

**NATIONAL SERVICE SCHEME MANUAL
(REVISED)**

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

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 – V
PLANNING OF
PROGRAMME/ACTIVITIES

Chapter – 1 : PLANNING AT STATE LEVEL

Planning plays an important role in achieving the set targets of any programme. It further helps to involve the peoples in a proper manner in any national reconstruction work and presents a model for their training. In a programme like National Service Scheme where different agencies like Central Government, State Governments, Universities, Colleges, Schools, Youth and the community are involved, proper planning and close coordination with these different agencies is essential to achieve the basic aims and objectives. Since State Government is responsible for ensuring the provisions of funds for NSS activities and inter-departmental coordination, the planning at State level is of vital importance.

1. Meeting of State Advisory Committee

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

- (a) Review of the progress of the NSS activities during the current year and the past years if not reviewed earlier;
- (b) Prepare the plans for the next financial year regarding regular activities and special camping programme, special programme like national integration, promotion of adventure programmes etc.
- (c) Tentative allocation of the NSS strength to the Universities for the current year and the next year;
- (d) Evaluate the progress of NSS Programme and other allied projects.

2. Meeting of Programme Coordinator, State Liaison Office, Regional Centre, TROC/TOC.

After ensuring the provisions of funds and acceptance of NSS strength and NSS projects to be undertaken during the next year from the NSS Advisory Committee, the State Liaison Officer should convene the meeting of the Programme Coordinators, Regional Centre, Coordinator (Trg.), TORC/TOC. The meeting should be convened in consultation with the NSS Regional Centre. The following points should be taken for consideration in this meeting :

- (a) Review of the progress of NSS Programme/activities in the universities during the current year;
- (b) Prepare the plans for current year of NSS programmes and youth programmes. The NSS strength to the universities should also be earmarked;
- (c) Problems and bottlenecks responsible for hampering the progress of NSS activities should also be discussed and feasible remedial measures should be adopted;
- (d) Finalization and submission of accounts should also be discussed. It should be ensured that the universities have utilized the funds properly and are in a position to submit the audited accounts to the department for finalization of accounts;
- (e) Any other important issue may also be taken up in this meeting which may affect the functioning of NSS programme. The meeting should be held preferable in the month of April every year.
- (f) As far as possible, the meeting should be chaired by the Secretary, Education/Youth dealing with NSS.

3. Issue of Communication

The State Liaison Officer should ensure that the official communications are issued in time regarding the allocation of strength to the universities, release of grants and guidelines etc. to the concerned institutions. The process should be completed by the month of May or first half of June every year.

4. Release of Grants

The State Liaison Officer should ensure that the regular grants are made available to the universities by the month of July. At least 50% of the grants should be released in the first instance. The balance may be released on the receipt of accounts of the last year. For special camping the grant should be made available one month before the actual camps start.

5. Second meeting of the State Advisory Committee

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

Chapter 2 : Planning at University Level

NSS cells at University and +2 level play a pivotal role in National Service Scheme. The Programme Coordinator NSS at directly connected with the Programme Officers of NSS manning the units at the college/school level. As the NSS units are dependent upon the Programme Coordinator for administrative instructions, guidelines for the implementation of NSS Programme, approval of projects and release of funds, the NSS Cell at University level can give right direction for the development and growth of NSS Programme by planning the NSS activities properly for the units. While planning the NSS activities for the current year the feedback regarding the activities undertaken during the previous year, bottlenecks, if any and the results can serve as guide for the formulation of current plans. For proper planning, some actions at different stages are suggested.

