

**NATIONAL SERVICE SCHEME MANUAL
(REVISED)**

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Ministry of Youth Affairs & Sports
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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.

- 1.1 The strength of a unit will be 100 NSS volunteers normally. The strength of the NSS unit can be extended upto 120 volunteers in exceptional cases where second unit cannot be raised due to constraints. It is always preferable that a separate unit is started instead of enrolling more NSS volunteers.
- 1.3 In exceptional cases where the total strength of students enrolled is very small, a smaller NSS unit can be started with the strength of 75 NSS volunteers.

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.

- 2.1 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.
- 2.2 In co-educational colleges the girls should be motivated to join NSS.
- 2.3 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.
- 2.4 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 NSS Programme Officers also.

3. Programme Officers

One Programme Officer will be incharge of one unit only.

- 3.1 Only those belonging to the teaching faculty will be considered for appointment as Programme Officer.
- 3.2 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.
- 3.3 The Programme Officer will be responsible to carry out the instructions issued by the Programme Coordinator of the University, NSS Regional Centre and State Liaison Officer for the implementation of NSS activities as per the NSS Manual, programme guidelines and administrative and policy directives.
- 3.4 There shall not be any clash between the instructions issued by the NSS Regional Centre or State Liaison Officer or Programme Coordinator as these instructions are to be based on NSS Manual/Programme guidelines or administrative or policy directives issued by the Government of India.
- 3.5 Other details regarding the Programme Officers are given in chapter 2 of this part.

4. Approach

The main objective of NSS programme is to prepare the NSS volunteers for the democratic, self-disciplined and self-reliant way of life. It is, therefore, of vital importance that the NSS units are organised and run on democratic lines. The student leaders, NSS leaders, NSS volunteers and other members of the staff, and eminent personalities from the community are also to be associated with it. They should be encouraged to participate in planning, execution and evaluation of NSS programme.

5. Physical Facilities : Office & Storage

- (a) With the growing importance of the National Service Scheme, certain physical facilities have become essential. It is, therefore, expected that college /school authorities would provide a separate room along with furniture and other services for the NSS unit.
- (a) Similarly the college/school will provide necessary facilities for the storage of NSS materials and equipments. For this, following points have to be taken care :-
 - (i) The articles/materials purchased out of NSS funds will be stored separately and used for NSS purpose only.

- (ii) 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.
- (iii) At the time of change of Programme Officer, 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.

6. **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.

- 6.1 The records and registers will be properly handed over by outgoing Programme Officer to the newly appointed Programme Officer.
- 6.2 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 area – 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.

7. **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 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.

- 7.1 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 organisation State Liaison Officer and Programme Coordinator also.
- 7.2 NSS accounts will be maintained separately. These will not be integrated with other accounts of the institution.

- 7.3 The Programme Officers will send the periodical reports to the NSS Programme Coordinator on the prescribed proforma. The copies of such reports will be endorsed to NSS Regional Centre and State Liaison Officer.
- 7.4 Report of special camping projects undertaken by the NSS units may also be sent to the Programme Coordinator under intimation to NSS Regional Centre, State Liaison Officer for information and projection at appropriate level.

8. Financial Expenditure

8.1 Contingent Expenditure for NSS Unit

The NSS unit is initially supported by NSS grants received from Central and State 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.

8.2 Raising Internal Resources

Proposals have come from a few universities 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 Department would not have any objection, if nominal fees not exceeding Rs. 5/- 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 retain Rs.2/- (Rupees two only) towards meeting the establishment expenditure at the NSS unit level.

- 8.3 It has also been decided that the bank interest accrued on NSS grants deposited in NSS accounts may be utilized for the purchase of essential equipments for the purpose of programme development by the institution concerned vide letter No. 2-1/91-YS.III dated 16th March, 1992, given at Annexure – V.

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 is 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 an 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.

2. **Selection of the Programme Officer**

The selection of the Programme Officer will be made by the Principal of the institution in consultation with the Programme Coordinator of the respective university/+2 level.

2.1 **Qualification**

- (i) Programme Officer will be selected from the members of teaching faculty only.
- (ii) NCC Officers and Physical Education Directors 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.

