

# **THE DUTIES AND FUNCTIONS OF THE NSS PROGRAMME OFFICER**

The Programme Officer is one of the important person in NSS Organization, he/she plays pivotal role and responsible for the organization of NSS Unit, implementation of NSS Programme under the supervision and direction of Chairman and Principal of the College. He/she will be responsible to carryout the instructions issued by the Programme Co-ordinator of the University. NSS Regional Centre and State Liaison Officer for the implementation of NSS activities as per the Action Plan given by the Programme Coordinator, the Programme Officer plays the role of an organizer, an educator, as a motivator, a Coordinator, a supervision, an administrator, and public relation officer to improve the quality and magnitude of NSS Programmes in their institutions/ colleges. His/her functions can be stated as under.

## **1. As a Organiser**

- i) To interpret the scheme to the students / volunteers and other members of the college community and create awareness about the NSS Programmes.
- ii) To provide information about NSS motto aims and objectives, philosophy and activities.
- iii) To enlist cooperation and coordination of community, agencies, government departments and non-governmental agencies.
- iv) To select or adopt the village/slum for service projects on the basis of utility and feasibility.

## **2. As an Educator**

- i) To prepare and conduct the orientation Programme for NSS Volunteers, explain them about the concept of social service.
- ii) To prepare and teach them the methods and skills required for achieving the objectives of the NSS scheme.
- iii) To promote community education through meetings, talks, new bulletins, discussions etc.

## **3. As a Motivator**

- i) He/she co-ordinate the NSS activities in accordance with the volunteers ability and community demands.
- ii) He/She to coordinate various external resources available in the forms of government services, welfare agencies and voluntary organizations for the success of the NSS Programmes.
- iii) He/She coordinates internal resources available in the form of teaching expertise of teachers for enhancing the knowledge and skills of the students in implementation of the NSS scheme.

## **5. As a Supervisor**

- i) He/She supervises the NSS Programme undertaken by Volunteers.
- ii) He/She supervisory and consultative skills should enable students to set realistic goals and see problems as a challenge and take appropriate steps to solve them.
- iii) He/She to assist in evaluation and follow-up work.

## **6. As an Administrator**

- i) He/She to keep the principal or Chairman of NSS, College advisory committee and the programme Coordinator of the University informed of the University informed of the programmes of the Unit.
- ii) To run day-to-day administration of the programmes.
- iii) To attend correspondence regularly between college and university.
- iv) To prepare progress report periodically for submission to college and university.
- v) To maintain record of volunteers participation and programmes undertaken.
- vi) To keep accounts and stock in the prescribed forms.

## **7. As a Public Relation Person**

- i) To inform the community about the NSS programmes through press reports, radio and television programmes.
- ii) To create awareness, through pamphlets, seminars and meetings.
- iii) To initiate to create awareness for image building of NSS in order to inspire and motivate the NSS Volunteers.