



# NATIONAL SERVICE SCHEME

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## NSS GUIDELINES

### BASIC CONCEPT OF NSS :

**Motto :** "Not me But you"

**Aim:**

Personality Development of Volunteers through community service.

**Objective:**

- I) Understanding 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 in Problem solving process
- IV) Develop among them a sense of civic and social responsibility
- V) Utilize their knowledge in finding practical solutions to individual and Community problems
- VI) Develop competence require for group living and sharing of Responsibilities
- VII) Gain skills in mobilizing community participation
- VIII) Acquire leadership quality and democratic attitude
- IX) Develop capacity to meet emergencies and natural disasters
- X) Practice National Integration and Social Harmony.

**NSS Symbol**



is based on the chariot wheel of the Konark Sun Temple situated in Orissa. These giant wheels of the Sun Temple portray the cycle of creation, preservation and release, and signify the movement in life across time

and space. The design of the symbol, a simplified form of the sun-chariot wheel stands for continuity as well as change and implies the continuous striving of NSS for social transformation and upliftment.

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

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

**NSS Song:**

Uthen samaj ke liye uthen uthen,  
Jagen swarashtra ke liye jagen jagen,  
Sawayam sajen vasundhara sanwar den-2.

Hum uthen uthega jag hamare sang sathiyon,  
Hum badhe to sab badhenge apne ap sathiyon,  
Jamin pe asman ko utar den-2.

Udasiyon ko dur kar khushi ko banten chalen,  
Gaon aur shahar ki durion ko patate chalen,  
Gyan ko parchar den prasar den  
Vidyan ko prachar de prasar de  
Swayang saje vasundhara sanwar de.

Samarth Bal Vurdh aur narian rahe sada,  
Hare bhare vanon ki shawl odhti rahe dhra,  
Tarakhiyon ki ek nayee katar den-2.  
Swayang saje vasundhara sanwar de

Ye jati dharm bollyan bane na shool rah ki,  
Badhayen bel prem ki akhandta ki chah ki,  
Bhawna se ye chaman nikhar den  
Sadbhawam se ye Chamau Nikhar de  
Swayanm saje vasundhara sanwar de

Uthen samaj ke liye uthen uthen,  
Jagen Swarashtra ke liye jagen jagen,  
Sawayam sajen vasundhara Sanwar den-2.

### **NSS Unit :**

One Programme Officer & 50 male or female student volunteer under the supervision of the principal forms a unit.

### **NSS Advisory Committee :**

One NSS Advisory Committee should be formed to guide the Programme Officer. The member of the committee as follows:-

- Chairperson – Principal
- Senior Teaching Faculty Members/ Ex- NSS Programme Officer- Member
- Two NSS volunteers – Member
- Representative of Development Deptt. – Member
- Representative from adopted place – Member
- Programme Officer - Member Secretary

The Programme Officer should convene the meeting of College NSS Advisory Committee in the beginning of academic session for planning the NSS regular activities and special camping programme. Programme Officer should prepare the calendar of NSS activities and forward the same to the Programme Co-ordinator, State Liaison Officer , NSS Regional Centre.

### **Classification of NSS Programmes:**

NSS activities have been classified in to two major groups:-

A) **Regular NSS Activities:** Students undertakes various activities in the Adopted villages, college/ School campus and urban slums during week ends or after college hours.

B) **Special Camping Programme:** Camps of 7 days duration are organized in adopted villages/urban slums during vacations with some specific project by involving local community. 50% enrollment of NSS volunteers is expected to participate in these camps.

**NSS Regular Activities :** The volunteers undertakes various activities in adopted villages and urban slums for community service. They should put in 120 hours service such as:

- i) Orientation of NSS volunteers - 20 hours. (Lectures, discussions, field visit, audio-visuals)
- ii) Campus work/ project involved in the projects for the enefit of institution and college students - 30 hours
- iii) Community service in adopted villages/ urban slums – 70 ours

### **Adoption of villages :**

- a) Village adoption Programme should ensure continuity of work.
- b) Concentrate the work in one village for development.
- c) Select a village where "Leadership" is well established.
- d) Take the help of District Level Development Officer for selection of village.
- e) Selected village should be within a short distance from the college so that constant contact can easily be made.

### **Special Camping Programme :**

Special camping programme provides a unique opportunity to the students for group living, collective experience sharing and constant inter-actoin with community. Special camping is organized genrally on Natinal Importance Issues. Every year 50% of the volunteers of such NSS Unit are expected to participate in special camps that is of 7 days duration.

