

Constitution of the IIT Delhi Chapter of National Service Scheme

Chapter 1

Terms of Reference and Objectives

TERMS OF REFERENCE

1-A-1

The IIT Delhi chapter of the National Service Scheme (hereinafter called the NSS IITD or the Board), is institutionalized under the Ministry of Youth Affairs & Sports Govt. of India.

1-A-2

The NSS IITD will incorporate the philosophy and objectives as laid down by the National Service Scheme, Govt of India Manual and will be guided by the same philosophy in all its activities.

OBJECTIVES

1-B-1

The broad objectives of NSS IITD volunteers, in line with NSS Manual, are to:

- (i) understand the community in which they work
- (ii) understand themselves in relation to their community;
- (iii) identify the needs and problems of the community and involve them in problem solving process;
- (iv) develop among themselves a sense of social and civic responsibility;
- (v) utilize their knowledge in finding practical solution to individual and community problems;
- (vi) develop competence required for group living and sharing of responsibilities;
- (vii) gain skills in mobilizing community participation;
- (viii) acquire leadership qualities and democratic attitude;
- (ix) develop capacity to meet emergencies and natural disasters and
- (x) practice national integration and social harmony.

1-B-2

With the motto or watchword of National Service Scheme (NSS) – ‘NOT ME BUT YOU’, NSS IITD aims to motivate students at IITD to indulge in nation building activities through various events and projects which are aimed towards the benefit of people in and around IIT Delhi. We share the belief that such activities are almost always means of great satisfaction and joy.

1-B-3

NSS IITD also offers a course NSN100 to Undergraduate Students at IIT Delhi, and students can select NSS IITD and complete 100 hours of social service under supervision of NSS IITD, as a degree requirement.

Chapter 2

Composition of the NSS IITD and tenure of its office bearers

COMPOSITION AND ELIGIBILITY

2-A-1

NSS IITD as an independent body shall form a union with institute's faculty and students as members for both planning and executing the event/activities with the help of IITD community. It shall function as per the hierarchy mentioned below to ensure smooth conduction of any NSS activity carried either within IITD campus premises or outside the campus but organized under NSS IITD.

1. Co-ordinator, NSS IITD
 - Faculty at NSS IITD
2. General Secretary, NSS IITD
 - The number of General Secretaries will be decided by Co-ordinator NSS IITD, in consultation with immediate past General Secretaries
 - 4th Year or senior student at IIT Delhi
3. Immediate Past Coordinator, NSS IITD
4. Faculty advisors for different domains of NSS IITD
5. Secretary, NSS IITD
 - The number of Secretaries will be decided by Co-ordinator NSS IITD, in consultation with incumbent General Secretaries
 - 3rd Year or Senior student at IIT Delhi
6. Executive, NSS IITD
 - The number of Executives will be decided by Co-ordinator NSS IITD, in consultation with incumbent General Secretaries
 - 2nd Year or Senior student at IIT Delhi
7. Post Graduate Representative
 - The number of Post Graduate Representatives will be decided by Co-ordinator NSS IITD, in consultation with incumbent General Secretaries
 - Post Graduate Student at IIT Delhi
8. Immediate Past General Secretaries NSS IITD
9. All the students of IIT Delhi can be involved with projects of NSS IITD as Volunteers.

OFFICE BEARERS

2-B-1

The NSS Faculty Co-ordinator shall play the role of a guide and a leader for the NSS Office and is appointed by Director IIT Delhi. The NSS Faculty in-charge drives the overall vision of NSS and encourages student involvement in various activities carried by the board. The Co-ordinator will chair all meetings of NSS IITD.

2-B-2

The General Secretary shall be Convener of all Board Meetings. The General Secretary shall be responsible for all projects, activities and collaborations of NSS IITD.

TERM OF OFFICE

2-C-1

The term of office of all the selected student members shall normally be one academic year, expiring on the day the new Board is formed. In case the new team formation is delayed, the current team shall continue to hold office and all responsibilities.

2-C-2

The term of office of Co-ordinator shall end only when a new Co-ordinator is appointed by Director IIT Delhi. In case of unavailability of Co-ordinator NSS IITD due to short leave or any other reason, the coordinator can designate the immediate past Co-ordinator or any of the faculty advisors as the signatory for all Board activities until Co-ordinator NSS IITD is back.

Chapter 3

Domain of Work

DOMAINS

3-A-1

NSS IITD will have projects in following 5 broad domains:

1. Education
2. Health
3. Innovation
4. Environment
5. Society

3-A-2

All projects and events undertaken by NSS IITD shall be a part of any one or more domains as listed above. Faculty advisors can be appointed for the domains by Director IITD in consultation with Co-ordinator NSS IITD.

