

**NATIONAL SERVICE SCHEME MANUAL  
(REVISED)**

**2006**  
**Government of India**  
**Ministry of Youth Affairs & Sports**  
**New Delhi**

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**PART – VII**  
**TRAINING, ORIENTATION, RESEARCH AND EVALUATION**

**Chapter 1 : TRAINING AND ORIENTATION CENTRES**

The trained key persons play an important role in the successful implementation of any programmes. Therefore, it has been acknowledged that the well trained State Liaison Officer, Programme Coordinators and Programme Officers can discharge their duties effectively.

With a view to provide training/orientation and to develop right thinking, approach and understanding about the philosophy of NSS, 14 institutions have been designated as the Training and Orientation Centres with a view to develop right thinking and approach, leadership, commitment, and understanding of the philosophy of National Service Scheme. In addition to these, four Training , Orientation and Research Centres have also been established. The list of these institutions is given at the end of this Part.

**1. Function of TOCs**

The Training and Orientation Centres will perform the following functions:

- a) Organising orientation course and refresher courses and special courses for the programme officers ;
- b) Providing assistance to universities and +2 Councils in planning and conducting special camping programme ;
- c) Developing and providing consultancy services to universities and colleges/schools in different areas of programme, planning , supervision, evaluation etc. Such consultancy services may be provided through group discussions, seminars, preparation and supply of subject papers, personal discussions during visits to universities/colleges ; correspondence on specific points etc ;
- d) Developing demonstration projects under NSS on inter-collegiate basis with the objective of developing further experience for the use of universities and colleges ;
- e) Acting as clearing house of information on NSS ;
- f) Providing on-the –spot guidance to the universities and colleges in camps etc. through personal visits.

## **2. Composition of Training and Orientation Centres**

The Department of Youth Affairs & Sports provides full financial assistance for the establishment of Training & Orientation Centres. The following staff will be provided at the Centre :

- |    |  |          |
|----|--|----------|
| a) | Coordinator (Trg.) in the pay scale of Reader of university              | One post |
| b) | Lecturer in the pay scale of Lecturer in the college/university          | One post |
| c) | Stenographer in the pay scale prescribed by the Institution for the post | One post |

## **3. Selection of Coordinator (Trg.) and Lecturer**

The Coordinator (Trg.) /Lecturer will be selected as per procedure laid down as under :

- a) The publications for the posts of Coordinator (Trg.)/Lecturer will be invited through advertisement in local daily/dailies ;

- b) The candidates for the post of Coordinator (Trg.)/Lecturer will be interviewed by the selection committee. At least 3 persons will be short-listed ;
- c) The Selection Committee will forward the names of the selected candidates as per merit.

#### **4. Composition of Selection Committee**

The Selection Committee would consist of the following members :

- a) Vice-Chancellor/Head of the Institution Chairperson
- b) Secretary Department of Education/Youth Services of State/UT Govts. or his/her nominee not below the rank of Joint Secretary/Director/SLO Member
- c) Nominee of the Deptt. of Youth Affairs & Sports, Govt. of India Member
- d) Registrar of the University/Institution Member

#### **5. Qualifications for the post of Coordinator (Trg.)**

- a) requisite basic qualification as for the appointment of Reader as per UGC norms in the university ;
- b) Experience in the organisation of NSS/Youth Programme at least for a period of 3 years ;
- c) Have the basic skill to impart training to the NSS functionaries ;
- d) Experience as trainer in youth work, and relevant publication in this field and/or research work will be considered as additional qualification ;
- e) Age limit: The person so selected should not be more than 50 years of age at the time of selection.
- f) However, the Selection Committee at its discretion may relax the conditions as given above at pt.No. a and e, in the case of person (s) otherwise extremely qualified and widely experienced in the field of Youth Work and training.

#### **6. Qualifications for the post of lecturer**

- a) The post will be field by the persons having the requisite qualifications as for the appointment of Lecturer in the university/affiliated college Institutions ;

- b) The persons should have at least 2 years experience in organising NSS and other youth programme ;
- c) Any other additional qualifications and experience in youth work, community work, publications, research and training will be considered as desired qualifications ;
- d) The person so selected should not be more than 40 years of age at the time of selection.
- e) However, the Selection Committee at its discretion may relax the conditions as given above at pt. No.a and d, in the case of person (s) otherwise extremely qualified and widely experienced in Youth Work/Community Work training.

