

RULES REGARDING CONSTITUTION OF NATIONAL SERVICE SCHEME COMMITTEE

*(Approved by the Executive Council in its 5th meeting
held on 16.7.2009 vide Agenda Item No.21)*

CONSTITUTION OF THE NATIONAL SERVICE SCHEME COMMITTEE

I. Name and Composition

There shall be a “Pt.B.D.Sharma University of Health Sciences National Service Scheme Committee” hereinafter called Pt.B.D.Sharma University N.S.S. Committee for regulating the National Service Scheme activities by the students, members of the staff in its constituent and affiliated colleges within the territorial jurisdiction of the University. It shall be constituted as follows:

1. Vice-Chancellor (Chairperson)
2. [1] **Deleted**
3. Director, PGIMS, Rohtak (Member)
4. Registrar (Member)
5. Director, Medical Education & Research, Chandigarh (Member)
6. Director General Health Services, Haryana (Member)
7. Dean, Students' Welfare (Member)
8. Principal, PGIDS, Rohtak (Member)
9. Asstt. Programme Adviser, N.S.S. Zonal Centre, Chandigarh (Member)
10. Six Directors/Principals one each from affiliated Medical Colleges, Dental Colleges, Nursing Colleges, Pharmacy Colleges, Physiotherapy Colleges. (Members)
(to be nominated by the Vice-Chancellor).
11. Six NSS Programme Officers to be co-opted in the Pt.B.D.Sharma University N.S.S. Committee by the Vice-Chancellor on the recommendations of the Programme Co-ordinator, N.S.S. (Members)
12. Two representatives of the students to be nominated by the Vice-Chancellor (Members)
13. Programme Co-ordinator, N.S.S. (Member-Secretary).
The tenure of the nominated members shall be two years

II. Objectives

The objectives of the committee will be the same as that of the National Service Scheme which are as follows:-

- (a) Overall objective of the Pt.B.D.Sharma University N.S.S. is educational; service to the community is the activity through which this objective is sought to be achieved. The more specific objectives of the National Service Scheme are to arouse the students' social conscience and to provide him/her with the opportunity:-
 1. To work with and among people;
 2. To engage in creative constructive social action;
 3. To enhance his/her knowledge of himself/herself and the community through a confrontation with reality;

4. To put his/her scholarship to practical use in mitigating at least some of the social problems; and
5. To gain skills in programme development to enable him/her to get self-employed.

III. Programmes and Activities

To achieve the aims and objects enumerated in para II above, the following programmes and/or activities may be undertaken subject to the availability of resources financial or otherwise :-

- (a) Projects in the Area of Education :
 - (i) Helping younger students with studies;
 - (ii) Organising science clubs;
 - (iii) Organising a library and/or a book bank; and
 - (iv) Organising exhibitions, etc.
- (b) Projects in the Area of Recreation:
 - (i) Making, renovating, collecting and distributing toys, picture books etc. to small children in institutions, hospitals etc.;
 - (ii) Conducting play groups for children;
 - (iii) Organising competitions and contests;
 - (iv) Organising student show as entertainment for institutionalized persons;
 - (v) Organising hobby clubs, crafts training, dramatic groups/clubs etc.; and
 - (vi) Organising celebrations on inter-community basis etc. etc.
- (c) Projects in the Area of Health :

In and outside hospitals; assisting patients in the hospitals, assistance in blood bank, drug bank and follow up of patients discharged from the hospitals.
- (d) Campaign Projects:
 - (i) Literacy campaign;
 - (ii) National integration campaign.
 - (iii) Cleanliness in slums and disease eradication campaign etc. etc.
- (e) Camp Projects:

Work camps (social projects etc.) in which physical labour or sramadan is involved.
- (f) Any other project or activity within or outside the University or College Campus, suggested by the Officer-in-charge and approved by the Committee.

IV. Duties and Powers of the Pt.B.D.Sharma University N.S.S.Committee.

The duties and powers of the Pt.B.D.Sharma University National Service Scheme Committee shall be :-

- (1) to make rules for the organisation, conduct and control of the N.S.S. activities in the light of Govt. Schemes, instructions and directions;
- (2) to interpret and enforce its rules and to give decisions and rulings on any point of these rules;
- (3) to frame bye-laws consistent with its rules and Govt. directives and to appoint sub-committee/committees;

- (4) to receive and spend/utilise Govt. (both Central and State Govts.) grants and necessary funds or help from the University for National Service Scheme activities and utilise the same according to rules and budget estimates;
- (5) to consider and pass its annual budget and the general programme in the light of Government grants and other resources;
- (6) to appoint whole-time or part-time staff and decide, enhance or reduce their pay and grades or remuneration/honorarium in the light of provisions made in the National Service Scheme by the Government;
- (7) to take decisions on any matter concerning N.S.S. which are not covered by the constitution or rules framed thereunder;
- (8) to raise and spend funds and to sanction re-appropriations of funds from one budget head to another;
- (9) to write off irrecoverable dues and items of stock etc. costing more than Rs.250/-;
- (10) to sanction all payments required to be paid for implementation of National Service Scheme programmes;
- (11) to allocate funds to the colleges and develop system of audit;
- (12) to fix quota of students for colleges;
- (13) to sponsor service projects on inter-collegiate basis;
- (14) to function as a liaison agency between the Ministry of Education, State Govt. and the Colleges; and
- (15) to co-ordinate N.S.S. Programme in the University.

