



ST. FRANCIS DE SALES COLLEGE

A FRANSALIAN INSTITUTE OF HIGHER EDUCATION **AUTONOMOUS**

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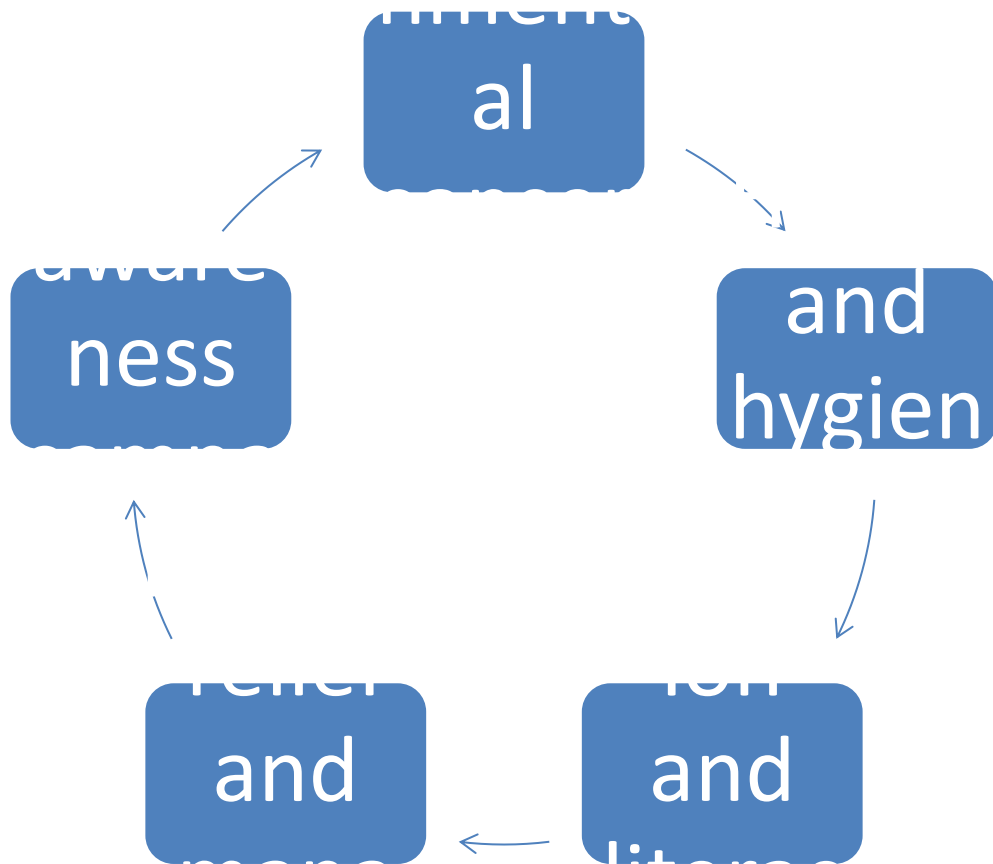
I Introduction

Establishment and Purpose:

The **National Service Scheme (NSS)** operates through a multi-level framework aimed at channelling the energy and potential of youth towards constructive community service and nation-building. In St. Francis de sales college was established in **2012**. It is a public service initiative conducted by the **Ministry of Youth Affairs and Sports, Government of India**, with its roots deeply embedded in the vision of fostering holistic development, social responsibility, and community engagement among students. Since its establishment in 1969, the NSS has served as a vital platform for young individuals to engage in activities that contribute to the welfare of society while simultaneously developing their personal skills, leadership abilities, and sense of civic duty.