1. Seminar/workshop of Principals and Programme Officers

- (a) To learn from the past experiences and problems, it is essential that Programme Coordinators should get correct feed-back from the principals and Programme Officers where NSS is being implemented. To achieve this end, it is suggested that a seminar/workshop of the principals should be convened just after the end of financial year. In this workshop two days may be devoted for the discussions with the Programme Officers regarding the NSS activities undertaken during the past year and the proposals regarding the projects to be undertaken during the current year. It will be worthwhile if the nature of outstanding projects and special camps and other special activities is decided in this very workshop or meeting.
- (b) The occasion of workshop/meeting should be utilized for planning the activities for the current year. The NSS activities concerning special camping programme, PMFL, UTA, special projects to be undertaken under regular NSS activities may also be decided.
- (c) The allocation, enrollment made to various NSS units may also be reassessed in the light of performances of the NSS units.
- (d) The problems and difficulties faced by the Programme Officers during the last year may also be discussed in this meeting. The Programme Officers should be encouraged to give the factual and real picture of State of affairs. The problems thus brought into limelight may be communicated to the NSS Regional Centre, State Liaison Officer and Programme Adviser's Cell for their information and further necessary action. Some of them may be discussed in the University/+2 Advisory Committee.
- (e) One day should be utilized for having discussions with the principals of the college to understand the state of NSS programmes in college. The occasion should be utilized for creating favorable environment for the NSS programme. The Vice-Chancellor of the university may motivate principals for taking initiative for the development of NSS programme in their institutions.

- (f) In fact his seminar and workshop should provide necessary information and data for formulation of the plans regarding NSS at university level in the light of past experience and performance of the NSS units at college/school level.
- (g) Programme Coordinators should ensure participation of Programme Officers in training programmes at TOC/TORC.

2. Meeting of University and +2 Advisory Committee

University and +2 NSS Advisory Committee are the apex bodies as far as NSS is concerned. It is always important to seek the advice and guidance of the Advisory Committee by presenting the experience drawn from the performance of the last year. Therefore, this committee should concentrate on the following issues :-

- (a) Review and progress of the NSS during the previous year;
- (b) Formulation of the plans for NSS programmes and activities to be undertaken during the current year;
- (c) Approval of the allocation to be made to the NSS units during the current year;
- (d) Approval of the budget of the NSS cell at university level including establishment and programme expenditure at university and college levels;
- (e) Approval of special projects to be undertaken during the year. The Programme Coordinator will convey the acceptance of the allocated strength to the Govt. of India under intimation to NSS Regional Centre and State Liaison Officer. He/she will reallocate the strength to the colleges/schools under its jurisdiction.

3. Orientation for Selected NSS Group Leaders

As the aim of National Service Scheme is to develop the qualities of leadership among the NSS volunteers, it is necessary to orient and enable selected NSS leaders to play their role more effectively in the implementation of NSS Programme. They should be provided with opportunities to develop the qualities of a good leader, organiser and manager. To achieve this end, it is proposed that the universities/+2 councils organise 1-2 days orientation for selected NSS leaders at university/+2 level. The following issues may be considered in the orientation for NSS leaders :-

- (a) The concept & philosophy of NSS should be impressed upon the minds of NSS leaders. The information regarding current lime of thinking on NSS programmes/activities should be explained to the NSS leaders. They should be helped to plan the activities to be undertaken during the current year;

- (b) The current administrative and policy directives along with guidelines should be brought to the notice of NSS volunteers. They should be fully clear about the schemes and programmes to be undertaken during the current year. They should be encouraged to express their views without any fear or favor;
- (c) The student-leaders should be encouraged to express their opinion and views regarding the NSS activities undertaken during the last year. This opportunity should be utilized to get feed-back from the NSS volunteers and to prepare success stories from the NSS projects undertaken;
- (d) The importance should be impressed upon the NSS team leaders about their contributions in implementation of the special projects under regular activities and special camping so that the essentials of the Govt. policies regarding NSS are conveyed to the NSS volunteers and members of the community through them.

4. **Calendar of Activities**

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

5. **Participation in other Youth Programme**

The Government of India has appreciated the role of NSS volunteers in community service and national reconstruction. Accordingly the Department of Youth Affairs & Sports has earmarked certain youth programmes for the NSS volunteers. Such programme included National Integration Camps, Promotion of Adventure among youth, National Service Volunteer scheme etc. The universities/+2 councils can utilize these schemes for the benefit of the NSS volunteers by preparing plans and submitting them in time to the Department of Youth Affairs & Sports through NSS Regional Centres. Therefore, it is suggested that university may avail these opportunities for the benefit of the NSS volunteers. For further details NSS Regional Centres of the state can be contacted.

