

**INTRODUCTION**

The National Service Scheme was started by Government of India, Ministry of Education and Culture, Govt. of India, in Collaboration with State Government in the year 1969 in 37 selected Universities. Our University has been participating in the scheme right from its inception. At present the scheme is run by the ministry of Youth Affairs & Sports in Central Government and Department of Higher & Technical Education in State Government.

At present around 210 colleges of our University are implementing this scheme through 320 units with the 32000 students strength.

**AIMS AND OBJECTIVES**

- 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. Utilise their knowledge in finding practical solutions 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 educational goal of the NSS implies that besides gaining understanding of concepts like community, social structure, power conflict, etc. occurring in real life situations, students should acquire competence in the field of programme planning. Shouldering the responsibilities, participation in cooperative task and promotional work in the community.

The service goal of the NSS also calls educational approach in solving community problems. Its purpose is to help the community to recognize its needs and to assist in the mobilization of resources to meet these needs.

## **MOTTO OF NSS**

The Motto of NSS “Not Me But You” is a terse expression. On face it appears to be very simple and short. but behind it lies a lot of meaning. It is very deep and suggestive and is keeping with the spirit of service for others.

The expression stands for two things:

Forgetting and surrendering the self, and Rendering selfless service to others.

The word ‘Not’ before ‘Me’ is to reduce the self to nothing and the Word ‘But’ before ‘You’ can be expanded as follows: -

“I do not live for me but for you.” “The world is not only for me but to you also.”

## **NSS SYMBOL**

The symbol of the National Service Scheme, as appearing on the cover is based on the ‘Rath’ wheel of the *Konark* Sun Temple of Orissa. These giant wheels of the Sun Temple portray the cycle of creation, preservation and release, and signify the movement in life across time and space. The design of the symbol, a simplified form of the Sun-chariot wheel, primarily depicts movement. The wheel signifies the progressive cycle of life.

## **NSS BADGE**

The NSS symbol is embossed on the NSS badge. The NSS volunteers wear it while undertaking various programmes of community service. The *Konark* wheel in the symbol has eight bars i.e. 8 Prahars (period) which represent 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. 24 hours. The red colour in the badge indicates that the NSS volunteers are full of blood. i.e. lively, active and spirited. 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.

## **IMPLEMENTATION OF NSS PROGRAMMES**

Under the NSS Programme any student studying in a village or in a university who opts for and is selected for NSS is expected to continue for the period of two years and is required to render service for a minimum 120 hours per year and he is also required to participate in special camping programme.

The Special Camping Programme will be treated as separate project and the hours of work put in those programmes will be accounted separately and they should not be included in the 120 hours of normal NSS.

## **TERMS OF NSS**

A student enrolled in NSS should work for continuous two years and is expected to put in at least 120 hours of social service (in at least two community-based projects) in both the academic years. The enrolled NSS volunteer also expected to participate at least one 07 days special camp during his enrollment in NSS of two years.

## **ORIENTATION**

It is suggested that out of 120 hours of social service, which each student is expected to put in during the academic year at least 20 hours be used in the first year for orientation programme.

## **GENERAL ORGANISATION AND ADMINISTRATIVE STRUCTURE**

As the scheme needs active participation of the Central Government, the State Government, Universities and Colleges, the responsibility for evolving, implementing the evaluating programmes can be considered at four levels-

The National Level- NSS Regional Centre (NSSRC) headed by Deputy / Assistant Programme Advisor.

The State level- state Liaison Office headed by the state Liaison Officer.

The University Level- University NSS Cell headed by Programme co-ordinator under the guidance of hon. Vice chancellor.

The College Level- College NSS Unit headed by the NSS Programme Officer under the guidance of the Principal.

## **NSS ADVISORY COMMITTEE IN COLLEGE**

1.	Principal	Chairperson
2.	Two staff members with some background of social work	Member(s)
3.	One representative of the development department	Member(s)
4.	Representative from the adopted village / slum / welfare agency	Member(s)
5.	Two NSS student leaders	Member(s)
6.	NSS District Co-ordinator	Invitee
7.	Programme Officer, NSS	Member Secretary

The overall function of the NSS advisory committees at the college level is to advice on the various activities of the NSS unit based on the felt needs of the students and the community. It should meet regularly at least four times during the year.

The NSS Advisory Committee should discuss the matters pertaining to Programme / Projects to be implemented, review of the activities undertaken, future plan, approve the expenditure incurred on various programmes form time to time, the purchase/ disposal of dead stock items, etc.

The minutes of the Advisory Committee meeting should be recorded in the minute's book and should be forwarded to University NSS Cell within eight days of the holding of the meeting.

## NATIONAL SERVICE SCHEME REGULAR PROGRAMMES

The NSS Units in the adopted areas may take up a variety of programmes, depending upon the need of the area, means, resources and skills. As far as possible in planning the activities, student volunteers should be involved. The area like village, slum, resettlement colony, institution, should be selected on the basis of the need and willingness of the community to co-operate with students in work. The areas should, however, be within the easy reach of the students, i.e. 5 to 8 kms from the college.

Broadly, the present programmes under the NSS could be grouped in four broad heads:

a) Regular NSS Programmes : These activities include work in rural areas by the mofussil college and work in slums and various welfare institutions by colleges in urban areas, These activities are aimed at providing work to the students, year round and also exposing them to strike reality in the community.

b) Special Camping Programmes: The camps generally provided for construction work, socio- economics surveys, non- formal education programmes and intensive drives in the form of campaigns, etc. the Small Savings campaign, prohibition week, National Integration campaign. Grow more food campaign, eradicating various diseases, etc & various campaign organized by the Government Dept. & Voluntary Organisations.

