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Sairam SDG ACTION PROGRAM

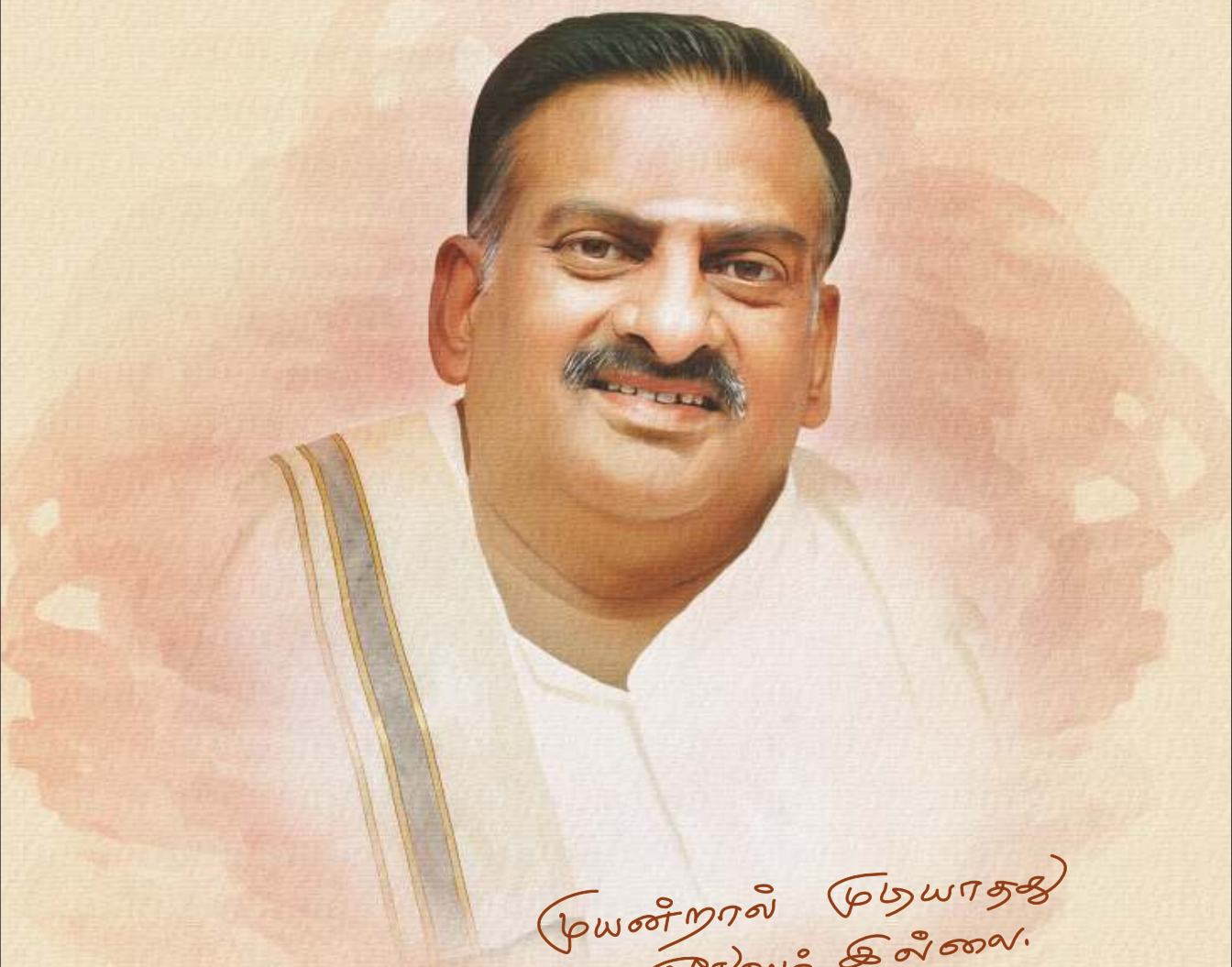
Youth Club Manual

Nehru Yuva Kendra Sangathan
New Delhi

Rajiv Gandhi National Institute of Youth Development
Sriperumbudur

OUR GUIDING ST★R...

THE VALUES YOU SET AT SAIRAM WILL ALWAYS GUIDE US!



முயன்றால் முடியாதது
எதுவும் இல்லை.

அன்புடன்...
எல்.யோ முத்து

MJF. LN. LEO MUTHU

FOUNDER CHAIRMAN - SAIRAM INSTITUTIONS

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EOMS EDUCATORS

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I AM AN EDUCATOR

Learner

I continuously improve teaching practices by learning from and with others, exploring proven and promising practices that leverage technology to improve student learning.

Leader

I always seek out opportunities for leadership to support student empowerment and success and to improve the teaching learning process.

Citizen

I inspire students to be socially responsible and positively contribute to the community while being ethical and empathetic to follow human beings.

Collaborator

I dedicate time to collaborate with both colleagues and students to improve practices, discover and share resources and ideas, and solve problems.

Designer

I design authentic, learner-driven activities and environments that recognize and accommodate learners with varied levels of understanding.

Facilitator

I facilitate learning with technology and help foster a culture where students take ownership of their learning outcomes and career goals.

Analyst

I use data to analyse, understand and support students in helping them take ownership of their learning and motivate them to be self-directed.

RAISE Inspiring PEOPLE | EOMS Improving PROCESS | SDG ACTION PROGRAM Instilling PURPOSE

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EOMS STUDENTS

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I AM A STUDENT

Empowered Learner

I use technology to set goals, work toward achieving them and demonstrate my learning.

Digital Citizen

I understand the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world.

Knowledge Constructor

I critically select, evaluate and synthesize digital resources into a collection that reflects my learning and builds my knowledge.

Innovative Designer

I solve problems by creating new and imaginative solutions using a variety of digital tools.

Computational Thinker

I identify authentic problems, working with data and use a step-by-step process to automate solutions.

Creative Communicator

I communicate effectively and express myself creatively using different tools, styles, formats and digital media.

Global Collaborator

I strive to broaden my perspective, understand others and work effectively in teams using digital tools.

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EOMS INNOVATORS

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I AM AN INNOVATOR

CREATIVITY & INNOVATION

I will demonstrate creative thinking and apply existing knowledge to generate new ideas, products and processes using technology.

TECHNOLOGY OPERATIONS

I will demonstrate a sound understanding of technology, concepts, systems to use them effectively and productively.

DIGITAL CITIZENSHIP

I will advocate and practice safe, legal and responsible use of Information & Technology and demonstrate responsibility in understanding human, cultural and societal issues (related to technology)

CRITICAL THINKING

I will use critical thinking skills to identify, define authentic problems, conduct research, collect and analyze data, plan and manage activities to develop a technological solution.

RESEARCH & INFORMATION

I will apply digital tools to gather, evaluate and ethically use information from a variety of sources and media to process data and report results.

COMMUNICATION & COLLABORATION

I will use digital media to interact, collaborate with peers and experts to communicate information and ideas to have a better understanding and awareness about various global problem.

Sairam Innovation Eco-system

Dr.APJ.Abdul Kalam Innovation Ecosystems

Sri Leo Muthu Innovation centre

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RAISE is a simple yet powerful word that defines Sairam's philosophy of always looking to do better, be better and raise higher and higher. RAISE is an acronym that gives each one of us at Sairam, direction, meaning and purpose. It instills an ambition and attitude that 'we can achieve whatever we set our minds to' and helps each one of us to improve as individuals and reach where we want to be in our lives.

RAISE is all about raising the aspirations of each and every individual. It is a shared common desire to rise, to succeed and create a better future for themselves, their families and the society at large.



REALIZE

- THE NEED FOR IMPROVEMENT
- THE NEED TO ADAPT TO CHANGING TIMES



ASPIRE

- TO BE A BETTER VERSION OF YOURSELF
- TO BE A PART OF CONTINUOUS IMPROVEMENT



INTELLIGENCE

- OF HOW TO BRING ABOUT IMPROVEMENT
- OF THE KNOWLEDGE AND SKILLS REQUIRED



STRIVE

- TO IMPROVE SKILLS AND COMPETENCIES
- TO DEMONSTRATE A CHANGED BEHAVIOUR



ENFORCEMENT

- TO MAKE A HABIT OF "SEEKING IMPROVEMENT"
- TO MAKE THE IMPROVEMENT ENDURABLE

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ACT to RAISE

The ACT 3-Phase Process is on of the main components of the RAISE Model. While the RAISE model enables successful change at the individual level, the 3-Phase Process provides a framework for achieving change at the organizational level.

A — **APPROACH & ACTION PLAN**

C — **CHANGE & TRACK**

T — **TRANSFORM & SUSTAIN**

PHASE 1

Define Success
Define Impact
Define Approach

Approach & Action Plan

Define Success
What are we trying to achieve?

