



# Maulana Abul Kalam Azad University of Technology, West Bengal

formerly known as

West Bengal University of Technology  
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## NOTICE

### **Sub: Allocation of Self Financing NSS units**

To  
The Principals/Directors of all colleges affiliated to MAKAUT,WB (WBUT)

Maulana Abul Kalam Azad University of Technology, West Bengal will be allocating Self Financing NSS units to its affiliated colleges.

You are requested to send a letter of interest in the given proforma below to get allocation of the same. The letter should reach to the above mentioned address as early as possible.

sd/-

NSS Coordinator  
MAKAUT,WB

# OPERATIONAL GUIDELINES FOR SELF FINANCING UNITS OF NSS

## 1. 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. It was launched during the birth centenary celebration of Mahatma Gandhi on 24<sup>th</sup> September 1969 in 37 universities involving 40,000 students in pursuance of one of the recommendations of the Education Commission, 1964-65. NSS, presently (2012-2013) has **32.5** lakh volunteers, in **299** Universities, **15,666** Colleges/Technical Institution, **10762** (+2) Schools and **42** (+2) Senior Secondary Boards/Councils and Directorates of Vocational Education. During its **43** years of fruitful existence more than **4.13** crore students have so far benefited 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 confrontation with reality; (iv) to use the knowledge gained in the class room 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 potential, 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 man'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. **Programmes:** The basic unit of NSS consists of 50 or 100 volunteers at school/college level headed by a Programme Officer (usually a lecturer). At the University level, the NSS is looked after by Programme Coordinators (Full-time or Part-time Readers). The State Liaison Cell at the State Secretariat is fully responsible for the implementation of the scheme including timely release of grants to the NSS institutions. 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. The activities under Regular Programme include improvement of campuses, tree plantation, constructive work in adopted villages and slums; work in welfare institutions, blood donation, adult and non-formal education, health, nutrition, family welfare, AIDS awareness campaign etc.

Under Special Camping Programme, a camp of 07 days' duration is conducted every year in the adopted area on a specific theme like "Youth Against Famine", "Youth Against Dirt and Disease", "Youth for Development", "Youth for Mass Literacy", etc. New Dimensions have been added in recent years by integrating AIDS Awareness Campaign for student youth under "Universities Talk AIDS/Student Talk AIDS" Programme and "Watershed Management and Wasteland Development Programmes" into the NSS Programme. The theme for the

Special Camping Programme for the years 2006-2007 to 2008-2009 was “Healthy Youth for Healthy India”. The Special Camping theme for the year 2012-13 was spread over five core areas given below:

1. Environment including preservation of natural resources and conservation of cultural/historical heritage;
2. Health, public sanitation and personal hygiene;
3. Rural development including project identification, programme formation, implementation and evaluation;
4. Education and literacy including legal awareness; and
5. Emergency interventions including trauma care, initial counseling and data collection

## 2. THE RATIONALE

- 2.1. Education is a price commodity, especially in India. For every child in school or college there are much more of them, who either could not make it or who never get chance to make it. The higher is the level; the higher is the competition. This makes it incumbent upon a student of higher learning to return something to the society for the opportunity he/she got at the cost of others. NSS provides one such opportunity to a student through community service to return the social debts in his/her own way.
- 2.2. Although NSS has grown **81** times during its **43** years of existence it has not even able to cover 20 percent of the student community. Nor it is possible for the government to provide fund for Universalisation of NSS. At the same time there is spurt in demand to set up new NSS units in schools and colleges without tagging to the conditionality of funding by government. There is scope to de-link NSS operation from funding for the Institutions, which are willing and capable to generate their own resource for programme activities. It is expected that this de-linking will expand the out-reach of NSS and at the same time provide space to finance public funding to more deserving and needy institutions in an equitable manner.

## 3. PROCEDURE FOR APPLICATION

- 3.1. **A prescribed proforma for submission of the proposal is annexed.** However it is expected that the proposal will be self contained and will include:-
  - The organizational/management committee details of the Institute including courses offered, no. of students in each class (boys/girls), recognition/affiliation status etc.
  - An operational plan for functioning of NSS including number of Units proposed.
  - Identification of key personnel (Programme Officers/Programme Coordinator etc.).
  - Infrastructure available for NSS operations.
  - Source and scale of funding for NSS activities/programmes.
  - Past experience of the institution in Social work.
  - Statutory details and certificates of recognition/registration if any, with photo copy.
  - Contact details of the Principal/Head of the institution.

