

പൊതുവിദ്യാഭ്യാസ ഡയറക്ടറുടെ നടപടിക്രമം
നാഷണൽ സർവീസ് സ്കീം, പൊതുവിദ്യാഭ്യാസ ഡയറക്ടറേറ്റ്, ജഗതി ഉള്ളൂർ ലെയ്ൻ,
തിരുവനന്തപുരം

വിഷയം: 2025-26 അദ്ധ്യയന വർഷം ഹയർ സെക്കന്ററി വിഭാഗത്തിൽ സ്വാശ്രയ എൻ.എസ്.എസ്. യൂണിറ്റ് അനുവദിക്കുന്നത് -സംബന്ധിച്ച്

58/DGE/HSE/NSS/2024

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സൂചന: എൻ.എസ്.എസ്. റീജിയണൽ ഡയറക്ടറുടെ കത്ത് F.No. 4-1/NSS/KER/SFU/2024-25/1237 -1238 Dated 27/03/2025.

ഉത്തരവ്

സൂചന പ്രകാരം ഹയർ സെക്കന്ററി തലത്തിൽ 5 സ്വാശ്രയ എൻ.എസ്.എസ്. യൂണിറ്റുകൾ അനുവദിച്ചു എൻ.എസ്.എസ്. റീജിയണൽ ഡയറക്ടറേറ്റിൽ നിന്നും ഉത്തരവായിട്ടുണ്ട്. ഇതിന്റെ അടിസ്ഥാനത്തിൽ ഹയർ സെക്കന്ററി തലത്തിൽ 2025-26 അദ്ധ്യയന വർഷം 5 സ്വാശ്രയ എൻ.എസ്.എസ്. യൂണിറ്റുകൾ അനുവദിച്ചു ഉത്തരവാകുന്നു.

സ്വാശ്രയ എൻ.എസ്.എസ്. യൂണിറ്റ് അനുവദിച്ച സ്കൂളുകളുടെ വിവരവും യൂണിറ്റ് നമ്പറും ചുവടെ ചേർക്കുന്നു.

LIST OF HIGHER SECONDARY SCHOOLS IN KERALA APPLIED FOR OPENING NSS SELF FINANCING UNIT 2025-26

SL.NO.	NAME OF SCHOOL	DISTRICT	SFU UNIT CODE
1	RAC HSS, KATAMERI	CALICUT	NSS/SFU/HSE/CLT/112
2	MEMUNDA HSS, VADAKARA	CALICUT	NSS/SFU/HSE/CLT/113
3	AUXILIUM NAVAJYOTHI HSS, KUNNAMANGALAM	CALICUT	NSS/SFU/HSE/CLT/114
4	K.C.P. HIGHER SECONDARY SCHOOL, KAVASSERRY	PALAKKAD	NSS/SFU/HSE/PKD/75
5	GOVT.HSS, NELLIKUTH, MANJERI	MALAPPURAM	NSS/SFU/HSE/MLP/147



(Signature)
 പൊതുവിദ്യാഭ്യാസ ഡയറക്ടർ

Operational Guidelines for NSS Self Financing Units of NSS in Kerala (Revised 2025)

1. NSS: An Introduction
 - 1.1 **Background:** The National Service Scheme (NSS), a Voluntary and Value-based Student Youth Programme, is one of the major Youth Schemes being operated by the Ministry of Youth Affairs & Sports, Govt of India. The Scheme was launched with the primary objective of Developing the Personality and Character of the Student Youth through Voluntary Community Service. It was launched on 24th September 1969, during the Birth Centenary Celebration of Mahatma Gandhi, in 37 Universities involving 40,000 Students. As on 31-3-2016, NSS had about 36.58 Lakhs Volunteers enrolled in 39,695 NSS Units spread over in 391 Universities/Plus Two Councils which include 16,278 Colleges/Technical Institutions and 12,483 Senior Secondary Schools. Since inception, over 4.6 Crore Students have benefitted from NSS.
 - 1.2 **Aims & Objectives:** The Aims and Objectives of the NSS are: (i) To render Service to the Community while studying in an educational institution; (ii) to arouse the Social Conscience among Students; (iii) to provide them with an opportunity to work creatively and constructively with the community around the educational campus; and (iv) to put the education they receive for constructive Social Activities; and specifically, (i) to work with and among the people; (ii) to enhance knowledge of oneself and the Community through a face-to-face interaction; (iii) to use the knowledge gained in the classroom in a practical way for mitigating at least some of the social problems; and (iv) to gain Skills in Programme Development leading them to get employed. The goals are to achieve improvement in Personality, Leadership qualities, National outlook and a sense of Civic responsibility.
 - 1.3 **Motto:** The motto of the NSS is 'NOT ME BUT YOU'. This expresses the essence of democratic living and upholds the need to appreciate the other person's point of view first and to show consideration for fellow human beings. It also underlines that the welfare of the individual is ultimately dependent on the welfare of Society as a whole. NSS attempts to establish meaningful linkages between "Campus and Community", "College and Village" and "Knowledge and Action".
 - 1.4 **Administrative Structure:** The basic Unit of NSS consists of 100 Volunteers at School/ College level, headed by a Programme Officer (usually a Teacher/



Lecturer). At the University level, the NSS is looked after by Programme Coordinators (Full-time or Part-time Readers). The State NSS Cell is fully responsible for the implementation of the Scheme at the State level, including timely release of grants to the NSS institutions. At National level, NSS Directorate under the Ministry of Youth Affairs and Sports administers the Programme through 15 Regional Directorates of NSS.

