

GATEWAY
EDUCATION
Delhi-NCR, Sonipat



**Gateway Education, Sector-11, Delhi-NCR, Sonipat,
Haryana-131001**

GE National Service Scheme(NSS)

Self Financed Unit-1

Ref. No.: HR/SNP/CLG/SF/2025/7

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About Gateway Education

Gateway Education, Delhi NCR, Sonipat is an 19-year-old group of institutions renowned for imparting quality education in Schooling, Engineering, Management, Computer Applications, Architecture, Pharmacy and Nursing. Over the years, we have become a preferred academic destination for students and parents in this region and beyond.

Gateway Education provides a learning environment that closely mirrors real-world conditions. From day one, students are immersed in practical experiences that extend beyond the classroom, offering a clear and immediate insight into the realities of the working world.

India is a young country. 65% of our population is below the age of 35, and this number is only going to increase. If our youth become skilled and responsible, we would have taken many steps towards becoming a developed country.

With this motivation, we at Gateway Education inculcate virtues in our students. We not only focus on academics, but on human development that goes beyond classrooms. We are committed to inculcate positive values and provide enough avenues to the students to excel in a number of extra-curricular activities that help them evolve as complete human beings.

Gateway family is a community of people who want to live to the fullest, and contribute to the society in every possible way.

We welcome you to embark on a journey to explore the excellence that lies within you.

Vision of Gateway Education

“To evolve into a world-class institution that delivers industry-relevant education, empowering students to thrive globally.”

Mission of Gateway Education

“To produce skilled professionals with profound intellectual depth rooted in Indian knowledge, promoting outcome-based education via Industry–Academia Collaboration.”

“To equip students with advanced technical and life skills grounded in ethical values, emphasising industrial consultancy, innovation, and research excellence.”

“To foster human capital through multidisciplinary learning and prioritising entrepreneurship for global sustainability.”

“To enhance faculty growth through recognition, skill development, and a nurturing workplace culture.”

Alignment of Aims & Objectives of NSS with Vision & Mission of Gateway Education

The National Service Scheme (NSS) aligns closely with the Vision and Mission of Gateway Education by fostering holistic student development through community service. NSS supports the institution's vision of empowering students for global success by offering real-world, socially relevant experiences. It complements the mission by promoting intellectual growth, industry-academia collaboration, and outcome-based education. Through NSS, students develop essential life skills, engage in innovation, and contribute to research excellence, all while promoting ethical values and sustainability. Additionally, NSS enhances faculty growth by involving them in mentoring community-focused projects, supporting Gateway Education's commitment to faculty development. Overall, NSS strengthens Gateway Education's mission to produce skilled, socially responsible professionals with global perspectives.

About National Service Scheme (NSS)

The National Service Scheme (NSS), a voluntary and value-based student youth program, is one of the major youth schemes being operated in the Ministry of Youth Affairs & Sports. The Scheme was launched with the primary objective of developing the personality and character of the student youth through voluntary community service. It was launched on 24th September 1969, during the birth centenary celebration of Mahatma Gandhi, in 37 universities involving 40,000 students. As on

31.03.2017, NSS had about 38.60 lakh volunteers enrolled in 41,442 NSS units spread over 402 Universities/ +2 Councils, 16,331 Colleges/ Technical Institutions and 11,894 Senior Secondary Schools. So far, over 4.87 crore students have benefitted from this largest student-volunteer ship program in the world.

NSS Aims & Objectives

The aims and objectives of the NSS are:

- (i) To render service to the community while studying in an educational institution;
- (ii) To arouse the social conscience among students;
- (iii) To provide them with an opportunity to work creatively and constructively with the community around the educational campus; and
- (iv) To put the education they receive to concrete social use; and
- (v) To work with and among the people;
- (vi) To engage in creative and constructive social action;
- (vii) To enhance knowledge of oneself and the community through a face-to-face with reality;
- (viii) To use the knowledge gained in the classroom in a practical way for mitigating at least some of the social problems; and
- (ix) To gain skills in programme development to be able to be self-employed.

The goals are to achieve improvement in personality, leadership qualities, national outlook and a sense of civic responsibility.

NSS Mission

The Mission of NSS “**Not Me But You**” is a terse expression. On face it appears to be very simple and short. But behind it lies a lot of meaning. It is very deep and suggestive and is keeping with the spirit of service for others.

The expression stands for two things:

Forgetting and surrendering the self, and Rendering selfless service to others.

The word ‘**Not**’ before ‘**Me**’ is to reduce the self to nothing and the Word ‘**But**’ before ‘**You**’ can be expanded as follows: -

“I do not live for me but for you.”“The world is not only for me but to you also.”

NSS attempts to establish meaningful linkages between "Campus and Community", "College and Village" and "Knowledge and Action".