Define Impact
Who has to do their jobs differently and how?

Define Approach
What will it take to achieve success?

Change Management Strategy

PHASE 2

Plan and Act
Track Performance
Adapt Actions

Change & Track

Plan and Act
What will we do to prepare equip and support people?

Track Performance
How are we doing?

Adapt Actions
What adjustments do we need to make?

Master Change Management Plan

PHASE 3

Review Performance
Activate Sustainment
Transfer Ownership

Transform & Sustain

Review Performance
Now, where are we? Are we done yet?

Activate Sustainment
What is needed to ensure the change sticks?

Transfer Ownership
Who will assume ownership and sustain outcomes?

Change Management Closeout

CONTINUOUS IMPROVEMENT

Everyone. Everyday. Everywhere.



1

START WITH THE BIG PICTURE IN MIND

What do we want to achieve?



2

IDENTIFY THE KEY ACTION POINTS

What needs to be done to accomplish the action points?



3

BREAK IT DOWN

Identify and list out smaller goals to achieve action points.



4

STRATEGISE

Based on research and analysis generate a detailed road map



5

EXECUTE

Based on detailed road map get going



6

EVALUATE

Regularly measure and analyse the results / feedback.



7

KEEP IMPROVING

Keep finding ways and means to do things in better and more effective ways

NO MATTER HOW GOOD WE ARE, WE CAN ALWAYS BE BETTER!

Sairam EOMS

Educational Organisations Management System

In 2003, ISO published ISO 9001:2000 guidelines for the education sector with the aim of helping – as the name implies – educational organizations in providing educational products and services. The guidelines were intended for educational organizations at all levels, providing all types of education, such as: elementary, medium or higher education. ISO 21001 is the successor of ISO 9001, the Quality Management Systems Standard, adopted for the education sector. Sairam has adopted the Educational Organisations Management System (EOMS) to improve the efficiency of our processes and student outcomes.

PRINCIPLES OF EOMS

1. Focus on learners and other beneficiaries
2. Visionary leadership
3. Engagement of people
4. Process approach
5. Improvement
6. Evidence-based decisions
7. Relationship management
8. Social responsibility
9. Accessibility and equity
10. Ethical conduct in education
11. Data security and protection

Sairam EOMS | *Improving* PROCESS

1. Focus on learners and other beneficiaries

The primary focus of the EOMS is to meet learner and other beneficiary requirements and to exceed their expectations.

2. Visionary leadership

Visionary leadership is to engage all learners and other beneficiaries in creating, writing, and implementing the organization mission, vision and objectives.

3. Engagement of people

It is essential for the organization that all individuals involved are competent, empowered and engaged in delivering value.

4. Process approach

Consistent and predictable results are achieved more effectively and efficiently when activities are understood and managed as interrelated processes that function as a coherent system, including input and output.

5. Improvement

Successful organizations have an ongoing focus on improvement.

6. Evidence-based decisions

Decisions and curricula based on the analysis and evaluation of data and information are more likely to produce desired results.

7. Relationship management

For sustained success, organizations manage their relationships with interested parties, such as providers.

8. Social responsibility

Socially responsible organizations are sustainable and ensure long-term success.

9. Accessibility and equity

Successful organizations are inclusive, flexible, transparent and accountable, in order to address learners' individual and special needs, interests, abilities and backgrounds.

10. Ethical conduct in education

Ethical conduct relates to the ability of the organization to create an ethical professional environment where all interested parties are dealt with equitably, conflicts of interests are avoided, and activities are conducted for the benefit of the society.

11. Data security and protection

The organization creates an environment where all interested parties can interact with the educational organization in full confidence that they maintain control over the use of their own data, and that the educational organization will treat their data with appropriate care and confidentiality.

Imagine the Future and

Make it happen!

The Sustainable Development Goals (SDGs) are a collection of 17 Global Goals that were adopted by all United Nations Member States in 2015 as a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.

Sairam Institutions supports the SDGs and is committed to making a difference and help build a better world for generations to come. For the goals to be reached, everyone needs to do their part: governments, the private sector, civil society and individuals like us.
Let's BE the CHANGE that we want to see in the world.



For the goals to be reached, everyone needs to do their part: governments, the private sector civil society and

people like you.

Sairam SDG ACTION PROGRAM

Together let's build a better world where there is NO POVERTY and ZERO HUNGER. We have GOOD HEALTH AND WELL BEING QUALITY EDUCATION and full GENDER EQUALITY everywhere. There is CLEAN WATER AND SANITATION for everyone. AFFORDABLE AND CLEAN ENERGY which will help to create DECENT WORK AND ECONOMIC GROWTH. Our prosperity shall be fuelled by investments in INDUSTRY, INNOVATION AND INFRASTRUCTURE that will help us to REDUCE INEQUALITIES by all means. We will live in SUSTAINABLE CITIES AND COMMUNITIES. RESPONSIBLE CONSUMPTION AND PRODUCTION will help in healing our planet. CLIMATE ACTION will reduce global warming and we will have abundant, flourishing LIFE BELOW WATER, rich and diverse LIFE ON LAND. We will enjoy PEACE AND JUSTICE through STRONG INSTITUTIONS and will build long term PARTNERSHIPS FOR THE GOALS.

Together we can...

Sai Prakash Leo Muthu

Chairman & CEO – Sairam Institutions

Sairam INSTITUTIONS

VISION

PEOPLE + PROCESS + PURPOSE = SUCCESS

At Sairam, we realize that the higher education sector is under significant pressure to adapt to the changing needs of the future. Institutions need to become more operationally efficient and effective, improve student outcomes, increase access to higher education, recruit and retain top faculty and researchers, and more.

Effective transformation in these areas requires an organization-wide strategic approach that seeks to improve and enhance organizational models, operating processes, technology, leadership, and talent models. We have adopted a 3Ps model of aligning People, Process and Purpose with the vision of the organization.

Inspiring PEOPLE — Sairam RAISE

Improving PROCESS — Sairam EOMS

Instilling PURPOSE — Sairam SDG ACTION PROGRAM

Participants in the Consultation meeting to review the Youth Club Manual

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Our Pledge

India is my country.

All Indians are my brothers and sisters.

I love my country and I am proud of its rich and varied heritage.

I shall strive to be worthy of it.

I shall respect my parents, teachers and all elders and treat everyone with courtesy.

To my country and all my people, I pledge my devotion.

In their wellbeing and prosperity alone lies my happiness.

Jai Hind.

The Constitution of India

Preamble

WE, THE PEOPLE OF INDIA, having solemnly resolved to constitute India into a [1]**[SOVEREIGN SOCIALIST SECULAR DEMOCRATIC REPUBLIC]** and to secure to all its citizens:

JUSTICE, social, economic and political;

LIBERTY of thought, expression, belief, faith and worship;

EQUALITY of status and of opportunity;

and to promote among them all

FRATERNITY assuring the dignity of the individual and the [2][unity and integrity of the Nation];

IN OUR CONSTITUENT ASSEMBLY this twenty-sixth day of November, 1949, do **HEREBY ADOPT, ENACT AND GIVE TO OURSELVES THIS CONSTITUTION.**

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1. Subs. by the Constitution (Forty second Amendment) Act, 1976, s. 2 for "SOVEREIGN DEMOCRATIC REPUBLIC" (w.e.f. 3-1-1977)

2. Subs. by s. 2. ibid, for "unity of the Nation" (w.e.f. 3-1-1977).

Preamble of Youth Club

Youth Club is a community- based organisation working on the premise that "Youth development will be brought about by youth themselves."*

Youth Club visualises to enhance the participants' sense of ownership in programmes;

- To build the leadership capacity of young people
- To stimulate new, creative, synergistic ideas and energy from both adults and youth in programme development
- To establish credibility of youth-oriented ideas and youth-directed implementation
- To develop youth-adult partnership by understanding each other's perspectives and contributions

Youth Club ensures the involvement of young people as full and active partners in all stages of programme.

Youth Club enhances the responsibility and competencies of young people and improves the relevance and effectiveness of youth- related programmes.

Youth Clubs are the nurseries of democracy, that, it works on the principle of participation in all walks of its activities from decision making, to planning, implementation and evaluation.

Youth Clubs work closely with Local Government Institutions in their area.

Youth Club is the nucleus of all the development activities of the area, where it functions.

