

Programme Officers

Duties and Responsibilities

The programme officer is expected to motivate student youth to understand the values and philosophy of NSS. The function of PO is to help students to plan, implement and evaluate the activities of NSS under charge and give proper guidance and direction to the student volunteer.

P.O plays the role of organizer, educator, coordinator, supervisor, administrator and public relation officer to improve the quality and magnitude of NSS programme.

The P.O must undergo orientation course within one year of the date of selection.

Functions

1. Plan the NSS regular activities and special camp.
2. Ensure that NSS volunteers complete the prescribed hours. 20 hours for orientation.
3. Divide into different groups for projects.
4. Supervise the work of NSS volunteers.
5. Maintain necessary records and register.
6. Will be responsible for the equipment and stores.
7. Spend funds as per financial rules.
8. Will submit the records periodically.
9. Will submit the accounts in time.

One P.O will be in charge of one unit.

Only those belonging to the teaching faculty will be considered for appointment as P.O. Maximum for a period of three years. P.O will be responsible for the organization and implementation of NSS programme.

He/she will be responsible to carry out in structures issued by the Programme coordinator of the university, Regional centre and state liaison officer.

College will provide necessary facilities for the storage of NSS materials and equipments.

1. Articles purchased out of NSS funds will be stored separately
2. Stores and equipment will be entered in stock register. Register may be initialled by Head of the institution.
3. At the time of change over the stocks and register has to be handed over to next P.O as per the instruction of HOD.

Records and Registers

The NSS programme is financed by the public fund. Hence the institution should maintain the financial records and register as per financial rules.

- a) Enrolment register
Student name, sex, SC/ST and Class, interest, hobbies, experience in NSS
- b) Project Register
Under taking projects and details of work
- c) Stock Register
- d) Record of attendance
Regular activity and special camps.
- e) Minutes book of advisory committee.
- f) Personal work diary of Programme officer
- g) Work diary of volunteer

Financial Records

NSS accounts will be maintained separately.

The accounts regarding the receipt of NSS grants and their utilization will be maintained as per financial norms. Open for inspection.

P.O will send periodical reports to NSS programme coordinator

Report of special camp sent to Programme coordinator.

Duties and Responsibilities of Programme officer

From 1st & 2nd year students a maximum 100 volunteers in a unit , maximum 120 and minimum 75, in exceptional cases it can be still lower. 120 hrs regular activity per year and 240 hrs per student will be eligible for NSS certificate. P.O can divide the volunteers into different groups and can give specific projects/activities proper explanation about their activities has to given by P.O.

Selection of project

- Considering the need of the society.
- Availability of resources, raw material
- trained personal
- Corrective measures to be taken to overcome the hurdles.
- The scope and nature of beneficiaries should be divided in advance.
- Golden rule – NSS volunteers must be in a position to complete the project.

P.O should convene the meeting of college & NSS advisory committee in the beginning of the academic session for preparing the plans for the year.

- Review of the previous year
- Prepare action plan for the current year.
- Approval of the budget of NSS unit.
- Outstanding work has to be appreciated.

P.O should prepare a calendar of activities of the NSS unit and forward the copy to coordinator NSS regional state liaison officer TORC/TOC. Special project if any has to be mentioned.

Model action plan

July

- a) Submission of quarterly report to programme coordinators on the projects and special camping programme for the period April to June (before 7th July).
Coordinator should submit before 15th July to Regional centre/state liaison.
- b) Enrolment
 - Encourage new students to join NSS
 - Communicate about NSS its objectives/aims philosophy explained to the students in general meeting.
- c) Vanmahotsava Week 1- 7 July

Mass tree plantation in campus, adopted villages/areas. For saplings, forest/ Horticulture SMPB may be approached.

August

- a) Completion of enrolment.
Submission of enrolment data to coordinator
- b) Constitution of college level advisory committee
 - Principal – Chairman
 - Programme Officer – Member secretary
 - Member – 2 staff
 - Member – 1 representative of local agencies / organisations
 - 2 senior volunteers
- c) Prepare annual plan submit to programme coordinator
- d) Beginning of regular activities – 15th August
- e) Orientation

3 days orientation programme to volunteers about various aspect of community service. Role of youth in literacy, environment enrichment and conservation, Drug abuse,

Health education, social Service programmes, Women & child development etc may be included.