An important form of occasional service by NSS Units is relief action in the event of natural catastrophe or other disasters. These services are usually undertaken as a part of Special Camping Programmes.

Suggestive list of activities during Regular as well as Special Camping Programmes:

a. Environment Enrichment and Conservation: Whereas

b. Health, Family Welfare and Nutrition Programme:

c. Programmes aimed at creating an awareness for improvement of the status of women: These may, inter-alia, include:

d. Social Service Programmes: Depending on the local needs and priorities, the following activities/programmes may be undertaken:

e. Production Oriented Programmes:

f. Relief & Rehabilitation work during Natural Calamities:

g. Education and Receptions: Activities in this field could include:

# 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 or more 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.

## ADOPTION OF VILLAGE(s) / SLUM(s)

In order to ensure continuity of work vis- a- vis sustained action, re- evaluation and follow -up work each NSS Unit may adopt Village(s) / Slums(s).

In case of metropolitan cities, NSS Unit may adopt a nearby slums in addition to village for regular NSS activities. This will help to reduced the time and cost on transport to the minimum. In the fitness of things, it is necessary for the total socio- economic development

and uplift of the adopted village(s) / Slum(s) through sustained and continued efforts and also exercise proper and continued maintenance of community assets so created.

### **INCENTIVE TO NSS VOLUNTEERS**

NSS Volunteers get the following incentives.

- 1) A certificate from University after completing 240 hours in 2 year (i.e 120 hours each year) and one Special camp of Ten days according to rules and regulation of the University.
- 2) Preference in Public Service Commission if he has a certificate for 2 years of service in NSS and for attending a Special Camp (i.e. If there are two candidates of same caliber the candidates with NSS certificate will be given preference)
- 3) The benefit of it grace marks Ordinance 229 -A in the prescribed manner.
- 4) Extra marks in B. Ed admission examination.

### **DEPUTATION OF VOLUNTEERS FOR VARIOUS CAMPS/ PROGRAMMES**

Programme	Required Qualities of Volunteer
Leadership Training Camp (Organised by University)	Active volunteers expect to take responsibility of organising activities/ Camp and looking after administration of College NSS Unit
National Integration Camp / State/ University level Camps Annual Summer Camp	Responsible and active volunteers good in public speaking, rapport building and cultural activities like Dance, Song, etc. and well disciplined.
Utkarsha- Socio-Cultural Programme	Good in dance, drama, music, acting, singing, painting, etc.
Adventure Camp/ Programme	Physically Fit, ready for hard work, eager to learn, interested in trekking, rafting, sailing, gliding, skiing & other adventure activities.
State Pre R.D./National Pre R.D. (State Parade Camp organised by S.L.O., Govt. of Maharashtra and National Pre R.D. organised by NSS Regional Centre.)	Physically Fit, ready for hard work. Good in rapport building, public speaking cultural activities like dance, songs, instrumentalist etc. and well disciplined. Height-Male- 165 to 175 C.M. , Female 155 to 165 C.M.

### **WORKING WITH NGO / VOLUNTARY ORGANISATION**

While working with NOO / Voluntary organization the following care must take.

- The registered organization must be preferred.
- The organization must submit the project proposal to university NSS cell for approval.
- The joint project must have joint banner.
- The organization must recognize the work done by the College in their Annual Report and copy of the same must be submitted to University Cell.
- The expenditure incurred for the project e.g. refreshment to participants/ volunteers, honorarium or any other expenditure should be borne by the respective organization.

## **AWARDS FOR BEST WORK IN NSS**

District Level/ University Level/ State Level/ Indira Gandhi National Level Award for the best NSS Volunteers / NSS Programme Officers and College NSS Units.

Proposal for the award in specific format should be submit to University NSS Cell.

Proposal of following NSS Awards at various levels.

**Area/ District Level Awards** (amongst all the proposals received by University NSS Cell)

- Per District/Zone/Area ONE MALE & ONE FEMALE NSS Volunteer.
- Per District/Zone/Area ONE NSS Programme Officer.
- Per District/Zone/Area ONE College NSS Unit.

**University Level Awards** (amongst the proposals selected at Area/District Level)

1. Rural Base Colleges (Raigad, Ratnagiri, Sindhudurg & Thane District)
  - ONE Male & ONE FEMALE NSS Volunteer.
  - ONE NSS Programme Officer.
  - ONE COLLEGE NSS Unit.
2. Urban Base Colleges (Municipal boundaries of MCGB)
  - ONE Male & ONE FEMALE NSS Volunteer.
  - ONE NSS Programme Officer.
  - ONE COLLEGE NSS Unit.
3. Best NSS District Co-ordinator & Area Co-ordinator (Proposal will be asked from the District Co-ordinators & Area Co-ordinator.)
  - ONE Best District Co-ordinator
  - ONE Best Area Co-ordinator

**Recommendations for State/National Level NSS Awards.** (Among the proposals selected at University level)

- ONE NSS Volunteer amongst the proposals of University Level Awards will be recommended for State/National Level NSS Awards.
- ONE NSS Best College & Programme Officer amongst the proposals of University Level Awards will be recommended for State/National NSS Awards.

Note : Out of the proposal selected at University level the best proposal be recommended for State level award.

**Dr. (Smt.) Ushaben Mehta Endowment Scholarship for best NSS Female Volunteer.**

(Among the proposals selected at University level)

- ONE Best Female NSS Volunteer will be recommended for Dr.(Smt.) Ushaben Mehta Endowment Scholarship.

