

Roles and Responsibilities of Committee Members

National Service Scheme (NSS)

-Not Me But You-

Sl. No.	Designation	Roles and Responsibilities
1	NSS Program Coordinator (University Level)	<p>Role: To manage NSS at the university level.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Planning and Execution: Formulate the university's annual NSS plan in consultation with state/regional offices and college NSS units. - Coordination and Communication: Act as a liaison between the state or regional NSS office and the college-level NSS units, ensuring guidelines and instructions are communicated and implemented. - Training and Capacity Building: Organize training and capacity-building programs for Program Officers and volunteers to enhance the effectiveness of NSS activities. - Monitoring and Evaluation: Track the progress of NSS activities across all affiliated colleges, gather feedback, and assess the impact of programs. - Reporting: Submit regular reports on NSS activities to the university administration and state/regional NSS office, including data on volunteer participation, events conducted, and community impact.
2.	NSS Program Officer (College/Unit Level)	<p>Role: Faculty member responsible for managing NSS activities within a college or department.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Leadership: Guide NSS volunteers in planning and executing community service activities and ensure participation aligns with NSS objectives. - Activity Management: Organize events, campaigns, and projects focused on community welfare, health, literacy, and environmental sustainability. - Documentation: Maintain detailed records of NSS activities, including attendance, program reports, and volunteer hours, which are required for evaluation and certification. - Training and Orientation: Conduct orientation sessions for new volunteers, educating them on NSS's goals, values, and the significance of community service. - Reporting: Report activity summaries and volunteer contributions to the NSS Program Coordinator at the university level. - Evaluation and Feedback: Regularly assess volunteer engagement and effectiveness, provide constructive feedback, and make improvements in future activities.

3.	NSS Student Leaders	<p>Role: Experienced volunteers who assume leadership roles within their NSS unit.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Leadership in Projects: Take charge of specific projects or activities, guiding other volunteers and ensuring smooth execution of tasks. - Coordination: Act as a bridge between volunteers and the Program Officer, relaying information, instructions, and feedback. - Mentorship: Mentor junior volunteers, providing them with guidance on their roles and responsibilities in community service. - Promotion of NSS Values: Foster NSS values of empathy, responsibility, and social awareness among fellow volunteers. - Documentation Support: Assist Program Officers in maintaining records, volunteer attendance, and reporting, helping to streamline administrative work.
	Treasurer	<p>Financial Management: Maintain accurate records of all NSS funds, including receipts, expenditures, and balance sheets.</p> <p>Budget Preparation: Assist in preparing the annual budget for NSS activities and ensure proper allocation of funds.</p> <p>Fund Utilization: Oversee the judicious use of funds for various programs and events as per the guidelines.</p> <p>Reporting and Auditing: Submit regular financial reports to the Program Officer and ensure transparency in financial transactions.</p> <p>Fundraising Assistance: Collaborate with the NSS committee to organize fundraising campaigns or sponsorships for activities.</p> <p>Compliance: Ensure adherence to university and government norms regarding fund usage and documentation.</p> <p>Record Maintenance: Keep a record of all bills, vouchers, and financial documents for audits and future reference.</p>
	Media and Public Relations Coordinator	<p>Event Promotion: Publicize NSS activities, programs, and achievements through various media channels, including print, digital, and social media.</p> <p>Content Creation: Draft press releases, create newsletters, and manage official social media accounts to ensure effective communication of NSS initiatives.</p> <p>Media Engagement: Build and maintain relationships with media outlets, ensuring timely coverage of NSS events and campaigns.</p> <p>Event Documentation: Capture photographs, videos, and written accounts of activities for records, reporting, and promotional purposes.</p> <p>Public Relations: Represent NSS in external forums, collaborate with stakeholders, and foster partnerships to enhance visibility and outreach.</p> <p>Campaign Management: Design and implement awareness campaigns on social issues to maximize public engagement and participation.</p> <p>Reporting and Feedback: Regularly update the NSS committee and university administration on media coverage and public response to events.</p> <p>Innovative Outreach: Leverage creative tools and platforms to reach a wider audience and inspire more volunteers to join NSS.</p>

4.	NSS Volunteers	<p>Role: who voluntarily enrol in NSS to engage in community service.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> - Active Participation: Engage in NSS projects such as community health camps, literacy drives, environmental clean-ups, disaster relief efforts, and social awareness campaigns. - Self-Development: Work toward personal growth by learning leadership, teamwork, and communication skills through active involvement in service activities. - Skill Building: Attend training programs on first-aid, disaster management, health, and hygiene, and leverage these skills in service to communities. - Completion of Service Hours: Fulfil the mandatory requirement of a minimum number of volunteer hours (typically 120 hours per year) to qualify for an NSS certificate. - Project-Based Activities: Participate in special projects, such as adopting villages for development, or campaigns focused on issues like blood donation, road safety, or sustainable development.
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