

Administrative Structure at Institution Level

The unit at college/+2 level is the grass-root unit in NSS. The organisation keeps contact with the community, administration, student youth and teaching faculty through this unit only. Therefore, the organization and management of NSS unit are of vital significance.

1. NSS Unit (AP-07-005)

An institution will be allotted NSS units according to the strength of students. The number of units will be allotted by the Programme Coordinator in consultation with NSS Regional Directorate and State NSS Officer considering the demands of the institution. It is expected that the institution will provide necessary facilities for the successful running of the NSS unit because it is a part of the institution i.e. college or school.

1.1 The strength of a unit will be 100 NSS volunteers normally. The strength of the NSS unit can be extended upto 120 volunteers in exceptional cases where second unit cannot be raised due to constraints. It is always preferable that a separate unit is started instead of enrolling more NSS volunteers.

1.1 In exceptional cases where the total strength of students enrolled is very small, a smaller NSS unit can be started with the strength of 75 NSS volunteers.

2. Enrollment of NSS Volunteers

At college level the NSS volunteers will be enrolled from the first and second year degree-class students. Preference should be given to the students who have worked as NSS volunteers at +2 level also.

2.1 Students belonging to minority communities, scheduled castes and scheduled tribes should be encouraged to participate in NSS. They should be given due representation where more students desire to join NSS.

2.2 In co-educational colleges the girls should be motivated to join NSS.

2.3 The students from foreign countries studying in Indian universities should also be encouraged to join NSS so that they may share the experiences of national reconstruction and community work.

2.4 NCC cadets will not be allowed to join NSS. Similarly NSS volunteers will not participate in NCC or any other youth organisation as long as they are in NSS. Same restriction will apply to the NSS Programme Officers also.

3. Programme Officers

One Programme Officer will be in charge of one unit only.

3.1 Only those belonging to the teaching faculty will be considered for appointment as Programme Officer.

3.2 Programme Officer will be responsible for the organisation of NSS unit, implementation of NSS programme under the supervision and direction of Principal of the college or head of the institution.

3.3 The Programme Officer will be responsible to carry out the instructions issued by the Programme Coordinator of the University, NSS Regional Directorate and State NSS Officer for the implementation of NSS activities as per the NSS Manual, programme guidelines and administrative and policy directives.

3.4 There shall not be any clash between the instructions issued by the NSS Regional Directorate or State NSS Officer or Programme Coordinator as these instructions are to be based on NSS Manual/Programme guidelines or administrative or policy directives issued by the Government of India.

PROGRAMME OFFICER – APPOINTMENT, DUTIES AND FUNCTIONS

The Programme Officer is expected to motivate student youth to understand the values and philosophy of NSS. The overall functions of Programme Officer is 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.

1. To discharge his/her obligations under NSS Programme the Programme Officer plays the role of an organiser, an educator, a coordinator, a supervisor, an administrator, and public relation officer to improve the quality and magnitude of NSS programme in his/her institution. His/her functions can be stated as under :-

(a) As an Organizer

(i) To interpret the scheme to the students and other members of the college community and create awareness about the scheme;

(ii) To Motivate, recruit and select student for NSS work;

(iii) To enlist cooperation and coordination of community agencies, government departments and non-governmental agencies; and

(iv) To select service projects on the basis of utility an feasibility.

(b) As an Educator

(i) To prepare orientation programme for NSS volunteers, explain them about the concept of social service, and teach them methods and skills required for achieving the objectives of the scheme;

(ii) To promote community education through meetings, talks, news bulletins discussions etc.; and

(iii) To help in formulating NSS programmes which will have direct relationship with the academic curricula.

(c) As a Coordinator

(i) To coordinate NSS activities in accordance with the students ability and community demands.

(ii) To coordinate internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in implementation of the scheme; and

(iii) To coordinate various external resources available in the forms of government services; welfare agencies and voluntary bodies for the success of the NSS programme.

(d) As a Supervisor

(i) To assist students to learn how to do their jobs. His/her supervisory and consultative skills should enable students to set realistic goals and see problems as challenge and take appropriate steps to solve them.

(ii) To assist in evaluation and follow-up work.

(e) As an Administrator

(i) To keep the Principal, College Advisory Committee and the Programme Coordinator of the University informed of the activities of the unit;

(ii) To run day-to-day administration of the programme;

(iii) To attend correspondence regularly;

(iv) To maintain record of students participation and activities undertaken;

(v) To prepare progress report periodically for submission to college/school and university;

(vi) To keep accounts and stock in the prescribed forms; and

(vii) To prepare annual calendar of activities to be undertaken.

(f) As a Public Relation Person

(i) To inform the community about the scheme through press reports, radio and television programmes, pamphlets, seminars and speaker's forums.

(ii) To initiate IEC campaigns for image building of NSS in order to inspire and motivate the students and community.

2. Selection of the Programme Officer

The selection of the Programme Officer will be made by the Principal of the institution in consultation with the Programme Coordinator of the respective university/+2 level.

2.1 Qualification

(i) Programme Officer will be selected from the members of teaching faculty only.

(ii) NCC Officers and Physical Education Directors should not be appointed as NSS Programme Officer.

(iii) In women college/girls schools a lady teacher should be appointed as Programme Officer. However, male members may help the lady Programme Officer.

(iv) A teacher who has high level of, motivation, inclination and aptitude for community work and above all very good report with students should be preferred as Programme Officer.

2.2. Tenure

The maximum period for which a teacher is appointed as Programme Officer will be 3 years in the first instance. However, this period is extendible upto 4th year, on the basis of the review of his/her performance by the Principal and Programme Coordinator.

3. Training/Orientation

The Programme Officer will be sent for orientation course within 3 months of his/her selection. The Programme Officer must undergo the orientation training within one year of the date of his/her selection in case the orientation is not conducted in the stipulated period of 3 months.

3.1 The Principal of the institution will intimate to the Programme Coordinator, NSS Regional Directorate and ETIs concerned regarding the selection of the Programme Officer and necessary arrangement of the orientation of the selected Programme Officer. The Principal will also ensure that the Programme Officer is relieved for participation in orientation training organised by ETIs. Similarly, the Programme Officer is expected to attend refresher course after every two years and it is the obligation of the head of the institution to relieve the Programme Officer for this purpose.

3.2 If the selected Programme Officer does not undergo the orientation training for any reason within one year from the date of his/her selection, he/she will cease to function as Programme Officers and another person will be selected and given training in time. No Programme Officer without orientation will continue to work as Programme Officer if he/she is not trained within the stipulated period.

4. Approach

The main objective of NSS programme is to prepare the NSS volunteers for the democratic, self-disciplined and self-reliant way of life. It is, therefore, of vital importance that the NSS units are organised and run on democratic lines. The student leaders, NSS leaders, NSS volunteers and other members of the staff, and eminent personalities from the community are also to be associated with it. They should be encouraged to participate in planning, execution and evaluation of NSS programme.