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**NSS PROGRAMME OFFICER**

The college NSS Unit is expected to work under the guidance of the Principal who shall form an 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 a 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.

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**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.

### **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 progrmme.
- 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.

### **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. Un less un till a Special Guideline provided by NSS Programme Co- ordinator, the Collegge 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.