CHAPTER III

ADMINISTRATIVE STRUCTURE
**ADMINISTRATIVE STRUCTURE**

National Service Scheme comes under the Ministry of Youth Affairs & Sports, Government of India, New Delhi. Prior to the setting up of this independent Ministry, National Service Scheme and all kinds of youth welfare and youth assistance schemes (sponsored by the Government of India) and the Sports were incorporated in the Department of Youth Affairs and Sports under the Ministry of Human Resource Development, Government of India. The main objective of creating this Ministry is to give more attention towards the development of human potentiality in the field of youth and sports. The Ministry pursues the twin objectives of man making and nation building i.e. developing the personality of youth as also involving them in various nation building activities. As most of the issues concerning young people are within the jurisdiction of other Departments like Department of Education, Employment & Training, Health and Family welfare etc. the role of Department of Youth Affairs and Sports is to act as a catalytic agent. The youth represents the most vibrant section of the society. They play a pivotal role in socio-economic changes and development of the society. A nation can progress only when the energy of youth is canalized into constructive work. It is imperative that youths are given a major role in the process of development. In India, the youth form nearly 40 per cent of the total population. With the objective of fulfilling the aspirations of this group and empowering them as the active and constructive agents of positive change, the Ministry of Youth Affairs & Sports has been implementing several programmes. The ministry through its various programmes/ schemes gives assistance, training and awards to the organizations, sportspersons and youth in order to motivate them to contribute something towards national development. The Ministry is
also responsible for promoting sports and games in the country. The Ministry's Secretariat is headed by a Secretary. The whole administration is divided into Bureaus, Divisions, Branches, Desks, Sections and Units. Each Bureau is under the charge of a Joint Secretary assisted by Divisional heads at the level of Director/Deputy Secretary.

The sanctioned strength of the Dept. is 147. It consists of 18 group “a” posts (comprising 1 Secretary, 2 Joint Secretaries, 2 Directors, 2 Deputy Secretaries, 1 Programme Officer, 8 Under Secretaries, 1 Senior Principal Private Secretary and 1 Principal Private Secretary, 74 Group “B” posts (21 Gazetted and 53 Non-Gazetted) 76 Group “C” Posts and 29 Group “D” Posts.

There are 34 persons belonging to Scheduled Castes (3 in Group “A” 9 in group “B” (3 Gazetted and 6 Non-Gazetted). 5 in Group “C” and 17 in Group “D”. There are 4 persons belonging to Scheduled Tribes (1 in Group B non-Gazetted and 3 in Group D). The Ministry has two separate bureaus as-

1. Youth Affairs and
2. Sports.

Under the periphery of the Ministry of Youth Affairs and Sports, again there are two divisions i.e. Subordinate Office which includes ‘NSS’ only and the Autonomous Organizations which include Nehru Yuva Kendra Sangthan (NYK), New Delhi, Sports Authority of India (SAI), New Delhi, Rajiv Gandhi National Institute of Youth Development, Sriperumbudur, Tamil Nadu and the Laxmibai National Institute of Physical Education.¹

The National Service Scheme was given the status of Subordinate Office in the Ministry of Youth Affairs & Sports. To look into the scheme from Government of India to the grass root level a separate democratic administration has been set up and the head office was set up at the Shastri Bhawan New Delhi and a subordinate office has also been set up at Jamnagar New Delhi. As far the administration, implementation and evaluation are concerned, the sole responsibility was given to the Programme Adviser who is the head of the programme and his rank and file is of the Joint Secretary level. For giving a clear picture, the administrative structure of NSS is discussed below step by step.

