

NATIONAL SERVICE SCHEME MANUAL



Hemchand Yadav Vishwavidyalaya, Durg (C.G.)
हेमचंद यादव विश्वविद्यालय, दुर्ग (छ.ग.)

A large, stylized Ashoka Chakra in blue, featuring 24 spokes radiating from a central hub, with a decorative border of 24 small circles.

NATIONAL SERVICE SCHEME MANUAL (REVISED)

2006

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

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PART-I INTRODUCTION OF NATIONAL SERVICE SCHEME

Chapter 1 : PHILOSOPHY OF NATIONAL SERVICE SCHEME

History and Growth of NSS:

1. In India, the idea of involving students in the task of national service dates back to the times of Mahatma Gandhi, the father of the nation. The central theme which he tried to impress upon his student audience time and again, was that they should always keep before them, their social responsibility. The first duty of the students should be, not to treat their period of study as one of the opportunities for indulgence in intellectual luxury, but for preparing themselves for final dedication in the service of those who provided the sinews of the nation with the national goods & services so essential to society. Advising them to form a living contact with the community in whose midst their institution is located, he suggested that instead of undertaking academic research about economic and social disability, the students should do “something positive so that the life of the villagers might be raised to a higher material and moral level”.
2. The post-independence era was marked by an urge for introducing social service for students, both as a measure of educational reform and as a means to improve the quality of educated manpower. The University Grants Commission headed by Dr. Radhakrishnan recommended introduction of national service in the academic institutions on a voluntary basis with a view to developing healthy contacts between the students and teachers on the one hand and establishing a constructive linkage between the campus and the community on the other hand.
3. The idea was again considered by the Central Advisory Board of Education (CABE) at its meeting held in January, 1950. After examining the various aspects of the matter and in the light of experience of other countries in this field, the Board recommended that students should devote some time to manual work on a voluntary basis and that the 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 labour service for students for one year was further stressed. Consequent upon this, labour and social service camps, campus work projects, village apprenticeship scheme etc. , were put into operation by various educational institutions. In 1958, the then Prime 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.
4. In 1959, a draft outline of the scheme was placed before the Education Minister's 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 it was imparted in schools and colleges, left something to be desired and it was necessary to supplement it with programmes which would arouse interest 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

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- 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 enroll themselves in a college or a university. The scheme was to include some military training, social service, manual labour and general education. The recommendations of the Committee could not be accepted because of its financial implications and difficulties in implementation.
5. 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.
 6. 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 their 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.
 7. The Vice Chancellors’ Conference in September, 1969 welcomed this 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 also 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.
 8. 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.
 9. 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 the Gandhi Centenary Year

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as it was Gandhiji who inspired the Indian youth to participate in the movement for Indian independence and the social uplift of the downtrodden masses of our nation.

10. The cardinal principle of the programme is that it is organised by the students themselves and both students and teachers through their combined participation in social service, get a sense of involvement in the tasks of national development. Besides, the students, particularly, obtain work experience which might help them to find avenues of self-employment or employment in any organisation at the end of their university career. The initial financial arrangements provided for an expenditure of Rs. 120/- per NSS student per annum to be shared by the Central and the State Governments in the ratio of 7:5 i.e. the Central Government spending Rs. 70/- and State Governments Rs. 50/- respectively per NSS student per year. An amount of Rs. 120/- per NSS student per annum on programmes to be shared by the Central and State Governments in the ratio of 7:5 (i.e. Rs. 70/- per student by the central government and Rs. 50/- per student by the State Governments). Keeping the inflation in view, it is now under consideration to revise the amount for Special Camping and Regular Activities.
11. The response of students to the scheme has been quite encouraging. Starting with an enrollment of 40,000 students in 1969, the coverage of NSS students, increased to 11.36 lakhs during 1995-96. The coverage of NSS students during the 6th, 7th and 8th Five Year Plan was as under:-

1980-81	-	4.75 lakhs
1981-82	-	5.12 lakhs
1982-83	-	5.40 lakhs
1983-84	-	5.71 lakhs
1984-85	-	6.10 lakhs
1985-86	-	7.20 lakhs
1986-87	-	7.74 lakhs
1987-88	-	8.50 lakhs
1988-89	-	8.88 lakhs
1989-90	-	10.38 lakhs
1990-91	-	10.97 lakhs
1991-92	-	10.26 lakhs
1992-93	-	10.26 lakhs
1993-94	-	11.16 lakhs
1994-95	-	11.24 lakhs
1995-96	-	11.36 lakhs
1996-97	-	12.89 lakhs
1997-98	-	13.52 lakhs

12. The scheme now extends to all the states and universities in the country and covers +2 level also in many states. Students, teachers, guardians, persons in authority in government, universities and colleges/schools and the people in general now realize the need and significance of NSS. It has aroused among the student youth an awareness of the realities of life, a better understanding and appreciation of the problems of the people. NSS is, thus, a concrete attempt in making campus relevant to the needs of the community. There are several instances of excellent work and

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exemplary conduct of NSS units which have earned them respect and confidence of the people. The special camping programmes organised under the themes of 'Youth Against Famine (1973)', 'Youth Against Dirt & Disease (1974-75)', 'Youth for Eco-Development' and 'Youth for Rural Reconstruction' 'Youth for National Development and Youth for Literacy (1985-93)' 'Youth for National Integration and Communal Harmony (1993-95)' have resulted in gains both to the community as well as to the students. The theme for the year 1995-96 onwards for Special Camping is Youth for Sustainable Development with focus on Watershed Management and Water land Development'. Themes have been selected in accordance with national priorities. Also, from 1991-92 onwards NSS has launched a nationwide campaign on AIDS Awareness called "Universities Talk AIDS" (UTA) which has earned international attention and appreciation.

13. Community service rendered by university and +2 level students has covered several aspects like adoption of villages for intensive development work, carrying out the medico-social surveys, setting up of medical centres, programmes of mass immunization, sanitation drives, adult education programmes for the weaker sections of the community, blood donation, helping patients in hospitals, helping inmates of orphanages and the physically handicapped etc. NSS volunteers did commendable relief work during natural calamities/emergencies such as cyclones, floods, famine, earthquake, etc. From time to time all over the country. The NSS students have also done useful work in organising campaigns for eradication of social evils, and popularization of the nationally accepted objectives like nationalism, democracy, secularism, social harmony and development of scientific temper.

Proposed Expansion

14. NSS programme have expanded both quantitatively and qualitatively over the years. A review committee was set up by the Government of India in August, 1984. One of the important recommendations of the committee was that the programme of NSS had great potential and, therefore, should continue and expand. The committee also recommended a 10 percent rate of growth of coverage of students under NSS in each year. This recommendation of the committee has been accepted by the government and by the end of IX Plan, the target of covering 20.00 lakh students under the programme is to be achieved.
15. Recently, the scheme has been extended to form an open unit, involving ex-NSS volunteers, and persons having an aptitude for social work.

NSS at + 2 Stage

16. The scheme at +2 stage was introduced in 1985 on an experimental basis in states of Karnataka, Kerala, Tamil Nadu, Goa, Gujarat, West Bengal and Union Territory of Daman and Diu. It has been extended to other states after an evaluation conducted by specialized agencies. By the year 1992 the SS programme has been extended to the States of Gujarat, Kerala, Punjab, Haryana, West Bengal, Rajasthan, Tamil Nadu, Goa and Union Territories of Chandigarh, Delhi and Pondicherry covering 1.60 lakh students. Presently, the total strength of NSS is more than 1.3 million.

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- 16.1 As the role of NSS has been appreciated and recognized in the New Education Policy, the State Governments are requested to increase the coverage. For this purpose, the State Governments are expected to make necessary provisions in their budget in order to be able to meet the expenditure on 10 percent increase in the number of NSS volunteers every year.

Special emphasis in National Policy on Education, 1986 (Revised 1992).

17. The National Policy on Education 1986, with modification undertaken in 1992 envisages that opportunities will be provided for the youth to involve themselves in national and social development through educational institutions and outside agencies. Students will be required to participate in one or the other existing schemes, namely, the National Service Scheme, National Cadet Corps. The National Service Volunteer Scheme will also be strengthened.

“Academic credit for extension work could be considered and in certain areas directly related to extension activities like social work and rural development” (National Policy on Education – Recommendation para 8.22).

“We strongly reiterate para 8.22 of NPE. Adequate facilities should be provided to ensure that all students participate in one or the other existing schemes, particularly National Service Scheme (NSS) and National Cadet Corps (NCC)” Para 13.4 Central Advisory Board of Education Committee on Policy – January, 1992.

- 17.1 In pursuance of the above recommendations the programme of Action 1992 on National Policy on Education provides that special incentives be evolved to encourage teachers’ interest and participation, quite apart from incentives to encourage and sustain participation of students and youth in these programmes. Possible incentives may include the following:-
- (a) Recognition of the outstanding contribution of teachers to NSS as an extension work under the third dimension of the university system as equivalent to research work.
 - (b) Special incentives for teachers for outstanding contributions under NSS.
 - (c) Special incentives for students with outstanding records under NCC, NSS etc. at the time of their admission to college and university and also for promotion within colleges and universities.
- (Para No.20.3.3 Programme of Action 1992 on National Policy on Education by Government of India, Ministry of Human Resource Development)
- 17.2 From the above, it is evident that special emphasis has been given to NSS in National Policy on Education in which it has been proposed that every student would be expected to participate either in NSS or NCC. It is now realized that the scheme is useful for the personality development of the students, particularly in the context of the present campus situation in our country where the opportunities to students for personality development and other activities are scarce. There is thus a need for the Centre and the State Governments to work towards a situation where all the students in universities, colleges

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and +2 level can have such opportunities through the NSS and NCC as envisaged in National Policy on Education.

18. The past experience of National Service Scheme is quite heartening. It has provided diversified opportunities to students in schools/colleges and universities to develop their personality through community service.

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Chapter-2 : 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.

Objectives:

1. The broad objectives of NSS are to:
 - (i) understand the community in which they work
 - (ii) understand themselves in relation to their community;
 - (iii) identify the needs and problems of the community and involve them in problem solving process;
 - (iv) develop among themselves a sense of social and civic responsibility;
 - (v) utilize their knowledge in finding practical solution to individual and community problems;
 - (vi) develop competence required for group living and sharing of responsibilities;
 - (vii) gain skills in mobilizing community participation;
 - (viii) acquire leadership qualities and democratic attitude;
 - (ix) develop capacity to meet emergencies and natural disasters and
 - (x) practice national integration and social harmony.

The Motto

2. 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

3. The symbol of the National Service Scheme, as appearing on the cover page of this 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,

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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

4. 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 Day

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

NSS Song

6. During Silver Jubilee Year the NSS theme song has been composed. All NSS volunteers are expected to learn the theme song and sing the song during NSS programmes and celebrations. The theme song cassette is available and the theme song is given in the end of the Manual.

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PART – II NSS PROGRAMMES AND ACTIVITIES

Chapter 1 : BASIC CONCEPTS AND COMPONENTS

1. The National Service Scheme was started to establish a meaningful linkage between the campus and the community. Mahatma Gandhi, 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 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

1.1 The Programme Officer, who is a member of the teaching faculty provides necessary leadership to the youth/NSS students. The teacher/NSS programme officer has the professional knowledge and skills. He/she is also a representative of the school/college and the educated elite 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 Volunteer

1.2 The NSS volunteer, who is a 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, organiser, 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 NSS student youth better citizens through “Development of their personality through Community Service”.

Community

1.3 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.

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Aims of NSS Programmes/Activities

- 1.4 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:-
- (i) 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;
 - (ii) 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;
 - (iii) Encouraging students and non-students to work together along with the adults in rural areas;
 - (iv) 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;
 - (v) Emphasizing dignity of labour and self- help and the need for combining physical work with intellectual pursuits;
 - (vi) 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

- 1.5 NSS activities have been divided in two major groups. These are regular NSS activities and special camping programme –
- (a) Regular NSS Activity: Under this, students undertake various programmes in the adopted villages, college/school campuses and urban slums during week ends or after college hours;
 - (b) Special Camping Programme: Under this, camps of 10 days duration are organised in adopted villages or urban slums during vacations with some specific projects by involving local communities. 50% NSS volunteers are expected to participate in these camps. Special Camping programme under NSS has been dealt with in Part III in detail.
- 1.6 NSS Regular Activities: As stated above, NSS volunteers undertake various activities in adopted villages and slums for community service. Duration of these

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services is 120 hours. The NSS units organise the regular activities as detailed below:

- (i) Orientation of NSS volunteers: To get the NSS volunteers acquainted with the basics of NSS programmes, 20 hours are allocated for their orientation through lectures, discussions, field visits and audio-visuals etc.
- (ii) Campus Work: The NSS volunteers may be involved in the projects undertaken for the benefit of the institution and students concerned. Such projects cover development of play grounds, laying of gardens, tree plantation in the premises, awareness programmes on drug-abuse, AIDS, population education and other projects. The NSS volunteers may work on campus projects for not exceeding 30 hours in a year;
- (iii) The remaining 70 hours will be utilized for community service on the projects in adopted villages/urban slums independently or in collaboration with others in this field, as detailed below:
 - (a) Institutional work: The students may be placed with selected voluntary organisations working for the welfare of women, children, aged and disabled outside the campus.
 - (b) Rural Project: The rural projects generally include the working of NSS volunteers in adopted villages for eradication of illiteracy, watershed management and wasteland development, agricultural operations, health, nutrition, hygiene, sanitation, mother and child care, family life education, gender justice, development of rural cooperatives, savings drives, construction of rural roads, campaign against social evils etc.
 - © Urban Projects: In addition to rural projects other include adult education, welfare of slum dwellers, training in civil defence, traffic control, setting up first-aid posts, work in hospitals, orphanages, destitute home, environment, population education, drug, AIDS awareness, and income generation projects etc. Professional and technical institutions having NSS may have to design appropriate programmes for the community based on the needs.
 - (d) Natural calamities & National Emergencies: The NSS units are expected to utilize the services of NSS volunteers at the time of natural calamities and national emergencies for mobilizing public support and rendering necessary assistance to the authorities in rescue, relief and rehabilitation. In such emergencies and calamities the Programme Officers are expected to take the initiative and offer the services of the NSS units and its volunteers to assist the administration. For further details please see page No.23 of the Manual.
 - (e) National Days and Celebrations: The National Service Scheme programmes also include the celebration of National days. The purpose of such a provision is to celebrate such occasions in a befitting manner. List

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of important days and weeks to be celebrated at institutional level are given in Annexure-I.

- 1.7 National Programmes: In the development perspective of any nation, certain programmes assumes special relevance in view of problems existing or anticipated. In our country, three such programmes have been launched. They are the Mass Programme of Functional Literacy, AIDS Awareness Programme and Sustainable Development with emphasis on Watershed Management & Wasteland Development. It is pertinent to mention here that NSS Volunteers have come forward with zeal to make these programmes a great success.

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CHAPTER - 2 : NSS PROGRAMMES AND ACTIVITIES

NSS Regular activities in Adopted Villages, Slums and with Voluntary Organisations

NSS volunteers generally work with villages, slums and voluntary agencies to complete 120 hours of regular activities during an academic year. The aim of NSS volunteers in these areas has already been discussed in the previous chapter. As per the fundamental principles of National Service Scheme, a volunteer is expected to remain in constant touch with the community. Hence, it is of vital importance that a particular village/slum is selected for implementation of NSS programmes. As the NSS volunteer is to live with the members of the community and learn from their experience during his/her tenure in NSS, the village/slum should be carefully selected for adoption by NSS unit.

1. Adoption of Villages

- 1.1 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

- 1.2 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 college so that constant contact can easily be made.

Survey of the Village/Area

- 1.3 Before drawing up the plan of action, it is absolutely necessary to conduct a comprehensive survey of few villages situated at a short distance from the college. The assistance from the teachers and students of agriculture, economics, commerce, geography, statistics, home science, social work, medicine, psychology and education etc. have to be sought for the purpose. 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 development. The applied field work will help the students to increase their analytical ability and deepen their thinking. Further, this will

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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)

Identification of Problem(s)

- 1.4 It is on the basis of this need assessment that projects/programmes are to be formulated. The programme officers should use their discretion and should identify the projects which can be completed by seeking assistance from the communities/other agencies.
- 1.5 As the aim of adoption of village or area is to give new ideas of development to the villagers which would improve their living conditions. Once the trust of the communities is won, they start cooperating with the NSS volunteers and approach them for solution of their problems. One of the important service that can be rendered by NSS volunteers is disseminating information about the latest developments in agriculture, watershed management, wastelands development, non-conventional energy, low cost housing, sanitation, nutrition and personal hygiene, schemes for skill development, income generation, government schemes, legal aid, consumer protection and allied field. A liaison between government and other development agencies like Banks, IRDP, ICDS, NREP, DWCRA, JRY etc. can also be made.
- 1.6 The Programme Officers (PO) should motivate the communities to involve themselves with NSS for the community development work undertaken by the NSS unit. Further he or she will have to seek the help of various government departments and agencies for technical advice and financial assistance. Therefore, he/she must establish a good rapport with the government officials and development agencies. For this, it is better if the administration is taken into confidence by prior consultations.

Completion of Projects

- 1.7 As already stated, the Programme Officer must select the projects very carefully as the image of NSS depends upon the successful completion of such projects. Successful completion of the projects can win appreciation and credit of the community.

Evaluation of Project

- 1.8 Every project should be evaluated after its completion by involving members of the community, Government officials and Panchayat officials. The NSS unit should learn from the lapses in the execution of the project and plan for the next project keeping in view the bottlenecks and constraints faced by them during the earlier project.

2. Adoption of Slums

Most of the colleges and universities are usually located in the urban areas. Due to long distance between the college campuses and the villages, the visits to the adopted villages by the NSS volunteers may become expensive and time consuming. In view of this, it is desirable to adopt slum especially by colleges located in urban areas.

Survey of the Slum

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- 2.1 For adoption of a slum, there should be composite survey team consisting of students drawn from faculties like, Arts, Science, Engineering, Medicine, Home Science and Social Work etc. The selected areas should be compact and should be easily accessible for students. Areas with acute political conflicts may be avoided.
- 2.2 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.

Services in Slums

- 2.3 The slum, tenements, jhuggis and jhoupri can be adopted by the NSS units with the aim of slum improvement and check its spread. Under this, activities like providing water, water logging, sanitation, electricity, drainage, health and welfare services, life and living conditions, can be undertaken.

NSS volunteers for Slum Work

- 2.4 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.
- 2.5 Following are the tasks which the students can undertake in slum areas:-
 - (a) As Community Investigators: They can prepare brief community profile on various slums in the city or town covering different amenities, services, and living conditions etc.
 - (b) As Community Workers: They can identify local leaders and in cooperation with them discuss local problems on which cooperative action can be initiated.
 - © As Programme Aides: Students can help the local communities in launching a number of programmes like setting up a free milk distribution centre, sanitation drive, recreation, adult and primary education, health projects like immunization, first aid centre, child care, nutrition classes, and free legal aid centres etc. They can also help in forming youth clubs, children's groups, mahila mandals etc.
 - (d) As Community Organizers: NSS students, after establishing rapport with the slum dwellers, can form community association to tackle local problems on a group basis with reliance on local resources, self help and mutual aid and with some minimum external assistance.

2.6 Some suggestions for Selection of slums

- (i) There should be a socio-economic survey of the slum by a team of volunteers drawn from different faculties;
- (ii) The selected area should be compact. There should not be more than 300 residents in an adopted slum;

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- (iii) The community people should be receptive to the ideas of improving their living standard. They should also be ready to coordinate and involve in the projects undertaken by the NSS for their upliftment;
- (iv) The areas where political conflicts are likely to arise should be avoided by the NSS units;
- (v) The area should be easily accessible to the NSS volunteers to undertake frequent visits to slums;
- (vi) The working in the slum needs commitment and hard work. Only sensitive and highly motivated NSS volunteers can find easy to serve in slum areas.

3. Coordination with Voluntary Organisations

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 organisations working in this field.

- 3.1 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 organisation 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 organisations can also help in forming public opinion in favour of NSS projects. Adult education samitis, Nasha Bandi Boards, Yuva Mandals and Mahila Mandals 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 work opportunities in the welfare institutions may be enumerated as under:-

- (i) adoption of welfare institutions and helping the inmates and staff by arranging outings, fund collection drives, reading and writing letters for those who are unable to do so;
- (ii) propagation of the message of small family norms, health education, small savings drives etc;
- (iii) working for improvement of physical environment;
- (iv) programme of non-formal education and general literacy classes;
- (v) organisation of economic development activities;
- (vi) establishment of hobby centres and
- (vii) assisting in the rehabilitation work of the disabled, destitute etc.