Note : Out of the proposal selected at University level the best female volunteer proposal will be recommended for Dr.(Smt.) Ushaben Mehta Endowment Scholarship.

## CODE AND CONDUCT FOR NSS VOLUNTEERS

- 1) All volunteers shall work under the guidance of group leader nominated by the Programme Officer.
- 2) They shall make themselves worthy of the confidence and co- operation of the group/ community leadership.
- 3) They shall scrupulously avoid entering into any controversial issue.
- 4) They keep day-to-day record of their activities / experience in the pages of the diary and submit the same to the group leader / programme officer for periodic guidance and record.
- 5) They should submit the diary by 30th January every year to the Programme officer for filling in the report cards.
- 6) The volunteers are not allowed to work independently in any project on their own. They should work in the agency / Village / Slum, approved / adopted area by the college NSS Unit.
- 7) The maximum credit in terms of hours of work in campus project which includes orientation, attending meeting and campus activities will be 20 hours.
- 8) In case of any controversial issue such as selection of volunteers for Special camps or any project, the policy decided by the Programme officer/ Principal of the college for selection, will be binding on all the volunteers.
- 9) Volunteers should carry their NSS diary and NSS badge with them while working in the project and it should be shown to the competent authority as and when demanded.

**NSS PROGRAMME OFFICER**

The college NSS Unit is expected to work under the guidance of the Principal who shall form a advisory committee to provide direction to the NSS activities and also appoint a Programme Officer- selected from the members of the faculty- as executive head of the College NSS Unit.

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

To discharge his/her obligation under NSS Programme the Programme Officer plays the role of **an Organizer, an educator, a Co-ordinator, a Supervisor, an administrator, and as public relation officer.**

- One Programme Officer be appointed on every NSS unit (100 to 125 students)
- NCC Officers / Physical Education Directors should not be appointed as NSS Officer.
- In a Girls College a lady teacher should be appointed as NSS Programme Officer.
- A programme Officer is expected to attend a NS Orientation Course of 10 days within 3 months of his/her appointment. The Programme Officer must undergo the orientation course within one year of the date of appointment in case the orientation is not conducted in the stipulated period of 3 months. Similarly the Programme Officer is expected to attend refresher course of 5 days after every two years and it is the obligation of the head of the institution to relieve the Programme Officer to attend NSS Orientation/Refresher Course/Meetings/Seminars/Camps/etc. as informed by the NSS Programme Co-ordinator.
- The Programme Officer should be appointed at least for a period of 3 consecutive years in first instance. However, this period is reduced/extendable, on the review of his/her performance by Principal and NSS Programme Co-ordinator.
- The responsibility to conduct Orientation and Refresher Course has been given to the NSS Unit, Tata Institute of Social Science, Deonar, Mumbai.

**NUMBER OF NSS UNITS**

As per the ministry's guidelines NSS Unit in the college should as far as possible be of 100 student volunteers under the charge of one Programme officer. In exceptional cases small units can also be started with the prior approval of the NSS Programme Co-ordinator.

Every unit should be constituted of 100 volunteers. This limit could be extended by 20% to 25% only in exceptional circumstances. However the NSS Programme Co-ordinator should be approached for sanction of every additional unit. The account and record of every unit should be maintained separately.

For smooth administration of NSS Unit the Programme Officer should select student leaders in the proportion of one student's leader for every 25 to 30 volunteers.

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## **ENROLMENT**

- The Programme officer should start enrolling immediately after the colleges reopen. They are requested to adopt suitable procedure to select the require number of volunteers.
- For enrolling the students, the prescribed form should be used. The NSS Cell on receipt of requisition from respective college will supply the said forms.
- Enrolment form will provide by NSS Cell of University of Mumbai and it should be distributed to students **free of cost.**
- Only bonafide student of the respective colleges are allowed to be enrolled for NSS

While enrolling the student volunteer for NSS preference should be given as follows..

- NSS is designed to be a two years programme.
- No Students should be continued for the third year in NSS.
- No Students should be enrolled in first year & then third year of Degree Programme leaving gap of one year between a first year of NSS i.e. fresh T.Y. Students should not enrolled in NSS because the Scheme is designed to be a two years Programme.
- The Students should be enrolled for a continuous period of two year either in the First & Second year of the Degree College or Second and Third year of Degree College.

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## **GUIDELINES FOR FORWARDING ENROLMENT LIST**

1. Enrolment forms will be issued by the NSS unit after the receipt of filled proforma for Registration of College. NSS Unit with NSS Cell, University of Mumbai against requisition letter from the College.
2. Diaries and Badges will issued after receipt of the enrollment list from the College.
3. The last date for submitting the enrolment list along with the consolidated report is **1<sup>st</sup> September.**
4. Any Student whose name is not included in the enrolment list will not be considered for the benefit of 10 grace marks, hence it is essential to display the NSS Enrolment List prominently on the Notice Board at least for a one week, before sending it to the NSS Cell, University of Mumbai.
5. The Colleges should send only the original list to the NSS Office and retain two duplicate with them for accounts. However, Consolidated Report should be sent in duplicate.
6. The lists should be typed (in Block Letters) as per Proforma
7. The names from all Divisions/Units of a particular Class should be clubbed together, including male and female volunteers.
8. All these names should be arranges alphabetically beginning with Surname.
9. Full name of the Volunteers as in thire previous Examination Record, (Beginning with their Surname, First-name, Father's or Husband's-name (in case of married female volunteer) & Mother's- name should be typed.
10. The female volunteers should be indicated by an oblique line ( / ), before the Surname.

