

**NATIONAL SERVICE SCHEME MANUAL
(REVISED)**

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Ministry of Youth Affairs & Sports
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I N D E X

PART-I	INTRODUCTION OF NATIONAL SERVICE SCHEME	1-8
Chapter 1	Philosophy of National Service Scheme	01
Chapter 2	NSS – Basic Concepts	07
PART-II	NSS PROGRAMMES AND ACTIVITIES	9-18
Chapter 1	Basic Concepts and Components	09
Chapter 2	NSS Programmes and Activities	13
PART-III	SPECIAL CAMPING PROGRAMME	19-40
Chapter 1	Special Camping Programme	19
Chapter 2	Planning and Preparation of Special Camping Programme	25
Chapter 3	Financial Pattern of Expenditure for Special Camping Programme	39
PART-IV	ADMINISTRATIVE STRUCTURE	41-66
Chapter 1	Administrative Structure at National Level	42
Chapter 2	Administrative Structure at State Level	46
Chapter 3	Administrative Structure at University Level	52
Chapter 4	Administrative Structure at +2 Level	55
Chapter 5	NSS Advisory Committees	60
PART-V	PLANNING OF PROGRAMMES/ACTIVITIES	67-83
Chapter 1	Planning at State Level	67
Chapter 2	Planning at University Level	69
Chapter 3	Planning at Institution Level	73
Chapter 4	Planning of NSS Programmes	75

PART-VI	IMPLEMENTATION OF NSS PROGRAMMES	84-107
Chapter 1	NSS at Institution Level – Organisation and Administration of NSS Unit	84
Chapter 2	Programme Officer – Appointment, Duties and Functions	89
Chapter 3	National Service Scheme Volunteers	95
Chapter 4	Implementation & Administrative Support to NSS Programme At State, University and +2 Council Level	98
PART-VII	TRAINING, ORIENTATION, RESEARCH AND EVALUATION	107-129
Chapter 1	Training and Orientation Centres	107
Chapter 2	Training of Programme Officers and Key Personnel	112
Chapter 3	Research, Evaluation and Publication	122
PART-VIII	FINANCES AND ACCOUNTS	130-141
Chapter 1	Pattern of Financial Expenditure	130
Chapter 2	Pattern of Financial Expenditure (University and +2 Council Level)	132
Chapter 3	Pattern of Financial Expenditure at College Level/School at +2 Level	136
Chapter 4	Maintenance of Accounts	139

ANNEXURES

142-171

01.	List of National/International Days/Weeks	142
02.	List of NSS Regional Centres	143
03.	Proforma for Quarterly Report to be submitted by the State Liaison Cells	144-146
04.	Observance of NSS Day – Change	147
05.	Instruction regarding utilization of interest accrued from Saving Bank Account	148
06.	Out-of-Pocket Allowance – Exemption of Income Tax	149
07.	Indira Gandhi NSS Award	150-152
08.	A specimen of Work Diary	153-158
09.	A specimen of NSS Certificate	159
10.	Proforma for Half Yearly Report to be submitted by Universities/+2 Councils	160-164
11.	Proforma for Half Year Report to be submitted by TORCS/TOCs	165-167
12.	Revision of Administrative Expenditure at University level	168
13.	Vehicle and equipment purchased out of NSS funds	169-170
14.	Purchase of audio-visual equipments out of NSS funds	171

PART – III SPECIAL CAMPING PROGRAMME

Chapter-1 : SPECIAL CAMPING 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.

1. Special campings 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. Every year 50 percent of the volunteers of each NSS unit are expected to participate in special camps which is of ten days duration.

Contributions of Special Camping Programme

1.1 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

1.2 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

1.3 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 devote about 80 hours in Regular Activities for the development of the adopted village. Special Camping has been conceived as an opportunity to live with that community for 10 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 (each NSS unit should plant and protect at least 1000 saplings);
- (ii) creation of NSS parks/gardens, Tarun Treveni Vanas.
- (iii) Construction & maintenance of village streets, drains, etc. so as to keep the environment clean;
- (iv) Construction of sanitary latrines etc.
- (v) Cleaning of village ponds and wells;
- (vi) Popularization and construction of Gobar Gas Plants, use of non-conventional energy;
- (vii) Environmental sanitation, and disposal of garbage & composting;
- (viii) Prevention of soil erosion, and work for soil conservation,
- (ix) Watershed management and wasteland 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 health care.
- (vi) Population education and family welfare programme;
- (vii) Life style education centres and counseling centres.

© 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.