**Programme Adviser:** In the Ministry of Youth Affairs and Sports a Senior Officer is given the sole responsibility of the NSS and the officer is designated as Programme Adviser. The functions of the Programme Adviser are as given below:

1. To advise the Ministry for the development of NSS Programme in all respects;
2. To help the Ministry to plan and implement the NSS programme;
3. To liaise with the State Governments, Universities and with other organizations which may help the growth and development of the programme directly or indirectly,
4. To make the arrangements of training of key persons and programme officers through the TOCs (Training and Orientation Courses) and TROC (Training Orientation and Research Courses),
5. To encourage research and publication work in connection with NSS,
6. To oversee the maintainance of State-wise, University-wise record on implementation of the programme,
7. To supervise the functioning of NSS Regional Centres (RCS) set up by the Ministry in the various regions/States in the country.²

PROGRAMME ADVISER’S CELL

The Ministry has set up programme Adviser’s Cell to assist the programme Adviser for implementing, monitoring and evaluating the NSS programme at various levels. This Cell is headed by a Deputy Programme Adviser with a core support staff. The Cell also functions as programme monitoring center for the collection and compilation of data from the States, Universities and NSS Regional Centres and provides the information to the Department as feedback. Thus the Cell for all practical purposes functions as the NSS Headquarter. Presently the Cell is located at Gallery No. 12/11, Shahjahan road, Jamnagar House Hutments, New Delhi-1100 011.

NSS REGIONAL CENTRES

a) To keep in touch and maintain a healthy liaison with the State Governments, Universities, +2 Councils and TOC/TORCs for the effective implementation of NSS Programme, the Ministry has set up 15 NSS Regional Centres at Ahmedabad, Bhopal, Bangalore, Bhubaneswar, Calcutta, Chandigarh, Chennai, New Delhi, Guwahati, Hyderabad, Jaipur, Lucknow, Patna, Pune and Trivandrum.

b) NSS Regional Centre (RC) which is a subordinate field office of the Ministry of Youth Affairs and Sports and depending upon the volunteers strength and size of the State, the RC is either headed by a Deputy Programme

Adviser or by an Assistant Programme Adviser. The Deputy Programme Adviser
or an Assistant Programme Adviser belongs to Group-A grade of the Central
Government Service,
c) Deputy Programme Adviser/Assistant Programme Adviser who heads the
Regional Centre is given a core staff for his/her support.

FUNCTIONS OF THE NSS REGIONAL CENTRES
As already mentioned in the previous page that the Regional Centres have to
maintain liaison with the Central, State Government, University, +2 Council for the
NSS programmes and implementations. The specific functions of Regional Cen­
tres with different institutions are as under:

a) With State Governments:
   i) To explain the policies of the Ministry regarding NSS and other Youth
      Programmes to the State Governments, for the successful implementa­
      tion of NSS and other Youth Programmes,
   ii) To strive for removal of bottlenecks in the implementation of NSS
       Programmes in the field,
   iii) To ensure that the Grants including Central and State share reach the
       Universities, Colleges, and Schools in time, so that NSS activities are
       implemented as per time schedule,
   iv) The NSS Regional Centre will keep the State Governments informed of
       the recent developments in different aspects of NSS and the Youth
       Programmes of Government of India for their implementation as and
       when required,
   v) Remain in touch with State government officials for expediting accounts
      and other reports,
vi) Collaborate with the State Liaison Officer for proper implementation of NSS Programme and timely action. 

b) With Universities:

i) To present the Central and State Government’s views regarding NSS to the University Advisory Committee, Vice-Chancellor, the Principals and to the programme Officers too.

ii) University Advisory Committees and to the Vice-Chancellors of the Universities, Principals of the Colleges, other persons connected with NSS Programmes,

iii) To assist in preparation of NSS Programmes, including special Camping Programmes, in conformity with the policies and guidelines,

iv) To apprise the Vice-Chancellors and Heads of +2 Councils the Programme in their respective Universities and Colleges/ institutions,

v) To remain in touch with the authorities concerned to ensure timely submission of accounts and periodical reports,

vi) To visit different NSS units and camps for supervision, consultancy, guidance etc.,

vii) To take steps to see that funds are released in time by the University to the colleges,

viii) To ensure that the NSS programme is implemented as per NSS manual and administrative instructions issued by the Government of India from time to time. Deviation from the established policies may be brought to the notice of the Department and the programme Adviser.