### **Special Camping Preparation at Unit level :**

Programme Officers will consult relevant departments, panchayat, local bodies and concerned officials while preparing the project. He/she will ensure tools and equipments required for the projects in the camp are available in sufficient number. PO should make the pre-camp visit to the area for making proper board and lodging arrangements. He/she must ensure sufficient facilities of latrines and bath are available. Care must be taken to see that necessary facilities are available to girl students to maintain their privacy and meet their needs. The PO should impart training to the NSS volunteers in which all the details of the project should be given.

### **Administration of the camp:**

- All NSS volunteers participating in the camp should be divided in to two groups. Each one will undertake activities according to one's aptitude, educational qualifications and skills.
- The management of the camps may be done through committees, which take care of various aspects of camp life : such are mess committee, Programme committee, project committee, cultural Programme committee, general discipline committee, reception and guest committee, health and sanitation committee, Documentation and publicity committee etc.

### **Lodging arrangement :**

- i. The lodging arrangements of the camp should be made in a building of the village or Panchayat School.
- ii. In case of non-availability of a community building like Panchayat house etc. other place in village should be utilized for such purpose with the consent of the influential peoples of the village.

iii. 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.

#### **Board arrangement :**

Simple, nutritious, and balanced food should be provided in the camp with locally available materials

#### **Suggestive Model Schedule :**

Morning assembly and Physical Exercises	06.00 a.m.. to 06.30 a.m.
Break fast and collection of tools etc.	06.30 a.m. to 07.15 a.m.
Project work	07.30 a.m. to 12.30 a.m.
Personal hygiene	12.30 p.m to 01.00 p.m.
Lunch	01.00 p.m. to 02.00 p.m
Rest	02.00 p.m. to 03.00 p.m.
Talks by eminent visitors Followed by discussion	03.00 p.m. to 05.00 p.m.
Community visit	05.00 p.m. to 06.00 p.m..
Recreation and Cultural programme.	06.00 p.m. to 08.00 p.m.
Dinner	08.00 p.m. to 09.30 p.m.
Review of Day's work	09.30 p.m. to 10.00 p.m.
Light off	10.00 p.m.

The schedule may be changed according to situation.

#### **Publicity :**

Adequate attention should be given for proper publicity of the camp through press, radio, television , local news papers and documentaries.

#### **Reports and accounts :**

The Programme Officer has to submit a detailed report of the camp with accounts to the Programme Co-ordinator of the concerned University/Council/SLO and Regional Centre within fifteen days after completion of the camp.

#### **Follow up action :**

The follow up of the camp in the adopted villages/slums should be undertaken as one of the regular activities of the NSS Unit. The adopted village/slum which are located nearer to the college should be adopted by the college which is easy for follow up the special camps projects through local community.

### **Evaluation :**

Co-ordinator TOC; Programme Co-ordinator of University/Council State & Regional functionaries should visit the camp and encourage the students and guide them whenever necessary.

Programme could be evaluated by independent organization. Camp evaluation may be done on the last day of the camp by questionnaire duly filled up by the participants. Evaluation will help to get feed back for future camps.

### **Financial pattern of expenditure for special camping programme**

At present the permissible expenditure for a 7 days special camp is Rs. 450/- per camper. (450 x 25 = Rs.11,250/- ) Rs. 65/- approximately per camper per day for board, lodging and transport and contingency expenses etc

The expenditure on day camp on food, transport and incidentals etc. will not exceed Rs. 12/- per camper per day. The expenditure on 25 volunteers in a 7 days camp should be limited to Rs. 3000.00

### **Audit and Inspection of Reports :**

Accounts are liable for inspection and audit. Proper care should be taken to maintain proper records of expenditure in the camp. The records and accounts will be produced before the concerned University/Council, AG and Local Fund Audit Authorities, Chartered Accountant for inspection and audit whenever demanded.

### **Planning at Institution Level :**

PO is responsible for implementation of NSS programme in the college. PO plans the activity in such a way that the inter-action of different sections of the community are favourable, encouraging and satisfactory. Each unit consists of 50 NSS volunteers and functions under a member of teaching faculty who is known as Programme Officer.

### **Suggestive calender of Activities :**

#### **1. July**

- (a) Submission of Quarterly Report to the NSS Programme Coordinators.
- (b) Drive for Enrolment of NSS volunteers.
- (c) Plan for Vanmahotsasva Week 1st to 7th July.