## **7. Tenure and Terms of Appointment**

The person selected for the post of Coordinator (Trg) will be appointed on deputation/short term contract for a period of 3 years at the first instance. The period may be further extended by one year subject to the satisfactory work and discharge of duties.

7.1 TOCs are not permitted to appoint or continue the Coordinators on permanent basis.

## **8. Functions of Coordinators (Trg.)**

- a) He/She will prepare plans and initiate action to achieve the objectives as prescribed in the functions of TOC vide para No.1 of this chapter ;
- b) Prepare the plans for orientation/refresher courses to be organised for the Programme Officers during the year. He/She will submit the proposals in time to the Department of Youth Affairs & Sports for financial assistance ;
- c) He/She will develop a model depicting NSS activities for demonstration during the orientation and refresher courses;
- d) He/She will ensure that the financial accounts are submitted to the Department in time ;
- e) He/She will ensure that the periodical reports, and returns are submitted to the concerned authorities in time ;
- f) He/She will give necessary feed-back on the status of the programme in the field to the NSS Headquarter and the Regional Centre ;
- g) He/She will make visits to the Special Camps for the assessment. Similarly, he/she may visit the special projects being undertaken by the colleges ;



- h) He/She will act as Member Secretary of the TOC Training Advisory Committee and convene its meetings as and when required. The TOC Advisory Committee must meet atleast twice a year ;
- i) He/She will get the yearly plans of training and budget approved by the Advisory Committee ;
- j) He/She will maintain close liaison with the State Liaison Officer, NSS and NSS Regional Centre. He/She will also ensure that training courses are properly held in time.
- k) He/She will liaise with the State Liaison Officer to ensure the deputation of the Programme Officer for the training courses.

## **9. Functions of the Lecturer**

- a) He/She will assist the Coordinator (Trg) in discharging the functions of TOC ;
- b) He/She will assist the Coordinator (Trg.) in conducting the Orientation and training courses ;
- c) He/She will assist the Coordinator (Trg.) in developing a demonstrative project for the benefit of Programme Officers and key functionaries of NSS depicting the various aspects of NSS under the over-all supervision of the Coordinator (Trg.) ;
- d) He/She may conduct case studies regarding the impact of NSS on students, community and institutions in consultation with the Coordinator (Trg.) ;
- e) Any other duty assigned by the Coordinator (Trg.) relating to NSS and TOC in discharge of functions of TOC.

## **10. Pattern of Financial Assistance to TOCs**

The financial assistance to the Training and Orientation Centres will be admissible under :

- a) Salary of Coordinator (Trg.), Lecturer and Steno-typist on the basis of as admissible on the pay-scales prescribed for the posts.
- b) Contingencies (Per annum ) Rs. 18,000/-

## **11. TOC Advisory Committee**

The Advisory Committee will advise the Coordinator (Trg.) to conduct all training programme and other activities undertaken by the TOC. Advisory Committee will also review the activities of TOC in the light of para No.1 of this chapter dealing with the functions of the TOC. The Advisory Committee will consist of the following :-

- |    |  |                     |
|----|--|---------------------|
| a) | Vice-Chancellor in case of University/ Head of the Institution under which TOC is functioning. | Chairperson         |
| b) | Head of the NSS Regional Centre  | Member              |
| c) | State Liaison Officer NSS of the concerned State under which TOC falls.                        | Member              |
| d) | 3 Programme Coordinators with larger strength of NSS volunteers                                | Members             |
| e) | Coordinator (Trg.) of the concerned TOC  | Member<br>Secretary |

### **11.1 Limitations**

The Advisory Committee will not take any decision in modification of or against the administrative and policy directives issued by the Department of Youth Affairs & Sports. The Advisory Committee will restrict itself to the activities of TOC only.

## **12. Reporting**

The Coordinator (Trg.) will furnish a half-yearly report of the activities to the Head of the NSS Regional Centre concerned with the period ending March and September every year regularly under intimation to the Department. The copies of the report will also be endorsed to the Programme Adviser's Cell, NSS, New Delhi (See proforma at Annexure-XI).

## **Chapter 2 : TRAINING OF PROGRAMME OFFICERS AND KEY PERSONNEL**

The beneficiaries of the programme belong to different classes of the community, in terms of economic status, age group, living conditions and standard of education are altogether different from each other in case of Programme Officer, NSS volunteers and ordinary villagers living in a remote village of slum. Therefore, proper training of the Programme Officers and other key persons implementing the NSS programme is important, so that various sections of the society can give encouraging response to the organizers of the programme. Further the NSS programme envisages different projects which require technical knowledge for their implementation . Therefore, training key personnel is imperative to train its key personnel.

