by a court of law or any case/ investigation is pending against any of them?  [Certificate from the competent authority of the University to be attached]			



10.	Performance/ Significant Achievements of the University/ +2 Council during <b>2015-16, 2016-17 and 2017-18</b> (Extra sheets for details of the achievements):  a) Plantation (No. of Programmes organised and saplings planted) b) Blood Donation (No. of Camps organised and blood units donated) c) Health/ Eye/ Immunisations Camps (No. of Camps organised) d) Awareness Programmes (AIDS/ Environment/ Others) (No. of Programmes organised)	
	(i) No. of Cleanliness Activities organized under Swatchh Bharat Abhiyan -Contribution to <ul style="list-style-type: none"> <li>▪ UjjwalaYojna</li> <li>▪ Pradhan MantriJandhanYojana</li> <li>▪ Pradhan MantriJeevanBimaYojana</li> <li>▪ Awareness on renewable energy</li> </ul> (ii) Work on digital literacy (iii)Work on Cashless India (iv)Other Awareness programmes e) Creation of Duration Assets (Estimated value of Assets) f) National/ Regional level Programmes organised (Names of Programmes) g) Awards received (Details of Awards received) h) Other Outstanding Achievements (Details of achievements).	
11.	<b>Whether the duly filled check list attached?</b>	<b>Yes/ No</b>
12.	Other Remarks, if any	

**Signatures of the  
Programme Coordinator**

**Signature of the Vice  
Chancellor/ Chairman**

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Signeiurr of tee Competent

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**CHECKLIST for  
NSS Awards for Universities/ +2 Councils**

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**A. Eligibility Criteria:**

S. No	Parameter	Factual Position
1.	Whether the University (which has been duly recognised) +2 Council has been operating NSS Programmes <i>continuously</i> for last at least 5 years, i.e. during <b>2013-14</b> and onwards.	Yes/No
2.	Whether University/ +2 Council has NSS volunteer strength of minimum 5,000 volunteers (as on <b>31.03.2018</b> )?	
3.	Whether University/ +2 Council has achieved at least 75% of the enrolment and special camping targets for last 3 years, i.e. during <b>2015-16, 2016-17 and 2017-18</b> ?	Yes/No
4.	Whether the University/ +2 Council has received NSS Award during last 10 years, i.e. for <b>2007-08</b> and onwards.	Yes/ No
	Whether the NSS functionaries under the University/ +2 Council have been convicted by a court of law or any case investigation is pending against any of them?	Yes/No

**B. Performance/ Achievements (during last 3 years):**

S. No	Parameter	Factual Position		
		2015-16	2016-17	2017-18
1.	<u>Plantation:</u> a) No. of plantation programmes organised. b) No. of Saplings planted in these programmes.			
2.	<u>Blood Donation:</u> a) No. of Blood Donation Camps organised. b) Blood Donated in the Camps (No. of Units).			

3.	<u>Health/ Eye/ Immunisation Camps:</u> a) No. of Camps organised			
4.	<u>Awareness Programmes/ Rallies/ Campaigns organised:</u> a) AIDS/Health related Awareness (No. of Programmes) b) Environment Awareness (No. of Programmes) c) Other Awareness Programmes (Please indicate the name of the Awareness Programme and number of programmes organised.			
	(i) No. of Cleanliness Activities organized under Swatchh Bharat Abhiyan			
	-Contributi <ul style="list-style-type: none"> <li>▪ UjjwalaYojna</li> <li>▪ Pradhan MantriJandhanYojana</li> <li>▪ Pradhan MantriJeevanBimaYojana</li> <li>▪ Awareness on renewable energy</li> </ul> (ii) Work on digital literacy  (iii) Work on Cashless India  (iv) Other Awareness programmes			
5.	<u>Creation of Durable Assets:</u> a) Estimated Value of the Assets created (Rs.).			
6.	<u>National/ Regional level Programmes/ Awards:</u> a) National level NSS Programmes organised (Please indicate names of such Programmes) b) Awards at State level and above (Please indicate the names of the Awards)			
7.	<u>Other Outstanding Achievements</u> (Please indicate details of each such			

Note. The details mentioned above should tally with those given in the main report. In case of any major deviation, the proposal will be liable to rejection

**Signature of Competent Authority in State/UT**

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1.	Name of the State/ UT			
2.	Name of the University/ +2 Council			
3.	Address of the College/ School (with address sheet)			
4.	Name of the Principal/ Head of the School (with contact particulars)			
5.	Name, Sex (Male/ Female) and contact particulars of the Programme Officer.			
6.	Name of the NSS Unit which is being recommended for Award and date from which the NSS Unit is in existence.*			
7.	Period of Service as Programme Officer of the NSS unit	from:	To:	
8.	Whether the Programme Officer is trained at ETI? If Yes, then attach certificate.	Yes/ No		
9.	Whether student of NSS unit during the last three years (2015-16, 2016-17 and 2017-18) and actual enrolment during last 3 years	Year	Allotment	Target
		2015-16		
		2016-17		
		2017-18		
10.	Adoption of Villages/ Slums and completion of work	Year	Allocation	Target
		2016-17		
		2017-18		
11.	Whether the Programme Officer has been convicted by a court of law or any case investigation is pending against him/her			
	[Certificate from the competent authority of the College/ School to be attached].			

