



**NATIONAL SERVICE SCHEME (NSS)  
MINISTRY OF YOUTH AFFAIRS & SPORTS  
GOVERNMENT OF INDIA**

**HAND BOOK FOR NSS PROGRAMME OFFICERS**



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students should devote some time to manual work on a voluntary basis and that teachers should also associate with them in such work. In the draft First Five Year Plan adopted by the Government of India in 1952, the need for social and leadership service for students for one year was further stressed. In 1958, the then Education Minister Pandit Jawaharlal Nehru in his letter to the Chief Ministers mooted the idea of having social service as a prerequisite for graduation. He further directed the Ministry of Education to formulate a suitable scheme for introduction of national service into the academic institutions.

In 1959, a draft outline of the scheme was placed before the Education Ministers' Conference. The Conference was unanimous about the urgent need for trying out a workable scheme for national service. In view of the fact that education as imparted in schools and colleges, left something to be desired and it was necessary to supplement it with programmes which would arouse interest in the social and economic reconstruction of the country. It was viewed that if the objectives of the scheme were to be realized, it was essential to integrate social service with the educational process as early as possible. The Conference suggested the appointment of a committee to work out details of the proposed pilot project. In pursuance of these recommendations, a National Service Committee was appointed under the Chairmanship of Dr. C.D. Deshmukh on August 28, 1959 to make concrete suggestions in this direction. The committee recommended that national service for a period of nine months to a year may be made compulsory for all students completing high school education and intending to enrol themselves in a college or a university.

In 1960, at the instance of the Government of India, Prof. K.G. Saiyidain studied national service by students implemented in several countries of the world and submitted his report under the title "National Service for the Youth" to the Government with a number of recommendations as to what could be done in India to develop a feasible scheme of social service by students. It was also recommended that social service camps should be open to students as well as non-students within the prescribed age group for better inter-relationship.

The Education Commission headed by Dr. D.S. Kothari (1964-66) recommended that students at all stages of education should be associated with some form of social service. This was taken into account by the State Education Minister during the conference in April 1967 and they recommended that at the university stage students could be permitted to join the National Cadet Corps (NCC) which was already in existence on a voluntary basis and an alternative to this could be offered to them in the form of a new programme called the National Service Scheme (NSS). Promising sportsmen, however, should be exempted from both and allowed to join another scheme called the National Sports Organisation (NSO), in view of the need to give priority to the development of sports and athletics.

The Vice Chancellors' Conference in September, 1969 welcomed the recommendation and suggested that a special committee of Vice Chancellors could be set up to examine this question in detail. In the statement of national policy on education of the Government of India, it was laid down that work experience and national service should be an integral part of education. In May, 1969, a conference of the students' representatives of the universities and institutions of higher learning convened by the Ministry of Education and the University Grants Commission unanimously declared that national service could be a powerful instrument for national integration. It could be used to introduce urban students to rural life.



Projects of permanent value could also be undertaken as a symbol of the contribution of the student community to the progress and upliftment of the nation.

The details were soon worked out and the Planning Commission sanctioned an outlay of Rs. 5 crores for National Service Scheme (NSS) during the Fourth Five Year Plan. It was stipulated that the NSS programme should be started as a pilot project in select institutions and universities.

On September 24, 1969, the then Union Education Minister Dr. V.K.R.V. Rao, launched the NSS programme in 37 universities covering all States and simultaneously requested the Chief Ministers of States for their cooperation and help. It was appropriate that the programme was started during Mahatma Gandhi Centenary Year.

### **NSS – BASIC CONCEPTS**

The overall aim of National Service Scheme as envisaged earlier, is to give an extension dimension to the higher education system and orient the student youth to community service while they are studying in educational institution. The reason for the formulation of this objective is the general realization that the college and +2 level students have a tendency to get alienated from the village / slum masses which constitute the majority of the population of the country. The educated youth who are expected to take the reins of administration in future are found to be unaware of the problems of the village / slum community and in certain cases are indifferent towards their needs and problems. Therefore it is necessary to arouse the social conscience of the students, and to provide them an opportunity to work with the people in the villages and slums. It is felt that their interaction with the common villagers and slum dwellers will expose them to the realities of life and bring about a change in their social perception.

#### **The broad objectives of NSS are to:**

- understand the community in which they work
- understand themselves in relation to their community;
- identify the needs and problems of the community and involve them in problem solving process;
- develop among themselves a sense of social and civic responsibility;
- utilize their knowledge in finding practical solution to individual and community problems;
- develop competence required for group living and sharing of responsibilities;
- gain skills in mobilizing community participation;
- acquire leadership qualities and democratic attitude;
- develop capacity to meet emergencies and natural disasters and
- practice national integration and social harmony.

#### **The Motto**

The motto or watchword of the National Service Scheme is: '**NOT ME BUT YOU**'. This reflects the essence of democratic living and upholds the need for selfless service and appreciation of the other person's point of view and also to show consideration for fellow human beings. It underlines that the welfare of an individual is ultimately dependent on the welfare of society on the whole. Therefore, it should be the aim of the NSS to demonstrate this motto in its day-to-day programme.



## NSS Symbol

The symbol of the National Service Scheme, as appearing on the cover page of the Manual is based on the 'Rath' wheel of the Konark Sun Temple situated in Orissa. These giant wheels of the Sun Temple portray the cycle of creation, preservation and release and signify the movement in life across time and space. The design of the symbol, a simplified form of the Sun-chariot wheel primarily depicts movement. The wheel signifies the progressive cycle of life. It stands for continuity as well as change and implies the continuous striving of NSS for social transformation and upliftment.



## NSS Badge

The NSS symbol is embossed on the NSS badge. The NSS volunteers wear it while undertaking any programme of community service. The Konark wheel in the symbol has eight bars which represent the 24 hours of the day. Hence, the badge reminds the wearer to be in readiness for service of the nation round the clock i.e. for 24 hours. The red colour in the badge indicates that the NSS volunteers are full of blood i.e. lively, active, energetic and full of high spirit. The navy blue colour indicates the cosmos of which the NSS is a tiny part, ready to contribute its share for the welfare of the mankind.

## NSS Foundation Day

NSS was formally launched on 24<sup>th</sup> September, 1969, the birth centenary year of the Father of the Nation. Therefore, 24<sup>th</sup> September is celebrated every year as NSS Foundation Day with appropriate programmes and activities.

## BASIC COMPONENTS

The National Service Scheme was started to establish a meaningful linkage between the campus and the community. Mahatma Gandhiji, the Father of the Nation, had recognized that the country could not progress in a desired direction until the student youth were motivated to work for the upliftment of the villages/community. For Mahatma Gandhiji, the villages, where majority of the population lived, represent the country i.e. India. Therefore, for the national reconstruction and national resurgence it was deemed fit that the students and teachers should be properly sensitized and utilized for strengthening the Indian society as a whole with particular emphasis on rural community. Therefore, student youth, teachers and the community are considered the three basic components of the National Service Scheme.



## **NSS Programme Officer**

The Programme Officer is the chief functionary in the as far as the NSS unit is concerned in College/Schools. Who is a member of the teaching faculty, provides necessary leadership to the NSS volunteers. The NSS Programme Officer has the professional knowledge and skills. He/she is also a representative of the institution and knows the needs and aspirations of student youth. Further he/she is expected to be a role model of the values and the norms of the institution and the society as a whole. Therefore, he/she is the fittest person to provide necessary lead to the students in developing their personality through community service. In fact the Programme Officer is a friend, philosopher and guide to the students in achieving this goal.

### **NSS Programme Officer – 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. NSS Programme Officer plays the role of an organizer, 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:-

#### **As an Organizer**

- To interpret the scheme to the students and other members of the college community and create awareness about the scheme;
- To Motivate, recruit and select student for NSS work;
- To enlist cooperation and coordination of community agencies, government departments and non-governmental agencies; and
- To select service projects on the basis of utility an feasibility.

#### **As an Educator**

- 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;
- To promote community education through meetings, talks, news bulletins discussions etc.; and
- To help in formulating NSS programmes which will have direct relationship with the academic curricula.

#### **As a Coordinator**

- To coordinate NSS activities in accordance with the students ability and community demands.
- To coordinate internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in implementation of the scheme; and
- To coordinate various external resources available in the forms of government services; welfare agencies and voluntary bodies for the success of the NSS programme.

### **As a Supervisor**

- 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.
- To assist in evaluation and follow-up work.

### **As an Administrator**

- To keep the Principal, College Advisory Committee and the Programme Coordinator of the University informed of the activities of the unit;
- To run day-to-day administration of the programme;
- To attend correspondence regularly;
- To maintain record of students participation and activities undertaken;
- To prepare progress report periodically for submission to college/school and university;
- To keep accounts and stock in the prescribed forms; and
- To prepare annual calendar of activities to be undertaken.

### **As a Public Relation Person**

- To inform the community about the scheme through press reports, radio and television programmes, pamphlets, seminars and speaker's forums.
- To initiate IEC campaigns for image building of NSS in order to inspire and motivate the students and community.

### **Functions of Programme Officer**

The Programme Officer will perform the following functions:

- 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 / Directorate.
- 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.
- He/she will divide the NSS unit into different groups and assign the definite task targets and projects to each group and supervise the work of NSS volunteers.
- 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.
- He/she will maintain the necessary records and registers prescribed by Government of India and Programme Coordinator of the University / Directorate.
- 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.
- He/she will spend the NSS grants as per administrative and financial directives of the Government of India and NSS Programme Coordinator.
- He/she will depute NSS volunteers for participation in various programmes sponsored by the Ministry of Youth Affairs & Sports, Government of India such as National Integration Camps, Adventure Programmes, Republic Day Parade and



any other function organized by the NSS Regional Directorate and concerned University / Directorate.

- He/she will submit the reports periodically to the NSS Regional Directorate, NSS State NSS Officer and Programme Coordinator
- 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.
- 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.
- 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.
- 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. 400/- per month for this purpose initially.
- 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 27<sup>th</sup> July, 1977. Copy of the letter is appended at Annexure – VI.