NSS Symbol



The symbol of the National Service Scheme, as appearing on the cover page of this Manual is based on the '*Rath*' wheel of the '*Konark*' Sun Temple situated in Orissa. These giant wheels of the Sun Temple portray the cycle of creation, preservation and release, and signify the movement in life across time and space. The design of the symbol, a simplified form of the Sun-chariot wheel primarily depicts movement. The wheel signifies the progressive cycle of life. It stands for continuity as well as change and implies the continuous striving of NSS for social transformation and upliftment.

NSS Badge: The NSS symbol is embossed on the NSS badge. The NSS volunteers wear it while undertaking any programme of community service.

- The *Konark wheel* in the NSS badge having 8 bars signifies the 24 hours of the day, reminding the wearer to be ready for the service of the nation round the clock i.e. for 24 hours.
- The Red color in the badge signifies energy and spirit displayed by the NSS volunteers.
- The *Blue color* signifies the cosmos of which the NSS is a tiny part, ready to contribute its share for the welfare of the mankind.

NSS Day

NSS was formally launched on *24th September, 1969*, the birth centenary year of the Father of the Nation. Therefore, 24 September is celebrated every year as NSS Day with appropriate programmes and activities.

BENEFITS OF BEING A NSS VOLUNTEER:

A NSS volunteer who takes part in the community service programme would either be a college level or a senior secondary level student. Being an active member these student volunteers would have the exposure and experience to be the following:

- 1) A certificate from University after completing 240 hours in 2 year (i.e 120 hours each year) and one Special camp of Ten days according to rules and regulation of the University.
- 2) **Preference in Public Service Commission** if he has a certificate for 2 years of service in NSS and for attending a Special Camp (i.e. If there are two candidates of same caliber the candidates with NSS certificate will be given preference)
- 3) Extra marks in **B. Ed admission** examination.

GENERAL ORGANISATION AND ADMINISTRATIVE STRUCTURE

As the scheme needs active participation of the Central Government, the State Government, Universities and Colleges, the responsibility for evolving, implementing the evaluating programmes can be considered at four levels-

- **The National Level-** NSS Regional Centre (NSSRC) headed by Deputy / Assistant Programme Advisor.
- **The State level-** state Liaison Office headed by the state Liaison Officer.
- **The University Level-** University NSS Cell headed by Programme Coordinator under the guidance of hon. Vice chancellor.
- **The College Level-** College NSS Unit headed by the **NSS Programme Officer** under the guidance of the Principal.

NSS ADVISORY COMMITTEE IN COLLEGE

- | | |
|--|----------------------|
| 1. Director General | Chairperson |
| 2. Programme Officer | NSS Member Secretary |
| 3. One representative of the development department | Member |
| 4. Representative from the adopted village /slum /welfare agency | Member |
| 5. Two NSS student leaders | Member |

GE NSS ADVISORY COMMITTEE

S. No.	Designation	Name
1	Chairperson (Director General)	Dr. (Col.) A. garg
2	Programme Officer (PO- NSS Member Secretary)	Mr Ashish Aggarwal
3	Development Department Head (Member)	Dr Shishpal
4	Representative from the adopted village / slum / welfare agency (Member)	Mr. Anil Arora (UBA Cell)
5	Student Leaders(Male)	Mr. Anoop
6	Student Leaders(Female)	Ms. Vanshika

NSS PROGRAMS

The NSS Units in the adopted areas may take up a variety of programmes, depending upon the need of the area, means, resources and skills. As far as possible in planning the activities, student volunteers should be involved. The area like village, slum, resettlement colony, institution, should be selected on the basis of the need and willingness of the community to co-operate with students in work. The areas should, however, be within the easy reach of the students, i.e. 5 to 8 kms from the college.

The NSS has two types of programmes, viz.,

- A. Regular activities:** Under the "*Regular Activities*", students are expected to work as volunteers for a continuous period of two years, rendering community service for a minimum of 120 hours per annum (i.e. 240 hours over 2-year period).
- B. Special Camping programmes:** Under "*Special Camping Programme*", a camp of 07 days' duration is conducted every year in the adopted area on a specific theme. Each student is required to participate in at least one Special Camp over 2-year period. The nature of activities taken up under NSS continues to evolve in response to the needs of the community.