12.	Perform the Significant Achievements -of the'NSS Unit during 2015-16, 2016-17 and 2017-18  a) Plantation (No. of Programmes organised and saplings planted) b) Blood Donation (No. of Camps organised and blood units donated) c) Health/ Eye/ Immunisations Camps (No. of Camps organised) d) Awareness Programmes (AIDS/ Environment/ Others) (No. of Programmes organised)	
	(i) No. of Cleanliness Activities organized under Swatchh Bharat Abhiyan -Contribution to <ul style="list-style-type: none"> <li>▪ UjjwalaYojna</li> <li>▪ Pradhan MantriJandhanYojana</li> <li>▪ Pradhan MantriJeevanBimaYojana</li> <li>▪ Awareness on renewable energy</li> </ul> (ii) Work on digital literacy (iii)Work on Cashless India (iv)Other Awareness programmes  e) Creation of Duration Assets (Estimated value of Assets) f) Awards received (Details of Awards received) g) Other Outstanding Achievements (Details of achievements).	
13.	Whether the duly filled-up Check List has been attached?	YES/NO
14.	Other Remarks, if any	

' 1Tc NIJ .Unit la be considered for the. Award shall be a single OSS Unit. Titos, in case g Fi'ograinine .Officer is in-chat@g.ofi'more lhan one NSS Units for any rea'son, one of' ruck Units should be identified and all <Lo dat in fltis Proforma should be l\wished for that particular unit

Signature of the B.O.

Signature of the Principal

Signature of the

Programme Coordinator

Signature of the Vice

Signature of the SNO

Chancellor/Chairman

Signature of the Competent

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**CHECKLIST for**  
**NSS Awards for NSS Unit/ Programme Officers**

Name of the NGG Unit/ Programme Officer:

The NSS Unit to be considered for the Award shall be a single NSS Unit. Thus, in case a Programme Officer is in-charge of more than one NSS Unit's feedback is given, only one of the Units should be identified and all the details in this Checklist should be furnished for that particular unit.

**A. Eligibility Criteria:**

S. No	Parameter	Factual Position
1.	Whether the NSS Unit has been in existence <i>continuously</i> for 5 years, i.e. during <b>2013-14</b> and onwards?	Yes/ No
2.	Whether the strength of the NSS Unit is as per guidelines during last 3 years i.e. during <b>2015-16, 2016-17 and 2017-18?</b>	Yes/ No
3.	Whether the NSS unit has adopted village/ slum as per guidelines and has completed the Special Camping targets during last 3 years i.e. during <b>2015-16, 2016-17 and 2017-18?</b>	Yes/ No
4.		Yes/ No
5.	Whether the Programme Officer has been trained at ETI?	Yes/ No
6.	Whether the Programme Officer has been convicted by a court of law or any case/ investigation is pending against him/ her?	Yes/ No

**B. Performance/ Achievement/ Input last 3 years:**

No		2015-16	2016-17	2017-18
1.	nil a) No. of plantation programmes organised b) No. of saplings planted in these programmes			
2.	<u>Blood Donation:</u> a) No. of Blood Donation Cakes organised b) Blood Donated in the Camps (No. of Units)			
3.	<u>Camps:</u> a) No. of Camps organised			

4.	<u>Awareness Programmes/ Rallies/ Campaigns organised:</u> a) AIDS Awareness (No. of Programmes) b) Environment Awareness (No. of Programmes) c) Other Awareness Programmes (Please indicate the name of the Awareness Programme and number of programmes organised.  (i) No. of Cleanliness Activities organized under Swatchh Bharat Abhiyan - Contribution to <ul style="list-style-type: none"> <li>▪ Ujjwala Yojna</li> <li>▪ Pradhan Mantri Jandhan Yojana</li> <li>▪ Pradhan Mantri Jeevan Bima Yojana</li> <li>▪ Awareness on renewable energy</li> </ul> (ii) Work on digital literacy (iii) Work on Cashless India (iv) Other Awareness programmes			
5.	<u>Creation of Durable Assets:</u> a) Estimated Value of the Assets created (Rs.).			
6.	<u>National Level Camps/ Awards:</u> a) Awards at State level and above (Please indicate the names of the Awards) b) Awards below State level (Please indicate the names of the Awards)			
7.	<u>Other Outstanding Achievements</u> (Please indicate details of each such achievement)			

**Note:** The details mentioned above should tally with those given in The main proposal. In case of major deviation, the proposal will be liable to rejection.