#### **2. August**

- (a) Completion of Enrolment
- (b) Constitution of College / +2 Level NSS Advisory Committee.

- (c) NSS Advisory Committee Meeting
- (d) Beginning of the Regular activities
- (e) Orientation of NSS volunteers.
- (f) Plan Environment Enrichment & Tree Plantation
- (g) Talk on Disaster Management with NSS volunteers.
- (h) Adoption of villages by NSS Unit.
- (i) Plan for literacy in adopted village.
- (j) Health service & Awareness.

### **3. September**

- (a) Submission of Quarterly Report
- (b) Celebration of NSS Day.
- (c) International Literacy Day and Week (8<sup>th</sup> September)

### **4. October**

- (a) Enrollment Report to Programme Coordinator.
- (b) Organisation of Special Camp.

### **5. November**

Quami Ekta Week may be observed from 19<sup>th</sup> to 25<sup>th</sup> November

- (a) 19<sup>th</sup> November : National Integration Day
- (b) 20<sup>th</sup> November : Welfare of Minorities Day
- (c) 21<sup>st</sup> & 22<sup>nd</sup> Nov. : Weaker Section Day
- (d) 23<sup>rd</sup> November : Cultural Unity Day
- (e) 25<sup>th</sup> November : Conservation Day

### **6. December**

- (a) 1<sup>st</sup> December : World AIDS Day
- (b) Organisation of Special Camp

### **7. January**

- (a) Submission of quarterly reports.
- (b) National Youth Week
- (c) 12<sup>th</sup> January : National Youth Day (Birthday of Swami Vivekananda)
- (d) Republic Day

## 8. February & March

- (a) List of the senior volunteers who completed the required 240 service hours may be prepared for certificate.
- (b) Women's Day (8th March)
- (c) IInd Advisory Committee Meeting

## 9. April

Accounts / quarterly report (January to March), submitted to the Programme Coordinator.

## 10. May & June

- (a) Continuation of Literacy Campaign.
- (b) World Environment Day (5th June)

### Organization and Administration of NSS Unit :

- NSS Unit - Unit should have a strength of 50 volunteers at College campus.
  - NSS Programme Officer should create the environment of NSS in the colleges and encourage the students of minority community, SC/ST, foreign students and girls students to participate in NSS activities.
  - Students having **NCC not to be allowed to join NSS.**
  - One NSS Programme Officer will be in charge for one unit and he should be from teaching faculty. Programme Officer is responsible for planning and implementing the NSS activities under the supervision and direction of the Principal of the college. He will carry out the instructions issued by Programme Co-ordinator, SLO and NSS Regional Centre as per the NSS Manual.
  - The approach of the NSS Programme is to prepare the NSS volunteers for democratic , self discipline and self reliant way of life.
  - It is expected that authorities from institution would provide a separate room along with furniture and other services
  - The institution also facilitate for the storage of NSS materials and equipments.
- i) The articles purchased out of NSS funds will be stored separately and use for NSS purpose only.
  - ii) The articles purchased by NSS will be entered in the stock registers as per the financial rules.
  - iii) The charge of NSS stores and materials is properly handed over at the time of change of Programme Officer.



## **Records and Registers :**

**1. Cash Book & Pass book** – Separate NSS Cashbook & Pass book for each unit should be maintained. Saving Bank account should be opened in any Nationalised Bank in favour of Principal & Programme Officer jointly to run NSS fund.

**2. Enrollment Register** :-Enrollment register should have information of the students enrolled in NSS in a Unit such as name, sex, SC/ST, class, interest , experience in NSS and other service activity.

**3. Project Register** :-This register will be maintained with the help of students by the PO. A list of project undertaken during the year with complete information of each project such as dates, places, areas, institutions, target group, no. of students involved (their name, roll no. and signature), out come of the activity, beneficiaries in a particular project, other agency collaborated and financial allotment.

**4. Stock Register** :-The Stock Register may be maintained listing separately consumable and non-consumable items. An issue register may be maintained for verification and periodic spot checking.

**5. Attendance Register** :- Attendance of student volunteers at the various sessions/ camps of NSS must be recorded with their signature.

**6. Minutes Book** :- PO should record the minutes of the meeting of the Advisory Committee and other meetings held periodically.

**7. Work Register**:- The detail activities to be recorded in this register.

**8. Notice Guardfile** – To keep all notices.

**9. Press clipping guardfile.**

**10. Photo / CD Album.**

**11. Dak Register.**

**12. Voucher guardfile.**

**13. Work diary of Programme Officer.**

**14. Work diary of Volunteer.**

### **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 function 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. To discharge his/her obligations under NSS the Programme Officer plays the role of an organizer, an educator, a coordinator, a supervisor, an administrator and public relation officer to improve the quality and magnitude of NSS programme in his/her institution.