2.2. **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 upto 4th year, on the basis of the review of his/her performance by the Principal and Programme Coordinator.

3. **Training/Orientation**

The Programme Officer will be sent for orientation course within 3 months of his/her selection. The Programme Officer must undergo the orientation training within one year of the date of his/her selection in case the orientation is not conducted in the stipulated period of 3 months.

- 3.1 The Principal of the institution will intimate to the Programme Coordinator, NSS Regional Centre and TORC/TOC concerned regarding the selection of the Programme Officer and necessary arrangement of the orientation of the selected Programme Officer. The Principal will also ensure that the Programme Officer is relieved for participation in orientation training organised by TORC/TOC. Similarly, the Programme Officer is expected to attend refresher course after every two years and it is the obligation of the head of the institution to relieve the Programme Officer for this purpose.
- 3.2 If the selected Programme Officer does not undergo the orientation training for any reason within one year from the date of his/her selection, he/she will cease to function as Programme Officers and another person will be selected and given training in time. No Programme Officer without orientation will continue to work as Programme Officer if he/she is not trained within the stipulated period.

4. **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.
- (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 and NSS Programme Coordinator.
- (i) He/she will depute NSS volunteers for participation in various programmes sponsored by the Department 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 Centre and concerned University.
- (j) He/she will submit the reports to the NSS Regional Centre periodically, Programme Coordinator, NSS State Liaison Officer and TORC/TOC.
- (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.

5. **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. 75/- per month for this purpose initially. The Department of Youth Affairs & Sports, New Delhi has revised the out-of-pocket allowance to Rs. 200/- per month w.e.f. the financial year of 1991-92 in case of a full unit of 100 NSS volunteers. The admissible out-of-pocket allowance to the Programme Officer in case of smaller units of 75 volunteers will, be @ Rs. 150/- per month.

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 27th July, 1977. Copy of the letter is appended at Annexure – VI.

6. **Financial Pattern**

Each NSS unit should get Rs. 95/- or Rs. 100/- per volunteer per year from the Regular Grant of Rs. 120/- from the Programme Coordinator of the concerned university/+2 council for the implementation of NSS regular activities i.e. university/+2 council having NSS strength of 10,000 volunteers will deduct Rs. 25/- towards administrative expenditure per volunteers whereas university/+2 council having a strength of 10001 and above volunteers will deduct Rs. 20/- per volunteer. Out of this grant an expenditure of Rs. 30/- per volunteer per annum is incurred on the college/school level expenditure for a unit of 100 NSS volunteers. The establishment expenditure at college/school level is suggested as under :-

- | | | |
|-----|---|-------------|
| (a) | Out-of-pocket allowance to Programme Officer | Rs. 1,400/- |
| (b) | Stationary, Postage and Clerical assistance, etc. | Rs. 600/- |

(c) **Programme Development**

The balance of funds i.e. Rs. 70/- or Rs. 65/- 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.

6.1 **Financial Pattern of NSS Regional Special Camping Programme**

The admissible is expenditure on annual special camping programme will be Rs. 200/- per campers. 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.

7. Incentives

A teacher who is desirous of doing community service and youth service joins NSS as Programme Officer. As a Programme Officer he/she comes into contact with his./her colleagues, NSS volunteers, Government Officials and members of community as a whole. As he/she devotes his/her time and energy towards community work, motivation of NSS volunteers and service of community, it is befitting that his/her services should be recognized by the community and the institution. Therefore, it is in the interest of National Service that incentives should be given to outstanding NSS Programme Officers for their dedication and devotion. The following incentives are recommended :-

- (a) The University Grants Commission has recognized NSS as community extension service work. Therefore, the outstanding work of NSS Programme Officers should be recorded in his/her annual performance appraisal report by the controlling officer. It is also desirable to treat outstanding contribution to NSS for 3 years on par with research as NSS is considered the real third dimension of the higher education system already recognised in the new education policy. All universities and +2 council should take appropriate initiative in this matter;
- (b) The Department of Youth Affairs & Sports, Government of India has instituted National awards for the Programme Coordinators for the best NSS unit, Programme Officer and NSS volunteers. The details of NSS awards are given at Annexure – VII.
- (c) 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;
- (d) 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 3 : NATIONAL SERVICE SCHEME VOLUNTEERS

Since National Service Scheme is aimed at developing the personality of NSS volunteers through community service, hence, all NSS activities provide an opportunity to NSS volunteers to involve themselves in community service.

