

**POLICY, FUNCTIONS & GUIDELINES**

# **NATIONAL SERVICE SCHEME**



**DEOMORNOI DEGREE COLLEGE**

**DEOMORNOI, DARRANG, ASSAM**



# NATIONAL SERVICE SCHEME (NSS)



Deomornoi Degree College Unit

Deomornoi : Darrang (assam)

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Ref. No : .....

Date : .....

## NSS POLICY, FUNCTIONS & GUIDELINES DEOMORNOI DEGREE COLLEGE, DEOMORNOI, DARRANG, ASSAM

### 1. PREAMBLE

The National Service Scheme (NSS) of Deomornoi Degree College has been functioning since 2013 with the objective of involving students in nation-building, community development, and personality development through service.

The NSS unit follows the directives of:

- **NSS Manual (Central Govt.)**
- **UGC Guidelines on NSS in Colleges**
- **Rules under DHE Assam for Extension Activities**
- **Affiliating University NSS Cell guidelines**

NSS aims to instill social responsibility, leadership, discipline, and service spirit among student volunteers.

### 2. OBJECTIVES OF NSS

1. To develop a sense of **social and civic responsibility** among students.
2. To understand community needs and work towards community development.
3. To promote **national integration, service, discipline, and ethics**.
4. To encourage leadership qualities, teamwork, and problem-solving skills.
5. To conduct programmes on:
  - Health awareness
  - Environment and sustainability
  - Literacy and women empowerment
  - Cleanliness and sanitation (Swachh Bharat)
  - Disaster management
6. To provide students exposure to rural life through **Special Camps**.

### 3. COMPOSITION OF THE NSS UNIT

1. **Programme Officer (PO)** – Nominated by Principal
2. **Assistant Programme Officer (optional)**
3. **NSS Volunteers** – 100 (or as approved by NSS Regional Directorate)
4. **Principal** – Ex-officio Head
5. **NSS Advisory Committee** (recommended):
  - Principal (Chairperson)
  - NSS PO (Member Secretary)
  - Two faculty members
  - Office staff representative
  - Student representatives

### 4. FUNCTIONS OF NSS UNIT (As per NSS Manual & UGC Guidelines)

#### A. Regular Activities (120 hours per year)

NSS volunteers must participate in **regular activities**, which include:

- Cleanliness drives



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- Plantation and environment awareness
- Health & hygiene awareness
- Blood donation camps
- Literacy and anti-drug campaigns
- Road safety and traffic awareness
- Gender sensitization programmes
- Voter awareness drives
- Observance of national/international days:
  - NSS Day
  - Independence Day
  - Constitution Day
  - World Environment Day
  - International Yoga Day
  - World AIDS Day

## B. Special Camps (7 days)

Each NSS unit must conduct **one 7-day special camp** annually in an adopted village/local community. Activities include:

- Rural development
- Social surveys
- Health check-up programmes
- Sanitation & drinking water awareness
- Community mobilization
- School and village cleaning
- Capacity-building workshops for villagers
- Cultural & educational programmes

## C. College-Level Responsibilities

The NSS unit must:

- Maintain attendance & activity records
- Prepare Annual Report for IQAC, DHE, and University
- Maintain NSS photo, document and camp registers
- Identify and adopt a village/community area
- Collaborate with government departments and NGOs
- Submit proposals for grant utilisation and fund use

## 5. GUIDELINES FOR NSS AS PER UGC

1. Every college must maintain at least **one 100-volunteer NSS unit**.
2. NSS must contribute to **Extension Activity criteria (NAAC)**.
3. Maintain proper documentation of:
  - Minutes of NSS Advisory Committee
  - Action Taken Reports
  - Activity reports
  - Financial records
4. Programme Officer should be a full-time faculty member with leadership skills.
5. NSS activities must align with UGC's thrust areas:



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- Gender justice
- Environment sustainability
- Digital literacy
- Human rights
- National integration

6. The unit should coordinate with IQAC for proper reporting.

## 6. GUIDELINES AS PER DHE ASSAM

While DHE does not issue separate detailed NSS rules, it follows NSS HQ/UGC norms with emphasis on:

- Participation of colleges in **extension & outreach**
- Submission of **annual NSS activity reports** to the affiliating university and DHE if required
- Conduct of awareness programmes on:
  - Drugs and substance abuse
  - Clean Assam Green Assam
  - Traffic and road safety
  - Women empowerment
  - Voter awareness (SVEEP)
- Maintenance of discipline, punctuality, and student participation in community service
- Supporting state government initiatives such as:
  - Swachh Bharat Mission
  - Beti Bachao Beti Padhao
  - Poshan Abhiyan
  - Disaster preparedness (flood management in Assam)

## 7. RULES FOR NSS VOLUNTEERS

1. Must complete **240 hours** (2 years) to receive certificate.
2. Must wear NSS uniform during official events.
3. Must maintain discipline and follow instructions of PO.
4. Volunteers must attend **all regular activities and special camp**.
5. Should participate in national integration camps, adventure camps, etc., when selected.
6. Must maintain behaviour reflecting NSS values:
  - Discipline
  - Service
  - Respect
  - Punctuality

## 8. DUTIES OF THE PROGRAMME OFFICER

1. Prepare annual NSS Action Plan.
2. Conduct regular activities and special camps.
3. Maintain records, attendance, and reports.
4. Guide students and ensure safety during activities.
5. Submit utilisation certificates for funds.



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6. Communicate regularly with university NSS Cell.

7. Prepare documentation for:

- o IQAC
- o NAAC criterion 3 & 7
- o DHE/University reports

## 9. DOCUMENTS TO BE MAINTAINED BY NSS UNIT

- NSS Attendance Register
- NSS Volunteer Register
- Activity Report Register
- Special Camp Register
- Photo & Video Archive
- Financial Register
- Minutes of Meetings
- Annual Report to University/DHE
- Village Adoption File

## 10. ANNUAL REPORT SUBMISSION

NSS unit must submit:

- Annual Report to **University NSS Cell**
- Report to **IQAC**
- Activity summary to **DHE Assam** (if called)
- Photo documentation for NAAC/AQAR

## 11. CODE OF CONDUCT

- Service before self ("Not Me But You").
- No political use of NSS.
- All activities must be secular, non-discriminatory, and community oriented.
- No misuse of NSS funds.
- Ensure safety and dignity of all volunteers.

## 12. REVIEW & EVALUATION

- Annual review by Principal & NSS Advisory Committee.
- Volunteer performance evaluation for certificate eligibility.
- Submit improvements and new project proposals for next year.

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Nripen Baishya Programme Officer NSS  
Deomorno Degree College Unit  
Principal  
NSS, Unit  
Deomorno Degree College

*Gitali Kalita*  
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