### **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 Training & Orientation Centre for orientation when he/she is called for.

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

The Training & Orientation Centre conducts two types of courses i.e. Orientation Course and Refresher Course.

- a) The duration of Orientation Course will be of 10 days. Three working days will be set apart for working in Rural areas/slums/Institutions involved in Social Work etc.
- b) Three Refresher Course will be of a duration of 5 days. These courses will be organised in a manner that each Programme Officer attends at least one Refresher Course once in two years.

## **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 and 20 –point Economic programme.

( 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 NSS volunteers;
  4. Selection of time – bound and target oriented programmes, including adoption of villages/urban slums.

( Two Sessions )

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

- Contents
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 of NSS**

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

( Four Sessions )

**f) Supervision**

- Contents
1. Nature and scope of supervision in the NSS;
  2. Supervision as a helping process;
  3. Methods and tools of supervision;

4. Supervision of students groups.  
( Four Sessions )
- g) **Evaluation**
- Contents
1. Significance and need for evaluation;
  2. Methods of Evaluation;
  3. Use of Evaluation for future programme planning.  
( One Session )
- h) **Social Survey**
- Contents
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**
- Contents
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**
- Contents**
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 gohar gas plants;
- 10. NSS and other youth programmes.

**(K) Family and child care**

- Contents
- 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 Service:
      - (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)

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

- Contents      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**

- Contents
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**

- Contents
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. Consolidated Statement of Session

<b>No. of Days</b>	:	10 days
<b>Total of No. of Sessions</b>	:	54 (Each session to be of 1 hour 20 minutes Duration)

S. No.	Particulars	No. of Sessions
1.	History and philosophy of NSS	2
2.	Society and Youth	6
3.	Programme Planning and Implementation	2
4.	Methods and techniques of working with people	3
5.	Organization and Management of NSS	4
6.	Supervision	4
7.	Evaluation	1
8.	Social Survey	3
9.	Law and Legislation relating to social welfare	2
10.	Areas of NSS work	6
11.	Family and child care	4
12.	Afforestation and tree plantation	1
13.	Urban work under NSS	2
14.	Preservation of monuments	1
15.	Non-formal education	1
16.	Practical work	12

## 7. Miscellaneous

During the period of training, Vice-Chancellors, officers of NSS Regional Centre, Programme Coordinators, 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.

## 8. Finance

Training and Orientation Centres will be given Financial Assistance for organising orientation and Refresher Courses @ Rs.104/- and Rs.112/- respectively per person per

day for meeting all expenditure connected with Training Programme (Orientation and Refresher Course).

### **Chapter 3 : RESEARCH, EVALUATION AND PUBLICATION**

The Department of Youth Affairs & Sports has established 4 Training, Orientation Centres, list of which is given at the end of this part. Besides conducting Orientation and Refresher courses for the Key – functionaries, the Training, Orientation & Research Centres will also undertake the evaluation, publication and research on NSS programmes.

#### **1. Functions of Training, Orientation & Research Centres**

The functions of these TORCs are as under :

- a) Organising Orientation courses and refresher courses for programme officers;
- b) Providing assistance to universities and +2 Councils in the planning and conducting of special camping programme;
- c) Developing and providing consultancy services to universities and colleges in different areas of programme, planning, training, supervision, evaluation etc. Such consultancy services may be provided through group discussions, seminars, preparation and supply of subject papers, personal discussions during visits to universities/colleges, correspondence on specific points etc.
- d) Undertaking research and evaluation studies on specific NSS programmes;
- e) Developing demonstration projects under NSS on inter-collegiate basis with the objective of developing further experience for the use of universities and colleges;
- f) Acting as clearing house of information on NSS through preparation, publication and circulation of literature on various aspects of the programme; and
- g) Providing on – the – spot guidance to the universities and colleges in camps etc. through personal visits.

#### **2. Research and Evaluation**

Research, evaluation and publications are important ingredients for effective implementation of the NSS programmes. It is intended to ascertain whether and to what extent the programme has succeeded in achieving better results from the operation of the programme.

## **2.1 Research**

Research and innovation play a vital role for any organisation to grow. For NSS it has great utility as the activities are implemented through the students youth in the community. Needless to mention that NSS should be able to cope with the social dynamics that it remains continuously useful in future. For this action research and studies have to be closely linked with NSS. It is high time that research is conducted for further strengthening the organisation and its activities.

