

## **Policy Document & Guidelines**



## **NATIONAL SERVICE SCHEME (NSS)**

## INTRODUCTION:

The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides opportunity to the student youth Graduate & Post Graduate at colleges and University level of India to take part in various government led community service activities & programmes. The sole aim of the NSS is to provide hands on experience to young students in delivering community service. Since inception of the NSS in the year 1969, the number of students strength increased from 40,000 to over 3.8 million up to the end of March 2018 students in various universities, colleges and Institutions of higher learning have volunteered to take part in various community service programmes.

## NSS BADGE:



All the youth volunteers who opt to serve the nation through the NSS led community service wear the NSS badge with pride and a sense of responsibility towards helping needy.

- ✚ The Konark wheel in the NSS badge having 8 bars signifies the 24 hours of the day, reminding the wearer to be ready for the service of the nation round the clock i.e. for 24 hours.
- ✚ The Red colour in the badge signifies energy and spirit displayed by the NSS volunteers.
- ✚ The Blue colour signifies the cosmos of which the NSS is a tiny part, ready to contribute its share for the welfare of the mankind.

## **MOTTO**

The motto of National Service Scheme is **NOT ME BUT YOU**

## **BENEFITS OF BEING A NSS VOLUNTEER:**

A NSS volunteer who takes part in the community service programme would either be a college level or a senior secondary level student. Being an active member these student volunteers would have the exposure and experience to be the following:

- ✓ an accomplished social leader
- ✓ an efficient administrator
- ✓ a person who understands human nature

## **OBJECTIVES OF THE NSS**

- ✓ The main objective of the NSS is to instill the idea of social welfare in students and provide community services without bias.
- ✓ Every volunteer works to ensure that who is the actual needy to get help for their living which promotes living standards.
- ✓ Student personality traits will be improved through community services.
- ✓ NSS volunteers should work by mingling with the community agents who represent the people.
- ✓ To find inherent talent in his/her knowledge through community services.
- ✓ To develop creative and constructive social work action.
- ✓ To promote or to serve in the weaker section of community.

## **Roles / Responsibilities:**

- Students should enroll their name as an NSS volunteer in the college and enrollment is limited to 200 members in every academic year.
- Requires active participation in all the activities and to work with/among people.
- Proper dress coding with NSS badges during off the campus or on the campus is mandatory.
- Identify needs, problems and resources of the community along with program officer or local leaders.
- To establish rapport with the people in the project area for community developments.

- Every volunteer should complete 60 hours of work and keep day-to-day record in work activities/experience in work diary and submit to the group leader/program officer for periodic guidance.
- All volunteers should work under the guidance of a group leader nominated by the program officer.
- They shall make themselves worthy of the confidence and cooperation of the group/community leadership.
- They should scrupulously avoid entering into any controversial issues.

#### **NSS COMMITTEE:**

To ensure that the above objectives are attained and to promote the participation of volunteers in NSS related activities, NSS committee has been set up by the department.

#### **WORKING OF THE NSS DEPARTMENT / COMMITTEE:**

- ☐ Strategic perspective plans need to be submitted by the committee along with estimated budget prior to the commencement of the academic year.
- ☐ Any NSS events will be planned in association with other committees.
- ☐ The committee is therefore entrusted with the planning and scheduling of community activities for the academic year. (Tentative dates to be included in the academic calendar of the college.)
- ☐ The Coordinator of the committee shall conduct informal meetings at regular intervals to discuss and allocate tasks.
- ☐ The committee needs to prepare the annual budget/individual event budget, keeping in mind the various events to be held over the course of the academic year.
- ☐ The committee would have to submit the bills and invoices for all expenditures involved to the accounts section.
- ☐ The committee is responsible for communicating the report for uploading on college website or arranging for press release.

#### **RESPONSIBILITIES OF THE DEPARTMENT/ COMMITTEE:**

The Department and the Committee will be responsible for rolling out activities. Some of the activities are

- ☐ Orientation & Registration program to the first-year students.
- ☐ Organizing NSS activities.
- ☐ Organizing UGC recommended activities as per Minister of Education NSS calendar.

- ☐ Awareness program about general fitness, nutrition and health.
- ☐ Organizing awareness program for save water, environment and cleanliness drive.

#### **THE PROCEDURE TO ORGANIZE NSS ACTIVITIES ARE AS FOLLOWS:**

- ☐ To obtain formal permission from the College authorities to arrange programs.
- ☐ To decide the date, time and agenda of the programs.
- ☐ To inform members of staff and volunteers about the events.
- ☐ To invite the Chief Guest and other guests of honour.
- ☐ To prepare notice board displays, invitations, brochures, certificates etc.
- ☐ To arrange the venue and logistics.
- ☐ To arrange mementos for guests and trophies, medals and certificates for the participants.
- ☐ To train students in various competencies required for conducting the programme- like prepare the ground, stage, compering, giving the welcome address, vote of thanks etc.

#### **COLLEGE AWARDS FOR NSS:**

- Best NSS Volunteer award- Boys.
- Best NSS Volunteer award- Girls.

(Individual Best Volunteer is declared on total hours spent by the Volunteer)

<b>VOLUNTEER AWARDED</b>	
<b>BOYS</b>	<b>60 Hours</b>
<b>GIRLS</b>	<b>60 Hours</b>

#### **AWARD FOR PERFORMANCE**

Volunteers participating in NSS as members of the College can get 2 credits per year for 60 hours of practice/training as recorded. *For every additional 60 hours of training, these Students shall get 1 additional credit.*

## **CASH AWARD FOR PERFORMANCE**

Recognition of Best Volunteer of NSS by providing cash awards is a significant factor in supporting, encouraging and promoting excellence in NSS.

<b>S.No</b>	<b>Award Name</b>	<b>Cash Reward</b>
1.	Best NSS Volunteer - Boys	Rs.2500/-
2.	Best NSS Volunteer - Girls	Rs.2500/-

### **DETAILS OF THE SUPPORT OFFERED BY THE INSTITUTION TO PROMOTE NSS ACTIVITIES:**

- **NSS Dress Code:** All the volunteers registered for NSS are given suitable NSS T-Shirt, transportation & Boarding facilities.
- **Attendance:** Volunteers taking part in any community service during the class hour will be given attendance benefit with prior permission
- Accidentally if any student gets injured while doing the service for the society, the college will bear the medical expenses.