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1. PURPOSE: The Centre for NSS and Extension Activities (CNEA) facilitates and coordinates initiatives aimed at community engagement, social service, and extension activities within the institution. Its purpose includes community empowerment, student development, partnership building, promotion of values, and research and innovation.

2. SCOPE: All the Schools, Departments, and Sections of Anjuman-I-Islam's Kalsekar Technical Campus, Panvel.

3. RESPONSIBILITY: All the concerned members of the constituted center for NSS and Extension activities (CNEA).

4. DEFINITION

4.1 National Service Scheme (NSS): It is a voluntary public service program in India aimed at developing student volunteers into socially responsible citizens. The NSS was launched in 1969 by the Government of India under the Ministry of Youth Affairs and Sports, with the primary objective of involving students in community service activities while they are pursuing their education. The NSS program operates at various educational institutions across the country, including schools, colleges, and universities. It is open to students from all disciplines and backgrounds, with the goal of fostering a spirit of social service, empathy, and civic engagement among young people.

4.2 EXTENSION ACTIVITIES: Refers to initiatives or programs designed to extend the knowledge, services, or resources of an organization beyond its immediate boundaries to reach a wider audience or address specific needs in the community. Extension activities involve disseminating information, technology, expertise, or support from an institution, typically in fields such as education, agriculture, health, or community development, to individuals, groups, or communities outside of the institution itself. These activities are often aimed at promoting development, empowerment, or improved quality of life among target beneficiaries.


4.3 NEIGHBOURHOOD: The term "neighborhood" refers to a geographically defined area within a community or village where people live in close proximity to one another. It typically

Centre Controller

Director

Mission: Creating Exuberant Technical Professionals

Vision: To be the most sought after technical campus that others would wish to emulate.

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Encompasses a relatively small and cohesive residential area characterized by shared physical spaces, amenities, and social interactions.

4.4 COMMUNITY: The term "community" refers to a group of people who share common characteristics, interests, or goals and who are connected by social, cultural, economic, or geographical ties. It encompasses various forms of social organization, ranging from small, local groups to larger, more complex entities.

5.0 ABBREVIATIONS

- i) AIKTC- Anjuman-I-Islam's Kalsekar Technical Campus.
- ii) CNEA-Centre for NSS and Extension Activities.
- iii) NSS - National Service Schemes

6.0 PROCEDURE

An outline for the procedure of the Centre for NSS and Extension Activities (CNEA)

6.1 Assessment and Planning

Identify community needs and priorities through surveys, consultations, and stakeholder meetings, and based on these, develop an annual plan.


6.2 Project Identification and Design

Solicit project proposals from students, faculty, staff, and community members.

Evaluate proposals based on criteria such as feasibility, impact, and alignment with CNEA objectives. Select projects and collaborate with stakeholders to design project plans, including goals, activities, timelines, and resource requirements.

6.3 Volunteer Recruitment and Training

Recruit volunteers from among students, faculty, and staff through outreach efforts and promotional campaigns. Conduct orientation and training sessions to familiarize volunteers with CNEA policies, project objectives, and relevant skills and knowledge.

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6.4 Project Implementation

Allocate resources and support to project teams as needed. Monitor project progress and provide guidance and assistance to project leaders and volunteers. Coordinate with external partners, community organizations, and other stakeholders to facilitate project implementation and collaboration.

6.5 Monitoring and Evaluation

Establish monitoring and evaluation mechanisms to track project activities, outputs, and outcomes. Collect data through surveys, interviews, focus groups, and other methods to assess project effectiveness and impact. Use evaluation findings to identify strengths, weaknesses, and areas for improvement and make necessary adjustments to project plans and implementation strategies.

6.6 Documentation and Reporting


Maintain comprehensive records of CNEA activities, including project proposals, plans, budgets, volunteer rosters, and evaluation reports. Prepare regular progress reports and summaries for internal stakeholders, funding agencies, and other interested parties. Share success stories, lessons learned, and best practices through newsletters, websites, and other communication channels.

6.7 Community Engagement and Outreach

Foster meaningful engagement with the local community through regular communication, partnership development, and participation in community events and initiatives. Seek feedback from community members to ensure that CNEA activities are responsive to community needs and preferences.

6.8 Continuous Improvement

Conduct periodic reviews and evaluations of CNEA policies, procedures, and practices. Solicit feedback from volunteers, stakeholders, and community members to identify areas for improvement and innovation. Implement changes and updates to enhance the effectiveness, efficiency, and impact of CNEA operations.

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6.9 Compliance and Risk Management

Ensure compliance with relevant laws, regulations, and institutional policies governing volunteerism, community engagement, and project management. Identify and mitigate potential risks associated with CNEA activities, such as safety concerns, ethical issues, and financial risks.

6.10 Celebration and Recognition

Recognize and celebrate the contributions and achievements of volunteers, project leaders, and community partners through awards, certificates, and public acknowledgment. Organize events, ceremonies, or appreciation activities to express gratitude and build morale within the CNEA community. This procedure provides a structured framework for managing the activities of the Centre for NSS and Extension Activities (CNEA) and ensuring the effective implementation of its mission and objectives.

7.0 TARGETS

7.1 Organisational targets


- i) College-level Advisory committee formation
- ii) Enrolment of NSS Volunteers
- iii) Formation of different committees

7.2 Community Engagement Targets

- i) **Health Camps:** Organization one health camp offering free check-ups, vaccinations, and health education in underserved areas.
- ii) **Environmental Clean-up Drives:** Conduction of one clean-up drive in parks, beaches, or other public spaces to promote environmental cleanliness.
- iii) **Tree Plantation Drives:** one tree plantation program in urban areas to enhance green cover and promote environmental sustainability.
- iv) **Literacy Programs:** Organization of one literacy workshop or classes for children or adults in rural or marginalized communities.
- v) **Skill Development Workshops:** One workshop on vocational skills such as sewing, computer literacy, or carpentry to empower community members economically.
- vi) **Blood Donation Camps:** Collaborate with blood banks to organize at least one blood donation camp and raise awareness about the importance of regular blood donation.

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Reviewed and Approved by the Director

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vii) **Digital Literacy Programs:** one workshops or classes to improve digital literacy skills among community members, especially in rural areas.

7.3 Partnership Targets

i) **Number of Partner Organizations:** Set a target for the number of local NGOs, government agencies, educational institutions, or community-based organizations to partner with for collaborative projects.

ii) **Diversity of Partners:** Aim to collaborate with partners from diverse sectors such as healthcare, education, environment, social welfare, and economic development to address multifaceted community needs

7.4 Evaluation and Feedback Targets

i) Number of feedback sessions to be conducted with both participants and beneficiaries.

ii) Use of feedback to improve future activities and enhance impact.

7.5 Sustainability Targets

i) Plans for the sustainability of projects beyond the NSS tenure.

ii) Number of projects with established mechanisms for continuity.

8.0 REFERENCES

i) Office Order vide No. AIKTC/Admin/2024/175 dated 19/01/2024

ii) Meeting of Controllers & Jt. Controllers in the Directors' office dated 15/03/2024.

9.0 RECORDS

i) Notices and minutes of meetings conducted

ii) Reports of the program conducted by the Centre of NSS & Extension Activities in the shared drive of the Internal Quality Assurance Cell

iii) Record must be submitted to concerns department for NAAC & NBA

iv) Report to the undersigned on a regular basis

(Director)

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