3-A-3

Introduction of new projects and/or project domains in NSS IITD or scrapping of old projects/domains can be done by Co-ordinator NSS IITD in consultation with General Secretaries NSS IITD.

3-A-4

The addition of new projects would require a presentation for the project before the NSS Administrative Committee. The selection of new projects would be based on relevance, availability of workforce and feasibility and the right to select new projects and domains shall completely lie in hands of NSS coordinator, in consultation with General Secretaries. The same would be true for collaborations with any organisation outside IIT Delhi.

INTERNSHIP POLICY

3-B-1

NSS IITD can float summer or winter internships in any of its on-going project.

3-B-2

NSS IITD can also collaborate with any external organization working in social domain to float summer and winter internships.

3-B-3

Self Arranged Internships: The students of IIT Delhi, as volunteers of NSS IITD, can take up an internship with any registered NGO/social-organization in India, with prior permission from NSS IITD. The work should include mostly on-ground activities related to domains of NSS IITD.

3-B-4

Any internship done without prior permission from NSS IITD would not be considered as an activity under NSS IITD. A verification from highest authority in NGO with NSS IITD will be compulsory for prior approval, and the NGO should be registered with Govt of India or corresponding state Governments and should have a working website.

3-B-5

NSS IITD is not bound to issue separate certificates for internship.

Chapter 4

Functions and Working

4-A-1

NSS IITD will generate opportunities for students of IIT Delhi to volunteer in activities of social service and nation-building through community service.

4-A-2

The projects of NSS IITD shall be led by a team of Secretary and Executives and PG Representatives who will be responsible to see the overall working, execution and management of volunteers of respective projects.

4-A-3

The Board shall be responsible for the overall organization of all its events and welfare activities and shall set guidelines for the same.

4-A-4

The Board shall implement policies framed under Article 4-A-1 by allotting funds for different uses in a manner that is beneficial to the stakeholders and would contribute towards aims of NSS IITD. The Co-ordinator NSS IITD in consultation with General Secretaries NSS IITD shall be solely responsible for allotting funds for different activities and projects taken up by NSS IITD.

4-A-5

Monetary exchange as honorarium to external bodies/individual as a speaker or for holding workshops or events shall be avoided.

4-A-6

The Article 4-A-5 can be superseded by Co-ordinator NSS IITD in consultation with General Secretaries NSS IITD if deemed fit in case of extraordinary situations or events.

Chapter 5

Permanent Committee

NSS MANAGERIAL COMMITTEE

5-A-1

The NSS Managerial Committee shall be composed of:

1. Co-ordinator NSS IITD
2. General Secretaries
3. All Secretaries of NSS IITD
4. Faculty Advisors

5-A-2

The NSS Managerial Committee meeting shall be convened at least twice every semester by General Secretaries.

5-A-3

The Managerial Committee shall co-ordinate all the activities of the board and review every activity of the board. It will evaluate the performance of the board in every sphere and come up with new ideas.

NSS ADMINISTRATIVE COMMITTEE

5-B-1

The NSS Administrative Committee shall be composed of:

1. Co-ordinator NSS IITD
2. Immediate Past Co-ordinator NSS IITD
3. General Secretaries

5-B-2

The Administrative Committee shall address any complaints against the board or any of its members including the General Secretaries.

Chapter 6

Appointments and Removal

SELECTION

6-A-1

The General Secretaries of NSS IITD will be selected by a panel comprising of members of the NSS Administrative Committee. Special Invitees can be added to the panel by the NSS Administrative Committee.

6-A-2

The Secretaries, Executives and PG Representatives of NSS IITD will be chosen by a panel comprising of NSS Administrative Committee and the General Secretaries Designate. Special Invitees can be added to the panel by the NSS Administrative Committee.

REMOVAL

6-B-1

The NSS Co-ordinator in consultation with General Secretaries, shall be responsible to remove any team member upon violation of Honour Code or inefficiency in work.

Chapter 7

Volunteering with NSS IITD

VOLUNTEER SELECTION

7-A-1

All students of IIT Delhi are eligible to volunteer in activities of NSS IITD.

7-A-2

The volunteer selection for any regular volunteering project shall be done by the Secretary heading the project in consultation with Executives involved in the said project.

VOLUNTEERING DUTIES

7-B-1

The volunteers of NSS IITD shall be responsible for the activity they are doing under a specific project and regularity and diligence shall be expected from them towards the same.

7-B-2

The Volunteers of NSS IITD are representing NSS IITD in front of its stakeholders and hence shall be expected to act professionally with decency. Any inappropriate or aggressive act shall be termed a violation of Honour Code.

7-B-3

The volunteers shall be expected to be regular in the projects and continuous irregularity could invite strict action by NSS IITD.

