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**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR**

**ANANTAPUR – 515 002 (A.P.) INDIA.**

NSS CELL

**INSTRUCTIONS AND GUIDELINES FOR NSS UNITS**

1. The Unit has to open a Bank Account in any Nationalized Bank (preferably SBI) Saving Bank joint Account to be operated by the Principal and Programme Officer for NSS grants.
2. The Programme Officer is required to enroll 100 students as NSS Volunteers (both male and female) for one Unit which shall consist of 15% S.C. and 5% S.T.Students.
3. The Unit shall adopt a nearby village/slum to undertake NSS regular Activities as well as special Camping Programme continuously for three years.
4. All the Programme Officers have to necessarily undergo a 7-day Orientation training Programme whenever the NSS Cell of JNTUA directs the Unit.

5. The Unit must constitute the college level NSS Advisory Committee.

6. Each Unit shall maintain a Cash-book, Stock Register, Minutes book and

Attendance Register.

7. Every year the college has to submit Annual Report and Expenditure Statement with original Vouchers,Utilization Certificate from Chartered Accountant in the prescribed proforma, action Photographs, press clippings etc.

8. The Programme Officers of the NSS Units who conduct the programmes as per Action plan only are eligible for honorarium. Otherwise they will not be eligible for honorarium.

**9. Regular grants:**

Fresh regular grants shall be released only after submitting the previous year’s Regular grants, Expenditure Statement with Vouchers and Utilization Certificate from Chartered Accountant.

**10. Special camping Grants:**

Each Unit shall conduct one Special Camp every year. A fresh Special Camp shall be planned after submitting the previous year special Camp accounts audited by Chartered Accountant.

***Useful formats are appended herewith for your reference and necessary action.***

**BASIC INFORMATION SUBMITTED BY NSS UNIT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Name of the Collegewith address with pin Code :    2. Name of the Principal with phone no’s (O): (R):  & STD Code Email ID : Mobile:  3. Name of the Programme Officer With phone no’s (O): (R):  &STD code Email ID : Mobile:    4. Date of birth & Age of P.O. :    5. Whether the P.O. belongs to SC/ST/BC/OC :  (for statistical purpose only)    6. Name of the adopted Village/Slum : Mandal :    7. Faculty of P.O. :    8. Date of sanction of the NSS unit :    9. Date of joining as P.O. in the College :    10. Whether the P.O. worked previously in any other  College in NSS. Please mention the details of service :    11. No.of Special Camps conducted :    12. Whether the Programme Officer has attended  7-days Orientation Training. If any, give dates :    13. NSS Volunteers Strength sanctioned to the Unit :  During the current year.    14. NSS volunteers actually enrolled in the unit :  during the current year    15. Whether the College is having NSS account being  Operated jointly by the Principal and Programme  Officer or individually, Give details :    16. Name and address of the Bank :    17. Whether the Programme Officer attended any State Level  Or National Level Programmes. If yes give details :  18. Whether the Programme Officer achieved any  Awards,If yes give details :  **Signature of the Programme Officer Signature of the Principal**  With Office seal With Office seal  PROFORMA FOR SUBMISSION OF PARTTICULARS OF THE ADOPTED VILLAGE/SLUM    Name of the College: **NSS Unit No:**  Name of the Programme Officer:     |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Name of the Adopted Village & Address | Distance from the College | Name of the Panchayat | Name of the Mandal | Name of the District | Activities proposed  to be taken by the Volunteers | Whether village was fully made literacy @ % of Literacy | |  |  |  |  |  |  |  | |

**Signature of the Progrmme Officer Signature of the Principal**

With Seal with Seal

**PROFORMA FOR SUBMISSION OF N.S.S VOLUNTEERS LIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Name of the Volunteers | Class | Gender | Category |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3 to 100 |  |  |  |  |

**ABSTRACT (Senior & junior Volunteers)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **OC** | BC | SC | ST | Total |
| Male | **-** | **-** | **-** | **-** | **-** |
| Female | **-** | **-** | **-** | **-** | **-** |
| Total | **-** | **-** | **-** | **-** | **100** |

**PROFORMA FOR SUBMISSION OF SPECIAL CAMP PARTICIPANTS LIST**

Camping place: -------------------------- Dates: From ---------------------------- to ----------------------------

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Name of the Volunteers | Class | Gender | Category |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3 to 50 | **-** | **-** | **-** | **-** |

**ABSTRACT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **OC** | BC | SC | ST | Total |
| Male | **-** | **-** | **-** | **-** | **-** |
| Female | **-** | **-** | **-** | **-** | **-** |
| Total | **-** | **-** | **-** | **-** | **-** |

**STATEMENT OF NSS VOLUNTEERS ENROLLMENT 20 - 20**

Name of the College & Address: ----------------------------------------------------------------------------------------

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Name of the **Principal** with phone no: -------------------------------------------------------------------------------------------------

Name of the Programme Officer With Mobile No: ----------------------------------------------------------------------------------

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sl.No. | Name of the Volunteer | Father’s Name | Class  & year | Male/  Female | Community OC/BC/Min/  SC/ST | Remarks if any |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
|  |  |  |  |  |  |  |

**Place: Signature of the NSS PO Signature of the Principal &**

**Date: (With Seal) Chairman, NSS**

**(College Seal)**

**PROFORMA FOR SUBMISSION OF ACTIVITY REPORT**

(Monthly / Quarterly / Half-Yearly/ Annual Reports during 20 - 20 )

Name of the Month / Quarter / Year :

Name of the College :

Name of the Principal & Tel. Nos :

(O) :

(R) :

Name of the Programme Officer & Tel. Nos. :

(O) :

(R) :

S.No. Name of the activity/event Performance of the Programme with facts & figures

(mention place, No. of Participants. Quantum of work

done and No. of volunteers involved Male/Female)

1. Tree Plantation :

2. Construction/Repairs of Road :

3. Provide of drinking water facility :

4. Desilting of Tanks :

5. Health Check-up Programme :

6. Water Conservation Programme :

7. AIDS Awareness Programmes :

8. Rallies/Processions :

9. Blood Donation/ Blood Grouping

(Specify No. of vols. Involved land :

Units of blood donated)

10. Animal Health Check-up :

11. Literacy Programme :

12. Pulse Polio Immunization :

13. Youth Leadership Training :

14. Youth Festivals :

15. Observance of important days/events :

16. Participation in N. I C & other :

National level Programmes

17. Whether Special camp conducted? :

(Specify the No. of camps held and

Volunteers involved – male/female)

18. If any other (separate sheet may be attached) :

19. Grants released by the University : Regular NSS: Rs.

: Special Camping: Rs.

Place:

Date:

**Signature of the Programme Officer Signature of the Principle**

**With office seal with office seal**