



Sharada Education Trust ®

**CAMBRIDGE INSTITUTE OF TECHNOLOGY
NORTH CAMPUS**

Off International Airport Road, Kundana, Bengaluru - 562110

(Approved by AICTE, Affiliated to VTU, Recognized by Govt. of Karnataka, Certified by ISO 9001:2015)

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Guidelines for National Service Scheme (NSS)

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Policy for National Service Scheme (NSS)

About National Service Scheme (NSS):

The National Service Scheme (NSS) is a Central Sector Scheme of Government of India, Ministry of Youth Affairs & Sports. It provides opportunity to the student youth of 11th & 12th Class of schools at +2 Board level and student youth of Technical Institution, Graduate & Post Graduate at colleges and University level of India to take part in various Government led community service activities & programs.

The primary objective of developing the personality and character of the student youth through voluntary community service. 'Education through Service' is the purpose of the NSS. NSS was launched in 1969 in 37 Universities involving about 40,000 volunteers which has now spread over 657 Universities and 51 +2 Councils/Directorates, covering 20,669 Colleges/ Technical Institutions and 11,988 Senior Secondary School. Since inception, over 7.4 crore students have benefitted from NSS.

Motto:

The motto of National Service Scheme is **NOT ME BUT YOU**

Benefits of Being a NSS Volunteer:

A NSS volunteer who takes part in the community service program 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
- A person who understands human nature

Objectives

NSS volunteers play a vital role in identifying and assisting individuals who are genuinely in need, thereby contributing to the improvement of their living standards. Through active involvement in community service, students develop and enhance their personality traits such as empathy, leadership, responsibility, and teamwork. Volunteers are encouraged to work closely

with community representatives and local agents to better understand the needs of the people and to discover their own inherent talents and abilities in real-world settings. Participation in NSS activities also fosters the development of creative and constructive approaches to social work. Furthermore, volunteers are expected to serve the weaker sections of society, promoting inclusivity and social justice through dedicated service.

Responsibilities of Volunteer:

Students are encouraged to enroll as NSS volunteers in the college, with enrollment limited to 200 members each academic year. Active participation in all NSS activities is essential, requiring students to work closely with and among the community. Volunteers must adhere to a proper dress code, including wearing NSS badges during both on-campus and off-campus events.

The program officer or local leaders, volunteers are expected to identify the community's needs, problems, and available resources. Building rapport with the local population in the project area is crucial for effective community development. Each volunteer must complete a minimum of 60 hours of service and maintain a daily work diary to record their activities and experiences, which must be submitted regularly to the group leader or program officer for guidance. All volunteers will operate under the supervision of a group leader appointed by the program officer and are expected to earn the trust and cooperation of both their peers and community leaders. They must also avoid engaging in any controversial issues to maintain the integrity of the program.

NSS Committee

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|--------------------------|--|
| 1. Name of the Committee | : National Service Scheme (NSS) |
| 2. Date of Formation | : 1.09.2015 |
| 3. Statutory or Not | : Statutory |
| 4. Coordinators Names | : Mr. Shankar M J – Program Officer |
| 5. Coordinators | : |
| 6. Frequency of Meeting | : 2 Months Once (Meeting through WhatsApp group) |

Function of the Committee:

Chief Coordinator will communicate with the people outside the college and getting an appointment to conduct various service activities in and out of the campus, associating with the service organization to provide the service activities to public as well.

Organizing awareness workshops, talks, and special camp throughout the year as per the directions of VTU NSS Officer and cell. The members of the committee will coordinate with the chief coordinator in conducting the activities in and out of the campus.

NSS Committee plan of action:

To ensure the successful implementation of NSS objectives and to enhance volunteer participation in NSS-related activities, an NSS Committee has been established by the department. The committee is tasked with developing strategic perspective plans, including an estimated budget, which must be submitted before the commencement of the academic year.

All NSS events are to be organized in coordination with other committees, with the NSS Committee responsible for planning and scheduling community outreach activities, which are to be reflected as tentative dates in the college's academic calendar.

The Coordinator of the committee will hold informal meetings at regular intervals to discuss progress and allocate responsibilities among members. Additionally, the committee is required to prepare both an annual budget and individual event budgets, taking into consideration the variety of events planned throughout the year. It is also responsible for submitting all related bills and invoices to the accounts section for financial processing. Furthermore, the committee must ensure timely communication of event reports, either for uploading to the college website or for circulation through press releases.