### **NSS Volunteer**

The NSS volunteer, who is a University/ Directorate / college /+2 level student is the main beneficiary of the programme by way of development of his/her perception about the community, his/her skill to perform certain jobs, and develop quality of a leader, organizer, and an administrator and development of his/her personality as a whole. Through NSS, he/she gets opportunities to see the community closely and thus gets an experience of human nature in relation to his/her environment. This is how the NSS programme aims to make an NSS volunteer better citizen by "Development of the personality through Community Service".

### **Community**

The community provides NSS volunteer the first hand knowledge of living conditions of masses to the NSS volunteers and thus, the process of mutual learning starts. The interaction of community with students and teachers while on one hand enrich the personality of student volunteers and on the other hand help the community to improve its living conditions.

### **Adoption of Village**

Adoption of a village and area is a very meaningful programme in NSS. It is far better to concentrate attention on one village and take up the task for development perspective, than to fritter away energy in many locations involving too many activities which may not be completed at all or where the follow up action may not be possible. From this point of view, village adoption programme should ensure continuity of work vis-à-vis sustained action, evaluation and follow up work.

### **Contacting Village/Area Leaders**

As a first step in this programme, it is necessary to establish contact with more than one village which would help to select a village where 'Leadership' is well



established. In other words, selecting a village with proper leadership is very important as the sustained follow up action and evaluation is ensured in such places. To start with, the NSS unit can take the help of the Block Authorities, District Panchayat Officer, District Tribal Welfare Officer, District Medical Officer, Extension Officer of Agriculture, Irrigation and Education Departments for the selection of the village. It is to be noted that the selected villages should be within a short distance from the institution.

### **Survey of the Village/Slum**

Before drawing up the plan of action, it is absolutely necessary to conduct a comprehensive survey of few villages / slums situated at a short distance from the college / school. Conducting socio-economic survey can be an interesting field activity which has direct bearing on the curriculum of economics, commerce, statistics, psychology, health education etc. The report of such a survey will provide up-to-date information about the problems and potentials of the village and help in programme planning for village / slum development. The applied field work will help the students to increase their analytical ability and deepen their thinking. Further, this will help them to identify the problems which have been left unnoticed. The survey work can also be accomplished with the help of PRA exercises (Participatory Rural Appraisal). The selected areas should be compact and should be easily accessible for students. Areas with acute political conflicts may be avoided. The issues pertaining to the identification of problems, project planning, interaction and coordination with the various departmental agencies, execution and completion of projects shall be undertaken on the same basis/lines as discussed earlier in the part 'Adoption of Villages'. The progress of projects should also be reviewed frequently. Taking into account the living conditions & status of slum dwellers of the slums, only highly motivated, adaptable, mature and skilled students should be selected for slum development.

### **Coordination with Voluntary Organizations**

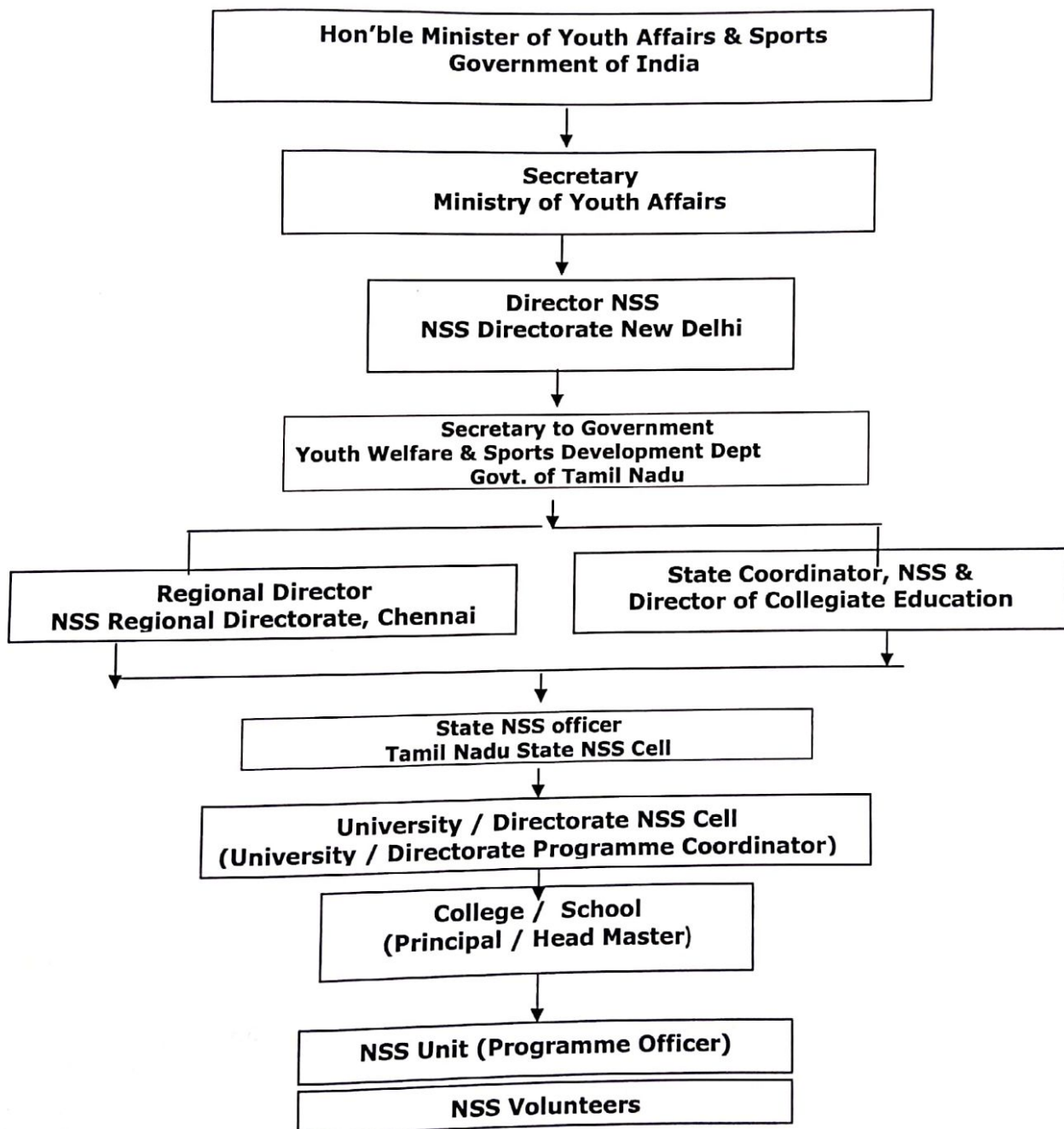
It may be noted that the NSS unit has no financial resource to implement any programme in the adopted villages or slum on its own. Therefore, a successful unit has to closely coordinate with the government agencies and voluntary organizations working in this field.

After identification of the needs of the community and the selection of projects, the Programme Officer should look for the Government agency or a voluntary organization who can assist in the completion of a particular project. The different departments of the Government like forest, agriculture, adult education, health, child and family welfare, can render very useful assistance to the project pertaining to community work. Voluntary organizations can also help in forming public opinion in favour of NSS projects. Yuva clubs and women self help groups can provide additional assistance to the NSS units. Similarly voluntary land statutory welfare agencies such as Community Centres, Residential Institutions for children/women, the Aged and Institutions for physically handicapped and disabled can provide a wide scope of the choice of service to the NSS volunteers. NSS volunteers can be placed with these agencies considering the inherent aptitudes and inclinations of NSS volunteers. NSS volunteers must be told to develop a sense of belonging and respect for the people with whom they are working. Working in close collaboration with these agencies will help the NSS volunteers in understanding the problems of a vulnerable section of the society.