- f) Plantation of trees.
- g) involvement in prevention of communicable diseases with the help of local authorities
- h) Village adoption programme.
- i) Total literacy
- j) Health awareness

September Submission of quarterly report before 7th Oct

New programmes may be taken

Celebration of NSS Day on 24th September

International literacy day 8th September

October

Final enrolment list may be submitted to coordinator

Half yearly report

Advisory committee meeting is to discuss special camp

Gandhi Jayanthi 2nd October- Communal Harmony day

November

Quami Ekta week 19th – 25th November

19th Nov - National integration day

20th Nov - Welfare of minorities

21st ,22nd Nov - weaker Section day

23rd Nov - Cultural unity day

24th Nov - Women's day

25th Nov - Conservation day.

Programme have to be arranged such as seminars, Symposia lectures public awareness drive etc.

December

1st December world AIDS Day.

Organisation of winter camp for selected volunteers. After camp report may be send to Coordinator.

January – submit quarterly reports (Oct- Dec) before 7th January

National Youth week 12-19

12th Jan National youth Day

26th Jan Republic day

Most of the volunteers will complete 120 /240 hrs of work by this month

February – March

Remaining projects

8th March Women’s day

Advisory committee meeting

Special Camp in summer vacation

April

Accounts/ Quarterly reports (January – March) submit to coordinator

May – June

Continuation of Programme

Health Camps

5th June world Environment day

Regular activities 120 hours

1 Orientation to volunteers (20 hours)

- Lectures * discussions * field visit * audio visuals

2 Campus work (30 hours)

- Developing play ground * garden * planting trees * awareness programmes in drug abuse, AIDS, anti tobacco, anti alcohol, communicable diseases etc

3 Community service (70 hours)

Projects adopted for villages, hygiene, sanitation, waste management, waste land development, health education, blood donation etc

4 National day celebrations

5 Natural Calamities

- Target of the year – Health literacy programme and Identify the Health Status of Kerala through surveys.

Financial Support

The programme coordinator releases the grants to the concerned P.Os at appropriate time subject to certain Conditions.

- a) Establishment and administrative Expenditure
- b) Programme development expenditure.

Rs.30/- per NSS Volunteer per annum will be establishment at university level

Rs.130/- per volunteer per annum for regular activities to a college, send from university

From this, Rs.30/-per student, at college level for establishment/administration

Balance spent for programme development

The university will keep this administrative expense as minimum and balance sent to NSS units.

Establishment and Administrative Expenditure at College level

Rs 30/- per volunteer per annum

Out of pocket allowance to P.O @ Rs.200/- for unit.

Rate of pocket allowance per volunteer per annum Rs.24/-

Out of pocket allowance for mobilization for special camping community visits coordination and supervision.

Maintenance of NSS records, submission of quarterly reports stationery, postage and other miscellaneous expenses @ Rs.6/- per volunteer per annum

Programme development Expenditure

Rs.70/- per volunteer per annum

Pre-camp preparation, orientation, post camp evaluation

Expense on TA and honorarium to resource persons

Refreshment to students participating in activities.

TA to students from college to work place and back at the cheapest mode of transport.

Purchase of equipments

TA to Programme Officer for participation in meeting, refresher courses, camps etc

Other contingent expenditure on actual organisation of regular activities.

Special Camps

Rs.30/- per volunteer per day .for boarding and lodging and transport. 50% strength may be utilized.

Day Camps

In exceptional Cases – Work for 8 hours.

Rs 8/- per volunteer will be admissible out of the programme development expenditure.

Composition of college Advisory Committee

A, Principal Chairperson

B, 2 staff members having social work back ground

C, one representative of the Development Department

D, One representative from a welfare agency/ non govt organization in social work

E, 2 NSS student leaders

F, Programme Officer Secretary

Dr K B Sudhikumar Dean Student affairs

In charge NSS Coordinator KUHS

BIO DATA

1 Name

2 Date of Birth