(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) organising 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) work for the promotion and strengthening of cooperative societies in villages;
- (vii) assistance and guidance in poultry farming, animal husbandry, care of animal health etc.;
- (viii) popularization of small savings and

(ix) 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;

(g) Education and Receptions:

Activities in this field could include:

- (i) adult education (short-duration programmes);
- (ii) pre-school education programmes;
- (iii) programmes of continuing education of school drop outs, remedial coaching of students from weaker sections;
- (iv) work in crèches;
- (v) participatory cultural and recreation programmes for the community including the use of mass media for instruction and recreation, programmes of community singing, dancing etc.;
- (vi) organisation of youth clubs, rural land indigenous sports in collaboration with Nehru Yuva Kendras;
- (vii) programmes including discussions on eradications of social evils like communalism, castism, regionalism, untouchability, drug abuse etc.;
- (viii) non-formal education for rural youth and
- (ix) legal literacy, consumer awareness.

1.4 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.

Planning

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

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

1.1 Planning at the State Level:-

(i) Meeting of the State Advisory Committee:

The State Liaison Officer should convene the meeting of the State Advisory Committee and submit the proposal for the conduct of the Special Camping Programme under NSS during the year. All aspects of the camping and special projects to be undertaken at the state, university and +2 level should be brought to the notice of the State Advisory Committee. The allocation of the strength of special Camping Programme and pattern of financial expenditure for special camping programme should also be got approved from the State Advisory Committee as prescribed by the Administrative and Financial directives.

(ii) Allocation of strength:

A meeting of the Programme Coordinators of the Universities, +2 stage and the Heads of the NSS Regional Centre should be convened. The Programme Coordinators will make the demand of allocation for Special Camping Programme for their University/+2 Council. The State Liaison Officer will issue necessary orders regarding the allocation of the strength for Special Camping Programme to the various Universities and +2 level.

(iii) Approval of the State Advisory Committee :

The state and university/+2 level projects should be identified and earmarked, so that necessary action may be initiated in time.

(iv) Inter-departmental Coordination :

The State Liaison Officer will take necessary steps to develop coordination with different Departments and agencies which are likely to collaborate in the Special Camping Programme. Meeting of the NSS Programme Coordinators, Head of the NSS Regional Centre and officials of the concerned departments should be convened for discussion and implementation. The representatives of the departments like Health, Rural Development, Panchayati Raj, Agricultural Extension, Land Reforms, Public Relations, PWD, Urban Development, Forest, Khadi and Village Industries, Archaeology etc. are usually associated with the camps.

- (v) Release of grants to the Universities and +2 Council

The State Liaison Officer should ensure that the Special Camping grants reach the Universities and +2 Councils in time. It has been observed that in some cases the State Governments do not release the grants to the Universities in time. In such cases, special camping programme suffers due to non-availability of funds despite release of central share to State Government.

It has been observed that in some cases, the Universities do not release the grants to the colleges in time. In many cases, the grants are released after the camps are over or by the end of the financial year. This is an undesirable practice. The purpose of releasing the grants to the State Government and Universities is defeated if the grants do not reach the NSS unit before holding the camps.

If some University fails to make the grants available to the college before holding the camps, the State Government should take serious note of this default and take corrective measures immediately.

1.2 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.

1.3 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 college/+2 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 Centre :-

The Programme Officer should convey the information regarding the proposed Special Camp to the Programme Coordinator, NSS Regional Centre, State Liaison officer and the concerned TOC/TORC. 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

2. 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 NSS Regional Centre, the concerned Government Departments and Training & Orientation Centres and covers both programmes and administrative aspects of the camps. The Programme Officer (teacher-in-charge and the two student leaders) can then organise 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 and the State Governments, may be made available to the NSS Units organising the camp before the camp actually starts. The university must advance the Special Camping grant admissible to the NSS Units subject to the conditions of submission of proper accounts. The remaining balance may be released on the submission of final accounts by the concerned NSS Units.

2.1 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.

2.2 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 10 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. In developing the personality of student youth, therefore special necessary, a few camps may be developed exclusively for the purpose involving key NSS volunteers.

3. 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.

4. 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.

5. 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 peoples.
- (c) The NSS Programme Officers should ensure adequate representation of students belonging to SC/ST and minority communities, so that young persons 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) Students from foreign countries may also be involved in the NSS camps, if possible.

6. Administration of the Camp

- (a) Maximum number of NSS volunteer leaders 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. For example, one team can take up mass immunization against preventable diseases, another team can look after environmental sanitation and popularization of Gobar Gas Plants; yet another team can concentrate its work on provision of potable water or other activities chosen by the institution etc. each group may have a few local non-student youth so as to ensure local support on voluntary basis, and to ensure proper follow-up to the programmes during the term time.
- (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 emphasised. 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 the camp
 - (ii) **Programme Committee** : To conduct the day-to-day activities of the camp

- (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.