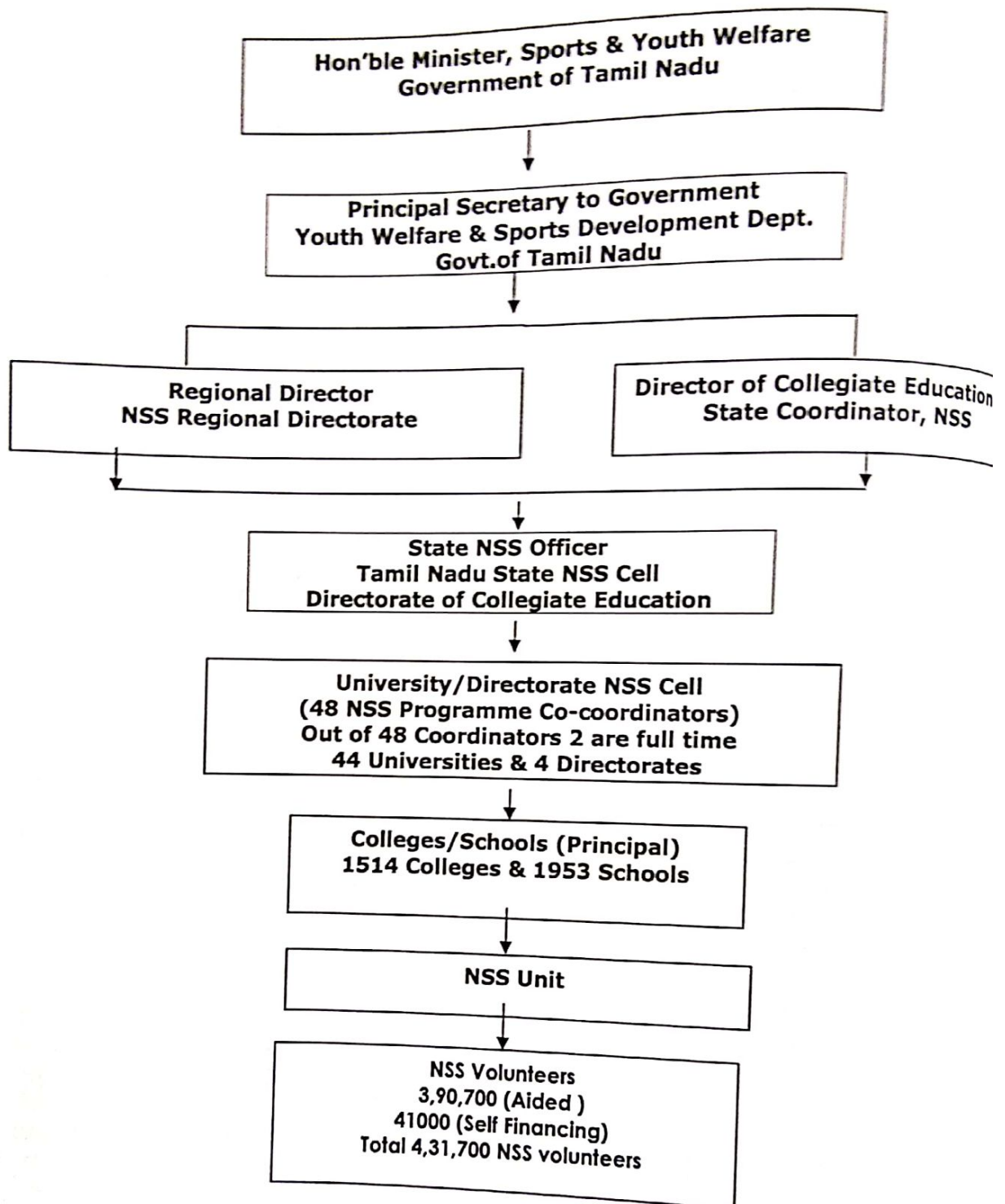


The NSS Programme Officers should plan activities in the adopted village or slum in such a way that the leisure time of the NSS volunteers can be utilized in the service of adopted village or slum. Week-end visits to the adopted areas provide suitable opportunities to live with the community and know their problems and make an earnest effort to do something for them. Similarly efforts should be made to follow up the work done in the areas earlier. Such sustained efforts will flower into friendship between the NSS unit and the community. These activities can be arranged through one day camps and frequent visits under regular activities.

### **NSS ORGANIZATIONAL STRUCTURE AT NATIONAL LEVEL**



## NSS ORGANIZATIONAL STRUCTURE AT TAMILNADU



### ADMINISTRATIVE STRUCTURE

The National Service Scheme (NSS) has been implemented in Universities, Directorates, Colleges and Schools in all the States & UTs. Therefore, the Scheme requires administrative structures at various levels for its successful planning, implementation and monitoring. With this idea in mind, the Government of India envisaged organizational structures at Central, State, University / Directorate /



College / School levels. It is vital for the programme to get support at all the levels and to make sure that the programmes and activities get the required attention.

## **National Level**

### **Ministry of Youth Affairs and Sports, New Delhi**

The Ministry of Youth Affairs & Sports is having the administrative responsibility for the Policy Planning, Implementation and Evaluation of NSS programme. National Service Scheme, a subordinate office of Government of India falls under the jurisdiction of Ministry of Youth Affairs, which is looked after by the Secretary, Department of Youth Affairs as far as administration and implementation of the programme is concerned

## **Director**

The Directorate of NSS, New Delhi, under the Ministry of Youth Affairs is looked after by Director, NSS. The Ministry of Youth Affairs has set up Directorate of NSS to assist the Director for implementing, monitoring and evaluating the NSS Programme at various levels. The Directorate of NSS is headed by the Director and a core support staff. The Directorate of NSS also functions as programme monitoring centre for the collection and compilation of data from the NSS Regional Directorates, States, Universities / Directorates and provides this information to the Ministry as feedback. Thus the Directorate of NSS for all practical purpose functions as the NSS Headquarter. The functions of the Director are as under:

- To advise the Ministry for the development of NSS Programme in all respects.
- To help the Ministry to plan and implement the NSS programmes .
- To liaise with the State Governments, Universities / Directorates and with other organizations which may help in the growth and development of the programme directly or indirectly.
- To make the arrangements of training of key persons and Programme Officers through the Empanelled Training Institutions.
- To make arrangements for the evaluation of NSS from time to time by the ETIs or other suitable agencies.
- To encourage Research and Publication work in connection with NSS.
- To oversee the maintenance of State-wise, University / Directorate -wise record on implementation of the Programme.
- To supervise the functioning of NSS Regional Directorates set up by the Ministry in the various Regions / States in the country.

## **NSS Regional Directorate**

The Ministry of Youth Affairs has set up 15 NSS Regional Directorates in the country to maintain liaison with the State Governments, Universities, Directorates and Empanelled Training Institutions for the effective implementation of NSS Programme. NSS Regional Directorate which is a subordinate field office of the Ministry of Youth Affairs and depending upon the volunteers strength and the NSS Regional Directorate headed by the Regional Director. The Regional Director who head the NSS Regional Directorate are given a core staff for his/her support. In addition, NSS Regional



Directorates will function in close coordination with Empanelled Training Institutions and State NSS Cells. The functions of the NSS Regional Directorate with reference to the State Governments, Universities/ Directorates and ETIs are as under:

### **State Government**

- To explain the policies of the Ministry regarding NSS and other Youth Programme to the State Governments, for the successful implementation of NSS and other Youth Programmes.
- To strive for removal of bottlenecks in the implementation of NSS Programme in the field.
- To ensure that the grants reach the Universities, Directorates, colleges and schools in time, so that NSS activities are implemented as per time schedule.
- The NSS Regional Directorate will keep the State Governments informed of the recent developments in different aspects of NSS and the Youth Programme of Government of India for their implementation as and when required.
- Remain in touch with State Government officials for expediting accounts and other reports.
- Collaborate with the State NSS Officer for proper implementation of NSS Programme and timely action.

### **Universities / Directorates**

- To present the views of the Ministry and if advised by the State Government, the views of the State Government, in the University / Directorate NSS Advisory Committees and to the Vice-Chancellors of Universities, Commissioners / Directors of the Higher Education Department, Principals of the Colleges/ Institutions and other persons connected with NSS Programmes.
- To assist in preparation of NSS Programmes, including Special Camping Programmes, in conformity with the policies and guidelines.
- To keep the Vice-Chancellors, Commissioners/ Directors and heads of +2 Councils apprised of the state of the programme in their respective Universities/ Directorates and Colleges/Institutions;
- To take steps to see that funds are released in time by the University/ Directorate to the colleges/ Institutions.
- To visit different NSS units and camps for supervision, consultancy, guidance etc;
- To ensure that the NSS programme is implemented as per NSS manual and administrative instructions issued by the Government of India from time to time. Deviation from the established policies may be brought to the notice of the Ministry and Directorate of NSS.

### **Empanelled Training Institutions and Evaluating Agencies**

Orientation and Training of persons attached with NSS being a vital input for sustaining its dynamism in Universities, Directorates, colleges and Schools, it is necessary that the various facts of the programme are studied, understood and evaluated. The NSS Regional Directorates have to play their role in this sphere mainly:

- To observe the organization of orientation training, research and evaluation and other activities in these institutions.



- To visit the training programmes whenever possible and advise the ETIs on policies and guidelines.
- To function as a resource person in the orientation and training programme.
- To help the ETIs in the evaluation of regular and special camping programme.
- To report the progress of the ETIs as member of the Training Advisory Committee.

### **State NSS Officer**

The State NSS Officer will be the head of the State NSS Cell which is set up in the Directorate of Collegiate Education. The State NSS Officer will be looking after the functions of the cell and to get all matters expedited and take follow-up action at appropriate levels in the State for effective implementation of NSS in the Universities and Directorates. In Tamil Nadu, the State NSS Officer works under the control of the Director of Collegiate Education, who is the State Coordinator, NSS.

### **Functions of the State NSS Cell**

- Timely submission of UC in the prescribed proforma to Government of India.
- Submission of account statements and periodical ( Monthly , Quarterly and Annual ) reports to the NSS Regional Directorate.
- Providing the database of the NSS volunteers of the state / UT to the NSS Regional Directorate in the prescribed format .
- Timely allocation of NSS strength to respective Universities / Directorates in the state in consultation with NSS Regional Directorate.
- Timely release of grants to Universities and Directorates in consultation with the NSS Regional Directorate.
- Convening of meetings of State NSS Advisory Committee from time to time.
- Coordinating with development agencies and departments for NSS programme development in the State.

### **University / Directorate Level**

The National Service Scheme covers large number of students at the level of Higher Education in the country. Thus, the administrative structure of the Higher Education should have the responsibility of looking after NSS and its implementation at Colleges / Directorates / Universities level. The successful functioning of NSS Cell at University / Directorate level will give impetus for proper implementation of NSS in the unit level.

### **University / Directorate NSS Cell**

Every University / Directorate should have an NSS Cell to supervise and coordinate NSS Programme in Colleges / Institutions affiliated to it.

- The Universities / Directorates will have part time Programme Coordinators.
- NSS being an academic extension programme, the University / Directorate will provide all the necessary infrastructure and other facilities like a separate Office Room, Telephone, Furniture, Office Equipments e.g Computers, photocopiers, internet facilities etc and secretarial assistance for the smooth functioning of the NSS Cell.

- The NSS Cell will function under the Vice-Chancellor / Commissioner / Director and the Programme Coordinator will be in charge of the Cell and the main executive functionary.

### **Programme Coordinator**

The Programme Coordinator is the key functionary as far as NSS programme implementation in the University / Directorate is concerned. He / She works under the control of Vice-Chancellor / Commissioner / Director. Therefore, a dedicated and devoted Programme Coordinator can plan, execute and evaluate the NSS activities in a proper perspective. The Programme Coordinator will execute all administrative and policy directives of the Central and State Governments, decisions of the State Advisory Committee and University / Directorate Advisory Committee with the approval of Vice-Chancellor/ Commissioner / Director. The NSS programme will be prepared in the light of the guidelines issued by the Government of India. The role of Programme Coordinator at the University / Directorate level can be divided in to three categories namely administration, guidance and coordination.

