Karunya University
National Service Scheme
Organizational Structure

Registrar

HOD, DECE

NSS Regional Centre

Programme Coordinator

State NSS Cell

Unit 1 Mathvarayapuram
Unit 2 Alandurai
Unit 3 Booluvampatti
Unit 4 Puthur
Unit 5 Ramanathapuram
Unit 6 Kallipalayam
Unit 7 Kalimangalam
Unit 8 Mugasimangalam
Unit 9 Nathegoundanpathur
Unit 10 Iruttuppallam
Unit 11 Mundanthurai
Unit 12 Perumalkoilpathy
Unit 13 Singapathy
Unit 14 Sadivayalpathi
Unit 15 Thenamanallur
For Each Unit

Responsibilities:

Program Coordinator - Overall Administration, Government Communication, Approval order processing, Physical Arrangements, Finance, Media and Food arrangements.

Program Officer in Charge – Activity Planning, Report preparation, Overall administration for respective Unit.

Additional Program Officers – Student safety, Expenses, Execution, Attendance.

Senior Students: To execute and work as per instructions of Additional Program Officers.

First Year Volunteers: To work as per instructions from Program Officers.

Instructions for Program officers in charge:

1. Organizational structure should be followed strictly.
2. Plan regular and special camp activities as per NSS manual (Copy attached)
3. Budget allotted for regular activities (odd semester) is Rs. 10,000 X 12 Units (excluding food, Banners, Tools)
4. Program officer in charge is responsible for duty allocation.
5. Minimum 3 additional program officers should present during execution
6. Share stationeries between units, avoid individual stock.
7. Discipline in meetings, regular activities and special camp should be maintained.
8. Extra fund will not be provided.

“Not ME but YOU”