6. **Submission of Annual Action Plan**

By initiating actions as stated in paras 1 to 5 the Programme Coordinator at university/+2 councils NSS Cell has sufficient material to formulate his/her plans. He/she should forward the plans of the university/+2 council NSS activities to the undertaken during the current year to NSS Regional Centre, State Liaison Officer, Coordinator (Trg.) TORC/TOCs under intimation to Programme Adviser's Cell.

7. **Release of Grants**

The whole exercise will be futile if financial support is not given to the NSS units in time. Generally Govt. of India releases the grants for NSS in time. The State Govt. are expected to release the regular grants to the universities by 30th June, i.e. before the new academic session starts. However, Special Camping grant needs to be released well before the camp starts. The universities and +2 councils will ensure that the grants are passed to the NSS units in time to enable them to undertake regular activities and special camping programme as proposed and approved.

Chapter – 3 : Planning at Institution Level

Each institution is allotted a certain number of NSS units according to the student strength. Each unit consists of 100 NSS volunteers and functions under a member of teaching faculty who is known as Programme Officer. The Programme Officer is responsible for the implementation of NSS Programme in a college/institution as far as his/her unit is concerned. After enrollment the NSS volunteers come in contact with the members of the community who live in village or urban slums. Thus, repeated inter-action among the student masses, community, teaching faculty and administration takes place. This interaction can affect the personality of NSS volunteer to a great extent. Therefore, it is very crucial that NSS Programme Officer plans the NSS activities in such a way that the interaction of different sections of the community are favourable, encouraging and satisfying.

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

1. Division of Unit

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

2. Selection of Projects

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

- (a) Parameters of each projects should be decided in detail in advance. Selection of the projects should be made considering the needs of the society, availability of resources, raw-material, and trained personnel for its completion.
- (b) All constraints which can prove bottlenecks in this programme should be thought of in advance keeping in mind the corrective measures.
- (c) The scope and nature of beneficiaries should be decided in advance. It will be better if the specific projects are undertaken for a specific group or community.

- (d) The golden rule of selecting the project should be that NSS volunteers must be in a position to complete the project successfully. There are many to share a glory but few to share the burden of failure. This golden rule should be always kept in mind while selecting the project.

3. Meeting of NSS Advisory Committee

The Programme Officers should convene the meeting of college NSS Advisory Committee in the beginning of the academic session for preparing the plans for the current year. In the first meeting of the Advisory Committee the following points are to be considered:

- (a) Review of NSS activities/projects undertaken during the previous academic year;
 - (b) Preparation of action plan for NSS activities/projects for the current year;
 - (c) Approval of the budget of the NSS unit;
 - (d) The outstanding work of the NSS volunteers of the unit should be recognized by awarding special certificates. The work of such volunteers should be brought to the notice of the Programme Coordinator of the university under intimation to NSS Regional Centre of concerned region.
4. The Govt. of India has started many Youth programmes for the benefit of student and non-student youths. Considering the valuable contribution of the NSS volunteers towards community service and national reconstruction the Department of Youth Affairs and Sports has extended the benefit of these programmes to NSS volunteers also. National Integration Camps, Promotion of Adventure among youth, National Service Volunteers Scheme have been extended to the NSS volunteers. Such special projects are exclusively for NSS volunteers. The Programme Officer should plan the participation of his/her outstanding volunteers in such programmes specially national integration camps by contacting the Programme Coordinator of the University. For further details the Programme Officer may contact the Programme Coordinator and Head of the NSS Regional Centre for his/her help.
5. Programme Officers should prepare a calendar of activities of the NSS unit for the year in the light of model calendar of activities and forward the copy of the same to the Programme Coordinator and NSS Regional Centre, State Liaison Officer and TORC/TOC. If some special projects/activities have been selected, the plan of such activities should be forwarded to the Programme Coordinator and NSS Regional Centre.