### **Functions of the Programme Coordinator**

- To implement the NSS Programme as per guidelines issued by the Government in the University / Directorate under the guidance of Vice Chancellor / Director / Head of the Institution.
- To assist and guide the NSS units for implementation of NSS programmes at the College / Institution level.
- To help in organizing camps, training and orientation programmes for the NSS Programme officers and student NSS leaders.
- To visit the NSS units in the Colleges / Institutions for monitoring and evaluation.
- To ensure implementation of NSS Regular Activities and Special Camping Programmes as per the guidelines.
- To ensure timely release of grants to Colleges / Institutions and monitoring the effective utilization.
- To ensure selection of new Programme Officers as per guidelines and ensure their orientation within the stipulated period.
- To submit Monthly, Quarterly, Half yearly reports and other information required to NSS Regional Directorate and State NSS Cell on the prescribed proforma.
- To submit the initial and final enrolment, unspent and fund utilization details and audit report to NSS Regional Directorate and State NSS Cell.
- To have proper liaison with NSS Regional Directorate, State NSS Cell and the Empanelled Training Institution (E T I) for the successful implementation of NSS programme.
- To bring out documents and annual reports on the achievements of NSS and submit to the NSS Regional Directorate and State NSS Cell.



## **Principal / Head of Institution in College / School**

The overall function of the Principal / Head Master as Head of Institution, is to ensure smooth functioning of the NSS unit in his / her College / School.

### **Functions of Principal / Head Master**

- Interpret the importance of the NSS to the entire College / School community and public.
- Integrate NSS with other activities in the College / Schools to the extent possible.
- Guide in planning the NSS activities with the help of the Programme Officer.
- Constitute the Advisory Committee and convene its meetings at least once in three months.
- Ensure implementation of the suggestions given by the Advisory Committee.
- Extend full support to the Programme Officer for the effective functioning of NSS in the Institution.
- Monitor programmes, records and accounts
- Depute teachers for training to Empanelled Training Centres within one year of their nomination as Programme Officer.
- Provide adequate staff to take care of the students involved in the Special Camping programme in the adopted village

## **NSS PROGRAMMES AND ACTIVITIES**

### **Aims of NSS Programmes/Activities**

The operational aim of NSS is to integrate the three basic components of the programme. NSS programme should provide a variety of learning experiences which must develop a sense of participation, service and achievement among the volunteers. The activities should aim at the following:-

- making education more relevant to the present situation to meet the felt needs of the community and supplement the education of the university/college students by bringing them face to face with the rural situation;
- Providing opportunities to the students to play their role in planning and executing development projects which would not only help in creating durable community assets in rural areas and urban slums but also results in the improvement of quality of life of the economically and socially weaker sections of the community;
- Encouraging students and non-students to work together along with the adults in rural areas;
- Developing qualities of leadership by discovering the latent potential among the campers, both students as well as local youth (Rural and Urban), with a view to involve them more intimately in the development programme and also to ensure proper maintenance of the assets created during the camps;
- Emphasizing dignity of labour and self- help and the need for combining physical work with intellectual pursuits;
- Encouraging youth to participate enthusiastically in the process of national development and promote national integration, through corporate living and cooperative action.



- While undertaking these activities, each NSS unit should envisage its programmes/activities aimed at instilling discipline, building character, promotion of physical fitness and development of culture.

### Classification of NSS Programme

The NSS activities have been divided in two major groups. These are 1. Regular NSS Activities and 2. Special Camping programme:

#### Regular Activities

Under this, students studying in colleges and schools undertake various programmes in the adopted villages, college campus and urban slums during weekend or after college hours. As per GOI guidelines, the Volunteers should be involved in NSS activities for 120 hours in a year and 240 hours in two consecutive years. The suggested break up is as follows:

No. Hours	PROGRAMME
20 Hours	Orientation / Training Programme on NSS, its objectives, motto, Regular Activities and Special Camping Programme.
30 Hours	Swachh Bharat Mission (Clean India Mission) in the campus, Planting of Saplings, Blood donation, Beat Plastic Pollution Activities, Higher Education Avenues, Career Guidance, EDP, Soft Skills Development, Leadership Qualities, Personality Development Training, Youth Counseling, Importance of Rain Water Harvesting, Yoga & Meditation, First Aid & Disaster Management, Health & Hygiene, HIV/AIDS Awareness, Cashless Transaction, awareness programmes and Road Safety Programmes.
70 Hours	Meaningful Community Development need based activities and Assets creation at the Adopted Villages / Slums.

#### Regular Activities

- Swachh Bharat Mission – Maintaining cleanliness in the campus
- Campus beautification & planting of saplings
- Activities on ban on one time use and throwaway plastics
- Enhancing the Gross enrolment ratio of students studying in higher education
- Systematic Voter's Education and Electoral Participation (SVEEP)
- Educating students and parents to wear helmet, while riding two wheelers
- Implementing objectives of Digital India
- Programmes to inculcate social values & volunteerism among students
- Effective utilization of water, power and other renewable energy sources
- Healthy life style and Health education
- Comprehensive health camp for students
- Programmes on adolescence related issues, challenges and intervention
- Blood donation & blood grouping
- Visit to old age homes, orphanages & institutions for differently abled
- Youth counseling
- Enhancing employability skills
- Entrepreneurship development programme



- Women empowerment & women rights
- Self defense training programme for girl students
- Soft skills & personality development programme

### **Awareness Programmes**

- Sustainable development
- Cyber crime
- RTI-Act
- RTE-Act
- Solid waste management
- E-Waste
- Consumer rights, Human rights
- Women health & women rights
- Food & nutrition
- Cancer prevention and Anti -tobacco propaganda
- Leprosy eradication
- General health, hygiene and anemia awareness camp
- Deworming
- HIV/AIDS
- Swine flu, dengue fever, hepatitis and hand washing
- Anti-plastic propaganda
- Learning disability
- Helpline numbers
- Organic Farming
- Legal Awareness

### **Conducting NSS activities with inter-departmental coordination**

The NSS units functioning in the Colleges and schools can approach District level Officials of the following Departments for cooperation and successful implementation of the activities:

- Health and Family Welfare Department
- Agricultural Department
- Horticulture Department
- Forest Department
- Social Welfare Department
- Revenue Department

### **Mandatory Programme for Volunteers**

In addition to the existing programmes, the following activities are considered mandatory for all the NSS units:

#### **• Orientation for NSS Volunteers**

The first and second year NSS Volunteers are given orientation on NSS, its objectives, motto, emblem, regular activities, special camping programme, republic day parade, NIC, mega camps, youth festival, adventure programmes and latest initiatives of the Ministry of Youth Affairs & Sports on youth development.

- **Ban on one time use and throwaway Plastics**

With an objective of combating single use plastic pollution, the Government of Tamil Nadu urges Industries, Communities, Educational Institution and Individuals to reduce the excessive use of single use plastics. The NSS Units will take initiatives to eradicate single use water bottles, plastic tea cups, carry bags, plastic plates and plastic straws for cool drinks in their Institutional campus.

**Suggestive Activities:**

- Removal and safe disposal of plastic garbage in the campus, provision and maintenance of dust bins for disposable and non disposable wastes.
- Inculcation of individual responsibility in reducing the usage of single use plastics through seminars and rallies.
- Promotion of the use of cloth and jute bags in day to day use.
- Conduct Beat Plastic Pollution campaigns on world environment day in the adopted villages
- Declaration of the institutional campus as plastic free.

- **Leadership Motivation & Personality Development**

The NSS volunteers should be given adequate practical exposure to team building, team work, analytical skills / problems solving and adaptability to changing and challenging environment.

- **Disaster Management**

Fire safety department should be involved in creating awareness among students at the Polytechnic College level.

- **Special Focus on Rain Water Harvesting and related activities**

Besides awareness generation, the NSS volunteers along with local youth should be actively engaged in conducting water conservation programmes such as renovation / creation of RWH Structures / renovation of check dams, desilting of ponds and lakes, strengthening tank bunds, etc.,

- **Cleanliness Drive - Swachh Bharat Mission ( Clean India Mission)**

The main purpose of the mission is to imbibe the attitude of cleanliness in the heart and minds of the people. To facilitate this mission, it is proposed to undertake special cleanliness drive in all offices, colleges, schools, public places and the entire living surroundings. The NSS Volunteers have to take forward the mission to all by taking following initiatives:

- Observing Swachh Bharat fortnight from 1<sup>st</sup> to 15<sup>th</sup> August every year in all the Institutions.
- Maintaining cleanliness in and around the home, institution campuses, adopted villages, hospitals, railway station, bus stand, historic places, beaches and other public places by conducting one day cleanliness drives.
- Arranging dustbins in appropriate locations in the Institution.



- Organizing events / competitions such as poster making, slogan writing, public speaking, essay writing to spread the awareness among the students on the importance of cleanliness.
- Removal of garbage and unserviceable items.
- Putting up cleanliness importance sign boards at important places.
- Creating awareness on the importance of personal hygiene & proper hand washing. Observing Global hand washing day on 15<sup>th</sup> October every year.

#### • **Yoga & Meditation and Inculcating Moral & Ethical Values**

Yoga and Meditation should be a weekly activity and whenever possible it is done twice or thrice in a week for better results. More emphasis should be on maintaining good health through nutritious and balanced diet / physical activity. Importance of moral and ethical values should also be highlighted for a better and quality life, both personal and professional. All the NSS units should conduct the international yoga day on 21<sup>st</sup> June every year.

#### • **Road Safety and Safe Driving**

The Transport Department, Government of Tamil Nadu is taking initiatives to create awareness among student youth and the public on road safety and safe driving. The NSS units undertake awareness programmes to the students in the campus and public in the community by educating them to compulsorily wear helmet while riding two wheelers and seatbelt while driving four wheelers. NSS volunteers should get a practical exposure to traffic related issues by collaborating with Traffic Police in a systematic manner. The volunteers need to be engaged in traffic regulation, movement of public in crowded places and crowd control in important congested locations. Awareness programmes on "Road Safety" must be arranged in the Institutions and the students should be advised to sign and also obtain the signature of their parents in the Road Safety Awareness Pledge prepared in the perforated format. In addition, the importance of wearing helmet by two wheeler riders may be stressed.