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In addition, NSS units and welfare agencies can take up joint community development projects and other programmes of community welfare and awareness depending on the local needs.

- 3.2 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.

4. National Service Volunteer Scheme (NSVS)

This scheme provides opportunities for outstanding Ex-NSS volunteers to undertake service oriented activities on a full time basis.

- 4.1 The placement of the volunteers is made with the university Programme Coordinators, colleges or institutions having NSS units. The NSS volunteers assist the concerned authorities in field work and projects concerning youth and community. They cannot be employed on any clerical or office work. The NSVs are given a stipend of Rs. 500/- per month, and a traveling allowance of Rs. 200/- per month and Rs. 100 as annual contingency expenditure. Selection of NSVs is made by a Committee constituted for this purpose. The placement of volunteer is for a period of one year initially which can be extended for another year subject to assessment of his/her performance. The stipend including traveling allowance and contingency expenditure is borne by the Department of Youth Affairs & Sports.
- 4.2 The Department of Youth Affairs & sports has published pamphlets on youth programmes. These pamphlets may be obtained from the Under Secretary, Publication Unit, Department of Youth Affairs & Sports, Shastri Bhawan, New Delhi-110001 or from NSS Regional Centres and Nehru Yuva Kendras.
- 4.3 The Department of Youth & Sports does not entertain proposals regarding any youth programmes directly from the sponsor. These proposals are processed at initial stage by the NSS Regional Centres in their respective region. Therefore, it is desirable that the Regional Centres are approached for detailed information for preparing such proposal in consultation with the Programme Coordinator of the University.
- 4.4 The authorities concerned with National Service Scheme sincerely desire that the benefit of these programmes should reach the NSS volunteers who are the target groups of these programmes.

5. Day Camps

Some universities have informed that NSS volunteers fail to complete the prescribed 120 hours in social work under NSS programme due to disturbance caused to academic session. It was therefore suggested that NSS units may be allowed to organize day camps to complete the prescribed 120 hours of NSS regular work. These camps of 8 hours

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duration may be organised on week ends and holidays. They may do the community work for 16 hours in 2 consecutive days. Expenditure not exceeding Rs. 8/- per head per day may be incurred towards refreshment and transport expenses out of college/+2 level NSS regular activity grants meant for the development of programme. Such camps can be organised selectively when felt necessary in consultation with the Principals of the Institutions.

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PART – III SPECIAL CAMPING PROGRAMME

Chapter-1 : SPECIAL CAMPING PROGRAMME

Special Camping forms an integral part of National Service Scheme. It has special appeal to the youth as it provides unique opportunities to the students for group living, collective experience sharing and constant interaction with community.

1. Special campings are organised generally on various developmental issues of national importance. In the past the themes of the Special Camping Programmes have been ‘Youth Against Famine’, ‘Youth Against Dirt and Disease’, ‘Youth for Rural Reconstruction’, ‘Youth for Eco-Development’ and ‘Youth for Mass Literacy’, ‘Youth for National Integration & Social Harmony’. The current theme of Special Camp is ‘Youth for Sustainable Development with special focus on Watershed Management and Wasteland Development. Every year 50 percent of the volunteers of each NSS unit are expected to participate in special camps which is of ten days duration.

Contributions of Special Camping Programme

1.1 Concerted efforts have to be made for a number of years for reconstruction activities in rural areas and urban slums for improving the living conditions of economically and socially weaker sections of the community. For this, the universities colleges land +2 institutions having NSS have a special role to play in collaboration with other Departments and local authorities engaged in Development work. They should adopt a village or group of villages/urban slums for intensive social development, where special camps are organised by them year after year to create tangible and durable community assets.

Objectives of the Special Camping programme

1.2 The primary objectives of the special camping programmes are:-

- (i) 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.
- (ii) 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.
- (iii) 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;
- (iv) 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. The

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local leadership generated during the camps would also be useful in ensuring proper maintenance of the assets created as a result of the camps.

- (v) Emphasizing the dignity of labour and self- help and the need for combining physical work with intellectual pursuits, and
- (vi) Encouraging youth to participate enthusiastically in the process of national development, and promote national integration through democratic living and cooperative action.

Suggestive list of activities during Regular as well as Special Camping

1.3 The aim of the Regular and special Camping Programme is to bring youth face to face with the community and make efforts to improve their life. The NSS volunteers are to devote about 80 hours in Regular Activities for the development of the adopted village. Special Camping has been conceived as an opportunity to live with that community for 10 days, and experience the conditions and problems of the people. The NSS volunteers need to be inspired to take initiatives for the improvement of their condition. Although the focus of the Special Camps change periodically and regular programmes are organised in response to the community needs at the micro- level, some broad areas of activities are enumerated below:-

(a) Environment Enrichment and Conservation: Whereas the main theme for the special camping programme would be “Youth for Sustainable Development”, activities aimed at environment – enrichment would be organised under the sub-theme of” Youth for Better Environment”. The activities under this sub-theme would inter-alia, include:

- (i) plantation of trees, their preservation and upkeep (each NSS unit should plant and protect at least 1000 saplings);
- (ii) creation of NSS parks/gardens, Tarun Treveni Vanas.
- (iii) Construction & maintenance of village streets, drains, etc. so as to keep the environment clean;
- (iv) Construction of sanitary latrines etc.
- (v) Cleaning of village ponds and wells;
- (vi) Popularization and construction of Gobar Gas Plants, use of non-conventional energy;
- (vii) Environmental sanitation, and disposal of garbage & composting;
- (viii) Prevention of soil erosion, and work for soil conservation,
- (ix) Watershed management and wasteland development
- (x) Preservation and upkeep of monuments, and creation of consciousness about the preservation of cultural heritage among the community.

(b) Health, Family Welfare and Nutrition Programme:

- (i) Programme of mass immunization;
- (ii) Working with people in nutrition programmes with the help of Home Science and medical college students;
- (iii) Provision of safe and clean drinking water;
- (iv) Integrated child development programmes;

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- (v) Health education, AIDS Awareness and preliminary health care.
- (vi) Population education and family welfare programme;
- (vii) Life style education centres and counseling centres.

© Programmes aimed at creating an awareness for improvement of the status of women:

They may, inter-alia, include:

- (i) programmes of educating people and making them aware of women's rights both constitutional and legal;
- (ii) creating consciousness among women that they too contributed to economic and social well-being of the community;
- (iii) creating awareness among women that there is no occupation or vocation which is not open to them provided they acquire the requisite skills; and
- (iv) imparting training to women in sewing, embroidery, knitting and other skills wherever possible.

(d) Social Service Programmes:

Depending on the local needs and priorities, the following activities/programmes may be undertaken:-

- (i) work in hospitals, for example, serving as ward visitors to cheer the patients, help the patients, arranging occupational or hobby activities for long term patients; guidance service for out-door-patients including guiding visitors about hospital's procedures, letter writing and reading for the patients admitted in the hospital; follow up of patients discharged from the hospital by making home visits and places of work, assistance in running dispensaries etc.
- (ii) work with the organisations of child welfare;
- (iii) work in institutions meant for physically and mentally handicapped;
- (iv) organising blood donation, eye pledge programmes;
- (v) work in Cheshire homes, orphanages, homes for the aged etc.;
- (vi) work in welfare organisations of women;
- (vii) prevention of slums through social education and community action;

(e) Production Oriented Programmes:

- (i) working with people and explaining and teaching improved agricultural practices;
- (ii) rodent control and pest control practices;
- (iii) weed control;
- (iv) soil-testing, soil health care and soil conservation;
- (v) assistance in repair of agriculture machinery;
- (vi) work for the promotion and strengthening of cooperative societies in villages;
- (vii) assistance and guidance in poultry farming, animal husbandry, care of animal health etc.;
- (viii) popularization of small savings and

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(ix) assistance in procuring bank loans

(f) Relief & Rehabilitation work during Natural Calamities:

These programme would enable the students to understand and share the agonies of the people affected in the wake of natural calamities like cyclone, flood, earthquakes, etc. The main emphasis should be on their participation in programmes, and working with the people to overcome their handicaps, and assisting the local authorities in relief and rehabilitation work in the wake of natural calamities. The NSS students can be involved in:-

- (i) assisting the authorities in distribution of rations, medicine, clothes etc.;
- (ii) assisting the health authorities in inoculation and immunization, supply of medicine etc.;
- (iii) working with the local people in reconstruction of their huts, cleaning of wells, building roads etc.;
- (iv) assisting and working with local authorities in relief and rescue operation;
- (v) collection of clothes and other materials, and sending the same to the affected areas;

(g) Education and Recreations:

Activities in this field could include:

- (i) adult education (short-duration programmes);
- (ii) pre-school education programmes;
- (iii) programmes of continuing education of school drop outs, remedial coaching of students from weaker sections;
- (iv) work in crèches;
- (v) participatory cultural and recreation programmes for the community including the use of mass media for instruction and recreation, programmes of community singing, dancing etc.;
- (vi) organisation of youth clubs, rural land indigenous sports in collaboration with Nehru Yuva Kendras;
- (vii) programmes including discussions on eradications of social evils like communalism, castism, regionalism, untouchability, drug abuse etc.;
- (viii) non-formal education for rural youth and
- (ix) legal literacy, consumer awareness.

1.4 The above is only an illustrative list of the type of activities that can be undertaken. Under the programme it would be open to each NSS Unit to undertake one of these programmes or any other activity which may seem desirable to them according to local needs. The NSS Unit should aim at the integrated development of the area selected for its operation which could be a village or a slum. It has also to be ensured that at least a part of the programme does involve manual work.

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Planning

To achieve the objectives of the Special Camping Programme, appropriate planning at State, University and college level is very essential.

1. The camps under special camping programme should be planned well in advance. Special attention should be paid to the needs of the backward areas.

1.1 Planning at the State Level:-

(i) Meeting of the State Advisory Committee:

The State Liaison Officer should convene the meeting of the State Advisory Committee and submit the proposal for the conduct of the Special Camping Programme under NSS during the year. All aspects of the camping and special projects to be undertaken at the state, university and +2 level should be brought to the notice of the State Advisory Committee. The allocation of the strength of special Camping Programme and pattern of financial expenditure for special camping programme should also be got approved from the State Advisory Committee as prescribed by the Administrative and Financial directives.

(ii) Allocation of strength:

A meeting of the Programme Coordinators of the Universities, +2 stage and the Heads of the NSS Regional Centre should be convened. The Programme Coordinators will make the demand of allocation for Special Camping Programme for their University/+2 Council. The State Liaison Officer will issue necessary orders regarding the allocation of the strength for Special Camping Programme to the various Universities and +2 level.

(iii) Approval of the State Advisory Committee :

The state and university/+2 level projects should be identified and earmarked, so that necessary action may be initiated in time.

(iv) Inter-departmental Coordination :

The State Liaison Officer will take necessary steps to develop coordination with different Departments and agencies which are likely to collaborate in the Special Camping Programme. Meeting of the NSS Programme Coordinators, Head of the NSS Regional Centre and officials of the concerned departments should be convened for discussion and implementation. The representatives of the departments like Health, Rural Development, Panchayati Raj, Agricultural Extension, Land Reforms, Public Relations, PWD, Urban Development, Forest, Khadi and Village Industries, Archaeology etc. are usually associated with the camps.

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(v) Release of grants to the Universities and +2 Council

The State Liaison Officer should ensure that the Special Camping grants reach the Universities and +2 Councils in time. It has been observed that in some cases the State Governments do not release the grants to the Universities in time. In such cases, special camping programme suffers due to non-availability of funds despite release of central share to State Government.

It has been observed that in some cases, the Universities do not release the grants to the colleges in time. In many cases, the grants are released after the camps are over or by the end of the financial year. This is an undesirable practice. The purpose of releasing the grants to the State Government and Universities is defeated if the grants do not reach the NSS unit before holding the camps.

If some University fails to make the grants available to the college before holding the camps, the State Government should take serious note of this default and take corrective measures immediately.

1.2 Planning at University Level

(i) Meeting of the University Advisory Committee :

The meeting of the University and +2 Advisory Committee should be convened by the concerned Programme Coordinator. The allocation of strength to the various institutions for Special Camping Programme, Financial pattern of expenditure and schedule of the camps should be approved by the University/+2 level Advisory Committee.

(ii) Allocation of strength to the colleges/schools for Special Camping programme.

The allocation of strength for special camping should be made in advance; so that NSS Units are in a position to submit the proposals of Special Camping Programme to the Coordinator within time.

(iii) Issue of Guidelines :

The guidelines regarding Special Camping Programme issued for the concerned year and financial directives indicating the financial pattern of expenditure should be brought to the notice of the Principals and Programme Officers.

(iv) Release of grants to the Institutions:

Special Camping grants are to be released to the Institutions one month in advance of the proposed commencement of the camps.

1.3 Planning at Institution level

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(i) Socio-economic and health survey:

It is expected that the concerned NSS Unit has already conducted the Socio-economic and Health survey of the adopted village/slum. Unless the survey data are utilized for planning the programme, such surveys would not serve any useful purpose. This data should therefore, be made available to the concerned authorities and followed-up during regular NSS activities. It would be preferable if such surveys in adopted village/slum (where camps are planned) are conducted as part of the normal regular programme before start the camps. Departments and authorities who would be in a position to make use of the survey data should also be involved in the conduct of the survey. It would then form part of the pre-camp planning.

(ii) Identification of the problems and needs of the adopted area:

The data collected during these surveys would give a clear idea of the needs and potential of the community. Based upon this, the projects for the camps could be planned and programmes arranged so that the projects meet the felt needs of the community.

(iii) Discussion with NSS Group Leaders, Volunteers and Colleagues regarding camp projects :

As the Special Camp is considered to be a joint venture of the teaching community and students, like NSS leaders, volunteers and teachers, the Programme Officers should take necessary initiative to discuss the details of the projects and required arrangements of the Special Camping. Efforts may be made to involve more and more people in the organisation of the camp, so that the Special Camp does not remain only as an activity organised by the Programme officer but it becomes a programme of the entire Institution.

(iv) Meeting the college/+2 level Advisory Committee :

After discussion with NSS volunteers and active colleagues, the Programme officer should convene the meeting of the Advisory Committee for finalisation of the camp details like time, dates, venue, site, projects, inauguration and the names of the guests to be invited etc.

(v) Submission of projects to the Programme Coordinator and Regional Centre :-

The Programme Officer should convey the information regarding the proposed Special Camp to the Programme Coordinator, NSS Regional Centre, State Liaison officer and the concerned TOC/TORC. The information should contain the dates, time, venue and other details of the camp. The nature of the projects to be undertaken may also be intimated to the above authorities.

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Preparation

2. Preparation at University Level

- (a) Orientation of NSS Programme Officers and NSS Leaders at University Level :

Proper orientation of teachers and student- leaders is necessary. Pre-camp orientation is compulsory for all colleges organising camps, particularly in view of the fact that special camping involve various technical aspects with which the camp organizers and students may not be familiar. Special orientation would, therefore, help in proper programmes planning and implementation. It would be preferable if the orientation for the teacher- in-charge and two student leaders from each unit is held at the University/+2 level in collaboration with NSS Regional Centre, the concerned Government Departments and Training & Orientation Centres and covers both programmes and administrative aspects of the camps. The Programme Officer (teacher- in-charge and the two student leaders) can then organise the orientation for all the students going to participate in the camp at the unit level itself or at the camp site, utilizing the services of locally available technical personnel and experts.

- (b) Consultation with the local authorities :

The preparation at the unit level should ensure consultation with the concerned local departments, the support of the local panchayat and the community in the village/slums and with active participation by local youth (upto 10%). Arrangements for upkeep of the assets created as a result of the camps shall also be ensured by the local community. Efforts should be made to identify and involve representatives of different Departments who can be approached for guidance and assistance.

- (c) Approval of Proposals submitted by the units:-

The Programme Coordinator should intimate the approval of the projects submitted by the NSS Units one month in advance. It will enable the programme officer to make necessary arrangements and contact the local authorities for the successful organisation of the camp.

- (d) Release of grants :

The grants released by the Government of India and the State Governments, may be made available to the NSS Units organising the camp before the camp actually starts. The university must advance the Special Camping grant admissible to the NSS Units subject to the conditions of sub mission of proper accounts. The remaining balance may be released on the submission of final accounts by the concerned NSS Units.

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2.1 Preparation at Unit Level

- (a) The Programme Officer will consult the relevant Departments, Panchayats, Local bodies and concerned officials of the other Departments while preparing projects. He/she must have proper assessment of the facilities available from the Departments, so that he/she does not face an untenable situation if promised facilities are not made available to him/her. The Programme officer should also consult the concerned Departments before undertaking any project on Government land, or based on its resources, so that complications may not arise at a later stage.
- (b) The Programme Officer will make necessary arrangements for the board required for the volunteers during camp. He/she will also ensure that the tools and equipments required for the projects in the camp are available in sufficient number. It has been observed that in many cases, improper supply of food and insufficient quantity of tools and equipments adversely affect the camp.
- (c) The Programme Officer should make Pre-camp visits to the area for making proper board and lodging arrangements. He/she must ensure that sufficient facilities of latrines and bath are available.
- (d) Care must be taken to see that necessary facilities are available to girl students to maintain their privacy and meet their needs.
- (e) The Programme Officer should impart training to the NSS volunteers in which all the details of the projects should be given. The volunteers should be divided into different groups and committees and the role of each committee and group should be defined to avoid over-lapping.

2.2 Guidelines for the success of Camp

- (a) Selection of proper projects :

The selection of proper projects for special camping programme can boost the morale of the campers and develop in them a sense of achievement. Hence, it is essential that suitable projects must be selected with utmost care. While identifying the projects/activities in special camping programmes, the following criteria may be kept in mind :

- (i) The needs of the locality;
- (ii) Facilities available in the area;
- (iii) Local participation;
- (iv) Possibility of completing or developing the project in 10 days and
- (v) Possibility of follow-up action in Regular Activities.

- (b) Personality Development :

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As the NSS aims at camps should be designed to achieve this objective. Group-work, team-building, community dynamics, leadership, communication skills and creativity should form part of special camps. In developing the personality of student youth, therefore special necessary, a few camps may be developed exclusively for the purpose involving key NSS volunteers.

3. Importance of successful camping programme

Special camps are considered as training grounds to train the educated citizens of tomorrow to undertake the responsibility of national reconstruction. Therefore, it is of utmost importance that the NSS volunteer who is the main participant in the whole programme draws sufficient strength and experience to play his/her role in the society. Successful camps organised with specific projects and motivation can prove a source of strength and inspiration for him/her and encourage him/her to play a positive role in the emerging society.

4. Guiding Principles

- (a) The camp should provide an environment conducive for democratic and cooperative way of life. It must encourage the NSS volunteers to participate and cooperate in camp life.
- (b) Special camps also aim to promote the spirit of self-reliance and self-disciplined way of life in society. Major emphasis should be on the fact that the NSS volunteers should direct their behaviour themselves under the guidance of the Programme Officer. The entire work of organising and running the camp e.g. clearing of the site, pitching of tents (wherever necessary), provision of sanitary services and recycling of human and vegetable wastes, cooking and serving food etc. ought to rest on the shoulders of the participants. As some of the students who participate in the camps are not trained for these elementary tasks, there should be a group of trained volunteers which can be shifted from camp to camp to provide this training.
- (c) The NSS volunteers should be able to identify themselves with the community. The gap between the poor and rich and educated and illiterate is widespread in the society.

Hence, our effort should be to bridge this gap by taking the NSS volunteers to the village to provide with opportunities to understand the community, its problem and possible solutions. An earnest effort should be made so that NSS volunteers relate themselves with the community, and not remain alienated individuals. It should be ensured that there is no discordance with the general standards of living of the areas. The task of developing a feeling of relation with the community for seeking whole-hearted cooperation of local youth, should be understood as the most vital task in the camp.

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5. Organisation of camp

- (a) Each camp will have 1-2 teachers and 2-5 student leaders who will work as camp organizers/work supervisors. Each camp may consist of a minimum of 40 and maximum of 50 participants depending upon local needs.
- (b) Active participation of local student and non-student youth (up to 10% of the camp strength) may be ensured. This can be done through suitable cultural and educational programmes, through dance, drama, music etc. undertaken in the evenings in cooperation with the local peoples.
- (c) The NSS Programme Officers should ensure adequate representation of students belonging to SC/ST and minority communities, so that young persons belonging to these communities feel fully involved in the development of the country.
- (d) Female NSS volunteers should be encouraged to participate in the camps organised by the co-educational Institutions.
- (e) Students from foreign countries may also be involved in the NSS camps, if possible.

