



Dayananda Sagar College of Dental Sciences,
Shavige Malleshwara Hills, Kumaraswamy Layout,
Bengaluru

ROLES AND RESPONSIBILITIES OF NSS COMMITTEE

1. The committee will meet at the start of the academic year to frame the calendar of events for NSS activities
2. Regular review meetings will be held once every three months
3. A minimum of 7 members should be present in order to conduct the meeting.
4. In the absence of the Chairman, one of the senior member may chair the session.
5. The agenda has to be prepared atleast 5 days before the meeting and intimations should be sent atleast 4 days before the meeting.
6. No member can be absent consecutively for three times without valid reason. In such a scenario, the member would be disqualified from the committee and a new member would be appointed after the consensus of the committee
7. Meetings will be conducted in an organized manner.
8. Discussion points will be documented and a summary report will be prepared. In case of confusions and/or need for clarifications, one will bring the issues to the notice of the Principal/ Chairman of Committee.
9. The NSS officer is responsible for maintaining the records of the meetings and activities conducted by the committee.
10. The committee is responsible for the execution and reporting of the events planned.
11. Discussions regarding budgeting, scheduling and logistics would be designed.
12. The chairman's decision will be final

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PRINCIPAL
Dayananda Sagar College of Dental Sciences
Kumaraswamy Layout,
Bangalore - 560 078.