

No. ITD.NSS/32/2014

Office of the State Programme Co-ordinator,
NSS ITD Cell, Chacka ITI Campus,
Beach PO, Trivandrum.
Dated 28/11/2014

From

The Programme Co-ordinator
NSS ITD Cell

To

All Principals, Govt: / Private ITI s

Sub: ITD- NSS Cell- Guidelines for opening self financing unit of NSS & request to start new NSS
Units in ITI s during the year 2014-2015

Ref: State level Advisory Committee Meeting dated 8/10/2014

Sir,

The opening of self financing NSS unit in the govt: and private Industrial Training Institutes in Kerala has been approved by the NSS State Advisory Committee Meeting chaired by the Training Director, convened on 8/10/2014 at the chamber of Training Director, Directorate of Training, Housing Board Building, Santhi Nagar, Thiruvananthapuram

The detailed operational guidelines of NSS Self Financing units circulated by the Ministry of Youth Affairs and Sports, Govt: of India is enclosed herewith for favorable action at your end. The last date for submission of application (**Hard copy in duplicate**) to the ITD NSS programme coordinator's office is **on or before 5th December 2014** (by Email:- nssitdkerala@gmail.com)

Encl: As above

Yours faithfully



K S Dharmarajan

(Programme Co-ordinator)

Operational Guidelines for Self Financing Units (SFUs) of NSS in Kerala

1. NSS: An Introduction:

- 1.1 **Background:** The National Service Scheme (NSS), a voluntary and value-based student youth programme, is one of the major youth schemes being operated in the Ministry of Youth Affairs & Sports. The Scheme was launched with the primary objective of developing the personality and character of the student youth through voluntary community service. It was launched on 24th September 1969, during the birth centenary celebration of Mahatma Gandhi, in 37 universities involving 40,000 students. NSS currently (2012-13) has about 32.50 lakh volunteers on its rolls spread over 299 Universities, 16,885 Colleges/ Technical Institutions and 10,762 Senior Secondary Schools. So far, over 4 crore students have benefitted from this largest student-volunteership programme in the world.
- 1.2 **Aims & Objectives:** The aims and objectives of the NSS are: (i) to render service to the community while studying in an educational institution; (ii) to arouse the social conscience among students; (iii) to provide them with an opportunity to work creatively and constructively with the community around the educational campus; and (iv) to put the education they receive to concrete social use; and specifically, (i) to work with and among the people; (ii) to engage in creative and constructive social action; (iii) to enhance knowledge of oneself and the community through a face-to-face with reality; (iv) to use the knowledge gained in the classroom in a practical way for mitigating at least some of the social problems; and (v) to gain skills in programme development to be able to be self-employed. The goals are to achieve improvement in personality, leadership qualities, national outlook and a sense of civic responsibility.
- 1.3 **Motto:** The motto of the NSS is '**NOT ME BUT YOU**'. This expresses the essence of democratic living and upholds the need to appreciate the other person's point of view first and to show consideration for fellow human beings. It also underlines that the welfare of the individual is ultimately dependent on the welfare of Society as a whole. NSS attempts to establish meaningful linkages between "Campus and Community", "College and Village" and "Knowledge and Action".
- 1.4 **Administrative Structure:** The basic unit of NSS consists of 100 volunteers at school/ college level, headed by a Programme Officer (usually a teacher/ lecturer). At the University level, the NSS is looked after by Programme

Coordinators (Full-time or Part-time Readers). The State Liaison Cell is fully responsible for the implementation of the Scheme at State level, including timely release of grants to the NSS institutions. At National level, NSS Programme Advisory Cell under Ministry of Youth Affairs and Sports administers the Programme through 15 Regional Centres.