*Scope:

The heart of the NSS lies in its **community service projects**, which are designed to address pressing social issues while providing students with hands-on experience in serving society. Some of key areas of focus include



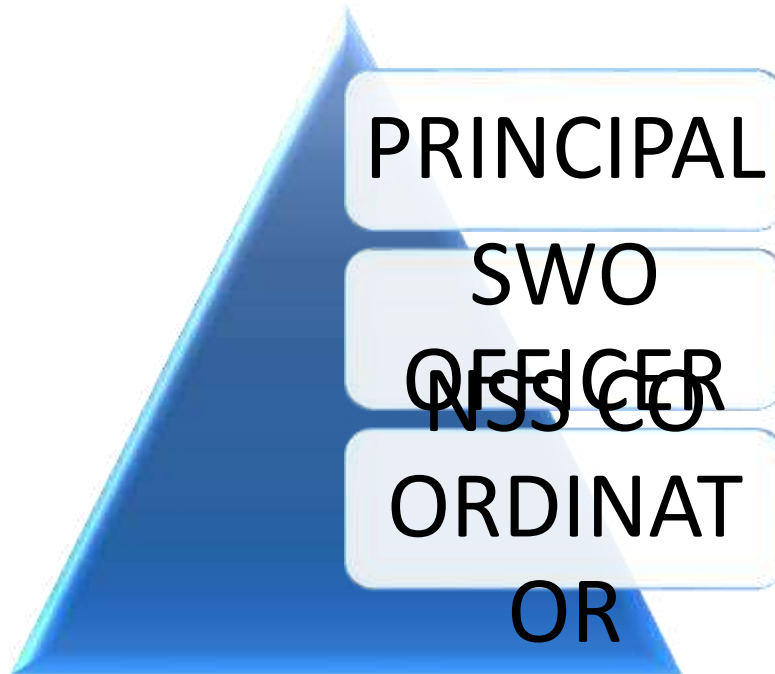
*** Objectives of NSS:**

The National Service Scheme (NSS) focuses on developing well-rounded individuals. Through community engagement, volunteers gain a deep understanding of their surroundings and their role within it. They learn to identify and address community needs, fostering a strong sense of social responsibility. Furthermore, NSS prepares volunteers to respond to emergencies and natural disasters, promoting national integration and social harmony.

II. Organisation and governance

***Office/Centre structure:**

The organisational structure of the National Service Scheme (NSS) follows a hierarchical principle, comprising SWO (Student Welfare Officer) and an NSS Coordinator at each level, ensuring effective implementation and coordination of NSS activities.



***Roles and Responsibilities:**

Program Officers are the backbone of the NSS, responsible for:

1. Guiding Volunteers on project planning and execution
2. Conducting Training and Workshops for skill-building
3. Coordinating Projects with community leaders and stakeholders
4. Monitoring and Evaluating NSS activities and maintaining records.

III. Staff management

***Induction and orientation:**

The NSS prioritizes staff development through:

1. Orientation Programs: Familiarizing new staff with NSS mission, objectives, and operations.
2. Capacity-Building Workshops: Enhancing skills in project management, communication, and conflict resolution.
3. Advanced Training Sessions: Exploring innovative solutions, technology integration, and partnership-building for experienced staff.

*staff development and support

The NSS fosters staff development through:

Challenges include:

- Resource constraints - Geographical barriers
- Workload management - Retention of experienced staff

Strategies for improvement:

- Increased funding - E-learning platforms
- Workload management tools - Mentorship programs

