

## BASIC INFORMATION OF THE COLLEGE

(For sanction of new NSS Unit)

1. Name of the College with address :  
& phone No.
  
2. Date and year of establishment of the:  
College
  
3. Location of the college : City / Town / Village
  
4. Status of the college : Govt. / Aided / Unaided
  
5. Strength of the teaching faculty : Male\_\_\_\_\_ Female\_\_\_\_\_ Total\_\_\_\_\_
  
6. Strength of the students in the college: Male\_\_\_\_\_ Female\_\_\_\_\_ Total\_\_\_\_\_
  
7. Whether the college was having NSS Unit at any time in past ? Yes / No
  
8. Whether the present proposal is for additional NSS Unit ? : Yes / No
  
9. Whether the college can spare teaching faculty member for NSS activities ? : Yes / No
  
10. Whether the college will depute selected NSS Programme Officer for training etc. from time to time ? : Yes / No
  
11. Whether the college can spare one room for the NSS Unit ? : Yes / No
  
12. What are the other extra curricular activities existing in the college ? : Yes / No
  
13. Type of support the college is willing to extend to NSS ? :
  
14. Whether the college authorities willing to run the NSS unit for the first year without financial support ? : Yes / No
  
15. Whether any other sister college having NSS ? : Name and Address

16. **Role and responsibilities of the Principal:**

- 1) The College Principal should act as Chairman of the NSS Advisory Committee at the College level.
- 2) The NSS Programme Officer should act as Member-Secretary of the NSS Advisory Committee and five more members can be included.
- 3) The Advisory Committee should be convened by the Principal at every quarter beginning i.e., October January, April and July.
- 4) The Principal should assure that the Programme Officer must submit the quarter /half-yearly/annual reports and accounts to the University. So that the University can submit the consolidated report to the State Liaison Officer as well as NSS Regional Centre, failing which it is not possible to release the regular activity grant in time to the units.
- 5) It is the responsibility of the Principal and Programme Officer, the grant released by the University Regular and Special Camping programme should be displayed on the Notice Board of the college for information of the NSS volunteers along with Schematic Budget provided by the University.
- 6) Each unit must have one or two adopted village where the NSS volunteers should initiate literacy, awareness and health programmes for the benefit of the community, as per the action plan provided by the University.
- 7) As and when any transfer / retirement of the Programme Officers occurred, it is the responsibility of the Principal that the Programme Officer should submit all the dues such as reports, accounts and other records to the Principal, failing which it is unfair to relieve the Programme Officer(s).
- 8) As and when the Programme Officer relieved, immediately the matter should be informed to the NSS Cell of Krishna University.

**Undertaking**

It is to undertake that, if the NSS Unit is sanctioned, the college would provide necessary infrastructural support and abide by the rules / guidelines of the NSS.

Signature of the Principal  
Office seal

Comments of the  
Programme Coordinator

Signature of the  
Programme Coordinator