*Swahili proverb

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I. Introduction

Today, the world is passing through rapid changes as never before. Arguably, the past 50-70 years have witnessed maximum vicissitudes in all spheres of life, irrespective of geo-political, socio-economic, gender or urban-rural distinctions. This revolutionary transformation has incredible influence on our rural communities, more so on the overall personality of people in general and youth in particular. Adolescence (threshold of youth) is the period of changes in human body and behaviour. The influence of new and emerging media on the adolescents has changed their lives. Young people become vulnerable in the globalized world. Nuclear families have further jeopardized this scenario and exposed them to individualism, apathy to share their space in life, lack of contribution in community life, frustration, insecurity and inability to cope with change etc. All these factors have caused severe personality and behavioural problems i.e. lack of self-confidence, lack of recognition, impatience, mistrust, lack of mutual respect and inability to appreciate others' point of view etc.

By virtue of their psycho-physiological and environmental changes, youth have become the victims of circumstances. Joint family and community sharing/ mutual cooperation have lost their relevance due to several factors. In spite of youth being



If you think that you are bound, you remain bound; you make your own bondage. If you know that you are free, you are free this moment. This is knowledge, knowledge of freedom. Freedom is the goal of all nature – **Swami Vivekananda**

the potential source of energy, society is not benefitting enough from its youthfulness because youth as a whole do not find any constructive role in the social development process.

Therefore nurturing and guiding youth with purposeful intervention has become the need of the hour. Youth Clubs can play a pivotal role in providing a relevant platform for the youth to share their experiences, learn from each other, respect others' point of view and gain a sense of belonging, self-confidence and recognition in the society by contributing a great deal towards community development. They can own and provide a mechanism to implement all development programmes at the grass roots level by taking active part in local governance. The Youth Club movement can bolster systematic development of rural areas by harnessing and channelizing their energy in a collective manner. They can be in the vanguard of social harmony and national integration.

Youth Club is not a new concept in Indian society. Since ancient times, Youth Clubs have existed and have worked for the welfare of the community and society. The informal youth groups (later termed as Youth Clubs) have always been actively involved in all community activities such as fairs, festivals, marriages, death rituals, calamities, emergencies, etc. Before independence, youth were the major force behind Village Panchayats and their involvement in welfare activities. As a result of government interventions such as Nehru Yuva Kendra (NYK), the informal youth groups were formalized as Youth Clubs.

Youth Club is a Village/Habitation/Community -based organization consisting of persons in 13-35 age group (male & female). It is self-evolved in the community, driven by the needs and aspirations of the youth of that area and believes in democratic values and volunteerism. It also strives to develop second line leadership to promote the sustainability of Youth Clubs in channelizing their energies towards their own and national development. Youth Clubs play a leading role in the positive transformation of the society. The existing Youth Clubs in the society have either evolved by themselves or have been formed by District Nehru Yuva Kendras. In the existing scenario, some Youth Clubs are inactive and some are very active. The inactive and functional Youth Clubs need to be made active through regular nurturing and guidance.

Among the Youth Clubs in India, there are two types viz., Self-developed/ Self - motivated Youth Clubs which are the by-products of local community needs and

aspirations of youths and their initiatives; and Youth Clubs which are formed and nurtured or established by Nehru Yuva Kendras (NYKs) in a structured way. The Youth Clubs which are established by District NYKs follow a definite process of formation and standard. For those Youth Clubs which are self-grown/self-developed, there is no uniform structure or pattern and hence there is an urgent need to define steps for their well-structured organizational set up and improved functioning.

NYK is the initiator of Youth Club movement in the country. It aims to extend its network to the entire villages of India by establishing and sustaining Youth Clubs. The Youth Club Manual aims to facilitate NYK or any other Government or Non-Government Organization or youth themselves to form a Youth Club as well as to activate and sustain it.

II. Definition of Youth

In India, persons in the age group of 13-35 years are considered as youth. It is acknowledged that since all the persons within this age group are unlikely to be one homogeneous group, but a conglomeration of sub groups with differing social roles and requirements; the age group may, therefore be divided into two broad sub-groups i.e. 13-19 years and 20-35 years (National Youth Policy 2003).

III. Definition of Youth Club

Youth Club is an association of youth who are striving towards the achievement of common goals and objectives. It is formed, managed and run by youth themselves for the growth and development of youth in particular and the community in general.

The members of Youth Club constitute both male and female youth. Whereas, if a particular Youth Club has only female members it may be called a Yuva Mahila Mandal also. The Youth Clubs and Yuva Mahila Mandals enjoy the same status for all practical purposes.

Loyal and efficient work in a great cause, even though it may not be immediately recognized, ultimately bears fruit – **Jawaharlal Nehru**



Youth Clubs are owned and controlled by young people who benefit directly from them. The characteristics of a Youth Club are:

- Members should be within the age group of 13-35 years
- Only members within the age group of 18-35 can become office bearers of that Club
- Membership may be extended to all youth in the community, irrespective of class, creed, caste, sex, region, education or employment
- Youth Ownership: Youth may make substantial contributions to their Club and community and thereby should feel that they have a sense of belonging and stakes in their community
- Young people identify problems, brainstorm, implement solutions and evaluate their projects
- Youth are the decision makers within the Youth Club. It may be related to an issue, a project, an activity or about organization
- Youth as resources: Rather than recipients of services or consumers, youth in the Club provide services as active partners and contributors, as resources in their communities
- Youth can make substantial contributions to their Club and community with a sense of ownership, belongingness and stake in their community
- Youth Clubs identify needs, analyze them, develop project, implement and evaluate the same

We are one of the world's oldest civilizations and one of the youngest nations. We have to look very hard at the problems of youth. At the same time, the Youth must look at the problems of the nation. Youth must prepare themselves for the responsibilities which lays ahead – **Rajiv Gandhi**

IV. Why Youth Club

Youth Club provides a platform for the youth in a particular area to come together, meet, discuss and plan activities for their own development as well as that of the society. Youth being the major human resource, their energies and potential should be channelized and mobilized for development of the nation through formation of Youth Clubs. Youth Clubs empower the youth:

- To identify the needs and problems of the community and provide solutions by mobilizing the required resources
- To bring a positive change among the youth and the society by inculcating the national, social, cultural and civic values
- To inculcate dignity of labour, the spirit of volunteerism, sense of responsibility, self-reliance and quality of good citizenship among the youth
- To develop leadership qualities, sportsman spirit, communication skills with proficiency in computers and life skills along with survival skills
- Develop cultural and scientific temperament among youth
- Provide a platform to explore talents of youth in various fields
- Develop communal and social harmony, friendship, fraternity and peace in the community, and
- Fight social evils.



As long as we believe ourselves to be even the least different from God, fear remains with us; but when we know ourselves to be the One, fear goes; of what can we be afraid? **– Swami Vivekananda**

The immense potential in the youth should be channelized for the development of the nation; as well as provide an opportunity for the youth to involve themselves in the development process including planning, decision making, managing and evaluating the activities; to provide services to the community; and to develop their own personality and leadership qualities. Youth Clubs assist the development efforts of the community. At the same time Youth Clubs also help the members of the Club to develop themselves. Volunteerism is the mainstay of Youth Club activity. Youth Club ensures:

- Youth adult partnerships
- Youth ownership
- Youth as decision makers
- Youth as resources
- Youth civic engagements
- Youth service
- Youth as planners
- Youth as trainers
- Youth as evaluators
- Youth as policy makers, and
- Youth governance

Youth Clubs provide an opportunity to youth to take the initiative and play a lead role in building a modern and strong nation. Youth Clubs can take up issues concerning the downtrodden, alienated, marginalized and disabled youth in the society. Youth Clubs can instil national pride in youngsters and promote values of tolerance, brotherhood, sadbhavana, peace, love, fraternity, secularism, democracy and unity. Youth Clubs are the nurseries of democracy, since they function on the principles of collective decision making and democracy. Annual elections of office bearers of Youth Clubs ensure the nurturing of democratic process and help the youth to visualize and take up a role in local self-governance. Youth Clubs provides a platform to youth to creatively participate in activities of their choice viz., Sports, Games, Arts, Culture, Traditional folk art, Environmental Conservation, Charity, Development and Income Generation Programmes, Illiteracy Eradication etc. By involving youth in these productive activities, they can be distanced from terrorist/ disruptive activities, loitering in marketing places and so on.

Participation of youth in Youth Clubs will lead to:

- Increased self-esteem, popularity, sense of personal control and enhanced identity and personality development

- Greater development of life skills including qualities of leadership, public speaking, dependability, resilience and job responsibility
- Greater communications in the family
- Decreased loneliness, shyness and feeling of hopelessness
- Refrain from drug use, unsafe sex, alcoholism and juvenile delinquency
- Better academic achievement, and
- Increased safety (Scales and Leffort, 1999)

V. Formation of Youth Club

In a homogenous community, the youth assemble informally on various occasions, discuss their common issues, interests, aspirations, hobbies and gradually the informal groups may convert themselves as an activists group. They may assemble in marriage occasions, other family functions, festivals or calamities and trying to help each other. This informal groups and associations may later develop themselves into a Youth Club with names according to their choice. These types of Youth Clubs or Organisations are available in many parts of the country, especially in villages, residential colonies and slums. These community -based organisations are the self-motivated and self-developed Youth Clubs. But, these types of Youth Clubs are not available in majority of the villages, where the Youth Clubs or Yuva Mahila Mandals need to be formed. NYK has the mandate to form Youth Clubs in all the villages, residential colonies and human habitats in town and city areas.