Chapter – 4 : Planning of NSS Programmes

Calendar of Activities

Planning plays an important role in achieving the set targets and goals in a very systematic manner. It gives scope for continuous feed-back, proper monitoring and execution of the assigned task. The cardinal principle of planning not only spaces the given tasks, which are to be undertaken, but also provides clear cut design for implementation. National Service Scheme, in the present context, has reached a stage where it is strongly felt that the planning of NSS activities to achieve the assigned goals is very essential right from the grass-root level. Further, proper planning in NSS has assumed greater importance in view of frequent disturbances and curricular variations in the academic institutions.

1. Month-wise Suggested Action

The Programme Adviser's Cell, Department of Youth Affairs and Sports, New Delhi has prepared a model action plan. The model action will help the Programme Coordinators and the Programme Officers for their universities and colleges. The model action plan is given as follows :-

1.1 July

(a) Quarterly Report

Submission of Quarterly report to the NSS Programme Coordinators on MPFL and other projects and Special Camping Programme for the period April to June (7th July by the NSS units). Programme Coordinators have to submit the same (after compilation), to the State Liaison Officer and Regional Centre by 15th of July. This is the pattern for all Quarterly Reports.

(b) Enrollment

NSS Programme Officers are to launch an enrollment drive. In order to attract sincere and service-minded students, Programme Officers may take necessary steps based on local circumstances like :-

- (i) Involving senior volunteers/students to encourage new students to join NSS;
- (ii) Posters, leaflets, handbills reflecting the aims and objectives may be distributed among students and they may be displayed in college library, notice boards, etc;

- (iii) Programme Officers may hold one or two general meetings in auditorium/common hall in which the philosophy, aims and objectives of NSS may be explained to the new students and they may be encouraged to join NSS.

(c) Vanmahotsava Week 1st to 7th July

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

1.2 AUGUST

(a) Completion of Enrollment

Programme Officers are to complete enrollment (depending on admissions) in August every year followed by submission of detailed enrollment data to the concerned NSS Programme Coordinator of the university/+2 level.

(b) Constitution of College/+2 Level NSS Advisory Committee

College/+2 level NSS Advisory Committee may be constituted, if not done earlier, with the Principal as the Chairman and the Programme Officer as the member-Secretary. Lecturers/Readers/Faculty members having inclination towards social service and youth activities, representatives of local service agencies/organizations a few present and ex-volunteers may be taken as Members. Local Development Agencies may be associated along with contact persons/penchant members of the Adopted Villages/Slums area.

(c) NSS Advisory Committee

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

(d) Beginning of the Regular Activities

An early beginning of the regular activities may be made at least by 15th August. If the enrollment does not take place by this date, activities can be started with the senior volunteers.

(e) Orientation

Soon after the enrollment of NSS volunteers in the beginning of the academic sessions, an orientation on NSS for 3 days covering various aspects of community service may be organised for fresh recruited NSS volunteers to be involved in various types of NSS programmes. Topics like role of youth in literacy, environment enrichment and conservation, Drug Abuse, Health, AIDS Prevention, Family Welfare, health Education and Nutrition, Social Service Programmes, Women and Child Development, etc. may be included.

(f) Environment Enrichment & Tree Plantation

Some institutions remain closed for vacation and hence, are unable to organise 'Van Mahotsav'. Therefore, depending on monsoon, the NSS units may take up tree plantation in college campus, public institutions, adopted villages/slum areas, and wasteland as one of the regular activities of the Quarter (with assured protection of trees planted).

(g) Disaster Management

NSS units may be kept ready to extend their help in hand to local authorities during emergency times like flood, cyclone, etc. Relief and rescue work inoculation and immunization, distribution of medicines, essential goods, may be undertaken in collaboration with the concerned agencies/local authorities.

(h) Adopted Village

Connections with the adopted villages may be reviewed and activities may be carried on as per the decisions of the college Advisory Committee. Programme Officers with the help of other Government agencies may aim and plan for literacy promotion and basic facilities like drinking water, pucca/kutchha road, school shed/buildings, cooperative/self employment scheme, etc. Such projects may be undertaken through a process of mutual consultation between the college and village. In cities, slums or underdeveloped areas may be adopted for the purpose. While organising service camps in these areas, the NSS volunteers should also make people aware about the country's development in different fields and the need for peoples' participation in the task of Nation-building. In colleges/schools having more than one NSS unit, each NSS unit is to adopt in area or all the NSS units of one institution should adopt collectively a village/slums cluster. Each college should submit necessary information about the villages/areas adopted on the prescribed Performa to the concerned NSS Programme Coordinator at the beginning of the academic session every year.

