

## Vishwakarma University NSS Policy

<b>Policy Title</b>	<b>National Service Scheme Policy</b>		
<b>Policy Number</b>			
<b>Functional Field</b>	Regular and Special Camp Activities		
<b>Related Policies (Write N/A if not applicable)</b>	NA		
<b>Custodian</b>	NSS Office		
<b>Status</b>	<input type="checkbox"/> Active	<input type="checkbox"/> In-revision	<input type="checkbox"/> Proposed
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<b>Approved By</b>	President / Vice-Chancellor		
<b>Approval Date</b>	<dd/mm/yyyy>		
<b>Effective Date</b>	<dd/mm/yyyy>		

Revision History			
Number	Date	By	Main Changes
Revision # 1			
Revision # 2			
Revision # 3			
Revision # 4			
Revision # 5			

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## A. Purpose

The purpose of this policy is to establish meaningful linkages between “Campus and Community”, “University and Village” and “Knowledge and Action”. The motto or watchword of the National Service Scheme 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 show consideration for fellow human beings.

### Aims and Objectives of the Scheme:

- To understand the community in which they work;
- To understand themselves in relation to their community;
- To identify the needs and problems of the community and involve them in problem solving process.
- To develop among themselves a sense of social and civic responsibility;
- To utilize their knowledge in finding practical solution to individual and community problems;
- To develop competence required for group-living and sharing of responsibilities;
- To gain skills in mobilizing community participation;
- To acquire leadership qualities and democratic attitude;
- To develop capacity to meet emergencies and natural disasters; and
- To practice national integration and social harmony

## B. Scope and Applicability

The National Service Scheme started by Government of India, Ministry of Education and culture, department of Government of India. National Service Scheme (NSS) was launched during 1969, the birth centenary year of Mahatma Gandhi, in 37 universities involving 40000 students. NSS is an extension dimension to the higher education system to orient the student youth to community service while they are studying in educational institutions. It is being implemented by the Ministry of Youth Affairs and Sports, Government of India. The main aim of the NSS is to provide hands on experience to young students in delivering community service.

The students participating in its activities work with people of the society in the interest of the society. Literacy related work, environmental protection, Health and sanitation, assistance to the victims of emergency or natural disaster etc. By virtue of the social work from the student’s life, the qualities of social service or national service are developed in them. To become an ideal citizen, it is necessary to develop these qualities. The National Service Scheme of Vishwakarma University is constantly working to make students aware of social problems and motivate them in creative work to solve it.

## C. Policy Statement

- Students should enroll their name as an NSS volunteer in the University and enrollment is limited to 100 members in every academic year.
- It requires active participation in all the activities and to work with people in our society.

- Proper dress coding with NSS Caps/T-Shirts during regular and special camp activity is mandatory.
- Identify needs, problems and resources of the community along with Programme Coordinator and Programme officer.
- To establish rapport with the people in the project area for community developments.
- Every volunteer should complete 60 hours of work and keep day-to-day record in work activities/experience in work diary and submit to the student group leader/program officer for periodic guidance.
- All volunteers should work under the guidance of a student group leader nominated by the program officer.
- They shall make themselves worthy of the confidence and cooperation of the group/community leadership.
- They should scrupulously avoid entering into any controversial issues.

#### **D. Procedure**

##### **Motto of National Service Scheme:**

The Motto of NSS "Not Me, But You", reflects the essence of democratic living and upholds the need for self-less service. NSS helps the students develop appreciation to other person's point of view and also show consideration to other living beings. The philosophy of the NSS is well doctrine in this motto, which underlines the belief that the welfare of an individual is ultimately dependent on the welfare of the society on the whole and therefore, the NSS volunteers shall strive for the well-being of the society.

##### **Logo of National Service Scheme:**

The symbol for the NSS has been based on the giant Rath Wheel of the world famous Konark Sun Temple (The Black Pagoda) situated in Orissa, India. The wheel portrays the cycle of creation, preservation and release and signifies the movement in life across time and space, The symbol thus stands for continuity as well as change and implies the continuous striving of NSS for social change.