Signature Of Competent Authority In State/UT

(with official seal)



**Proforma for recommending NSS VOLUNTEER  
for NSS Awards**

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1.	Name of the State/ UT	
2.	Name of the University/ +2 Council	
3.	Name of the College/ School (with contact particulars)	
4.	Name of the Principal of College/ School (with contact particulars)	
5.	Name, Sex (Male/Female), <b>Residential</b> Address and other contact particulars (Landline/ Mobile No., e-mail address etc.) of the Volunteer being recommended	
6.	a) Date of Birth of the Volunteer b) Category (Gen/SC/ST)  [Documentary Evidence for Date of Birth and SC/ST relaxation to be enclosed].	
7.	Period of Volunteership of the Volunteer	From: To:
8.	Number of Hours completed during volunteership	
9.	Details reg. Participation in Special Camp	
10.	Details reg. Participation in National/ Regional level NSS Programmes	
11.	Whether the Volunteer has been convicted by any court of Law or any case/ investigation is pending against him/ her?  [Certificate from competent authority of the College/ School to be attached].	
12.	Performance/ Significant Achievements of the NSS Volunteer during the 2-year period of Volunteership (Extra sheets for details of the achievements to be attached) a) Plantation (No. of Programmes attended and saplings planted) b) Blood Donation (No. of Camps attended and blood units donated)	

	c) Health/ Eye/ Immunisations Camps (No. of Camps attended) d) Awareness Programmes (AIDS/ Environment/ Others) (No. of Programmes attended)  (i) No. of Cleanliness Activities organized under Swatchh Bharat Abhiyan -Contribution to <ul style="list-style-type: none"> <li>▪ Ujjwala Yojna</li> <li>▪ Pradhan Mantri Jandhan Yojana</li> <li>▪ Pradhan Mantri Jeevan Bima Yojana</li> <li>▪ Awareness on renewable energy</li> </ul> (ii) Work on digital literacy (iii) Work on Cashless India (iv) Other Awareness programmes	
	e) Awards received (Details of Awards received) f) Other Outstanding Achievements (Details of achievements).	
13.	<b>Whether the duly filled-up Check List has been attached?</b>	<b>YES/ NO</b>
14.	Other Remarks, if any	

Since the Award is for the 2017-18, the Volunteers completing their 2 years' volunteership during 2017-18 only are to be considered. The volunteers completing their volunteership prior to 2017-18 cannot be considered for the Award. For the same reason, the achievements of the volunteer shall be considered for the 2-year volunteership period.

**Signature of the Volunteer**      **Signature of the P.O.**      **Signature of the Principal**

the NSS volunteer should have been a student, pursuing a regular course, at least for a part of the year for which he/ she is being nominated. The NSS volunteers should indicate his/her personal achievements and not the achievements of the NSS unit. For nomination, the volunteer should indicate things learnt/ blood donated by him/ her personally in a programme and not by the entire NSS unit.

Signatures of its Programme Coordinator      Signature of the Vice-Chancellor/ Chetfina

Signature of the Competent

Authority in the State/ WUT'

**CHECKLIST for  
NSS Awards for NSS Volunteers**

Name of the NSS Volunteer:

A.            b        c        :

S. No	Parameter	Factual Position
1.	Whether the Volunteer has completed minimum 2 years' volunteership under NSS during 2017-18 [If the Award is being conferred 2016-17 volunteers completing their volunteership prior to 2017-18 cannot be considered for the Award or in other words, the volunteer should have been a student, pursuing a regular course, at least for a part of the year 2017-18]	Yes/ No
2.	Whether the Volunteer completed 240 hours of commitment service during 2 consecutive years of volunteership under NSS.	Yes/ No
3.	Whether the Volunteer has participated in at least one 'Special Project'.	Yes/ No
4.	Whether the Volunteer has participated in at least one National/ Regional Programme like R.D/ I? RD Parad. Canix; NS6. Mega 8^@, hlati0081 IltNgrati0nt{C, ilips; North East Youth Festival, etc.	If yes, please indicate name of the Programme.
5.	Whether the Volunteer has participated in at least one National Youth Festival, Adventure Camp, etc?	Yes/ No

Whether the Volunteer is..below 35 years of age (28.j/cas in case of SC/ ST) as on 31.03.2017?