3. Government of India, MHRD, DYA & S, ibid., p. 43
c) With TOCs / TORCs and Evaluating Agencies:

Orientation and training of persons attached with NSS being a vital input for sustaining its dynamism in Universities, Colleges and +2 Schools, it is necessary that the various facts of the programmes are studied, understood and evaluated. The NSS Regional Centres have to play their role in this sphere mainly:

i) To observe the organization of orientation training, research and evaluation and other activities in these institutions,

ii) To visit the training programmes whenever possible and advise the TOC / TORCs on policies and guidelines,

iii) To function as a resource person in the orientation and training programme,

iv) To help the TOC / TORCs in the evaluation of regular and especial camping programmes,

v) To report the progress of the TOC / TORCs as member of the Training Advisory Committee.4

d) Other Youth programmes

In addition to the role of NSS Regional Centres vis-à-vis the State Governments, Universities, Colleges, +2 Schools and TOC / TOCs, they also have the responsibility of assisting in the implementation of various other Youth Programmes of the Ministry meant for the Students / non-Student Youths. Such Programmes include work by voluntary agencies, promotion of adventure programmes, National integration, inter-state travel, Nehru Yuva Kendra

4. Government of India, MHRD, DYA &S, Ibid., p. 44
activities etc. These offices are expected to establish cordial relations, based on mutual understanding and respect, with the relevant functionaries of the State Governments, Universities, Colleges, Training and Orientation Centres etc. It is also important that they undertake touring in their respective regions outside their headquarters. The minimum touring prescribed for Regional Officers as well as the Youth Officers working under them is 20 days in a quarter.5

d) Clearing house of Information

The Deputy Programme Advisers / Assistant Programme Advisers who heads the Regional Centres in various States frequently come in contact with the senior officers of the Government of India, State Government and different agencies. Therefore, they are in a position to get information regarding NSS programme and other Youth Programmes. Thus they have the opportunity to provide feed-back to the programme Adviser regarding the recent developments of the programmes in the States and vice versa. Similarly, the NSS Regional Centres are expected to reply the queries made by the public in general and students and teachers in particular.

RESPONSIBILITY AND ACCOUNTABILITY

a) The NSS Regional Centres have been entrusted with the responsibility to ensure the implementation of NSS and other Youth Programmes as directed by the Government of India from time to time,

5. Government of India, MHRD, DYA &S, ibid., p. 45
b) It is the duty of the heads of the Regional Centres to explain the Government policies, relating to NSS and would furnish elaboration and explanation to the State Governments, Universities and Colleges without any fear and favour.

STATE LEVEL ADMINISTRATION

NSS STATE LIAISON OFFICER

In the State level, to supervise, expedite and to take follow-up actions there is a provision in the NSS rules to appoint a full-fledged State Officer with the designation of State Liaison Officer. In the State, the State Liaison Officer is the head of the State NSS Cell and he has to shoulder all responsibilities of NSS in the State. Initially the State NSS Liaison Officer was appointed for a term of two years; but the term can be extended for another two years subject to the review of his previous term. To appoint a State Liaison Officer the candidate must be a senior lecturer in an institution and he/she must be an NSS programme Officer first. The State NSS Liaison Officer's Cell and his Office as per the norms is discussed as under:

Staff pattern of State NSS Cell: The Government of India has prescribed a staffing pattern for the state NSS Cell based on the strength of NSS volunteers in the state as under:-
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>No. of NSS Volunteers Allocated</th>
<th>Staff permitted for NSS Cell</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>500-1000</td>
<td>A senior NSS Programme officer of the head quarter city/town/capital may be designated Liaison Officer with an honorarium of Rs. 250/- p.m. to look after.</td>
</tr>
<tr>
<td>2.</td>
<td>1001-3000</td>
<td>Assistant Director in Lecturer's scale with-one L.D.C and one Typist</td>
</tr>
<tr>
<td>3.</td>
<td>3001-10000</td>
<td>Liaison Officer in UGC Reader's Scale with U.D. Clerk/Accountant L.D. one Clerk/Typist one Peon one</td>
</tr>
<tr>
<td>4.</td>
<td>10001-30000</td>
<td>Liaison Officer in Reader's scale one, Statistical Assistant one, U.D.Clerk/Accountant one, L.D.Clerk/Typist one, Peon one</td>
</tr>
<tr>
<td>5.</td>
<td>30001-80000</td>
<td>Liaison Officer in Reader's Scale Stenographer one Accountant one Statistical Assttant one U.D.Clerk one L.D.Clerk one Peon one</td>
</tr>
<tr>
<td>Sl. No.</td>
<td>No. of NSS Volunteers Allocated</td>
<td>Staff permitted for NSS Cell</td>
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<tr>
<td>6.</td>
<td>80000 and above</td>
<td>Liaison Officer in Reader's Scale</td>
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<tr>
<td></td>
<td></td>
<td>Stenographer - one</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Accountant - one</td>
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<td></td>
<td></td>
<td>Statistical Assistant - one</td>
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<td>U.D.Clerk - one</td>
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<td></td>
<td></td>
<td>L.D.Clerk /Typist - one</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Peon - one</td>
</tr>
</tbody>
</table>