(i) Total Literacy

Work done may be reviewed. College/+2 unit may aim and achieve 100% literacy in their adopted village/slum areas within a reasonable period of 2 or 3 years. Where full literacy has been achieved, other developmental programmes are to be taken up.

(j) **Health Service & Awareness**

Women college units and women volunteers of co-educational college units may take up health service/hospital service programme as one of the major activities. They may also associate in:-

- (i) Integrated Child Development Programme
- (ii) Health Education
- (iii) Healthy baby and mother competition, with special emphasis on Girl Child and her education
- (iv) Family visits to meet lady members-explain the role of mother/lady in family set up
- (v) Motivating parents to send children to school.
- (vi) HIV/AIDS Awareness Programme.

1.3 **September**

- (a) Submission of Quarterly report on MPFL and Special Camping Programme for the period from July to September (by 7th of October).
- (b) Apart from continuing the Programme taken up during July and August, a few more new programmes also may be taken up as per local needs.
- (c) Celebration of NSS Day on 24th September, from the year of 1994 onward vide Department's letter No. F.16-7/95 YS.III dated 18th May, 1994 which is given at Annexure – IV.
- (d) **International Literacy Day and Week (8th September)**
Action agenda for involvement of NSS in the celebration of the International Literacy Day and Week is given as under :
 - (i) Pledge-taking ceremony, on 8th September, by NSS volunteers to be administered by the Principal/Programme Officer/a prominent social worker. (it may be ensured that his pledge-taking should not remain a ritual but becomes a motivated action)

- (ii) Visit to adopted village/slum organise dialogue and discussion on the importance of literacy.
- (iii) Putting up hoardings, banners at prominent places in the local area as well as in campus for focusing public attention.

1.4 **October**

(a) **Enrollment Report**

Final enrollment particulars are to be submitted to the Programme Coordinators latest by 30th September.

(b) **Half yearly Reports**

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

(c) **Organisation of Autumn Camp**

Advisory Committee meeting may be held to discuss and decide about organisation of a special camp in September/October holidays. Advance orientation on the theme of the special camping project may be provided to the selected volunteers so that the volunteers involvement would be more effective. The main thrust during the special camping programme would be on Youth for Sustainable Development with focus on Watershed Management & Wasteland Development for 1995 onwards. The special camping theme is decided from time to time according to the national priorities.

(d) **Gandhi Jayanti (2nd October)**

Communal Harmony Day.

1.5 **November**

Quami Ekta Week may be observed from 19th to 25th November. The following are the days to be observed during the week :

- (a) 19th November : **National Integration Day** : Meetings, Symposia, Seminars, etc. to be held to emphasise the theme of secularism, anti-communalism and non-violence. The integration pledge would be taken on **19th November**. This can also form a part of the Mother's Day Celebration
- (b) 20th November : **Welfare of Minorities Day** : Welfare programmes for the minorities may be initiated along with a

- public awareness drive. In riot-prone areas, peace-marches and special fraternal processions may be taken out.
- (c) 21st & 22nd November : **Weaker Sections Day** : Special functions and programmes may be organised to enable people of each region to appreciate the heritage of other parts of India.
- (d) 23rd November : **Cultural Unity Day** : Programmes to promote the cultural unity may be organised.
- (e) 24th November : **Women's Day** : Programmes concerned with women's education, employment, etc. may be organised to emphasise the role of women in our society.
- (f) 25th November : **Conservation Day** : Programme in association with Forest Department to environmental conservation may be arranged.

