

MANONMANIAM SUNDARANAR UNIVERSITY  
NATIONAL SERVICE SCHEME  
TIRUNELVELI

Manonmaniam Sundaranar University has been continuously in NSS since its inception with the major aim of providing opportunities to the students to involve themselves in social activities and ultimately developing their personality. 20,000 NSS Volunteers from 63 Colleges affiliated to Manonmaniam Sundaranar University and 300 NSS volunteers from University Departments involved in NSS and carried out various programmes. The NSS cell in the university has distinct and significant achievements over the period of time.

Total No. of Units – 203

District	No. of Colleges	No. of Units
TIRUNELVELI	26	84
THOOTHUKUDI	18	49
KANYAKUMARI	19	67
University Departments		3
TOTAL	63	203

**ORIGIN**

National Service Scheme was launched on 24<sup>th</sup> September, 1969, by the then Union Education Minister, Dr. V. K. R. V. Rao in 37 Universities covering all states on the Mahatma Gandhiji's Birth Centenary year, 1969. The aim of National Service Scheme is "Development of the Personality of students through Community Service". The overall aim of National Service scheme is to give an extension dimension to the higher education system and orient the student youth to community service while they are studying in educational institution. The National Service Scheme was started to establish a meaningful linkage between the campus and the community

National Service Scheme is a youth programme under the Ministry of Youth Affairs and Sports, Government of India. The scheme is funded by Government of India and Government of Tamilnadu in the ratio 7:5

### **THE MOTTO**

The motto or watchword of the National Service Scheme is “NOT ME BUT YOU”. It reflects the essence of democratic living and upholds the need for selfless service and appreciation of other persons’ point of view and also to show consideration for fellow human beings. It underlines that the welfare of an individual is ultimately dependent on the welfare of the society on the whole. Therefore, it should be the aim of the N.S.S to demonstrate this motto in its day-to day programme.

### **NSS SYMBOL**

The symbol of the National service Scheme is based on the “RATH” wheel of the Sun Temple situated in Konark, Odissa.

### **AIMS OF NSS PROGRAMME/ACTIVITIES**

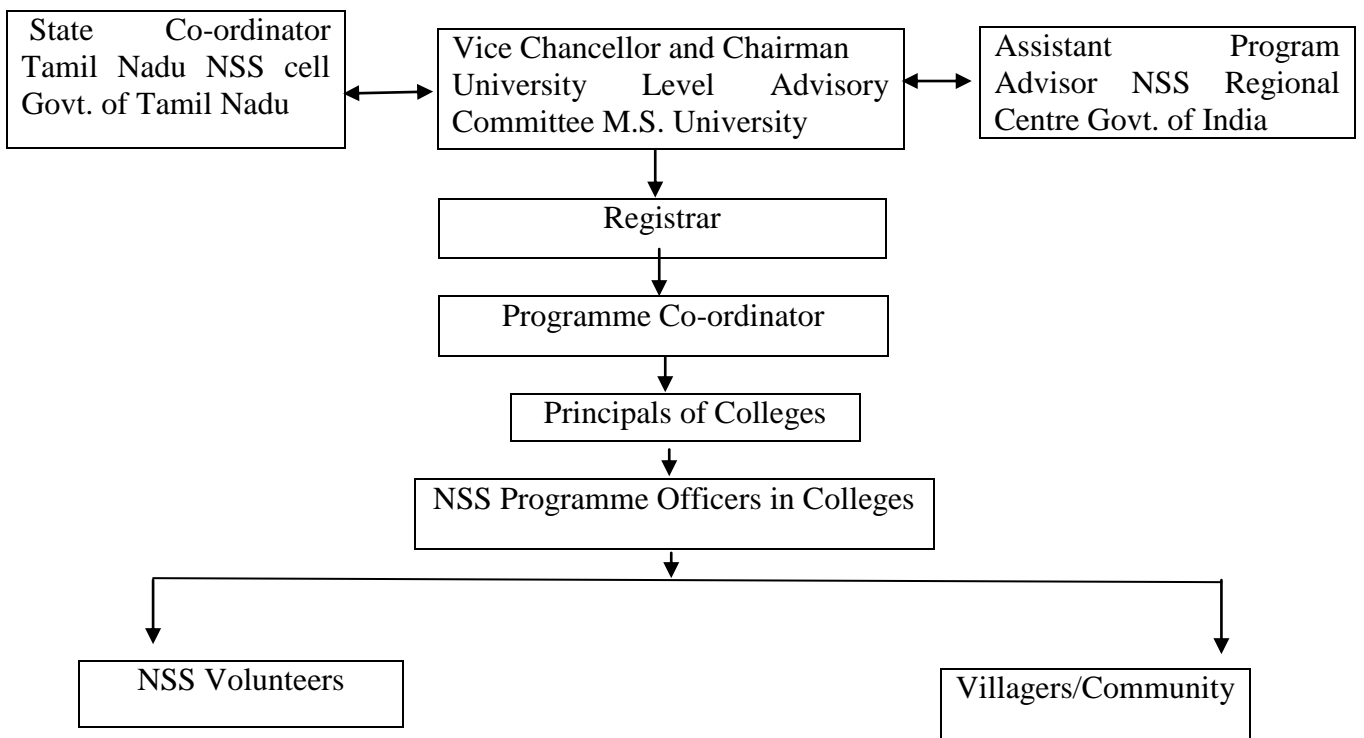
NSS programme should provide a variety of learning experiences which must develop a sense of participation, service and achievement among the volunteers. The activities should aim at the following:

- i. Making education more relevant to the present situation to meet the felt needs of the community and supplement the education of the University/college students by bringing them face to face with the rural situation,
- ii. Providing opportunities to the students to play their role in planning and executing development projects which not only help in creating durable community assets in rural areas and urban slums but also results in the improvement of quality of life of the economically and socially weaker sections of the community,

- iii. Encouraging students and non-students to work together along with the adults in rural areas,
- iv. Developing qualities of leadership by discovering the latent potential among the campers, both students as well as local youth (Rural and Urban) with a view to involve them more intimately in the development programme and also to ensure proper maintenance of the assets created during the camps,
- v. Emphasising dignity of labour and self-help the need for combining physical work with intellectual pursuits, and
- vi. Encouraging youth to participate enthusiastically in the process of national development and promote national integration, through corporate living and cooperative action.

While undertaking these activities, each NSS unit should envisage its programme/activities aimed at installing discipline, building character, promotion of physical fitness, and development of culture.

**ORGANISAIONAL STRUCTURE OF NSS IN M. S. UNIVERSITY,  
TIRUNELVELI**



## **PROGRAMME OFFICER - DUTIES, AND FUNCTIONS**

The programme Officer is expected to motivate student youth to understand the values and philosophy of N.S.S. The overall functions of 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 obligations under NSS programme, the programme officer plays the role of an organiser, an educator, a coordinator, a supervisor, an administrator, and a public relation officer to improve the quality and magnitude of NSS programme in his/her institution.

- 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 students 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 and feasibility.
- b. As an Educator
  - i. To orient NSS volunteers by explaining the concept of social service and by teaching the 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 relationships with the academic curricular.
- 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.
- 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 a challenge and take appropriate steps to solve them and
  - 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 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 Officer
  - i. To inform the community about the scheme through press reports, radio and television programme, pamphlets, seminars and speakers forums.
  - ii. To initiate IEC campaigns for image building of NSS in order to inspire and motivate students and community.

### **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 University.

#### **Qualifications:**

- 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 officers.
- iii. In women colleges or for women unit a lady teacher should be appointed as programme officer. However, male members may help the lady programme officers.

- iv. A teacher who has high level of motivation towards community work and having good rapport with students should be preferred as programme officers.

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 for one more year, on the basis of the review of his/her performance by the principal and programme coordinator.

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 from the date of appointment as programme officer, when there is no orientation course conducted in the stipulated period of 3 months.

The principal of the institution will intimate to the programme coordinator, NSS Regional Centre and TORC/TOC concerned regarding the selection of the programme officer. The principal will also ensure that the programme officer is attending the orientation training organized by TORC/TOC. It is the obligation of the head of the institution to relieve the programme officer for this purpose.

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 officers if he/she is not trained within the stipulated period.

## **IMPLEMENTATION OF NSS PROGRAMMES**

### **NSS at institution level-Organization and Administration of NSS Unit**

Enrolment of NSS Volunteers:

At college level the NSS volunteers will be enrolled from the 1<sup>st</sup> year degree-class students. Preference should be given to the students who have worked as NSS volunteers at +2 level.