1. Participation in NSS Programme/Training

A student enrolled as NSS volunteers will have to put in 120 hours for community work in a year for a period of 2 years. He/she is likely to participate in different programmes and projects under NSS. The distribution of 120 hours on NSS activities is given as under :-

(a) Orientation

- (i) Each NSS volunteers who joins NSS will undergo an orientation in NSS Programme for 20 hours out of 120 hours. The 20 hours meant for orientation will further be divided as general orientation – 2 hours; special orientation – 8 hours and Programme skill learning – 10 hours. During the general orientation the NSS volunteers will get to know the history and growth of NSS programme, aims, objectives and other basic concepts of NSS.
- (ii) After the general orientation is completed the students will be given special orientation where information regarding the realities of life pertaining to community and its problems. Volunteers will be encouraged to know more about the problems of village/urban slums and will be oriented for the schemes which are sponsored by the Government agencies and voluntary organizations in the field of community service;
- (iii) The 3rd place of orientation will consist of developing programme skills which are essential for community work and completion of NSS projects. During the orientation the NSS volunteers should be given information regarding the following :-
 1. To establish report with the people in the project area;
 2. Identify needs, problems and resources of the community;
 3. Plan programmes and carry out the plans;
 4. Relate learning and experience towards finding solutions to the problems identified; and
 5. Record the activities in work diary systematically and assess the progress periodically and effect changes, as and when needed.

(b) Campus Projects

The NSS volunteers may be asked to participate in the campus projects not exceeding 20 hours. The purpose of the campus project is to motivate the NSS volunteers for manual work and to instill dignity of labour.

(c) **Community Work**

NSS has made efforts to link the campus with community. Hence, the remaining 80 hours will be devoted to the community work. The NSS volunteer is expected to participate in projects prepared by the Programme Officer for community work. The aim of such projects is to bring the NSS volunteer face to face with the realities of life and needs & requirements of the community. The volunteer is expected to develop rapport with the community by sharing their problems and help them to overcome their difficulties. This first hand exposure to community realities does help to develop the personality of the volunteer.

2. **Maintenance of Diary**

Every NSS volunteer will keep a record of his/her project work in his/her work diary supplied by the Programme Officer. The proforma of work diary is given at Annexure – VIII.

3. **Certificate**

NSS volunteer who has completed 240 hours of regular activities in the period of 2 years and attended one annual special camp, will be issued an NSS certificate by the respective university.

In case, a volunteer does not fulfill the above condition and has to miss the university certificate, the college authorities may issue a certificate to the NSS volunteer. A model certificate to be issued to the NSS volunteer is given at Annexure – IX.

4. **Incentive**

- (a) The NSS volunteers should get appropriate weightage if he/she completes 2 years in NSS and gets the certificate signed by the Vice-Chancellor of the university/Head of +2 council Universities may give preference to such NSS volunteers in matters of admission, promotion and other privileges as decided by them.
- (b) NSS volunteers should be honoured at university level for their excellent and outstanding work in NSS. The universities may prepare guidelines for such incentives.
- (c) The states may also institute state level/district level awards for outstanding NSS volunteers.

**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

- 1.1 The Central Government would make allocation of NSS students strength among different State/UTs in the month of September/October every year so that the States/UTs are in a position to make necessary provisions in their budget for meeting their share of expenditure on NSS programme in the next financial year.
- 1.2 Immediately after the allocation of NSS students strength is received from the Government of India by the State Governments and UT administrations, they should provide adequate matching provisions in their budget for implementation of NSS programme in the next financial year and intimate to the Department the amount of funds so provided.
- 1.3 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 Centres and decide upon the distribution of student strength among different universities. This meeting should be convened in March every year since the Government of India's allocation of student strength will be communicated much earlier. Universities/+2 councils having comparatively lesser student strength under NSS should be encouraged to increase the students under the scheme. Efforts may be made to increase the coverage by at least 10 percent every year over the enrollment achieved in the preceding year.
- 1.4 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

