



GGSIPIU NATIONAL SERVICE SCHEME (NSS) CELL
Guru Gobind Singh Indraprastha University
Sector 16-C, Dwarka, New Delhi – 110078
Ph. No.011-25302469, Email Id: nss.sfu@ipu.ac.in



Dr. Dinesh Kumar

Assistant Professor, USCT &
Assistant Program Officer, NSS Cell (SFUs)

F. No. GGSIPU/NSS Cell/SFUs/2018/ 007

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To

**The Directors/Principals,
All Affiliated Colleges/Institutes, GGSIP University**

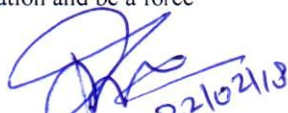
Sub: Invitation for Establishment of NSS-Self Financing Unit at each affiliated college/Institute under GGS Indraprastha University, New Delhi.

All institutes/Colleges affiliated to the GGS Indraprastha University are invited to send proposals for establishment of Self Finance Units (SFUs) at their respective colleges/Institutes so as to align themselves with the University and under the National Service Scheme (NSS) of Ministry of Youth Affairs and Sports.

The National Service Scheme (NSS), a voluntary and value based student youth programme which was launched in 1969 by Ministry of Youth Affairs & Sports in pursuance of one of the recommendations of the Education Commission. NSS aims at the personality and character development of students in schools and colleges. Due to low reach of the scheme because of budgetary constraints, in 2007, the ministry further introduced the mechanism for permitting the establishment of self finance units (SFUs). The SFUs are entitled to all the benefits of the scheme at par with Government-funded NSS units, the only difference being that the expenditure on setting up such units is required to be borne by the education institutions concerned. For detailed information, please refer to the website www.nss.nic.in. A copy of the setting up of SFUs and other guidelines (Annexure-I) with the proposal format (Annexure-II) is attached herewith for the reference.

Interested affiliated institutes/colleges can submit the filled format, with all due information and required documents, at the office of the undersigned. The proposals shall be evaluated and forwarded to NSS Regional office (case by case), which works under Ministry of Youth affairs & Sports, New Delhi for recognition of SFUs. **The first round of evaluation shall be done for all applications received on or before the last date of submitting the forms i.e 15th March, 2018. In case of any delay in submission, all such cases shall be taken up beyond 15th March 2018 in multiple lots.**

Looking forward to useful and meaningful association of NSS Units both at University and its affiliated institutes for transforming the youth force of the University achieving the twin objectives of sensitization and be a force for social upliftment. For handholding please contact the undersigned.


Dr. Dinesh Kumar
Assistant Program Officer
GGSIPIU, NSS Cell

Copy to:

- Program Coordinator-NSS cell GGS IP University (for kind information)
- All Directors/ Principals of Affiliated Institutes to GGS IP University
- Head UITS, Server Room with a request to upload the document.

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 24th September 1969 in 37 universities involving 40,000 students in pursuance of one of the recommendations of the Education

Commission, 1964-65. NSS, presently (2009-2010) has 32.5 lakh volunteers, in 205 Universities, 14698 Colleges, 1196 Technical Institution, 8174 (+2) Schools and 42 (+2) Senior Secondary Boards/Councils and Directorates of Vocational Education. During its 41 years of fruitful existence more than 3.63 crore students have so far benefited from this largest student-volunteership programme in the world.

1.2. Aims & Objectives:

NSS aims at developing the following qualities/ competencies among the volunteers:

- a. To understand the community in which the NSS volunteers work and to understand themselves in relation to their community;
- b. To identify the needs and problems of the community and involve themselves in problem-solving exercise;
To develop among themselves a sense of social and civic responsibility;
- c. d) To utilize their knowledge in finding practical solutions to individual and community problems;
To gain skills in mobilizing community participation;
- d. To acquire leadership qualities and democratic values;
- e. To develop capacity to meet emergencies and natural disasters; and
- f. To practice national integration and social harmony.

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. An illustrative list of some of the activities undertaken under NSS is as follows:

- **Education:** adult literacy, pre-school education, continuing education of school drop-outs, legal literacy, consumer awareness, programmes on eradication of social
- **Health, Family Welfare and Nutrition:** immunisation, blood donation, health education, AIDS awareness, population education and family welfare programmes, working with people in nutrition programmes, provision of safe drinking water, life skill education etc
- **Environment Conservation:** plantation of trees and their preservation/ upkeep. cleaning and maintenance of streets, drains etc., construction of sanitary latrines, watershed management, soil conservation, etc.
- **Social Service Programmes:** Work in hospitals, institutions for disabled persons, orphanages, old-age homes, women welfare institutions, etc
- **Programmes for improving Status of Women:** awareness generation reg. women's rights, creating awareness among women reg. how they can contribute to the social and economic well-being of the community, imparting skill training to women wherever possible.
- **Production-oriented Programmes:** working with people and teaching them about improved agricultural practices, soil testing, repair of agricultural machinery, assistance and guidance in animal resource development, promoting small savings, assistance in procuring bank loans.
- **Relief and Rehabilitation during Natural Calamities:** assisting and working with local authorities in rescue and relief operation, in distribution of rations, medicines, clothing, immunisation and inoculation, etc.

