

## **NSS SPECIAL CAMP GUIDELINES OF CHSE,ODISHA.**

### **1. No. of campers:**

**25 NSS Volunteers, 02 non-student volunteers & 01 Programme Officer should participate in the camp and must stay at night in the campsite.**

### **2. Campsite :**

**The campers should stay in school / club house / community hall etc. of NSS (adopted) village (not in college campus under any circumstances).**

### **3. Camp Environment:**

**a) The place of stay must be neat and clean.**

**b) The following materials to be displayed in and around of the campsite.**

- i) A fresh banner showing the camp duration, name of village, College address, with NSS logo etc. (The practice of displaying old banner to be avoided).**
- ii) Action photographs of the previous camps/ activities for encouragement of new volunteers.**
- iii) A complete list of volunteers, class, Roll No. etc in a big chart paper.**
- iv) General information of the NSS village- institutions of the village, main festivals, literacy rate, financial condition, name of the dignitaries of the village etc. in a chart paper.**
- v) Project list in a chart paper (Detail work schedule of 7 day camp activities).**

### **4) Reporting before commencement of camp:**

**Report before one day of commencement of camp (by 5.00 p.m.)**

**The detailed report showing name of the institution with address, name of P.O, list of campers, name of village head, along with contact telephone No., camp duration etc. to be sent to following three quarters through e-mail or by fax only.**

**i) Programme Coordinator, NSS, CHSE,Odisha, - E-Mail-[nsschseo@rediffmail.com](mailto:nsschseo@rediffmail.com) or nsschseo@ nic.in  
Fax – 0674 – 2301152**

**ii) Head of Office, NSS Regional Centre, - [E-mail-nssbbsr@gmail.com](mailto:E-mail-nssbbsr@gmail.com), Fax-0674-2360439**

**iii) S.L.O-Cum-Dy.Secy. to Govt. Deptt. of Higher Education, - E-mail-hedsec2010@gmail.com , Fax-0674-2394275**

**In case of non receipt of the above cited report by the stipulated date and time it will be treated that camp is not organised. Accordingly a fresh B.D in favour of Secretary,CHSE,Odisha,Bhubaneswar payable at Bhubaneswar should be made and returned to the undersigned immediately.**

### **5) Activities:**

- a) The camp must go by the project. Innovative programmes like computer literacy, fire fighting, disaster management, kitchen garden etc. be carried out.**
- b) Local Govt. officials / dignitaries / resource persons must be invited to witness the programme and to encourage the villagers & volunteers**
- c) The camp must end in a simple ceremonial way. Certificate of participation should be distributed among the volunteers.**

- 6) **Records to be maintained:-**Attendance register of volunteers, cash book, visitors book, project register, work Register and produce them at the time of visiting officials on demand.
- 7) **Monitoring & Supervision:-** The Principals are requested to encourage the Programme Officer & volunteers at the time of camp. They also may visit personally to look after the activities.

Further the Council has assigned some authority to Programme Officers/ District Programme Officers/ leading Principals/ Member, NSS Advisory Committee to visit camps along with other NSS functionaries. The Programme Officers/ Bureaus shall cooperate the visiting officers.

- 8) **Final reporting:-** The final report should be furnished to the P.C.NSS within 15 days after completion of the camp as details below:-
  - a) Report duly filled in the proforma ( special camp report proforma to be down loaded from the NSS website-<http://ori.nic.in/chseonss>)
  - b) Date/Day-wise detailed activities report.
  - c) Xerox copy(s) visitors remarks.
  - d) Action photographs (Indicating name of institution, purpose of the photograph & date on back side of the photograph).
  - e) Volunteers Signatures.
  - f) Utilisation certificate, Expenditure Statement in original along with photocopies of the bills & vouchers.
  - g) Details of S.C/S.T. NSS Volunteers participated.
  - h) Press clippings.
- 9) **Enquiry-** For any clarification/suggestion please contact to the Programme Officer at Tel.No.0674-2301152,(Mob) 09437231065.