FUNCTIONS OF THE STATE NSS CELL

The main functions of the State NSS Liaison Officer: To ensure, that budgetary provisions are made for NSS programme in the State budget:

a) The State Liaison Officer has to keep a close touch with the State Government in preparing the State budget for NSS and he/she must ensure and emphasise on making budgetary provisions for NSS specially for the State Share so that the State Government may release necessary funds for the implementation of the NSS Programmes in the State,

b) He has to approach the State Government to release the NSS Grants to its respective Universities and the +2 Councils in time,

c) He has to keep close touch with the Universities and +2 Councils to ensure that the grants provided to them are utilized in the right way and as per the policy guidelines,

d) He/She should also ensure that the funds given to the Universities and through the Universities to the Colleges and the +2 Councils, in no case diverted to any other field or activities. And if any such case is detected, then the Liaison Officer has to report it to the Ministry immediately,

e) The State Liaison Officer has to direct the NSS implementing Agencies i.e. the Universities, Colleges and the +2 Councils to maintain separate accounts of NSS funds and the funds be audited properly and to submit the audited accounts along with the utilization certificates to the State Government and the Ministry of Youth Affairs & Sports, Government of India so that the second installment can be released for the second term,

f) The State Liaison Officer has to ensure that the allocation of the NSS volunteers by the Government of India to the Universities and +2 Councils be reallocated in time. He/she has to call the meeting of the University Programme Coordinator, +2 Councils and the heads of the NSS Regional Centres to assess the actual NSS volunteers in the light of their performances. He/she may issue necessary office orders regarding the allocation of NSS strength by 30th May every year,


g) The State NSS Liaison Officer has to ensure the convening of State NSS Advisory Committee meeting periodically as prescribed in the rules. As per the NSS rules, the State NSS Advisory Committee should meet twice in a year. If the State Advisory Committee did not meet accordingly, then the State Liaison Officer should review and discuss the progress of NSS programmes of the year with the NSS Coordinators,
h) The State NSS Liaison Officer has to maintain cordial relation with the State Government Departments relating to NSS activities. He has to convene the meetings with the TOC/TORCs, Universities, and +2 Council's Coordinator and if necessary he/she has to meet NSS Programme Officers to review the NSS activities and he/she has to send the feedback to the NSS Programme Adviser.

i) The State Liaison Officer has to see that no post of NSS Coordinator of Universities and +2 Councils should remain vacant for a long period. It is his/her responsibility to take steps to fill up such posts.

j) For the grass-root level i.e. Unit level, he/she has to look into the NSS activities and has the responsibility to select Programme Officers.

k) He/She has to look into or ensure that the state, University or +2 level functions, workshops, Conferences, and the state selection of youths for National awards, Pre-training camps be genuine and on the proper merit basis.

l) He/She has to monitor the NSS regular and special activities and the adoption village/slum area and to evaluate the reports send by the Universities, Colleges and the +2 Councils and has to emphasise the concerned institutions to send their reports regularly to the Programme Adviser.

m) Un-trained Programme Officers attend their NSS Orientation/Refresher courses in TOC/TORC. He/She has to supervise the proper coordination among the State Universities, +2 Councils and the Regional Centres for proper selection of the NSS Volunteers, NSS Programme Officers, NSS Units for National Awards, and the selection of the NSS volunteers for the Nation events,
n) He/She has to ensure the collection of NSS Programme reports from the Universities +2 Councils of the Regular and Special Camp Programmes, adoption of village/ slums and other related activities an institutional Units in each quarter and for on the spot assessment of NSS activities within 15 days of its completion.