1.5 Programmes: The NSS has two types of programmes, viz., (a) Regular Activities and (b) Special Camping Programmes. Under the "Regular Activities", Students are expected to work as Volunteers for a continuous period of 2 years, rendering Community Service for a minimum of 120 hours per annum (i.e. 240 hours over 2-year period). Under Special Camping Programme, a Camp of 07 days' duration is conducted every year in the Adopted area on a specific theme. Each Student is required to participate in one Special Camp over 2-year period. An illustrative list of some of the activities undertaken under NSS is as follows:

- **Education:** Adult Literacy, Pre-school education, Continuing Education of School drop-outs, Legal Literacy, Consumer Awareness, Programmes on Eradication of Social Evils, etc.
- **Health, Family Welfare and Nutrition:** Immunisation, Blood Donation, Health Education, AIDS Awareness, Population Education and Family Welfare Programmes, working with people in Nutrition Programmes, provision of Safe Drinking Water, Life Skill Education, etc.
- **Environment Conservation:** Plantation of Trees and their preservation/upkeep, Cleaning and Maintenance of Streets, Drains etc., Construction of Sanitary Latrines, Watershed Management, Soil Conservation, etc.
- **Social Service Programmes:** Work in Hospitals, Institutions for Disabled Persons, Orphanages, Old-age Homes, Women Welfare Institutions, etc.
- **Programmes for improving Status of Women:** Awareness Generation regarding Women's Rights, Creating Awareness Among Women regarding how they can contribute to the social and economic well-being of the Community, Imparting Skill Training to Women wherever possible.
- **Production-oriented Programmes:** Working with People and teaching them about improved Agricultural practices, Soil Testing, Repair of Agricultural Machinery, Assistance and Guidance in Animal Resource Development, promoting Small Savings, Assistance in procuring Bank loans.
- **Relief and Rehabilitation during Natural Calamities:** Assisting and working with local authorities in Rescue and Relief Operation, in Distribution of Rations, Medicines, Clothing, Immunisation and Inoculation, etc.



1.6 Financing Mechanism: currently, funding is provided for running of NSS activities Rs.400 per Volunteer per annum for Regular NSS Activities and Rs.700 per Volunteer for Special Camping Activities. Therefore a total annual fund support from School/College authorities for a 100-member NSS Unit works out to Rs.75,000/- for an SFU. The total amount will be collected either from the School/College/Management/PTA or to be collected from the Students by charging a nominal fee of Rs.1000 per Student at the time of joining in NSS. The collected Rs.1000/- will be used for the 2 year NSS Activities. The fee of Rs.1000 may also be collected in two installments during first and second year. (First year Rs. 800/- and Second year Rs. 700/-).

The funds collected are to be used for running NSS Activities. Out of the total amount of Rs.75,000/-, the Establishment Cost (Administrative Expense including Programme Management charges) of Rs.4000/- to be paid to the Concerned NSS Programme Coordinator of the University/Directorate and Rs. 6000/- per year as Out-of-pocket Allowance to NSS Programme Officer is to be paid by the School/College. The Administrative Charges are strictly allowed only from the NSS Regular Activity fund not from the Special Camp fund.

1.7 Details of the Break –up of Expenditure:

Sl No.	Regular Activities break up of expenditure Rs.400 x 100 = 40,000/-	Special Camping Programmes
a	Administrative Expenditure at University /Directorate level @ Rs.40 /- per head. (i.e: Rs.40 X 100 Vols = Rs.4000/- to be sent to the concerned NSS Programme Coordinator Office)	Rs.700 x 50 Vols. = Rs.35,000/- for 7 days Special Camp. Out of 100 Volunteers Only 50 % are eligible(preferably second year Vols) to participate in the Camp. In the case of + 2 Directorates, there is a practice of Special Camping Programme with First year Volunteers.
b	Hon: to PO(Rs.500x12 months): Rs.6000/-	
c	Contingency 25x100= Rs.2500/-	
d	Prog. Development & refreshment Rs.275x100= 27,500/-	
	Total =Rs. 40,000/-	

1.8 Number of NSS Volunteers to be Enrolled:

To start with a new Self Financing Unit (SFU), the School/College should admit only 50 NSS Volunteers from the First Year Students. In the 2nd Year, they can admit another 50 Volunteers again from the First Year to make it 100 Volunteers. When the first 50 Volunteers complete 2 Year Volunteership in NSS they will be passed out by obtaining the NSS Certificate. Again, 50 NSS Volunteers will be enrolled from the First Year to make the Volunteer Strength 100 in the Unit. This will continue and there by the NSS Unit exists in the Institution forever.