India is an old country but a young nation. I am young, and I too have a dream. I dream of an India – strong, independent, self-reliant and in the front rank of the nations of the world in the service of mankind **– Rajiv Gandhi**

Entry point activity is vital during the formation of a Youth Club. The youth worker, before venturing to form a Youth Club in a particular village, slum or urban locality, should study the area thoroughly. The Study should include the geography, socio-economic scenario, social and political dynamics, presence of various vested interest groups or other agencies and the issues and concerns of the area; particularly of youth. The youth worker should identify the elders in the community who can influence the youth of that area. These could include the Village Pradhan, Panchayat members, School teachers, Post Master, Anganvadi workers, Residential Association Office Bearers or any other person of repute in the area. The youth worker may get in touch with the public opinion leaders of the community and discuss with them the need and advantage of having a Youth Club in the area and convince them about the cause. With the help of these public opinion leaders, a meeting of the youth can be convened and the idea of the Youth Club may be discussed.

In order to start a Youth Club, the easiest way is to identify and start an activity or organise a programme of felt/urgent need of the community. The activity or programme planned should be the one that addresses the genuine and a long standing need of the community. During the meeting with public opinion leaders and youth, participatory rural appraisal technique can be adopted to find out the problems of the community and the youth. Social mapping also will be helpful. A programme could be organised to help in solve the problems of the community. Youth workers can gain the confidence and trust of the community can prove their credibility through such programmes. Credibility, trust, faith and confidence are the buzzwords for a youth worker to start a Youth Club.

Teachers, doctors, village level Panchayat functionaries, ICDS functionaries, ex-servicemen, PRI members, public representatives, social workers, health workers, etc. may be involved in the first meeting for formation of the Youth Club.

The steps in the Formation of a Youth Club can be summed up as:

Step 1

- Study the community, its socio-economic and political scenario, and various social as well as group dynamics
- Do social mapping of the community

Your Atman is the support of the universe—whose support do you stand in need of? Wait with patience and love and strength. If helpers are not ready now, they will come in time. Why should we be in a hurry? The real working force of all great work is in its almost unperceived beginnings – **Swami Vivekananda**

- Identify the public opinion leaders and build a rapport with them
- Identifying the issues and concerns of the community, especially of the youth
- Convene a meeting of the youth with the help of public opinion leaders and use the techniques of brainstorming and PRA for understanding the problems and prioritizing the problems. It doesn't matter if the turnout is small; do not lose heart and start with the few
- Continue dialogue with youth and through that with the community, develop a common understanding on the work to be undertaken and involve more and more people
- Concentrate on the deprived and marginalized section in the community. Pay special attention to the disabled people
- Propagate the idea of forming a Youth Club and allow the idea to percolate down and give room for wider discussions
- Organise the entry point activity and strengthen confidence- building measures
- Call a meeting of the community members including elders and women. Personal initiative is required to motivate and involve all sections of the society in the meeting
- Present the proposal before the meeting and allow a detailed discussion. The youth worker should be well prepared to answer all the queries
- Once the members are convinced about the need for a Youth Club, an ad-hoc committee may be formed with youth activists who are vocal, forceful and enthusiastic
- In consultation with elders in the community a place may be located for the office of the Youth Club
- In the meantime, youth workers may seek the help and advice of the Youth Coordinator of the district in forming the Youth Club

Step 2

- Launch a membership campaign in the community and enrol all the youth (Male/Female) in the age group of 13-35. Special care should be taken to enrol youth from the deprived sections and the differently abled
- The members of the ad-hoc committee may be given targets for enrolment, depending upon the size of the youth population
- Convene a meeting of all the enrolled members on a date convenient for the Youth Co-ordinator of NYK and village head/leaders. The main agenda will be election of office bearers of the Youth Club

Step 3

- Youth worker should brief the meeting about the procedure of election; various office bearers, their duties and responsibilities; composition and responsibilities of the Executive Committee and the General Body, etc.
- The election of office bearers may be conducted by adopting democratic principles, on majority vote
- Female Youth may also be given adequate representation, based on the percentage of membership
- Members from downtrodden and deprived groups and disabled may also be given preference among the office bearers
- An Executive Committee and various Sub Committees may be elected
- An Advisory Committee may be formed by involving the elders of the community
- The office bearers should be in the age group of 18-35 only

Step 4

- The Executive Committee may develop a Memorandum of Association, Rules and Regulations and Code of Conduct for the Youth Club. After the Executive Committee approves the Memorandum of Association and the Rules and Regulations, the General Body may be convened for its approval

Peace is not a relationship of nations. It is a condition of mind brought about by a serenity of soul. Peace is not merely the absence of war. It is also a state of mind. Lasting peace can come only to peaceful people – **Jawaharlal Nehru**

Step 5

- Apply for the registration of Youth Club under Societies Registration Act, 1860 or other corresponding Act of the State
- Apply for the affiliation of the Youth Club with the District Nehru Yuva Kendra

In the case of self-developed Youth Clubs, the youth worker may discuss the structure and activities of the club with the office bearers and inspire them to join the Youth Club network by registering with Registrar office and affiliate with NYK. (Brief Introduction about Societies Registration Act 1860 is in Annexure. I and Sample Memorandum of Association and Byelaw of a Youth Club are in Annexure. II)

VI. Affiliation of the Youth Club with Nehru Yuva Kendra

After the formation of the Youth Club and election of office bearers like the President, Secretary, Treasurer, Programme Coordinators and other Executive Committee members, the Youth Club may apply for affiliation along with the Memorandum of Association, Bye-laws, proceedings of the General Body meeting and list of members to NYK office. The application form for affiliation should be obtained from the District NYK.



The NYK will, after verification of all the documents, may issue Affiliation Certificate to the Youth Club along with affiliation number. The affiliation should be reviewed

periodically (preferably annual) by NYK. The activity report of all the activities and programmes of the Youth Clubs will be submitted to NYK office. (Sample Form of Application for Affiliation of a Youth Club with NYK and Sample Certificate is in Annexure III). The affiliation may be renewed periodically with NYK as prescribed by District NYKs. (Sample Form of Application for Renewal of Affiliation of a Youth Club with NYK and Sample Certificate are in Annexure IV).

VII. Sustaining Youth Club

- Follow the guidelines as per bye-laws and Memorandum of Association such as regular elections, maintaining books of records and conducting meetings
- Renew annual membership of the Youth Club and affiliation with NYK and other organizations
- Involve all sections of the community in the Youth Club
- Identify and make a list of activities in consultation with all members as per their felt/actual needs
- Participate in all programmes conducted by various departments at village, block and district level for youth development
- Formulate and implement action plans of Youth Club and maintain the records and prepare reports



- Ensure effective convergence with government departments/ developmental agencies/Non-Government Organisations
- Network with like-minded community- based organisations.
- Take active part in Gram Sabha of Panchayat and develop second line of leadership to keep the Youth Club active and their zeal alive.

There is only one India. It belongs to all of us – **Rajiv Gandhi**

VIII. Management of Youth Club

In order to manage the Youth Club effectively, it needs to have a Memorandum of Association, Byelaw, properly elected General Body, Executive Committee and other Subcommittees. The election of office bearers should be done in a democratic manner.