6. Whether the Volunteer has been convicted by any court of Law or any legal investigation is pending against him/her? Yes/ No

**The achievements shall be considered for the 2-year volunteership period, which should fall within last 3 years, i.e., 2015-16, 2016-17 and 2017-18.**

No		2015-t6	2016-J 7	2017-IB
1.	Plantation:			
	a) No. of plantation programmes attended			
	b) No. of Saplings planted by the Volunteer			

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2.	<u>Blood Donation:</u> a) No. of Blood Donation Camps attended b) Blood Donated by the Volunteer <u>personally</u> (No. of Units)			
3.	<u>Health/ Eye/ Immunisation Camps:</u> a) No. of Camps attended			
4.	<u>Awareness Programmes/ Rallies/ Campaigns attended:</u> a) AIDS Awareness (No. of Programmes) b) Environment Awareness (No. of Programmes) c) Other Awareness Programmes (Please indicate the name of the Awareness Programme and number of programmes attended.			
	(i) No. of Cleanliness Activities organized under Swatchh Bharat Abhiyan -Contribution to ▪ UjjwalaYojna ▪ Pradhan MantriJandhanYojana ▪ Pradhan MantriJeevanBimaYojana ▪ Awareness on renewable energy (ii) Work on digital literacy (iii)WortonCfhlesslridia (iv)Other Awareness programmes			
5.	<u>Awards already received by the Volunteer:</u> a) Awards at State level and above (Please indicate the names of the Awards) b) Awards below State level (Please indicate the names of the Awards)			
	<u>Other Outstanding Achievements of the Volunteer</u> (Please indicate details of each such achievement)			

Note: 'the details mentioned above should laity with those given in the main proposa1. In caee of major deviation, the propo¥sl wilt bo lieble to rsjoc\in.

Signature of Competent Authority in Stnte/UT

(wifh office aenl)

**Annexure-VII**

NATIONAL SERVICE SCHEME (NSS)

WORK DIARY

YEAR

NAME OF THE UNIVERSITY -----

NAME OF THE COLLEGE -----

**BIO DATA**

1. Name .....
2. Date of Birth .....
3. Class in which studying .....
4. Residential Address .....  
.....  
.....
5. Year of joining NSS .....
6. NSS Group No. ....
7. Father/Guardian's name .....
8. Occupation .....
9. Address .....  
.....
10. Blood Group of the student .....

.....

Signature of the Programme Officer

.....

Signature of the Volunteer

## 1. CODE OF CONDUCT FOR NSS STUDENTS

- (i) All volunteers shall work under the guidance of a group leader nominated by the Programme Officer.
- (ii) They shall make themselves worthy of the confidence and cooperation of the group/community leadership.
- (iii) They shall scrupulously avoid entering into any controversial issue.
- (iv) They shall keep day-to-day record of their activities/experience in the enclosed pages of the diary and submit to the Group Leader/Programme Officer for periodic guidance.
- (v) It is obligatory on the part of every volunteer to wear the NSS badge while on work.

- 2. Aims and objectives ( to be mentioned)
- 3. Terms of NSS ( to be mentioned)
- 4. Orientation ( to be mentioned)



**NATIONALSERVICESCHEME**

**WORK DIARY (REGULAR ACTIVITIES)**

Sl. No.	Date	Place of working	Details of work	Hours	Total Hours	Signature of volunteer	Signature of Group Leader	Remarks
				From To				

.....

**Signature of Programme Officer**

---

**NATIONAL SERVICE SCHEME WORK DIARY (Special Camping Programme)**

.....					
Date		Place of camp	Activities undertaken	Experience	Difficulties faced & suggestion.
From	to				
.....					

---

Signature of volunteer(s)

Signature of Programme Officer

**ANNEXURE-VIII****ANNEXURE-VIII**

Sl. No. XXXXXXXX



**Government of India  
National Service Scheme  
Ministry of Youth Affairs & Sports**

**Certificate**

This is to certify that Shri/Kum./Smt. \_\_\_\_\_  
son/daughter/wife of \_\_\_\_\_  
Class \_\_\_\_\_ of \_\_\_\_\_ School having  
Enrollment number XX           has completed a period of two years  
as NSS Volunteer from \_\_\_\_\_ to \_\_\_\_\_ and has done satisfactory community  
work for 240 hours.

He/She has attended NSS Special Camp from \_\_\_\_\_ to \_\_\_\_\_  
at \_\_\_\_\_

**Principal/Headmaster****Programme Coordinator****Chairman/Director****Regional Director**



SL No. XXXXXXXX



**Government of India  
National Service Scheme  
Ministry of Youth Affairs & Sports**

**Certificate**

This is to certify that Shri/Kum./Smt. \_\_\_\_\_  
son/daughter/wife of \_\_\_\_\_  
Class \_\_\_\_\_ of \_\_\_\_\_ College having  
Enrollment number XX           has completed a period of two years  
as NSS Volunteer from \_\_\_\_\_ to \_\_\_\_\_ and has done satisfactory community  
work for 240 hours.