NCC cadets will not be allowed to join NSS. Similarly NSS volunteers will not participate in NCC or any other youth organization, except RRC, as long as they are in NSS. Same restriction will apply to the NSS programme Officers.

## RECORDS AND REGISTERS

The NSS programme is financed by the public funds. Therefore, the institution should maintain the financial records and registers as required under financial rules and these have to be kept open for inspection and audit.

The records and registers should be properly handed over by outgoing programme officer to the newly appointed programme officers.

The following records and registers are to be maintained in the NSS units at College level.

### **a. Enrolment Register**

A register with complete particulars and profile of the students enrolled in NSS should be maintained, unit wise. This register should have information about the names, sex, SC/ST, and class of NSS students, their interests, and experience in NSS and other service activities.

### **b. Project Register**

This register is to be maintained by the programme officer with the help of students. It should provide a list of the projects undertaken during the year with complete information on each project, viz; places/areas/institution, target groups, number of students (also names) involved in the particular activity and financial allotment.

### **c. Stock Register**

A stock-register, listing separately, the consumable and non-consumable items, should be maintained. In addition, an issue/lending register must be maintained for purpose of verification and periodic stock-checking. The entries in stock-register will be initialled or countersigned by the Head of the institution.

### **d. Attendance Register**

Attendance of student volunteers at the various sessions/camps of NSS must be recorded and their signatures must also be obtained.

### **e. Minutes Book**

The Programme Officer should record the minutes of meetings of the advisory committee and other meetings held periodically. This would help him/her in taking suitable follow-up action.

### **f. Personal Space Work-Dairy of Programme Officer**

Maintaining a personal work-dairy will be useful for the programme officer wherein he/she notes the project details, difficulties encountered in the project, number of hours spent for NSS and future plans of action.

### **g. Financial Records**

While the college office is responsible for separately maintaining accounts for NSS ensuring their audit, the programme officer concerned, should keep himself/herself informed of the progress of the expenditure and be aware of the accounting procedure adopted by the institution office. He/she would ensure submission of expenditure statement and utilization certification to the university/state government in time. Colleges having more than one NSS unit may select one of the programme officers to look after the accounts, records, reports and returns etc.,



The accounts regarding the receipt of NSS grants and their utilization will be maintained as per financial norms. These accounts will be open for inspection to audit parties, officers of NSS organization State Liaison Officer and Programme Coordinator also.

NSS accounts will be maintained separately. These will not be integrated with other accounts of the institution.

The programme officers will send the periodical reports to the NSS programme coordinator on the prescribed proforma. The copies of such reports will be endorsed to NSS Regional Centre and State Liaison Officer.

Report of special camping projects undertaken by the NSS units may also be sent to the programme coordinator, under intimation - to NSS Regional Centre, State Liaison Officer for information and projection at appropriate level.

#### **Expense Pattern for Regular Activities**

<b>Sl</b>	<b>Particular</b>	<b>Amount (Rs.)</b>
<b>I</b>	Out of Pocket Allowance to Programme Officer	<b>4800.00</b>
<b>II</b>	Clerical Assistance	<b>1200.00</b>
<b>III</b>	Programme Development & Refreshment to NSS Volunteers	<b>10000.00</b>
<b>IV</b>	Equipments	<b>1500.00</b>
<b>V</b>	Traveling Allowance to P. O / Volunteers	<b>2500.00</b>
<b>VI</b>	Contingencies	<b>2000.00</b>
<b>(Split up is Tentative for Sl. No. III, IV, V &amp; VI) Total</b>		<b>22000.00</b>

#### **Expense Pattern for Special Camp**

<b>Sl</b>	<b>Particular</b>	<b>Amount (Rs.)</b>
<b>I</b>	Expenditure on refreshment	<b>22500.00</b>
<b>II</b>	Organizing Expenditure	
<b>III</b>	Contingencies	

## **COLLEGE LEVEL NSS ADVISORY COMMITTEE**

Colleges have to set up an NSS Advisory Committee to advise on programme/planning and development under the chairmanship of the principal. It will review NSS activities at college level.