#### • **Unity in Diversity – National Integration & Social Harmony**

National Integration week has to be celebrated from 19<sup>th</sup> to 25<sup>th</sup> November every year. Students shall be equipped with information related to living in harmony with others even under diverse conditions. Qualities like patience, brotherhood behavior, tolerance etc. shall be instilled in the youth. All NSS volunteers and students shall take National Integration Pledge in this week.

#### • **Digital India**

Government services are made available to citizens electronically by improved online infrastructure and by increasing connectivity or by making the country digitally empowered in the field of Technology. Digital India consists of three core components namely 1. Creation of digital infrastructure, 2. Delivery of services digitally and 3. Digital literacy. The College / School with the help of trained NSS volunteers can create awareness among the students in the campus and the people in the market area and adopted villages on the subject.



- **Youth Parliament**

Youth Parliament is a platform offered to the student youth where they are provided with a setup of Mock Parliament and exposure to the debates in line with Indian Parliament type. The following are the objective of the Youth Parliament:

- to make the Student Youth aware of the Indian Parliament norms and functioning.
- to introduce National Issues to the Student Youth.
- to bring the likeminded youth in the same platform to discuss and come up with possible solutions.
- to provide an active learning experience for the youth to take quick decisions, team work, expressing their view, giving constructive criticisms and standing by each other.

- **Observance / Celebration of Important Days**

Workers' Day ( Participation in Grama Sabha)	1 <sup>st</sup> May
Anti-Terrorism Day	21 <sup>st</sup> May
World No Tobacco Day	31 <sup>st</sup> May
World Environment Day	5 <sup>th</sup> June
International Yoga Day	21 <sup>st</sup> June
World Population Day	11 <sup>th</sup> July
National Deworming Day	10 <sup>th</sup> August
International Youth Day	12 <sup>th</sup> August
Independence Day ( Participation in Grama Sabha)	15 <sup>th</sup> August
Sadhavana Day	20 <sup>th</sup> August
International Literacy Day	8 <sup>th</sup> September
International Peace Day	21 <sup>st</sup> September
NSS Day	24 <sup>th</sup> September
World Heart Day	29 <sup>th</sup> September
National Blood Donation Day& Elders Day	1 <sup>st</sup> October
Gandhi Jayanthi Day ( Participation in Grama Sabha)	2 <sup>nd</sup> October
National Disaster Day	13 <sup>th</sup> October
Global Hand Washing Day	15 <sup>th</sup> October
Youth Awakening Day ( Dr. A.P.J.Abdul Kalam Birth Day)	15 <sup>th</sup> October
National Integration Day	19 <sup>th</sup> November
World Toilet Day	19 <sup>th</sup> November
National Constitution Day	26 <sup>th</sup> November
World AIDS Day	1 <sup>st</sup> December
Disability Day	3 <sup>rd</sup> December
Human Rights Day	10 <sup>th</sup> December
National Youth Day	12 <sup>th</sup> January
National Voters Day	25 <sup>th</sup> January
Republic Day ( Participation in Grama Sabha)	26 <sup>th</sup> January
World Cancer Awareness Day	4 <sup>th</sup> February
International Women's Day	8 <sup>th</sup> March
World Consumer Day	15 <sup>th</sup> March
World Water Day	22 <sup>nd</sup> March



## **Special Camping Programme**

The NSS Units of Colleges / Schools conduct a 7 day Special Camping Programme in the adopted villages/slums for about 3 to 5 years continuously after devising strategies for implementing various need-based & welfare oriented programmes for the benefit of the community. The special camp must be conducted in the adopted village / slum and the students have to be housed in well protected place (community hall / school) in the village. Utmost importance should be given for the safety of student volunteers. The guidelines of the Government on OC, SC & ST category have to be strictly followed, while selecting the NSS volunteers for the camps. Further the camp schedule and projects identified should be meaningful and useful to the community. The selected NSS volunteers for the special camping programme should be given pre-camp orientation. The Ministry of Youth Affairs, Government of India has mandated to organize Special Camp on the following theme:

### **Youth for Cleanliness (Swachh Bharat Abhiyaan)**

Cleanliness drive may be carried out at schools, primary health centre, library, bus stand, temples and community hall in the adopted village. The broader aim of this campaign is to make our place and surroundings very clean to live in and make cleanliness a habit.

### **Objectives of the Special Camping programme**

The primary objectives of the special camping programmes are:-

- Making education more relevant to the present situation to meet the felt needs of the communities and supplement the education of university/college/school students by bringing them face to face with the community situation.
- To provide opportunities to students to play their due roles in the implementation of various development programmes by planning and executing development projects, which not only help in creating durable community assets in rural areas and slums but also result in improvement of the condition of weaker sections of the communities.
- Encouraging the students and non-students youth to work along with the adults in rural areas, thereby developing their character, social consciousness and commitment, discipline and healthy and helpful attitudes towards the community;
- Building up potential youth leaders by exploring the latent potential among the campers, both students as well as local youth (rural and urban), with a view to involve them more intimately in development projects for longer periods.
- Emphasizing the dignity of labour and self- help and the need for combining physical work with intellectual pursuits, and
- Encouraging youth to participate enthusiastically in the process of national development, and promote national integration through democratic living and cooperative action.

### **Programmes for Community Development**

- Adoption of village/ slum by every unit near the Institution
- Socio-economic survey in the adopted village / slum (to be done / well in advance before the commencement of the special camp by the NSS unit)
- Identification of need based activities in the adopted village / slum



**Regular Activities - the breakup details for College NSS unit:**

Sub-Heads of Expenditure	Outer-Limit / Annum / Unit Rs.
Out-of pocket allowance to Programme Officer (Rs.400 x12)	4,800/-
Clerical Assistance (Rs.100 x 12)	1,200/-
Programme Development [ Expenses on Orientation, Pre-camp preparation, TA and Honorarium to resource persons, TA to Programme Officer and Volunteers, Refreshments and Purchase of Utensils / Equipments, Stationery, Postage and Bank charges]	16,000/-
<b>Total</b>	<b>22,000/-</b>

**Regular Activities - the breakup details for School Education Unit:**

Sub-Heads of Expenditure	Outer-Limit / Annum / Unit Rs.
Out-of pocket allowance to Programme Officer (Rs.200 x12)	2,400/-
Clerical Assistance (Rs.50 x 12)	600/-
Programme Development [ Expenses on Orientation, Pre-camp preparation, TA and Honorarium to resource persons, TA to Programme Officer and Volunteers, Refreshments and Purchase of Utensils / Equipments, Stationery, Postage and Bank charges]	8,000/-
<b>Total</b>	<b>11,000/-</b>

As regards day camps of 8 hour duration, it has been decided that expenditure at the rate of Rs.12/- per volunteer per day may be incurred, where it is absolutely necessary for completion of a specific project. As per the Government Notification, the out-of-pocket allowance of the NSS Programme Officer would be linked to the specified work to be put in by him / her every month. This would include, (a) Mobilization of 50% of NSS Volunteers for participation in Special Camp at adopted Village / Slum, (b) A minimum of three or four Community visits per month to the adopted area for co-ordination and supervision, (c) Maintenance of all the NSS records / registers as per the NSS Guidelines / Hand Book and (d) Timely submission of all periodical report (monthly / quarterly / half yearly / annual and account statement for both regular and special camp) in the prescribed format duly signed by the Chartered Accountant.

**Special Camping Programme**

A sum of Rs.22,500/- ( Rs.450 X 50 ) is released to colleges to conduct a special camp of 7 days duration with 50 campers strength (43 NSS volunteers, 5 non-student local youth, a Programme Officer and a Supporting Staff). A sum of Rs.11,250/- ( Rs.450 X 25 ) is released to Schools to conduct a special camp of 7 days duration with 25 campers strength (22 NSS volunteers, 2 non-student local youth, a Programme Officer and a Supporting Staff).



youth, 1 Programme Officer). The entire fund admissible for special camping programme has to be spent fully for the following:

Sl.No	Sub-Heads of Expenditure
1	Expenditure on Board & Lodging
2	TA to Campers to the Camp Venue and Back
3	Miscellaneous Expenditure (Printing & Stationery, Medicines, Photos etc.,)

The proforma for special camp proposal and submission of camp report & camp accounts are attached in this booklet for ready reference. Assets created in the adopted village during the camp have to be certified by a competent authority. Action photographs, press clippings and achievements if any have to be sent to the University / Directorate NSS Cell.

### **Public Financial Management System (PFMS)**

Public Financial Management System is an Electronic Fund Tracking Mechanism. It complies, collates and makes available in real time information regarding all Government Schemes. It significantly provides to the Government the real time information on resources available and fund utilization in the scheme. In addition it allows the Government expenditure to adopt a just in time approach, with payments made only when they are needed.

The Government of India, Ministry of Youth Affairs & Sports has implemented the Public Finance Management System (PFMS) in all NSS implementing Institutions in the country from the financial year 2018-19. Accordingly, all the Universities / Directorates implementing NSS have been registered by State NSS Cell under PFMS and similarly all the Colleges / Schools have been registered under PFMS with their University / Directorate NSS Cell. The Principal in the capacity as Checker and the Programme Officer in the capacity as Maker undertake transactions on the NSS Accounts at the College / School level. The Universities / Directorates have released the fund to the Colleges / Schools for both NSS Special Camping Programme and Regular NSS Activities through PFMS only during the year 2018-19. The NSS implementing Institutions have been advised to book all the expenditure in the PFMS portal. The Colleges and Schools have to intimate the change of Principal and Programme Officers to the University / Directorate NSS Cell for updating in the PFMS portal.