7. Duration of the Camp

- (a) The NSS camp will be of 10 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 10 days may be organised by the Institution, subject to the condition that no additional finance will be made available. The additional expenditure may be met by exercising economy in the camp expenditure. The camp may be extended by five days over and above the mandatory period of 10 days.
- (c) In case an important project has been undertaken and it remains incomplete and it is very essential to the community, the NSS units may plan to organise a second camp to complete the project.

8. 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 influential people of the village.
- (c) No camp should be held in the premises of the college/school. 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). However, where this is not possible, 'Day Camp' can be organised. This provision is only for Urban Units, who find it extremely difficult to get suitable accommodation for campers. The approval of the Programme Coordinator may be obtained in advance for organising 'Day Camps'.

9. 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.

10. 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.

11. 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.

12. Camp Programme

- (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) 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. : 5 Hours
- (ii) 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. : 2 Hours
- (iii) Cultural programmes/community singing in the evening : 2 Hours

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) It has been decided that as a part of the camp, the students should be taken to nearby projects with a rural development content like IRDP, NREP, ICDS, 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. It would be necessary to spend a day for this purpose by economizing on the budget provided for Special Camping Programme and extending the duration of the camps by 1 or 2 days. Effective coordination has to

be made with State Government and District Authorities to get all assistance in this regard.

13. 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.

14. Home Stay

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.

15. Joint Camps and State Level Camps

(a) Joint Camps :

It has been experienced that joint camps involving more than one Institution are not as good as the camps of individual NSS Units in terms of performance. Often joint camps require joint responsibilities and these lead to difficulties in accountability for various things, besides creating difficulties in accounts. The only purpose served by joint camps is that a greater number of Institutions can be involved in the camp. But in this process the performance of each NSS Unit gets diluted. Further, follow up of the programme is also not possible in a joint manner. Hence, it is now decided that joint camps should not be permitted.

(b) State level Camps :

While each NSS Under would undertake a project under the Special Camping Programme during vacations depending on the local needs and priorities, some projects of national or regional importance may be undertaken at State level during vacations every year. The State Liaison Officer may coordinate and execute such projects with select volunteer representatives from various NSS Units within the approved pattern of special camping.

16. 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. Information and Public Relation Departments of 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.

17. Reports and Accounts

(a) Reports :

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

(b) 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/State share grants for the implementation of NSS Programme.

18. 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.

19. Evaluation

- (a) The State, TOC Coordinator and the 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 organisation 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 funded by the Government of India and the State Government. As NSS is an education and service based scheme, adherence to the financial rules at the time of expenditure is very vital.

- (a) The expenditure on the scheme is being shared by the central and State Governments in the ratio of 7:5 except in the case of state of jammu & Kashmir and the UTs without legislatures in whose case the entire expenditure is met by the Government of India. The expenditure on Special Camping Programme is also shared on the above mentioned basis between the Central and State Governments.

- (b) (i) The permissible expenditure for a 10 day camp is Rs. 200/- per camper at present. Therefore, the expenditure on board, lodging, light, water etc. and transport should not exceed Rs. 20/- per day.
 - (ii) Rs. 20/- per camp per day on board and lodging and transport, contingency expenses etc. is the outer limit and every effort should be made to keep the expenditure on the lower side especially in view of the need for austerity.
 - (iii) 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.
 - (iv) Other expenditures like those on pre-camp orientation, Resource Persons, Planning of Activities, Evaluation etc., may be met from the NSS regular funds and should not be charged from camping funds.
 - (v) The Universities may further organise the University level camps within the jurisdiction of the University. The State Level camps can be organised with the approval of the State Advisory Committee within the State only.
- (c) In case of camps in Urban slums, Day-camps are permitted wherever found absolutely necessary. In the day camps, the expenditure on food will be reduced substantially as the student may be provided only lunch and afternoon tea. In most of the metropolitan cities the bus service or other cheaper transport service is available. In smaller cities the students can use their bicycles. Thus the expenditure on transport can also be moderate even though the students will be coming to the camps and going back every day. It is, therefore, felt that the expenditure on a day camp on food, transport, incidentals etc. will not exceed Rs. 8/- per camper per day. The expenditure on per volunteer in a 10 days should be limited to Rs. 80/- (Rupees eighty only).
- (d) As the organisation of Joint Camps by the colleges is against the administrative and policy directives, the expenditure incurred on joint camps will not be permissible from the grants meant for NSS special camping programme.

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 NSS Regional Centre, State NSS Cell and concerned Universities and also officials of Accountant General or local fund authorities for inspection and audit whenever demanded.