
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 profroma 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 (३१)

-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 (३२)

- 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- 30th March of respective year

• Special Camp completion - Within One Month of the

of camp or 30th March which is earlier.