V. Duties and Powers of the office bearers

The duties and powers of the office bearers shall be as follows :-

(a) Chairperson:

1. The Chairperson shall preside over all the meetings of the Pt.B.D.Sharma University National Service Scheme Committee.
2. He shall have the power to sanction as expenditure over Rs.1000/- at a time in case of an individual item and/or any amount subject to budget restrictions.
3. He shall have the power to make appointments, fixing salary/remuneration according to availability of funds in anticipation of the approval of the Pt.B.D.Sharma University N.S.S. Committee.
4. He shall have the power to sanction all journeys concerning Pt.B.D.Sharma University N.S.S. performed by the Programme Co-ordinator and members of the Pt.B.D.Sharma University N.S.S. Community except the staff of the office of the Programme Co-ordinator.

Note:- In the absence of the Vice- Chancellor (Chairperson), the officer who will be looking after the duties of Vice-Chancellor will preside over all the meetings of the committee.

(b) Programme Co-ordinator/ Secretary :

1. He shall attend to all correspondence pertaining to the National Service Scheme and give effect to the resolutions of the Pt.B.D.Sharma University N.S.S. Committee.

2. He shall issue agenda and notices of meetings with prior approval of the Chairperson and record the minutes of the same and shall be responsible for their maintenance.
3. He shall be the over-all in-charge of all records and registers of Pt.B.D.Sharma University N.S.S.
4. He shall be custodian of all property of Pt.B.D.Sharma University National Service Scheme.
5. He shall have an imprest of Rs.500/- with him to be recouped from time to time. He is empowered to incur an expenditure of Rs.1000/- on any item at a time. He shall also be in-charge of all finances of the Pt.B.D.Sharma University N.S.S. He shall maintain accounts and present the statement of accounts duly audited by the University auditors.
6. The Programme Co-ordinator shall approve the tour programme of his office staff.
7. The Programme Coordinator shall be responsible for the release of N.S.S. grants to the Colleges and shall also supervise and guide the implementation of the N.S.S. in the colleges.
8. He shall maintain and operate Bank Account of the Pt.B.D.Sharma University N.S.S.

VI. Bank Account

The funds of the Pt.B.D.Sharma University National Service Scheme shall be kept in a Saving Bank Account with the State Bank of India in the name of the Programme Co-ordinator N.S.S.

VII. Audit

The accounts of the Pt.B.D.Sharma University N.S.S. will be pre-audited by the Controller of Finance. The Controller of Finance shall also be responsible for the audit of the N.S.S. accounts of the colleges receiving N.S.S. grants from the Pt.B.D.Sharma University National Service Scheme. The audited accounts shall also be placed for approval at the annual meetings.

VIII. General Meetings

- (a) Annual meetings of the Pt.B.D.Sharma University N.S.S. Committee shall be held in the month of February or as soon as thereafter as may be possible every year. It shall be convened on the date and at a place and time to be determined by the Chairperson. The Secretary shall give seven days notice which shall be despatched by post, Under Postal Certificate to all members or by hand, if local. The business transacted at this meeting shall include passing of the Budget Estimates and the general programme of N.S.S. activities for the ensuing year and amendment of old rules or enactment of new rules or bye-laws of the Pt.B.D.Sharma University N.S.S. Committee,
- (b) The Chairperson may at his discretion call the meeting of the Pt.B.D.Sharma University N.S.S. Committee to transact the unfinished business as may be considered necessary in the course of the year. At least seven days notice shall be given to all the members regarding such meetings.
- (c) One-third of the members shall form a quorum at all meetings.
- (d) All decisions shall be taken by a simple majority vote and in the case of tie, the Chairperson shall have a casting vote.
- (e) Voting by proxy shall not be permissible.
- (f) No individual member shall exercise more than one vote except the Chairperson who shall have a casting vote as above.

(g) No act or proceeding of this Committee shall be invalidated merely by reason of the existence of vacancies among its members.

(h) The Pt.B.D.Sharma University N.S.S. Committee shall be empowered to take decisions on call matters concerning N.S.S. which are not covered by the above Constitution and also to amend this Constitution if and when necessary.

REFERENCES OF AMENDMENTS/INSERTIONS/SUBSTITUTIONS

1. Amended by EC in 45th meeting held on 27.06.2022 vide Agenda Item No.45.23.