He/She has attended NSS Special Camp from \_\_\_\_\_ to \_\_\_\_\_  
at \_\_\_\_\_

Principal

Programme Coordinator

Vice Chancellor

Regional Director



SL No. XXXXXXXX



**Government of India  
National Service Scheme  
Ministry of Youth Affairs & Sports**

**Certificate**

This is to certify that Shri/Kum./Smt. \_\_\_\_\_  
son/daughter/wife of \_\_\_\_\_  
Class \_\_\_\_\_ of \_\_\_\_\_ College having  
Enrollment number XX           has completed a period of two years  
as NSS Volunteer from \_\_\_\_\_ to \_\_\_\_\_ and has done satisfactory community  
work for 240 hours.

He/She has completed three months of internship from \_\_\_\_\_ to \_\_\_\_\_  
at \_\_\_\_\_

Programme Coordinator

Vice Chancellor

Regional Director

## NSS as an Elective Subject



सत्यमेव जयते



प्रो. डॉ. जसपाल एस. सन्धू  
सचिव

*Prof. Dr. Jaspal S. Sandhu*  
MBBS, MS (Ortho), DSM, FAIS, FASM, FAFSM, FFIMS, FAMS  
Secretary



विश्वविद्यालय अनुदान आयोग  
**University Grants Commission**

(मानव संसाधन विकास मंत्रालय, भारत सरकार)  
(Ministry of Human Resource Development, Govt. of India)

बहादुरशाह ज़फ़र मार्ग, नई दिल्ली-110002  
Bahadur Shah Zafar Marg, New Delhi-110002

Ph.: 011-23239337, 23236288,  
Fax : 011-23238858, email : jssandhu.ugc@nic.in

**By Speed Post**

D.O.No.F. 1-7/2011(CPP-II)

13<sup>th</sup> August, 2015

Dear Sir/Madam,

The Ministry of Human Resource Development, as part of the discussion in the 62<sup>nd</sup> Meeting of Central Advisory Board of Education (CABE) held on 10.10.2013, has decided to consider making NSS as elective subject in higher education. Now the Ministry of Youth Affairs & Sports (MYAS), Government of India has designed a template of NSS curriculum for introduction of NSS as credit based elective subject in the Higher Education system which is available on UGC website i.e. [www.ugc.ac.in](http://www.ugc.ac.in).

You are, therefore, requested to implement the NSS as elective subject in your esteemed University from the current academic year for the benefit of students.

With kind regards,

Yours sincerely,

(Jaspal S. Sandhu)

**The Vice-Chancellor of all Universities**

Copy to:

The Publication Officer, UGC, New Delhi for uploading on UGC website.

(Jaspal S. Sandhu)

**TEMPLATE**  
**COURSE CURRICULUM**

For Introducing  
***NATIONAL SERVICE*** ***E (NSS)***

Submitted by  
**Ministry of Youth Affairs and Sports**  
**Govt. of India**

**NSS SYLLABUS FOR HONOURS/PASS/GENERAL COURSES**

**{Four Common Semesters}**

Theory Weight - 60  
 Practical/Project work - 40

No. Of Lectures 101

**Unit - 01: Introduction and Basic Concepts of NSS**

- a) History, philosophy & objectives of RSS [1]
- b) Emblem, flag motto, song badge etc (1)
- c) Organizational structure, roles and responsibilities of various NSS Functionaries [2]

**Unit – 02: Mass Programmes and Activities (10)**

- a) Concept of regular activities, special camps, day camps (3)
- b) Basis of selection of villages/slams Methodology of conducting Survey (2)
- c) Financial pattern of the scheme (1)
- a) Other youth prog./schemes of GOI (?)
- e) Coordination with different agencies (1)
- f) Maintenance of the Diary (1)

**Unit – 03: Understanding Youth (5)**

- a) Definition, profile of youth categories of youth (2)
- b) Issues, challenges and opportunities for youth (2)
- c) Youth as an agent of social change (1)

**Unit - 04: Community Mobilisation (9)**

- a) Identification of community stakeholders (3)
- b) Designing the message in the context of the problem and the culture of the community (3)
- c) Identifying methods of mobilisation (3)
- d) Youth-adult partnership (2)

**Unit - 05: Volunteerism and Shramdan (7)**

- a) Indian Tradition of volunteerism (1)
- b) Needs & importance of volunteerism (2)
- c) Motivation and Constraints of Volunteerism (2)
- d) Shramdan as a part of volunteerism (2)

Project work/Practical [2]

**40 Marks**



## NHS SYLLABUS FOR HONOURS/PASS/GENERAL CATEGORIES

(Four Common Semesters)

## SEMESTER-11

## PAPER-02

Theory Weightage	— 60
Practical/Project work	— 40

## No. of Lectures (35)

## Unit - 01: Importance and Role of Youth leadership (6)

- |    |   |     |
|----|---|-----|
| a) | Meaning and types of leadership                 | (2) |
| b) | Qualities of good leaders; traits of leadership | (2) |
| c) | Importance and role of youth leadership         | (2) |