11. The Enrolment List for each Class (e.g. F.Y.B.A., F.Y.B.Com., F.Y.Bsc., etc.) must start on a new page.
12. In order to bring uniformity in allocating the enrolment members following codes should be used before enrolment no.
 

F – F.Y. Class	S – S.Y. Class	T – T.Y. Class
A – Arts	C – Commerce	S – Science Classes
13. While codifying class code should be used first then the faculty code, which means, F.Y. Commerce will be codified as FC, and SY Arts will be codified as SA and T.Y. Science will be codified as TS and so on.
14. The Consolidated report in the prescribed proforma (in duplicate) give the Total Enrolment with the Sex-wise, Class-wise and Caste-wise break-up of NSS Volunteer must be enclosed with the Enrolment List & Consolidated Report.
15. The signature of the Programme Officer/s and Principal should be on every page of the Enrolment List & Consolidated Report.
16. No supplementary Enrolment List will be accepted after the last date.
17. Incomplete list will not be accepted.

#### **VOLUNTEERS ENROLMENT CODE (VEC)**

- The first two alphabets represents the State i.e. **MH** stand for Maharashtra
- The next two digits represents the University – University of Mumbai code is **09**
- The next three digits represents the College NSS unit- This code will be given by the University NS Cell
- The next two digits represent the First Year of the enrolment. Example, the students enrolled in 2008 will be given code **08** & the student enrolled in 2009 will be given code **09**
- The last three digits represents the serial number of the NSS Volunteer

For illustration, a VEC number MH09 015 07 025 would mean the NSS volunteer is 25<sup>th</sup> in serial 08 (2008) enrollment belongs to the 15<sup>th</sup> College NSS Unit in University of Mumbai (09) in Maharashtra (MH).

#### **NSS WORK DIARY**

1. Work diary of NSS volunteers will be supplied by NSS Cell on receipt of requisition from colleges. The diary contains the information regarding aims and objectives of NSS, Volunteer Identity Card and the record of daily work done in various projects.
2. The diary should be maintained regularly and the volunteers should get it signed from project in charge / N.S.S students' leader / NSS Programme officer / Authorities from the institution before leaving the work site.
3. The Middle page is meant for recording the summary of work done in NSS during the year by the volunteer i.e. Work Record Card and it should be filled by the respective student at the end of the year under the guidance of Programme Officer.

4. Maintenance of this diary is compulsory for all volunteers and they are required to carry this diary while working in the field and it should use as NSS Identity Card.
5. The diaries should be collected from the volunteer by the Programme Officer at the end of the year and should be kept ready for inception while submitting the reports / documents.

#### **CRITERIA FOR THE COMPLETION OF 120 HOURS**

1. Unless otherwise provided for as a special case a NSS volunteer should complete his / her 120 hours of work in at least two types of activities in the urban and / or rural setting in an ongoing programme.
2. The volunteer must put in minimum 20 hours in a project to be considered for the scheme. The maximum credit in terms of hours of work in one project will be limited to 60 hours.
3. The maximum credit in terms of hours of Work in Campus Project which includes orientation, time spent in attendance of NSS Managing Committee meetings, Meetings related to the projects and Campus activities like Organisation of Blood Donation Drive, Tree plantation and cleaning, etc in the college campus will be 20 hours.

The breakup of 20 hours for the fresh volunteers i.e. first year in NSS will be as follows:

- |      |                               |           |
|------|-------------------------------|-----------|
| i.)  | General Orientation about NSS | 2 hours.  |
| ii)  | Special / project Orientation | 8 hours.  |
| iii) | Programme skill learning      | 10 hours. |

4. The **FUND COLLECTION** by NSS Volunteers in any form is completely banned. Unless until a Special Guideline provided by NSS Programme Co-ordinator, the College NSS Unit should not undertake any type of Fund Collection activity / projects.
5. The hours completed in NSS by volunteers are non-transferable in subsequent year(s) or to any other volunteer.

#### **GUIDE LINE TO CLAIM 10 GRACE MARKS**

##### **Volunteers Work Diary / Work Record Cards**

- i. The Work Record Cards should be numbered serially Class wise and arranged in order of the name as per the Certified List.
- ii. The Diaries must be submitted along with Certified List.
- iii. Name on Work Record Cards, Enrolment Lists and Certified Lists must tally.
- iv. All Work Record Cards should be signed (Not Stamped) by the NSS Volunteer, NSS Programme Officer and the College Principal.
- v. Regular NSS activities – Descriptive report inclusive of every project mentioned in the work Diary of the NSS Volunteers, in absence of this, such projects shall not be considered for the Evaluation.
- vi. Special Camp descriptive report inclosing of no. of volunteer participated, activities conducted during camp, participation of villages, achievements and follow up activities.
- vii. If the College NSS Unit has undertaken a project in association with a N.G.O., they must submit the letter from concerned N.G.O. specifying the activities conducted.

