



# **F**unctions of Committee

## **2024-25**

### **National Service Scheme (NSS)**

*-Not Me But You-*

The NSS (National Service Scheme) Committee at Invertis University plays a vital role in planning, guiding, implementing, and evaluating NSS activities within the institution. Here are the primary functions of the NSS Committee at our university:

#### **1. Planning and Development of NSS Activities:**

- Formulate an annual action plan for NSS activities in consultation with Program Officers, student representatives, and community stakeholders.
- Identify key areas of focus, such as health, education, environment, disaster relief, and community welfare, based on local needs and NSS objectives.
- Plan regular and special camp programs, including "Adopted Village" projects, cleanliness drives, awareness campaigns, and other community-oriented projects.

#### **2. Resource Allocation and Budget Management:**

- Approve and allocate funds for NSS activities, ensuring efficient use of resources for various events, projects, and training programs.
- Manage the budget provided by the government or the university for NSS operations, ensuring fair distribution across college units.

#### **3. Guidance and Supervision of NSS Units:**

- Guide NSS Program Officers in planning and implementing unit-level activities, and ensure adherence to NSS objectives and guidelines.
- Supervise the execution of NSS projects to ensure consistency with the planned goals and objectives.
- Provide support to address any challenges faced by Program Officers and volunteers during the implementation of activities.

#### **4. Monitoring and Evaluation:**

- Set up a monitoring framework to assess the impact of NSS activities, both on students and on the community.
- Evaluate the progress and effectiveness of activities, reviewing achievements against the planned objectives and timelines.
- Collect and analyse data on participation, project outcomes, and community impact, identifying areas for improvement.

#### **5. Training and Capacity Building:**

- Organize training programs, workshops, and orientation sessions for Program Officers and volunteers to enhance their skills in community engagement, leadership, and project management.
- Collaborate with external experts, NGOs, and government agencies to provide specialized training in areas like disaster management, public health, social work, and environmental sustainability.

#### **6. Promotion of NSS Values and Principles:**

- Promote the NSS motto, “Not Me But You,” emphasizing the importance of selfless service and community welfare.
- Encourage volunteerism, civic responsibility, and social awareness among students.
- Organize events to celebrate NSS Day and other related observances, motivating students to take pride in NSS and its mission.

#### **7. Documentation and Reporting:**

- Ensure accurate record-keeping of all NSS activities, including attendance, reports, financial documentation, and feedback.
- Compile annual reports on NSS activities, detailing the outcomes and impact for submission to the university administration and NSS regional/state offices.
- Keep documentation up-to-date to facilitate audits and reviews by authorities.

#### **8. Engagement with Community and Stakeholders:**

- Build partnerships with local government bodies, NGOs, and other community organizations to facilitate joint initiatives and projects.
- Engage with community stakeholders, including local leaders, to assess community needs and tailor NSS activities accordingly.
- Create awareness about NSS activities among the local community and foster support for the program’s objectives.

## **9. Addressing Grievances and Challenges:**

- Set up a framework to address any grievances raised by Program Officers, volunteers, or community members related to NSS activities.
- Resolve issues related to resources, logistics, or conflicts that may arise during the execution of NSS programs.

## **10. Policy Formulation and Recommendations:**

- Develop policies and guidelines for the effective functioning of NSS units across the university in line with national and state-level NSS directives.
- Recommend improvements and strategic directions for NSS programs based on feedback from Program Officers, students, and community members.