## Unit - 02: Life Competencies (12)

- |    |  |     |
|----|--|-----|
| a) | Definition and importance of life competencies | (2) |
| b) | Communication                                  | (5) |
| c) | Inter Personal                                 | (3) |
| d) | Problem-solving and decision-making            | (2) |

## Unit - 03: Social Structure and National Integration (3)

- |    |   |     |
|----|---|-----|
| a) | Indian history and culture                              |     |
| b) | Role of youth in peace-building and conflict resolution | (2) |
| c) | Role of youth in Nation building                        | (5) |

## Unit - 04: Youth Development Programmes in India (9)

- |    |  |     |
|----|--|-----|
| a) | National Youth Policy  | (3) |
| b) | Youth development programmes at the National Level, State level and voluntary sector | (4) |
| c) | Youth-focused and Youth-led organisations  | (2) |

## Project work/Practical

40 Marks

Conducting survey on a special theme and preparing a report thereof.

# **NSS SYLLABUS FOR HONOURS/PASS/GENERAL COURSE**

(Four Common Semesters)

**SEMESTER-I**

**PAPER-03**

Theory Weight	-60
Practical/Project work	-40
<b>No. of Lectures (35)</b>	

## **01: Citizenship**

- a) Basic features of Constitution of India (2)
- b) Fundamental Rights And Duties (1)
- c) Human Rights (1)
- d) Consumer awareness and the legal rights of the consumer (1)
- e) RTI

## **Unit - 02: Family and Society** (Panchayats and other community-based organisations) and

- a) Concept of family, its functions and impact (1)
- b) Growing up in the family - development (1)
- c) Human values (2)
- d) Gender justice (2)

## **Unit - 03: Health, Hygiene & Sanitation (7)**

- a) Definition, needs and scope of health education (1)
- b) Food and Nutrition (1)
- c) Safe drinking water, water borne diseases and sanitation (Swachh Bharat Abhiyan) (2)
- d) National Health Programme (1)
- e) Reproductive health (1)

## **Unit - 04: Youth Health**

- a) Healthy Lifestyle (1)
- b) HIV/AIDS, Drugs and Substance abuse (2)
- c) Home Nursing (1)
- d) First Aid (1)

## **Unit - 05: Youth and Yoga (9)**

- a) History, philosophy and concept of Yoga (2)
- b) Myths and misconceptions about yoga (#)
- c) Different Yoga traditions and their impacts (preventive, promotive, and curative) (g)
- d) Yoga as a tool for healthy lifestyle (y)

as	(1)
<b>Project</b> wo rk/ <b>Practi</b> fBI	(2)
Preparation of research <b>pyjeft</b>	(2)
report	(2)

rarive  
method

# COMMON SYLLABUS FOR HONOURS/PASS/GENERAL COURSES

(Four Common Semesters)

## SEMESTER-IV

Theory Weight – 60

Practical/Project work – 40

(Total of 100 Marks)

### Unit - 01: Environment Issues (11)

- a) Environment conservation, enrichment and Sustainability (2)
- b) Climate change (2)
- c) Waste management (2)
- d) Natural resource management (5)
- (rain water harvesting, energy conservation, waste land development, soil conservation and afforestation) (4)

### Unit - 02: Disaster management (7)

- a) Introduction to Disaster Management, classification of disasters (2)
- b) Role of youth in Disaster Management (3)

### Unit-03: Project Cycle Management (10)

- a) Project planning (3)
- b) Project implementation (2)
- c) Project monitoring (2)
- d) Project evaluation: impact assessment

### Unit - 04: Documentation and Reports (7)

- a) Collection and analysis of data
- b) Preparation of documentation/reports
- c) Dissemination of documents/reports

Workshops/seminars on personality development and improvement of communication skills

## NSS SYCMBUS FOR PASS/GENERAL COURSES

### SEMESTER-V

#### PAPER—OS

Theory Weight	– 60
Practical/Project work	– 40

two. of 1.ectures (35)

#### Unit — 1: Vocational Skill Development (20)

*employment potential of the NSS volunteers or, alternately, Thi unit wilt aim to enable the business enterprises For this purpose, a list of 12 to 15 vocational based on the local conditions and opportunities. Each volunteer wilt to help the MIO S&T select two skill-areas out of this list – one such skill in each semester. The education institution (or the university) will make arrangements for developing these skills in collaboration with established agencies that possess the necessary expertise in the related*

#### Unit – 02: Entrepreneurship Development (8)

- |    |   |       |
|----|---|-------|
| a) |   | { 1 } |
| b) | Qualities of good entrepreneur<br>an enterprise | ( )   |
| c) | Steps/ways in opening science Institutions      | (3)   |
|    |   | (2)   |
| d) | Role of financial and support                   |       |