### **Certify List of the Volunteers Completing 120 hours**

- i. The lists should be submitted in set of Three Copies in the prescribed proforma.
- ii. The lists should be typed. (Handwritten lists will not be accepted).
- iii. If the College has more than one NSS Unit, care should be taken not to split the class among the Unit i.e., only one consolidated list in alphabetical order should be sent for one class.
- iv. A separate list should be typed for every class, for example: F.Y.B.Com. is one Class and F.Y.B.Sc., BMM, BMS, etc. is another Class and separate forms should be used for every Class.
- v. One page should not contain more than 20 Names.
- vi. Names should be typed in block letters in full. Initials will not do.
- vii. The order of typing the Names should be as follows:  
Surname/Candidate's Name/Father's or Husband's Name/Mother's Name.
- viii. Female Volunteer should necessarily be indicated by Oblique (/) Mark.
- ix. The Column indicating the "Examination Seat No." should be kept blank, if the same are not received before sending the list.
- x. In the space provided for writing Number of students in the Class, the total number of Volunteers Completing 120 hours in that particular Class should be mentioned.
- xi. Every page of the list for every class should be signed (not stamped) by the Programme Officer and the Principal after putting the Seal of the College.
- xii. The Colleges should take care that the names are properly and fully typed. In case of any typographical error in the names, the respective student will from the benefit of 10 Grace Mark. It will not be possible in any case request for change in the name later on.
- xiii. In order to avoid complication; please display the lists of the volunteers completing 120 hours on the College/NSS Notice Board and invite objections, if any, from the Volunteers before sending the lists to the NSS Cell. (a week before).

### **LIST OF THE VOLUNTEERS COMPLETING 120 HOURS IN PREVIOUS YEAR BUT NOT APPEARING AT THE EXAMINATION FOR SAME YEAR AND APPEARING AT THE EXAMINATION FOR FIRST TIME.**

If there are any NSS Volunteer who was certified and held eligible by the University for 10 Grace Marks under NSS in previous years and is appearing at the annual examinations of March/April/May, 2001 for the First Time their list should be submitted in specific format (as enclosed) along-with necessary documents such as Xerox copies of Hall ticket, Mark sheets, Medical Certificate, etc. in duplicate. In case of any difficulty, the Programme Officers are requested to contact University NSS office for further clarification.

It has been observed that some Colleges without the authorization from the University, NSS Cell, directly award the benefit of 10 Grace Marks to the NSS Volunteers appearing for the examination (such as first year/second year) partially or wholly conducted by the Colleges THIS IS HIGHLY OBJECTIONABLE.

PLEASE DO NOT SEND ANY DOCUMENTS DIRECTLY TO THE CONTROLLER OF EXAMINATION AT VIDYANAGARI FOR AWARD OF 10 GRACE MARKS UNDER NSS.

## **RECORDS TO BE MAINTAINED BY THE COLLEGE NSS UNITS**

Every NSS Unit is required to maintain the following records for the period of at least 3 years. However a separate file should be mention for preserving the certified list of volunteer completing 120 hours of NSS work forever.

1) Enrolment Register / Register of Enrolment Forms: The NSS Unit should maintain a separate register for keeping the record of the enrolled students or may get enrolment from bound which may serve ready reference for future.

2. Project register and Record of Attendance of Volunteers: This register should contain complete information on each project / agency names of the student. Volunteers working with Project / agency and their attendance.

However, if it is not possible to maintain the attendance record in the same register only names of the volunteers participated in the project be mentioned in the register and attendance register may be maintained at the agency or at work site.

3. Minutes Book: The Programme Officers should record the minutes of the meeting of the College Advisory Committee in the minute's book. This would help the suitable follow up action.

4. NSS Volunteer Diary: The diaries supplied by the University should be maintained by the volunteers and should be submitted to the Programme office at the end of the year with necessary entries on the last page. These diaries should be preserved by the Programme Officers for future reference.

5. Dead Stock Register: A stock register listing separately the consumable and non-consumable items should be maintained by every NSS Unit covering the necessary entries mentioned in Appendix- G of the accounts.

6. Account's Register: (Refer Note in the Part III Accounts).

## **PHYSICAL FACILITIES- OFFICE, STORAGE, ETC TO BE PROVIDED**

With the growing importance of the NSS, certain physical facilities have become essential. It is, therefore, expected that the College authorities would provide a separate room along with furniture and other administrative support services for the NSS unit. This will also enable the students, teachers and other personnel to see the Programme Officer in the office on the fixed time and discuss with him the implementation of the programme etc.

The College NSS unit is expected to submit the reports, accounts & other documents time to time to University NSS Cell. The College authorities expected to provide the assistance of typing & computer for the update records.

Similarly the college will provide necessary facilities for the storage of NSS material and equipments.

## **THE ORDINANCE 229-UNIVERSITY OF MUMBAI**

Ordinance 229 regarding award of 10 marks to students for participation in NSS and completed the scheme satisfactorily. Refer University Ordinance for more details.

**GENERAL INSTRUCTIONS ABOUT MAINTENANCE OF ACCOUNTS**

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.

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 Department of Youth Affairs & Sports, New Delhi and officials of NSS Regional Center of the concerned State.

Care should be taken to see that the funds are used for the prescribed purpose only. The College is allowed to purchase equipment subject to rules and regulations of University and Government of India (Please see the list of equipment which could be purchased from NSS funds).

No funds should be distributed in the form of allowances to students. Money should be actually utilised for traveling and refreshments etc. of students, if any amount is left balance / unspent with the college, it should be refunded back to the University NSS Cell by Pay Order / D.D. drawn in favor of "FINANCE AND ACCOUNTS OFFICER, UNIVERSITY OF MUMBAI" along with the Audited Statement of Accounts.

Last Day / Date to submit the Audited Statement of accounts (Regular/ Special Camp) before **30<sup>th</sup> MARCH** of respective year, against which reimbursement will be given to the College, No grant will be given to any college after the particular financial year is over.

The excess funds either Special Camping Programme or Normal NSS cannot be utilised for either purpose.