An illustrative list of some of the activities undertaken under NSS is as follows:

- **Education:** adult literacy, pre-school education, continuing education of school drop-outs, legal literacy, consumer awareness, programmes on eradication of social evils, etc.
- **Health, Family Welfare and Nutrition:** immunization, blood donation, health education, AIDS awareness, population education and family welfare programmes, working with people in nutrition programmes, provision of safe drinking water, life skill education, etc.
- **Environment Conservation:** plantation of trees and their preservation/ upkeep, cleaning and maintenance of streets drains etc., construction of sanitary latrines, watershed management, soil conservation, etc.
- **Social Service Programmes:** Work in hospitals, institutions for disabled persons, orphanages, old-age homes, women welfare institutions, etc.
- **Programmes for improving Status of Women:** awareness generation reg. women's rights, creating awareness among women reg. how they can contribute to the social and economic well-being of the community, imparting skill training to women wherever possible.
- **Production-oriented Programmes:** working with people and teaching them about improved agricultural practices, soil testing, repair of agricultural machinery, assistance and guidance in animal resource development, promoting small savings, assistance in procuring bank loans.
- **Relief and Rehabilitation during Natural Calamities:** assisting and working with local authorities in rescue and relief operation, in distribution of rations, medicines, clothing, immunization and inoculation, etc.

General Instructions and Guidelines for New NSS Unit

- a. The Program Officer is required to enroll 100 students as NSS volunteers (both male and female).
- b. The Unit has to adopt a nearby village/slum to undertake NSS regular activities as well as Special Camping Program.
- c. The Unit has to open a Bank Account in any Nationalized Bank (preferably SBI) Saving Bank Joint Account to be operated by the Principal and the Program Officer for NSS grants.

- d. The Program Officer has to undergo a **7-day Orientation Training Program** whenever the NSS Cell of A.U. directs the Unit.
- e. The Unit must constitute the college level NSS Advisory Committee.
- f. The Unit should maintain a Cash-book, Stock Register, Minutes book and Attendance Register.
- g. NSS unit must begin in the **FY 2025-26**.
- h. Every year, it is mandatory to organize **three one-day camps** and **one seven-day camp** for NSS volunteers, and to carry out activities from time to time as per the orders received from the State NSS Cell and Regional Directorate of NSS, New Delhi.
- i. NSS Units must fully comply with all guidelines of the Government of India, Ministry of Youth Affairs and Sports, this Directorate, and the State Government. (Detailed information related to this is available at www.nss.gov.in and on the NSS portal of Haryana at nss.highereduhry.gov.in under the NSS Manual 2006).
- j. The tenure of an NSS unit shall be for three academic sessions, during which it must satisfactorily conduct activities and submit reports on time. After three years, approval from the State Self-Finance Unit Committee will be mandatory for the continuation of the NSS unit; otherwise, the approval of the NSS unit will be deemed automatically cancelled.
- k. Volunteers for NSS units may be enrolled from any subject/discipline. As per the rules, each volunteer must complete **240 hours** of community service within two years and must also participate in one special camp.
- l. NSS units must submit information on monthly/annual activities, as well as other reports requested from time to time, to the State NSS Officer and the Regional Directorate through the State NSS Cell.
- m. If at any stage it is found that the activities of an NSS unit are unsatisfactory, or reporting is erroneous or delayed, the approval and recognition of that NSS unit may be cancelled.

ROLES / RESPONSIBILITIES OF VOLUNTEER:

- a) Students should enroll their name as an NSS volunteer in the college and enrollment is limited to 200 members in every academic year.
- b) Requires active participation in all the activities and to work with/among people.
- c) Proper dress coding with NSS badges during off the campus or on the campus is mandatory.
- d) Identify needs problems and resources of the community along with program officer or local leaders.
- e) To establish rapport with the people in the project area for community developments.
- f) All volunteers shall work under the guidance of group leader nominated by the Programme Officer.
- g) They shall make themselves worthy of the confidence and co- operation of the group/community leadership.
- h) They shall scrupulously avoid entering into any controversial issue.
- i) They volunteer should complete 60 hours of work and keep day-to-day record in work activities/experience in work dairy and submit to the group leader/program officer for periodic guidance and record.
- j) They should submit the diary by 30th January every year to the Programme officer for filling in the report cards.
- k) The volunteers are not allowed to work independently in any project on their own. They should work in the agency / Village / Slum, approved / adopted area by the college NSS Unit.
- l) The maximum credit in terms of hours of work in campus project which includes orientation, attending meeting and campus activities will be 20 hours.
- m) In case of any controversial issue such as selection of volunteers for Special camps or any project, the policy decided by the Programme officer/ Principal of the college for selection, will be binding on all the volunteers.
- n) Volunteers should carry their NSS diary and NSS badge with them while working in the project and it should be shown to the competent authority as and when demanded.

WORKING OF THE NSS DEPARTMENT / COMMITTEE:

- a) Strategic perspective plans need to be submitted by the committee along with estimated budget prior to the commencement of the academic year.
- b) Any NSS events will be planned in association with other committees.
- c) The committee is therefore entrusted with the planning and scheduling of community activities for the academic year. (Tentative dates to be included in the academic calendar of the college.)
- d) The Coordinator of the committee shall conduct informal meetings at regular intervals to discuss and allocate tasks.
- e) The committee needs to prepare the annual budget/individual event budget, keeping in mind the various events to be held over the course of the academic year.
- f) The committee would have to submit the bills and invoices for all expenditures involved to the accounts section.
- g) The committee is responsible for communicating the report for uploading on college website or arranging for press release.