1.5 Programmes: The NSS has two types of programmes, viz., (a) Regular activities and (b) Special Camping programmes. Under the "Regular Activities", students are expected to work as volunteers for a continuous period of two years, rendering community service for a minimum of 120 hours per annum (i.e. 240 hours over 2-year period). Under Special Camping Programme, a camp of 07 days' duration is conducted every year in the adopted area on a specific theme. Each student is required to participate in at least one Special Camp over 2-year period. The nature of activities taken up under NSS continue to evolve in response to the needs of the community. A illustrative list of some of the activities undertaken under NSS is as follows:

- **Education:** adult literacy, pre-school education, continuing education of school drop-outs, legal literacy, consumer awareness, programmes on eradication of social evils, etc.
- **Health, Family Welfare and Nutrition:** immunisation, blood donation, health education, AIDS awareness, population education and family welfare programmes, working with people in nutrition programmes, provision of safe drinking water, life skill education, etc.
- **Environment Conservation:** plantation of trees and their preservation/upkeep, cleaning and maintenance of streets, drains etc., construction of sanitary latrines, watershed management, soil conservation, etc.
- **Social Service Programmes:** Work in hospitals, institutions for disabled persons, orphanages, old-age homes, women welfare institutions, etc.
- **Programmes for improving Status of Women:** awareness generation reg. women's rights, creating awareness among women reg. how they can contribute to the social and economic well-being of the community, imparting skill training to women wherever possible.
- **Production-oriented Programmes:** working with people and teaching them about improved agricultural practices, soil testing, repair of agricultural machinery, assistance and guidance in animal resource development, promoting small savings, assistance in procuring bank loans.
- **Relief and Rehabilitation during Natural Calamities:** assisting and working with local authorities in rescue and relief operation, in distribution of rations, medicines, clothing, immunisation and inoculation, etc.

1.6 Financing Mechanism: Currently, funding is provided for running of NSS activities @Rs.250 per volunteer per annum for regular NSS activities and

@Rs.450 per volunteer (once in two years) for special camping activities. Thus, the total cost of running NSS Programme works out to Rs.475 per volunteer per annum (since special camping is only for 50% of volunteers in a particular year). Thus, total annual funding support from Government for a 100-member NSS unit works out to Rs.47,500. The total amount will be collected either from the school/college/management/PTA or to be collected from the students by charging a nominal fees Rs. 1000 per student at the time of joining in NSS. The collected Rs.1000/- will be used for the two year NSS activities. The fee Rs.1000 may also be collected in two installments both in first and second year.

The funds collected are to be used for running NSS activities. Out of the total amount of Rs.47500/-, the establishment costs, administrative expense including administrative charges Rs.3000/- to the concerned NSS Programme Coordinators and Rs. 4800/- per year as out-of-pocket allowance to NSS Programme Officers are to be paid by the school/college. The administrative charges are strictly allowed only from the NSS Regular activity fund not from the special camp fund.

1.7 Details of financial patterns in NSS:

Sl No.	Regular Activities break of expenditure Rs.250 x 100 = 25,000/-	Special Programmes	Camping
a	Administrative Expenditure at University /Directorate level Rs.30 /- per head. (i.e. Rs.30 X 100 students = Rs.3000 to be sent to the concerned NSS programme coordinator Office)	Rs.450x50 vols. = Rs.22,500 for seven days. (out of 100 students Only 50 % of the students preferably in the second year can participate in the camp. In case of + 2 Directorate the camp is allowed for first year students.	
b	Hon: to Pos(Rs.400x12): 4800		
c	Contingency 1200		
d	Prog. Development Rs 16000		
	Total 25,000		

1.8 Number of Volunteers

To start a new Self Financing NSS Unit it should admit only 50 NSS volunteers from the first year students and in the 2nd year admit another 50 students from the 1st year and at the end of the 2nd year the NSS Unit will have 100 NSS students comprising of both first year and second year students.

1.9 Opening of separate Accounts for NSS Self financing Units.

The collected money i.e Rs.44,500/- should be deposited in the separate bank account for which a new Savings Account should be opened in the nearest bank and the account should be operated as joint account in the name of Pricnipal/NSS Progamme Officer. The account should be operated in the name of NSS account of thecollege/school.

2. Setting up of Self Financing Units (SFUs) of NSS:

2.1 Need for Self Financing Units (SFUs): NSS is a unique programme for personality and character development of students. It benefits the students as well as the community for which the students work. There is a huge demand for setting up NSS units all over the country, but due to financial constraints, the Government has not been in a position to provide the funding support commensurate with the demand. So far, less than 15% of the students eligible to join NSS have been covered under the Programme. It is in this context that the mechanism of SFUs has been conceptualised. Under the mechanism, any educational institution meeting the eligibility conditions of the NSS, can set up an NSS unit provided they are willing to meet the expenses of running the unit on their own, without asking for the Government funding support.