##### **Badge of National Service Scheme:**

The NSS symbol is embossed on the NSS badge. The NSS volunteers wear it while undertaking any programme of community service. The Konark wheel in the symbol has eight bars which represent the 24 hours of the day. The Red colour in the badge indicates that the NSS volunteers are full of blood. i.e. lively, active energetic and full of high spirit. The Navy Blue colour indicates the cosmos of which the NSS is a tiny part, ready to contribute its share for the welfare of mankind.

##### **NSS Day:**

NSS was formally launched on 24th September, 1969, the birth centenary year of the Father of the Nation. Therefore, 24 September is celebrated every year as NSS Day with appropriate programmes and activities.

##### **NSS Song:**

During Silver Jubilee Year the NSS theme song has been composed. All NSS volunteers are expected to learn the theme song and sing the song during NSS programmes and celebrations.

### **Regular activities of National Service Scheme:**

Regular activities includes functional literacy and non-formal education, plantation, preservation and up keeping of trees, construction and repair of roads, cleaning of village ponds and wells, construction and laying of parks, health education and primary health care, first aid awareness, blood donation, anti-drug addiction drives, AIDS awareness, advocating advanced agricultural practice, disaster management (Cyclones, floods, earthquakes, drought), women empowerment, road safety, socio-economic surveys, improvement of campus etc.

- Literacy/Educational Programme.
- Environment/Waster land development and conservation.
- Reconstruction/Repair of Roads.
- Immunization/Health camps.
- Blood donation camps.
- Awareness camps on drug Abuse/AIDS(UTA)/HIV.
- Programmes for Woman.
- Work in Hospitals/Orphanages/ Destitute Homes.
- National Integration/Communal Harmony Programmes.
- Activities during emergencies such as flood, war earthquake, Tsunami etc.
- Celebration of important days.
- Adoption of villages
- Construction and repair of roads
- Afforestation
- Plastics eradication
- eye donation
- tree plantation

### **Flagship Programmes:**

- Environment awareness programme
- Anti-Drug Campaign
- Energy Conservation Programme
- Anti-Ragging Programme
- First aid training programme
- Traffic Awareness

### **Skill development NSS Volunteer:**

- A student should have completed a minimum of two years of volunteer-ship in NSS.
- He/ She should have participated in at least two Special Camping Programme and at least once in National Programmes like R.D. Parade Camp in Delhi, National

Integration Camps, National Motivation Camps, Inter State Youth Exchange Programmes etc. sponsored by the Department of youth Affairs and Sports.

- He / She should not be less than 18 years and more than 25 years in age. In case of SC / ST, the upper age limit can be relaxed by 3 years. In other words, the maximum age limit should be 28 years for SC / ST.
- He / She should have completed 240 hours of community service during two consecutive years of volunteer ship. (e)His / Her academic performance should have been reasonably good.

#### **Who can enroll:**

- Any person who is enroll himself / herself as a regular student in any undergraduate course at +2 stage affiliated to the Universities recognized by UGC / State Government.
- Only for NSS open unit at the University level any person who is socially oriented and in willing to devote his / her time for social service can enroll himself / herself.

#### **When he / she can enroll:**

- As soon as he / she secures admission for his / her studies for the above-mentioned course he is eligible to enroll himself / herself in NSS as a volunteer.
- Generally, the enrollment is done between June and July of every academic year.

#### **Whom to contact:**

- Assistant Professor/teacher who is in-charge of NSS activities in the institution where you are studying should be contacted.
- The NSS in-charge is designated as NSS Programme officer.
- For NSS open unit contact NSS Programme coordinator of the University.

#### **What is duration of Volunteer ship:**

- Students selected as NSS volunteers are expected to work in the scheme for a period of two years continuously and render community service for at least 120 hours in a year and also participate is special camping programmes of 10 days duration.

#### **“Themes” for the Special Camp are the following:**

- Health
- Environment
- Rural Development
- Skill acquisition
- Value Education.