6. Administration of the Camp

- (a) Maximum number of NSS volunteer leaders and teaching community of the institution may be involved in conducting the camp.
- (b) All NSS volunteers participating in the camp should be divided into different groups. Each one will undertake activities according to one's aptitude, educational qualification and skill. For example, one team can take up mass immunization against preventable diseases, another team can look after environmental sanitation and popularization of Gobar Gas Plants; yet another team can concentrate its work on provision of potable water or other activities chosen by the institution etc. each group may have a few local non-student youth so as to ensure local support on voluntary basis, and to ensure proper follow-up to the programmes during the term time.
- (c) The management of the camps may be done through Committees which take care of various aspects of camp life. Punctuality and discipline should be emphasised. All the participants including the teachers should strictly abide by the camp rules and stay in the camp. It is suggested that the following Committees may be formed for running the camp :-
 - (i) **Mess Committee** : It will look after the food arrangements of the camp
 - (ii) **Programme Committee** : To conduct the day-to-day activities of the camp

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- (iii) Project Committee : To take care of the project work including supply of tools and equipment.
- (iv) Cultural Programme Committee : To arrange the cultural programmes in the way that all participants get opportunity to show their skill and talent. Group performance may be given preference over individual performance.
- (v) General Discipline Committee : It will look after the discipline in the camp.
- (vi) Reception and Guest Committee : It will look after the guests in the camp, and make necessary arrangements for their arrival and departure.

7. Duration of the Camp

- (a) The NSS camp will be of 10 days duration. The NSS volunteers are expected to be in the camp throughout the period, including on the inaugural day and depart from the camp only on closing day after valedictory function.
- (b) Camps beyond 10 days may be organised by the Institution, subject to the condition that no additional finance will be made available. The additional expenditure may be met by exercising economy in the camp expenditure. The camp may be extended by five days over and above the mandatory period of 10 days.
- (c) In case an important project has been undertaken and it remains incomplete and it is very essential to the community, the NSS units may plan to organise a second camp to complete the project.

8. Lodging Arrangements

- (a) The lodging arrangements of the camp should be made in a building of the village or Panchayat school.
- (b) In case of non-availability, a community building like Panchayat house etc. should be utilized for such purpose, with the consent of the influential people of the village.
- (c) No camp should be held in the premises of the college/school. The NSS volunteers must reside in the adopted area where the camp is being held.
- (d) Generally, slums in metropolitan cities are not convenient for the students to stay overnight during the project. In such cases, the arrangements for stay should be made in the institution itself (the colleges and schools are expected to adopt nearby slums). However, where this is not possible, 'Day Camp' can be organised. This provision is only for Urban Units, who find it extremely difficult to get suitable accommodation for campers. The approval of the Programme Coordinator may be obtained in advance for organising 'Day Camps'.

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9. Board Arrangements

- (a) The mess should be managed by Mess Committee. The practice of giving the responsibility of food supply to a contractor should be avoided.
- (b) Food in the camps should be simple but balanced. It should be at minimum cost and as far as possible, prepared out of locally available materials. Meals should be carefully planned with the assistance of such institutions and individuals having knowledge of food and nutrition as may be available in the State. The participants should also be explained about meal planning as an educational lesson; and its propagation among the local community should be an important extension activity of the campers.
- (c) It should be ensured that the food served in the camp is not very much different from the general standard of the villagers living in the area.

10. Project Work

- (a) The projects should be selected as per the guidelines, after identifying the needs of the village/slums. No project should be undertaken, which is irrelevant to the needs of the village/slum.
- (b) The project should be approved by the competent authority to avoid conflict at later stages.
- (c) The availability of the materials/equipments and technical advice may be ensured in advance for the success of the project.
- (d) All efforts should be made to complete the project during the camp period itself. Every precaution should be taken not to leave the project incomplete.

11. Involvement of the Community

Every effort should be made to involve the local people in project work. It must be explained that the work is for their benefit and therefore, they should contribute to it. If all the physical effort is done only by the students then the village population may feel that the students are doing it to get a degree or some such benefit. The object of the programme should, therefore, be to involve the village population actively in rural welfare programmes and make them see that, by their own coordinated efforts, they could live a better and richer life.

12. Camp Programme

- (a) It is very essential to prepare a suitable schedule for the camp, so that it helps to develop a sense of discipline and devotion among the campers. As the camp is an

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occasion for establishing rapport with the community, it should not be treated as a picnic or excursion.

- (b) No uniform schedule of activities can be suggested for a work camp due to considerable variety in the scope and content of the projects, the NSS units should ensure that various activities undertaken during the camp are so planned and organised that is ultimately leads to fulfillment of the objectives of holding a camp. In addition to some manual work, the camp should provide opportunity for community, living, discussion in group and cultural activities etc. A good camp can adopt the following daily schedule of important activities :-

- (i) Manual work for accomplishment of the project like construction of small village complex, sustainable development activities like laying out gardens, tree plantation etc. or any other project depending on local needs and priorities. : 5 Hours
- (ii) Discussion on topics like freedom struggle, character-building, development of culture, family welfare, health and hygiene, national integration, eradication of social evils like casteism, regionalism, dowry, untouchability, alcoholism, corruption, gambling and superstitions, civil, social and national responsibilities of citizens, small savings, improved agricultural practices etc. : 2 Hours
- (iii) Cultural programmes/community singing in the evening : 2 Hours

It is advisable that during the course of discussions on various topics and the cultural programmes – maximum number of villagers/residents (irrespective of their age) are provided an opportunity to benefit from such discussion and cultural programmes. If some of them are unable to participate in the manual work, but are interested in discussions and cultural programmes, this may be encouraged. Cultural programmes, may, as far as possible, be of educative value with social messages. Efforts should be made to get some documentary films on development issues screened for the benefit of the community.

- (e) It has been decided that as a part of the camp, the students should be taken to nearby projects with a rural development content like IRDP, NREP, ICDS, mid- day meals, adult literacy, village roads and sanitation, rural cooperative housing activity, dairying and animal husbandry, social forestry, soil and water conservation projects, and monuments of historical importance, to educate them about the cultural heritage as well as economic and technological advancement of the country. It would be necessary to spend a day fore this purpose by economizing on the budget provided for Special Camping Programme and extending the duration of the camps by 1 or 2 days. Effective coordination has to

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be made with State Government and District Authorities to get all assistance in this regard.

13. Suggestive Model Schedule

1	Waking Up	0500 Hrs.
2	Morning Assembly and Physical Exercises	0600 Hrs. to 0630 Hrs.
3	Break Fast and Collection of tools etc.	0630 Hrs. to 0715 Hrs.
4	Project work	0730 Hrs. to 1230 Hrs.
5	Personal Hygiene	1230 Hrs. to 1300 Hrs.
6	Lunch	1300 Hrs. to 1400 Hrs.
7	Rest	1400 Hrs. to 1500 Hrs.
8	Talks by eminent visitors followed by discussion	1500 Hrs. to 1700 Hrs.
9	Community visit	1700 Hrs. to 1930 Hrs.
10	Recreation and socio-cultural programme	1900 Hrs. to 2000 Hrs.
11	Dinner	2000 Hrs. to 2100 Hrs.
12	Review of Day's Work	2100 Hrs. to 2130 Hrs.
13	Light Off	2200 Hrs.

14. Home Stay

In order to promote Inter- faith, Inter-community and Inter-personal understanding, some universities and NSS Units have experimented with the concept of Home Stay by placing NSS volunteers for a few days, volunteer (s) of one religion or community in a local family belonging to a different faiths and communities. This experiment has worked out well and has great educational value. During each special camp, certain number of willing student may be encouraged to undergo this experience for 2/3 day in a host family and share their experiences with the rest of the campers.

15. Joint Camps and State Level Camps

(a) Joint Camps :

It has been experienced that joint camps involving more than one Institution are not as good as the camps of individual NSS Units in terms of performance. Often joint camps require joint responsibilities and these lead to difficulties in accountability for various things, besides creating difficulties in accounts. The only purpose served by joint camps is that a greater number of Institutions can be involved in the camp. But in this process the performance of each NSS Unit gets diluted. Further, follow up of the programme is also not possible in a joint manner. Hence, it is now decided that joint camps should not be permitted.

(b) State level Camps :

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While each NSS Under would undertake a project under the Special Camping Programme during vacations depending on the local needs and priorities, some projects of national or regional importance may be undertaken at State level during vacations every year. The State Liaison Officer may coordinate and execute such projects with select volunteer representatives from various NSS Units within the approved pattern of special camping.

16. Publicity

Adequate attention should be given for proper publicity of the camps planned/organised at the State/University/College/School and village levels to create an awareness of the importance of this programme in the process of rural reconstruction and development. The programme should be publicised through the Press, Radio, Television, documentaries and other mass media. Information and Public Relation Departments of State Governments should also be requested for assistance in this regard. At the college/+2 level, each NSS unit may prepare a few posters/charts on the campaign in the regional language and display them at suitable places in the village/slum areas to make the desired impact.

17. Reports and Accounts

(a) Reports :

As soon as the camp is over, a detailed report indicating, inter-alia the location of the camp, the actual number of participants, duration of the camp (including exact dates), activities undertaken during the camp, response of the community, community assets created and the follow-up plan should be sent by the Programme Officer to (a) Programme Coordinator of NSS in the concerned University or +2 Council (b) concerned officer in the State Government and to the (c) concerned NSS Regional Centre. The Programme Coordinator will send a consolidated quarterly report on these camps to all concerned.

(b) Accounts :

Accounts of the expenditure on the camps should be prepared along with the progress of the camps so that no difficulty is faced by the colleges in the matter of rendering accounts at the close of the year. The universities and +2 Councils may furnish the details of expenditure (audited) on camps to the State Government as soon as they are available from the college/school. Submission of expenditure accounts on time by all levels, is of utmost importance for the smooth flow of Central/State share grants for the implementation of NSS Programme.

18. Follow-up Action

Organisation of a camp should not be an end in itself. Before the camp comes to a close, it should be ensured, through the local community, that the assets created will be maintained by the local authorities and/or the community. In case of the Tree Plantation, the trees planted should be nurtured and maintained by the local community. The follow-

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up of the camps in the adopted village(s)/slum(s) should be undertaken as one of the regular activities of the NSS unit of the institution concerned. This is necessary to consolidate the achievements of the camps and to instill a confidence in the community. This also implies that the project areas should be adopted villages/slums which are located not far from the colleges so that follow- up becomes easy and possible. While sending the camp report to the University, each college should indicate clearly the follow-up plan of the NSS Unit in respect of the work undertaken during the camp.

19. Evaluation

- (a) The State, TOC Coordinator and the University/+2 NSS Coordinator should visit the camps to enthuse and encourage the students and guide them wherever necessary. During the camp visit, they should also see that guidelines for the camp have been taken care of.
- (b) The programme would be evaluated by independent organisations. The names and addresses of the organisations will be intimated to the State Governments and Universities in due course. The Universities should intimate to that organisation the names of colleges/+2 school (and other details) which plan camps as soon as they hear from each college. The designated organisation will then send to each college/school, well before the camp starts, a questionnaire to elicit information in various aspects of the camps. The colleges/schools may return the questionnaire duly completed directly to the organisation as soon as the camp is over to enable them to evaluate the camp as it progresses.

Chapter – 3 : FINANCIAL PATTERN OF EXPENDITURE FOR SPECIAL CAMPING PROGRAMME

1. Finance

The NSS Programme is funded by the Government of India and the State Government. As NSS is an education and service based scheme, adherence to the financial rules at the time of expenditure is very vital.

- (a) The expenditure on the scheme is being shared by the central and State Governments in the ratio of 7:5 except in the case of state of jammu & Kashmir and the UTs without legislatures in whose case the entire expenditure is met by the Government of India. The expenditure on Special Camping Programme is also shared on the above mentioned basis between the Central and State Governments.

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- (b)
 - (i) The permissible expenditure for a 10 day camp is Rs. 200/- per camper at present. Therefore, the expenditure on board, lodging, light, water etc. and transport should not exceed Rs. 20/- per day.
 - (ii) Rs. 20/- per camp per day on board and lodging and transport, contingency expenses etc. is the outer limit and every effort should be made to keep the expenditure on the lower side especially in view of the need for austerity.
 - (iii) To achieve economy in expenditure, the camp should be held in the village/slums in the vicinity of the college/schools. Thus, the expenditure on travel should be minimized.
 - (iv) Other expenditures like those on pre-camp orientation, Resource Persons, Planning of Activities, Evaluation etc., may be met from the NSS regular funds and should not be charged from camping funds.
 - (v) The Universities may further organise the University level camps within the jurisdiction of the University. The State Level camps can be organised with the approval of the State Advisory Committee within the State only.
- (c) In case of camps in Urban slums, Day-camps are permitted wherever found absolutely necessary. In the day camps, the expenditure on food will be reduced substantially as the student may be provided only lunch and afternoon tea. In most of the metropolitan cities the bus service or other cheaper transport service is available. In smaller cities the students can use their bicycles. Thus the expenditure on transport can also be moderate even though the students will be coming to the camps and going back every day. It is, therefore, felt that the expenditure on a day camp on food, transport, incidentals etc. will not exceed Rs. 8/- per camper per day. The expenditure on per volunteer in a 10 days should be limited to Rs. 80/- (Rupees eighty only).
- (d) As the organisation of Joint Camps by the colleges is against the administrative and policy directives, the expenditure incurred on joint camps will not be permissible from the grants meant for NSS special camping programme.

2. Audit and Inspection of Records

Accounts are liable for inspection and audit, it is therefore, advised that proper care should be taken to maintain proper records of expenditure in the camp. It will be befitting if the accounts are transparent. The records and accounts will be produced before the officials of the NSS Regional Centre, State NSS Cell and concerned Universities and also officials of Accountant General or local fund authorities for inspection and audit whenever demanded.

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PART – IV ADMINISTRATIVE STRUCTURE

Chapter – 1 : ADMINISTRATIVE STRUCTURE AT NATIONAL LEVEL

Youth Programme like National Service Scheme requires administrative structures at various levels for its successful planning and implementation. Therefore, organizational structures have been envisaged at Central, State, University/+2 and College 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

1. Department of Youth Affairs and Sports, New Delhi and NSS Regional Centres

- (a) The Department of Youth Affairs and Sports in the Ministry of Human Resource Development is the nodal department for NSS and has been given the administrative responsibility for the Policy Planning, Implementation and Evaluation of NSS programme.
- (b) National Service Scheme falls under the jurisdiction of Department of Youth Affairs and Sports, which is looked after by the Senior Officer of the rank of the Joint Secretary as far as administration and implementation of the programme is concerned.

2. Programme Adviser

In the Department of Youth Affairs and Sports a Senior Officer is designated as Programme Adviser. The functions of the Programme Adviser and head of NSS organisation are as under :-

- (a) To advise the Department for the development of NSS Programme in all respects.
- (b) To help the Department to plan and implement the NSS programmes :
- (c) To liaise with the State Governments, Universities and with other organisations which may help in the growth and development of the programme directly or indirectly;
- (d) To make the arrangements of training of key persons and Programme Officers through the TOCs and TORCs.
- (e) To make arrangements for the evaluation of NSS from time to time by the TORCs or other suitable agencies;

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- (f) To encourage Research and Publication work in connection with NSS;
- (g) To oversee the maintenance of State-wise, University-wise record on implementation of the Programme.
- (h) To supervise the functioning of NSS Regional Centre (RCs) set up by the Department in the various regions/States in the country.

3. Programme Adviser's Cell

The Department has set up Programme Adviser's Cell to assist the Programme Adviser for implementing, monitoring and evaluating the NSS Programme at various levels. The Programme Adviser's Cell is headed by a Deputy Programme Adviser and a core support staff. The cell also functions as programme monitoring centre for the collection and compilation of data from the states, Universities and NSS Regional Centres and provides this information to the Department as feedback. Thus the PA Cell for all practical purpose functions as the NSS Headquarter.

4. NSS Regional Centres.

- (a) The Department of Youth Affairs and Sports has set up 15 NSS Regional Centres in the country to maintain liaison with the State Governments, Universities, +2 Councils and TOC/TORCs for the effective implementation of NSS Programme. The list of NSS Regional Centres is given at Annexure – II.
- (b) NSS Regional Centre (RC) which is a subordinate field office of the Department of Youth Affairs & Sports and depending upon the volunteers strength and size of the state, RC is either headed by a Deputy Programme Adviser or an Assistant Programme Adviser. The Deputy Programme Adviser/Assistant Programme Adviser belong to Group-A grade of the Central Government Service.
- (c) Deputy Programme Adviser/Assistant Programme Adviser who head the Regional Centre are given a core staff for his/her support.

5. Functions of NSS Regional Centres

In addition, NSS Regional Centres will function in close coordination with TOCs/TORCs and State Liaison Cells. The functions of the NSS Regional Centres with reference to the State Governments, Universities and TOC/TORCs are as under :-

(a) State Government

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- (i) To explain the policies of the Department regarding NSS and other Youth Programme to the State Governments, for the successful implementation of NSS and other Youth Programmes.
- (ii) To strive for removal of bottlenecks in the implementation of NSS Programme in the field.
- (iii) To ensure that the grants including central and state share reach the Universities, colleges and schools in time, so that NSS activities are implemented as per time schedule.
- (iv) The NSS Regional Centre 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.
- (v) Remain in touch with State government officials for expediting accounts and other reports.
- (vi) Collaborate with the State Liaison Officer for proper implementation of NSS Programme and timely action.

(b) Universities

- (i) To present the views of the Ministry and if advised by the State Government, the view of the State Government, in the University Advisory Committees and to the Vice-Chancellors of the Universities, Principals of the Colleges, other persons connected with NSS Programmes;
- (ii) To assist in preparation of NSS Programmes, including Special Camping Programmes, in conformity with the policies and guidelines;
- (iii) To keep the Vice-Chancellors and heads of +2 Councils apprised of the state of the programme in their respective Universities and Colleges/institutions;
- (iv) To take steps to see that funds are released in time by the University to the college;
- (v) To visit different NSS units and camps for supervision, consultancy, guidance etc;
- (vi) 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 Department and the Programme Adviser.

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(c) TOCs/TORCs and Evaluating Agencies

Orientation and training of persons attached with NSS being a vital input for sustaining its dynamism in universities, colleges and +2 schools, it is necessary that the various facts of the programme are studied, understood and evaluated. The NSS Regional Centres have to play their role in this sphere mainly :-

- (i) To observe the organisation of orientation training, research and evaluation and other activities in these institutions;
- (ii) To visit the training programmes whenever possible and advise the TOC/TORCs on policies and guidelines;
- (iii) To function as a resource person in the orientation and training programme;
- (iv) To help the TOC/TORCs in the evaluation of regular and special camping programme;
- (v) To report the progress of the TOC/TORCs as member of the Training Advisory Committee.

(d) Other Youth Programmes

In addition to the role of NSS Regional Centres vis-à-vis the State Governments, Universities, Colleges, +2 Schools and TOC/TORCs, they also have the responsibility of assisting in the implementation of various other youth programmes of the Department meant for the students/non-student youth. Such programmes include youth work by voluntary agencies, promotion of adventure programmes, national integration, inter-state travel, Nehru Yuva Kendras etc. These offices are expected to establish cordial relations, based on mutual understanding and respect, with the relevant functionaries of the State Governments, Universities, Colleges, Training and Orientation Centres etc. It is also important that they undertake touring in their respective regions outside their headquarters. The minimum touring prescribed for regional officers as well as the youth officers working under them is 20 days in a quarter.

(e) Clearing House of Information

The Deputy Programme Adviser/Assistant Programme Adviser who heads the NSS Regional Centres in various States frequently come in contact with the senior officers of the Government of India, State Government and different agencies. Therefore, they are in a position to get information regarding NSS Programme and other Youth Programmes. Thus they have the opportunity to provide feed-back to the Programme Adviser regarding the recent development of the Programmes in the States and vice versa. Similarly, the NSS Regional Centres are expected to reply the queries regarding the NSS Programme and other Youth Programmes, made by the public in general and students and teachers in particular.

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6. Responsibility and Accountability

- (a) As the NSS Regional Centres are subordinate field offices of the Department, it is their main responsibility to ensure the implementation of NSS and other Youth Programmes as per the spirit and letter of the manual and guidelines issued by the Government of India from time to time.
- (b) It is the duty of the heads of the Regional Centres to explain the Government policies, without any fear and favour in the discharge of their duties, particularly furnishing elaboration and explanation to the universities and colleges. Heads of Regional Centres cannot remain silent under the pressure of universities and/or State.

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Chapter – 2 : ADMINISTRATIVE STRUCTURE AT STATE LEVEL

Since National Service Scheme is jointly sponsored by the Government of India and the State Government, active participation of the State Government is essential for the proper growth and development of NSS Programme in the State. To achieve this aim, the following administrative structure is envisaged at state level, consisting of the State Liaison Cell and State Advisory Committee.

