

**Mar Baselios College of Engineering & Technology (Autonomous)**

**Council Minutes of the NSS Activities Planning**

Venue: NSS Office

Date: 26.12.2024, Thursday

Time: 4:45 PM

<b>Agenda</b>	<b>Decisions/Deliberations</b>	<b>Responsibility</b>
Introductory Remarks	The NSS Programme Officer welcomed all members and briefed them on the importance of the upcoming 7-day NSS Special Camp. The camp was planned to promote social responsibility and personal development among volunteers.	NSS Programme Officer
Camp Venue and Dates	The 7-Day Camp was scheduled from 3rd January to 9th January 2025 at a selected rural location within the Nalanchira Panchayath area. Permissions from authorities are being processed.	NSS Coordinators
Daily Schedule Planning	Each day will include physical activities (morning drill), community service (clean-up, plantation), awareness sessions, and evening cultural programmes. Themes will cover health, hygiene, environment, and digital literacy.	Event Planning Committee
Resource Persons and Sessions	Experts will be invited for sessions on Disaster Management, Anti-Drug Awareness, First Aid, Women's Empowerment, and Mental Health. Resource list to be finalized by 30th Dec.	Programme Officer & Student Leaders
Food and Accommodation	Local arrangements to be	Logistics & Volunteer Team

	made in collaboration with panchayat officials. Volunteers to be divided into teams for cooking, cleaning, and maintenance duties.	
Materials and Supplies	Requirement for first aid kits, stationery, cleaning tools, kitchen items, and event materials were discussed. Purchase and donations to be completed by 1st January.	Purchase Committee & Coordinators
Documentation and Reports	Daily activities to be recorded in both photo and written formats. A final camp report will be submitted to the university.	Documentation Team
Volunteer Roles & Discipline	Volunteers will be assigned roles in rotation to ensure equal participation. A code of conduct and safety instructions will be briefed before departure.	NSS Programme Officer & Core Team
Concluding Remarks	Programme Officer urged full commitment from all volunteers. Coordinators were instructed to finalize the camp chart and responsibilities before the end of the year.	All Members

Meeting Concluded at: 5:30 PM

**Prepared by:**

**Approved by:**

Volunteer Secretary

NSS Programme Officer