

## EXTRA CURRICULAR ACTIVITIES COMMITTEE

### a) Sports Advisory Committee

#### Composition

1. Principal
2. Vice-Principals
3. Directresses of Physical Education
4. Sports Secretary
5. Student Representatives from each UG Department
6. One Student Representative PG Departments
7. College Office Representative

#### Term

One Year

#### Meeting

Once in a month

#### Functions

1. Create a scope for cultivation of skill in games and sports.
2. Arrange physical fitness programmes.
3. Plan various sports activities and encourage participation in tournaments organised at various levels.
4. Keep the First Aid kits functional
5. Arrange competitive sports programmes and raise and administer funds
6. Select members for various teams to represent the College
7. Prepare sports schedule for the year
8. Plan the practice sessions for the various athletics and games
9. Prepare the Sports Day report
10. Celebration of Annual Sports Day
11. Escort the students to sports meet outside the College
12. Maintain discipline before, during and after the college assembly, recess, meetings, College functions, etc.
13. Check stock at the end of each academic year
14. Propose for the purchase of the required sports equipment for the ensuing academic year

### b) Cultural Committee

#### Composition

1. Principal
2. Vice-Principals
3. Seven staff representatives

4. Student Cultural Secretary
5. A student representative from each UG Department

#### **Term**

One Year

#### **Meeting**

Once in a month

#### **Functions**

1. Create an ambience for expression and development.
2. Conduct various level cultural competitions
3. Plan and schedule cultural events for the academic year.
4. Arrange for cultural presentation on various College occasions
5. Prepare the students for cultural competition outside the College
6. Select students to represent the College in and off-campus platforms
7. Responsible for all intra/intercollegiate cultural events in the College.
8. Procedure to organize cultural events:
  - To prepare the Annual Budget for the various cultural event.
  - To obtain formal permission from the College authorities to arrange a programme.
  - To decide the date, time and agenda of the programme
  - To inform members of staff and students about the event.
  - To arrange the venue and logistics (audio/video system, dais, podium).
  - To invite the Chief Guest and other dignitaries.
  - To arrange mementos for guests and gifts/certificates for the participants.

### **c) NSS Advisory Committee**

#### **Composition**

1. Principal
2. Vice-Principals
3. NSS Programme Officers
4. NSS Secretary
5. Three Student representatives

#### **Term**

Three Years

#### **Meeting**

Once in a month

## Functions

1. The Programme Officers must undergo an orientation course conducted by the University within one year of the date of selection.
2. Provides logistics and advisory support for execution of NSS Programmes
3. Prepares an annual calendar of NSS activities
4. Co-ordinates activities of NSS students
5. Ensures that NSS volunteers complete the prescribed 20 hours for orientation.
6. Divides the volunteers into different groups for projects.
7. Supervises the work of NSS volunteers.
8. Conducts periodic review meetings involving programme officers and students
9. Maintains necessary records and registers.
10. Responsible for the equipment and stores.
11. Spends funds as per financial rules.
12. Submits the records periodically.
13. Submits the accounts on time.
14. One Programme Officer will be in charge of a unit. Only those belonging to the teaching faculty will be considered for appointment as Programme Officers.
15. The Programme Officers will be responsible for the organization and implementation of NSS programme. She will be responsible to carry out instructions issued by the Programme Coordinator of the University, Regional Centre and State Liaison Officer. The College will provide necessary facilities for the storage of NSS materials and equipment.
16. The articles purchased out of NSS funds will be stored separately. Stores and equipment will be entered in the stock register. The register may be initialled by the Principal.
17. At the time of change over, the stocks and register have to be handed over to next Programme Officer as per the instruction of the Principal. The NSS programme is financed by the public fund. Hence the institution should maintain the financial records and register as per financial rules.
  - a) Enrolment Register
  - b) Project Register Undertaking projects and details of works
  - c) Stock Register
  - d) Record of attendance Regular activity and special camps.
  - e) Minutes book of the Advisory Committee.
  - f) Personal work diary of Programme Officer
  - g) NSS log book
  - h) Work diary of Volunteers
18. The Financial Records of NSS accounts will be maintained separately. The accounts regarding the receipt of NSS grants and their utilization will be maintained as per financial norms and is open for inspection. The Programme Officer will send periodical reports to the NSS Programme Coordinator and the report of special camp should be sent to Programme Coordinator.
19. There should be 120 hours of regular activity per year including campus work (30 hours) and those put in 240 hours per student will be eligible for NSS certificate. The Programme Officer can divide the volunteers into different groups and can be given specific projects/activities proper explanation about their activities has to be given.
20. Selection of the project depends on
  - a) considering the need of the society
  - b) availability of resources, raw material
  - c) availability of trained personal.

21. Ensures that the NSS volunteers are in a position to complete the project within the stipulated time.
22. Convenes the meeting of NSS Advisory Committee at the beginning of the academic session to prepare the action plan for the current year, review of the previous year's plan and project and approval of the budget of NSS units.
23. Prepares a calendar of activities of the NSS units and forward the copy to coordinator NSS Regional State Liaison Officer. Special project, if any, has to be mentioned.
24. Encourages new students to join NSS, communicating to them about NSS its objectives/aims/philosophy.
25. Conducts a three-day orientation programme for the volunteers about various aspects of community service, the role of youth in literacy, environment enrichment and conservation, drug abuse, health education, social service programmes, Village adoption programme, total literacy, plantation of trees, women & child development, etc., may be included.
  - Involvement of the volunteers in the prevention of communicable diseases with the help of local authorities.
  - Celebration of special days/ weeks with seminars, Symposia, lectures, public awareness drive, etc: NSS Day, International Literacy Day, Communal Harmony Day/Week, National Integration Day, Women's Day, Cultural Unity Day
  - Regular activities of 120 hours: Orientation to volunteers (20 hours) – Lectures, discussions, field visits, audio-visuals, developing playground, garden, planting trees, awareness programmes on drug abuse, AIDS, anti-tobacco, anti-alcohol, communicable diseases, etc.,
  - Community service (70 hours): Projects adopted for villages, hygiene, sanitation, waste management, wasteland development, health education, blood donation, cleanliness drive in and outside the campus, garbage disposal, etc.
  - Reach out during natural disaster/emergency.