State NSS Cell

1. At the State level, there will be a State NSS Cell headed by the State Liaison Officer (SLO). The Government of India extends cent percent financial assistance for establishing the State NSS Cell.

1.1. Staff Pattern of State NSS Cell

The Government of India has prescribed a staffing pattern for the state NSS Cell based on the strength of NSS volunteers in the State as under :-

Sl. No.	No. of NSS volunteers allocated	Staff permitted for NSS Cell	
1	500-1000	A Senior NSS Programme Officer of the head quarter city/town capital may be designated liaison Officer with an honorarium of Rs. 250/- PM to look after	
2	1001-3000	1 Assistant Director in Lecturer's scale	One
		2 LDC/Typist	One
3	3001-10000	1 Liaison officer in Reader's Scale	One
		2 UDC/Accountant	One
		3 LDC/Typist	One
		4 Peon	One
4	10001-30000	1 Liaison officer in Reader's Scale	One
		2 Statistical Assistant	One
		3 UDC/Accountant	One
		4 LDC/Typist	One
		5 Peon	One

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5	30001-80000	1	Liaison officer in Reader's Scale	One
		2	Stenographer	One
		3	Accountant	One
		4	Statistical Assistant	One
		5	UDC	One
		6	LDC/Typist	One
		7	Peon	One
6	80000 and above	1	Liaison officer in Reader's Scale	One
		2	Stenographer	One
		3	Accountant	One
		4	Statistical Assistant	One
		5	UDC	Two
		6	LDC/Typist	Two
		7	Peon	One

1.2 Functions of the State NSS Cell

The main functions of the State NSS Cell are :-

- (a) To ensure, that budgetary provisions are made for NSS programme in the State budget;
- (b) Timely allocation of NSS strength to respective Universities in the State.
- (c) Timely release of grants to Universities and colleges/+2 councils.
- (d) Submission of accounts, statements and programme reports to Government of India.
- (e) Convening of meetings of State NSS Advisory Committee from time to time.
- (f) Monitoring of the programme through Universities/+2 councils and in consultation with NSS Regional Centre.
- (g) Coordinating with development agencies and departments for NSS programme development in the state.

1.3 State Liaison Officer

The State Liaison officer will be the head of the State NSS Cell which is set up in the State Secretariat. The State Liaison Officer will be looking after the functions of the cell as stated above and to get all matters expedited and take follow-up action at appropriate levels in the State for effective implementation of NSS.

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1.4 Selection of the State Liaison Officer

The selection of the State Liaison Officer will be as per the procedure laid down as under :-

- (a) The information about the post will be circulated among Universities and colleges and application will be invited.
- (b) Interview will be conducted by the Selection Committee constituted for this purpose.
- (c) The Committee will recommend the name of suitable candidate for the appointment as State Liaison Officer.

1.5 Composition of Selection Committee

- (a) Secretary of Nodal Department dealing with NSS Chairperson
- (b) The Commissioner/Director of Hr. Education & Youth Affairs Member
- (c) The nominee of the Department of Youth Affairs & Sports, N. D. Member

1.6 Qualifications for the post of State Liaison Officer

- (a) He/she should have served as Programme Coordinator in the University or Programme Officer in a college at least for four years continuously.
- (b) He/she should possess the academic qualifications for being appointed as Programme Coordinator as prescribed by the Department of Youth Affairs & Sports, Government of India.
- (c) he/she should have interest in Youth work in particular and social work in general.

1.7 Tenure of the State Liaison Officer

The State Liaison Officer will be appointed on deputation or contract basis for a period of two years initially. The period of deputation may be extended by another two years subject to the satisfactory work as State Liaison Officer.

1.8 Functions of State Liaison Officer

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- (a) The State Liaison Officer will ensure that sufficient budgetary provisions are made well in advance in the budget of the State Government as per the financial pattern every year so that necessary funds are available from the States for the implementation of NSS Programme.
- (b) He/she will ensure that the NSS grants are released in time to the Universities/+2 stage. He/she will further ensure that the Universities/+2 stage release the grants to the colleges and schools in time.
- (c) He/she will further ensure that the grants are utilized by the Universities/+2 stage as per the administrative and policy directives of the Government of India.
- (d) He/she will further ensure that the grants are utilized for NSS activities without any diversion. In case of misuse of NSS funds, he/she will also conduct necessary investigation and submit report to the Department of Youth Affairs and Sports, Government of India, New Delhi along with his/her recommendations.
- (e) He/she will ensure that the Universities/+2 councils maintain separate accounts in respect of NSS grants and submit the accounts duly audited to the State Government in time. He/she will further ensure that consolidated accounts of the grants released to the State Government duly audited along with the utilization Certificates are sent to the Department of Youth Affairs & Sports, New Delhi in time. This will enable the Department to release further grants in time.
- (f) The State Liaison Officer will ensure that the NSS volunteers strength allocated by the Government of India is further re-allocated to the Universities and +2 councils in time. He/she will also call the meeting of the Programme Coordinators of +2 councils and Head of NSS Regional Centre to assess the demand of NSS Strength by the various Universities/+2 councils in the light of the performance of the Universities+2 councils during the last year. He/she will also issue the necessary office orders regarding allocation of NSS strenght5 by 30th May every year.
- (g) He/she will ensure the convening of the meeting of the State NSS Advisory Committee periodically as prescribed by the Department. The State Advisory Committee should meet twice a year. In the absence of the meeting of the State Advisory Committee, he/she will ensure that the State NSS Coordination Committee meets to review the progress of NSS Programme during the year.
- (h) He/she will ensure the Inter-Departmental coordinaton of the various State Government departments relating to NSS Activities. He/she will further ensure that close coordination is maintained between the Regional Centres, Programme Coordinators and TOCs/TORCs. He/she will convene the meeting for planning, review and evaluation of NSS activities in the State by inviting Heads of the office of NSS Regional Centre, Programme Officers, Programme Coordinators of the Universities/+2 stage and TOC/TORCs. He/she in turn will give feed back to the Programme Adviser.

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- (i) He/she would also ensure that the Programme Coordinators in the Universities/+2 councils are appointed by the Universities in time as per the terms, conditions and procedure laid down by the Government of India and no post of Programme Coordinator remains vacant for a long time in any university.
- (j) He/she will ensure that the Programme Officers for NSS units in the colleges/+2 schools are selected as per terms, conditions and procedure laid down by the Department. He/she will also ensure that the teachers selected as Programme Officers are relieved by the Institutions for their training and orientation, organised by TOC/TORCs from time to time.
- (k) He/she will ensure the proper coordination in the State level/Inter-University programmes like Workshop, Conferences, State Youth Awards, Pre-camp training of the State contingent of the volunteers selected for national events etc.
- (l) He/she will process and evaluate the reports received from the various Universities/+2 level of the NSS activities. He/she will ensure that submission of data and periodical reports to the Programme Adviser and the Department regarding regular activities, special camping programme, adoption of village/slums and other related activities on the prescribed proforma (see Annexure – III).
- (m) He/she will also bring out suitable NSS literature periodically, and publish annual reports of NSS activities conducted in his/her State.
- (n) He/she will make visits to the Universities, colleges, schools to assess the implementation of NSS programme, not exceeding 15 days in a quarter.

State NSS Cell and NSS Regional Centres

A few instances have come to the notice of the Department regarding some confusion relating to the role overlapping between the Regional Centre and the State Liaison Cell. As a result the NSS Programme received a setback in those states. If a few basic facts are considered dispassionately, such confusions can be avoided.

- (a) NSS Regional Centres and State Liaison Cells have been established for the implementation and development of NSS programme.
- (b) The expenditure on Regional Centres and State Cell is borne by the Department of Youth Affairs & Sports, Government of India.
- (c) The Regional Centres are basically field offices headed by Deputy Programme Adviser/Assistant Programme Adviser, who are to render necessary guidance and services in development of programme by the nature of their duties. On the other hand, State Cells have the Staff whose duties are that of secretarial nature.

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- (d) The main responsibility of the State Cell is to cut out red tape and to expedite matters in the State Governments so that the Programme funds are sanctioned in time and reach appropriate levels without any delay.
- (e) Therefore, the roles of the Regional Centre and the State Cells are clearly demarcated and it is expected that they function in close coordination and supplement each other.

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Chapter - 3 : ADMINISTRATIVE STRUCTURE AT UNIVERSITY LEVEL

The National Service Scheme covers students at the level of higher education. Thus the administrative structures of the higher education have the responsibility of looking after NSS and its implementation at college/school/universities level. The successful functioning of NSS cell at University level will give impetus for proper implementation of NSS in the unit level.

1. NSS University Cell

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

- 1.1. The Universities having strength of more than 10000 NSS volunteers should have full time programme coordinators. The Universities having strength of less than 10000 NSS volunteers may have part time programme coordinators.
- 1.2. NSS being an academic extension programme the University will provide necessary infrastructure and other facilities like telephone, office and office equipment and secretarial assistance for the smooth functioning of the cell.
- 1.3. The cell will function under the Vice-Chancellor, the Programme Coordinator, NSS will be incharge of the cell and the main executive functionary.

2. Programme Coordinator

The Programme Coordinator is the key functionary as far as NSS is concerned. 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 government, decisions of the State Advisory Committee and University Advisory Committee. The NSS programme will be prepared in the light of the guidelines issued by the Government of India.

2.1 Selection of the Programme Coordinator

The selection of the Programme Coordinator will be made by the Selection Committee as per the following procedure :-

- (a) The vacancy of the post will be advertised in local and National dailies.
- (b) The suitable candidates will be interviewed by the Committee. At least 5 persons should be short listed for interview.
- (c) The candidate will be selected by the Committee constituted for this purpose.

2.2 Composition of the Selection Committee

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(a)	Vice Chancellor/Head of Institution	Chairperson
(b)	Secretary of the Department dealing with NSS His/her nominee	Member
(c)	Head of NSS Regional Centre not below the rank of Dy. Programme Adviser/Asstt. Programme Adviser	Member
(d)	Registrar of the University	Member Secretary

2.3 Qualifications of the Programme Coordinator

- (a) Reader/senior lecturer in the University or affiliated college.
- (b) Principal of affiliated college, of the status of Reader, with NSS back ground.
- (c) Must have been a Programme Officer(NSS) for at least three years.
- (d) Must have undergone NSS orientation in a TOC/TORC.
- (e) Not more than 50 years of age at the time of selection as Coordinator.

2.4 Term/Tenure of the Programme Coordinator

The Programme Coordinator will be appointed on deputation/short term contract for the period of three years extendable by one year further. No Programme Coordinator will be appointed on Permanent basis.

2.5 Functions of the Programme Coordinators

- (a) To assist and guide the NSS unit for implementation of NSS programmes at college level.
- (b) To help in organising camps, training and orientation programmes for the NSS leaders.
- (c) To visit the NSS units for monitoring and evaluation.
- (d) To ensure implementation of NSS Regular activities and special camping programmes.
- (e) To ensure timely release of grants to colleges.

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- (f) To submit the reports and returns to Programme Adviser, Regional Centre, State Liaison Officer and TOC/TORC.
- (g) To ensure selection of new Programme Officers as per guidelines and ensure their orientation within the stipulated period.
- (h) To submit half yearly reports and other information required to Government of India, Regional Centre and State Liaison Officer on the prescribed proforma.
- (i) To have liaison with Regional Centre and State Liaison Officer and TOC/TORC for the implementation of NSS programme.
- (j) To bring out documents and reports on the achievements of NSS.

3. Pattern of expenditure at University Level

- (a) The Programme Coordinator may incur expenditure on NSS cell as per pattern of financial expenditure sanctioned by the Government of India as given in part (viii) dealing with “finances and accounts” in this manual.
- (b) The Programme Coordinator will get the budget approved by the University Advisory Committee on NSS.
- (c) As the financial pattern of expenditure falls in the category of administrative and policy directives, the Universities are requested to strictly adhere do it.

4. Appointment of Assistant Programme Coordinator

It has been noticed that some Universities have appointed full time Assistant Programme Coordinators in their NSS Cells. The appointment of full time Asstt. Programme Coordinators violates the administrative and financial directives regarding the expenditure on NSS. The appointment of staff other than those authorized by the administrative and policy directives is not admissible.

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Chapter – 4 : ADMINISTRATIVE STRUCURE AT +2 LEVEL

National Service Scheme at +2 Level

During VII Plan many State Governments approached the Department of Youth Affairs and Sports, Government of India for extension of National Service Scheme at +2 level also. Initially, NSS was introduced at +2 level in Kerala, Karnataka, Tamilnadu, West Bengal and Goa on experimental basis. In course of time many other States have also introduced NSS at +2 level. The response of the NSS volunteers at +2 level has been very encouraging. Approximately 120000 volunteers have been enrolled in +2 by the end of the year 1992-93. At present, the following infrastructure has been established in the States for the implementation of NSS Programme.

1. NSS Cell at +2 Level

- (a) NSS Cell at +2 level will be established in the Directorate of Higher Secondary Education/Secondary School Education to supervise and coordinate the NSS Programmes in the schools covered under NSS at Higher/senior Secondary School level. Students admitted into +2 i.e. 11th and 12th standard only are eligible to join NSS.
- (b) The Education Department/Director of Sec. Education/School Education/+2 Council will ensure that a full time Programme Coordinator is provided where the strength of NSS volunteers at +2 level is more than 10000. however, a regular officer can serve as part time Programme Coordinator if the strength of NSS volunteers is less than 10000.
- (c) A full time coordinator is expected to look after more than 10000 NSS volunteers. If the strength of NSS volunteers crosses 15000, another Programme Coordinator may be appointed to provide effective supervision, coordination and implementation of NSS Programme.

1.2 The Education Department/Director of Sec. Education/high School Education/+2 council will provide necessary infrastructure and other facilities, like telephone, office accommodation, office equipment and secretarial assistance for the smooth function of the NSS cell.

1.3 The NSS Cell/Cells will function under the Director of Secondary Education/School Education/+2 Council. The Programme Coordinator will be incharge of the Cell.

1.4 The NSS Advisory Committee will be constituted to advise and guide the Programme Coordinator . the details of the NSS Advisory Committee at +2 level are given in Chapter No.5 of this part.

2. Programme Coordinator

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The Programme Coordinator is the key functionary as far as NSS is concerned. Only a dedicated and devoted Programme Coordinator with adequate experience in youth work can plan, execute and evaluate the NSS activities in the proper perspective.

The Programme Coordinator will execute all administrative and policy directives of the Government of India and the State Government, decisions of the State Advisory Committee, +2 Advisory Committee for implementation of NSS Programme. The NSS programme will be prepared in the light of the guidelines issued by the Government of India.

2.1 Selection of the Programme Coordinator

The selection of the Programme Coordinator at +2 level will be made by a duly constituted Selection Committee as per the following procedure :

- (a) The vacancy of the post will be advertised in the local and national dailies.
- (b) The suitable candidates will be interviewed by the Committee. At least 5 persons will be short listed for interview.
- (c) The candidate will be selected by the Committee constituted for this purpose.

2.2 Composition of the Selection Committee

The Selection Committee for the post of Programme Coordinator +2 stage will consist of the following members :

- | | | |
|-----|--|-------------|
| (a) | The Education Secretary | Chairperson |
| (b) | NSS State Liaison Officer | Member |
| (c) | Head of the concerned NSS Regional Centre | Member |
| (d) | The Director of Sec. Education/School Education/
+2 Council | Member |

2.3 Qualifications for the post of Programme Coordinator at +2 stage

- (a) Principal of a Higher Secondary School not below the rank of Distt. Education Officer

OR

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Officer of the Education Department not below the rank of Distt. Education Officer.

- (b) Should have served as Programme Officer in a school or college at least for 3 years.
- (c) Should have undergone NSS orientation in a TOC/TORC.
- (d) Not more than 50 years of age at the time of selection as Programme Coordinator.

2.4 Term/Tenure of the Programme Coordinator

The Programme Coordinator will be appointed on deputation/short term contract for the period of 3 years initially. It may be extended for another year subject to satisfactory performance.

2.5 Functions of the Programme Coordinator

- (a) To assist and guide the NSS units for implementation of NSS Programmes at +2 level.
- (b) To help in organising camps, training and orientation programmes for the NSS group leaders and Programme Officers.
- (c) To visit the NSS Units for monitoring and evaluation.
- (d) To ensure implementation of NSS Regular Activities and Special Camping Programme.
- (e) To ensure timely release of grants.
- (f) To submit reports and returns to Programme Adviser, Regional Centre and State Liaison Cell.
- (g) To select new Programme Officers as per guidelines and ensure their orientation within the stipulated period.
- (h) To submit half yearly reports and other information required to Government of India, Regional Centre, State Liaison Officer and TOC from time to time as desired by the Government of India.
- (i) To liaise with Regional Centre, State Liaison Officer and TOC/TORC for implementation of NSS Programme.

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- (j) To bring out the publication and reports throwing light on the achievements.

3. Pattern of Expenditure at +2 Level

- (a) The Programme Coordinator may incur expenditure on NSS Cell as per pattern of financial expenditure sanctioned by the Government of India as given in part – IX dealing with “finances and accounts” in this manual.
- (b) The Programme Coordinator will get the budget approved by the NSS Advisory Committee.
- (c) As the financial pattern of expenditure falls in the category of Administrative and Poly directives, the +2 Cells are requested to strictly adhere to it.

4. NSS Advisory Committee at +2 Stage

- (a) The Education Department or its wing for +2 Education will constitute an NSS Advisory Committee as stated in para No. 1 of chapter 6 of this part. The Advisory Committee will advise the Programme Coordinator in planning and developing NSS programme and projects in the school under NSS. It will also review the NSS activities undertaken during the past years. It will also ensure the allocation of NSS student strength and release of grants to the schools.
- (b) The Advisory Committee is an apex body for implementation of NSS at +2 level. The Programme Coordinator/s will approach the committee for the approval of NSS budget covering the NSS activities and establishment expenditure on NSS Cell.
- (c) Para No.5.2 and 5.3 of chapter 6 of this part dealing with Advisory Committees may be referred to for further details regarding the composition of the NSS Advisory Committee, frequency of the meetings and limitations.

5. Organisation and Administration of Unit

The provisions regarding the organisation and administration of NSS Unit have been given in the Chapter dealing with NSS Unit in part – VI. All these provisions will be applicable to NSS Unit in the school under +2 stage.

6. NSS Programme Officer

The role of NSS Programme Officer has been discussed exhaustively in Chapter dealing with Programme Officer in Chapter 2 of part – VI. All these provisions will be

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applicable to Programme Officers in the schools at +2 stage except the provisions given as under :

- (a) Qualifications of the Programme Officers:
 - (i) He/she must be a member of teaching faculty.
 - (ii) He/she must hold post graduate degree.
 - (iii) He/she must be less than 40 years at the time of his/her selection as Programme Officer.
 - (iv) Physical Education Teacher and the teacher who are NCC Officer will not be appointed as NSS Officers.
- (b) The Provisions discussed in the above sections will be applicable to the NSS Cell, Programme Coordinator, NSS Advisory Committee and Programme Officers at +2 Stage as special provisions. All other provisions of the NSS Manual will also be applicable to the NSS at +2 stage where no exception has been made.

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Chapter 5 : NSS Advisory Committees

The NSS programme is based on the principles of participative action, self-reliant and self-disciplined way of life. The institution of Advisory Committee provides machinery for associating more people with the NSS programme sharing their experiences and wisdom. It aims at institutionalization of the NSS programme at various levels.

The Advisory Committee provide platforms for discussion and evaluating NSS programme by the functionaries associated with NSS, experts in allied fields and eminent persons in the field of social and public service. The experiences and suggestions of these persons in the field of education, administration, social work, youth movements and in technical fields have been enriching the NSS programme in the processes of planning, supervision and evaluation.

NSS Programme has envisaged Advisory Committee at State University, college and +2 levels to ensure the participation of the people at all stages.

1. State Advisory Committee

The State Governments are expected to constitute the State NSS Advisory Committee in their respective States. The Committee will consider the following matters :-

- (a) All important matter relating to the development of the NSS programme in the state.
- (b) Allocation of NSS volunteers strength to Universities and +2 councils.
- (c) Approval of the NSS budget for the State/UT.
- (d) Selection of colleges and +2 schools for covering NSS programme.
- (e) Securing assistance and coordination of different development departments and government and non-Government agencies.
- (f) Allocation of grants to Universities and +2 councils.
- (g) Coordination, review and evaluation of the programme at State level.

