

Website: www.jntuk.edu.in
Email: registrar@jntuk.edu.in



Phone: Off: 0884 -2300900
Fax: 0884 -2300901

JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA
KAKINADA-533003, Andhra Pradesh (India)
(Established by Andhra Pradesh Act No. 30 of 2008)

Lr. No: JNTUK/NSS/Inviting New Self-Funded NSS Units/22023-24 Date:11.10.2023

Dr. L. Sumalatha
M.Tech, Ph.D.,
REGISTRAR

CIRCULAR

To
The Principals of
Constituent and Affiliated Colleges,
J.N.T. University Kakinada,
Kakinada-533 003, Andhra Pradesh.

Sub:-Inviting applications for sanctioning of New Self Funded NSS Units – Reg.

All the Principals of the constituent and affiliated college are hereby informed that the application are invited for the sanction of new NSS Units under JNTUK from the year 2023-24. These units shall run as self-funding units for the first one year and based on the performance, the units may be converted to government funded units.

The Principals are informed to submit the duly signed application along with the details of the past activities to **the NSS Programme Coordinator, JNTUK, Kakinada on or before 31-10-2023.**

Encl: Application form for new NSS unit

REGISTRAR

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J.N.T. University Kakinada
Kakinada-533003



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY: KAKINADA
Kakinada-533003, Andhra Pradesh, India, www.jntuk.edu.in

APPLICATION FOR NEW NSS UNIT

1. Name of the College with address :
and phone No.

2. Year of establishment of the College:

3. Status of the college : Govt. / Autonomous / Affiliated

4. Strength of the teaching faculty : Male _____ Female _____ Total _____

5. Strength of the students in the college: Male _____ Female _____ Total _____

6. Whether the college was having NSS Unit at any time in past? Yes / No

7. Whether the present proposal is for additional NSS Unit? : Yes / No

8. Whether the college can spare teaching faculty member for NSS activities? : Yes / No

9. Whether the college will depute selected NSS Programme Officer for training etc. from time to time ? : Yes / No

10. Whether the college can spare one room for the NSS Unit ? : Yes / No

11. Whether the college authorities willing to run the NSS unit without financial support (Self funding)? : Yes / No

12. Details of Programmes conducted in the last one year, if any
(Please enclose the details) :

13. Details of the proposed NSS Programme Officer:
Full Name :
Designation :
Gender : Male / Female
Contact Number :
Alternate Contact No:

14. **Role and responsibilities of the Principal:**

- 1) The College Principal should act as Chairman of the NSS Advisory Committee at the College level.
- 2) The NSS Programme Officer should act as Member-Secretary of the NSS Advisory Committee and five more members can be included.
- 3) The Advisory Committee should be convened by the Principal at every quarter beginning i.e. April, July, October and January.
- 4) The Principal should assure that the Programme Officer must submit the quarter /half-yearly/annual reports and accounts to the University. So that the University can submit the consolidated report to the State Liaison Officer as well as NSS Regional Centre, failing which it is not possible to release the regular activity grant in time to the units.
- 5) It is the responsibility of the Principal and Programme Officer, the grant released by the University Regular and Special Camping programme should be displayed on the Notice Board of the college for information of the NSS volunteers along with Schematic Budget provided by the University.
- 6) Each unit must have one or two adopted village where the NSS volunteers should initiate literacy, awareness and health programmes for the benefit of the community, as per the action plan provided by the University.
- 7) As and when any transfer / retirement of the Programme Officers occurred, it is the responsibility of the Principal that the Programme Officer should submit all the dues such as reports, accounts and other records to the Principal, failing which it is unfair to relieve the Programme Officer(s).
- 8) As and when the Programme Officer relieved, immediately the matter should be informed to the JNTUK NSS Programme Coordinator.

Undertaking

It is to undertake that, if the NSS Unit is sanctioned, the college would provide necessary infrastructural support and abide by the rules / guidelines of the NSS.

Signature of the Principal
Office seal

----- **For OFFICE USE only** -----

Status of Application: SANCTIONED/NOT SANCTIONED

NSS Unit type: Govt. Funded/Self Funded

Application No: _____,