### **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.

### **Qualifications**

- 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 Officers.
- iii) In women college/girls schools a lady teacher should be appointed as Programme Officer.
- iv) A teacher who has high level of motivation, inclination and aptitude for community work and above all very good rapport with students should be preferred as Programme Officer.

### **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 extendable upto **6th years**, on the basis of the review of his/her performance by the Principal and Programme Coordinator.

### **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. The Principal of the institution will intimate to the Programme Coordinator,

### **Functions of Programme Officer**

The Programme Officer will perform the following functions :-

- a) He/she will plan the NSS regular activities and special camping programme as per 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 aim 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 to 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 Co-ordinator.
- i) He/she will depute NSS volunteers for participation in various programmes sponsored by the Ministry of Youth Affairs & Sports, Government of India such as National Integration Camps, Adventure Programmes, Republic Day Parade and any other function organized by the NSS Regional Centre and concerned university.
- j) He/she will submit the reports to the NSS Regional Centre Programme Coordinator, NSS State Liaison Officer and TORC/TOC periodically.
- k) He/she will ensure the submission of accounts in time. The accounts may be 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.

#### **Out of Pocket Allowances :**

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 Ministry of Youth Affairs & Sports, New Delhi has revised the out of Rs. 400/- per month 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 75/50 volunteers will, be @ Rs. 200/- per month.

**N.B. :** 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.

#### **Financial Pattern :**

Each NSS Unit should get Rs. 172/- or Rs. 177/- per volunteer per year from the Regular grant of Rs. 250/- from the Programme Coordinator of the concerned university / +2 council for the implementation of NSS regular activities i.e. university/ +2 council having full time programme condition NSS will deduct Rs. 30/- towards administrative expenditure per volunteers whereas university/ +2 council having part time programme condition will deduct Rs. 25/- per volunteer. Out of this grant an expenditure of Rs. 172/- or Rs. 177/- per volunteer per annum is incurred on the college/school level expenditure for a unit of 50 NSS volunteers. The establishment expenditure at college/school level is suggested as under;-

Sl. No.	Head	Amount
1.	Refreshment 60%	Rs.5160/-
2.	Travel -25% (15% for P.O. & 10% for Volunteers)	Rs. 1290 for P.O. & Rs.860/- for Volunteers.
3.	Purchase of Implements – 10%	Rs.860/-
4.	Miscellaneous – 05%	Rs. 430/-
	Total	Rs.8600/-

#### **Financial pattern of NSS special camping programme :**

The admissible expenditure on annual special camping programme will be Rs. 450/- per campers for 7 days.

Total amount for a unit is Rs.11250/-

#### **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.

### **Pattern of Financial Expenditure on Special Camping Programme :**

#### **Day & Night Camps)**

- i) Under the Special Camping Programme, camps of 7 days are organized during the vacations.
- ii) Only 50 percent of the NSS strength in a university/ college/ school participates in these camps during a year.
- iii) An expenditure approximate up to Rs. 450/- 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 7 days camp should not exceed Rs. 11250/-.

#### **b) Day Camps under Special Camping Programme :**

- i) The general policy is that day camps under special camping should not be organized as it is not in the spirit of group living and collective experience sharing in a special camps.
- ii) However, in the exceptional cases, where night stay is extremely difficult, the University may permit a college to organize day camps.
- iii) An expenditure of Rs. 12 /- per volunteer per day will be permissible in the exceptional cases.

### **Submission of Special Camping Programme**

#### **Accounts :**

- a) The NSS Units/Colleges/Schools will submit the accounts of NSS funds received for organizing the annual special Camp of 7 days, to the Programme Coordinator of the respective University/ +2 level school within 15 days after the completion of the camp.
- b) The accounts will get audited by the officials of the Accountant General/Local fund 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.

### **Submission of Accounts of Regular Activities**

#### **Grants:**

- a) The NSS Unit of the college/school will submit the accounts of the funds received for NSS Regular activities to the Programme Coordinator with in the stipalated time.
- b) All the provisions regarding the audit, statement of accounts and utilization certificate applicable to the accounts of special camping will be applicable to the regular activities accounts. A copy of is to be endorsed to the NSS Regional Centre concerned.

**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 of demand in discharge of their official duties.