



UNIVERSITY OF CALICUT NATIONAL SERVICE SCHEME

**GENERAL INSTRUCTIONS
REGARDING THE IMPLEMENTATION OF NSS
AND UTILISATION OF FUNDS**

NOT ME BUT YOU

GENERAL INSTRUCTIONS REGARDING THE IMPLEMENTATION OF NSS AND UTILISATION OF NSS FUNDS

1 Programme Officer

The programme Officer will be responsible for the organisation of NSS Unit, implementation of NSS programmes under the supervision and direction of the Principal of the College. He / she will be responsible to carryout the instructions issued by the Programme Co-ordinator of the University, NSS Regional Centre and State Liaison Officer for the implementation of NSS activities as per the NSS Manual / Programmes, guidelines or administrative or policy directives issued by the Govt. NSS Manual shall be downloaded from <http://www.nss.nic.in>.

2. Tenure of the Programme Officer

The selection of Programme Officer should be for a period of three years extendable by one year by the Principal after necessary consultation with the Programme Co-ordinator. No Programme Officer shall continue beyond the period sanctioned. The selection should be as per NSS manual.

3. Programme Officer's Orientation / Training

Every newly appointed Programme Officer should undergo Orientation / Training at the Training and Orientation Centre, Rajagiri college of Social Sciences, Kalamassery, Ernakulam within one year of the appointment. Programme Officer, who do not undergo Orientation / Training at TOC, Kalamassery without one year of the appointment, are not eligible to draw out of pocket Allowance.

4. Out of Pocket Allowances

The programme Officers are eligible for out of Pocket Allowance at the rate of Rs.400/- per month from the date of appointment. This allowance of the programme officer would be linked to certain specified work put in by him/her every month. This would include (a) enrolment list of NSS volunteers and sending hard and soft copy of it in the prescribed proforma to NSS office (b) mobilisation of at least 50% volunteers for Special Camping work (c) a minimum of three or four community visits per month to the adopted areas (d) submission of quarterly, half yearly and annual reports in the prescribed proforma and (e) maintenance of NSS records as specified in the NSS Manual.

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	1 st December
19	World Human Rights Day	10 th December

Weeks

01	National Youth Week	12-19 January
02	Van Mahotsava Week	1-7 July
03	International Literacy Work	8-14 July
04	Quami Ekta Week	19-25 November

Sd/-

Programme Co-ordinator
NSS, University of Calicut

"Education through Community Service"

Composition of College 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

List of Important International and National Days / Weeks to be observed by National Service Scheme

Days

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 Sadhbavana Day	20 th August

5. Advisory Committee

The College level NSS advisory committee should be constituted as per the guide lines given in the manual. The committee should meet at least four times a year to advise on programme/planning and development and to make assessment of the work done during the year.

6. Orientation to NSS Volunteers

Each NSS volunteer who joins NSS should be given orientation for Two days (20 hours) immediately after their enrolment. The orientation should include topics such as the history and growth of NSS Programme, aims, objectives and other basic concepts of NSS, personality development, dimensions of leadership, project implementation, action plans etc. They have to maintain NSS Dairy.

7. Grouping of Volunteers

The volunteers of every unit should be divided into functional groups of 10 each. For the purpose of developing projects each group should be given specific themes chose from the thrust area/locally important themes. Every programme officer should be put in charge of one separate unit.

8. Regular Activities

Regular activities include Functional literacy and Non formal education, Plantation, preservation and up keeping of trees, Construction and repair of roads, Cleaning of villages ponds and wells, Construction and laying of parks, Health education and Primary health care, Blood donation, Anti-drug addiction drives, AIDS awareness, Advocating advanced agricultural practice, Disaster management (Cyclones, floods, earth-quakes, drought) Women empowerment programmes, Road safety programmes, Socio Economic surveys, Palliative care and other social asset creation mentioned in the NSS manual.

9. Special Camping Programme

Every unit should organise the annual ~~10~~ ⁷ Days Special Camping Programme during the academic year to implement a project in the adopted area / village. 50% of the allotted volunteer strength expected to participate in the camps.

The prescribed proposal for organising Special Camping Programme should reach this office at least Two month before the commencement of the camp s as to enable us to release the fund in time. No camp should be held in the premises of the college. Volunteers must reside in the adopted area where the

camp is being held. The Camp Report with action photographs and Camp Attendance Register should be forwarded to this office immediately on conclusion of the camp.

10. Village adoption / Community Work

One of the objectives of the NSS is to link the campus with the community. So every NSS unit should have an adopted village/area for regular activities and week-end camps. 70 hours per year should be devoted to community work. It has to be recorded in the work diary of volunteers and programme officers.

11. Campus projects

The NSS volunteers may be asked to participate in the campus projects not exceeding 30 hours.

12. Submission of Reports

Every unit is to prepare its own action plan and forward the same to the University before July every year. Quarterly, Half yearly and Annual Report should also be sent to this office in the prescribed proforma.

13. NSS Certificates

Programme Officers shall submit application for NSS Certificates in the prescribed proforma, duly countersigned by the Principals, before 5th April of every year along with copy of enrolment register already sent.

14. Intercollegiate Programmes

Colleges which propose to conduct inter collegiate programmes should do so only in consultation with the Programme -Co-ordinator. The programme proposal should be sent atleast one month before so as to prepare a programme schedule well in advance and also to avoid overlapping of programmes and themes.

15. Records

The following registers/records are to be maintained by the NSS unit at the college level.

- a. Minutes Book
- b. Record of attendance
- c. Enrolment Register
- d. Stock Register
- e. Project Register

- f. Accounts / Register
- g. Work Diary

a. Minutes Book

The programme officer should record the minutes of meetings of the advisory committees. This would help him in taking suitable follow up action.

b. Record of Attendance

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

c. Enrolment Register

Final enrolment particulars are to be submitted to this office latest by 30th September of every year (both hard and soft copy).

d. Stock Register

A stock Register, listing separately the consumable and non consumable items, should be maintained. In addition, an issue/lending register must be maintained for purpose of verification and periodic stock checking.

16. Display Board

The College NSS Units must have a display board in front of the college, showing the Unit Number, Name of University, Name of College and Place with the NSS emblem. The expenditure on this may be met out of the allotment for contingent expenditure.

17. Implements

The amount under this head is for purchase / repair of implements. Equipments for manual work such as spades, pickaxes, baskets etc., needed for camps and regular activities only may be purchased. All such purchases should be brought into the stock register as per rules.

18. Refreshment

Expenditure on refreshments should not in any case exceed the budget allotment.