- 2.1 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.
- 2.2 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 31st August every year whichever is earlier.
- 2.3 The NSS Programme officer will intimate the strength of NSS volunteers actually enrolled to the Programme Coordinator of the University before the 30th September every year positively. The List of NSS volunteers enrolled along with their class, roll number and residential address will be submitted to the Programme Coordinator, NSS Regional Centre and State Liaison Officer for their records.
- 2.4 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 30th September positively and intimated to the Programme Coordinator, NSS Regional Centre and State Liaison Officer before 31st October every year.
- 2.5 The State Liaison Officer NSS of state governments/UT administrations will convene a meeting of Programme Coordinators, Coordinators(Trg) TORC/TOC and head of NSS Regional Centre 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 Centre and the State Liaison Officer get a picture of the important NSS activities which are going to be undertaken by the Universities/institutions during the academic year.
- 2.6 The actual enrollment figures will be intimated to the Government of India by the State Liaison Officer and Regional Centres by the end of October every year.
- 2.7 The Programme Coordinators will convey the information regarding actual enrollment of the colleges under their jurisdiction to the State Liaison Officer and NSS Regional Centres. For submitting the report, please refer the format of Half-Yearly Report of the University/+2 council, which is given at Annexure – X.
3. **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 state Governments (alongwith the central

share) to the universities which results in delay by the universities to release the funds to the colleges. To ensure the timely release of funds, the following arrangements should be made at various levels :-

3.1 Release of grants for Special Camping Programme

- (a) The first installment of central share of grant for special camping programme would be released in January preceding the financial year in which the camps are to be organised. The state governments would release the grant to the universities (along with their matching share) by the 15th of March of the preceding financial year. The universities will ensure that the funds released to the colleges by 15th April of the financial year in which camps are to be organised.
- (b) As no deduction is to be made out of special camping grants, the state governments and the universities will release the special camping grants to the college by 15th of April of even earlier.
- (c) The Programme Coordinator of NSS will send a certificate to the state government, concerned NSS Regional Centre and the Department of Youth Affairs & Sports that all the grants (central and state share both) have been released to the institutions within stipulated time positively by 30th April every year.
- (d) The second installment of the grant will be released only on the receipt of such consolidated certificate from the state government and also on the receipt of accounts of the grants sanctioned upto the last 2 years.
- (e) Grants released for special camping programme will be accounted separately.

3.2 Release of Grants for Regular Activities

- (a) The Central Government will release first installment for regular NSS programme to the state governments either in January or February preceding the financial year in which activities are to take place. In any case, the first installment would be released in the first quarter of the concerned financial year.
- (b) The State Government will ensure that the process of release of grants by them to the universities/ colleges is completed by 30th May positively. As the State Liaison Cells have been established in the States fully funded by the central government, states will release the grants to the universities/+2 councils without any deductions on account of administrative expenditure. In the case of states where State Liaison Cells have not been established, the administrative expenditure at the approved rate can be deducted.
- (c) The university/+2 council will release the grants to the institutions concerned, after deducting Rs. 30/- per volunteer for meeting administrative expenditure, by

30th June positively so that the funds could be utilized by the NSS units for regular activities immediately after reopening of the colleges.

- (d) The second installment of the regular activities grants would be released by the Central Government on receipt of following informations :-
- (i) A certificate to the effect that all grants (Central and State Share both) have been released by the State government to the Universities/+2 councils and by the universities/councils to the colleges/schools. In case, there is some amount not disbursed, the same will be reflected in the certificate alongwith reasons for its non-release.
 - (ii) Accounts in respects of grants sanctioned upto two years before the year in which second installment is to be released. As second installment would be released on the basis of actual enrollment, a statement indicating the actual enrollment done by various universities/colleges in the state upto 30th September would also be necessary. The names of the universities which failed to furnish this information to the state government will be indicated in the statement so that proportional deduction could be made and corrective measures could be taken to make improvements in the functioning of the programme.
 - (iii) The universities/+2 councils may send accounts to the state government leaving out the defaulting colleges/schools so that the NSS programme in the active college/schools does not suffer because of one or two defaulting colleges/schools only. On receipt of such accounts the state governments may, in turn, send such accounts to the central government leaving out the accounts in respect of defaulting colleges/schools, clearly stating this fact. On receipt of these accounts, the central government would release grants to the state government on the basis of the accounts sent by them after making proportional deduction of grants admissible to defaulting colleges/schools. Such defaulting colleges/schools would get further grants only when they render accounts.

