



**UNIVERSITY OF CALICUT**

**Abstract**

National Service Scheme - Allotment of NSS Funded Units and Unit Numbers- M I Training College , Puduponnani, Malappuram - sanctioned - Orders issued.

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**NSS Department**

U.O.No. 680/2025/Admn

Dated, Calicut University.P.O, 14.01.2025

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- Read:-*1). Applications from M I Training College ,Puduponnani, Malappuram  
2). Order No. A1/551/2024/16/N S S/4 dated :31.12.2024 from NSS state office  
3). Orders of Vice Chancellor dated: 14.01.2024.

**ORDER**

Applications were received for starting new N S S Unit from the affiliated colleges under the University of Calicut and were forwarded to the N S S State Cell for consideration, as described in the paper cited in (1) above.

As per reference (2) above, the N S S State Cell allotted one funded unit to M I Training College , Puduponnani, Malappuram.

Considering the matter, the Vice-Chancellor accorded sanction to allot new N S S-funded units to the following institution **with effect from the academic year 2024- 2025 onwards.**

<b>Sl.No</b>	<b>Name of Colleges</b>	<b>Name of District</b>	<b>N S S Unit Number allotted</b>
1.	M I Training College ,Puduponnani	Malappuram	<b>344</b>

Accordingly, sanction has been granted to establish N S S Funded Units in the above mentioned college based on the following guidelines for working of N S S Funded Units and conditions of Appointment of Programme Officers.

1. The Funded Units shall be commissioned to function during the Financial year 2024-2025.
2. The Institution is advised to run the Funded Units as per the N S S Manual. Conduct of Programmes will be as per the direction of Regional Director N S S, Kerala, State N S S Officer, Kerala and N S S Programme Co-ordinator, National Service Scheme University of Calicut.
3. The performance of N S S Funded Units will be reviewed every year by the University Level NSS Advisory Committee.
4. N S S Funded Units are allotted to an Institution for three years (ie. up to March 2028). Approval may be continued subject to satisfactory performance of N S S Regular and Special Camping Programmes and subject to the recommendation of the University Level Advisory Committee.
5. Institutions allotted with Funded Units are advised to enrol 50 volunteers for the year 2024-2025 from the first-year students to start functioning. Another set of 50 volunteers shall be enrolled next year (2024-2025), which makes N S S Units a full fledged N S S Unit with 100

volunteers. The maximum allocated strength of a N S S Unit is 100 (ie, 50 + 50). Only students from the first year admission need to be enrolled in NSS.

6. The enrolment list of 50 volunteers enrolled on the newly formed N S S Units this year shall be submitted to the N S S office via email as soon as possible (email id **-certificate.nss@uoc.ac.in**).

7. The withdrawal of N S S Units from any institution entirely rests with the committee constituted for the purpose and on the recommendation of the University Level Advisory Committee.

8. Monitoring of the functioning of N S S Units will be governed by the N S S Cell of this University, State N S S cell and Regional Directorate of N S S.

9. Competent authority from N S S Cell of this University and Regional Directorate to whom the Records / Registers and reports to be provided and extend all co-operation may visit the Institution which run the Funded Units for necessary assessment of the Unit.

10. N S S Units will be provided with separate e-mail ids at the earliest. The communications to N S S Units and back to the N S S Department of this University shall be done only through this email ids.

11. An undertaking from the Head of the Institution shall be submitted to the effect that N S S Units allotted shall abide by the terms and conditions in this regard and failing which the N S S Units may be withdrawn at any point of time by the N S S Regional Directorate.

12. A Unit Level Advisory Committee with Head of the institution as Chairman, N S S Programme Officer as Convener and staff members, teachers and representative from Adopted village(preferably local body member) shall be constituted, to implement and monitor activities at Unit level.

13. Registers for enrolment, Account maintenance, Regular Programme and Special Camp shall be kept in office and shall be produced as and when required by the competent authority.

14. Appointment of Programme Officer will be for a period of three years from the date of appointment.

15. After the completion of the tenure of the existing Programme officer a new Faculty shall be recommended by the Principal for the appointment as Programme Officer in the prescribed format to this office within 7 days from the date of relieving of the existing Programme Officer

16. The newly appointed Programme Officer should undergo mandatory Training from Empanelled Training Institute (ETI) within one year of appointment.

17. The Programme Officer who do not undergo training from Empanelled Training Institute (ETI) within one year and continue in the post are not eligible for allowances.

18. If the Programme Officer wish to be relieved before the end of the three-year period, one month prior notice shall be given to this office, routed through the Principal.

19. The Programme Officers are requested to adhere to the rules and regulations of the N S S Manual.

20. The enrolment of the NSS Volunteers is to be completed within one month of opening of 1st year classes of the college and is to be forwarded to the University on or before the last date as directed from the N S S Department of this University.

21. National Service Scheme (N S S) Funds are provided out of the public revenue and it is essential that the accounts should be maintained according to the standard accounting procedures and instructions issued by Ministry of Youth Affairs and Sports , Govt. of India.

22. All N S S Cells shall open a separate Current account (Zero Balance Subsidiary Account) in State Bank of India to operate the N S S Funds as per the Circular No.235270/NSS-ASST1/2022/Admn dated 09.12.2022

23. For details of the rules and regulations regarding N S S, kindly visit the N S S website (<https://nss.uoc.ac.in>) and N S S Manual (Revised 2006).

24. Functioning of the newly allotted unit will be monitored, and unit is liable to be cancelled, on non conformity with NSS Manual and instruction from the Programme Co-ordinator

Orders are issued accordingly.

Dr. N. A. Shihab

Programme Co-Ordinator

To

The Principals of Colleges concerned.

Copy to : NSS Regional Director / State NSS Officer, Kerala / PS to VC / PA to Registrar / PA to FO /Finance / PRO /NSS District Convener Malappuram /SF.

Forwarded / By Order

Section Officer

# University of Calicut



## National Service Scheme

### Proforma for recommending a faculty as NSS Programme Officer

(Please put a tick mark in boxes wherever applicable)

New Appointment				Extension of Appointment						
1	Name of the College									
2	Status of the College			Govt.		Aided		Unaided		
3	NSS Unit Number									
4	Status of NSS Unit			Funded				Self-Funded		
5	Name of the Faculty (Should be in Capital Letter)									
6	Status of Appointment			Permanent		Temporary		On Contract		
7	Designation & Department									
8	Sex		Age		Date of Birth					
9	Category (General/OBC/SC/ST/Other)									
10	Date of appointment as NSS PO (as recommended by the Principal)									
11	Teaching Experience									
12	Previous experience in NSS									
13	Whether attended ETI Training			YES		NO				
14	Address of the recommended PO									
15	Phone Number									
16	Email id									
17	Name of the Previous Programme Officer									
18	Details of Previous Programme Officer			Date of Appointment	Date of relieving		Reason for relieving			

Certified that the recommended Programme Officer has not been convicted by a court of law and not been in a case / investigation pending against him/her.

Signature of the recommended Programme Officer:

Signature of the Principal:

Date:

Office seal