Chapter 8

Course NSN 100

8-A-1

NSS IITD floats a non-graded course NSN100 for all Undergraduate students in IIT Delhi.

8-A-2

The students registered for NSN100 should complete 100 hours (or more as per hours policy) for social work under NSS IITD.

8-A-3

The students should submit a report of their volunteering activities after completion of hours requirement.

Chapter 9

Hours Policy for NSN100

9-A-1

NSN100 is a course and an essential component in degree requirement for Undergraduate students who have opted for NSS.

9-A-2

Classification of activities:

9-A-2-1

Ground Events - The events/activities in which a Volunteer is at the delivering end and works on the ground and impacts the stakeholders directly.

9-A-2-2

Non-Ground Events - The events/activities in which a Volunteer is at the receiving end in a lecture session/workshop/meeting/discussion.

9-A-3

The Course Guideline of NSN100 states that students have to complete 100 Hours in their first 4 semesters i.e. by the end of the second year. The requirement of 100 hours can increase as per rules for defaulters in Hours Policy of NSS IITD. The Hours Policy will be available on NSS IITD website (nss.iitd.ac.in) and shall be maintained by NSS Administrative Committee.

9-A-4

NSS Volunteers are entitled to file an Hours Complaint through NSS IITD website. NSS IITD will not be bound to entertain complaints regarding the hours for projects/events after 1 month of updating of hours of the same.

Chapter 10

Feedback/Grievances

10-A-1

All feedback or grievance with respect to activities of NSS IITD can be directed to the NSS Coordinator or General Secretaries.

10-A-2

The General Secretaries shall be responsible to act on the grievance/complaints.

Chapter 11

Certification Policy

NSN100 FOR UNDERGRADUATE STUDENTS

11-A-1

All Undergraduate Students registered under NSS shall be expected to complete at least 100 hours of social service in accordance to Chapter 9 to get 'S' grade in NSN100. In case of applicability of penalty, the 100 hours requirement will increase in accordance to Hours Policy as redirected in Chapter 9.

11-A-2

The IITD Gradesheet with 'S' grade for NSN100 shall be sufficient to assure that the bearer is a bonafide volunteer of NSS IITD and no other Certificate shall be issued for volunteering under normal circumstance.

NSS VOLUNTEERING FOR POSTGRADUATE STUDENTS

11-B-1

The Post Graduate Students shall be entitled to get Certification of acknowledgement as a NSS Volunteer upon their successful completion of a minimum number of hours of NSS Volunteering, as mentioned in Hours Policy of NSS IITD (redirected in Chapter 9).

NSS IITD BEST VOLUNTEER

11-C-1

NSS IITD shall confer annual awards of NSS Best Volunteer.

11-C-2

The NSS Managerial Committee will choose the Best Volunteers for the session among the applied participants.

NSS IITD EXCEPTIONAL VOLUNTEER

11-D-1

Any NSS Volunteer with more than 200 hours of Social Service as a student of IITD shall be entitled to get a Certificate for NSS IITD EXCEPTIONAL VOLUNTEER.

Chapter 12

Honour Code

12-A-1

As NSS IITD being a body of prestige and importance, volunteers shall be given due respect and shall be expected to work only in activities for social welfare or getting exposure to social activities, while working under umbrella of NSS IITD.

12-A-2

The NSS Team Members (Article 2-A-1) and Volunteers registered under NSS (Article 1-B-3) shall be expected to have decent behaviour when interacting with stakeholders and beneficiaries of NSS IITD, and any act against it or any unethical activity while representing NSS IITD, shall be deemed as a violation of Honour Code.

12-A-3

Fraudulent Cases: An hours-penalty and strict action shall be taken if any fraudulent case of volunteering is found. Depending on the nature of the violation, the matter can be raised to the disciplinary Committee by the NSS Coordinator.

Chapter 13

Protector of Constitution

13-A-1

The NSS Administrative Committee (Article 5-B-1) shall be regarded as the protector of the Constitution.

13-A-2

Protectors of constitution must see that all the activities of the NSS IITD are carried out in accordance to the constitution and must address to the complaints and grievances of the NSS volunteers.

13-A-3

The protector shall have the power to refer any case of Honour Code Violation to the Disciplinary Committee IITD for further Action.

Chapter 14

Amendments in Constitution

14-A-1

Any amendments in Chapter 1 and Chapter 14 shall require approval of Co-ordinator NSS IITD and Director IITD.

14-A-2

The chapters other than those mentioned in Article 14-A-1 can be amended by Co-ordinator NSS IITD in consultation with General Secretaries NSS IITD. An appendix has to maintained for all amendments to Constitution, since its inception.