## **2.2 Evaluation**

The purpose of evaluation is to find out the extent and impact of programme, the factors responsible for effective implementation of the programme and suggest improvements in the functioning of the programme. In the past the special camping programmes on themes like 'Youth Against Famine', 'Youth Against Dirt & Disease', 'Youth for Afforestation and Tree Plantation and ' Youth for Rural Reconstruction' etc., have been evaluated by the Delhi School of Social Work, Delhi, Tata Institute of Social Sciences, Mumbai and Madras School of Social Work, Chennai and the Indian Institute of Public Administration, New Delhi. There have been instances of programme evaluation on regional basis as an effective tool for making continuous improvement in the programme. The NSS programme are being evaluated by special evaluating agencies every year with the sole support of central assistance.

## **3. Publication**

Publications on various aspects of youth development in general and NSS in particular will continue to be encouraged by way of bringing out news letters/periodicals/booklets, on special aspects of the programme and such other literature as may prove useful to the NSS units.

## **4. Composition of Training, Orientation & Research Centres**

The Training, orientation and Research Centres will consist of the following staff:

- |    |  |   |     |
|----|--|---|-----|
| a) | Coordinator (Trg) in the pay scale of Reader | One   |     |
| b) | Lecturer                                     | In the pay scale of lecturer in University and affiliated | One |
| c) | Lecturer-cum-Community Organizer             | colleges/Institutions                                     | One |

- d) Stenographer One

## 5. Selection Procedure

The selection of TORC Coordinator, and Lecturer-cum-Community Organiser will be made as per the procedure laid down as under :

- a) The post of Coordinator, Lecturer and the Lecturer-cum-Community Organiser will be advertised in local/national daily news papers;
- b) The selection will be made through personal interview and discussions by the selection committee;
- c) selection Committee will short list at least 3 eligible candidates against the vacancy.

## 6. Composition of Selection Committee

- a) Vice-Chancellor of the University of Head  
of the organisation Chairperson
- b) Secretary Department of Education/Youth Services of  
State Govt./UT or his nominee not below the rank of Jt.  
Secretary/Director Member
- c) Nominee of the Department of Youth  
Affairs & Sports, Government of India Member
- d) Registrar of the University/organisation other than  
University Member  
Secretary

## 7. Qualifications for post of Coordinator (Trg)

- (a) The post of Coordinator (Trg) will be filled up by appointing person having the requisite qualifications for appointment as a Reader as per UGC norms.
- (b) The person should have adequate experience in organising NSS and other youth programmes;
- (c) He/She must have basic skill for imparting training to NSS functionaries;

- (d) He/She should have experience as trainer in youth work and community work;
- (e) Publications in the field of NSS, Youth Work, Community Work, and research in these fields will be considered as additional qualifications;
- (f) Age limit The person so selected should not be more than 50 years of age at the time of selection.
- (g) However, the Selection Committee at its discretion may relax the conditions as given above at pt. No. a and f, in the case of person (s) otherwise extremely qualified and widely experienced in the field of Youth Work and training.

#### 8. **Qualification for the post of Lecturer and Lecturer-cum-Community Organiser**

- (a) This post will be filled by the persons having requisite qualification for appointment as Lecturer in Universities/affiliated colleges /institutions;
- (b) The person should have at least 2 years experience in organising NSS and other youth programme;
- (c) Any other additional qualification and experience in youth work, community work, publications, research and training shall be considered as desired qualification.
- (d) The person so selected should not be more than 40 years of age on the date of selection;
- (e) The selection committee may, however, relax the condition as given in para No. (a) & (d) in the case of persons otherwise extremely qualified and widely experienced in youth work, community work training in the case of lecturer-cum-Community organiser.

#### 9. **Terms and tenure**

The person selected for the post of Coordinator (Trg.) Lecturer, and Lecturer-cum-Community Organiser will be appointed on deputation/short term contract for a period of 3 years initially. The period may be extended by one year subject to satisfactory work.

9.1 TORCs are not permitted to appoint or continue Coordinators (Trg.) , Lecturer, and Lecturer-cum-Community Organisers on permanent basis.