1.1 Composition of the State Advisory Committee

- | | |
|---|-------------|
| (a) Minister of Education/Youth Services in the state | Chairperson |
| (b) Chief Secretary | Member |

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- | | | |
|-----|---|------------------|
| (c) | Vice Chancellors of all the Universities and Head of +2 Councils in the State operating NSS Programme. | Member |
| (d) | Secretaries, Heads of Education, Youth Services and related Departments including Rural Development/Panchayati Raj, Public Relations and Mass Media etc. | Member |
| (e) | Head of the NSS Regional Centre of Government of India | Member |
| (f) | Relief Commissioner | Member |
| (g) | TOC/TORC Coordinator | Member |
| (h) | 2 representatives from Voluntary/Organisation engaged in developmental work in general and youth work in particular whom the state Govt. finds appropriate. | Members |
| (i) | The Programme Adviser, NSS, representative of the Deptt. of Youth Affairs and Sports in the Ministry of Human Resource Development, Government of India may attend such meeting as special invitee. | |
| (j) | The Programme Coordinators may attend the meeting as special invitee. | |
| (k) | The State Liaison Officer, NSS | Member Secretary |

1.2. Frequency of the meeting

The State Advisory Committee should meet at least twice a year. The first meeting should be held during the month of April/May and the second meeting in the month of December.

The review of the NSS activities during the last year and the planning of the NSS activities for the current year may be considered in the first meeting. The progress made in the NSS activities may be considered and necessary measures may be recommended for improving the activities in the meeting to be held in December.

1.3 Sphere of Consultations

- (a) The State Advisory Committee is expected to work in the light of the NSS guidelines as far as NSS Programme is concerned. The State Advisory Committee is free to make necessary recommendations in the improvement of NSS activities. As far as administrative and policy directives are concerned, the Advisory Committee will not make any changes unilaterally.

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- (b) Instances have been noticed where some universities got the limits of financial expenditure enhanced from the State/University Advisory Committees. Similarly higher pay scales have been not approved for the Programme Coordinators. The Government of India does not agree to such decisions. It will be more convenient if such cases are referred to the Department of Youth Affairs and Sports, New Delhi, before such decisions are taken.

2. State Coordination Committee

It has been observed that in some states, NSS State Advisory Committee are unable to meet for a long time due to certain unforeseen circumstances and certain constraints. Thus the consultation process and the coordination between various departments received a setback. It is therefore, suggested that the coordination between various Government, Departments, Local bodies and other corporate bodies may be achieved through a Standing Committee under the Chairmanship of the Chief Secretary. This Committee may be known as State Coordination Committee.

2.1 Composition of the State Coordination Committee

a)	Chief Secretary	Chairperson
b)	Education secretary/Secretary Department of Youth Affairs dealing with NSS	Member
c)	Director, Higher Education	Member
d)	Director School Education	Member
e)	Director, Youth Services	Member
f)	Head of the NSS Regional Centre	Member
g)	TOC/TORC Coordinator	Member
h)	Head of the Department related to NSS/Social Work	Member
i)	2 eminent person from the field of social service/youth work	Member
j)	State Liaison Officer, NSS	Member Secretary

3. University Advisory Committee -NSS

Each University has to set up an NSS Advisory Committee to advise on programme planning and development under the Chairmanship of the Vice-Chancellor. It will review the

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NSS activities in the area of the University and ensure allocation of NSS students strength and release of grants to its colleges.

3.1 Composition of University Advisory Committee - NSS

(a)	Vice Chancellor	Chairmanship
(b)	Commissioner of Administrative Division or His/her representative	Member
(c)	Registrar	Member
(d)	Secretary/Director of Education/Youth Services	Member
(e)	Head of concerned NSS Regional Centre	Member
(f)	TOC/TORC Coordinator	Member
(g)	3 faculty members	Member
(h)	4 principals of colleges	Member
(i)	One or two NSS student representative	Member
(j)	One or two Programme Officers	Member
(k)	State Liaison Officer NSS	Member
(l)	5 representative from concerned Govt./ Non-Govt. organisations involved in youth Programmes/social work/rural development work at divisional /district level (like NYK, Scouts & Guide, NCC, NGOs etc.)	Member
(m)	Finance Officer	Member
(n)	Programme Coordinator, NSS	Member Secretary

3.2 The NSS Advisory Committee at University Level will be an apex body as far as implementation of NSS at University Level is concerned. The Programme Coordinator will approach the University Advisory Committee for approval of NSS budget, covering NSS activities and establishment expenditure on NSS cell and also programme activities to be undertaken during the year.

3.3 Frequency of meetings

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The University Advisory Committee should meet at least twice a year to review, plan and monitor the NSS activities.

3.4 Limitations

The University NSS Advisory Committee will consider the financial and establishment proposals as per the administrative and policy directives issued by the Government of India and contained in NSS Manual. No decisions against these directives should be taken as these will not be acceptable to the Government of India. As far as NSS Programmes and activities are concerned, these can be selected as per needs and requirements of the respective Universities.

4. College and +2 Schools Level NSS Advisory Committee

College and +2 Schools have to set up an NSS Advisory Committee to advise on programme/planning and development under the Chairmanship of the Principal. It will review the NSS activities at college and school level.

4.1 Composition of College/+2 Schools 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

4.2 Frequency of the meeting

College/+2 schools 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.

4.3 Limitations

The colleges/+2 school 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 college Advisory Committee. As far as programme is concerned, the Advisory Committee is free to

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select the activities suitable for their area and people from amongst the activities, suggested in NSS Manual or added at state level.

5. Advisory Committee (NSS) at +2 level

The NSS Advisory Committee at +2 level will be set up to advise the Programme Coordinator at +2 level on programme planning and development of NSS programme. It will review the NSS activities in the schools covered under +2 level in a State and ensure the allocation of NSS students' strength and release of grants to the schools.

5.1 Composition of Advisory Committee at +2 level

(a)	Director of Education (incharge of +2) level	Chairperson
(b)	Head of NSS Regional Centre	Member
(c)	State Liaison Officer, NSS	Member
(d)	Coordinator (Trg.) TORC/TOC	Member
(e)	2 principals from the schools covered under NSS	Members
(f)	2 Programme Officers whose record in National Service has been excellent	Members
(g)	3 Officers of District, State/Deptt. Administration who are helpful to NSS for taking up projects in the field of community service	Members
(h)	3 Distt. Education officers of schools	Members
(i)	3 outstanding persons of voluntary organisations who are working in the field of community and social service	Members
(j)	Programme Coordinator at +2 level	Member Secretary

Note : The officers in State/District Administrations who are concerned with community development and other developmental agencies may be coopted as Members or be invited as special invitees to participate in such meetings.

5.2 Frequency of Meeting

The Advisory Committee at +2 level should meet at least twice a year to review plan and monitor the NSS activities.

5.3 Limitations

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All the provisions of limitations discussed under University level Advisory Committee in para in 3.4 will be applicable to the NSS Advisory Committee at +2 level also.

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PART – V PLANNING OF PROGRAMME/ACTIVITIES

Chapter – 1 : PLANNING AT STATE LEVEL

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

1. Meeting of State Advisory Committee

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

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

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

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

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

3. Issue of Communication

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

4. Release of Grants

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

5. Second meeting of the State Advisory Committee

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

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Chapter 2 : Planning at University Level

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

1. Seminar/workshop of Principals and Programme Officers

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

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

2. Meeting of University and +2 Advisory Committee

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

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

3. Orientation for Selected NSS Group Leaders

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

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

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

4. Calendar of Activities

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

5. Participation in other Youth Programme

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

6. Submission of Annual Action Plan

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

7. Release of Grants

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

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Chapter – 3 : Planning at Institution Level

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

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

1. Division of Unit

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

2. Selection of Projects

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

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

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

3. Meeting of NSS Advisory Committee

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

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

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Chapter – 4 : Planning of NSS Programmes

Calendar of Activities

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

1. Month-wise Suggested Action

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

1.1 July

(a) Quarterly Report

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

(b) Enrollment

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

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

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- (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 university/+2 level.

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

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

(c) NSS Advisory Committee

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

(d) Beginning of the Regular Activities

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

(e) **Orientation**

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

(f) **Environment Enrichment & Tree Plantation**

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

(g) **Disaster Management**

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

(h) **Adopted Village**

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

(i) **Total Literacy**

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

(j) **Health Service & Awareness**

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

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

1.3 **September**

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

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

1.4 October

(a) Enrollment Report

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

(b) Half yearly Reports

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

(c) Organisation of Autumn Camp

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

(d) Gandhi Jayanti (2nd October)

Communal Harmony Day.

1.5 November

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

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

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

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

1.6 December

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

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

(b) Organisation of Winter Camp

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

1.7 January

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

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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 have been completed.
- (d) **MPFL**

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

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

(e) **Advisory Committee Meeting**

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

1.9 April

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

1.10 May & June

Continuation of Literacy Campaign.

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

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

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PART – VI IMPLEMENTATION OF NSS PROGRAMMES

Chapter 1 : NSS at institution level – Organisation and Administration of NSS unit

The unit at college/+2 level is the grass-root unit in NSS. The organisation keeps contact with the community, administration, student youth and teaching faculty through this unit only. Therefore, the organisation and management of NSS unit are of vital significance.

1. NSS Unit

An institution will be allotted NSS units according to the strength of students. The number of units will be allotted by the Programme Coordinator in consultation with NSS Regional Centre and State Liaison Officer considering the demands of the institution. It is expected that the institution will provide necessary facilities for the successful running of the NSS unit because it is a part of the institution i.e. college or school.

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

2. Enrollment of NSS Volunteers

At college level the NSS volunteers will be enrolled from the first and second year degree-class students. Preference should be given to the students who have worked as NSS volunteers at +2 level also.

- 2.1 Students belonging to minority communities, scheduled castes and scheduled tribes should be encouraged to participate in NSS. They should be given due representation where more students desire to join NSS.
- 2.2 In co-educational colleges the girls should be motivated to join NSS.
- 2.3 The students from foreign countries studying in Indian universities should also be encouraged to join NSS so that they may share the experiences of national reconstruction and community work.
- 2.4 NCC cadets will not be allowed to join NSS. Similarly NSS volunteers will not participate in NCC or any other youth organisation as long as they are in NSS. Same restriction will apply to the NSS Programme Officers also.

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3. Programme Officers

One Programme Officer will be incharge of one unit only.

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

4. Approach

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

5. Physical Facilities : Office & Storage

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

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- (ii) The stores and equipment will be entered in a stock register properly. The entries in the stock register will be endorsed/initialed by the head of the Institution as required under normal financial rules.
- (iii) At the time of change of Programme Officer, the Head of Institution will ensure that the charge of NSS stores and materials is properly handed over by the outgoing Programme Officer to the new Programme Officer. Necessary certificate of transfer of charge will be duly countersigned by the head of the institution in the stock register.

6. Records and Registers

The NSS Programme is financed by the public funds. Therefore, the institution should maintain the financial records and registers as required under financial rules and these have to be kept open for inspection and audit.

- 6.1 The records and registers will be properly handed over by outgoing Programme Officer to the newly appointed Programme Officer.
- 6.2 The following records/register are to be maintained in the NSS unit at college level :-

(a) Enrollment Register

A register with complete particulars and profile of the students enrolled in NSS should be maintained, unit wise. This register should have information about the names, sex, SC/ST, and class of NSS students, their interests, and experience in NSS, and other service activities.

(b) Project Register

This register is to be maintained by the Programme Officer with the help of students. It should provide a list of the projects undertaken during the year with complete information on each project, viz; places/area/institutions, target group, number of students (also names) involved in the particular activity and financial allotment, if any, for the particular project. The project register should give a picture of the adopted area – say for instance, village profile or description of the institution and also periodically the outcome of a particular project. For example, if the project is in the area of health education, details of the number of children covered under the immunization programme could be indicated. This record in course of time, should reflect on the success or failure of a particular project.

(c) Stock Register

A stock-register, listing separately, the consumable and non-consumable items, should be maintained. In addition, an issue/lending register must be maintained

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for purpose of verification and periodic stock-checking. The entries in stock-register will be initialed or countersigned by the Head of the Institution.

(d) **Record of Attendance**

Attendance of student volunteers at the various sessions/camps of NSS must be recorded and their signatures must also be obtained.

(e) **Minutes Book**

The Programme Officer should record the minutes of meetings of the advisory committee and other meetings held periodically. This would help him/her in taking suitable follow-up action.

(f) **Personal Work-Diary of Programme Officer**

Maintaining a personal work-diary will be useful for the Programme Officer wherein he/she notes the projects details, difficulties encountered in the project, number of hours spent for NSS and future plans of action.

(g) **Work-Diary of NSS volunteer**

It will be helpful for each student volunteer to maintain a work diary to note details of area of work, target groups, activities conducted, time spent, problems and plans of further action. NSS student leaders of various projects could give details of the activities and programmes, extra hours spent, attendance of the members (volunteers) and target groups.

7. **Financial Records**

While the college/school office is responsible for separately maintaining accounts for NSS and ensuring their audit, the Programme Officer concerned, should keep himself/herself informed of the progress of the expenditure and be aware of the accounting procedure adopted by the institutions' office. He/she should ensure submission of expenditure statement and utilization certificate to the university/state government in time. College/schools having more than one NSS unit may select of the Programme Officers to look after the accounts, records, reports and returns etc.

- 7.1 The accounts regarding the receipt of NSS grants and their utilization will be maintained as per financial norms. These accounts will be open for inspection to audit parties, officers of NSS organisation State Liaison Officer and Programme Coordinator also.
- 7.2 NSS accounts will be maintained separately. These will not be integrated with other accounts of the institution.

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

8. Financial Expenditure

8.1 Contingent Expenditure for NSS Unit

The NSS unit is initially supported by NSS grants received from Central and State Governments. The Programme Coordinator releases the grants to the concerned colleges at appropriate time subject to certain conditions. Details of such grants and norms of utilization are given in Chapter 2 of Part-IX dealing with financial accounts under expenditure at institution level.

8.2 Raising Internal Resources

Proposals have come from a few universities for raising resources internally to meet the on-going establishment expenditure. In this context, the guidelines in para 5 of this chapter may kindly be referred to, which state clearly that it would be the responsibility of the university/institution to provide necessary infrastructure, secretarial assistance and other facilities for the smooth functioning of the NSS cell at the universities level and unit level. The universities can provide this assistance by making additional budgetary provisions or by raising resources internally in the pattern being followed in respect of sports, youth welfare and other extra-curricular programmes. In this respect, the Department would not have any objection, if nominal fees not exceeding Rs. 5/- per student per annum are charged from the university or college/school/student/NSS volunteers from the current academic session, after following all rules and procedures. Out of the fee so collected, the college/+2 schools can retain Rs.2/- (Rupees two only) towards meeting the establishment expenditure at the NSS unit level.

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

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Chapter 2 : PROGRAMME OFFICER – APPOINTMENT, DUTIES AND FUNCTIONS

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

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

(a) **As an Organizer**

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

(b) **As an Educator**

- (i) To prepare orientation programme for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme;
- (ii) To promote community education through meetings, talks, news bulletins discussions etc.; and
- (iii) To help in formulating NSS programmes which will have direct relationship with the academic curricula.

(c) **As a Coordinator**

- (i) To coordinate NSS activities in accordance with the students ability and community demands.
- (ii) To coordinate internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in imple mentation of the scheme; and

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- (iii) To coordinate various external resources available in the forms of government services; welfare agencies and voluntary bodies for the success of the NSS programme.

(d) As a Supervisor

- (i) To assist students to learn how to do their jobs. His/her supervisory and consultative skills should enable students to set realistic goals and see problems as challenge and take appropriate steps to solve them.
- (ii) To assist in evaluation and follow-up work.

(e) As an Administrator

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

(f) As a Public Relation Person

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

2. Selection of the Programme Officer

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

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2.1 Qualification

- (i) Programme Officer will be selected from the members of teaching faculty only.
- (ii) NCC Officers and Physical Education Directors should not be appointed as NSS Programme Officer.
- (iii) In women college/girls schools a lady teacher should be appointed as Programme Officer. However, male members may help the lady Programme Officer.
- (iv) A teacher who has high level of, motivation, inclination and aptitude for community work and above all very good report with students should be preferred as Programme Officer.

2.2. Tenure

The maximum period for which a teacher is appointed as Programme Officer will be 3 years in the first instance. However, this period is extendible upto 4th year, on the basis of the review of his/her performance by the Principal and Programme Coordinator.

3. Training/Orientation

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

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

4. Functions of Programme Officer

The Programme Officer will perform the following functions :-

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- (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**

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The Programme Officer, NSS conducts and supervises the NSS activities and for that he/she has to incur expenditure on meeting people, placement of students and travel within municipal limits and adopted villages. This expenditure is reimbursed in the form of out-of-pocket allowance. The Programme Officers are paid @ Rs. 75/- per month for this purpose initially. The Department of Youth Affairs & Sports, New Delhi has revised the out-of-pocket allowance to Rs. 200/- per month w.e.f. the financial year of 1991-92 in case of a full unit of 100 NSS volunteers. The admissible out-of-pocket allowance to the Programme Officer in case of smaller units of 75 volunteers will, be @ Rs. 150/- per month.

Out-of-pocket allowance admissible to the Programme Officer is exempted from the payment of Income-tax as per circular No. 1-12/77-SY dated 27th July, 1977. Copy of the letter is appended at Annexure – VI.

6. Financial Pattern

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

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

(c) Programme Development

The balance of funds i.e. Rs. 70/- or Rs. 65/- per volunteer per annum will be utilized on Programme development by NSS units on items, e.g. refreshment to volunteers during programme/camp, volunteers camp/community visit expenses by public transport, purchase of essential working tools, camp equipment, etc. required for programmes, travel expenses of Programme Officers for participation in official meeting/training programme and so on. For technical institutions the State Advisory Committee will decide the nature of tools and equipment. For details chapter 2 of Part – IX ‘Pattern of Financial Expenditure’ may be referred.

6.1 Financial Pattern of NSS Regional Special Camping Programme

The admissible is expenditure on annual special camping programme will be Rs. 200/- per campers. The details of this expenditure have been given under Part-III special camping programme. The rate of regular and special camping grant get enhanced periodically for which Government of India issue expenditure guidelines.

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7. Incentives

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

- (a) The University Grants Commission has recognized NSS as community extension service work. Therefore, the outstanding work of NSS Programme Officers should be recorded in his/her annual performance appraisal report by the controlling officer. It is also desirable to treat outstanding contribution to NSS for 3 years on par with research as NSS is considered the real third dimension of the higher education system already recognised in the new education policy. All universities and +2 council should take appropriate initiative in this matter;
- (b) The Department of Youth Affairs & Sports, Government of India has instituted National awards for the Programme Coordinators for the best NSS unit, Programme Officer and NSS volunteers. The details of NSS awards are given at Annexure – VII.
- (c) The State Governments may also institute NSS awards for the Programme Officers who have done excellent work in the field of community development and youth work through National Service Scheme. Such awards may be awarded at State and District levels. The terms and conditions of the award at State level may be decided by the state authorities;
- (d) The universities may also devise ways and means to award the NSS Programme Officers and volunteers who have done excellent job of community service by NSS Programme Officers in their universities. The terms and conditions of the award at university level may be decided by the university advisory committee.

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Chapter 3 : NATIONAL SERVICE SCHEME VOLUNTEERS

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

1. Participation in NSS Programme/Training

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

(a) Orientation

- (i) Each NSS volunteers who joins NSS will undergo an orientation in NSS Programme for 20 hours out of 120 hours. The 20 hours meant for orientation will further be divided as general orientation – 2 hours; special orientation – 8 hours and Programme skill learning – 10 hours. During the general orientation the NSS volunteers will get to know the history and growth of NSS programme, aims, objectives and other basic concepts of NSS.
- (ii) After the general orientation is completed the students will be given special orientation where information regarding the realities of life pertaining to community and its problems. Volunteers will be encouraged to know more about the problems of village/urban slums and will be oriented for the schemes which are sponsored by the Government agencies and voluntary organizations in the field of community service;
- (iii) The 3rd place of orientation will consist of developing programme skills which are essential for community work and completion of NSS projects. During the orientation the NSS volunteers should be given information regarding the following :-
 1. To establish 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

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

(c) **Community Work**

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

2. **Maintenance of Diary**

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

3. **Certificate**

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

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

4. **Incentive**

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

Chapter 4 : IMPLEMENTATION & ADMINISTRATIVE SUPPORT TO NSS PROGRAMME AT STATE, UNIVERSITY AND +2 COUNCIL LEVEL

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The successful functioning of NSS units and NSS volunteers at grass root levels depends upon the administrative actions initiated at State, University and +2 council levels. A little delay in such administrative actions can disrupt the smooth functioning of NSS programme at university and college level. The timely administrative actions will strengthen the NSS programme at all levels and will bring credit to the programme. For achieving the targets, it is of utmost importance that administrative actions are initiated at appropriate time at state, university & +2 council levels. The most vital factors for the implementation of successful NSS programme are allocation of NSS volunteers to universities and colleges, completion of enrollment within time limits and release of funds to the universities, colleges/schools.

