



**MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL**  
(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)  
Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin - 741249  
City Campus: BF-142, Sector -I, Salt Lake, Kolkata -700 064

**NOTICE**

No. 8.1/MAKAUT/Regis./NSS(Pgrm.Coordntr)/2021

Dated: 4.8.2021

Applications are invited for the post of Programme Coordinator, NSS University Cell, MAKAUT, WB having the pre-requisite qualifications as follows:

1. Applicant has to be a faculty of the University not below the rank of Associate Professor.
2. Must have been a Programme Officer (NSS) for atleast 3 years.
3. Not more than 50 years of age at the time of selection as Programme Coordinator.

This notice is being issued as per Regional Director, Government of India, Ministry of Youth Affairs & Sports, Regional Directorate of NSS, 3 Church Lane, Kolkata-700001 issued manual enclosed alongwith.

Dr. Partha Pratim Lahiri,  
**Registrar, MAKAUT, WB.**

### Chapter - 3 : ADMINISTRATIVE STRUCTURE AT UNIVERSITY LEVEL

The National Service Scheme covers students at the level of higher education. Thus the administrative structures of the higher education have the responsibility of looking after NSS and its implementation at college/school/universities level. The successful functioning of NSS cell at University level will give impetus for proper implementation of NSS in the unit level.

#### 1. NSS University Cell

Every University should have an NSS Cell to supervise and coordinate NSS Programme in Colleges affiliated to it.

- 1.1. The Universities having strength of more than 10000 NSS volunteers should have full time programme coordinators. The Universities having strength of less than 10000 NSS volunteers may have part time programme coordinators.
- 1.2. NSS being an academic extension programme the University will provide necessary infrastructure and other facilities like telephone, office and office equipment and secretarial assistance for the smooth functioning of the cell.
- 1.3. The cell will function under the Vice-Chancellor, the Programme Coordinator, NSS will be incharge of the cell and the main executive functionary.

#### 2. Programme Coordinator

The Programme Coordinator is the key functionary as far as NSS is concerned. Therefore, a dedicated and devoted Programme Coordinator can plan, execute and evaluate the NSS activities in a proper perspective. The Programme Coordinator will execute all administrative and policy directives of the government, decisions of the State Advisory Committee and University Advisory Committee. The NSS programme will be prepared in the light of the guidelines issued by the Government of India.

##### 2.1 Selection of the Programme Coordinator

The selection of the Programme Coordinator will be made by the Selection Committee as per the following procedure :-

- (a) The vacancy of the post will be advertised in local and National dailies.
- (b) The suitable candidates will be interviewed by the Committee. At least 5 persons should be short listed for interview.
- (c) The candidate will be selected by the Committee constituted for this purpose.

##### 2.2 Composition of the Selection Committee

(a)	Vice Chancellor/Head of Institution	Chairperson
(b)	Secretary of the Department dealing with NSS His/her nominee	Member
(c)	Head of NSS Regional Centre not below the rank of Dy. Programme Adviser/Asstt. Programme Adviser	Member
(d)	Registrar of the University	Member Secretary

### 2.3 Qualifications of the Programme Coordinator

- (a) Reader/senior lecturer in the University or affiliated college.
- (b) Principal of affiliated college, of the status of Reader, with NSS back ground.
- (c) Must have been a Programme Officer(NSSO for at least three years.
- (d) Must have undergone NSS orientation in a TOC/TORC.
- (e) Not more than 50 years of age at the time of selection as Coordinator.

### 2.4 Term/Tenure of the Programme Coordinator

The Programme Coordinator will be appointed on deputation/short term contract for the period of three years extendable by one year further. No Programme Coordinator will be appointed on Permanent basis.

### 2.5 Functions of the Programme Coordinators

- (a) To assist and guide the NSS unit for implementation of NSS programmes at college level.
- (b) To help in organising camps, training and orientation programmes for the NSS leaders.
- (c) To visit the NSS units for monitoring and evaluation.
- (d) To ensure implementation of NSS Regular activities and special camping programmes.
- (e) To ensure timely release of grants to colleges.

- (f) To submit the reports and returns to Programme Adviser, Regional Centre, State Liaison Officer and TOC/TORC.
- (g) To ensure selection of new Programme Officers as per guidelines and ensure their orientation within the stipulated period.
- (h) To submit half yearly reports and other information required to Government of India, Regional Centre and State Liaison Officer on the prescribed proforma.
- (i) To have liaison with Regional Centre and State Liaison Officer and TOC/TORC for the implementation of NSS programme.
- (j) To bring out documents and reports on the achievements of NSS.

**3. Pattern of expenditure at University Level**

- (a) The Programme Coordinator may incur expenditure on NSS cell as per pattern of financial expenditure sanctioned by the Government of India as given in part (viii) dealing with "finances and accounts" in this manual.
- (b) The Programme Coordinator will get the budget approved by the University Advisory Committee on NSS.
- (c) As the financial pattern of expenditure falls in the category of administrative and policy directives, the Universities are requested to strictly adhere to it.

**4. Appointment of Assistant Programme Coordinator**

It has been noticed that some Universities have appointed full time Assistant Programme Coordinators in their NSS Cells. The appointment of full time Asstt. Programme Coordinators violates the administrative and financial directives regarding the expenditure on NSS. The appointment of staff other than those authorized by the administrative and policy directives is not admissible.