

# TECNIA INSTITUTE OF ADVANCED STUDIES

NAAC Accredited Grade 'A' Institute

## TECNIA NATIONAL SERVICE SCHEME (NSS)

(Self-Financing Unit)

(Established by NSS Regional Centre, Ministry of Youth Affairs & Sports, Govt. of India)

Ref. No. TIAS/NSS/2021-22/03

Date: 14.08.2021

### SUBJECT: ADVISORY COMMITTEE CONSTITUTION & ADMINISTRATIVE STRUCTURE

Reference to the NATIONAL SERVICE SCHEME MANUAL (REVISED) 2006, Government Of India Ministry Of Youth Affairs & Sports New Delhi; *PART-IV ADMINISTRATIVE STRUCTURE Pg. No 41-66; Chapter 5 NSS Advisory Committees Pg. No. 64;* as per the above guidelines the Institute constituted Tecnia NSS Advisory Committee with its composition and administrative structure as under:-

#### TECNIA NSS ADVISORY COMMITTEE

##### ADMINISTRATIVE STRUCTURE#

COMPOSITION	NAME	NOMINATION
Chairperson	Dr. Ajay Kumar	Director
Advisor Teacher	Dr. Kirti Jainani	1 Senior Faculty (having social work background)
Co-Ordinator	Ms. Vaishali Prasad	Nodal Officer (having social work background)
Development Department Representative	Ms. Shilpa Bhandari	1 Faculty MBA programme
	Ms. Megha Mohan	1 Faculty BBA programme
	Mr. Rinku Sethi	1 Faculty BA(JMC) programme
	Ms. Ambooj	1 Faculty BCA programme
Representative from the adopted Village/ Slum/ Welfare Agency Member	Mr. Lal Singh, Pradhan Village Razapur, Sector-9, Rohini, New Delhi-110085	1 Representative
President (NSS student leaders Member)	Naman Vij M. No. 9311036377 Email:namanvij21@gmail.com	1 Student
Vice President (NSS student leaders Member)	Dhriti Khanna M. No. 8851237001 Email:dhritikhanna03@gmail.com	1 Student
Programme Officer	Dr. Kirti Miglani	NSS Member Secretary

# As per *NATIONAL SERVICE SCHEME MANUAL (REVISED) 2006, PART-IV ADMINISTRATIVE STRUCTURE Pg. No 41-66; Chapter 5 NSS Advisory Committees Pg. No. 64.*

## **Roles & Responsibilities Tecnia NSS Advisory Committee**

### **Clause 4: Institute Level NSS Advisory Committee:**

Institute had to set up an NSS Advisory Committee to advise on programme/planning and development under the Chairmanship of the Director. It will review the NSS activities at Institute level;

#### **Sub Clause: 4.1 Composition of Institute Advisory Committee**

- (a) Principal Chairperson
- (b) 2 Staff members having social work background Members
- (c) One representative of the development department Member
- (d) One representative from the adopted village/slum/Welfare agency Member
- (e) 2 NSS student leaders Members
- (f) Programme Officer, NSS Member Secretary

#### **Sub Clause: 4.2 Frequency of the Meeting;**

Institute Advisory Committee should meet at least four times during a year, once every quarter. The aim of holding periodical meetings is to assess the development of NSS programme in the institution and promote a sense of participation among the members of the staff, public and students for community work.

#### **Sub Clause: 4.3 Limitations;**

The Institutes Advisory Committee will consider the proposals submitted by the Programme officer according to the administrative and policy directives. No administrative and financial changes can be made in the pattern of financial expenditure by the Institute Advisory Committee. As far as programme is concerned, the Advisory Committee is free to select the activities suitable for their area and people from amongst the activities, suggested in NSS Manual or added at state level. The basic unit of NSS normally comprises of 100 volunteers at Institute level. TIAS NSS unit in an institution is led by a teacher designated as Programme Officer (PO), which plays a pivotal role as an educator, organizer, coordinator, supervisor, administrator and public relations person for the NSS unit to coordinate the NSS activities in respect of all NSS units in the Institutes. In addition, there are Advisory Committees at Institution level, comprising of official and non-official members, to provide necessary guidance to the NSS functionaries.

## **Programme/Activities of Tecnia NSS**

### **Part-V - Planning of Programme/Activities;**

#### **Chapter – 3: Planning at Institution Level (Pg. No. 73)**

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 interaction 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 is 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 project 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.