1. **Allocation of NSS volunteers**

- 1.1 The Central Government would make allocation of NSS students strength among different State/UTs in the month of September/October every year so that the States/UTs are in a position to make necessary provisions in their budget for meeting their share of expenditure on NSS programme in the next financial year.
- 1.2 Immediately after the allocation of NSS students strength is received from the Government of India by the State Governments and UT administrations, they should provide adequate matching provisions in their budget for implementation of NSS programme in the next financial year and intimate to the Department the amount of funds so provided.
- 1.3 The Secretary to the Department concerned in the State/UTs should, immediately after the allocation of NSS student strength, convene a meeting of the Programme Coordinator of NSS in universities/+2 level and the NSS officers of the Regional Centres and decide upon the distribution of student strength among different universities. This meeting should be convened in March every year since the Government of India's allocation of student strength will be communicated much earlier. Universities/+2 councils having comparatively lesser student strength under NSS should be encouraged to increase the students under the scheme. Efforts may be made to increase the coverage by at least 10 percent every year over the enrollment achieved in the preceding year.
- 1.4 Each Programme Coordinator will thereafter convene a meeting of Programme Officers and decide the allocation among various colleges. In this meeting itself, decisions should be taken to open new units in colleges where NSS has not yet been started and also in colleges already having NSS.

2. **Actual Enrollment of NSS Volunteers**

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- 2.1 The NSS Programme Officers should give sufficient publicity to NSS programme and its activities among the new entrants in the college/+2 schools. To achieve this end, write-ups regarding the NSS programme, and achievements can be displayed on notice boards. It is further suggested that the NSS Programme Officers may organise a meeting of the new students and inform them about NSS programme and its activities and achievements. The NSS group leaders may also take part in these sessions. They should be motivated to narrate their experiences to the new entrants to encourage them to join NSS.
- 2.2 The NSS Programme Officer will ensure that enrollment of the students under NSS is completed within one month of opening of the institution or by 31st August every year whichever is earlier.
- 2.3 The NSS Programme officer will intimate the strength of NSS volunteers actually enrolled to the Programme Coordinator of the University before the 30th September every year positively. The List of NSS volunteers enrolled along with their class, roll number and residential address will be submitted to the Programme Coordinator, NSS Regional Centre and State Liaison Officer for their records.
- 2.4 In case of the institutions affiliated to the university in which academic sessions does not start in time for one reason or the other, the enrollment should be completed by 30th September positively and intimated to the Programme Coordinator, NSS Regional Centre and State Liaison Officer before 31st October every year.
- 2.5 The State Liaison Officer NSS of state governments/UT administrations will convene a meeting of Programme Coordinators, Coordinators(Trg) TORC/TOC and head of NSS Regional Centre in the first week of October every year in consultation with NSS Regional Centre. The aim of the meeting will be to collect the figures of actual enrollment from the Programme Coordinators and to discuss the other details regarding actual enrollment of NSS volunteers. The projects to be undertaken by the various universities and special programmes and activities can be discussed in this meeting so that the NSS Regional Centre and the State Liaison Officer get a picture of the important NSS activities which are going to be undertaken by the Universities/institutions during the academic year.
- 2.6 The actual enrollment figures will be intimated to the Government of India by the State Liaison Officer and Regional Centres by the end of October every year.
- 2.7 The Programme Coordinators will convey the information regarding actual enrollment of the colleges under their jurisdiction to the State Liaison Officer and NSS Regional Centres. For submitting the report, please refer the format of Half-Yearly Report of the University/+2 council, which is given at Annexure – X.
3. **Release of Grants**

The NSS Programme can be successfully organised only if funds flow at various levels in time so that the programmes planned by NSS units could be undertaken in time. At times, the programmes suffer due to non-release of grant by the state Governments (alongwith the central

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

3.1 Release of grants for Special Camping Programme

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

3.2 Release of Grants for Regular Activities

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

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

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

Chapter 5 : SUPERVISION AND MONITORING

Major policies are conceived and planned and then it passes through number of channels. Therefore, there are chances that the administrative, policy decisions and programme guidelines may be diluted through these stages. It is further apprehended that the national characteristic of the NSS programme may be changed due to local pulls and pressures. It is, therefore, essential to see that it is properly supervised and effectively monitored to keep the basic characteristics of the National Service Scheme intact as envisaged.

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1. Supervision

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

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

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

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

2. **Monitoring**

To ensure proper growth and development of NSS, it is very essential to monitor the progress of activities in the field. Proper monitoring ensures that necessary corrective measures are initiated at appropriate time and at appropriate level to correct any damage by wrong decisions or negligence at all levels. Monitoring also helps to keep a watch on achievement of targets and appraise the plans and projects in the light of actual experience in the field.

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

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

3. Reporting

The reporting system is aimed at [providing necessary feed-back about the field to the head of administration regularly. Such feed-back enables the head of administration to keep a watch over the execution of plans and ensure necessary remedial actions be taken to achieve the targets allotted to them.

3.1 Reports at College/School Level

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

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

3.2 Reports at TORC/TOC level

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

3.3 Reports at University/+2 Council Level

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

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

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

Chapter 1 : TRAINING AND ORIENTATION CENTRES

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

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

1. Function of TOCs

The Training and Orientation Centres will perform the following functions:

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

2. Composition of Training and Orientation Centres

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

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

3. Selection of Coordinator (Trg.) and Lecturer

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

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

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

4. Composition of Selection Committee

The Selection Committee would consist of the following members :

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

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

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

6. Qualifications for the post of lecturer

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

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

7. Tenure and Terms of Appointment

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

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

8. Functions of Coordinators (Trg.)

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

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

9. Functions of the Lecturer

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

10. Pattern of Financial Assistance to TOCs

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

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

11. TOC Advisory Committee

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

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

11.1 Limitations

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

12. Reporting

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

Chapter 2 : TRAINING OF PROGRAMME OFFICERS AND KEY PERSONNEL

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

1. Orientation of the NSS Programme Officers

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It is mandatory that every NSS Programme Officer has to undergo the training within one year of his/her appointment as Programme Officer. He/She will not continue as Programme Officer without orientation/training within the stipulated period. Therefore, he/she must report to the Training & Orientation Centre for orientation when he/she is called for.

2. Duration of the Course

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

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

3. Objectives

These training courses aimed at providing necessary knowledge, skills and attitude required for effective implementation of NSS programmes. Following are the objectives of these courses :-

- a) To bring about a re-orientation in attitude and values of teachers and to prepare them for new roles and responsibilities in the NSS ;
- b) To enable them to play the role of an extension worker between the college and the community and to function as a catalyst;
- c) To equip them with knowledge relating to various functional areas of service;
- d) To provide them skills of working with individuals, groups and community; and
- e) To equip them with basic skills in planning organisation, supervision, survey, evaluation, administration, communication and resource building for NSS.

4. Methods

The following methods should be used depending upon the local conditions and needs :-

- a) Demonstration and audio-Visual Methods;
- b) Field Visits;
- c) Supervised field work assignment in a nearby village;

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- d) Case Methods;
- e) Lecture-cum-discussions;
- f) Group/Panel discussions;
- g) Workshop.
- h) The theoretical information in the form of synopsis of lectures, bibliography, publications etc. would be prepared by the Training and Orientation Centre and mailed to the trainees in advance so that they come prepared in the orientation course, which is considered time – saving.

5. Model Syllabus for the training courses

a) History and Philosophy of the NSS

- Contents :
- 1. NSS in a historical perspective;
 - 2. Basic components of NSS administration the Central and the State Government , the University and the College.
 - 3. Role of universities and colleges in community education.
 - 4. Integration of NSS into Curriculum (two sessions).

b) Society and Youth

- Contents :
- 1. Current issues and social problems, poverty, ill- health, illiteracy, rapid population growth, youth employment and under- employment etc.
 - 2. Nature of social deviance, delinquency and crime, beggary, corruption, adulteration, hoarding, profiteering, dowry system, etc.
 - 3. Problems of physically and mentally handicapped.
 - 4. Problems of socially/educationally backward communities i.e. Scheduled Castes, Scheduled Tribes and Denitrified Tribes.
 - 5. problems resulting from regional or national catastrophes – draught, flood etc.
 - 6 Rural Reconstruction and 20 –point Economic programme.
- (Six Sessions)

c) Programme planning and implementation

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- Contents:
1. Importance of programme planning ;
 2. Principles and methods of programme planning ;
 3. Factors involved in exploring field placements for NSS volunteers;
 4. Selection of time – bound and target oriented programmes, including adoption of villages/urban slums.

(Two Sessions)

d) Methods and Techniques of working with people

- Contents
1. Working with individuals – skills and techniques required in working with NSS volunteers and adult leaders in the community;
 2. Working with groups – group formation, group development, group dynamics, leadership development and working with NSS volunteers;
 3. Working with communities – Nature of Communities and their organisations, as method, techniques in human relations and communications, coordination with other agencies/Government Departments.

(e) Organisation and Management of NSS

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

(Four Sessions)

f) Supervision

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

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4. Supervision of students groups.
(Four Sessions)
- g) **Evaluation**
- Contents
1. Significance and need for evaluation;
 2. Methods of Evaluation;
 3. Use of Evaluation for future programme planning.
(One Session)
- h) **Social Survey**
- Contents
1. Need for action-oriented surveys in NSS;
 2. Identification and selection of Community problem for investigation;
 3. Methods of collecting information;
 4. Analysis of collected data and preparation of report;
 5. Application of survey findings in problem solving process.
- i) **Laws and Legislation relating to Social Welfare**
- Contents
1. Local and national laws on – legal age, Marriage, voting Rights, education, apprenticeship and employment;
 2. Laws on care and protection of illegitimate children , destitute, orphans, delinquents, victimized, rescued, drug addicts etc
 3. Fund-raising regulations;
 4. International declaration of Human Rights.
(Two Sessions)
- (j) **Rural work under NSS**
- Contents**
1. Nature of rural society;
 2. Problems in rural and tribal areas:
 - (a) Agricultural problems – low Productivity tenancy, problems of bonded labour:
 - (b) Rural migration to towns and cities:

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- (c) Rural medical health services – prevention of diseases, environmental sanitation through disposal of garbage, construction of soak pits, drains, roads etc. and provision of safe drinking water supply:
- (d) Need for subsidiary occupation for the poor organisation of village industries:
- (e) Difficulties in organising the literacy programmes and rural libraries:
- 3. Rural Youth Programme – organisation youth club, Young Farmers' club, Mahila Mandal.
- 4. Concept of Integrated Rural Development:
- 5. Structure of Extension Agencies in rural areas:
- 6. Credit facilities in rural areas;
- 7. Land reforms and tenancy:
- 8. Programme for weaker sections of the society in relation to the 20-Point Economic Programme, e.g. allotment of house sites to schedule castes/schedule tribes, legal aid to the rural poor etc.
- 9. Re-cycling of waste and use of gobar gas plants;
- 10. NSS and other youth programmes.

(K) Family and child care

Contents

- 1. Organisation of Family and Child Care programme
 - (a) Philosophy of Family and Child Care Programme
 - (b) Role of Government and voluntary agencies in the development of family and child care programme with special reference to :-
 - (i) Integrated Child Development Service:
 - (ii) Applied Nutrition Programme
 - (iii) Mid-day meals programme
 - (iv) Special nutrition programme
- 2. **Prevention and control of communicable diseases :**

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- (a) Infectious diseases
- (b) Mass Communication

3. Maternity and Child Care :-

- (a) Mother's mental and physical health care during pregnancy and delivery
- (b) Child development from conception till maturity – Role of parents, peer groups, school community in socialization of the child health Programme.
- (c) Common ailments of infancy and childhood, infectious diseases, immunization, booster doses,

4. Population Dynamics and Family Planning

- (a) Population problems, goals of family planning;
- (b) Methods of family planning
- (c) Methods and media of communication in family planning
- (d) Population education and the role of NSS

5. Nutrition

- (a) Calories, protein and vitamin requirements of the child during development stages
- (b) Balanced diet
- (c) Prevention of diseases, caused by some deficiency
- (d) Nutrition education

(Four sessions)

(I) Afforestation and Tree Plantation

- Contents 1. Creation of tree consciousness among the community

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2. Prevention of soil erosion
3. Establishment of nurseries
4. Plantation of trees and preservation and upkeep of trees
5. Weed control, pest management, rodent control

(One Session)

(m) Urban work under NSS

- Contents
1. NSS work in urban slums – housing projects, health services,
 2. Medical social service work and community health programme;
 3. NSS programme in Welfare Institutions;
 4. NSS programme in primary schools.

(Two sessions)

n) Preservation and beautification of monuments

(One session)

o) Non-formal education

(One session)

p) NSS Practical Work

- Contents
1. Agency visits;
 2. Supervised field work assignment in a nearby village/urban slum;
 3. Supervised field work in institutional setting;
 4. Demonstrations eg. Nutrition, First-Aid in emergencies and accidents, Civil Defence, Kitchen gardening, compost pits .
- (12 Sessions)

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6. Consolidated Statement of Session

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

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

7. Miscellaneous

During the period of training, Vice-Chancellors, officers of NSS Regional Centre, Programme Coordinators, subject specialists, Resource persons and experienced officers of different agencies may be invited to participate in the training. Each training session may cover different aspects of NSS programmes as per Model Syllabus for Orientation course.

8. Finance

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

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

Chapter 3 : RESEARCH, EVALUATION AND PUBLICATION

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

1. Functions of Training, Orientation & Research Centres

The functions of these TORCs are as under :

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

2. Research and Evaluation

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

2.1 Research

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

2.2 Evaluation

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

3. Publication

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

4. Composition of Training, Orientation & Research Centres

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

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

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d) Stenographer

One

5. Selection Procedure

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

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

6. Composition of Selection Committee

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

7. Qualifications for post of Coordinator (Trg)

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

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

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

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

9. **Terms and tenure**

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

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

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

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

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

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

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

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

12. Pattern of Financial Assistance to TORCs

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

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

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

13. Advisory Committee for TORC

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

13.1 The committee will consist of the following members :-

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

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consultation with the Head of the NSS Regional Centre

Member

(e) Coordinator (Torg.) TORC

Member

Secretary

13.2 Limitations

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

14. Reporting

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

NATIONAL SERVICE SCHEME MANUAL

LIST OF TOC/TORC

TRAINING, ORIENTATION & RESEARCH CENTRE

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

NATIONAL SERVICE SCHEME MANUAL

TRAINING & ORIENTATION CENTRE

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

NATIONAL SERVICE SCHEME MANUAL

Part – VIII

FINANCES AND ACCOUNTS

Chapter 1 : PATTERN OF FINANCIAL EXPENDITURE

1. NSS Programme Coordinator

(a) N.S.S. Regular Activities

NSS volunteers undertake regular activities after college hours or during week ends and other holidays. The volunteers are expected to participate in these activities for 120 hours per year for a period of 2 years – the details are given in part No.11

(b) Special Camping Programme.

Under the Special Camping Programme, camps of 10days duration are organised during the vacations every year. Only 50 percent of the total strength of NSS volunteers in a university or college participate in these camps. A provision of Rs.20/- per volunteer per day is made for these special camps. This is mainly for expenditure on boarding and lodging and transport of the volunteers. For details, part No. III dealing with Special Camping Programme may be referred.

2. Expenditure on Regular Activities

- a) As stated earlier, an amount of Rs.120/- per volunteer, per annum is earmarked for expenditure on regular activities. The expenditure is shared in the ratio of 7:5 between Centre and State Governments, except Jammu and Kashmir and Union Territories without legislatures.
- b) Out of Rs.120/-, an amount of Rs.25/- or Rs.20/- per volunteer is to be spent on establishment/administration expenses at University/+2 level for details please see financial pattern on page No.134. Similarly, an amount of Rs.30/- per volunteer is incurred on establishment at college/school level.
- c) Balance of Rs.62/- or Rs.70/- is spent on programme development at grass root level.

3. State Level Establishment and Administrative expenditure

- a) The State NSS Cells have been established in most of the States with cent per cent financial assistance from the Government of India. The financial assistance includes the salary of the State Liaison Officer, supporting staff, travel expenditure and office contingencies. Therefore, States with Liaison Cells do not spend any amount out of NSS grants for establishment expenditure.

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- b) The State Liaison Officer and full-time staff work exclusively for NSS programmes at State level. The services of such staff will not be utilized for other programme.
- c) In cases, where NSS Cells have not been established at State level and State Liaison Officers have not been appointed with cent per cent Central financial assistance, the State level establishment expenditure should not exceed Rs.3/- per volunteer per annum. In such cases, an Liaison Officer for NSS in addition to his/her regular charge. The amount available through deduction @ Rs.3/- per volunteer out of NSS grants for regular activities can be utilized for the establishment expenditure on payment for part-time assistance or honorarium, if any.
- d) The State Governments/Universities will keep the actual administrative expenditure to the minimum possible and transfer the balance to NSS Units for programme development (Department of Youth Affairs & Sports, New Delhi letter No.F.1-19/93-YS.III dated 29-9-1993, given at Annexure –XII).
- e) It has been observed that some Universities utilize the NSS grants for other purposes and release the funds to colleges in the last week of the March of the financial year. This practice in financial parlance is “misappropriation of public funds”. Not only it is against financial norms, but also it defeats the very purpose of NSS grants. The State Governments will ensure that the Universities do not keep the NSS funds with them, but release the funds to the college/schools immediately.

4. Policy and Administrative Directives

The Ministry of Finance approves the provision of funds and their expenditure under certain terms and conditions. Therefore, no State Govt. and University will modify the terms and conditions regarding the NSS funds and their expenditure unilaterally without the approval of the Deptt. of Youth affairs & sports, New Delhi. All instructions regarding the funds and its expenditure will be treated as **“Policy and administrative Directives”**. State Liaison Officers and Programme Coordinators will observe the directions in letter and spirit.

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Chapter 2 : PATTERN OF FINANCIAL EXPENDITURE

1. University and +2 level Council

The NSS Cells at University and +2 level being the grass root units play a very significant role in the implementation of NSS programmes. The Programme Coordinator provides necessary expertise to the NSS Units at college and school levels. The NSS Cells get funds for their establishment from the following sources;

- a) From the Government grants through the State Liaison Cell.
- b) From the bank interest on unspent grants if any, kept in banks.
- c) From contribution from the Colleges on account of admission charges allowed by the GOI.

2. Govt. Grants for establishment and Administrative Expenditure

- a) In the initial stages, the Universities were allowed to deduct an amount of Rs.5/- per volunteer, per annum and this rate of deduction was revised to Rs.10/- after 1984-85. Considering the rise in the prices of materials and service, the rate was again increased to Rs.15/- w.e.f. the financial year 1991-92.
- b) Consequent upon the revision of Pay Scales and DA rates, the Universities represented to the Govt. of India regarding the inadequacy of funds for running NSS Cells. Considering the facts, the Govt. of India made certain concessions for the Universities who are unable to run the NSS Cells with the admissible deduction at the rate of Rs.15/- per volunteer vide Letter No.F.1-19/93-YS.III dated 29-9-1993, given at Annexure-XII.
- c) The following revised rates will be admissible to the NSS Cells only where there is actual shortage of funds for administrative expenditure at University NSS Cells/+2 stage:
 - (i) The deduction admissible Rs.25/- for universities where per volunteer NSS per annum strength is up to 10,000 volunteers.
 - (ii) The deduction admissible Rs.20/- for universities, where per volunteer NSS volunteer per annum strength is 10,001 and above.
 - (iii) Where the existing deduction of Rs.15/- per volunteer per annum is adequate to meet the administrative expenditure, the above revision of rate will not be admissible

3. Bank Interest

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As per the policy directives, the Universities and colleges are required to keep the NSS funds in saving bank accounts. The funds, thus deposited earn interest regularly. It has been decided that the amount of interest accrued in NSS saving bank account can be utilized for the purchase of equipment, which are considered essential for field work and programme development.

- 3.1 The purchase should be made only after the proposal of those purchases which have been approved by the University Advisory Committee.
- 3.2 As there is ban on the purchase of vehicle and expensive audio-visual aids and other expensive equipment, only very essential and less expensive equipment may be purchased out of the amount made available from bank interest or savings. (Letter No.F.2-1/91-YS.III dated 16-3-1992 of Deptt. of Youth Affairs & Sports, New Delhi, given at Annexure-V).

4. Generation of Internal Resources

- (a) With a view to encourage the active participation and association of NSS Units, the GOI has permitted the NSS Units to charge a nominal fee from the students who desire to join NSS.
- (b) The NSS Unit will keep 50 percent of this amount and pass the balance to the Programme Coordinators of the University. The fee may be used towards meeting the additional cost if any of establishment and innovative programme development, awards, incentives etc.
- (c) The amount, thus available will be used for the NSS programme only. Decision for any revision in the fee may be made at the State level.