Total expenditure on each heads of accounts should not exceed the prescribed limit.

In case the items of dead stock are very old and become useless they may be written off by passing resolution in the NSS Advisory Committee Meeting of the College. The copy of the resolution should be send to University NSS Cell for approval.

The first installment for Regular Activity should be claimed before 15th October every year and One month at least for the Special Camp

Maintenance of Bank Account- the grants received shall be deposited in the separate Saving Bank Account in the joint name of the Principal & NSS Programme officer by designation. As far as possible the Saving Bank Account should be opened in Nationalize Bank.

Proper vouchers / bills should be obtained for all the expenses incurred and maintained in the college office.

Separate Stock Register should be maintained for the equipments, tools, etc. purchased out of NSS grants. Every year the list of article purchase & Dead Stock duly certified by the Principal is to be sent to the University NSS Cell along with the Audited Statement of Accounts.

While working with NGO/ Voluntary Organisation for their projects the college NSS Unit must take care that the NSS Grants are not used for that. The respective NGO/ Voluntary Organisation should spend for that project / activity.

All the vouchers / bills and accounts of NSS should be kept in the College for further reference

## ALLOCATION OF FUNDS

The University NSS Cell may release the funds as per the norms after receiving the requisition for grants from College NSS units as per the Proforma.

Regular NSS Programme :- So far as Regular NSS is concerned the grant per student volunteer per annum is Rs. 160/-.

Special Camping Programme : For Special Camping Programme the grant will be Rs. 300/- per volunteer for a Residential Camp of 07 days. In case of camps in Urban Slums, Day-Camps are permitted wherever found absolutely necessary Rs. 120/- per volunteer for a Non- Residential Camp for a period for 07 days duration at a stretch.

The Break -up of the grant is given in the annexure.

The grant is admissible only on the allocated strength provided that 80% of the student completed 120 hours

If the unit is consisting of less than 100 students the Out Pocket allowance should be reduce proportionately as per availability of funds. However, it should not exceed Rs. 48/- per student.

This honorarium of Rs.48/- is for meeting out of pocket expenses to be paid only to such of the NSS Programme Officers who are in- charge of the Unit.

Rs. 8/- per volunteers will be retain by University NSS Cell towards printing of Volunteers of Diary, Badge, Enrolment forms, etc.

Programme Development: Rs. 73/- per students will be available to the college for the programme development should be utilizes for Regular NSS activity and programme development, which included the following expenditure.

1) Travel expenses (by cheapest mode) in respect of NSS volunteers for participation in camps, meeting, seminars, conferences, etc. within or outside the State organised by the Department or with financial assistance from the Department and for participation in the University level leadership/Special Camps, etc.

2) Expanses on pre - camp preparations, pre - camp orientations, post camp evaluations.

3) Expenses on TA and honorarium to resource persons.

4) Refreshment to students.

5) Travel expenses of students from college to the place of work and back by the cheapest made.

6) Purchase of utensils, equipments etc, required for camps and regular programme.

7) Travel expenses in respect in respect of programme officer fro participation in the meetings, seminars, orientation and refresher courses, camps etc.

8) Stationary Expenditure, Other contingent expenditure on actual organisation of regular NSS Programme.

The savings in Establishment and Out of Pocket Allowance may be utilized by the college for Programme Development, However, the Administrative expenses and Programme Development expenses should not exceed the prescribed limit.

## ACCOUNT REGISTER

The college should maintain the Account Register containing the following accounts.

(1) Cash Book : It should show all the expenses incurred by the Unit.

(2) Other Accounts: The entries of the cash book should be transferred to suitable accounts. The total expenses incurred under these heads should be equivalent to the expenses shown in the cash book.

Following are the other accounts:-

- a) Refreshment Account, b) Travelling Account, c) Pre-Post Camp expenses,
- d) Purchase of inventory/Dead Stock Account, e) Photo / honorarium to resource person,
- f) Stationary expenditure, g) Out of Pocket Allowances Account, h) Miscellaneous Account.

### **PURCHASE OF EQUIPMENTS**

The college may purchase essential equipments for camping programme purpose. The college should not incur expenditure on purchasing costly equipments such as auto-vehicles, telephones, office furniture audio-visual equipments such as tape recorder, camera, loud speakers, projectors, etc.

- a) While purchasing equipments costing more than Rs. 1000/- at least quotation from three concerned dealers be invited and out of them the lowest one be accepted. If it is not possible then a certificate to that effect indicating the reasons for not doing so be recorded and made available to the concerned authorities for audit and inspection purposes
- b) For the purchase of equipment of material other than equipments listed herein prior permission of the University will have to be obtained.
- c) The NSS funds should not be utilized on the development of the college premises, playgrounds, etc. In case the services of NSS Volunteers are utilized for that purpose the expenditure on tea and refreshment should be met by the college from its own funds. The number of working hours by the NSS students for this purpose should not exceed 20 hours in a year which includes hours spent in orientation, attending meetings and blood donation etc.

### **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

### **NSS REGISTRATION FEES**

The college is authorized to collect a registration fee of Rs 10/- only per volunteers per year from the enrolled NSS Volunteers. Out of which the Rs 7/- per volunteers (enrollment X Rs7/-) by D.D/ pay order drawn in favor of "The Finance & Account Officer, University of Mumbai" and should be sent to NSS Programme Co-ordinator, University of Mumbai along with the enrollment list as a Registration fee.