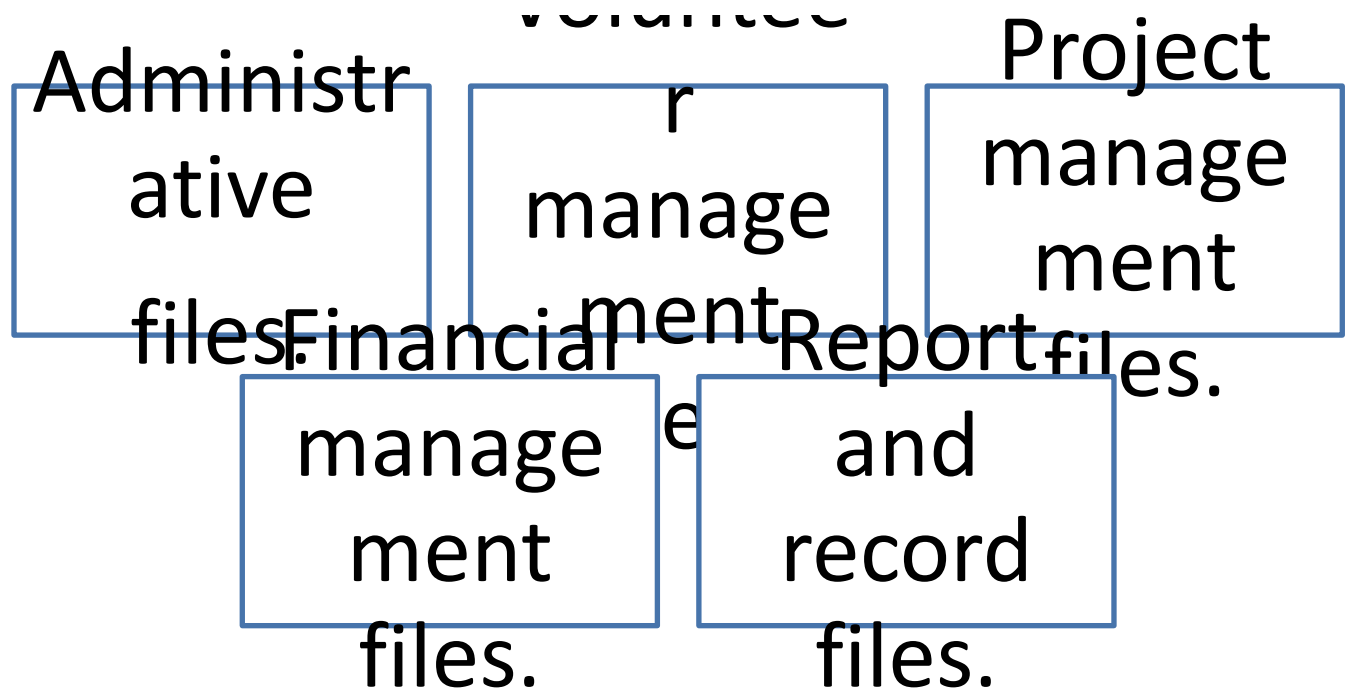
Investing in staff development has a significant impact on the NSS's effectiveness, enabling staff to inspire volunteers, execute impactful projects, and contribute to the scheme's success.

IV.Operational framework

***Processes and procedures for services and functions:**

1. Program Planning: Plan and organize NSS programs and activities in the institution.
2. Volunteer Management: Recruit, train, and manage NSS volunteers.
3. Project Implementation: Implement NSS projects and activities in the institution and community.
4. Monitoring and Evaluation: Monitor and evaluate NSS programs and activities.
5. Reporting: Prepare and submit reports to the NSS Regional Directorate and other stakeholders.

*List of files and registers maintained:



v. Performance management

*Measurable outcomes:

Measurable outcomes in NSS help assess the effectiveness of programs and their contribution to society. Key outcomes include:

1. Community Impact:

- Number of people benefitted through health camps, education programs, and awareness drives.
- Improvement in literacy rates, health metrics, or environmental conditions.

2. Volunteer Development:

- Increase in skills like leadership, teamwork, and communication among volunteers.
- Retention and active participation rates of volunteers.

3. Program Metrics:

- Number of programs conducted annually.
- Geographic and demographic outreach of the programs.

*Review and Evaluation:

Monitoring and evaluation involves five key steps: regular monitoring of project milestones and attendance, collecting feedback from stakeholders, submitting performance reports, conducting impact analysis, and using findings to refine plans and encourage innovation