#### 10. **Function of Coordinator (Trg.)**

The Coordinator (Trg.) will perform the following function :-

- (a) He/she will prepare plans and initiate action to enable the TORC to discharge its obligations as laid-down in para No.1.
- (b) He/she will prepare proposals for the publication and research work and submit the proposals to the Department;
- (c) He/she will initiate action for the evaluation of special camping programme and NSS Regular activities being undertaken by the universities under the jurisdiction of TORC;
- (d) He/she will develop a model for demonstration to Programme Officers who come for orientation and refresher courses depicting NSS activities;
- (e) He/she will ensure that the financial accounts submitted to the Department in time;
- (f) He/she ensure that the periodicals, reports, and returns are submitted to concerned authorities in time;
- (g) He/she will provide necessary feed-back on the status of the programme in the field to the NSS Headquarter and the Regional Centre;
- (h) He/she will make visits to the camps being held under special camping programme to assess the camp. Similarly he/she may visit the special projects being undertaken by the college/schools on selective basis;
- (i) He/she will act as Member Secretary of the TORC Advisory Committee and convene its meetings as and when required. The TORC Advisory Committee must meet at least twice a year;
- (j) He/she will get the plans of training and budget approved by the Advisory Committee;
- (k) He/she will maintain close liaison with the State Liaison Officer NSS, and NSS Regional Centre. He/she will also ensure that training courses and held in time properly.
- (l) He/she will liaise with the State Liaison Officer to ensure that the Programme Officers are deputed for the training course and are also relieved to participate in the training courses by the Principals.

## **11. Functions of Lecturer & Lecturer-cum-Community Organiser**

- (a) He/she will assist the Coordinator (Trg.) in discharging the functions of TORC;

- (b) He/she will conduct case studies on the effect of National Service Scheme on students, community, and institutions under the overall supervision of the Coordinator (Trg.);
- (c) He/she will develop a demonstration project for the benefit of NSS Programme Officers and key functionaries depicting the various aspects of NSS programme under the overall supervision of Coordinator (Trg.);
- (d) It is expected that Lecturer and Lecturer-cum-Community Organiser will assist the Coordinator in conducting training courses/evaluation/research and publication work as desired by the Coordinator.

## 12. **Pattern of Financial Assistance to TORCs**

The financial assistance will be given to the Training Orientation and Research Centre on the following pattern :-

- a) Salary of Coordinator (Trg.), two lecturers and one steno-typist on the basis of actual as admissible on the pay scales prescribed for the posts;
- b) Contingencies (per annum) Rs.65,000/-

12.1 Contingencies consist of Publications and Seminars, travel expenditure and contingencies like postage, stationery, printing of periodicals, telephone and other contingencies expenditure regarding TORC.

## 13. **Advisory Committee for TORC**

Every TORC will have an Advisory Committee to advise and guide the Coordinator (Trg.). The Advisory Committee will consider the matters regarding training, evaluation, publication and research work to be undertaken by the TORC. Advisory Committee will review the activities of TORC in the light of para No.1-3 dealing with the functions of the TORC . The committee will also approve the budget of the TORC for discharging its functions.

13.1 The committee will consist of the following members :-

- (a) Vice-Chancellor or Head of the Institution. Chairperson
- (b) Head of the NSS Regional Centre Member
- (c) State Liaison Officer NSS Member
- (d) 3 Programme Coordinators of the universities having larger strength of NSS volunteers in



	consultation with the Head of the NSS Regional Centre	Member
(e)	Coordinator (Torg.) TORC	Member Secretary

### **13.2 Limitations**

The Advisory Committee will not take any decision modifying or against the administrative and policy directives issued by the Department of Youth Affairs & Sports. The Advisory Committee will restrict itself to the activities of TOC/TORC only.

### **14. Reporting**

The Coordinator Training TORC will furnish a half-yearly report of the activities to the Head of the NSS Regional Centre concerned with the period ending on March and September every year regularly under intimation to the Department. The copies of the report will also be endorsed to the Programme Adviser's Cell (NSS), New Delhi (see proforma at Annexure-XI).