#### Unit – 03: Violence and Crime (7)

- |    |  |     |
|----|--|-----|
|    | Sociological and psychological factors influencing Youth Crime | {2} |
| a) |  |     |
| b) | Teaching of law enforcement in dealing crimes                  | (1) |
| c) | Awareness about Anti-Ragging                                   | (1) |
| d) | Cyber Crime and its Prevention                                 | (2) |
| e) | Juvenile Justice   | (1) |

#### Project work/Practical

## NSS SYLLABUS FOR PASS/GENERAL COURSES SEM

## BSTER—VI

Theory Weight	— '60
Practical/Project work	—40

No. of Lectures {35}

## Unit - 1: Vocational Skill Development (20)

This Unit will aim to enhance the employment potential of our NEET voters alternately, to help them to refer up small business enterprises for their purpose. A list of 12 to 15 vocational H-ITC in ITB drama up on the local conditions and opportunities. Each volunteer will have the option to select their skill-crews out of this list - one such skill in each semester. The education institution (or the institutes) will make arrangements for developing these skills in collaboration with established agencies that possess the necessary expertise in the related vocational skills.

## Unit - OF: Civil/Self Defense '(5)

- a) Civil defense services, aims and Objectives of civil defense (2)
- d) Needs for Self defense training (3)

Unit-03: Resource Mobilisation (3) (2)  
 i) Writing a Project Proposal (1)

b) Establishment of SP-Us (1)

Unit-04: Adolescent Life Skills (7) (2)  
 a) Positive Thinking (2)  
 b) Self Confidence and Self Esteem (2)  
 c) Setting life goals and working to achieve them (2)  
 d) Management of Stress including Time Management

40 Marks

Project work/Practical

**Annexure X****Proposal for conducting special camp**

Name of the Institution with Address			
Name of the Programme Officer with Mobile Number and E mail ID			
Name of the Adopted village / slum area for special camping with route chart			
Proposed dates of the special camp	From	To	
Number of NSS Volunteers to be participated	Male	Female	Total
Activities to be undertaken	1 2 3 4 5		
Collaborating agencies , if any	1 2 3		
Special Remarks if any			
	<b>Signature and seal of the Principal</b>		

This proposal is to be submitted to the University / +2 Council before one month of the proposed date of the camp. Once approved , the university / +2 Council will submit the consolidated schedule to the SNO and Regional Director atleast 15 days in advance .



## Annexure XI

## Proforma for Enrolment of NSS Volunteers

<b>Aadhar Number</b>		
<b>Full Name of volunteer</b>		
<b>Father/Mother Name</b>		
<b>GENDER</b>	M/F/Others	
<b>Date of Birth</b>	DD/MM/YYYY	
<b>Address</b>		
<b>Landmark</b>		
<b>State</b>		
<b>District</b>		
<b>Block</b>		
<b>City/Village</b>		
<b>Pincode</b>		
<b>Email</b>		
<b>Mobile</b>		
<b>Blood Group</b>		
<b>Created By</b>	E mail ID of PO/NSS Unit	
<b>Other Area of Interest</b>		

These basic data should be in excel format and the Programme Officer has to incorporate these in the young india portal ( [www.youngindia.gov.in](http://www.youngindia.gov.in)) using her/his log in ID.

## Annexure XII

### GUIDELINE FOR ESTABLISHMENT OF ETI

#### ETI Guidelines

ETI may be established in the following Institutions

- (i) Social Work Departments or Humanities department of central Universities/State University.
- (ii) Institutions of Repute.
- (iii) Preferably one in each State

A team consisting of officers from Directorate of NSS, Ministry & Regional Director of NSS should make a visit to inspect the institute identified for ETI

- (i) ETI indicators :-
  - Infrastructure.
  - Capacity & competence of institute to Organize Training programme.
  - Desire and Motivation.
  - Accessibility.
- (ii) MoU should be of 3years but with a notice to terminate on the basis of performance and timely submission of UC.
- (iii) No training should be conducted until MoU is renewed (when MoU expiry is invariant).
- (iv) Concerned Regional Directors will ensure the participation of Programme Officers in the training.
- (v) Total Participant should be 30 to 40 in a batch. Minimum 30 – maximum 40. If less than 30 participants, information needs to be shared & approval sought from the Directorate/Ministry.
- (vi) List of Empanelled resource person should be approved. Empanelled Resource Person should be subject expert, either a Practitioner, Bureaucrat or an Academician of repute.
- (vii) Programme Schedule along with contents of the course should be shared with the Directorate of NSS, through Regional Directors.
- (viii) Draft Training Schedule is being shared. Only 10% variation to the schedule sent by Directorate would be accepted.
- (ix) After each programme report should be prepared with the following contents :-
  - Programme schedule
  - List of resource person with profile
  - List of participants
  - Feedback forms, duly filled in by the trainees
  - Photographs

- News Clipping

- (x) Report, duly countersigned by concerned Regional Director, of each and every training programme will be submitted to Directorate of NSS within a fortnight after completion of training programme.
- (xi) A standardized Certificate should be given to the trainees. Specimen enclosed.
- (xii) Training should be given maximum within one year of taking over as PO.
- (xiii) Data bank of trained/untrained Programme Officers will be maintained by the Regional Directorates so as to ensure that all PO's are trained.