2.2 Financing Mechanism for SFUs: The institutions setting up the SFUs would need to raise necessary resources for running of the NSS unit on their own. The total amount may also be collected either from the school or college management/PTA or to be collected from the students by charging a nominal fee Rs.500/- per student per year and totally Rs. 1000/- for two years in NSS. The Funds could also be mobilised through CSR activities of corporate sector and from any other legitimate source as well. Such institutions shall follow the financial norms and accounting procedures of NSS, as applicable to other NSS units.

2.3 Status of SFUs/ Terms and Conditions of Affiliation: SFUs will, for all practical purposes, operate as the regular NSS Units except that the expenditure on running the unit shall be borne by the SFU Institution. This would, inter-alia, include the following:

- SFUs of NSS shall be eligible, at par with other NSS units, for participation in all the programmes including Republic Day Parade Camps, Adventure Programmes, Mega Camps, Youth Festival, Youth Exchange Programmes, etc.
- SFUs of NSS shall be eligible to be considered for various NSS Awards like any other NSS unit.
- SFUs of NSS will also be eligible to conduct programmes of NSS sponsored by other national as well as international/ multi-lateral organizations.
- SFUs of NSS can also avail financial assistance under the Schemes of the Ministry of Youth Affairs & Sports, by following the due procedure.
- Necessary training to the functionaries of SFUs shall be imparted in the same manner as in case of other NSS units.

- SFUs of NSS will form part of the State NSS Contingent.
- All the instructions/ guidelines of NSS shall be binding on the SFUs of NSS. It will be obligatory on SFUs to furnish regular Progress Reports like any other NSS unit. In case of any violation, the affiliation may be terminated.

2.4 Procedure for Affiliation of SFUs:

2.4.1 An Institution intending to set a SFU of NSS is required to submit an Application in the prescribed Proforma enclosed with these guidelines. The Application should be submitted to concerned Regional Centre of NSS, (Address Shri.C.Samuel Chelliah ,Youth Officer & Head of Office , CGO Complex, Block-D,II floor, Poonkulam,Thiruvananthapuram-695522, Phone - 0471-2481814, fax 0471-2481814, Email – nssthr@keralansscell.com) with copy to the State Liaison Officer (Dr.K..Prakash, NSS State Liaison Cell, Vikas Bhavan, 4th Floor, Thiruvananthapuram-695522, Phone-0471-2308687, email-keralansscell@gmail.com) and the NSS Programme Coordinator of concerned University/ +2 Directorate having jurisdiction over the Institution.

2.4.1 The applications of affiliation of SFUs shall be considered by a 3-member Committee at State Level, who will, after scrutiny, grant the necessary sanction for setting up of SFUs. The Committee shall comprise of the following:

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|---|------------|
| 1. Head of the concerned NSS Regional Centre | : Convener |
| 2. State Liaison Officer of the concerned State | : Member |
| 3. NSS Programme Coordinator of University/+2 Council | : Member |

The Committee shall meet regularly and at least once in a quarter, so that applications for affiliation of SFUs are promptly cleared.

Proforma

Proposal for Setting up of Self Financing Unit (SFU) of NSS

1.	Name of the Institution/ College/ School (with year of establishment)	
2.	Address of the Institution (with Phone No./ Fax No./ E-mail Address)	
3.	Name of the Principal (with Phone No. & E- mail Address)	
4.	Name of the University/ +2 Council, having jurisdiction over the Institution	
5.	Total student strength of the Institution/ College/ School	
6.	Whether Institution has necessary Recognition/ Affiliation? If so, details thereof. Also, please enclose a copy of the relevant document.	
7.	Whether Institution already has Regular NSS units? If yes, indicate the No. of Unit(s).	
8.	Whether Institution already has SFUs of NSS? If yes, indicate the No. of Unit(s).	
9.	No. of NSS Units required by the Institution, along with number of students proposed to inducted in such units [an institution having some SFUs can have additional SFUs].	
10.	Name of the proposed NSS Programme Officer(s)	
11.	Proposed Source/ Scale of funding of NSS Activities/ Programmes	

**Signature of Principal/
Head of the Institution (with Seal)**

Date: