

## THE PROGRAMME OFFICER MAINTAIN THE RECORDS / REGISTERS AT UNIT LEVEL

The NSS Programme Officer should maintain the some of the important records at the Unit level. Since this programme is financed by the public funds. Therefore, the colleges should maintain the financial records, activities records, and registers. The records and registers will be properly handed over by outgoing programme officer to the newly appointed programme officer.

The following records/registers are to be maintained in the NSS Unit at college level.

- 1) Enrolment Register
- 2) Project register
- 3) NSS Volunteers attendance Register
- 4) Meetings, Minutes Book.
- 5) Programme Officer Personal Work Dairy
- 6) Volunteer Work-Dairy
- 7) Stock-Register
- 8) Bank Pass Book.
- 9) Cash book Register.

1. **Enrolment Register:** A register with complete particulars and profile of the NSS volunteers enrolled in NSS Unit should be maintained. This register should have information about the names, class, sex, caste of the volunteers their blood group and interests and social service experience particulars.

2. **Project Register:** Every unit should adopt one village/slum to develop totally. This register is, to be maintained by the NSS Programme Officer. It should provide a list of the projects prepared on the basis of action plan given by the Programme Coordinator to undertake or implement programmes during the academic year. The particulars of places / adopted villages / slums / institutions, target groups. The names of NSS Volunteers involved in the project work with dates and activities.

3. **Volunteers attendance Register:** Each NSS Unit should maintain the volunteer's attendance register at the various camps/ programmes must be recorded and their signatures must also be obtained. Basically on their attendance and active participation, who ever complete 240 hours of service, their names should be recommended for university certificate.

4. **Meeting Minutes Register:** All the NSS Programme Officers should maintained and record the minutes of meetings of the advisory committees and other meetings held periodically. This would help the programme officer in taking suitable follow-up action.

5. **Programme Officer personal Work Diary:** Maintaining a personal work-diary will be useful for the programme officer where in he/she notes the project details, programmes undertaken, difficulties encountered in the project number of hours spent for NSS Programmes, regular activities and special camping programmes and also future plans of action.

6. **NSS Volunteer work Dairy:** Each NSS Volunteers should maintain a work-dairy to record work details, action plan, target groups, programmes participated, time spent, problems faced during the camping and plan of further action. NSS volunteers group leaders of various projects could give details, of the activities and programmes extra hours spent attendance of the member's information of community.

7. **Stock Register:** NSS Unit should maintain the stock register. Listing separately, the consumable and non consumable items should be maintained. In addition, an issue/lending register must be maintained for the purpose of verification and periodic stock checking.

8. **Bank Pass Book:** Each NSS Unit should maintained separate accounts at nearby Bank. There should be joint account, principal and Programme Officer. These NSS grants should not be integrated with other accounts of the college. Whenever, NSS Unit receive the regular grant/special camping grants should be credited in the account and whenever programme officer conduct the NSS programmes with knowledge of Principal and Chairman of NSS draw the money following the PFMS Procedures and conduct the programme as soon as programmes are over programme officer should submit the expenditure statement along with volunteers to Programme Co-ordinator at university level.

9. **Cash book Register:** NSS accounts will be maintained separately. These will not be integrated with other accounts of the institution. Whenever expenditure made for NSS Programmes all entries should be maintain in the Cash book Register.