



# BONAM VENKATA CHALAMAYYA ENGINEERING COLLEGE

(AUTONOMOUS)

ODALAREVU - 533 210, Allavaram Mandal, Dr. B.R. Ambedkar Konaseema District, Andhra Pradesh, INDIA

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## Summary: 2020-21 A.Y.

### Cell Functions:

- **Mission:** To inculcate social welfare and service to society in students.
- **Activities:**
  - Assisting those in need to improve their standard of living.
  - Learning from rural communities about sustainable living.
  - Providing aid during natural and man-made disasters.

### Cell Facilities:

- **Membership:** Approximately 14 members, including a Chairperson and Convenor.
- **Office:** NSS Room on the first floor of the Administrative Block.

### Cell Management:

- **Composition:**
  - Principal (Chairperson)
  - One faculty member as Program Officer
  - One faculty member from each department
  - One student from each department
- **Membership:** 7 Faculty members, 6 Students

### Cell Member Responsibilities:

- Plan and organize NSS regular activities and special camps.
- Ensure volunteers complete the required 20 hours of orientation.
- Divide volunteers into project groups.
- Manage funds according to financial rules.
- Submit timely financial reports.
- Maintain equipment and stores.
- Submit periodic records.
- Maintain necessary records and registers.
- Supervise NSS volunteer work



  
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## NATIONAL SERVICE SCHEME

### ROLES & RESPONSIBILITIES

#### Roles and Responsibilities of Program Officer

- **Financial Planning:**
  - Prepare the Annual Budget for various activities.
  - Spend funds as per financial rules.
- **Program Planning and Execution:**
  - Plan regular activities and special camps.
  - Obtain formal permission from College authorities for programs.
  - Decide the date, time, and agenda of programs.
  - Inform staff and students well in advance about events.
  - Arrange venue and logistics (audio/video, dais, podium, etc.).
  - Invite Chief Guests and other dignitaries.
  - Arrange mementos for guests and gifts/certificates for participants.
  - Display information about activities on the Notice Board/Website.
- **Community Engagement:**
  - Motivate local people to support NSS programs.
  - Obtain prior permission from local government and NGOs for NSS activities.
  - Identify and select active volunteers as NSS student coordinators.
- **Reporting:**
  - Submit an annual report of all NSS activities to the NSS Coordinator, JNTUK Kakinada.



  
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