2. THE RATIONALE

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 a chance to make it. The higher the level; the more 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.

Although NSS has grown 70 times during its 49 years of existence it has not been able to cover 20 percent of the student community. Nor is it possible for the government to provide fund for universalisation of NSS. At the same time there is a 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 outreach 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 proposal for opening new NSS SFUs should be signed by the Principal/Head of the institution. 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 Centres will obtain the necessary approval from the Programme Adviser and convey such approval/disapproval to the concerned institutions.

4. TERMS AND CONDITIONS OF AFFILIATION

4.1. The SFUs will for all practical purposes operate 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.

4.4. 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.

4.5. 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.

4.6. The concerned Regional Centre, NSS will be responsible for imparting training, orientation of the key NSS officials of the NSS SFU through its Training Orientation Centres (TORCs)/Training Orientation and Research Centres (TORCs) as in the case of fully funded NSS units.

4.7. The decision of the Government of India regarding operation of this stream shall be final.

5. INCENTIVES TO NSS SFU

5.1 Status of SFUs/ Terms and Conditions of Affiliation:

SFUs will, for all practical purposes, operate as the regular NSS Units except that the expenditure on running the unit shall be borne by the SFU Institution. This would, inter-alia, include the following

- SFUs of NSS shall be eligible, at par with other NSS units, for participation in all the programmes including Republic Day Parade Camps, Adventure Programmes, Mega Camps, Youth Festival, Youth Exchange Programmes, etc.
- SFUs of NSS shall be eligible to be considered for various NSS Awards like any other NSS unit.
- SFUs of NSS will also be eligible to conduct programmes of NSS sponsored by other national as well as international/ multi-lateral organizations.
- Necessary training to the functionaries of SFUs shall be imparted in the same manner as in case of other NSS units.
- SFUs of NSS will form part of the State/UT NSS Contingent.
- All the instructions/ guidelines of NSS shall be binding on the SFUs of NSS. It will be obligatory on SFUs to furnish regular Progress Reports like any other NSS unit. In case of any violation, the affiliation may be terminated.

6. FINANCING THE NSS SELF FINANCING UNIT

6.1 Setting up of Self Financing Units (SFUs) of NSS:

Need for Self Financing Units (SFUs): NSS is a unique programme for personality and character development of students. It benefits the students as well as the community for which the students work. There is a huge demand for setting up NSS units all over the country, but the due to financial constraints, the Government has not been in a position to provide the funding support commensurate with the demand. So far, less than 15% of the students eligible to join NSS have been covered under the Programme. It is in this context that the mechanism of SFUs has been conceptualised. Under the mechanism, any educational institution meeting the eligibility conditions of the NSS, can set up an NSS



unit provided they are willing to meet the expenses of running the unit on their own, without asking for the Government funding support.

7. Other guidelines regarding finance

7.1. The finance limit for the out of pocket allowance, honorarium, shall be as per the prescribed norm under NSS manual.

7.2. The cost norms for the regular activity and special camping programme be followed as per NSS norms.

6.3. 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.



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

1	Name of the Institution/College with Phone No./Fax/Email	
2	Postal address of the Institute/College	
3	Name of the Principal with contact No. & Email	
4	Name of the University	
5	Total strength of the Institute/College	
6	Total strength of students in +2 level (applicable to schools only)	
7	The year of establishment of the Institution	
8	Whether Institution is recognized? (Please attach copy of the document)	
9	Past experience of the Institution in social Work (can attach separate sheet if required)	
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.	

Date:

**Signature of Principal/Director
of the Institution with seal**

Address for Correspondence regarding SFU

Name and Designation	Address for Correspondence	Other Contact info
Prof B.V.R. Reddy Program Coordinator GGSIU IP University NSS –Cell	Room No –EFR-209, Block-E USICT, GGS IP University Sector 16-C, Dwarka Delhi	Contact No: 011-25302703 E-mail: nsscell@ipu.ac.in
Dr Dinesh Kumar Assistant Program Officer (SFUs) GGSIU IP University NSS –Cell	Room No –BFR-101, Block-E USCT, GGS IP University Sector 16-C, Dwarka Delhi (All performa related to SFU may please be send to this address only)	Contact No: 011-25302469 E-mail: nss.sfu@ipu.ac.in



22/08/2018