RESPONSIBILITIES OF THE DEPARTMENT/ COMMITTEE

The Department and the Committee will be responsible for rolling out activities. Some of the activities are:

- a) Orientation & Registration program to the first-year students.
- b) Organizing UGC recommended activities as per Minister of Education NSS calendar.
- c) Awareness program about general fitness, nutrition and health.
- d) Organizing awareness program for save water, environment and cleanliness drive.
- e) Organizing NSS activities.

THE PROCEDURE TO ORGANIZE NSS ACTIVITIES ARE AS FOLLOWS

- a) To obtain formal permission from the College authorities to arrange programs.
- b) To decide the date, time and agenda of the programs.
- c) To inform members of staff and volunteers about the events.
- d) To invite the Chief Guest and other guests of honor.
- e) To prepare notice board displays, invitations, brochures, certificates etc.
- f) To arrange the venue and logistics.
- g) To arrange mementos for guests and trophies, medals and certificates for the participants.
- h) To train students in various competencies required for conducting the programme-like prepare the ground, stage, compering, giving the welcome address, vote of thanks etc.

RECORDS TO BE MAINTAINED BY THE COLLEGE NSS UNITS

Every NSS Unit is required to maintain the following records for the period of at least 3years. However a separate file should be mention for preserving the certified list of volunteer completing 120 hours of NSS work forever.

1. Enrolment Register / Register of Enrolment Forms: The NSS Unit should maintain a separate register for keeping the record of the enrolled students or may get enrolment frombound which may serve ready reference for future.

2. Project register and Record of Attendance of Volunteers: This register should contain complete information on each project / agency names of the student. Volunteers working with Project / agency and their attendance. However, if it is not possible to maintain the attendance record in the same register only names of the volunteers participated in the project be mentioned in the register and attendance register may be maintained at the agency or at work site.

3. Minutes Book: The Programme Officers should record the minutes of the meeting of the College Advisory Committee in the minute's book. This would help the suitable follow up action.

4. NSS Volunteer Diary: The diaries supplied by the University should be maintained by the volunteers and should be submitted to the Programme office at the end of the year with

necessary entries on the last page. These diaries should be preserved by the Programme Officers for future reference.

5. Dead Stock Register: A stock register listing separately the consumable and non-consumable items should be maintained by every NSS Unit covering the necessary entries mentioned in Appendix- G of the accounts.

6. Account's Register: The College should maintain the Account Register containing the following accounts.

(1) Cash Book: It should show all the expenses incurred by the Unit.

(2) Other Accounts: The entries of the cash book should be transferred to suitable accounts. The total expenses incurred under these heads should be equivalent to the expenses shown in the cash book.

Following are the other accounts:-

- a. Refreshment Account,
- b. Travelling Account,
- c. Pre-Post Camp expenses,
- d. Purchase of inventory/Dead Stock Account,
- e. Photo / honorarium to resource person,
- f. Stationary expenditure,
- g. Out of Pocket Allowances Account,
- h. Miscellaneous Account.

VOLUNTEERS ENROLMENT CODE (VEC)

- A.** The first two alphabets represents the State i.e. **MH** stand for Maharashtra.
- B.** The next two digits represent the University – University of Mumbai code is **09**.
- C.** The next three digits represent the College NSS unit- This code will be given by the University NS Cell.
- D.** The next two digits represent the First Year of the enrolment. Example, the students enrolled in 2008 will be given code **08** & the student enrolled in 2009 will be given code **09**.
- E.** The last three digits represent the serial number of the NSS Volunteer.

F. For illustration, a VEC number MH09 015 07 025 would mean the NSS volunteer is 25th in serial 08 (2008) enrollment belongs to the 15th College NSS Unit in University of Mumbai (09) in Maharashtra (MH).

NSS WORK DIARY

- 1.** Work diary of NSS volunteers will be supplied by NSS Cell on receipt of requisition from colleges. The diary contains the information regarding aims and objectives of NSS, Volunteer Identity Card and the record of daily work done in various projects.
- 2.** The diary should be maintained regularly and the volunteers should get it signed from project in charge / N.S.S students' leader / NSS Programme officer / Authorities from the institution before leaving the work site.
- 3.** The Middle page is meant for recording the summary of work done in NSS during the year by the volunteer i.e. Work Record Card and it should be filled by the respective student at the end of the year under the guidance of Programme Officer.
- 4.** Maintenance of this diary is compulsory for all volunteers and they are required to carry this diary while working in the field and it should be used as NSS Identity Card.
- 5.** The diaries should be collected from the volunteer by the Programme Officer at the end of the year and should be kept ready for inception while submitting the reports / documents.