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

1.6 December

(a) 1st December : World's AIDS Day

The recent surveys/researches have proved that there is a latent danger of explosion of AIDS in our country. Some surveys have estimated that within next 10 years, 40% of the population in India may suffer from AIDS. Therefore, it is a matter of great concern for the nation. The NSS should participate in creating awareness among school and college going students regarding the HIV/AIDS and preventive measures thereof. This message can be spread by organising lectures, public discussions, film shows, rallies and street-plays in their colleges and adopted villages. The college may organize poster competitions and exhibitions on this topic.

(b) Organisation of Winter Camp

The unit level Advisory Committee may be held to discuss and decide about winter camps. Efforts should be made to cover the incomplete special camping target fixed for the NSS unit during this period. Advance orientation to the selected volunteers may be arranged. Soon after the camp, report may be prepared and submitted to the Programme Coordinator.

1.7 January

- (a) Submission of quarterly reports (progressive) on MPFL and special camping programme for the period October to December (by 7th January).
- (b) **National Youth Week** is to be observed in an appropriate manner from 12-19 January. It may be noted that 12th January is the most important day of the youth

week. In case, it is felt difficult to celebrate all the days because of other academic activities at least 12th January i.e. National Youth Day may be observed.

(c) **12th January : National Youth Day (Birthday of Swami Vivekanand)**

- (i) Presentation of Youth Award.
- (ii) Lectures/Symposia on the philosophy and teaching of Swami Vivekanand, Mahatma Gandhi, Pandit Jawahar Lal Nehru and other national leaders as a source of inspiration to Indian Youth.
- (iii) Debate on the role of youth in the contemporary situation with particular reference to character-building.
- (iv) Essay/drawing competitions amongst youth on philosophy and teachings of national leaders particularly Pt. Jawaharlal Nehru/Mahatma Gandhi.

(d) **Republic Day**

The occasion may be celebrated in a befitting manner. If majority of the volunteers complete 240 hours/120 hours of work, they may be informed so, and the volunteers who could not complete 240/120 hours of work may be asked to complete the required service hours in February and March.

1.8 **February & March**

- (a) List of the senior volunteers who completed the required 240 service hours, may be prepared. The general as well as the special camping certificates may be presented to the qualified volunteers so that they will be used by the volunteers for seeking admission in higher classes/employment, wherever such weightage is given. Steps for graded certificates to the volunteers completing literacy assignment may be initiated.

(b) **Women's Day (8th March)**

- (i) The period 1991-2000 is being celebrated as **SAARCH DECADE FOR THE GIRL CHILD.**
- (ii) Special programmes may be made to give significant role to women and also to girl child. Issues like status of women in the society and the need for gender justice may be highlighted.
- (c) Identification of new adopted village/slum area by the NSS units may be initiated, if the work in the present adopted areas have been completed.
- (d) **MPFL**

All advance preparations for literacy drive must start in this month. The Programme Officers may provide and supply kits to at least 50% of the volunteers so that they can take up the literacy programme in summer vacation soon after the final examination. Henceforth, the NSS approach towards MPFL would be two pronged :-

- (i) Individual-to-individual basis (each-one-teach-one)
- (ii) **Area based** to be concentrated on the NSS adopted villages and urban slums to achieve 100% literacy. However, the emphasis should be on neighborhood through area-based approach. The entire literacy campaign of the institution will be coordinated by the Principal and the NSS Programme Officer. The Programme Officer should prepare a phase-wise Action Plan for total literacy of the area at unit level and send the same to the Programme Coordinator concerned.

(e) **Advisory Committee Meeting**

The committee may meet to review the activities of the year and planning may be made for the special camp to be organised in summer vacations.

1.9 **April**

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

1.10 **May & June**

Continuation of Literacy Campaign.

- (b) Organisation of special camps on the theme ‘Youth for Sustainable Development with the focus on Watershed Management and Wasteland Development’.
- (c) Preparation and submission of progress reports on literacy, camping, etc. the first quarterly report in the prescribed proforma to be submitted by the NSS unit to the concerned Programme Coordinators indicating adopted villages/slum areas, volunteers and learners enrollment by 30th June. The II, III and IV quarterly reports will indicate cumulative progress made as on 30th September, 31st December and 31st March.
- (d) **World Environment Day (5th June)**

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