### **Corpus Fund**

As per the decision taken in the State level NSS Advisory Committee, an amount of Rs.10/- (Rupees Ten only) has to be collected from all the students at the time of admission in the first year only. Out of Ten rupees collected, Five rupees should be retained at the College for Corpus Fund. This should be kept in a separate S.B. Account and should not be mixed with NSS Regular/Special Camp Account and a separate Accounts Register has to be maintained. (Three Rupees to be sent to the Directorate of Technical Education, Chennai-600025 (i.e. Total First year Strength x Rs.3/- in the form of Demand Draft in favour of "Programme Coordinator, NSS, | ( name of affiliated University / Directorate ) and Rs.2/- may be sent to the Tamil Nadu State NSS Cell (i.e. Total First Year Strength x Rs.2/- in the form of Demand



Draft in favour of "State Coordinator, NSS, Directorate of Collegiate Education, Chennai").

### Utilization of Corpus Fund at the Polytechnic College Level

As per the proceedings No. 16908/P2/2008 dated 31.03.2009 of the State Coordinator, NSS, the Corpus Fund at the College level can be utilized for Programme Development as detailed below:

- Purchase of Equipments and other items useful for conducting Special Camps / Regular Activities.
- Organizing Special Training Programmes for the benefit of NSS Volunteers.
- Celebration of NSS Day as Youth Festival by organizing suitable programmes.

In this regard, the above proceedings further state that 60% of the accumulated Corpus Fund can be utilized for expenditure as indicated above and the remaining 40% shall be maintained as Corpus Fund in the Bank. Similarly, every year 60% of the Corpus Fund collection may also be utilized and the remaining 40% may be maintained in the Corpus Fund account and the expenditure shall be incurred after getting the approval of the College NSS Advisory Committee. The items purchased should be entered in a separate Stock Register.

### PLAN OF ACTION FOR NSS ACTIVITIES

S.No.	Details / Name of NSS Activity	Suggestive Programme
<b>APRIL</b>		
1.	1 <sup>st</sup> Week of April	Preparation of Annual Reports at Colleges & Institutions level.
2.	7 <sup>th</sup> April – <b>World Health Day</b>	Awareness Lectures / Rallies / General Health Check-up may be organized.
3.	3 <sup>rd</sup> Week of April	Preparation of Annual Report by State NSS Cell / University & Directorate /
4.	30 <sup>th</sup> April	Preparation of Accounts Statement, Preparation of U.C. by State NSS Cell, Universities / Directorates and Colleges & Institutions.
<b>MAY</b>		
5	1 <sup>st</sup> week of May	Preparation of Annual Calendar of Activities by the Universities / Directorates and Colleges & Institutions.
6	2 <sup>nd</sup> Week of May	Conduct of Special Camp in the identified village / slum during vacation
7	31 <sup>st</sup> May <b>World No Tobacco Day</b>	Awareness Lectures on Evils of Tobacco Organizing Rallies / Street Play
<b>JUNE</b>		
8	5 <sup>th</sup> June <b>World Environment Day</b>	Tree Plantation Programme at the College Campus and in the adopted Village. Awareness Lectures / Rallies
9	21 <sup>st</sup> June <b>International Yoga Day</b>	Lectures / Demo on Yoga and Meditation by Experts
		Calling Nominations for National NSS Awards from all Universities / Directorates by the State NSS Cell Universities / Directorates to collect



10	4 <sup>th</sup> Week of June	Nominations from the Colleges / Institutions and send best ones to State NSS Cell. Campus cleaning activities Enrolment of new NSS Volunteers Orientation Programme to new NSS Volunteers
<b>JULY</b>		
11	1 <sup>st</sup> Week of July	Conduct State level / University / Directorate level and College / Institution level NSS Advisory Committee meeting.
12	2 <sup>nd</sup> Week of July	Collection & compilation of NSS Volunteer enrollment at unit level. Conduct of Programme Coordinators Review Meeting at State NSS Cell.
13	11 <sup>th</sup> July <b>World Population Day</b>	Observance of World Population Day Suitable awareness programmes like importance of small family norms and the evil effects of population explosion may be organized in the adopted village
14	3 <sup>rd</sup> Week of July	Conduct of Review Meeting of Programme Officers by the University / Directorate
15	4 <sup>th</sup> Week of July	Conduct of Demo / Drill on Disaster Management in the campus.
<b>AUGUST</b>		
16	1 <sup>st</sup> to 14 <sup>th</sup> August – <b>Swachh Bharat Mission</b>	Cleanliness Activities in the Campus and Community Organizing events / competitions such as poster making, slogan writing, public speaking, essay writing to spread awareness among students on cleanliness. Activities and Programmes under <b>Beat Plastic Pollution</b> in the campus and community.
17	12 <sup>th</sup> August- <b>International Youth Day</b>	Organise a programme to celebrate the spirit volunteerism and inculcate the values of selfless service. Meritorious Volunteers/ NSS Programme Officers may be awarded on this day
18	15 <sup>th</sup> August- <b>Independence Day</b>	Organizing programmes to inculcate the spirit of Unity, patriotism and national Integration Competitions on the freedom movement of India. organise Blood donation camps at campus/community
19.	20 <sup>th</sup> August <b>Sadbhavana Day</b>	Programmes / competitions at college/school level on Peace and Social Harmony to mark the occasion.
<b>SEPTEMBER</b>		
20.	8 <sup>th</sup> September – <b>International Literacy day</b>	Identification of School Dropouts in the adopted village / slum and motivate/counsel them to continue their Education. Literacy related activities in coordination with local Panchayat /Village. Conduct of Cultural programmes on the theme of literacy and publicize the benefits of being literate in the community.



21	24 <sup>th</sup> September – <b>NSS Day</b>	Programmes like Blood Donation, Plantation, Cultural events on National Integration, Activities leading to develop Leadership Qualities, etc. may be organized Awards for NSS Unit / Programme Officers / Volunteers distribution by State NSS Cell / University / Directorate and also at College / Institution. NSS Pledge taking in the institutions.
22	3 <sup>rd</sup> Week of September	Submission Enrolment details from the Colleges / Institutions to Coordinator and then to NSS RD/State NSS Cell. Conduct of Special Camps in the adopted Villages / Slums.
23	29 <sup>th</sup> September – <b>World Heart Day</b>	Health Awareness Lectures / Rallies / General Health Check-up camps may be organized.
24	4 <sup>th</sup> Week of September <b>Deputation of NSS Volunteers to NSS National Programmes</b>	Conduct of University / Directorate level Centralized Selection of Volunteers for participation in the Pre RD Parade camp Deputation of NSS Volunteers to NSS National Programmes like, NIC, Adventure etc.
<b>OCTOBER</b>		
25	1 <sup>st</sup> October- <b>National Blood Donation Day &amp; Elders Day</b>	Mega Blood donation Camps in association with nearby reputed NGOs may be organized. Visit and conduct support activities in Old age homes
26	2 <sup>nd</sup> October – <b>Gandhi Jayanthi day</b>	Celebration of 150 <sup>th</sup> Birth anniversary of Mahatma Gandhiji – Conduct of Cleanliness programmes in the campus and the community. Lectures / competitions on the Achievements & teachings of Gandhi Ji, Truth & Non Violence.
27	13 <sup>th</sup> October – <b>National Disaster Day</b>	Lectures on ways and means to face / protect from various types of Disasters.
28	15 <sup>th</sup> October- Global Hand Washing day & <b>Youth Awakening Day</b>	Lectures on Health Awareness & Hygiene to the students and the community. Lectures / competitions on the Achievements & teachings of Dr. APJ Abdul Kalam.
29	30 <sup>th</sup> October – <b>National Unity Day</b> Birth Anniversary of Sri Vallababai Patel.	Unity Pledge, Unity Run – Programme to be organized
<b>NOVEMBER</b>		
30	19 <sup>th</sup> November – <b>National Integration Day</b>	Programmes emphasizing spirit of oneness / Unity in Diversity may be organized Volunteers to take National Integration Pledge.
32	26 <sup>th</sup> November- <b>National Constitution Day</b>	Conduct lecture sessions on significance of Constitution of India, preamble of India Constitution and article 51A fundamental duties among students in the institutions.
<b>DECEMBER</b>		
33	December -1 <sup>st</sup>	Programmes may be organized in the College Schools / adopted village and slum areas to create awareness about HIV / AIDS prevention



	<b>World AIDS Day</b>	Competitions on the theme may also be conducted.
34	2 <sup>nd</sup> week of December	Conduct of Special Camps during Christmas vacation with specific theme in the adopted areas. conduct of Survey in the adopted village / slum in coordination with the Panchayat/Govt Dept.
<b>JANUARY</b>		
35	12-19 January – <b>National Youth Week</b> 12 <sup>th</sup> – <b>National Youth Day</b> <b>National Youth Festival</b>	University / Directorate / College / Institution level Lectures / Competitions on Swami Vivekananda may be organized to mark the occasion. Deputation of NSS volunteers to National Youth Festival
36	2 <sup>nd</sup> week of January	Conduct of Special camps during Pongal Holidays
37	26 <sup>th</sup> January	Programmes to create awareness about the Constitution of India, rights and responsibilities of citizens may be organized Participation in the RD Parade at New Delhi and also at the State RD Parade at Chennai.
<b>FEBRUARY</b>		
38	February	Conduct of State /University & Directorate / College & Institution level Review of NSS Activities meeting. Programmes on Career Guidance and Enhancing Employability Skills to NSS Volunteers by networking with NGO/other agencies.
<b>MARCH</b>		
39	8 <sup>th</sup> March – <b>International Women's Day</b>	Lecture on women empowerment and women rights. Training programme to women leading to Self Employment. Competitions and Cultural events to mark the occasion.
40	15 <sup>th</sup> March – <b>World Consumer Day</b>	Awareness Programmes on consumer rights and protection
	3 <sup>rd</sup> & 4 <sup>th</sup> Week of March	Universities / Directorates to collect Annual Report, Self Evaluation Report

## NATIONAL SERVICE SCHEME AWARDS

### State NSS Awards

Awards	Numbers	Award details
Best Programme Coordinator	2	Rs. 3,000/- Demand Draft & Certificate
Best Programme Officer	15	Rs. 3,000/- Demand Draft & Certificate
Best Volunteer	35	Rs. 2,000/- Demand Draft & Certificate

## National NSS Awards

Awards	Numbers	Award details
Best University / Directorate	2	<p>First Award Rs. 3,00,000/- (For NSS Programme Development ) with a Trophy to the University / Directorate A Certificate and a Silver Medal to the Progeramme Coordiantor</p> <p>Second Award Rs.2,00,000/- (For NSS Programme Development ) with a Trophy to the University / Directorate A Certificate and a Silver Medal to the Progeramme Coordiantor</p>
Best Unit / Programme Officer	10+10	Rs.1,00,000/- to each NSS Unit [For NSS Programme Development] with a Trophy Rs.70,000/- to each Programme Office with a Certificate and a Silver Medal
Best Volunteer	30	Rs.50,000/- to each Volunteer with a Certificate and a Silver Medal





SL.No.