The Balance amount of Rs 3 /- per student (Enrollment X Rs 3/-) may be kept in college NSS account and use for the NSS activity purpose. This amount of Registration fees should not be clubbed with the NSS Grant. The Record of the Registration fees should be kept separately as per the Performa no XXV

**GENERAL**

Every Unit participating in NSS is expected to hold a Special Camping Programme. The NSS is basically meant for first two years of the college and every volunteer is expected to work in NSS for 2 years and is also to participate in Camp. Therefore, 50% of the enrolled NSS volunteers should participate in Camp

Therefore, one should remember that Special Camping Programme is not only obligatory but it is a part of the NSS Programme.

Special Camp may be held in :-

- (a) Summer Vacation and /or (b) Diwali Vacation and/or (c) Winter Vacation.

Following are some of the guidelines :-

**SELECTION OF CAMP SITE**

The Camp site should be closer to town or college. So that expenses on traveling could be minimized.

While selecting Camp Site Programme Officer may seek the help of Tahasildar or Block Development Officer (B.D.O.) of the particular Taluka and as far as possible the activities should be linked up with the development plans of Government.

**THE WORK / PROJECTS**

The work undertaken should be of permanent nature. The construction of Kuttcha Road such type of work which is likely to get washed away in rainy season should not be undertaken.

Emphasis should be given to complete the undertaken work.

Many colleges give too much importance to manual work. One should remember that manual work is meant for teaching the students '**dignity of labor**' and therefore morning sessions may be devoted for manual work. The remaining time could be utilized for other programmes e.g. survey, group discussion, leadership developments programme for the villagers, which will give perfect orientation to the students about rural life.

Duration of the Camp : The Camp should be held for minimum 10 days. The time spent in orientation at the college is not considered as a part of camping programme. The camper should spend their 10 full days at camp site, and they should stay at the camp site only.

**Camps in slums:** Camps held in slums are considered as a special camp provided they are held for 07 complete days and with the prior written permission from the University NSS Programme Co-ordinator. The campers need not stay overnight in such camps.

**Leadership:** Since one of the objectives of the camp is to develop leadership among the volunteers, the management should be entrusted to the volunteers. The Camp should be accompanied by NSS Programme Officer in case the camp is organised by a single unit additional Professor may allowed to accompanied a camp and the no of Programme Officer may increase by no of unit. The overcrowding of camp by professors, office staff, peons should be avoided because it kills the objectives of "**Developing Leadership**".

Since the scheme is meant for the students of first 2 years maximum preference should be given to the students of first year and the second year of the college.

The ideal camps strength is 40 to 60. The camp strength as far as possible should not exceed 60 (Unless it is needed by the nature of the work undertaken)

The information regarding participants of the camp should be sent to the Central NSS Unit within 3 days of starting of the camp.

The camps should be conducted in the adopted villages/slums after a good amount of rapport-building over earlier period through sustained well planned day to day programmes. Meaningful programmes should be undertaken that will be completed during the camp period. Mere survey will help none unless they are pre-planned for related projects.

The Planning for camping should be done well in advance and clean and tidy arrangements should be made for the stay of the campers. Special arrangements should be made for the women-campers.

Campers should be inoculated against Cholera, Typhoid and Titanus.

Daily diaries should be written by all the campers a few success a failure stories in brief should be appended to the Report and that a neatly written report should be sent to the University within a week of the closure of the camp.

**Utmost economy should be observed by :-**

Planning in advance for every detail.

Avoiding large number of lectures/talks on NSS subject to orient the Campers. This is not a state to orient them but it is meant for development of their acquired knowledge, skills and talent for the benefit of the masses. Orientation is a phase that should be completed within a month of the beginning of the year. Students leadership programme are also intended to reinforce the implementation.

Restricting invited dignitaries to a bare-minimum to avoid upsetting of the schedules. Running the mess by the batches of students, in turn, under supervision of an experienced cook. After all this is the opportunity to make the campers learn everything about the camp.

Running of Public Announcement System and of cine-songs or records is strictly prohibited unless it is part of the programme.

Avoid flower/garlands at meetings. This can be replaced by other courtesies.

Only action photographs should be taken some photograph should be sent to University NSS Cell with report and some may be kept in colleges NSS Cell for record.

Brief the volunteers on organising meetings, introducing the visitors, introductory and thanks giving speeches.

Plan follow-up programme to implement it in the post-camp period.

Cultural programme ought to be trimmed and well tailored ending into a prayer-meeting and lights off by 10-00 P.M. –a perfect silence except for the Patrol's movement and signaling till the next day break at 5.00 A.M. with a rising-call.

Two volunteers by rotation should be given a job of night patrolling.

Smoking, Drinking, Alcohols, Wearing any indecent dress at a work site and swimming is strictly prohibited.

## ACCOUNTS

A intimation of the camp should be given by college at least one month in advance without this intimation the college will not be consider eligible for grant the intimation should include intention of Camp putative period, etc.

A requisition for claiming the advance grant should be sent to this office at least one month in advance. No advance grant will be given after the camp is over. In such case the colleges should submit Audited Statement of Accounts and only re-imburement will be given.

Details of the items to be included under the different heads.

Foods :- Cost of food item i.e. rice, Wheat, Sugar, Tea and Milk, Cost of Coal, Fire-wood, Kerosine and Edible Oils, etc. Cost of vegetable etc. and payment to the Cooks and Servants.

Travel :- From College to camp site and back and travel in connection with purchases of camp requirements.

Accommodation :- Cost of Candles, Lamps, Bulbs, etc. Rent/Cost of Tent, Tat, Dari, Bamboo, Hire of Utensils etc.

Misc. Expenses :- Cost of Medicine, Prizes to villagers etc.