RELATIONS WITH THE REGIONAL CENTRE

The functions and the nature of works of State Liaison Office and NSS Regional Centre are very similar and both have been established for the implementation and development of the NSS Programmes in the State. 7

NSS Regional Centres are basically field offices headed by Deputy Programme Adviser, by an Assistant Programme Adviser or by Youth Officer appointed by the Government of India on permanent basis and on the other hand the State NSS Liaison Officer is appointed for a specific term only from an NSS Programme Officer on Deputation and his duties are that of secretarial nature.

STATE ADVISORY COMMITTEE

The provision for a high level Advisory Committee has been made in the NSS Manual to supervise, implement, and evaluate the NSS programmes in the States and to make necessary budgetary provisions for the NSS Programmes. The constitution of the State Advisory Committee and its functions are discussed as under

7. Government of India, MHRD, DYA &S, ibid., p. 50
COMPOSITION OF THE STATE NSS ADVISORY COMMITTEE

1. The State Youth Service Minister Chairman
2. State Chief Secretary Member
3. Vice-Chancellors of the Universities in the State Member
4. Head of various development departments Ex-Officio Members.
5. Relief Commissioner Member
6. Representative from Youth Work Organisations like NCC, Member
7. Red Cross, Scouts/Guides etc, Member
8. Head of NSS Regional Centre, Member
9. TOC/TORC Co-coordinator, Member
10. The State Liaison Officer, NSS Cell. Member Secretary
11. A representative of State Education Department Ex-Officio member
12. Programme Coordinator may attend as special invitees.

FUNCTIONS

1. To allot the strength of NSS volunteers to Universities,
2. To make recommendations for considerations and Implementation by the Universities,
3. To consider problems faced by the Universities and find solutions to them,
4. To take up such matters with the State Government as would ensure smooth and proper implementation of the schemes,
5. To act as Liaison between the Government of India and the Universities in the state.

UNIVERSITY LEVEL ADMINISTRATION

As the National Service Scheme is a de-centralized democratic scheme, it has to

8. Government of India, MHRD, DYA &S, Ibid., p. 61
come step by step from the Central Government to the State Governments and from the State Governments to the Universities and from the Universities to the Colleges. In every step of its administration there is an Advisory Committee to guide and monitor the programmes properly. In University Level there is a high level Advisory Committee with the Vice-chancellor as its Chairman. The apex body is to appoint the University NSS Coordinator as per the rules laid down in the Government of India’s NSS Manual, consider and take decisions of the financial and establishment proposals as per the administrative and policy directives issued by the Government of India and the University Advisory Committee has the right to choose the NSS programmes according to its feasibility and on the basis of the local needs. The Advisory Body also reviews the NSS activities in the area of the University and ensure allocation of NSS students strength and release of grants to its colleges. Generally the University Advisory Committee meets twice in a year to review, plan and monitor the NSS activities.

**COMPOSITION OF THE UNIVERSITY ADVISORY COMMITTEE-NSS**

a) Vice-chancellor Chairperson
b) Commissioner of Administrative Division or his/her representation Member
c) Registrar Member
d) Secretary/Director of Education/Youth Service Member
e) Head of the NSS Regional Centre concerned Member
f) TOC/TORC Coordinator Member
g) 3 faculty members Members
h) 4 Principals of colleges Members
l) One or two NSS student representatives  

j) One or two Programme Officers  

k) State Liaison Officer, NSS  

l) 5 representatives from Govt./Non-Govt. organizations concerned involved in Youth programmes/social work/rural development work at divisional/district level (like NYK, Scouts & Guide, NCC, NGOs etc.)  

k) Finance Officer  

n) Programme Coordinator, NSS

**NSS PROGRAMME COORDINATOR**: The Programme Coordinator is the key functional so far NSS is concerned. A person who has social commitment, dedication and devotion can only be appointed as the NSS Programme Coordinator. The Programme Coordinator can plan, execute and evaluate the NSS activities in a proper perspective. The NSS programme Coordinator will execute all administrative and policy directives of the government, decisions of the State Advisory Committee and University Advisory Committee in letter and spirit. The Programme Coordinator keeps liaison among the State Government, NSS Regional Office and the colleges under his University jurisdiction.  