### **Composition of College Advisory Committee**

1. Principal - Chairperson
2. 2 staff members having social work background - Members (May be Programme officers of other NSS units of the College)
3. One representative of the development Department - Member
4. One representative from the adopted Village/slum/welfare agency – Member
5. 2 NSS student leaders – Members
6. Programme Officer, NSS – Member Secretary

### **Frequency of the meeting**

College Advisory Committee should meet at least four times during a year. The aim of holding periodical meetings is to assess the development of NSS programme in the institution and promote a sense of participation among the members of the staff, public and students for community work.

## **CLASSIFICATION OF NSS PROGRAMME**

NSS activities have been divided in to two major groups, namely Regular activities and Special camping programme.

### **REGULAR ACTIVITIES**

Under this, students undertake various programmes in the adopted villages, college campuses and urban slums during week ends or after college hours. Duration of these services is 120 hours per year.

**The NSS units organize the regular activities as detailed below.**

1. General orientation of NSS Volunteers, NSS Day Celebration – 20 hrs.
2. Career guidance for the NSS volunteers – 30 hrs.
3. Community Work including Campus work and one day camp – 70 hrs.

### **Orientation of NSS Volunteers (20 Hrs)**

To get the NSS volunteers acquainted with the basis of NSS programme, 20 hours are allocated for their orientation through lectures, discussions, field visits and audiovisuals etc.

### **Career Guidance and Campus Work (100 Hrs)**

The NSS volunteers may be involved in the activities for the benefit of the institution and students concerned. Such projects cover development of play grounds, making of gardens, tree plantation in the premises, awareness programmes on drug-abuse, AIDS, population education and other projects.

#### **IMPORTANT DAYS TO BE CELEBRATED / OBSERVED UNDER NSS**

World Population Day	-	11 <sup>th</sup> July
Anti Atomic Day	-	6 <sup>th</sup> August
Sadhbavana	-	20 <sup>th</sup> August
Independence Day	-	15 <sup>th</sup> August
Teachers Day	-	5 <sup>th</sup> September
International Literacy Day	-	8 <sup>th</sup> September
International Peace Day	-	15 <sup>th</sup> September
NSS Day	-	24 <sup>th</sup> September
National Blood Donation Day	-	1 <sup>st</sup> October
Gandhi Jayanthi and Communal Harmony	-	2 <sup>nd</sup> October
World Habitat Day	-	3 <sup>rd</sup> October
World Elders Day	-	8 <sup>th</sup> October
Old Age Day	-	9 <sup>th</sup> October
World Postal Day	-	9 <sup>th</sup> October
World Mental Health Day	-	10 <sup>th</sup> October
World Standards Day	-	14 <sup>th</sup> October
World Food Day	-	6 <sup>th</sup> October

United Nations Day	-	24 <sup>th</sup> October
World Thrift Day	-	30 <sup>th</sup> October
National Integration Day	-	31 <sup>st</sup> October
Children's Day	-	14 <sup>th</sup> November
National Integration Day	-	19 <sup>th</sup> November
Welfare of Minorities Day	-	20 <sup>th</sup> November
Weaker section Day	-	21 <sup>st</sup> & 22 <sup>nd</sup> November
Cultural Unity Day	-	23 <sup>rd</sup> November
Cultural Unity Day	-	24 <sup>th</sup> November
Conservation Day	-	25 <sup>th</sup> November
World AIDS Day	-	1 <sup>st</sup> December
World Disabled Day	-	3 <sup>rd</sup> December
Human Rights Day	-	10 <sup>th</sup> December
UNICEF Day	-	11 <sup>th</sup> December
National Youth Day	-	12 <sup>th</sup> January
Cultural Day	-	13 <sup>th</sup> January
Participation Day	-	14 <sup>th</sup> January
NSS Day	-	15 <sup>th</sup> January
Physical Fitness Day	-	16 <sup>th</sup> January
Youth for Peace Day	-	17 <sup>th</sup> January
Skill Development Day	-	18 <sup>th</sup> January
Awareness Day	-	19 <sup>th</sup> January
Republic Day	-	26 <sup>th</sup> January
Martrys Day	-	30 <sup>th</sup> January
Sarvodaya Day	-	31 <sup>st</sup> January
Science Day	-	28 <sup>th</sup> February
World Women's Day	-	8 <sup>th</sup> March
Consumer Day	-	15 <sup>th</sup> March
World Forest & Home Economics Day	-	21 <sup>st</sup> March
World Day of Water	-	22 <sup>nd</sup> March
World Tuberculosis day	-	24 <sup>th</sup> March
World health day	-	7 <sup>th</sup> April
International energy day	-	3 <sup>rd</sup> May
World red cross day	-	7 <sup>th</sup> May