VI. Compliance

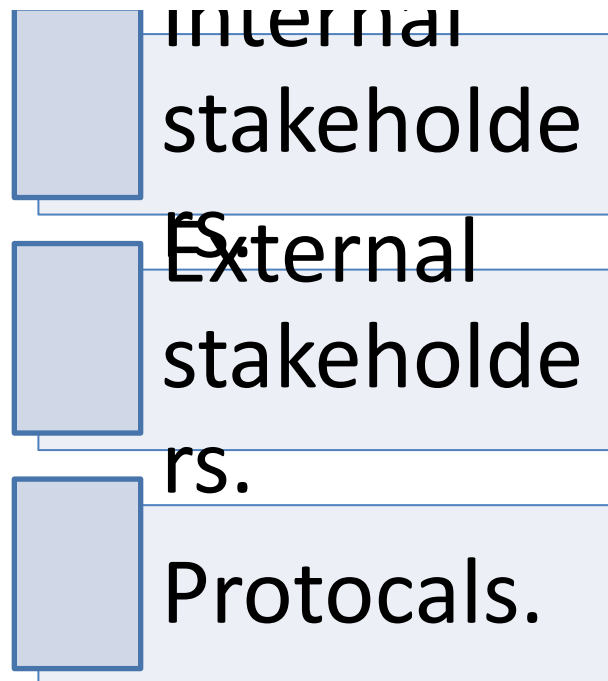
The National Service Scheme (NSS) in India is governed by various regulations. At the central level, the Ministry of Youth Affairs and Sports issues guidelines and rules, including the National Service Scheme Act of 1972, which frames the NSS rules ¹. The central government also provides funding for NSS programs and activities, and has guidelines for registration of NSS units in colleges.

At the state level, each state has its own NSS cell to oversee activities, and issues guidelines to supplement central government regulations. State governments also allocate NSS units to colleges and provide funding for programs and activities.

Additionally, other regulations govern NSS units in colleges, including University Grants Commission (UGC) guidelines, National Assessment and Accreditation Council (NAAC) accreditation guidelines, and regulations issued by state universities for affiliated colleges

VII. Communication and stakeholders engagement

The NSS office in a college employs various communication strategies and protocols to engage with key stakeholders, both internal and external to the institution. Here are some of the key strategies and protocols:



Internal Stakeholders

1. Regular Meetings: The NSS office holds regular meetings with college administrators, faculty members, and student leaders to discuss NSS activities, plans, and challenges.
2. Email Updates: The NSS office sends regular email updates to internal stakeholders on upcoming events, activities, and important deadlines.
3. College Newsletter: The NSS office contributes to the college newsletter, highlighting NSS achievements, events, and volunteer experiences.
4. Student Orientation: The NSS office conducts orientation programs for new students, introducing them to the NSS program and its objectives.

External Stakeholders

1. Community Partnerships
2. Social Media
3. Press Releases
4. Alumni Engagement

Protocols

1. Clear Communication Channels
2. Timely Responses
3. Transparency
4. Feedback Mechanisms

VIII. Appendices

***NSS Policies, Guidelines, Rules, and Regulations**

The NSS office and volunteers must adhere to these policies, guidelines, rules, and regulations from the government, university, and other agencies.

Key Policies and Guidelines

1. NSS Guidelines (Ministry of Youth Affairs and Sports)
2. National Service Scheme Act, 1972
3. Government Funding Guidelines
4. University NSS Policy
5. NSS Volunteer Code of Conduct

6. Safety and Health Guidelines
7. Sustainability and Environmental Guidelines
8. Annual Work Plan (AWP) Guidelines
9. Financial Management Guidelines
10. Monitoring and Evaluation Guidelines

These policies ensure the smooth operation of NSS programs, promoting accountability, transparency, and excellence in community service.

* List of NSS Templates

1. **Volunteer Enrolment Form:** Registers new volunteers with personal and educational details.
2. **Activity Report Template:** Documents outcomes of NSS programs and activities.
3. **Annual Work Plan (AWP) Template:** Outlines yearly objectives, targets, and resources for NSS units.
4. **Feedback Form for Volunteers:** Collects feedback from volunteers on NSS programs.
5. **Community Feedback Form:** Assesses community impact and gathers suggestions for improvement.
6. **Budget Template for NSS Programs:** Plans and tracks financial requirements for NSS activities.
7. **Volunteer Recognition Certificate Template:** Issues certificates to recognize volunteer achievements.
8. **Project Proposal Template:** Submits new community service project proposals with objectives and resource requirements.
9. **Attendance Sheet Template:** Tracks volunteer attendance during NSS activities.
10. **Progress Report Template:** Provides regular updates on ongoing NSS project status.