N.B. :- All the camp vouchers should be retained by the NSS Unit of the respective colleges.

The camp accounts should be audited by a Chartered Accountant and Statement of account with utilization certificate should be sent in the prescribed proforma showing the above items of expenditure separately under each head and signed by him over the rubber stamp of his firm at the place provided for the purpose.

The above statement should be accompanied by Proforma i.e. the brief report of the activities conducted during the camp and list of participants of the camp which includes list of students participants, non-students youth (subject of maximum of 10% of students participants and teachers (maximum 2), duly signed by the NSS Programme Officer and the Principal of the college at the place provided for the purpose.

Only Original and Duplicate copy of each statement should be forwarded to NSS Cell.

Participation of non-students youth and teachers is allowed for the grant purpose, however, the strength of non-students youth should n exceed 10% of students and number of teachers participants should not exceed 2.

The names of non-students youth and teachers should be mentioned in the list of participants.

If college conducts more than one camp or different camps are held by different units, separate requisition and audited statement of accounts should be submitted for every camp/unit.

The unspent balances, if any, remaining out of advance paid by the University should be refunded along with the audited statement of accounts and the cheque should be drawn in favor of "Finance & Accounts Officer, University of Mumbai".

Any expenditure incurred for selection of camp site should be charged under NSS normal activities and debited to conveyance charges.

The equipment, if any, out of the prescribed list that could be required for the purpose of Special Camp could be purchased out of Normal NSS grant provided to the college.

In any survey is undertaken during camp period, cost of printing of questionnaire should be charged to the Normal NSS account activities Fund and should be debited to Programme Development Accounts.

The care should be taken to see that Special Camp expenditure do not exceed the admissible limit i.e., Rs. 300/- per camper for rural camp of 07 days or Rs. 120/-per camper for urban camp of 07 days duration which should cover at least 8 working hours per day at the camp site.

### **DOCUMENTS MUST BE ATTACHED WITH ACCOUNTS**

#### **a. - Regular NSS Audited Statement**

-Audited Statement Marathi Form (V)

-Utilization Certificate

-Brief report of the activities

-Purchase of Inventories during the year

-Dead Stock

-Enrollment list

(Xerox of the list submitted to NSS Cell with attested by Principal

-120 Hours List.

(Xerox of the certified list attested by Principal)

#### **b. - Special Camping Programme Audited Statement**

- Audited Statement Marathi Form (C)

- Utilization Certificate

- Brief Report

- Attendance of the Participants

(Must be signature of 07 days including the Students, Non-Students & NSS Programme Officer)

❖ All the Xerox copies must be attested by the college Principal.

❖ Audited Statement should be submitted in duplicate.

❖ Last date of the submitted of Audited Statement

• Regular NSS Audited Statement- 30<sup>th</sup> March of respective year

• Special Camp - Within One Month of the completion of camp or 30<sup>th</sup> March which is earlier.

**WHAT IS EVALUATION?**

The term evaluation signifies an attempt to know how far a given effort or project has achieved its objectives. All evaluation activity is therefore, in the nature of a positive service and not fault finding. As such, evaluation should end with an indication of the ways and means of bringing about better results from the operation of the programme. Self-evaluation is carried out by the individual or unit to measure one's own effectiveness.

**OBJECTIVES AND PURPOSES OF EVALUATION OF NSS UNITS**

The objectives of evaluation of NSS units are to :-

1. enable the NSS student volunteers and teachers to examine the objectives of their NSS Unit critically; make clear the purposes and examine the entire programme and activities in the terms of their objectives;
2. help them to determine how far their plans have progressed and to what extent their objectives have been achieved so that they may gain confidence, satisfaction and the base for further improvement;
3. help in understanding the factors which make for proper selection of projects;
4. provide a means for testing the methods, approaches and techniques used in the programmes;
5. help student-volunteers and teachers define the objectives in terms of what they can actually accomplish;
6. assess the education and other benefits derived by the student volunteers;
7. assess the benefit accruing to the community-tangible and intangible and
8. appraise the effectiveness of organisation, administrative and supervisory procedure adopted in the programme.

The Programme Officer should undertake evaluation at the end of the year. Proforma for submitting report to this office are given herewith.

Following are the last date for submitting reports:-

Yearly Evaluation Report	--30 <sup>th</sup> June, every year.
Half Yearly Report	--31 <sup>st</sup> October, every year.
Quarterly Report	-- end of June/Sept./Dec./March

**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.

## **MONITORING**

To ensure proper growth and development of NSS, it is very essential to monitor the progress of activities in the field. Proper monitor ensure 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 as watch on achievement of targets and appraise the plans and projects in the light of actual experience in the field.

The NSS programme can be monitored constantly through field visits and meeting the key functionaries and periodical reports. 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.

## **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.

### **Reports at College Level**

- (a) The colleges 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 15<sup>th</sup> October, 15<sup>th</sup> January and 15<sup>th</sup> April and 15<sup>th</sup> July.
- (b) The colleges 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 3<sup>rd</sup> 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 participation 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 units(s), complete report of the project should be sent to the NSS Programme Coordinator, Regional Center, State Liaison Officer and TORC/TOC for their information.
- (e) The NSS Programme Coordinators will provide the NSS units with the proforma 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.

District / University / State / Indira Gandhi National Level Awards for Best NSS Volunteer , NSS Programme Officer and College NSS Unit.

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➤ Proposal for National Service Scheme Indira Gandhi National / State Level Awards

➤ University/College/Programme Co-ordinator/Programme Officer/Volunteer name should appear.

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