5. Establishment/Administrative Expenditure at University and +2 level

The funds made available to Programme Coordinators of University/+2 stage vide para No.2 of this chapter will be spent as follows:

(a) Salary to Programme Coordinators (Full-time)

At the University level, the teacher in-charge of the NSS will be known as Programme Coordinators. No other designation will be given to this post. The Programme Coordinator should be a whole-time teacher, especially in the case of affiliating Universities where strength of NSS volunteers is more than 10,000. His/her salary will be chargeable from NSS grants – Establishment and Administrative Expenditure. The post of Programme Coordinator will be treated as an academic post as NSS is also an extension education programme.

b) Out-of-Pocket allowance to Part-time Programme Coordinator

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- (i) A part-time Programme Coordinator may be appointed under the following circumstances:
 - 1. Where the strength of NSS volunteers is up to 10,000 in the case of affiliating university.
 - 2. In case of a residential university.
 - 3. In case of university having a small coverage.
 - 4. In case the post of Programme Coordinator remains vacant for sometime.
- (ii) A part-time Programme Coordinator will receive Rs.400/- per month out-of – Pocket allowance as decided by the NSS Advisory Committee.
- (c) A Senior Programme Officer will be given the charge of Programme Coordinator, where the strength of NSS volunteers is less than 500 NSS volunteers.
- (d) The University will ensure that full- time staff paid out of NSS grant who works for NSS exclusively. Their services will not be used by any other department or for any other programme. It would be appreciated if the University/+2 council could provide secretarial support to the Programme Coordinator out of their own budget so that more funds could be diverted to programme.

6. T.A. & D.A. to Programme Coordinator & Staff

The expenditure on travel undertaken by the Programme Coordinator and his /her staff for the NSS programme will be admissible out of NSS grants – establishment expenditure.

The expenditure on journeys by air undertaken by Programme Coordinator and other members of the staff who are not entitled to travel by Air under rules will not be admissible out of NSS grants – establishment expenditure.

7. Contingent Expenditure

The expenditure of contingent nature for the maintenance of NSS Cell and Programme may be incurred out of establishment expenditure as under :

- (a) The contingent expenses like stationery, postage, telephone and telegrams, etc.
- (b) Expenditure on Seminars/Workshops and periodical meetings of Principals, Programme Officers and active NSS volunteers .
- (c) Training –cum–Orientation of NSS leaders and Programme Officers.

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- (d) Publication of NSS reports, publication and purchase of literature as may be authorized by the Department.
- (e) Other miscellaneous expenditure as decided by the University Advisory Committee within the framework of policy and administrative directives.
- (f) The expenditure on purchase of office equipment, furniture, telephone is not admissible out of NSS establishment expenditure. The Universities are expected to provide the facilities to NSS Cell out of their normal expenditure as their contribution to NSS programme.

8. Expenditure on vehicles provided by Universities

The Universities should provide vehicles to the Programme Coordinators for NSS work on priority basis as the vehicles provided out of NSS funds have been transferred to the University Staff Car pool since last 10 years. The cost of POL and other charges as per University rules is admissible from the University level establishment expenditure.

The maintenance and running cost of the vehicles are to be borne by the University out of University funds and not out of NSS grants.

9. Financial Discipline

- (a) The financial provisions fall under the category of policy and Administrative Directives. Therefore, all Programme Coordinators/Programme Officers will adhere to these provisions in letter and spirit.
- (b) The public expenditure is incurred as per norms of public expenditure laid in “General Financial Rules” of Govt. of India. The Programme Coordinators should familiarize themselves with these norms.
- (c) The accounts of the NSS grants should be maintained separately. This will speed up the rendering of accounts to State Governments and Govt. of India.
- (d) The accounts should be rendered in time and regularly to keep a smooth flow of funds.
- (e) NSS funds are provided out of public funds. Hence, the accounts/account books are open for inspection. The accounts/account books are to be produced before the inspection and audit, the State Liaison Officer and his/her staff, the representatives of the Deptt. of Youth Affairs & sports, New Delhi and officials of NSS Regional Centre of the concerned State.

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Chapter 3 : Pattern of Financial Expenditure at college

1. (a) The NSS Unit at college or school level is important for the purpose of implementation of NSS projects under regular activities and special camping programme. All NSS volunteers participate in these activities at grass root level and come in contact with the various cross sections of the society, particularly rural community.
- (b) The financial expenditure at unit level can be divided into two categories, viz., (a) Establishment and Administrative Expenditure and (b) Programme Development Expenditure.
2. (a) The NSS Unit at college and school level receives NSS funds from the universities/ college/+2 stage normally. Some State Governments release funds to the Units directly due to administrative structures in those States.
- (b) The NSS units will receive the funds after necessary deduction made by the universities for their establishment expenditure as authorized by the government.
3. **Establishment and Administrative Expenditure as College and School levels**
 - (a) An amount of Rs.30/- per NSS volunteer per annum will be admissible for meeting the expenditure on payment of out-of-pocket allowance to Programme Officer, and contingent expenditure.
 - (i)

Out-of-pocket Allowance to Programme Officer	Rate of Pocket
@ Rs.200/- for Unit of 100 or more than 100	allowance per
volunteers per month admissible	per annum volunteer
(200x12=2400/- per annum	Rs.24/-
 - (ii) For the Units having less than 100 volunteers the rate of out-of-pocket allowance will be reduced proportionately.
 - (iii) The payment of out-of-pocket allowance to Programme officer will be subject to the specific work to be put in by hi/her every month. This will include (i) mobilization of 50 percent volunteers for special camping (ii) a minimum of three/four community visits per month to the adopted area for co-ordination and supervision (iii) maintenance of NSS records as specified in NSS Manual and (iv) submission of quarterly progress reports.
 - (b)

Contingent expenditure admissible on	@ of per volunteer per
part-time clerical assistance purchase	annum
of stationery, postage and other	
miscellaneous expenses	
(100x6=600/- for the unit of 100 volunteers.	Rs.6/-
In the case of smaller units the expenditure	

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Will be reduced proportionately.

4. Programme Development Expenditure at College/+2 school

As per existing arrangement an amount of Rs.62/- to Rs.70/- per NSS volunteer per annum will be available for meeting the expenses on organisation and conduct of actual regular NSS activities/programmes. This amount will be utilized by the colleges for meeting expenditure on following items :-

- (a) Expenses on pre-camp preparation, orientation and post-camp evaluation.
- (b) Expenses on T.A. and honorarium to resource persons.
- (c) Refreshment to students participating in activities.
- (d) Travel expenses of students from college to place of work and back by the cheapest mode of transport.
- (e) Purchase of minimum equipments like utensils, pickax, shovel and petromax, etc required for camp and regular programmes.
- (f) Traveling expenses of Programme Officers for participation in meeting/seminars/orientation refresher courses, camps etc.
- (g) Travel expenses by the cheapest mode of transport in respect of NSS volunteers for participation in camps, meetings, seminars, conference, etc., within or outside the State organised by the Department and for participation in university level leadership camps.
- (h) Other contingent expenditure on actual organisation of regular NSS activities/programmes.

5. Banned/Non-permissible Expenditure

- (a) Purchase of luxury items and costly audio-visual aids like VCR, TV etc.
- (b) Cash Awards/cash incentives to NSS volunteers or others out of NSS grants are not permissible.
- (c) Expenditure on celebrating formal ceremonies or giving costly gifts and awards out of NSS grants is not permissible.
- (d) purchase of vehicle out of NSS grants is not admissible.

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Letter No.F.2-1/91-YS.III dt. 16-3-1992 (see Annexure-V)
Letter No.F.1-13/78-YS.I dt. 28-4-1978 (see Annexure-XIII)
Letter No.F.1-47/85-YS.III dt. 18-3-1986 (see Annexure-XIV)
of Deptt. of Youth Affairs & Sports, New Delhi.

6. Day Camps

- (a) In exceptional cases, when it is absolutely necessary for the completion of a specific regular project, the Day camps may be organised with the prior approval of the Programme Coordinator of the University. The proposal should contain the nature of project and tasks to be completed. After the completion of day camps, a report may be sent to the Programme Coordinator.
- (b) During a Day camp, NSS volunteers will work for 8 hours on the project.
- (c) An expenditure of Rs.8/- per volunteer will be admissible out of programme development expenditure at college level.

7. Pattern of Financial Expenditure on special Camping Programme.

- (a)
 - (i) Under the Special Camping Programme, camps of 10 days are organised during the vacations.
 - (ii) Only 50 percent of the NSS strength in a university/college/school participates in these camps during a year.
 - (iii) Since the financial year 1996-97, an expenditure up to Rs.20/- per day, per camper is to incur on board and lodging of campers, transportation of campers to the venue of camp and back and some miscellaneous expenditure. The total expenditure per volunteer for 10 days camp should not exceed Rs.200/-.

(b) Day camps under Special Camping Programme

- (i) The general policy is that day camps under special camping should not be organised as it is not in the spirit of group living and collective experience sharing in a Special camp.
- (ii) However, in the exceptional cases, where night stay is extremely difficult, the university may permit a college to organise day camps.
- (iii) An expenditure of Rs.8/- per volunteer per day will be permissible in these exceptional cases.

Chapter 4 : MAINTENANCE OF ACCOUNTS

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1. The NSS programme can be implemented successfully, if the funds flow smoothly at all levels. It must be appreciated that the further release of NSS grants are also subject to the submission of accounts of the grants released during the past years. The grants for the current year can be withheld provided, the accounts of the previous two years are not finally submitted.

2. Method for Release of grants

The method for the release of grants has been discussed exhaustively in part VI Chapter 4, paras 4 & 5. This part may be referred for details.

3. Maintenance of Accounts

As the NSS funds are provided out of public revenue, it is essential that the accounts are maintained according to standard accounting procedure and instructions issued from time to time.

4. Separation of Accounts

- (a) The accounts of NSS grants will be maintained separately for making the rendering of accounts easy and timely to the concerned authorities. The integration of NSS accounts with the institutional accounts should be avoided as it delays the submission of NSS accounts.
- (b) The accounts of special camping programme and regular activities will be maintained separately. These accounts should not be mixed up as these are accounted for under different heads.
- (c) The funds received as NSS grants will be kept in a separate saving bank account in a nationalized bank solely for NSS.

5. Submission of Special Camping Programme Accounts

- (a) The NSS Units/College/Schools will submit the accounts of NSS funds received for organising the annual special camp of 10 days, to the Programme Coordinator of the respective University/+2 level school within one month after the completion of the camp.
- (b) The accounts will get audited by the officials of the accountant General/Local funds or a Chartered Accountant.
- (c) The Statement of the audited accounts duly certified by the auditing authority along with utilization certificate will be furnished to the Programme Coordinator within the stipulated period.

6. Submission of Special Camping Accounts

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(a) By the Programme Coordinator

- (i) The Programme Coordinator will ensure the rendering of accounts of Special Camping Programme after the closing of the financial year. As the accounts from the NSS units would have been received much earlier than the closing of financial year, it will be feasible for the university/+2 state to render the consolidated accounts by the 30th June of the succeeding year.
- (ii) The Programme Coordinator will render the accounts to the State Liaison Officer under intimation to NSS Regional Centre concerned.
- (iii) As already stated in para No.5 (ii) & (iii), the accounts will be duly audited by the authorized agency. The statement of accounts duly certified by the auditing officer/chartered accountant will be acceptable to the Deptt. of Youth Affairs & Sports, New Delhi and the State Liaison Officer/NSDS Regional Centres.

(b) By the State Liaison Officer

- (i) The State Liaison Officer will furnish the accounts to the Deptt. of Youth Affairs & Sports, New Delhi within two years after the closing of the financial year concerned. If the accounts are not rendered within the stipulated period, further grants are likely to be delayed as the Govt. will not be in a position to release the grants without the compliance of these provisions as per policy directives.
- (ii) The accounts will be duly audited by the concerned auditing authority or a Chartered Accountant. The certified statement of the accounts and the utilization certificate will be furnished to the Deptt. of Youth Affairs & Sports, New Delhi and the NSS Regional Centre concerned.

7. Submission of Accounts of Regular Activities Grants

- (a) The NSS Unit of the College/School will submit the accounts of the funds received for NSDS Regular activities to the Programme Coordinator within a period of one month after the close of the financial year.
- (b) The Programme Coordinator of University/+2 Stage, will furnish the consolidated accounts duly audited along with Utilization Certificate to the State Liaison Officer within a period of 3 months after the closing of financial year. A copy of the accounts will be endorsed to the NSDS Regional Centre concerned.
- (c) The State Liaison Officer will submit the consolidated accounts duly audited along with utilization certificate to the Deptt. of Youth Affairs & sports, New Delhi within a period of two years. After the closing of the financial year in which grants were received. Non-submission of accounts within the stipulated period is

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likely to hamper the release of grants for the forthcoming years. A copy of the accounts is to be endorsed to the NSS Regional Centre concerned.

- (d) All the provisions regarding the audit, statement of accounts and utilization certificates applicable to the accounts of Special Camping will be applicable to the accounts of NSS Regular activities grants. These provisions have already been stated in paras No.5 & 6.

8. Production of Financial Records

The records and registers pertaining to NSS accounts are open for inspection by the officials of the Accountant General, Local Fund Audit, State Liaison Officer and the NSS Regional Centre concerned. These records will be produced before these officials on demand in discharge of their official duties.

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LIST OF INTERNATIONAL AND NATIONAL NATIONAL SERVICE SCHEME

DAYS/WEEKS TO BE OBSERVED BY

DAYS	DATE
01. National Youth Day	12 th January
02. Republic Day	26 th January
03. Martyr Day	30 th January
04. International Women Day	8 th March
05. World Health Day	7 th April
06. Anti-Terrorism Day	21 st May
07. World No Tobacco Day	31 st May
08. World Environment Day	5 th June
09. World Population Day	11 th July
10. Independence Day	15 th August
11. Sadbavana Day	20 th August
12. International Literacy Day	8 th September
13. International Peace Day	15 th September
14. NSS Day	24 th September
15. National Blood Donation Day	1 st October
16. Communal Harmony Day	2 nd October
17. National Integration Day	19 th November
18. World AIDS Day	1st December
19. World Human Rights Day	10 th December
WEEK	
01. National Youth Week	12-19 January
02. Van Mahotsava Week	1-7 July
03. International Literacy week	8-14 July

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04. Quami Ekta Week

19-25 November

LIST OF NSS HEAD OFFICE & REGIONAL CENTRES

1	Sh. H. K. Sharma Asstt. Programme Adviser NSS Regional Centre 2-Amul Society, Paldi Ahmedbad-380007	Code – 079 26603141(O)	2	Sh. H. S. Suresh Asstt. Prog. Adviser NSS Regional Centre 57/190, R. V. Road, Basavanagudi, Bangalore-560004	Code – 080 26563530(O) 26573910(R)
3	Sh. S. S. Kain Asstt. Prog. Adviser NSS Regional Centre E – 1/123, Arera Colony Bhopal-462016	Code – 0755 2464817(O) 2462572(R)	4	Ms. Sarita Patel Youth Officer NSS Regional Centre Plot No. 754/1, Jayadev Vihar Bhubaneswar-751013	Code – 0674 2360439(O) 2421746(R)
5	Sh. S. K. Sahwney Dy. Prog. Adviser NSS Regional Centre Kendriya Sadan, 4 th Floor Sec – 9/A, Chandigarh-160009	Code – 0172 2743275(O) 2792912(R)	6	Sh. M. Rajamony Youth Officer NSS Regional Centre 4 th Floor, 4 th Block Shastri Bhawan, Haddows Road, Chennai-600006	Code – 044 28225709(O)
7	Dr. Gopal Ji Dy. Prog. Adviser NSS, Programme Adviser's Cell 11/12, Jamnagar House New Delhi-110011	Code – 011 23384513(O) 23073324(O) 23073324(F)	8	Sh. Gurdeep Singh Bhatti Asstt. Prog. Adviser NSS Regional Centre 11/15, Jamnagar House, New Delhi-110011	Code – 011 23382991(O)
9	Sh. Dipak Kumar Youth Officer NSS Regional Centre Dhirendra Bhawan, 2 nd Floor Sapta Sahid Path, Mathura Nagar Dispur, Guwahati-781006	Code – 0361 2330296(O) 2228945(R)	10	Sh. K. Rajendran Asstt. Programme Adviser NSS Regional Centre 3 rd Floor, 2 nd Block Kendriya Sadan, Sultan Bazar, Hyderabad-500195	Code – 040 24657369(O)
11	Sh. A. K. Kewalia Asstt. Prog. Adviser NSS Regional Centre SB-12, Bhawani Singh Road, (Opp. Durlabhji Hospital) Bapu Nagar, Jaipur-302015	Code – 0141 2701035(O) 22742181(R)	12	Ms. A. Wallang Dy. Prog. Adviser NSS Regional Centre 3, Church Lane Kolkata-700001	Code – 033 2243-9233(O) 2461-7803(R)
13	Sh. J. B. Singh Asstt. Prog. Adviser NSS Regional Centre Kendriya Bhawan, 8 th Floor, Hall-1 Sec-H, Aliganj, Lucknow-226024	Code – 0522 2381545(O) 2761753(R)	14	Sh. D. N. Pathak Asstt. Programme Adviser NSS Regional Centre Renu Kutir, C/15-B, Opp Lalitha Hotel, Bashawan Park Road, S. K. Puri, Patna-800001	Code – 0612 2205474(O) 2592596(R)

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15	Sh. M. S. Jambhule Asstt. Programme Adviser NSS Regional Centre 'ALANKAR' Building, 1 st Floor 25, Mukundnagar, Pune-411037	Code – 020 24273078(O)	16	Asstt. Prog. Adviser NSS Regional Centre CGO Complex, 2 nd Floor PO-Poonakulam, Vellayani	Code – 0471 2481814(O)
				Trivandrum-695522	

Annexure-III

QUARTERY REPORT ON NSS FROM STATE LIAISON CELLS

(To be submitted to the Department of Youth Affairs & Sports, Government of India with copies to Programme Adviser's Cell and concerned Regional; Centres)

(QUARTER ENDING MARCH/JUNE /SEPTEMBER/DECEMBER -----)

PART-I

- 1 **Name of the State/UT** :
- 2 **Name of the State Liaison Officer** :
- 3 **Whether full time/part time (if full time, whether holding any other charge in addition to NSS. (If yes, give details.)** :
- 4 **Date of joining** :
- 5 **Location of the State Liaison Cell**
 - (a) Deptt. to which attached :
 - (b) Name and designation of controlling /reporting officer :
 - (c) Postal Address with PIN Code :
 - (d) Telephone Numbers of SLO and his/her controlling officer : Office :
Residence :
Telex/Fax :

PART-II

- 1 **Volunteer Strength**
 - (a) NSS volunteer Strength allocated to the

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State Govt. by Govt. of India

:

- (b) NSS strength accepted and allocated by the State Govt. To Universities/+2 level.

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(i) Universities :

(ii) +2 Level Schools (if any) :

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(c) NSS operation in the State/UT.

(a) No. of Universities have NSS :

(b) No. of colleges with NSS :

(c) No. of +2 school/Junior college with NSS :

	College	+2 Schools	Total
(d) No. of NSS Units :			

	Full Time	Part Time
(e) No. of NSS Programme Coordinators in the State/UT :

(f) Whether all the University Programme Coordinators appointed as per guidelines circulated in August to prevent violation of guidelines :

	Male	Female	Total
(g) No. of Programme Officers trained :			
No. of Programme Officers to be trained :			

(h) What steps have been taken to ensure training for NSS Programme Officers :

(d) Accounts

(a) Upto which year audited statement of accounts consolidated at State level submitted to Govt. of India :

(b) Steps taken for settlement of accounts to Govt. of India in time :

(e) NSS State Advisory committee

(a) Whether NSS State Advisory Committee has been constituted :

(b) Date (s) on which the State Advisory

NATIONAL SERVICE SCHEME MANUAL

Committee met :

(c) If the Committee has not met periodically
steps taken to convene the meeting

:

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(f) Have you noticed any violation of
guidelines by the University/+2 level in
NSS programme implementation in the
State. If so, details of step taken to rectify :

(g) Furnish details of visits, if any, to
Universities/colleges and other Agencies
during the quarter :

Sl. No.	Date	Place	Purpose	Outcome
---------	------	-------	---------	---------

(h) Details of efforts made for successful
implementation of the following centrally
sponsored programmes and NSS related
activities

(a) National Integration Camps

(b) National NSS award

(c) Selection of NSS R.D. Campers

(d) Youth Exhibitions

(e) Seminars/Workshops/Consultation,
if any

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Annexure : IV

Copy of the letter No.F.16-7/93-YS.III dated 18th May, 1994 addressed to the Heads of all NSS Regional Centres/Programme Coordinators (NSS)/State Liaison Officers (NSS)/Coordinators (Trg.) (TOCs/TORCs)

Sub: Observance of NSS day – Change – Regarding

As you may be aware, on 24th September, 1993 in his address at the National Convention of NSS key Personnel and Launching of NSS SJY Hon'ble Union Minister for Human Resource Development made an announcement that henceforth 24th September would be observed as NSS Day every year. In this context, I would like to inform you that necessary instructions may kindly be sent to all concerned under your jurisdiction to organize appropriate programmes on 24th September I future.

