



**NATIONAL SERVICE SCHEME
UNIVERSITY OF DELHI**

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Guidelines for functioning of NSS Units

A) ENROLMENTS & DATA

1. Programme officer may conduct screening or interview for selection of NSS Volunteers. Maximum strength of a college NSS unit is upto **100 Volunteers** only.
2. Programme officer is required to maintain data in the prescribed excel format and should be send to NSS Centre, University of Delhi in the soft copy through email at nsscentre@admin.du.ac.in by the month of October in every session. This data is basically NSS Volunteers Data of a NSS unit in a particular session.
3. A student may choose **only one option from NSS/NCC/Sports. NCC cadets are not eligible/permitted to join NSS.** Programme Officer may verify their list with the list of NCC Cadets maintained by concerned ANO of the college so that there would be no overlapping with NSS.
4. A student can choose NSS either in first two years of his/her Graduation or last two years of Graduation. **Maximum two years of NSS service by any Volunteer is permissible including Office Bearers (President/Vice President/Secretary/Treasurer).**
5. All the colleges may upload their Volunteers list on the college website under the NSS section.

B) DIGITAL WORK DIARY & HOURS

1. As per National Service Scheme Guidelines Programme officer will maintain digital copy of volunteers work diary and their record.
2. Every Volunteer must complete 240 hours of NSS work in two consecutive years of NSS. **Volunteers unable to complete their 120 hours in one year of NSS service are not eligible to continue to be NSS Volunteer in the next session.**

3. Activity wise participation certificates are prohibited as a single University Level Certificate of 240 hours shall be issued by NSS Centre-University of Delhi in replacement of multiple Certificates given by Colleges.
4. In the end of every session (by the month of June) a list in the prescribed format (hard copy only) of Volunteers completed 240 hours of NSS activities (120+120 hours in two consecutive years) will be submitted by the Programme Officer, NSS with recommendation of concerned college Principal or Head of Institution.

C) ACTIVITIES & REPORT

1. All Programme Officers need to ensure balance of activities i.e. work/activities must include participation in ministry prescribed activities as well as college NSS unit activities. All the activities should be based only on various thrust areas of NSS. Formation of societies, tie up with NGOs should not be encouraged as National Service Scheme is a Govt. sponsored scheme.
2. Annual Report of the activities conducted by the NSS unit should be submitted, the brief report of maximum twelve pages including photographs may be send through email at NSS Centre.

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