Chapter 5 : SUPERVISION AND MONITORING

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 supervised and effectively monitored to keep the basic characteristics of the National Service Scheme intact as envisaged.

1. **Supervision**

The traditional concept of supervision has undergone sea changes. Earlier, the supervisors, visits were considered as an occasion to find faults only. At present, the supervising officers are expected to take stock of the situation on the whole, advise and guide the Programme Officers and NSS units for furthering the NSS activities.

- 1.1 The officers of NSS Regional Centres, officers of the State Governments, Programme Coordinators, NSS in the universities and +2 level should visit as many programmes as possible both regular activities and special camping programme. The Principals of the colleges and schools under NSS should also be invited to visit the special projects undertaken by the universities/+2 councils at their level.
- 1.2 The officers of NSS Regional Centres will be on tour in every quarter for 20 to 25 days. They will visit as many NSS units and their adopted villages as possible so that the feedback regarding the actual state of affairs is given to the Department. The occasion of such visits should be utilized to discuss the implementation of NSS programme at unit level, completion of special projects with the Programme Officers and the Principal. During the special camping programme they should also visit maximum number of camps.
- 1.3 The Head of the NSS Regional Centre should also utilize the services of Youth Officers, Youth Assistants Grade – I and Grade – II for collecting data regarding the participation of NSS volunteers in special camping programme and allied information.
- 1.4 The State Liaison Officer will also undertake field visits to NSS units, special projects and special camping programme. His/her absence from the headquarter on account of field visits will not exceed more than 15 days in a quarter.
- 1.5 NSS Programme Coordinators will ensure that they at least visit each institution during an academic year. Similarly, they will make necessary arrangements to visit maximum number of special camps organised by the NSS units in his/her university/+2 council.
- 1.6 During the special camping session the Coordinators of TORC/TOC will also make visits to camps. He/she will also forward his/her report to the NSS Regional Centre, State Liaison Officer and Programme Coordinator under intimation to the Programme Adviser. Similarly, the report of the visit to colleges and special projects should also be forwarded to the officers mentioned above.
- 1.7 As a matter of principle the NSS Programme Coordinator is responsible for fixing the targets to be achieved by the NSS units. Similarly, he/she is to identify the projects and the NSS units to be deployed on such projects under intimation to the NSS Regional Centre and State Liaison Officer. The supervising officer will keep them posted the progress and achievements of targets and completion of special projects undertaken.
- 1.8 The head of the NSS Regional Centre will keep the state governments and central government apprised of the progress of special projects. He/she will ensure that the state

government is kept informed of the development and growth of NSS programme within the state.

- 1.9 All the supervising officers will take necessary action to intimate the Department of Youth Affairs & Sports through the Programme Adviser regarding the measures taken for the improvement and development of NSS regular activities and special camping programme. They may also forward their suggestions to the Programme Adviser for further necessary action.
- 1.10 The State Liaison Officers and Programme Coordinators will discuss such suggestions with their controlling officers and ensure that the decision making bodies are kept informed of such suggestions.
- 1.11 In order to avoid confusion the State Liaison 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 Programme Coordinator.

2. **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.

- 2.1 The NSS programme can be monitored constantly through field visits and meeting the key functionaries and periodical reports.
- 2.2 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.
- 2.3 Meeting of the key functionaries plays an important role in proper monitoring. Therefore, it is necessary that the NSS Regional Centre, State Liaison Officer and NSS Programme Coordinators meet frequently to discuss the implementation of NSS and problems being faced.
- 2.4 The State Liaison Officer will convene quarterly meeting of head of NSS Regional Centre, Programme Coordinators and Coordinator (Trg.), TORC/TOC. Such meetings should be held in the first week of July, October, January and April for taking stock of the NAA programme at various levels.