VIII. (1) General Body

1. General Body is the ultimate decision making and policy making body of the Youth Club
2. General Body consists of all the bona fide members of the Youth Club
3. General Body should convene its meetings annually, whereas Special General Body meetings can be convened any time, according to requirements
4. The annual action plan, annual budget, annual progress report and accounts should be presented before the General Body for its approval
5. The President will chair the meeting of the General Body and Secretary shall present the reports
6. Quorum: 1/3rd of the total membership
7. General Body should elect the office bearers and members of other committees and sub committees

VIII. (2) Executive Committee

1. Executive Committee convenes its meeting at least once in a month/bi-monthly. Executive Committee takes decisions regarding the functioning of the Youth Club. The Committee includes President, Vice President, Secretary, Joint Secretary, Treasurer and four other members. The Conveners of various

Sub Committees may be co-opted as members of Executive Committee for better coordination of programmes

2. The maximum number of Executive Committee may be limited to eleven or thirteen
3. Quorum: 1/2 of the total membership
4. Executive Committee convenes its meeting at least once in a month
5. Executive Committee takes decisions regarding the functioning of the Youth Club
6. Implement the decisions of General body
7. Plan and monitor the programme and activities of the Youth Club
8. Executive Committee authorises the joint operation of Bank Account
9. Executive Committee can invite Experts/ Advisers/ Special Invitees to the Executive Committee in the interests of the Youth Club

VIII. (3) The Suggested Sub Committees for a Youth Club are:

1. Education, Literacy and Library
2. Employment Generation including skill upgradation
3. Environmental sustainability
4. Promotion of Art & Culture
5. Promotion of Sports & Games
6. Youth Health
7. Adolescent/Teens Club
8. Women's Wing
9. Children's Club
10. Social welfare

11. Shramdan
12. Yoga
13. National Unity and Communal Harmony
14. Social Awareness generation
11. Shramdan
12. Yoga
13. National Unity and Communal Harmony
14. Social Awareness generation
15. Agricultural and Allied Activities
16. Life Skill Education, Personality and Leadership Development
17. Survival and Disaster Preparedness and Value education

The list is suggestive. Any activity beneficial for the youth or the community can be taken up by the Youth Club.

VIII. (4) Duties & Responsibilities of Office Bearers:

VIII. (4). i. President:

1. Will preside over the meeting of the General Body or Executive Committee and conduct the meeting according to the rules and regulations of the Youth Club
2. Liaise with other Youth Clubs in the nearby villages and with other agencies like Village Panchayat and NYK
3. Oversee the implementation of activities of the Club and give advice and guidance to the Secretary, other office bearers and members of the Youth Club in the day-to-day functioning of Youth Club

VIII. (4). ii. Vice President

1. Perform the duties of President in his/her absence
2. Assist President to perform his/her duties properly
3. Chair Sub-Committee meetings in the absence of President

VIII. (4). iii. Secretary

1. Will be the Chief Executive Officer of the Youth Club.
2. Work in close coordination with the President.
3. Prepare minutes of the meeting and submit before the Executive Committee for its approval.
4. Will prepare agenda in consultation with President and issue notices for the meeting.
5. Prepare the report of the Club activities; keep the records and be the custodian of the Youth Club property.
6. Receive and send correspondence on behalf of the Youth Club.
7. Custodian of the bye-law, Registration Certificate, Accounts Register and Bank Passbook of the Youth Club.

VIII. (4). iv. Joint Secretary

1. Perform the duty of Secretary in his/her absence.
2. Assist the Secretary in performing his/her duties.

VIII. (4). v. Treasurer

1. Help Secretary in maintaining Bank Pass Book, Accounts Register, Vouchers and other financial transactions as per the rules of the Youth Club.

2. Collect membership fees from members and donations from well-wishers and deposit in the bank account of the Youth Club.
3. Keep the accounts and vouchers.
4. Assist in preparing annual budget and in financial resources mobilisation.
5. Prepare annual accounts statements and audit reports.

VIII. (5) Sub Committee

Youth Club can nominate as many Sub Committees as required for the locality. Each Sub Committee will have a Convener and three to four members . The Convener will represent his/her Sub Committee in the Executive Committee. The Sub Committee can plan activities according to its priorities, mobilise resources and execute the activities with the concurrence of the Executive Committee. The members of the Sub Committee may be elected from the General Body according to the area of interest of the members or co-opted from among the members of the Committee in due course.

VIII. (6) Advisory Committee

The elders of the village/community and public opinion leaders may be the members of the Advisory Committee. The Advisory Committee will guide, advice and help the Youth Club to plan and execute its programmes. Former Presidents and Secretaries can be considered as members in the Advisory Committee.

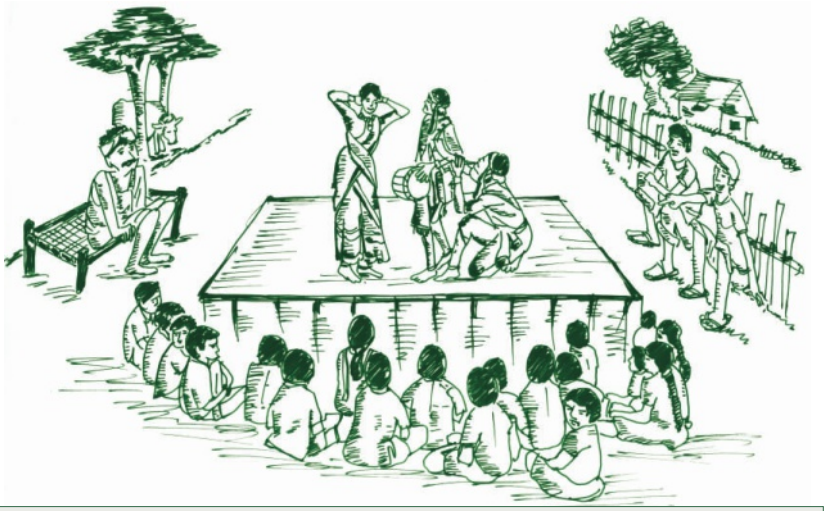
VIII. (7) Books and Registers of a Youth Club

A healthy Youth Club should keep proper records, files, registers and documents regarding the organisation and activities. Suggestive formats of Books and Registers of a Youth Club are given in Annexure V.

IX. Relationship between Youth Club, Gram Sabha and Gram Panchaytat

Youth Club is the grass root level organisation working with the community. Its functions are supplementary to the functions of the Gram Panchayat. Youth Club works on the principle of democracy and hence it is called as the NURSERY of Democracy. The synergy between Youth Club and Gram Panchayat will enable proper leadership development in the villages and youth participation in the development activities of Gram Panchayat. The Youth Club will act as a catalyst in mobilising the villagers to participate in the Gram Sabha. The collaborative functioning of Youth Club and Gram Panchayat will lead to:

- Enhanced people's participation in the Gram Sabha
- Convergence and coordination initiatives of the Youth Club for village level developmental activities with the help of various Govt. Departments and Agencies will complement the development efforts of Gram Panchayat
- Recognition of Youth Clubs as training ground for social work, volunteerism and leadership development, and
- Consultation and participatory decision making in the development scenario



A coward is incapable of exhibiting love; it is the prerogative of the brave – **Mahatma Gandhi**

X. Suggested Activities of Youth Clubs

Activities of Youth Clubs can be broadly divided into programmes directly benefitting the youths towards their individual development and programmes benefitting the community. All the programmes of a Club focus on either of them or both. Normally Youth Clubs thrive on their own programmes viz., the Youth Clubs themselves develop need based programmes and resources for conducting the programmes will be raised by themselves. Once a Youth Club is affiliated with NYK, the magnitude of programmes available for the Youth Club increases and they can be part and parcel of the NYK sponsored activities. On the basis of financial resource support or technical support to organise an activity, the programmes of a Youth Club can be classified into:

1. NYK funded programmes
2. Programmes in collaboration with Central/State Government Development Departments, NGOs, and other funding organisations
3. Programmes in Collaboration with Local Self Government Institutions like Gram Panchayat, Municipality, Corporation, etc. and
4. Programmes through Local Resource Mobilisation

X. 1. Programmes directly leading to Individual Development

- Capacity building activities
- Vocational training and guidance
- Income generation programmes
- Life skill education and training
- Survival skills training
- Health programmes

Understanding human nature is the highest knowledge, and only by knowing it can we know God. It is also a fact that the knowledge of God is the highest knowledge, and only by knowing God can we understand human nature – **Swami Vivekananda**

- Sports activities
- Art and Cultural activities, etc.

X. 2. Programmes leading Community Development

- Active participation in Gram Sabha
- Co-ordination with Gram Panchayat and Zilla Panchayat
- Co-ordination with Government departments/agencies
- Mobilisation of local resources
- Environmental activities
- E-governance & Networking, etc.

