



# SREE GOKULAM MEDICAL COLLEGE & RESEARCH FOUNDATION

(A UNIT OF FOUNDATION OF NON-RESIDENT INDIANS)

Recognized by National Medical Commission & Affiliated to KUHS  
Accredited by NABH



SGMCRF/C1/NSS /2012

19/09/2024

## PROCEEDINGS OF THE PRINCIPAL

Sub: National Service Scheme Committee Re- Constituted -reg

The National Service Scheme Committee of the college is re- constituted with the following members w. e.f 17/09/2024

- |  |                        |
|--|------------------------|
| 1) Dr. Nandini V R, Principal  | Chairman               |
| 2 ) Dr. Benny P V, Professor & Head,<br>Dept.of Community Medicine         | Member                 |
| 3) Dr. Abhijith G Jayachandran , Assist.Profeesor,<br>Dept.of Pharmacology | Programme Officer      |
| 4) Mr. Anilkumar K V, Asst Professor<br>Dept. of Anatomy                   | Member                 |
| 5 ) Mr.Jaims J, Health Inspector   | Non Medical Cordinator |
| 6) Mr. Vishnudas, Student Representative 1                                 | Member                 |
| 7 ) Ms. Aleena Ann Thomas, Student Representative 2                        | Member                 |



**PRINCIPAL**

PRINCIPAL,  
Sree Gokulam Medical College &  
Research Foundation, Venjaramoodu  
Thiruvananthapuram-695 607

# **Sree Gokulam Medical College & Research Foundation**

## **National Service Scheme committee**

### **A. PURPOSE**

The purpose of this Standard Operating Procedure is to provide detailed instructions to the programme officer, staff and volunteers of NSS to carry out their duties and responsibilities in a streamlined fashion saving time and resources.

### **B. INTRODUCTION**

National Service Scheme was launched on 24th September 1969 for all undergraduate students in the country. It encourages the spirit of voluntary work among students and teachers through interactions between each other and the community and brings academic institutions closer to society which was the aim with which it was initiated.

### **C. SCOPE**

This SOP will facilitate the programme officers, student volunteers, staff in smooth functioning of the unit

## **D. RESPONSIBILITIES**

### **Chairman**

1. Selection of the Programme Officers and get the approval of their appointment from the competent authority.
2. Distribution of responsibilities to the Programme Officers.
3. Supervision and monitoring of registration process for the students of the University to become the NSS volunteers.
4. Organize the induction programme for the newly admitted students in the Institution regarding NSS.
5. Organizing, Supervising and Monitoring of various social activities of the NSS Unit.
6. Ensure discipline in the NSS premises and prevent unlawful activities such as ragging.
7. Interaction with the student volunteers to address their problems.
9. Collecting the student feedback about the Programme Officers and inform them with their feedback for improvement of their performance.
10. Following the guidelines and instructions given by Ministry of Youth Affairs Govt. of India, NSS Regional Directorate, Kerala & University authorities (Kerala University of Health Sciences), from time to time.

### **Programme Officers**

1. To work efficiently & effectively as per the work allocated by the Programme Coordinator for a maximum tenure of 5 years.
2. To ensure enrolment of the minimum number of volunteers in the National Service Scheme annually
3. To be physically present in all social activities of the NSS Unit.

4. To evaluate the various activities taking place in the NSS Unit ensuring maximum participation of student volunteers.
5. To help the student volunteers register under them as a compulsory requirement of Ministry of Youth Affairs.
6. To make efforts to organize various events & activities in the NSS Unit.
7. To encourage the students to participate in various activities taking place from time to time in the NSS Unit.
8. To adhere to the guidelines issued by the NSS regional directorate (Kerala) and Kerala University of Health Sciences (KUHS) issued from time to time.