



DEPARTMENT OF NATIONAL SERVICE SCHEME
PANJAB UNIVERSITY, CHANDIGARH



Prof. Yajvender Pal Verma
Programme Coordinator

Ref. No 667/NSS
Dated : 23/11/2022
24/11/2022

The Principals
All the Colleges of Chandigarh and Punjab
Affiliated to Panjab University
(Having NSS Units)

Subject: Revised Guidelines regarding accreditation of 'A', 'B' & 'C' Certificate and weightage 1%, 2% and 3% of obtained marks for NSS Volunteers.

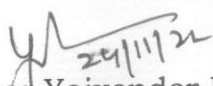
Sir/Madam

Please find enclosed herewith the revised guidelines approved in the Syndicate Meeting held on 25.01.2015 regarding accreditation of 'A', 'B' & 'C' Certificate and weightage 1%, 2% and 3% of obtained marks for NSS Volunteers. It is, therefore, reiterated that these guidelines may be strictly adhered to.

DA: As above.

With regards,

Yours sincerely


(Professor Yajvender Pal Verma)
Programme Coordinator,
National Service Scheme,
Panjab University, Chandigarh

The revised guidelines regarding accreditation of 'A, B & C' Certificate & weightage 1, 2, 3 for NSS volunteer are as follows:-

Certificate 'A':

1. Volunteer who have completed 120 hours of NSS work under regular activities.
2. Participating in one (Seven days) camp under special camping programme.
3. One Blood donation or Motivation for blood donation
- 4. Participating in social work activity like(in any two)**
 - a. Swach Bharat Abhiyan
 - b. Legal Awareness programme
 - c. Health awareness programme
 - d. Tree plantation Drive]
 - e. Education programme
 - f. Programme aimed at creating awareness for improvement of the status of women.

Certificate 'B':

1. Volunteer who have completed 240 hours of NSS work under regular activities.
2. Participating in two (Seven days) camp under special camping programme.
3. One Blood donation or Motivation for blood donation
- 4. Participating in social work activity like(in any two)**
 - a. Swach Bharat Abhiyan
 - b. Legal Awareness programme
 - c. Health awareness programme
 - d. Tree plantation Drive]
 - e. Education programme
 - f. Programme aimed at creating awareness for improvement of the status of women.

Certificate 'C':

1. Volunteer who have completed 360 hours of NSS work under regular activities.
2. Participating in three (Seven days) camp under special camping programme.
3. One Blood donation or Motivation for blood donation

4. Participating in social work activity like(in any two)

- a. Swach Bharat Abhiyan
- b. Legal Awareness programme
- c. Health awareness programme
- d. Tree plantation Drive]
- e. Education programme
- f. Programme aimed at creating awareness for improvement of the status of women.

This criteria may be sent to Syndicate / Senate for approval and notification.

<u>Naveen</u> (Prof. Navdeep Goyal) Dsw, Puchel	(Programme Advisor, NSS)	<u>B.R.</u> (Sh. Bikram-Rana) (SLE)
<u>Jatinder Grover</u> (Dr. Jatinder Grover)	<u>Komal Marwaha</u> (Dr. Komal Marwaha)	<u>Harish Kumar</u> (Dr. Harish Kumar)
<u>Madhuri Rishi</u> (Dr. Madhuri Rishi)	<u>Naveen Kaur</u> (Dr. Naveen Kaur)	<u>Neeru Chaudhary</u> (Mrs. Neeru Chaudhary)
<u>Jeesu Jaskanwar Singh</u> (Jeesu Jaskanwar Singh)	<u>Amrinder Singh</u> (Dr. Amrinder Singh)	

Amrinder Singh (Vasraj Angriah)
Programme Coordinator
National Service Scheme,
Panjab University, Chandigarh

Amrinder Singh
Amrinder
2/11/2015

DEPARTMENT OF NSS
PANJAB UNIVERSITY, CHANDIGARH

No. 5221/NSS

Dated: 22-4-2016

The Dean of University Instruction
Panjab University
Chandigarh

Subject: Regarding NSS Weightage.

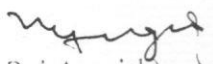
Respected Sir,

As per decision of the Syndicate Para (13) meeting dated 22.11.2014 and Syndicate Para (36) dated 25-01-2015, Regarding accreditation 'A, B & C' certificate & weightage 1%, 2% & 3% for NSS volunteers.


1. 'A' Certificate **1% of obtained Marks**
Completed One year (120 hours) and Participating in Seven days and night camp. (One Camp)
2. 'B' Certificate **2% of obtained Marks**
Completed Two years (240 hours) and Participating in Seven days and night camp. (Two Camp)
3. 'C' Certificate **3% of obtained Marks**
Completed Three years (360 hours) and Participating in Seven days and night camp (Three Camp).

With Regards,

Yours sincerely,


(Dr. Yog Raj Angrish)
Programme Coordinator
National Service Scheme,
Panjab University, Chandigarh

office copy

 22/04/16

**NATIONAL SERVICE SCHEME MANUAL
(REVISED)**

2006
Government of India
Ministry of Youth Affairs & Sports
New Delhi

PART – VI
IMPLEMENTATION OF NSS PROGRAMMES

Chapter 1 : NSS at institution level – Organisation and Administration of NSS unit

The unit at college/+2 level is the grass-root unit in NSS. The organisation keeps contact with the community, administration, student youth and teaching faculty through this unit only. Therefore, the organisation and management of NSS unit are of vital significance.