Some of the activities that can be taken up by Youth Clubs at village level are indicated below:

X. 3. Awareness generation activities

i. Blood grouping/donation camps

ii. Eye Donation Pledge and agreement forms to be collected and handed over to appropriate authorities

iii. Organ donation campaign

iv. The human rights/ consumer rights/child rights/women's rights/right to information

v. Indian penal code.

vi. Indian constitution.

vii. Social evils like dowry, drug abuse, smoking, use of liquor.

viii. Pollution of water, air, sound; cleanliness and sanitation.

ix. Epidemics, adolescent reproductive and sexual health and HIV/AIDS

x. Welfare schemes of Government and NGO's

xi. Social security schemes like pensions, insurance, etc.

xii. Girl child

xiii. E-governance

X. 4. Agricultural and allied activities



i. Cultivation of waste land by lease.

ii. Minor irrigation, drip irrigation, rain water harvesting.

iii. Organic farming.

iv. Supply of seeds, seedlings, manures and pesticides to villagers by establishing agro - clinics.

v. Competition in kitchen gardening and promotion of Pisci-culture, sericulture, horticulture etc.

vi. Promoting cattle rearing, goat farming, poultry, pigeon etc.

vii. Planting of fruit trees.

viii. Honouring best farmers, young farmers.

ix. Procuring agricultural implements and loans to farmers.

x. Promoting organic pesticides

xi. Managing Milk Cooperatives

xii. Organising one-day/short duration camps in agriculture and allied subjects in collaboration with Government Departments/NGOs

xiii. Managing/coordinating Vocational Training Centres.

xiv. Setting up cycle stands, small stalls during village fairs/festivals

xv. Managing village fairs/ festivals

Take up one idea. Make that one idea your life – think of it, dream of it, and live on idea. Let the brain, muscles, nerves, every part of your body, be full of that idea, and just leave every other idea alone. This is the way to success **– Swami Vivekananda**

xvi. Organising crops/vegetable/ fruit/animal shows.

xvii. Assisting Government Agencies/Banks/Financial institutions in recovery of loans.

xviii. Setting up Agro-based industries.

xix. Plantation of medicinal plants.

xx. Setting up of vermin- culture units, compost manure units.

xxi. Maintaining Bio-diversity Register.

X. 5. Education and General Knowledge

i. Organising tuition classes for students belonging to poorer sections.

ii. Preventing drop outs from schools.

iii. Ensuring 100% enrolment in primary schools.

iv. Organising discussions and lectures on various topics.

v. Organising quiz, seminars and general knowledge competitions.

vi. Collecting and distribute uniforms, books and reading materials to economically disadvantaged groups.

vii. Honouring Students who are scoring maximum marks in the locality in matriculation and HSSC exams.

viii. Organising medical camps to identify learning disabilities among children.



The best way to find yourself is to lose yourself in the service of others – **Mahatma Gandhi**

ix. Establishing libraries and Book Bank Schemes.

x. Organising career counselling and adolescent care counselling in schools.

xi. Celebrating teacher's day and honouring the teachers, including retired teachers, in the function.

xii. Organising computer literacy drive.

xiii. Organising memory tests.

xiv. Helping differently abled and mentally challenged children to pursue their studies.

xv. Arranging life skills training for students.

xvi. Taking the help of corporate houses nearby under CSR-Corporate Social Responsibility

xvii. Establishing Vocational Guidance Centres.

xviii. Organising literacy classes for illiterate people to eradicate illiteracy from the village.

X. 6. Economic and Income Generation activities

i. Organising and nurturing Self Help Groups (SHG) for the members and encouraging thrift and credit activities.

ii. Identifying the employability skills of the members.

iii. Organising skill upgradation training programme which enables the members to take up sub-employment programmes.

iv. Promoting traditional skills of the villagers.

v. Establishing career guidance centres.

vi. Publicising the self-employment and income generation schemes of the government and other communities.

vii. Organising village hats/exhibitions in fairs and festivals to sell the products of SHG.

viii. Establishing a permanent shop to sell the products of the SHG and Youth Club members.

ix. Establishing linkages with banks and other financial institutions, industries and other government agencies supporting the income generation projects.

x. Organising project clinics with the help of various departments.

xi. Organising classes on project preparation, planning and management and career planning with the help of civil society organisations like JAYCEES, Rotary Club, Lions Club, etc.

X. 7. Shramdhans

i. Construction of houses and repair of houses for the poor.

ii. Construction of toilets to the poor and in public places.

iii. Rain water harvesting structures like ponds, wells, Gully plucking, constructing bunts and pits, planting, etc.



iv. Helping the poor during marriage functions, death rituals, and other occasions.

v. Construction of rural roads, footpaths, bus stops, community assets and their maintenance.

vi. De-silting of ponds, streams etc. on a regular basis and construction of temporary check dams.

vii. Participation in Gram Sabha and active involvement in the meetings.

viii. Participation in Government programmes.

ix. Celebration of International volunteer's day by organising Mega Shramdans and honouring the best volunteer of the Youth Club and senior citizens who have shown leadership skills in volunteerism.

x. Deepening of Well.

xi. Construction of Yuva Bhawan.

xii. Creation Eco- Park in community places.

xiii. Waste water management

X. 8. Environmental sustainability

i. Establish Nature Clubs/ Green Clubs in schools and in the Youth Club.

ii. Work for plastic- free campus, market and houses.

iii. Establish compost pit in the houses of all the members.

iv. Organise periodic cleaning campaign in the market places, Government hospitals, Schools and other public places.

v. Work for total sanitation of the village and cooperate with Gram Panchayat to achieve it.

vi. Promote personal hygiene habits among children and youth.

vii. Organise regular classes on environment issues and conduct competitions such as quiz, painting and essay.

viii. Promote rainwater harvesting for drinking water.

ix. Implement Tarun Triveni Van activity. Plant and nurture trees during birthdays, marriage anniversaries and death of individuals in the community.

x. Establish a Smiriti Van in public places.

xi. Promote the use of organic manure and pesticides for cultivation

xii. Celebrate world environment day/week, forest day, water day, earth day etc.

xiii. Encourage the study of fauna and flora.

X. 9. Disaster preparedness

i. Educate people on first aid and its use.

ii. Disaster preparedness kit may be prepared and circulated to all houses/institutions to understand how much they have to be prepared to face disasters.

iii. Train and equip youth with necessary skills to act in an emergency.

iv. Keep ready the telephone numbers and details of fire force, police, hospitals, revenue officials, etc. for alerting them in case of disasters.

v. Establish community kitchen during a disaster to help the community.

vi. Start immediate rescue operations. Don't wait for orders for the authorities during disaster.

vii. Remove debris and help the victims to identify their valuables. Collect and hand them over to the owners of the property.

viii. Organise immediate rehabilitation activities.

ix. Involve the victims in the process and enable them to overcome stress by arranging programmes, medical help, counselling, etc.,

x. Create awareness about various kinds of disasters: natural disasters and manmade disasters.

xi. Form Disaster Management Committees and specify the role of each committee clearly.



In planting a tree we give life. It is an expression of love, of concern of one's fellow-beings for life on earth – **Rajiv Gandhi**

X. 10. Resource mobilisation for Youth Club

i. Membership fee, subscription, donation.

ii. Providing service to the community like help them in the payment of electricity bill, Telephone bill, water bills, gas cylinder door delivery etc. for which service charges can be collected.

iii. Collecting articles from the community like rice, wheat, coconut, maize, fire wood, old vessels, old newspapers, bottles, etc. and its sales proceeds.

iv. Grants from government/non-government agencies and local self-government institutions. Taking up projects from government and other agencies and implementing them .

v. Thrift/credit activities and organising small savings including chits.

vi. Purchase of goods like mike sets, lighting equipment, decoration material, tables, vessels etc., and provide to festivals and functions in the local community for rent.

vii. Arranging household goods, umbrellas, note books, bags clothing etc. to the community members on instalment.

viii. Small trades like temporary stalls during fairs, festivals, tourist places etc.

ix. Tuition Centres.

x. Cultivating in waste land and Panchayat land by taking it up on lease.

xi. Pisciculture in ponds on lease.

xii. Taking up small construction work for Panchayat and other agencies.

xiii. Organising vocational training and staff skill training programmes.

xiv. Small industrial units with locally available materials.

xv. Taking up agency for lotteries, insurance etc.

xvi. Taking up contract for marriage catering, music bands, cultural programmes etc.

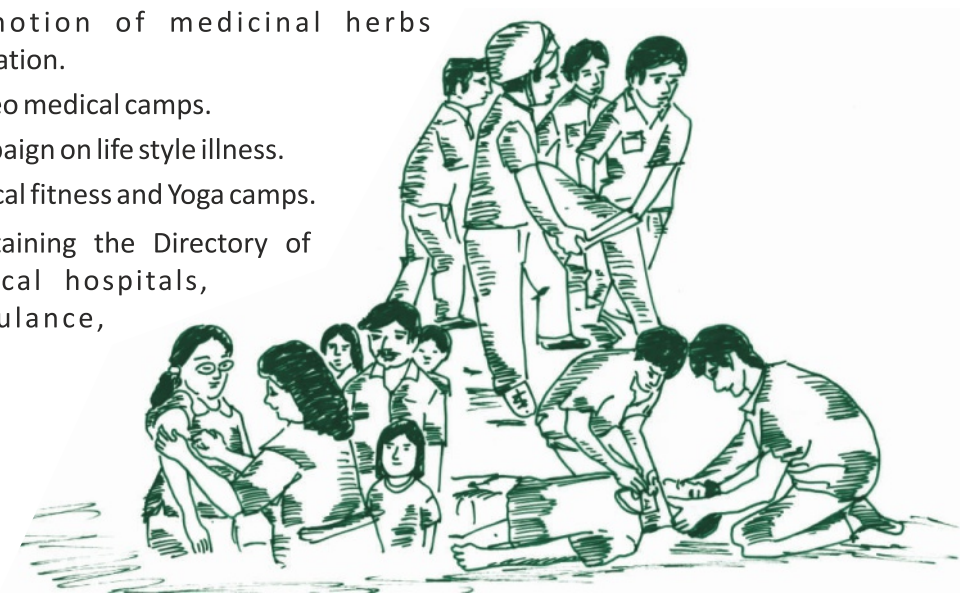
xvii. Organising benefit shows.

xviii. Harvesting the crops of the villagers.

xix. Implementing Self Employed Workers Association Kendra (SEWAK) Scheme.