भारत सरकार

Government of India  
युवा कार्यक्रम एवं खेल मंत्रालय  
Ministry of Youth Affairs & Sports  
राष्ट्रीय सेवा योजना  
National Service Scheme

*This is to Certify that*

Mr./Ms. .... Student of Class

..... of ..... School / College

..... University / Directorate has rendered Social Service

from ..... to ..... as NSS Volunteer and attended NSS Special Camp

from ..... to .....

Date Head of Institution Programme Coordinator, NSS Regional Director, NSS Vice-Chancellor / Director

Certificate Size - 21.0 cms. x 29.7 cms.  
Board - JK WHITE 185 GSM Board



SL.No.



भारत सरकार  
Government of India  
युवा कार्यक्रम एवं खेल मंत्रालय  
Ministry of Youth Affairs & Sports  
राष्ट्रीय सेवा योजना  
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from ..... to ..... as NSS Volunteer and attended NSS Special Camp

from ..... to .....

Date Head of Institution Programme Coordinator, NSS Regional Director, NSS Vice-Chancellor / Director

Arial - 8 pt.  
BOLD

Arial - 18 pt.  
BOLD

Palace Script MT - 29 pt.

Palace Script MT - 22 pt.



**PROFORMA FOR SUBMISSION OF SPECIAL CAMP  
PROPOSAL TO THE UNIVERSITY / DIRECTORATE**

1. Theme : <b>YOUTH FOR CLEANLINESS ( Swachh Bharat Mission)</b> 1.1 Name of the College/School 1.2 Full Postal Address 1.3 Telephone No. of the College/School 1.4.E-Mail ID	:	STD Code.....Tel. No. ....
2. Name of the Principal 2.1 Telephone No. of the Principal	:	STD Code.....Tel. No..... Mob. No.....

3. Details of Programme Officer(s)

S.No.	Name of the PO(s) Conducting the Camp	Residential Address	Phone No. (R) & Mobile No.
			Tel. No.(R) : Mobile No. : E-Mail ID :

4. Name of the Teachers deputed to help the Programme Officer : 1.  
(Staff must be deputed to assist the P.O / NSS) 2.

5. Adopted Village(s)

Name of the Camp venue (i.e) adopted Village(s)	Name of the Panchayat Union	Full Address of Camp venue	Mobile No and Tel. No. in the camp venue	Name of the Contact person in adopted village and Mobile No.

6. Distance of the Camp venue from the College/School :

6.1 Mode of Conveyance :

6.2 Bus / Train fare from the College/School to Camp venue :

7. Camp Strength planned (50 campers / Unit)

- i) No. of Camp Organizers : 2  
ii) No. of NSS Volunteers : 43  
iii) No. of Non-Student Volunteers : 5  
Total : 50

OC		SC		ST		TOTAL
M	F	M	F	M	F	M



8. Date of commencement of the Camp :  
 Date of valedictory of the Camp :  
 Duration of the Camp : 7 Days

9. Activities to be completed during the Camp  
 (detailed programme )

S.No	Name of the Activity / Programmes planned	Name of the Adopted Village	Duration (Days)	No.of beneficiaries (Villagers)	No. of Campers to be involved (NSS Volunteers)

10. Details of evening guest lecture :  
 11. Name of the Government Department(s) whose cooperation is sought :  
 12. Voluntary agencies, if any who will help for the success of the camp :  
 13. Date and venue of the previous camp held :  
 14. Whether audited statement of accounts duly certified by the Chartered Accountant sent : Yes No

Signature of NSS Programme Officer(s)      Signature of the Principal with seal

**PROFORMA FOR SUBMISSION OF CAMP REPORT AND ACCOUNTS  
TO UNIVERSITY / DIRECTORATE**  
Theme of the Camp - Youth for Cleanliness

1	Name and Address of the College / Institution			7 days					
2	Date and duration of the Camp	From ..... To .....							
3	Exact place where the camp was organized (mention the name of villages in case of more units)								
4	Exact distance from the College								
5	Mode of transport used								
6	Total No. of Participants	OC		SC		ST		Total	
		M	F	M	F	M	F	M	F
	NSS Volunteers								
	Non Students								
	Teachers								
	Total								
7	Total Expenditure incurred (details to be given in the last column only)	Rs.							
8	NSS Activities completed during this camp (detailed report with photograph must be enclosed in a separate sheet)								
a	Creation of RWH Structure / deepening of Tanks / Canal / cleaning of Check Dam / construction of water storage to school	No. of RWH Structure Created/Renovated : ..... No. of Canals/Water Tanks/Check Dam Deepened : ..... No. of Water Storage constructed : .....							
b	Education to School drop outs/ programmes on communal Harmony & National integration/medical Camp/ Veterinary Camp etc.,	No. of School drop outs Identified : M... F...T.... No. of Beneficiaries (Health Camp) : M... F...T.... No. of Beneficiaries (Eye Camp) : M... F...T.... No. of Beneficiaries (Veterinary Camp) : .....							
c	Laying of Road in K.M								
d	Construction of school Toilet / Compound Wall / Basement to hand water pump etc., White washing of school, temple, community hall etc.,	No. of school toilets constructed / renovated : ..... Length of compound wall constructed : ..... No. of basement to hand water pump : ..... No. of building white washed : .....							
e	Formation of Soak-Pits								
f	Monetary value of assets created	S.No	Description of Assets					Value in ₹	



9.	Follow-up action arranged for programmes completed / not completed during this Camp	Arranged / Not arranged		
10.	Whether Self-Evaluation was done in this camp (enclose proforma)	1. Self Evaluation by Programme Officer 2. Self Evaluation by volunteer (camper) 3. Self Evaluation by villager		Yes / No Yes / No Yes / No
11.	Difficulties, if any experienced in the camp			
S. No	Difficulties	Nature of Difficulty	Causation	Remedial measures taken
a	Camp Arrangements			
b	NSS Volunteers and their activities			
c	Co-operation from Govt. Departments			
d	Co-operation from Polytechnic College			
e	Co-operation from local people/youth			
f	Implementation of NSS programmes			
g	Financial			

**12. Outstanding Achievements during the Camp (attach separate sheet)**

**Signature of NSS Programme Officer(s)**

**Signature of the Principal  
with seal**

13. **Statement of Accounts & UC for NSS Special Camp 20\_\_\_\_20\_\_\_\_**  
(All details should be computer typed in A4 sheet only)

Name of the College / Institution: .....

Address: .....  
.....

Period of the Camp: From..... To ..... No. of Units: .....

Receipts	OC Rs.	SC Rs.	ST Rs.	Payments	OC Rs.	SC Rs.	ST Rs.
To NSS Special Camping Grant vide PFMS Credit Date:.....				Expenditure on Board and Lodging for Campers			
				TA to Campers to the Camp Venue and Back			
				Miscellaneous Expenditure (Printing & Stationery, Medicines, Photos etc.,)			
<b>Total</b>				<b>Total</b>			

**Signature of the Programme Officer(s), NSS**      **Signature of the Principal with Seal**

**UTILISATION CERTIFICATE**

Certified that we have audited the above accounts with reference to the relevant facts & accounts supported by proper vouchers and found correct.

Certified that the grant has been fully utilized for the purpose for which it is released.

**Date :**

**Signature of Chartered Accountant with seal**



**Statement of Accounts & UC for Regular NSS Activities for 20\_\_\_\_20\_\_\_\_**  
(All details should be computer typed in A4 sheet only)

Name of the College/School: .....  
Address: .....  
.....

RECEIPTS	No. of Units : One / Two / Three			OC RS.	SC RS.	ST RS.	PAYMENTS	OC RS.	SC RS.	ST RS.
Opening Balance as on 1.4.2019							A. Out-of Pocket allowance to Programme Officer ( Rs.400X12)			
Grant received thro PFMS mode:										
First Installment : Rs.....							B Clerical Assistance (Rs.100X12)			
Second Installment: Rs.....										
Interest from Bank							C. Programme Development			
Other Receipts							Stationery & Photos Rs.....			
							Orientation Rs.....			
							Refreshments Rs.....			
							TA to PO & Volunteers Rs.....			
							Utensils & Equipment Rs.....			
							Hospitality Charges Rs.....			
							Bank Charges Rs.....			
							Audit Fees Rs.....			
							Total Expenditure on the above (A to C)			
							Closing Balance as on 31.3.2020 (as per Bank Pass Book & College Cash Book)		Nil	Nil
Total							Total			

Signature of Programme Officer (s)

Signature of the Principal with seal

**UTILISATION CERTIFICATE**

Certified that we have audited the NSS accounts with reference to the relevant facts of accounts, supported by proper vouchers and found correct. It is also certified that the Closing Balance as on 31.3.2020 is in agreement with the Bank Pass Book and Cash Book.

Certified that the grant has been utilized for the purpose for which it is released.

Signature of Chartered Accountant with Seal

Date :

**Proforma for nomination of New Programme Officer to look after the  
NSS Unit in the College / Institution / School**

Bio-Data of Thiru / Tmt. / Selvi.....nominated as Programme  
Designation.....Department.....College / School.  
Officer of Unit No:..... of.....