**SELECTION OF THE PROGRAMME COORDINATOR**: for the post of the NSS Coordinator the University has to maintain the following procedure:

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a) The vacancy of the post of the Coordinator-NSS should be advertised in the local and National dailies,
b) The candidates applying for the post of NSS University Coordinator will be interviewed by a high level committee and at least 5 candidates out of all should be short listed for interview.

THE SELECTION COMMITTEE IS CONSTITUTED WITH BY THE FOLLOWING MEMBERS

a) University Vice-chancellor Chairperson
b) Secretary of the Department dealing with
   NSS or his/her nominee Member
c) Head of NSS Regional Centre not below
   the rank of Dy. Programme Adviser/Asstt.
   Programme Adviser Member

d) Registrar of the University Member Secy.

QUALIFICATIONS OF THE PROGRAMME COORDINATOR

a) The incumbent must be in the rank of a Reader/Senior lecturer in the University or affiliated college,
b) Principal of affiliated college, of the status of Reader, with NSS background,
c) The candidate must have at least three years experience as NSS programme officer and he/she must have undergone NSS Orientation/Refresher course in a TOC/TORC,
d) At the time of selection of Coordinator he/she must not be above the age of 50 years. 10

TERM AND TENURE OF THE NSS PROGRAMME COORDINATOR

The post of the University Programme Coordinator is not a permanent job. The Programme Coordinator is to be appointed on deputation/short term contract for the period of three years extendable by one year further. No PROGRAMME COORDINATOR WILL BE APPOINTED ON PERMANENT BASIS. If the University has 10,000 or more NSS volunteers then only one full time Programme Coordinator is required, other-wise a part time Programme Coordinator will be sufficient. The Programme Coordinator is provided Rs. 400/- (fourhundred) only per month as out of pocket money. The University has to provide all necessary infrastructure including a vehicle for the smooth running of the NSS Scheme in the University as NSS is an integral part of University's educational extension programme.

FUNCTIONS OF THE PROGRAMME COORDINATOR

a) The first and foremost duty of the NSS Programme Coordinator of a University is to assist and guide the NSS Units for implementation of various NSS programmes under his University's jurisdiction,

b) To assist the College NSS Units in organizing the camps, training and orientation programmes for the NSS Peer Leaders.

10. Government of India, MHRD, DYA &S, ibid., p. 54
c) To visit the NSS Units for monitoring and evaluation of the NSS programme,
d) To ensure implementation of NSS Regular activities and special camping programmes,
e) To ensure timely release of grants to colleges,
f) To ensure submission of reports and returns by the college units, collect these and submit the same to the Programme Adviser, Regional Center, State Liaison Officer and TOC/TORC,
g) To select proper Programme Officers in the College Units and to arrange their trainings,
h) To submit half yearly reports and other informations required, to Government of India, Regional Centre, State Liaison Officer and TOC/TORC for the implementation of NSS Programmes.
i) To keep healthy liaison with Regional Centre, State Liaison Officer and TOC/TORC for the implementation of NSS Programme,
j) To bring out documents and reports on the achievements of NSS in his area.

COLLEGE AND /+2 SCHOOLS ADVISORY COMMITTEE: Like the State and University Advisory committees, there are two other most essential Advisory Committees which are functioning and monitoring the NSS activities in the grass-root levels i.e. in the college and the +2 levels.  