1.9 Opening of Separate Accounts for NSS Self Financing Unit.

The total collected money i.e., 47,500/- after deducting Rs. 3000/- as administrative charges to be paid to the concerned NSS Programme Coordinator to be deposited (Rs.44,500) in a Separate Bank Account. The Bank Account must be a Savings Bank Account (SB Account) and it should be operated as joint account in the name of Principal and NSS Programme Officer.

2. Setting up of a Self Financing Unit (SFU) of NSS:

2.1 **Need for Self Financing Units (SFUs):** NSS is a Unique Programme for Personality and Character Development of Students. It benefits the Students as well as the Community for which the Students work. There is a huge demand for setting up of NSS Units all over the Country, but due to financial constraints, the Government is not in a position to provide the funding support commensurate with the demand. So far, less than 15% of the Students only were eligible to join NSS under the Funded NSS Units. It is in this context the mechanism of SFUs has been conceptualised. Under the mechanism, any educational institution meeting with the eligibility conditions of the NSS, can set up an NSS Unit provided they are willing to meet the expenses of running the Unit on their own, without asking for the Grant in Aid from the Government.

2.2 **Financing Mechanism for SFUs:** The institutions setting up of the SFUs would need to raise necessary resources for running the NSS Unit on their own. The total amount may be collected either from the School or College Management/PTA or to be collected from the Students by charging a nominal fee of Rs.500/-per Student per year and totally it will be Rs. 1000/- for two years in NSS. The Funds could also be mobilized through CSR activities of corporate sector and from any other legitimate source as well. Such institutions shall follow the financial norms and accounting procedures of NSS, as applicable to the funded NSS Units.

2.3 **Status of SFUs/ Terms and Conditions of Affiliation:** SFUs will, for all practical purposes, operate as the Regular Funded NSS Units but with an exception that the expenditure on running the Unit shall be borne by the SFU Institution. This would, inter-alia, include the following:

- SFUs of NSS shall be eligible, at par with the Funded NSS Units, for participation in all the Programmes including Republic Day Parade Camps, Adventure Programmes, Mega Camps, Youth Festival, Youth Exchange Programmes, etc.
- SFUs of NSS shall be eligible to be considered for various NSS Awards including IGNSS Awards as in the case of a Funded NSS Unit.
- SFUs of NSS will also be eligible to conduct Programmes of NSS sponsored by National as well as International/ Multi-lateral Organizations.



- SFUs of NSS can also avail Financial Assistance under the Schemes of the Ministry of Youth Affairs & Sports, by following its procedures.
 - NSS POs of SFUs shall undergo the mandatory training in the ETI, NSS, as in the case of Funded NSS Units.
 - SFUs of NSS will be considered while selection to be done to form the State NSS Contingent.
 - All the instructions/ guidelines of Regular Funded NSS Units shall be binding on the SFUs of NSS. It will be obligatory on the part of SFUs to furnish regular Progress Reports like in the case of Funded NSS Unit.
- The Affiliation of the SFU may be terminated if the SFU violate the Norms and Guidelines of NSS.

2.4 Procedure for Affiliation of SFUs:

2.4.1 An Institution intending to set up SFU of NSS is required to submit an Application (Proposal) in the prescribed Proforma which is enclosed with these guidelines.

The Application should be submitted by the Principal / Head of the Institution of the School/College to the concerned Programme Coordinator, NSS of the respective University/Directorate, preferably in the beginning of the Financial Year. After verifying the genuineness of the demand of the Institution, the respective Programme Coordinator, NSS of the University/Directorate shall forward the Application of SFU with a recommendation letter to the Regional Director, NSS Regional Directorate, CGO Complex, Block-D, 11th Floor, Poonkulam, Thiruvananthapuram-695522, Phone -0471-2481814, Fax 0471-2481814, E-mail : nssrctvm@yahoo.in OR rd.nsstvm-ker@gov.in with copy marked to the State NSS Officer, State NSS Cell, Vikas Bhavan, 4th Floor, Thiruvananthapuram-695033, Phone-0471-2308687, E-mail-keralansscell@gmail.com).

2.4.2 The applications for affiliation of SFUs shall be considered by a 3-member Committee at the State Level, who will, after scrutiny, grant the necessary sanction for setting up of SFUs. The Committee shall comprise of the following:

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|---|------------|
| 1. Regional Director, NSS | : Convener |
| 2. State NSS Officer of the concerned State | : Member |
| 3. NSS Programme Coordinator of University/+2 Council | : Member |

The Committee shall meet regularly and at least once in a quarter, so that applications for affiliation of SFUs are promptly cleared.