X. 11. Health activities

i. Launching immunisation drive.
ii. Promoting health education.
iii. Helping in providing clean drinking water to the community.
iv. Managing storage and distribution of contraceptives.
v. Motivating couples for family welfare planning.
vi. Organising HIV/AIDS awareness camps/drives.
vii. Observance of World Health Day, World Population Day, World AIDS Day.
viii. Promotion of eye donation and voluntary blood donation.
ix. Blood grouping camps for the villagers.
x. Cataract detection and free cataract surgery camps.
xi. Organising free medical camps on general medicine and specialised medical camps like diabetics, dental, early cancer detection, etc.
xii. TB identification and treatment programme.
xiii. Skin disease detection camp and treatment.
xiv. Promotion of Ayurveda and other Indian Systems of Medicine through medical camps and awareness classes.
xv. Promotion of medicinal herbs cultivation.
xvi. Homeo medical camps.
xvii. Campaign on life style illness.
xviii. Physical fitness and Yoga camps.
xix. Maintaining the Directory of medical hospitals, Ambulance, etc.



A 'No' uttered from the deepest conviction is better than a 'Yes' merely uttered to please, or worse, to avoid trouble – **Mahatma Gandhi**

X. 12. Hygiene and Sanitation

i. Cleanliness drive for hygiene and sanitation.

ii. Construction of toilet in every house with the help of government scheme or Gram Panchayat.

iii. Health camp before every rainy season regarding pure drinking water and water- borne diseases.

iv. Removal of water logging in the villages.

v. Educating people on the use of chlorine powder, potassium permanganate etc.

vi. Educating adolescent girls on Reproductive Care and Child Health

X. 13. National Integration/Communal Harmony

i. Organising rallies/conferences for promotion of national integration and communal harmony.

ii. Organising all major religious festivals by involving all religious communities.

ii. Observing community meals on a few occasions in a year.

iv. Promoting national values; non-violence, kindness, truth, love, sacrifice.

v. Observing national days.

vi. Launching drives: Youth for communal harmony, Youth against Terrorism, etc.

vii. Organise cultural programmes with the help of government agencies like Song & Drama division and Field Publicity Division of Government of India.

X. 14. Promotion of Sports and Games

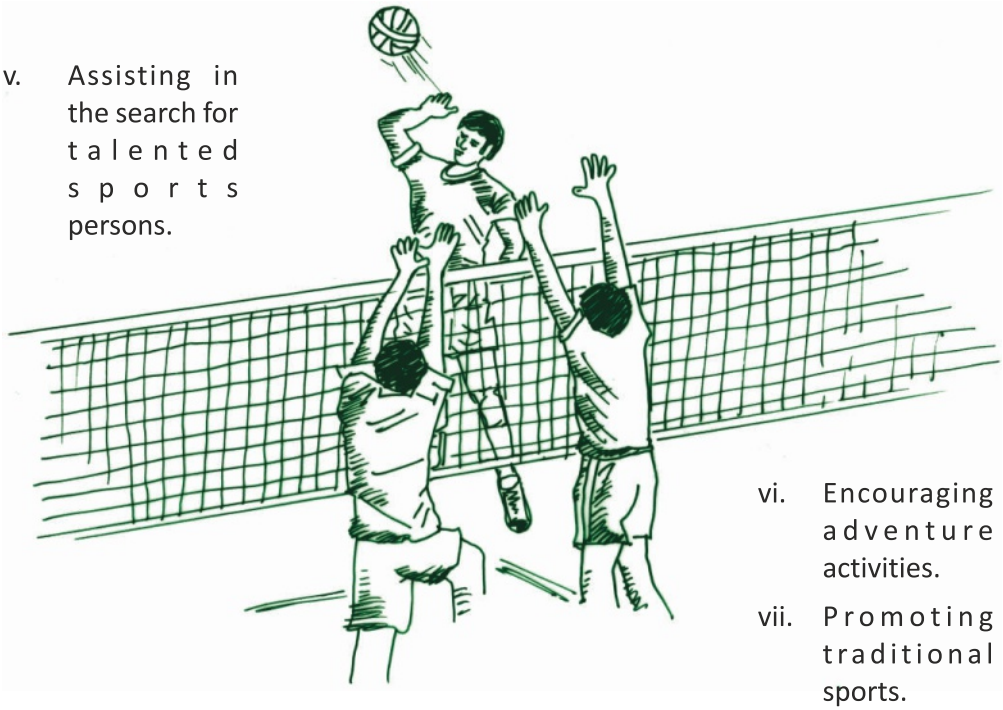
i. Promoting indigenous games.

ii. Organising daily (on a regular basis) physical training, games and sports for children and youth.

iii. Coaching Camps according to the need of the village.

iv. Inter-village competitions.

v. Assisting in the search for talented sports persons.



vi. Encouraging adventure activities.

vii. Promoting traditional sports.

X. 15. Promotion of Art and Cultural activities

i. Organising cultural performances-community singing, folk songs, folk dances, street plays, folk plays.

ii. Workshops on folk media and themes of national importance.

iii. Picnics, cycle excursions, sightseeing trips to nearby places.

iv. Inter-village and block level folk culture programme.

v. Nukkad nataks (Streets Plays) and plays on national issues.

vi. Removing superstitions through cultural programmes.



God can be realized through all paths. All religions are true. The important thing is to reach the roof. You can reach it by stone stairs or by wooden stairs or by bamboo steps or by a rope. You can also climb up by a bamboo pole – **Ramakrishna**

X. 16. Social service

i. Repairing/maintaining village approach roads, main streets.

ii. Maintaining school building, cleaning hospital surroundings, maintenance of tube-wells, irrigation channels etc.

iii. Maintaining street lighting system.

iv. Organising village protection duty at night.

v. Assisting during marriage/festivals.

X. 17. Participation in Local Governance

i. Taking active part in Gram Sabha.

ii. Participation in government programmes in the community.

iii. Monitoring government-sponsored schemes and programmes in the village.

iv. Decentralized planning for development with the help of local body members.

v. Participation in the meetings in connection with social auditing.



X. 18. Co-ordination and Networking

i. Coordinate with various government departments / agencies/NYK and NGOs

ii. Network with nearby village Youth Clubs and community- based organisations.

iii. Coordinate with local Bodies/ Members.

Education cannot be limited to literacy. It must be much broader and go into building the character and personality of the child – **Rajiv Gandhi**

X. 19. Training in Life Skills and Survival Skills

i. Train youth in various life skills especially inter-personal relationship, communication, conflict resolution, etc.,

ii. Train youth in various types of survival skills i.e., swimming, cycling , driving, etc.,

iii. Train youth in effective communication skills.

iv. Train youth in e-governance.



X. 20. Youth Information Centres

I. Collect the details of various government schemes/programmes of various departments and keep them in the centre.

ii. Keep information on various vocational / employment opportunities and schemes, health- related schemes, agriculture- related schemes.

iii. Subscribing to daily newspapers, magazines, employment news, etc.,

iv. Keeping brochures , booklets and posters on various awareness programmes

v. Providing internet facility

X. 21. Advocacy Activities

i. Ensuring mass participation of youth, women, members of SC/ST and weaker sections and senior citizens.

ii. Ensuring total literacy of children / girl children in the village.

There is no help for you outside of yourself; you are the creator of the universe. Like the silkworm you have built a cocoon around yourself…. Burst your own cocoon and come out of the beautiful butterfly, as the free soul. Then alone you will see Truth – **Swami Vivekananda**

iii. Ensuring active participation and ownership at the village level government programmes and initiatives.

iv. Develop pressure group for the implementation of various government sponsored programmes with maximum transparency.

v. Influencing MLAs/MPs and Zilla Panchayat Members for utilising their discretionary funds for village development

XI. Action Plan of Youth Club

Every Youth Club should have an annual action plan. The activities of Youth Club will be systematic only if an action plan is put in place.