COMPOSITION OF COLLEGE ADVISORY COMMITTEE

a) Principal of the college Chairperson
b) 2 staff members having social work background Members

c) One representative of the development Department Member

d) One representative from the adopted village /slum / Member welfare agency

e) 2 NSS student leaders Members

f) Programme Officer, NSS Member Secy

Every College Unit has an Advisory Committee to sort out the NSS programmes for the year, its implementations and evaluation and to assess the development of NSS programmes in the Institution and promote a sense of participation. As per schedule, the advisory committee is to meet four times in a year or if necessary it may be more than that. The College Advisory Committee has some limitations also. The Committee can adopt suitable programmes on the basis of the local demand and review, evaluate the programmes but it cannot change the main policies and decisions issued by the Govt. of India.

ADVISORY COMMITTEE (NSS) AT +2 LEVEL

National Service Scheme is primarily introduced in the University and colleges of the country. But due to the students' and society's demand the Ministry of Human Resource Development, Govt. of India. Dept of Youth Affairs & Sports, now Ministry of Youth Affairs & Sports has extended the scheme up to the Higher Secondary or Senior Secondary School Level also. The Advisory committee's main duty is to advise the programme coordinator on programme planning and development of NSS programme. The Committee reviews the NSS activities in the schools covered under its jurisdiction in the State and ensure the allocation of NSS Students' strength and release of grants to the schools. Generally the Advisory Committee meets twice in a year. The main administrative procedure for+2 Councils are same with the University.
COMPOSITION OF THE +2 ADVISORY COMMITTEE

a) Director of Education (In charge of +2) level Chairperson

b) Head of NSS Regional Centre

c) State Liaison Officer, NSS Member

d) Coordinator (trg.), TOC/TORC Member

e) 2 principals from the schools covered under NSS Members

f) 2 Programme Officers whose record in National service has been excellent Members

g) 3 officers of District, state/Deptt. Administration Members

who are helpful to NSS for taking up projects in the field of community service. *

h) 3 Distt. Education Officers of schools Members

i) 3 outstanding persons of voluntary organizations Members

who are working in the field of community and social service

j) Programme coordinator at +2 level Member Secy

* These Officers in State/District Administrations who are concerned with community development and other developmental agencies may be co-opted as Members or be invited as special invitees to participate in such meetings.

ROLE OF THE PRINCIPALS, PROGRAMME OFFICERS AND THE STUDENT VOLUNTEERS IN NSS ACTIVITIES

Though the National Service Scheme is primarily implemented in the Universities and the Colleges affiliated to the Universities, the major part of the Scheme is implemented in the colleges of the country. Because the number of Universities
are very few in comparison to the colleges and some University has NSS for the affiliated colleges under its jurisdiction but the University itself has no NSS Units. So, the success of NSS is solely dependent on the colleges. In this case the college Principal/the head of the institution and also the Chairperson of the College Advisory Committee, and the Programme Officer- the key Person of the Scheme, are the most important persons and the entire Scheme's success is solely dependant on them. The specific functions of the Principal and the Programme Officers are discussed below,

Principal: The overall function of the Principal, as head of the Institution, is to ensure the smooth functioning of the NSS unit in his college. Specific functions of the Principal should be as noted below:

1. To the Principal should interpret the importance of the NSS to the entire college community and the public,
2. To to integrate NSS with other activities in the college to the extent possible,
3. To guide in planning the NSS activities with the help of the programme officer,
4. To constitute the Advisory Committee and convene its meetings at least once in three months,
5. To ensure the implementation of the suggestions given by the Advisory Committee,
6. To extend full support to the programme officer for the effective functioning of the NSS,
7. To monitor the programmes, records and accounts, and
8. To depute teachers for training when asked for.\(^\text{12}\)

\(^{12}\) IIT, Kharagpur, "NSS Administration * (Refresher course reading materials), 1995.
SPECIFIC FUNCTIONS OF THE PROGRAMME OFFICER

The Programme Officer is the key person of National Service Scheme and has the pivotal task of leadership to perform under the NSS in mediating the larger values of the scheme to the students and other members of the college community. By and large, he plays the role of organizer, educator, coordinator, supervisor, administrator and public relation person to improve the quality and magnitude of NSS programmes in his college. His functions, which are varied, are as follows:

(1) As an organizer:
   a) To interpret the Scheme to the students and other members of the college community and create awareness in them about the scheme:
   b) To motivate, recruit and select students for the NSS work;
   c) To assist the Principal in the formation of the college NSS Advisory committee,
   d) To enlist cooperation and coordination of community agencies, Government departments and voluntary bodies,
   e) To select service projects on the basis of utility and feasibility. 13

(2) As an educator:
   a) To prepare orientation training programme incorporating social service concepts, method, courses and skill development sessions and implement it for equipping students to execute NSS programmes in relation to the objectives of the scheme,
   b) To promote community education through meetings, talks, news-bulletins, discussions etc.

c) To strive to formulate NSS programmes which will have direct relation­ship with the academic curricula, thus paving way towards integration of NSS with the curriculum.

(3) As a Co-ordinator:

a) To co-ordinate students’ activities (NSS) by matching abilities of the students with the demands of serviced projects and allot specific programme responsibilities,

b) To co-ordinate internal resources available in the form of teaching expertise of college teachers, for enhancing the knowledge and skills of students in the implementation of the scheme and

c) To co-ordinate various internal resources available in the form of government services, from welfare agencies and voluntary bodies for the cases of the NSS programmes.

(4) As a supervisor,

a) To assist students to learn how to do their jobs. His supervisory and consultative skills should be so directed as to enable students to set themselves realistic and worthwhile goals, to see challenges in problems and act on their own initiative and

b) To assist in evaluation and follow up.

(5) As an Administrator:

a) To keep the Principal, College Advisory Committee and the Programme Co-ordinator of the University informed of the activities of the unit,

b) To aun day-to-day administration of the total NSS programme,

c) To attend to the correspondence regularly,
d) To maintain record of students' participation and activities undertaken,
e) To prepare progress reports periodically for submission to college, university and TOC,
f) To keep accounts and stock in the prescribed forms and
g) To prepare targets for future expansion of the programme.

(6) As a Public Relation person: To inform the wider community about the scheme through press reports, radio and television programmes, pamphlets, seminars and speakers' forums

NSS STUDENT VOLUNTEERS

The NSS student volunteers are the main key persons and they have the significant role and everything is depended upon them for proper functioning of NSS activities and in the NSS administration. They should participate fully in the NSS programmes and activities and to get maximum benefits from them. For this purpose, in spite of convergent with the objective of NSS, to derive maximum benefit of the programme they must organise their units in an orderly and systematic way. Before starting a programme there must be a 'Model Action Plan'. For this model action plan there must be an Executive Committee of the students with the programme officer as its Chairman, one Student Leader or Adhinayak as General Secretary, three Assistant Secretaries of whom one must be a girl and five or ten group leaders as executive committee members. The NSS volunteers under the leadership of the Adhinayak or the General Secretary need to establish rapport with the people in the project area, identify the needs, problems and resources of the com-

14. Government of India, MHRD, DYA &S, ibid., p. 90
munity and as per the action plan they should try to solve the problems. If any problem arises they should immediately discuss with the Programme officer. The Adhinayak has to record all the activities in his work-diary systematically and assess the progress daily in case of short duration camp i.e. in village adoption programme, NICamps etc. and in case of regular campus activities the assessment may be made weekly, fortnightly or monthly as the programme Officer desires.

Out of the three assistants secretaries one may look after the programmes with the help of the group leaders, one may monitor the camp’s food, lodging and marketing and the girl assistant secretary may look after the entire reception including the entertain of the guests.

For a unit of one hundred student volunteers the unit may devide into five groups with a group leader and the groups may be named after the great rivers of the countries like Ganga, Yamuna, Saraswati, Godabari and Brahmaputra or with the great personalities etc. of the countries or the world.

The group leaders will be mainly responsible to engage the volunteers as per the programmes detailed by the NSS Programme Officer and to keep records of all volunteers of their groups concerned. This type of systematic plan can be drawn in the NIC camps also and if this is done in practical (in all NIC, Regular or Special Camp activities) the plan, programme, allotted works, discipline, monitoring, evaluation will be very easy and there is no chance of overlapping or untoward accident in the camps and the greatest achievement of the student or they may learn the sense of democracy or the value of democracy which will certainly help them in their future.