- 2.5 The quarterly meeting of the NSS key functionaries held in 2nd and 4th quarter of the year should be chaired by Education Secretary/Secretary of the Department dealing with National service Scheme. The purpose of these two meeting under the Chairmanship of the Secretary is that the feed-back of the actual position of the NSS programme is made known to the senior officers in State Governments who are responsible for taking important decisions. Therefore, associating Education Secretary/Secretary of the Department dealing with NSS will give an impetus to the programme. It will further enable initiation of corrective measures in time at an appropriate level. The minutes of such meeting are to be forwarded to the Programme Adviser also.
- 2.6 The Programme Coordinator will also 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.
- 2.7 The Head of the NSS Regional Centre will also convene the meeting of the Programme Coordinators and State Liaison Officer in case of emergency. Generally the meeting should be convened by the State Liaison Officer in consultation with the Head of the NSS Regional Centre.
- 2.8 The Head of NSS Regional Centre in consultation with State Liaison Officer may convene the meeting of Programme Coordinators and Programme Officers for a specific project which has been sponsored by the Department of Youth Affairs & Sports.
- 2.9 It is envisaged that a series of such meetings will establish harmonious rapport between the Head of the NSS Regional Centre, State Liaison Officer and NSS Programme Coordinators/Programme Officers who are the key functionaries of NSS programme.

3. 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.

3.1 Reports at College/School Level

a) The colleges /schools will submit a quarterly report of activities to the NSS Programme Coordinator of the university/+2 councils concerned. Quarterly reports will be submitted within 15 days after the end of the every quarter. These reports should reach the NSS Programme Coordinator by 15th October, 15th January and 15th April and 15th July.

- b) The colleges/schools will intimate the NSS Programme Coordinator regarding the dates, venue and number of NSS volunteers participating in special camping programmes. This information should reach the NSS Programme Coordinator, NSS Regional Centre, State Liaison Officer and Coordinator (Trg.) TORC/TOC 15 days ahead of the date of commencement of the camp (s). On the 2nd day of the camp, the Programme Officer shall inform the Programme Coordinator about the actual number of campers.
- c) 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.
- d) If any special project is undertaken by the NSS unit (s), complete report of the project should be sent to the NSS Programme Coordinator, Regional Centre, State Liaison Officer and TORC/TOC for their information.
- e) The NSS Programme Coordinators will provide the NSS units with the Performa on which the quarterly report of regular activities and the reports regarding special camps are to be furnished to him/her by the NSS units.

3.2 Reports at TORC/TOC level

The Coordinator (Trg.) TORC/TOC will furnish a quarterly report of the activities of his/her TORC/TOC undertaken during a quarter to head of the Regional Centre under intimation to State Liaison Officer also. Copy of the same quarterly report will be endorsed to the Department of Youth Affairs and Sports . The quarterly reports will reach the NSS Regional Centre by 15th April, 15th July, 15th October and 15th January.

3.3 Reports at University/+2 Council Level

- a) NSS Programme Coordinator will send two reports in a year after every six months. The half yearly reports for the period ending 30th September and 31st March and these are to be sent within 30 days after the end of the period. For example, for the period ending 30th September the report should reach the concerned officers by 31st October and for the period ending 31st March by the 30th April every year.
- b) The NSS Programme Coordinator will make the Performa available to all the colleges/schools in advance so that the colleges/schools will be in a position to send the information to the Programme Coordinator by 15th October every year to enable the Programme Coordinator to initiate action for the preparation of the half yearly report to be sent to the Department by 31st October and 30 April.

- c) The Performa for the half yearly report is given at Annexure – X. Reports, therefore, should be sent only on this Performa and no other Performa should be used.
- d) Information received through the half yearly reports will be computerized for record and the Department will bring out a report on NSS every year. It is, therefore, necessary that information given in Performa should be complete in all respects.
- e) The half yearly reports will be sent to the following officers : (i) Programme Adviser, Department of Youth Affairs & Sports, Shastri Bhawan, New Delhi; (ii) Head of NSS Regional Centre concerned ; (iii) State Liaison Officer at State/UT level and (iv) Coordinator (Trg.) TORC/TOC concerned.