## Meetings

- 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 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.

## Calendar of Activities of Tecnia NSS

### Part-V - Planning Of Programme/Activities;

### Chapter – 4: Planning of NSS Programmes (Pg. No. 75)

#### 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 undertake. 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 TIAS NSS (GGSIU University).
- b) **Constitution of College Level NSS Advisory Committee:** Institute/College 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 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 Institute/colleges 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 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 Institute.
  - (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 19<sup>th</sup> 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, peacemarches 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 on 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 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 prepare. 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 has 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**

- a) Organisation of special camps on the theme 'Youth for Sustainable Development with the focus on Watershed Management and Wasteland Development'.
- b) Preparation and submission of progress reports on literacy, camping, etc. the first quarterly report in the prescribed proforma to submit 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, 31<sup>st</sup> December and 31st March.
- c) 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, greenhouse effect, ozone depletion, soil, water and air pollution, etc. may be initiated to sensitize the people.

## Organization and Administration of Tecnia NSS Unit

### PART – VI: IMPLEMENTATION OF NSS PROGRAMMES

#### Chapter 1: NSS at institution level - Organisation and Administration of NSS Unit.

The unit at college 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

- 1.1 The strength of a unit will be 100 NSS volunteers normally. The strength of the NSS unit can be extended up to 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.
- 1.2 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 institute 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 authorities would provide a separate room along with furniture and other services for the NSS unit.

(b) Similarly the college 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 are – say for instance, village profile or description of the institution and also periodically the outcome of a particular project. For example, if the project is in the area of health education, details of the number of children covered under the immunization programme could be indicated. This record in course of time, should reflect on the success or failure of a particular project.

- (c) **Stock Register:** A stock-register, listing separately, the consumable and non-consumable items, should be maintained. In addition, an issue/lending register must be maintained for purpose of verification and periodic stock-checking. The entries in stock register will be initialed or countersigned by the Head of the Institution.
- (d) **Record of Attendance:** Attendance of student volunteers at the various sessions/camps of NSS must be recorded and their signatures must also be obtained.
- (e) **Minutes Book:** The Programme Officer should record the minutes of meetings of the advisory committee and other meetings held periodically. This would help him/her in taking suitable follow-up action.
- (f) **Personal Work-Diary of Programme Officer:** Maintaining a personal work-diary will be useful for the Programme Officer wherein he/she notes the projects details, difficulties encountered in the project, number of hours spent for NSS and future plans of action.
- (g) **Work-Diary of NSS volunteer:** It will be helpful for each student volunteer to maintain a work diary to note details of area of work, target groups, activities conducted, time spent, problems and plans of further action. NSS student leaders of various projects could give details of the activities and programmes, extra hours spent, attendance of the members (volunteers) and target groups.

**7. Financial Records:** While the college 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. Colleges 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/student/NSS volunteers from the current academic session, after following all rules and procedures. Out of the fee so collected, the college 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 equipment's 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.

## **Programme Officer: Appointment, Duties & Functions of Tecnia NSS**

### **CHAPTER 2**

#### **PROGRAMME OFFICER – APPOINTMENT, DUTIES AND FUNCTIONS**

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

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

##### **(a) As an Organizer**

- (i) To interpret the scheme to the students and other members of the college community and create awareness about the scheme;
- (ii) To Motivate, recruit and select student for NSS work;
- (iii) To enlist cooperation and coordination of community agencies, government departments and non-governmental agencies; and
- (iv) To select service projects on the basis of utility 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 imple mentation 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 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 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 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 council for the implementation of NSS regular activities i.e. University council having NSS strength of 10,000 volunteers will deduct Rs. 25/- towards administrative expenditure per volunteers whereas University 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 level expenditure for a unit of 100 NSS volunteers. The establishment expenditure at college 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 top 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 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.

## **Volunteers of Tecnia NSS**

### **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 join 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 rapport 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 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.

Nodal Officer –NSS

Copy to

In-charge- Students' Welfare

All HoDs (MBA, BBA, BA(JMC), BCA)

All Faculty (MBA, BBA, BA(JMC), BCA)

Programme Officer

Representative from the adopted Village/Slum/ Welfare Agency Member

President (NSS student leaders Member)

Vice President (NSS student leaders Member)

Academic Cell

Coordinator- IQAC

I/c- ITC

Dean

Director, TIAS for information please