National technology day	-	11 <sup>th</sup> May
World telecommunication day	-	17 <sup>th</sup> May
Anti terrorism day	-	21 <sup>st</sup> May
Common wealth day	-	29 <sup>th</sup> May
World no tobacco day	-	31 <sup>st</sup> May
World environment day	-	5 <sup>th</sup> June
International anti drugs day	-	26 <sup>th</sup> June

#### IMPORTANT WEEKS TO BE CELEBRATED/OBSERVED

Vanmahotsava week	-	1-7 <sup>th</sup> July
Breast Feeding Week	-	1-7 <sup>th</sup> August
Nutrient Week Celebration	-	1-7 <sup>th</sup> September
International Literacy Week	-	8-14 <sup>th</sup> September
Quami ekta Week	-	19-25 <sup>th</sup> November
National Youth Day	-	12-19 <sup>th</sup> January

Following are the list of programme that can be carried out as regular activities besides orienting the volunteers and observing important dates.

Environment enrichment and conservation	Health care
Programme on communal harmony	Family welfare and nutrition programme
Human Rights	Pollution Control measures
Natural calamities	Cleanliness programme
Social Harmony	Rain Water Harvesting
National Integration	Sanitation programme
Awareness on hazardous of plastic materials	Wasteland development
AIDS Awareness	Preservation of old monuments
Tree Plantation	Awareness against drugs and illicit trafficking
Awareness against smoking and alcohol	Rendering assistance to mentally retarded
Educating on road safety measures	First Aid Training
Consumer Awareness	Herbal Garden creation
Voters Awareness	Population Education

Women Empowerment and Welfare	Environment protection
Personality Development	Counselling School dropouts
Cycle rally	Veterinary health camps
Mental Cleanliness	Blood Donation
Entrepreneur Development	Eye and Organ Donation
Career Guidance and Counselling	Child Welfare and Child Labour Eradication
Yoga and Meditation	Pulse Polio immunization
Leadership development programme	

### **Special Camping Programme**

Under this, camps of 7days duration are organized in adopted villages or urban slums with some specific projects by involving local communities. 50 percent NSS volunteers (50 volunteers) are expected to participate in these camps.

- Send the special Camp proposal before one month and get approval or fund from the University
- As per the direction of director of Collegiate Education and State Coordinator all the NSS units should organize Special camp every year compulsory and also organize the camp on or before the month of February.
- Total Strength 50 (45 Student Volunteers+5Non-Volunteers)
- Send the list of participants to the Coordinator's office with the Invitation.
- Maintain the following special camp records:
  1. Attendance Register (student & non-student)
  2. Movement Register
  3. Work Diary
  4. Allocation of Duties
  5. Stock Register (Consumable & non-consumable)
  6. Visitor's Book
  7. Details of Menu provided
  8. Sick Register
  9. Cash Register

- Send the Invitation to the following address 7 days before the commencement of the camp.
  1. The Vice-Chancellor, M.S. University, Tirunelveli -12
  2. The Registrar, M. S. University, Tirunelveli -12
  3. The Finance Officer, M. S. University, Tirunelveli -12
  4. The Programme Coordinator, NSS, M. S. University, Tirunelveli -12
  5. The Assistant Programme Adviser, NSS Regional Centre, IV Floor,IV Block, Shastri Bhavan, College Road,Chennai-6.
  6. The State Coordinator, Tamilnadu NSS Cell, Director of Collegiate Edn., IX Floor, E.V.K. Sampath Building, College Road, Chennai – 6.
  7. The State Liaison Officer, Tamilnadu NSS cell, 8<sup>th</sup> floor, college road, Chennai-6
  8. The youth Officer, NSS Regional Centre, IV Floor, IV Block, Shastri Bhavan, college road, Chennai-6
- Submit audit report and utilization certificate with in a period of one month after completion of the special camp.

## **CERTIFICATE**

NSS volunteer, who has completed 240 hours of regular activities in the period of 2 years and attended one annual special camp, will be issued an NSS certificate by the university. A volunteer who does not fulfil the above conditions has to miss the university certificate. College authorities may issue a certificate to the NSS volunteer.