- 3.2. The proposal for opening new NSS SFUs should be signed by the Principal/Head of the institution.
- 3.3. Institution having existing NSS unit(s) on fully funded basis may also set up new NSS units on self-financing basis.
- 3.4. The institution seeking to open NSS SFU should submit their **proposal to the concerned NSS Regional Centre. A copy of the same may be sent to State Liaison Officer and NSS Programme Coordinator of the University/+2 Council concerned for their information.**
- 3.5. **The NSS Regional Centre with the approval from the Programme Adviser, NSS and convey such approval/disapproval to the concerned institution.**

#### **4. TERMS AND CONDITIONS OF AFFILIATION**

- 4.1. The SFUs will be for all practical purpose operates as the regular NSS Units except that the funding for the 'Regular Activity' and 'Special Camping' and institutional establishment expenses like honorarium to Programme Coordinator/Programme Officer and support staff has to be borne by the SFU Institution.
- 4.2. The initial period of affiliation of the NSS SFU will be 5 (five) years, which can be extended depending on the performance of the units.
- 4.3. All the provisions of the NSS manual shall be binding on the NSS Unit on self-financing basis. The newly set up SFU will form a part constituent of the State NSS Contingent and shall be under the overall administrative control of the NSS State Liaison Cell in the State Government/UT Administration.
- 4.4. The NSS SFU will also submit reports, information etc. as per the requirement to their respective **NSS University Cell with a copy to the concerned Regional Centre and State Liaison Cell.**
- 4.5. The **concerned Regional Centre, NSS** will be responsible for imparting training, orientation of the key NSS officials of the NSS SFU through its Empanelled Training Institutions (ETIs) as in the case of fully funded NSS units.
- 4.6. The decision of the Government of India regarding operation of this stream shall be final.

#### **5. INCENTIVES TO NSS SFU**

- 5.1. The SFU shall be eligible at par with other NSS units for participation in all the national level programmes conducted by **NSS Hqrs.**
- 5.2. The SFU shall be eligible to participate in the Republic Day Parade Camps of NSS including the pre RD Camps, Adventure Programme, Mega Camps, Youth Festival, Award etc.
- 5.3. The SFU will also be eligible to conduct national level programmes of NSS sponsored by other national as well as international/multilateral organizations.

- 5.4. Volunteers from NSS SFUs will be eligible to participate in all national/international youth exchange programmes conducted by the Ministry/**NSS Hqrs.**
- 5.5. The SFUs through their respective NSS Regional Centre and **NSS Hqrs.** can avail financial assistance aid under the schemes of the Ministry of Youth Affairs & Sports.

## **6. FINANCING THE NSS SELF FINANCING UNIT**

- 6.1. The finance limit for the out of pocket allowance, honorarium, shall be as per the prescribed norm under NSS manual.
- 6.2. The cost norms for the regular activity and special camping programme shall not exceed **Rs.600/-** and **Rs.1000/-** respectively.
- 6.3. The SFU Institution may, if necessary, charge a nominal fee for NSS programme activities. The fee structure and its utilization shall be subject to approval of systems and procedures prevalent in the institutions where the SFU exists.
- 6.4. The accounts of NSS SFU shall be maintained separately by the Programme Coordinator/Programme Officer concerned and the audited account should be placed before the respective NSS Advisory Committee of the University/+2 Council/Institution annually.

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**PROFORMA FOR SUBMISSION OF PROPOSAL FOR ESTABLISHMENT OF  
SELF FINANCING UNIT (SFU) UNDER NATIONAL SERVICE SCHEME (NSS)**

1	Name of the Institution/College/School with Phone No./Fax/Email	
2.	Postal address of the Institution	
3	Name of the Principal with contact No. & Email	
4	Name of the University/Directorate	
5.	Total strength of the Institution/College	
6	Total strength of students in +2 level (applicable to schools only)	
7.	The year of existence of the Institution	
8.	Whether Institution is recognized ?	
9.	Past experience of the Institution in social work	
10	Whether Institution already have Regular NSS units? If yes, indicate the No. of Unit(s)	
11.	No. of NSS Units required by the Institution	
12.	Name of the proposed NSS Programme Officer.	
13	Whether the Institution publish Annual Report? If yes, please attach a copy of current report	
14	Specify whether the Institution earlier had any NSS Unit. If yes, give reasons of discontinuation of the Unit.	

Signature of Principal/  
Head of the Institution with seal

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