## Annexure XIII

## FORMAT OF UTILIZATION CERTIFICATES

Proforma 'A'

**FORMS**  
**GFR 12 C**  
 [See Rule 239]

**FORM UTILIZATION CERTIFICATE**  
**(For State Government)**  
**(Where expenditure incurred by Government bodies only)**

Sl. No.	Letter No. and date	Amount	
			Certified that out of ₹ ..... of grants sanctioned during the year ..... in favour of ..... under the Ministry / Department Letter No. given in the margin and ₹ ..... on account of unspent balance of the previous year, a sum of ₹ ..... has been utilized for the purpose of ..... for which it was sanctioned and that the balance of ₹ ..... remaining unutilized at the end of the year has been surrendered to Government (vide No..... dated.....) / will be adjusted towards the grants payable during the next year.....

2. Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the propose for which it was sanctioned.

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of Govt.  
 Auditor/Chartered Accountant  
 Stamp:  
 Date:

Signature.....  
 Designation.....  
 Date.....

## Annexure XIV

### NSS Song

NSS theme song is to be played / sung at the beginning of all the NSS programmes. The audience have to rise in the honour of the song when it is played.

## LAKSHYA GEET

Uthen Samaj Ke Liye Uthen - Uthen,  
Jagen Swarashtra Ke Liye Jagen – Jagen  
Swayam Saje Vasundhara Sanwar Den-2

Hum Uthen - Uthega jag Hamare Sang Sathiyo  
Hum Badhen To Sab; Badhenge Apne Aap Sathiyo  
Jamin Pe Aasmann Ko Utar Den – 2  
Swayam Saje Vasundhara Sanwar Den – 2

Udasiyon Ko Door Kar Khushi Ko Bantte Chalen  
Gao Aur Shahar Ki Duriyo Ko Patte Chalen  
Gyan Ko Prachar De Prasar De  
Vigyan Ko Prachar De Prasar Den  
Swayam Saje Vasundhara Sanwar Den – 2

Samarth Bal Varidh Aur Nariyan Rahen Sada  
Hare Bhare Vano Ki Oudhati Rahe Dhara  
Tarakkiyon Ki Ek Nayi Katar Den – 2  
Swayam Saje Vasundhara Sanwar Den – 2

Ye Jati Dharam Boliyon Bane No Shool Raah Ki  
Vdhayen Bel Prem Ki Akhandata Ki Chaah Ki  
Bhavana Se ye Chaman Nikhar Den  
Swayam Saje Vasundhara Sanwar Den – 2

Uthen Samaj Ke Liye uthen – Uthen  
Jagen Swarashtra ke Liye Jagen – Jagen  
Swayam Saje Vasundhara Sanwar Den - 2

## राष्ट्रीय सेवा योजना लक्ष्य गीत

उठें समाज के लिए उठें-उठें  
जगें स्वराष्ट्र के लिए जगें-जगें  
स्वयं सजे वसुन्धरा संवार दें-2

हम उठें उठेगा जग हमारे संग साथियों  
हम बढ़ें तो सब बढ़ेंगे अपने आप साथियों  
जमीं पे आसमान को उतार दें-2  
स्वयं सजें वसुन्धरा संवार दें-2

उदासियों को दूर कर खुशी को बांटते चलें  
गांव और शहर की दूरियों को पाटते चलें  
ज्ञान को प्रचार दें प्रसार दें  
विज्ञान को प्रचार दें प्रसार दें  
स्वयं सजें वसुन्धरा संवार दें-2

समर्थ बाल वृद्ध और नारियां रहें सदा  
हरे भरे वनों की शाल ओढ़ती रहे धरा  
तरक्कियों की एक नई कतार दें-2  
स्वयं सजें वसुन्धरा संवार दें-2

ये जाति धर्म बोलियाँ बनें न शूल राह की  
बढ़ायेँ बेल प्रेम की अखंडता की चाह की  
भावना से ये चमन निखार दें  
सद्भावना से ये चमन निखार दें  
स्वयं सजें वसुन्धरा संवाद दें-2

उठें समाज के लिए उठें-उठें  
जगें स्वराष्ट्र के लिए जगें-जगें  
स्वयं सजे वसुन्धरा संवार दें-2