Responsibilities of the Department/Committee

The NSS Committee hold key responsibilities in the planning and execution of NSS activities throughout the academic year. Their primary role includes rolling out various initiatives that align with the objectives of the NSS.

These responsibilities involve conducting an Orientation and Registration program for first-year students to introduce them to the NSS framework and encourage participation. The committee is also tasked with organizing regular NSS activities and implementing UGC-recommended programs as outlined in the Ministry of Education's NSS calendar.

Additionally, the department must conduct awareness programs focused on general fitness, nutrition, and health to promote overall well-being among students. Other important responsibilities include organizing campaigns related to water conservation, environmental awareness, and cleanliness drives, thereby fostering a sense of social responsibility and community engagement among volunteers.

Planning and Coordination of NSS Activities:

The procedure to organize NSS activities involves several systematic steps to ensure smooth execution and active participation. First, formal permission must be obtained from the college authorities to conduct any program.

The date, time, and agenda of the event should then be finalized, followed by informing the staff and volunteers about the details. Invitations must be extended to the Chief Guest and other guests of honour, and necessary materials such as notice board displays, invitations, brochures, and certificates should be prepared.

Arrangements for the venue and logistics, including seating, audio-visual equipment, and other essentials, must be made in advance. Additionally, mementos for guests and trophies, medals,

and certificates for participants should be organized. Volunteers should also be trained in various roles such as stage preparation, compering, delivering the welcome address, and giving the vote of thanks to ensure a well-coordinated program.

The institution provides strong support to promote NSS activities. All registered NSS volunteers are provided with appropriate NSS T-shirts and are given transportation and boarding facilities when required. Students participating in community service during class hours are granted attendance benefits with prior permission. Furthermore, in the unfortunate event of a student getting injured while performing NSS duties, the college takes full responsibility for covering medical expenses, thereby ensuring a safe and encouraging environment for student volunteers.

Major Activities recommended by Government of India, Ministry of Youth Affairs & Sports.:

National Integration Camp (NIC):

The National Integration Camp (NIC) is organized every year and the duration of each camp is of 7 days with day-night boarding & lodging. These camps are held in different parts of the country. Each camp involves NSS volunteers to undertake the scheduled activities.

Objectives of the National Integration Camp:

Make the NSS volunteers aware of the following:

- Rich cultural diversity of India
- History of our diversified culture
- National pride through knowledge about India
- To integrate the nation through social service
- To educate the rural people on SDGs

NSS Republic Day Parade Camp:

Opportunity for the students of CITNC – NSS Volunteers to participate in Republic Day. The camp takes place in Delhi between 1st and 31st January every year with 200 NSS selected volunteers who are good in discipline, March-past, and cultural activities.

A Contingent of selected NSS volunteers participates in the Republic Day Parade at Rajpath, New Delhi on 26th of January every year in accordance with the guidelines and requisition of the Ministry of Defense.

Objectives of NSS Republic Day Parade Camp

- Enable the volunteers to interact with fellow members hailing from various parts of India.
- Experience the tradition, custom, culture, language of all states of India.
- Provide a chance to develop overall personality of the Student volunteers.

- Constitute the bond of patriotism, national integration, brotherhood and communal harmony.

National Youth Festivals

Opportunity for the students to participate in National Youth Festivals are organized every year from 12th to 16th January by the Government of India, Ministry of Youth Affairs & Sports in collaboration with the State Governments in different parts of the country. Eminent guests, speakers and youth icons are invited to address and interact with about 1500 participating NSS volunteers during the National Youth Festivals.

Objectives of National Youth Festivals

- Make the volunteers aware of the various festivals celebrated in the country
- Remind the volunteers of the cultural importance of festivals celebrated in our country
- Provide a chance to the NSS volunteers to interact with the resource person/speaker/youth icons.

National Service Scheme Award

The Ministry of Youth Affairs and Sports, Government of India had instituted the National Service Scheme Awards to recognize the voluntary service rendered by NSS volunteers, Programme Officers, N.S.S. units and the university/senior secondary council.

Objectives of National Service Scheme Award

- To recognize outstanding contribution by NSS student volunteers, NSS Program Officers and the Program Coordinators in community service
- To encourage young NSS student volunteers to develop their personality through community service.
- To encourage the Program Officers and the Program Coordinators of NSS for catering the needs of National Service Scheme through the NSS volunteers.
- To motivate NSS Volunteers for continuing their selfless service towards community work.

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