**I. Personal**

1. Name of the Teaching Faculty :
2. Date of Birth & Age :
3. Community :
4. E Mail ID :
5. Contact Mobile Number :
6. Present Residential Address :
7. Date of Appointment in the Institution :
8. Total Teaching Experience  
(Including previous experience in other organizations)

Photo

**II. Academic**

9. Qualification :
10. Seminar / Workshop / Course Attended :

**III. General**

11. Previous Experience in NSS :
12. Special talents :

**DECLARATION**

I .....Designation.....of College / School here  
assure that as a NSS Programme Officer, I will carry out the principles enunciated in the NSS  
Manual in true letter and spirit.

I shall undergo the General Orientation Course within one year from the date of appointment  
as Programme Officer.

I shall maintain the records prescribed in the Manual and handover them to the person  
concerned as and when required.

I shall discharge duties honestly to boost the image of the NSS and the parent Institution.

**Signature of the newly nominated NSS Officer**

**Countersigned**

**Signature of the Principal / School with office seal**



# ANNEXURE - A

## NSS VOLUNTEER ENROLMENT PROFORMA (AT UNIT LEVEL)

Name of the College / School.....

Address.....

Name of the University / Directorate.....

Unit No.....

Affix  
passport  
size photo

1	Name of the Volunteer				
2	Father / Guardian's Name				
3	Father / Guardian's Phone No.				
4	Sex	Male		Female	
5	Date of birth				
6	Year & Branch in which studying				
7	Community	General	SC	ST	OBC
8	Residential Address				
9	Blood Group				
10	Height in _____ (Cm)	Weight _____ Kg			
11	Mobile Phone No.				
12	E-mail ID				
13	Aadhaar Card No.				
14	Date / Year of Enrolment				
15	Cultural Talents (Please Specify)				
16	Hobbies				

### Declaration

I..... hereby agree to obey all the rules and regulations of National Service Scheme and work imbining the spirit of the Scheme.

Date :

Signature of applicant

Place :

For office use only

Date of enrolment :

Enrolment No. :

Remarks if any :

Signature of the Programme Officer

**ANNEXURE - B**  
**PROFORMA FOR SUBMISSION OF ENROLMENT PARTICULARS**  
**TO THE PROGRAMME COORDINATOR, UNIVERSITY / DIRECTORATE**

Name of the College / School: .....

Number of Units.....

Name of the Programme Officer.....

Programme Officer's Mobile Phone Number.....

Programme Officer's E-Mail ID.....

Sl. No.	Particulars	SC			ST			Other Category(OC)			Total		
		M	F	T	M	F	T	M	F	T	M	F	T
1	No. of volunteers newly enrolled in NSS (1 <sup>st</sup> year)												
2	No. of volunteers continued in NSS ( 2 <sup>nd</sup> year)												
	Total												

**Signature of the Programme Officer**

**Note:** Please furnish the details (hard & soft copy) to University / Directorate for compilation and onward transmission to NSS Regional Directorate & State NSS Cell.



**ANNEXURE - C**

**PROFORMA FOR SUBMISSION OF ENROLMENT PARTICULARS  
TO THE PROGRAMME COORDINATOR, UNIVERSITY / DIRECTORATE**

Name of the College / School: .....

Number of Units.....

Name of the Programme Officer.....

Programme Officer's Mobile Phone Number.....

Programme Officer's E-Mail ID.....

Sl. No	Name of the Student	Year & Branch of Study	Date of Birth	Sex Male/Female	Community	Aadhaar Card No.	Mobile Ph. No.	E-Mail ID

Signature of the Programme Officer

Note: Please send the details (hard & soft copy) immediately to the University / Directorate for consolidation and onward transmission to NSS Regional Directorate & State NSS Cell to get the NSS Grant for the year 20\_\_20\_\_

# NSS VOLUNTEER WORK DIARY



Year \_\_\_\_\_

Name of the University / Directorate: \_\_\_\_\_

Name of the Institution: \_\_\_\_\_

## NSS Volunteer Bio - Data (at unit level)

Name of the College / School \_\_\_\_\_

Name of the University / Directorate \_\_\_\_\_

Unit No. \_\_\_\_\_

1	Name of the Volunteer			
2	Father/Guardian's Name			
3	Father/Guardian's Phone No			
4	Sex	Male		Female
5	Date of birth			
6	Class in which studying			
7	Community	SC	ST	OC
8	Residential address			
9	Blood Group			
10	Height in _____ (Cms)	Weight	K.g	
11	Mobile Number:			
12	E-mail ID			
13	Aadhar Card No			
14	Date/Year of Enrolment			
15	Cultural Talents (Pl. Specify)			
16	Hobbies			

### Declaration

I, \_\_\_\_\_ here by agree to obey all the rules and regulations of National Service Scheme and work imbuing the spirit of the Scheme.

Date :

Place :

Signature of applicant

For Office use only

Date of enrolment :

Enrolment No. :

Remarks if any :

Signature of the Programme Officer



### CODE OF CONDUCT FOR NSS STUDENTS:

1. All volunteers shall work under the guidance of a group leader nominated by the Programme Officer.
2. They shall make themselves worthy of the confidence and cooperation of the group / community leadership
3. They shall scrupulously avoid entering into any controversial issue.
4. They shall keep day to day record of their activities/experience in the enclosed pages of the diary and submit to the Group Leader / Programme Officer for periodic guidance.
5. It is obligatory on the part of every volunteer to wear the NSS badge while on work.

(Volunteer Work Diary Model)

### NATIOANL SERVICE SCHEME REGULAR ACTIVITIES WORK DIARY

Sl No	Date	Place of work	Details of work	Hours From -to	Total hours	Signature of volunteer	Signature of Group Leader/Volunteer Secretary	Remarks

Signature of volunteer

Signature of the Programme Officer

### NATIOANL SERVICE SCHEME SPECIAL CAMP WORK DIARY

Date		Place of the camp	Activities under taken	Experience	Difficulties Faced and suggestions
From	To				

Signature of the Programme Officer

Signature of Volunteer

**MANDATE FORM**

Electronic Clearing Service (Credit Clearing) / Real Time Gross Settlement (RTGS)  
facility for receiving payments & Details for Registration of NSS unit under PFMS.

A. Details of Accounts Holders:-

Name of Account Holder ( Principal)	
Complete Contact Address	
College Phone No. with STD Code	
Mobile No. and Email-id	
Name of the Programme Officer	
Mobile No. and Email-id	

B. Bank Account Details:-

Bank Name	
Branch Name with Complete Address, Telephone No. and E-mail	
Whether the Branch is computerized?	
Whether the Branch is RTGS enabled? If yes then what is the Branch's IFSC Code	
Is the Branch also NEFT enabled?	
Type of Bank Account (SB)	
Complete Bank Account No. (Latest)	
MICR Code of Bank	

Date of effect:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the use Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

Date

Signature of Customer

Certified that the particulars furnished above are correct as per our records.

Date

(Bank's Stamp)



### **National Voters' Day Pledge (25<sup>th</sup> January)**

We, the citizens of India, having abiding faith in democracy, hereby pledge to uphold the democratic traditions of our country and the dignity of free, fair and peaceful elections and to vote in every election fearlessly and without being influenced by considerations of religion, race, caste, community, language or any inducement.

---

### **World No Tobacco Day Pledge (31<sup>st</sup> May)**

On this occasion of World No Tobacco Day, I take a pledge that I shall never smoke & consume any type of tobacco products in my life and motivate my family and friends to not to smoke & use any tobacco products. I shall keep the campus of my office tobacco free and shall also motivate my colleagues for the same.

---

### **Communal Harmony Day Pledge ( August 20<sup>th</sup> )**

I take this solemn pledge that being a NSS Volunteer I will work for the emotional oneness and harmony of all the people of India regardless of caste, region, religion or language. I further pledge that I shall resolve all differences among us through dialogue and constitutional means without resorting to violence

---

### **NSS Day Volunteers Pledge (24<sup>th</sup> September )**

We the student volunteers and proud members of the National Service Scheme do hereby pledge that we shall uphold the pride and prestige of our National Service Scheme and always strive to maintain Tolerance & Sacrifice, Love & Concern, service & sacrifice and follow high standards of ethics in life. We also pledge that we will never resort to any sort of violence instead strive to settle all differences and disputes relating to religion, language, region, political and economic grievances by peaceful and constitutional means. We promise to work with dedication to preserve and strengthen the integrity of our nation and committed to selfless service to the society.

---

### **Environmental Day pledge ( 5<sup>th</sup> June )**

I take this solemn pledge that being a NSS Volunteer I will work for life on earth and survival of my life, my family and all my fellow citizens in my country. I will strive to make all efforts to understand and behave responsibly to protect our biological diversity. I will respond to the increasing loss and damages to our plants, animals and other living organisms in this planet. I accept my responsibility as student volunteer to promote and conserve the sustainable management of biological resources and biological diversity around me. On this World Environment Day, let us work collectively to conserve the precious environment resources and Let us promise to live in harmony with Mother Nature and keep our Earth clean and green,"

### **National Unity Day Pledge (31<sup>st</sup> October)**

[The NSS Volunteers are requested to take the following pledge on 31<sup>st</sup> October being the birth day of Sardar Vallbhai Patel]

I solemnly pledge that I dedicate myself to preserve the Unity, Integrity and security of the Nation and also strive hard to spread this message among my fellow countrymen. I take this pledge in the spirit of unification of my country which was made possible by the vision and actions of Sardar Vallabhbhai Patel. I also solemnly resolve to make my own contribution to ensure internal security of my country.

---

### **Swachhata Shapath - Pledge of Cleanliness (2<sup>nd</sup> October)**

I take this solemn pledge that being a NSS Volunteer I will work for the cleanliness of my country and strive to make the entire place neat & clean.

I further pledge that, I shall devote 100 hours every year for cleanliness activities. I will sincerely render my best efforts to make my home & all other public places, colleges & schools, cities & villages, bus & Railway stations, rivers & lakes and all surroundings in my country neat and clean.

I will affirm that I will not indulge in any activities which work against the spirit of cleanliness in all the places. With my responsible behavior and sincere efforts I shall strive to achieve the mission Swachh Bharat by all possible means of my life.