1. NSS Unit

An institution will be allotted NSS units according to the strength of students. The number of units will be allotted by the Programme Coordinator in consultation with NSS Regional Centre and State Liaison Officer considering the demands of the institution. It is expected that the institution will provide necessary facilities for the successful running of the NSS unit because it is a part of the institution i.e. college or school.

- 1.1 The strength of a unit will be 100 NSS volunteers normally. The strength of the NSS unit can be extended upto 120 volunteers in exceptional cases where second unit cannot be raised due to constraints. It is always preferable that a separate unit is started instead of enrolling more NSS volunteers.
- 1.3 In exceptional cases where the total strength of students enrolled is very small, a smaller NSS unit can be started with the strength of 75 NSS volunteers.

2. Enrollment of NSS Volunteers

At college level the NSS volunteers will be enrolled from the first and second year degree-class students. Preference should be given to the students who have worked as NSS volunteers at +2 level also.

- 2.1 Students belonging to minority communities, scheduled castes and scheduled tribes should be encouraged to participate in NSS. They should be given due representation where more students desire to join NSS.
- 2.2 In co-educational colleges the girls should be motivated to join NSS.
- 2.3 The students from foreign countries studying in Indian universities should also be encouraged to join NSS so that they may share the experiences of national reconstruction and community work.
- 2.4 NCC cadets will not be allowed to join NSS. Similarly NSS volunteers will not participate in NCC or any other youth organisation as long as they are in NSS. Same restriction will apply to the NSS Programme Officers also.

2 Selection of the Programme Officer

The selection of the Programme Officer will be made by the Principal of the institution in consultation with the Programme Coordinator of the respective university/+2 level.

2.1 Qualification

- (i) Programme Officer will be selected from the members of teaching faculty only.
- (ii) NCC Officers and Physical Education Directors should not be appointed as NSS Programme Officer.
- (iii) In women college/girls schools a lady teacher should be appointed as Programme Officer. However, male members may help the lady Programme Officer.
- (iv) A teacher who has high level of, motivation, inclination and aptitude for community work and above all very good report with students should be preferred as Programme Officer.

2.2 Tenure

The maximum period for which a teacher is appointed as Programme Officer will be 3 years in the first instance. However, this period is extendible upto 4th year, on the basis of the review of his/her performance by the Principal and Programme Coordinator.

3 Training/Orientation

The Programme Officer will be sent for orientation course within 3 months of his/her selection. The Programme Officer must undergo the orientation training within one year of the date of his/her selection in case the orientation is not conducted in the stipulated period of 3 months.

3.1 The Principal of the institution will intimate to the Programme Coordinator, NSS Regional Centre and TORC/TOC concerned regarding the selection of the Programme Officer and necessary arrangement of the orientation of the selected Programme Officer. The Principal will also ensure that the Programme Officer is relieved for participation in orientation training organised by TORC/TOC. Similarly, the Programme Officer is expected to attend refresher course after every two years and it is the obligation of the head of the institution to relieve the Programme Officer for this purpose.

3.2 If the selected Programme Officer does not undergo the orientation training for any reason within one year from the date of his/her selection, he/she will cease to function as Programme Officers and another person will be selected and given training in time. No Programme Officer without orientation will continue to work as Programme Officer if he/she is not trained within the stipulated period.

4 Functions of Programme Officer

The Programme Officer will perform the following functions :-

- (a) He/she will plan the NSS regular activities and special camping programme as Programme guidelines issued by the Government of India and Programme Coordinator of the concerned university.
- (b) The Programme officer will ensure that NSS volunteers complete the prescribed hours in regular activities and participate in special camping programme as per requirements. The orientation of the NSS volunteers should be conducted in a befitting manner and 20 hours should be devoted to orient the NSS volunteers.
- (c) He/she will divide the NSS unit into different groups and assign the definite task and targets and projects to each group.
- (d) He/she will supervise the working of NSS volunteers.
- (e) He/she will ensure that the basic aims of NSS Programme i.e. personality development of NSS volunteers, interaction of the different classes of society take place harmoniously and the NSS volunteers and community are benefited from the activities of NSS unit.
- (f) He/she will maintain the necessary records and registers prescribed by Government of India and Programme Coordinator of the university.
- (g) He/she will be responsible for the equipment and stores purchased out of NSS funds. He/she will hand over the charge of NSS equipment and stores to his/her successor at the end of his/her tenure.
- (h) He/she will spend the NSS grants as per administrative and financial directives of the Government of India and NSS Programme Coordinator.
- (i) He/she will depute NSS volunteers for participation in various programmes sponsored by the Department of Youth Affairs & Sports, Government of India such as National Integration Camps, Adventure Programmes, Republic Day Parade and any other function organised by the NSS Regional Centre and concerned University.
- (j) He/she will submit the reports to the NSS Regional Centre periodically, Programme Coordinator, NSS State Liaison Officer and TORC/TOC.
- (k) He/she will ensure the submission of accounts in time. The accounts may be got audited from a chartered accountant or departmental auditor along with the utilization certificate.
- (l) He/she will liaise with the officials of the department for NSS projects and activities. He/she will also coordinate with the voluntary organizations working in the field of community development in general and youth work in particular.
- (m) He/she will convene the meeting of the college advisory committee in consultation with the Principal of the institution as laid-down in the NSS Manual.