NATIONAL SERVICE SCHEME MANUAL

Annexure – V

Copy of letter No.2-1/91-YS.III dated the 16th March, 1992 addressed to the Vice-Chancellors/State Liaison Officers/Heads of all the NSS Regional Centres/Programme Coordinators of all the Universities.

Sub : Instructions regarding utilization of interest accrued to the NSS grants in Saving Bank Account maintained by Universities.

I am directed to state that the issue of utilization of amount of interest accrued to the NSS grants in Saving Bank Account maintained by the universities has been under consideration in the Department for some time. It has now been decided bank account can be utilized for purchase of equipment which are absolutely essential for field work. The purchase should be made only after the proposal of such purchase is decided in the University Advisory Committee Meeting duly represented by the NSS Regional Centre and State Liaison Officer.

2. As there is ban on purchase of vehicle and audio-visual aids and other expensive equipment by the Government, care should be taken that out of this amount only very essential and less expensive equipments be purchased.

NATIONAL SERVICE SCHEME MANUAL

Annexure – VI

Copy of letter No.F.1-12/77-YS. Dated the 27th July, 1977 addressed to the Programme Coordinator , NSS, Kurukshetra University Kurukshetra and endorsed to all Programme Coordinator, NSS in Universities.

Sub : Out-of- Pocket Allowance – Exemption from Income-tax.

I am directed to refer to your letter No.NSS/3/1406 dated 12th May, 1977 on the subject mentioned above and to say that the Out-of-Pocket allowance (upto Rs.75/- per month) paid to teachers of NSS in colleges is to cover expenditure on meeting people, placement of students and other expenditures like travel within municipal limits/8 kms. is exempted from payment from Income Tax.

This has been decided in consultation with the Central Board of Direct Taxes, New Delhi with reference to their U.O. note No.200/61/77-I-T (A.I) dated 20-7-1977.

NATIONAL SERVICE SCHEME MANUAL

Annexure-VII

INDIRA GANDHI NSS AWARD

Recognizing the voluntary services rendered by NSS Volunteers, Programme Officers, NSS Units and the Universities NSS Cell, Government of India has instituted NSS awards to the field functionaries.

2. OBJECTIVES :

- * To recognize outstanding contribution of University NSS Cell, Programme Officers, College/+2 NSS Units and NSS student volunteers in community service.
- * To encourage young NSS student volunteers to develop their personality through community service and acquire positive social attitudes and values.

3. ELIGIBILITY FOR THE AWARD

3.1 University/+2 Council

- (a) The University/+2 Council which has been operating NSS programme continuously for the last five years only shall be considered.
- (b) The minimum volunteers' strength of such institution should not be less than 1,000.
- (c) The institution must be very regular and punctual in submitting its programme reports and financial returns.
- (d) The actual enrolment and special camping targets should have been achieved fully and consistently for at least three years preceding the year in which NSS award is to be considered.
- (a) All the NSS units should have adopted villages/slums/localities for all round development and total literacy.
- (b) No vigilance case/enquiries should be pending against the NSS Cell.

3.2 NSS Units and Programme Officers

- (a) The NSS Unit should have been in existence continuously for a period of five years preceding the year for which the award is considered.

NATIONAL SERVICE SCHEME MANUAL

- (b) The Unit (s) should have achieved its enrolment and special camping targets continuously for the last three years.
- (c) Colleges/Schools where there are more than one NSS units, such units should have achieved their enrolment and camping targets fully and consistently.
- (d) Each NSS Unit should have adopted village/slum/localities and carrying on their activities continuously.
- (e) The NSS Unit should have created durable assets and achievements in the adopted village/urban slum/community.
- (f) The Programme Officers for all the NSS Units should have been selected as per NSS guidelines.
- (g) He/she should have been trained at TORC/TOC and should have completed a minimum of two years as Programme Officer before consideration for the Award.
- (h) The NSS Programme Officer Award will go to those Programme Officer whose unit has bagged the NSS Unit Award for the same year.
 - (i) No vigilance case/investigation should be pending against him/her.

3.3 NSS Volunteer

- (a) A student should have completed a minimum of two years of volunteer ship in NSS.
- (b) He/she should have participated in at least two Special Camping Programme and at least once in National Programme like R.D. Parade Camp in Delhi, National Integration Camps, National Motivation Camps, Inter State Youth Exchange Programme etc. sponsored by the Department of Youth Affairs and Sports.
- (c) He/she should not be less than 18 years and more than 25 years in age. In case of SC/ST., the upper age limit can be relaxed by 3 years. In other words, the maximum age limit should be 28 years for SC/ST.
- (d) He/She should have completed 240 hours of community service during two consecutive years of volunteer- ship.
- (e) His/Her academic performance should have been reasonably good.

4. NATURE OF THE AWARD

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S.No. Category		No. of Award		Value of Award
1	University+2 Council (State Level)	1	Rs. 1,00,000/-	(for NSS Programme Development)
2	Programme Officer	6	Rs. 10,000/-	each
3	NSS Unit	6	Rs. 30,000/-	each (for Programme Development)
4	NSS Volunteers	16	Rs. 8,000/-	each inclusive of the expenses on placement for a week in a reputed voluntary agency working in the field of Youth and Community Development

NATIONAL SERVICE SCHEME MANUAL

Annexure-VIII

NATIONAL SERVICE SCHEME (NSS)

WORK DIARY

YEAR

NAME OF THE UNIVERSITY -----

NAME OF THE COLLEGE -----

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BIO DATA

1. Name -----
2. Date of Birth -----
3. Class in which studying -----
4. Residential Address -----

5. Year of joining NSS -----
6. NSS Group No. -----
7. Father/Guardian's name -----
8. Occupation -----
9. Address -----

10. Blood Group of the student -----

.....
Signature of the Programme Officer

.....
Signature of the Volunteer

NATIONAL SERVICE SCHEME MANUAL

1. CODE OF CONDUCT FOR NSS STUDENTS

- (i) All volunteers shall work under the guidance of a group leader nominated by the Programme Officer.
- (ii) They shall make themselves worthy of the confidence and cooperation of the group/community leadership.
- (iii) They shall scrupulously avoid entering into any controversial issue.
- (i) 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.
- (v) It is obligatory on the part of every volunteer to wear the NSS badge while on work.

- 2. Aims and objectives (to be mentioned)
- 3. Terms of NSS (to be mentioned)
- 4. Orientation (to be mentioned)

NATIONAL SERVICE SCHEME MANUAL

NATIONAL SERVICE SCHEME

WORK DIARY (REGULAR ATIVITIES)

Sl. No.	Date	Place of working	Details of work	Hours		Total Hours	Signature of volunteer	Signature of Group Leader	Remarks
				From	To				

.....

Signature of Programme Officer

NATIONAL SERVICE SCHEME MANUAL

NATIONAL SERVICE SCHEME WORK DIARY (Special Camping Programme)

Date From	Date to	Place of camp	Activities undertaken	Experience	Difficulties faced & suggestion.

Signature of volunteer(s)

Signature of Programme Officer

NATIONAL SERVICE SCHEME MANUAL

NOTES ON SIGNIFICANT EXPERIENCES/ACTIVITIES

ANNEXURE-IX

NAME OF THE UNIVERSITY NATIONAL SERVICE SCHEME

(NSS SYMBOL)

This is to certify that Shri /Kum./Smt. _____
Son/Daughter/Wife of _____
Class _____ of _____ college
has completed a period of two years as NSS volunteer from _____
To _____ and has done satisfactory work.

He/She has also attended NSS Camp/Camps from _____
to _____ and from _____ to _____ held under
'(theme)'.

Vice-Chancellor

Programme Coordinator
NSS

Principal

Dated _____

NATIONAL SERVICE SCHEME MANUAL

ANNEXURE-X

NATIONALSERVICE SCHEME

HALF YEARLY REPORT OF THE UNIVERSITY/+2 COUNCIL

(To be submitted to State Government and NSS Regional Centre with copy to Programme Adviser's Cell, Govt. of India)

Report for the period ending September/March

Basic Information about University

- | | | | | | |
|----|--|---|-------------|---------------|--------------|
| 1 | State | : | | | |
| 2 | University | : | | | |
| 3 | Name of the Programme Coordinator | : | | | |
| 4 | Whether Part/Full Time | : | | | |
| 5 | Date of Appointment | : | | | |
| 6 | No. of Supporting Staff for NSS at University/+2 level (including Programme Coordinator) | : | | | |
| 7 | Date of Last Meeting of university/+2 level Advisory Committee | : | | | |
| 8 | NSS volunteers Strength | : | | | |
| 9 | Total No. of Student Population of the University and College/+2 level | : | | | |
| 10 | NSS Strength Allocated by State Government/UTs | : | | | |
| 11 | Actual No. of NSS volunteers | : | Male | Female | Total |
| 12 | No. of Colleges/+2 Schools Having NSS | : | | | |
| 13 | Total No. of NSS Units | : | | | |
| 14 | No. of Programme Officers in Position | : | | | |
| 15 | No. of Programme Officers trained | : | | | |
| 16 | No. of Programme Officers to be trained | : | | | |

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17 No. of Villages/Slums adopted :

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18 Funds for NSS Regular /Special

Programmes

Funds received by the University/+2 Council

For Regular Activities	For Special Camps
Day of Receipt :	Day of Receipt :
Receiving Date :	Receiving Date :
Per Capita expenditure for establishment at Univeristy/+2 Council	

Special Camping Programme

- (i) Total No. of Volunteers Participated :
- (ii) No. of Camps organised :

1 Literacy

- 1.1 No. of Student volunteers participated : **Male Female Total**
- 1.2 No. of villages/slums adopted for total literacy :
- 1.3 Total No. of illiterates : **Male Female Total**
- 1.4 No. of persons made literate : **Male Female Total**
- 1.5 No. of villages/adopted areas made fully literate (indicate literacy status/percentage attained in the adopted area) attach list :

2 Environment/Wasteland Development and Conservation

- 2.1 No. of camps organised :
- 2.1.1 Tree Plantation (VAN) :
- 2.1.2 No. of saplings planted :

NATIONAL SERVICE SCHEME MANUAL

2.1.3 Rate of survival :
(No. of Plants survived/total No. of Plantation) x 100

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2.1.4 Area proposed to be covered :Hectares
Actual area covered :Hectares

2.1.5 Any other environment programme
Area covered :
No. of beneficiaries :

2.2 Reconstruction/Repair of Roads

2.2.1 Distance Laid : KM
2.2.2 No. of Days :

2.3 Watershed Conservation and Drinking Water Facilities

2.3.1 No. of Camps/Campings on the issue :
2.3.2 No. of Wells/Cross Bunds/Watershed
Harvesting Structures/Irrigation
Canals/ any other Planed :
2.3.3. No. of such facilities created :

3. Health and Family Welfare

3.1 Immunisation/Health Camps :

3.1.1 Immunisation/Health Camps :
conducted

3.1.2 Details of Health Programmes
organised & Beneficiaries
Health Programme (Specify) : Male : Female :

3.2 Blood Donation Camps

3.2.1 No. of blood donation camps :
conducted
3.2.2 No. of units of blood collected :

3.3. Population Education

NATIONAL SERVICE SCHEME MANUAL

- 3.3.1 No. of Campaigns conducted :
- 3.3.2 No. of persons covered : **Male :** **Female :**

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3.4 Eradication of Drug Abuse

- 3.4.1 No. of camps/awareness campings held :
- 3.4.2 No. of beneficiaries : **Male :** **Female :**

4 Programmes for Women

- 4.1 Nature of Programmes :
- 4.2 No. of Camps Organised :
- 4.3 No. of Beneficiaries :
- 4.4 Campaign against social evils (if any) :

5 Work in Hospitals, Orphanages & Destitute Homes

- 5.1 No. of persons Benefited :

6 Work During Emergencies

- 6.1 Type of work : Cyclone/Earthquake/Floods/ Draught/Riots/Other Areas (Specify) :
- 6.2 No. of persons benefited :

7 AIDS Awareness (UTA)

- 7.1 No. of Colleges/+2 Schools identified :
- 7.2 No. of Programme Officers Trained :
- 7.3 No. of Peer Educators Trained :
- 7.4 No. of Beneficiaries : **Male :** **Female :**

8. Any other programme not covered above, please :
give statistical data in 50 words

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Place :
Date :

.....
Signature of the
Programme Coordinator, NSS

Annexure – XI

NATIONAL SERVICE SCHEME

Half Yearly Report by TORC/TOC

(To be submitted to NSS Regional Centre will copies to State Liaison Cell
and Government of India (YS.III Section))

Report of the period ending September/March State :

- 1 Name of the Centre :
- 2 Address :
- 3 Residential Address with Ph. No. :

4 Personnel of TORC/TOC

S.No.	Name of the Official	Designation	Tenure	
			From	To

5 Calendar of Events of Orientation Courses

S.No.	Course No.	Duration		No. of Participants		
		From	To	Male	Female	Total

6 Calendar of Events of Refresher Course

S.No.	Course No.	Duration		No. of Participants		
-------	------------	----------	--	---------------------	--	--

NATIONAL SERVICE SCHEME MANUAL

	From	To	Male	Female	Total
--	------	----	------	--------	-------

7 Calendar of Events of other courses/Programmes

S.No.	Course No.	Duration		No. of Participants		
		From	To	Male	Female	Total

8. Programme Officers trained :
(attach a list of participants)

9. No. of Programme Officers to be trained during current financial year

(a) Orientation Course :

(b) Refresher Course :

10. Field visits of the TORC/TOC Officials, if any

S.No.	Name of the Official	Place of visit	Purpose	Duration		Remarks
				From	To	

11. Advisory Committee

(a) Whether Constituted :

(b) If yes, No. of Meetings held :

12. Details of Grants Position

S.No.	Unspent lying TOC/TORC	balance with	Amount date receipt	Received of amount	Total	Expenditure	Unspent Balance left over if any
-------	------------------------	--------------	---------------------	--------------------	-------	-------------	----------------------------------

1 Establishment

NATIONAL SERVICE SCHEME MANUAL

2 **Programme**

3 **Other Programme**

13. Projects, Research Documents, Publications (etc.)

Place :

Date :

.....
Signature of Coordinator (Trg.)

NSS : TORC/TOC

Counter Signature of the
Director (TORC/TOC) Head
of the Institution

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Annexure – XII

Copy of the letter No. F.1-19/93-YS.III dated the 29th September, 1993 addressed to all the State Liaison Officers (NSS)/Programme Coordinator, NSS/ Head of all the NSS Regional Centre s/Coordinators (Trg.) TORC/TOC.

Sub: Revision of administrative expenditure at university level from Rs. 15/- per volunteer per annum to Rs. 20/- and Rs. 25/-

The undersigned is directed to state that the issue of revision of administrative expenditure at university+2 level has been under consideration in this Department for some time in view of the shortage of maintenance expenditure being faced by the university level NSS Cells. It has now been decided to raise the amount of deduction of administrative expenditure from existing Rs.15/- per volunteer per annum to Rs.25/- for the universities with NSS volunteer strength upto 10,000 and an interim measure. The increased amount is to be met from the fund for programme development for the colleges/+2 schools. While implementing this decision State/UT Government/Universities are required to keep in mind the following conditions :-

- i) The above revised rate may be effective only where there is actual shortage of administrative expenditure at university NSS Cells. Where the existing deduction of Rs.15/- per volunteer per annum is adequate to meet the administrative expenditure, the revision of the administrative expenditure is not to be implemented.
- ii) State Government/Universities are required to keep the actual administrative expenditure to the minimum possible and transfer the balance to the NSS units for programme development.

2. This issue with the concurrence of Finance Unit vide their Dy.No.3275/93/FU dated 17.9.1993

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ANNEXURE-XIII

Copy of letter No.F.1-13/78-YS.III dated the 28th April, 1978 addressed to the Educational Secretaries of all State Government/Union Territory Administrations.

Sub:- National Service Scheme service Scheme – vehicles and equipment purchased out of NSS funds.

The National Service Scheme has been in operation since 1969-70. The funds for the implementation of the Scheme are released by the Central Government to the State Government who in turn release the same to the universities after adding their own share. The universities and the expenditure out of it should be incurred, as far as possible, only on implementation of the various programmes under NSS.

2. For the effective implementation of the programme, especially the camping programme some minimum equipment like utensils, picks and shovels and patromax etc. become necessary; and there is no objection to the purchase of this type of equipment out of the normal NSS grant by the colleges. However, it has been noticed that a number of universities one or more vehicles have been purchased out of NSS funds. It has also been brought to our notice that in some universities costly audiovisual equipment like tape-recorders and cameras have also been purchased out of NSS funds. This, it will be appreciated is against the spirit of the scheme.
3. The entire matter has been reviewed in this Ministry. In the light of the instructions for economy, it has been decided that there will be a complete ban on the purchase of any vehicles or audio-visual equipment out of NSS funds. Similarly, the purchase of office furniture, office equipment, telephones etc. out of funds is not permissible. These are the facilities which should be provided by the universities out of their normal administrative budget.
4. In the case of universities which have already purchased one vehicle out of NSS funds, they may be asked to review the position. The case the vehicle has been purchased during or before 1972, it may be reviewed if the maintenance of vehicle or the mileage given by it is within the economic limits. In case the vehicle is beyond economic repairs/maintenance, it should be disposed of through public auction and the sale proceeds credited to the NSS funds of the University for the year in which the vehicle sold. No new vehicle is permitted to be purchased in replacement. In case the vehicle has been purchased after 1972 and/or is still found economic in its maintenance and repair, it may be pooled with other university vehicles on the condition that the NSS will get a priority for its use on payment of POL charge as per university rules for such vehicles. The maintenance and running cost of the vehicle as well as the salary of the drivers will be payable out of the university normal administrative funds from which the expenditure on other vehicles is met. In the case of universities which have purchased two or more vehicles, the vehicles over and above one vehicle, should be disposed of and

NATIONAL SERVICE SCHEME MANUAL

the one vehicle left thereafter should be pooled with other university vehicles, as per procedure outlined above.

5. It is requested that suitable instructions may please be issued in this regard to all universities and they may be requested to take immediate necessary action in the matter. A final report in regard to the disposal or pooling of vehicles may kindly be consolidated at the State level and furnished to this Ministry by 31st July, 1978.

The receipt of this letter may please be acknowledged.

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ANNEXURE-XIV

Copy of the letter No.F.1-47/85-YS.III dated the 18th March, 1986 addressed to the Education Secretaries of all States/Union Territory Administrations.

Sub: National Service Scheme – Purchase of audio-visual equipments etc. out of NSS funds – regarding.

I am directed to say that the National Service Scheme has been in operation since 1969-70. The funds for implementation of the scheme are released by the Central Government to the State Governments who, in turn, release the same to the Universities after adding their own share. The Universities then release the same to the colleges for implementation of the programmes. These funds are mainly meant for programme activities and the expenditure is required to be incurred, as far as possible, only on implementation of various programmes. As per the guidelines issued by this Department vide letter of even number dated the 27th December, 1985, the amount of Rs.80/- per annum per volunteer which is meant for regular activities is to be utilized as under :-

i)	Establishment expenses at the State level	Rs. 3/-
ii)	University level expenses	Rs.10/-
ii)	College level expenses	
(a)	Administrative Expenses	Rs.15/-
(b)	Programme Development	Rs.52/-

Total		Rs.80/-

2. As per guidelines issued from time to time, there is a complete ban on the purchase of any audio-visual equipment out of NSS funds. Similarly, the purchase of office furniture, office equipment, telephone etc. out of funds is not permissible; these are the facilities which should be provided by the universities out of their normal administrative budget as their contribution to the NSS programme. It has been brought to the notice of this Department that in some of the universities costly audio-visual equipment like tap recorders, cameras etc. have been purchased out of the NSS funds. This is highly irregular and will not be admitted in audit as valid expenditure.
3. You are, therefore, requested kindly to issue suitable instructions to all the universities /institutions to follow the guidelines issued by this Department from time to time. It may kindly be made clear that in case such inadmissible expenditure is incurred and is brought to the notice of the Department through audit or otherwise, it would be disallowed and the university/college shall have to debit this expenditure on their budget.

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