## LIST OF TOC/TORC

### TRAINING, ORIENTATION & RESEARCH CENTRE

1	Dr. Vishvadas Jayasingh Coordinator (Training) TORC for NSS <b>Madras School of Social Work</b> 32, Casa Major Road, Egmore, Chennai-600008	Code – 044 28195126(O) 25510419(R) 9444183818 28195127(F)	2	Sh. T. K. Panda Coordinator (Trg.), NSS <b>T.O.R.C.</b> <b>R. K. Mission Ashram Lokasiksha Parishad,</b> Narendrapur, Kolkata-743103	Code – 033 24772437(O) 24772081(R) 24772070(F)
3	Sh. Khalil Ahmed Coordinator (Trg.) T.O.R.C., NSS Tata Instt. Of Social Sc. P. Box No. 8313, Sion-Trombay Raod, Deonar, Mumbai-400088	Code – 022 25563290(O) 26611878(R) 9820052171	4	Mrs. Rekha Dutt Coordinator (Trg.) T.O.R.C. NSS <b>Delhi School of Social Work</b> Delhi University, 3 University Road, Delhi-110007	Code – 011 27667233(O) 26218664(R)
4	Dr. Satyavir Singh Malik Coordinator (Trg.) T.O.R.C., NSS Instt for Development & Communication SCO No. 1126-1127, Sec-22/B Chandigarh	Code – 0172 2707942(O) 222955(O) 2721033(R) 2702254(F)			

**TRAINING & ORIENTATION CENTRE**

1	Ms. Smita Pawar Coordinator (Trg.) Trg & Orientation Centre, NSS <b>M. S. University</b> Behind Faculty of Social Work Opp. Post Office, Fatehganj Vadodara-390002	Code – 0265 2782692(O) 2791551(O)	2	Dr. A. K. Saha Coordinator (Trg.) Trg. & Orientation Centre, NSS <b>Indian Instt. Of Technology</b> Rural Development Centre Kharagpur-721302(WB)	Code – 03222 282114(O) 282115, 277502(R) 255303(F)
3	Dr. Balwant Singh Coordinator (Trg.) Trg. & Orientation Centre, NSS <b>Punjabi University</b> Room No. G-6, Arts Block-2 Patiala -147002	Code – 0175 2282461(O) 2216033(R) 9814209497	4	Sh. P. K. Mohammed Coordinator (Trg.) Trg. & Orientation Centre, NSS Rajagiri College of Social Sc. Kalamassery-683104	Code – 0484 2550064(O) 2555564(O) 2315947(R) 2532862(F)
5	Dr. A. N. Patnaik Coordinator (Trg.) Trg. & Orientation Centre, NSS <b>Ouat</b> , Bhubaneswar	Code 0674 2406017(O) 9437261953	6	Dr. Dharam Singh Coordinator (Trg.) Trg. & Orientation Centre, NSS <b>Literacy House</b> Kanpur Road, PO-Manas Nagar Lucknow-226023	Code-0522 2472381(O) 2462154(R)
7	Dr. (Smt) Abha Ojha Coordinator (Trg.) Trg. & Orientation Centre, NSS HCM Rajasthan State, Instt. Of Public Administration Jaipur	Code – 0141 2704950(O) 2704956(O) Ex-425 2235156(R) 2705420(F) 2702542(F)	8	Dr. B. Venkat Naik Coordinator (Trg.) Trg. & Orientation Centre, NSS <b>Osmania University</b> Hyderabad-500007	Code – 040 27090181(O) 27682379(O) 27018847(R) 27090181(F)
9	Sh. R. D. Sampath Kumar Coordinator (Trg.) Trg. & Orientation Centre, NSS <b>Andhra University</b> Visakhapatnam-530003	Code – 0891 2754871(O)	10	Prof. B. S. Gurupadaswamy Coordinator (Trg.) Trg. & Orientation Centre, NSS <b>University of Mysore,</b> <b>TOC Bhavan</b> Maharaja College, Hostel Warden Building, Ramaswamy Circle, Mysore-570006	Code – 0821 2334181(O) 2513273(R) 2334181(F) 9880626140
11	Prof. P. R. Gaikwad Coordinator (Trg.) Trg. & Orientation Centre, NSS <b>Ahmednagar College</b> <b>Innovative Programme Centre</b> Ahmednagar-414001	Code – 0241 353286(O) 259615(R)	12	Dr. S. Rajalakshmi Coordinator (Trg.) Trg. & Orientation Centre, NSS Sh. Avinashilingam Instt for Home Sc. And Hr. Education for Women (Deemed University) Coimbatore-641043	Code – 0422 2432542(O) 2440241(O) 2432131(R) 2432542(F)
13	Dr. R. M. Shukla Coordinator (Trg.) Trg. & Orientation Centre, NSS <b>Vikram University</b> Kothi Marg, Ujjain-456010	Code – 0734 2514272(O) 2530378(R)			