**E. Benefits of being a NSS Volunteer:** A NSS volunteer who takes part in the community service programme would either be a college level or a senior secondary level student. Being an active member, these student volunteers would have the exposure and experience to be the following: an accomplished social leader, an efficient administrator and a person who understands human nature.

#### **F. Terms and Conditions**

**NSS COMMITTEE:** To ensure that the above objectives are attained and to promote the participation of volunteers in NSS related activities, NSS committee has been set up by the department.

## **G. Process**

### **WORKING OF THE NSS DEPARTMENT / COMMITTEE:**

- Strategic perspective plans need to be submitted by the committee along with estimated budget prior to the commencement of the academic year.
- Any NSS events will be planned in association with other committees. The committee is therefore entrusted with the planning and scheduling of community activities for the academic year. (Tentative dates to be included in the academic calendar of the college.)
- The coordinator of the committee shall conduct informal meetings at regular intervals to discuss and allocate tasks.
- The committee needs to prepare the annual budget/individual event budget, keeping in mind the various events to be held over the course of the academic year.
- The committee would have to submit the bills and invoices for all expenditures involved to the accounts section.
- The committee is responsible for communicating the report for uploading on college website or arranging for press release.

### **RESPONSIBILITIES OF THE DEPARTMENT/ COMMITTEE:**

- The Department and the Committee will be responsible for rolling out activities.
- Some of the activities are Orientation & Registration program to the first-year students.

### **CONSTITUTION OF THE COMMITTEE:**

<b>Sr. No.</b>	<b>Designation</b>	<b>Organization</b>
1.	Vice Chancellor	Chairman
2.	Programme Officer- 1 and 2	Committee Member
3.	Student Group Leader	Student Volunteer
4.	Programme Coordinator	Member Secretary

### **ORGANIZING NSS ACTIVITIES:**

- Organizing UGC recommended activities as per Minister of Education NSS calendar.
- Awareness program about general fitness, nutrition and health.
- Organizing awareness program for save water, environment and cleanliness drive.

### **THE PROCEDURE TO ORGANIZE NSS ACTIVITIES ARE AS FOLLOWS:**

- To obtain formal permission from the College authorities to arrange programs.
- To decide the date, time and agenda of the programs.
- To inform members of staff and volunteers about the events.
- To invite the Chief Guest and other guests of honor.

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- To prepare notice board displays, invitations, brochures, certificates etc.
- To arrange the venue and logistics.
- To arrange mementos for guests and trophies, medals and certificates for the participants.
- To train students in various competencies required for conducting the programme-like prepare the ground, stage, compering, giving the welcome address, vote of thanks etc.

**DETAILS OF THE SUPPORT OFFERED BY THE INSTITUTION TO PROMOTE NSS ACTIVITIES:****NSS Dress Code:**

All the volunteers registered for NSS are given suitable NSS T-Shirt, Caps, transportation & Boarding facilities.

**Attendance:**

Volunteers taking part in any community service during the class hour will be given attendance benefit with prior permission.

**H. Policy Custodian****NSS Office**

Sr. No.	Name	Designation	Email id
1.	Dr. Kailas Bhosale	Programme Coordinator	<a href="mailto:progcoord.nss@vupune.ac.in">progcoord.nss@vupune.ac.in</a>
2.	Prof. Siddhi Singh	Programme Officer	<a href="mailto:progofficer1.nss@vupune.ac.in">progofficer1.nss@vupune.ac.in</a>

**I. Approval Body**

This policy is approved on this ..... Day of ..... month in Year ..... by the President /Vice Chancellor of Vishwakarma University and is in effect from ..... Day of ..... month in the Year .....

**J. Responsibility for Implementation**

..... will be responsible for implementation of this policy.

Office of Vice Chancellor will be responsible for administering of the implementation of this policy.

Prepared By

Sign

1. Dr. Kailas Bhosale

2. Prof. Siddhi Singh

**Annexures – 1**

<Format of .....>

**Annexures – 2**

<Format of .....>