How to prepare an Action Plan:

1. A sub-committee may be constituted by the Executive Committee for preparing the Action Plan.
2. The sub-committee will analyse last year's activity and assess its strengths and weaknesses.
3. Assess the needs, concerns and requirements of the members of the Youth Club, youth in the community and the community at large.
4. Consult with the Executive Committee, Gram Panchayat President, Members, local officials of various departments, elders and public opinion leaders, other organisations in the area and experts.
5. Prioritise the needs and requirements of various categories of people.
6. Brainstorming and PRA techniques can be used for prioritising the needs.
7. On the basis of the needs and requirements, programmes may be planned.
8. For each activity proposed, the budget, the ways of resource mobilisation and the collaborating agencies also need to be identified.

9. The proposal prepared by the sub-committee may be placed before the Executive Committee. The Executive Committee can add, delete or revise the plan and the approved plan is placed before the General Body for final approval. The General Body has the power to revise the plan. Once the General Body approves the plan, it is final and the Executive Committee will implement it.
10. For the preparation of the Plan, the Youth Club can seek the help of National Youth Corps (NYC) of NYK and the Youth Coordinator.
11. The procedure of preparation of the Action Plan may start by January and be completed before the end of February. The Executive Committee and General Body may approve the Plan by March and by April; the new Plan could be put into practice.
12. The approved Action Plan of the Youth Club may be shared with NYK/District Officer of State Youth Department and Panchayat/Municipal Corporation for their information and records, through the NYC of the block.

Format for preparing the Annual Action Plan is in Annexure VI.

XII. Activity Report of Youth Club

Youth Clubs are community- based organisations and work on the basis of an Action Plan prepared after a series of consultations with the stake holders of the Youth Club and community leaders. The activities of the Youth Club may be reported to the agencies to which the Club is affiliated and those with which it is collaborating. Every Youth Club may prepare a monthly activity report in the format prescribed by the Nehru Yuva Kendra/any affiliating body. The monthly report may be submitted to the NYK, Local Self Government Institutions concerned with the Youth Club, District Administration and to all other organisations with whom the Youth Club has collaboration. Moreover monthly activity reports will be helpful for the organization to document its activities properly and will give a good picture of the activities of the organization in the future. Presentation of report to the Executive Committee during monthly

meetings will also became easy. Monitoring and evaluation of the activities can be done only with the help of facts and figures and monthly reports will help the organisations in this regard. A qualitative report also can be prepared along with the quantitative report.

Apart from the monthly activity report, the Youth Club should also have an annual activity report. The annual activity report along with annual financial expenditure and audit report may be submitted to all the collaborating agencies for their records. The credibility, acceptability and efficiency of the organisation will increase with timely submission of annual reports and audited statements. Hence the Youth Club may prepare and submit the annual reports without fail. A detailed qualitative report may also be prepared along with the report in the prescribed format. Compilation of photographs, press clippings if any, brochures and programme notices/invitations prepared along with the qualitative report and format will help in proving the work of the organisation and can serve as a document for future reference. The format for preparing Monthly Activity Report and Annual Activity Report are in Annexure VII.

XIII. Self-assessment Tool for Youth Club

The functioning of Youth Club is not uniform everywhere. Some Youth Clubs are very active and are involved in multifaceted activities, whereas some engage only in sports or in arts. After one year of its existence, the Youth Club needs to assess itself to know where it stands and understand its strengths and weaknesses. This will help the Youth Club to correct itself and work effectively. A score sheet with clear parameters needs to be devised for self-assessment of the Youth Club. One year from the date of registration may be the gestation period of the Youth Club, by which time the Club may start sustaining its activities on its own. After self-assessment, if the Youth Club acquires "A" grade, it can apply for projects from various government and non-government agencies. This assessment will enable the Youth Club to understand where it positioned in terms of its performance and can strive hard to improve. The Self-Assessment Tool for Youth Club is in Annexure VIII.

It is our own mental attitude which makes the world what it is for us. Our thought make things beautiful, our thoughts make things ugly. The whole world is in our own minds. Learn to see things in the proper light – **Swami Vivekananda**

Annexure I

A Brief Introduction to Societies Registration Act, 1860

1. Introduction

The device of "Society" was evolved to fulfil the need for an institution of non-commercial nature for promotion of numerous charitable activities like education, art, religion, culture, music and sports etc. Associations, clubs or societies are formed to help further these causes because they work on non-profit basis. A society can be formed to achieve this end. A society has been variously defined. It has been described as a company or association of persons (generally unincorporated) united together by mutual consent to deliberate, determine and act jointly for a common purpose.

2. Comparison between Society and Company

A society is a non-commercial organisation, formed for the promotion of the object like art, culture, science, religion etc.

Under the provisions of Section 25 of the Companies Act, 1956, a company can also be formed for non-profit objectives. These may not be charitable. These companies are also allowed to drop the words "limited" or "Private limited" from their names. The promoters while deciding whether to register themselves as a society or as section 25 company may keep the following distinctive features in mind:

Features	Society under Societies Registration Act, 1860	Company under section 25 of the Companies Act, 1956
Objects	Charity, literary, Scientific, etc.	Non-Profit activities
Formation	Procedure is simple and easy	Procedure is complicated
Name	Selection of name is not difficult	Name has to be approved by the Registrar of Companies.
Management	Management of society is easy and simple and not many restrictions imposed under the act.	Provisions of the Companies Act have to comply with; complex and laborious, rigid and time consuming.
Meetings	Annual Meeting of society has to be held as per provisions in the Act. Meetings of Governing body are held as prescribed in the rules of the society.	All the meetings are to be held as per provisions of the Companies Act, 1956.
Penalties	Very few offenses and penalties have been prescribed	Provisions under the Companies Act are more stringent and attract more penalties.
Reputation	Registered societies enjoy same reputation as companies	Companies enjoy reputation of status.
Legal Entity	A registered society is a legal entity with certain limitations	A registered company is a legal entity.

Any people anywhere, being inclined and having the power, have the right to rise up, and shake off the existing government, and form a new one that suits them better. This is a most valuable - a most sacred right - a right, which we hope and believe, is to liberate the world – **Abraham Lincoln**

3. Formation/Registration of a Society

Minimum 7 or more persons, eligible to enter into a contract can form society for various bonafide purposes. (Under the Jammu and Kashmir Act, and Telengana Area Act, only 5 persons can form a society).

4. Eligibility

Besides individuals, the following are eligible to form a society by subscribing to the memorandum of a society:

- Foreigners
- Partnership firms
- Limited Companies
- Registered societies
- Minors not eligible

5. Registration of Society

i. Place of Registration

The registration of a society is to be done under the act wherever obtaining and not in the state where the benefit is claimed.

Once the persons proposing to form a society have decided upon the name of the society, then a draft of the memorandum and rules and regulations of the society needs to be prepared and to be adopted for getting the society registered in the Registrar's office.

ii. Signing of Memorandum of Association

All subscribers (minimum 7) should sign each page of the memorandum and the signature should be witnessed by an Oath Commissioner, Notary Public, Gazetted Officer, Advocate, Chartered Accountant, Magistrate First Class with their rubber/official stamp and complete address.

6. Documents required to be filed with the Registrar of the Society

- Covering letter requesting for registration stating in the body of letter various documents annexed to it.

- Memorandum of Association in duplicate along with a certified copy.
- Rules and Regulations.
- Where there is a reference to any particular existing places of worship like Temple, Masjid, Gurudwara etc. sufficient documentary proof establishing legal competence and control of applicant society over such places should be filed.
- Affidavit of non-judicial stamp paper of appropriate value by President or Secretary of the office.
- Documentary proof house tax receipt, rent receipt in respect of premises shown as registered office of a society or "No Objection Certificate" from the owner of the society.

7. Purpose for which a Society can be formed.

A society can be formed for the promotion of literature, science or the fine arts or the diffusion of useful knowledge/political education or for charitable purposes. Section 20 of the principal Act specifies the following purposes for which societies may be registered under the Act:

- Grant of charitable assistance
- Creation of Military orphan funds
- Societies established at the General Presidencies of India.
- Promotion of
    - Science,
    - Literature
    - Fine Arts
    - Instructions or diffusion of useful knowledge
    - Diffusion of political education
    - Foundation or maintenance of libraries or reading rooms
    - Public museum and galleries of paintings

- Works of Act
- Collections of natural history
- Mechanical and philosophical inventions
- Instruments
- Designs

8. Formation for profit motive prohibited

For a society registered under Societies Registration Act, 1860 or under the Section 25 of Companies Act, Profit motive for personal use is dis-entitled. Whatever profit is made through the working of such a society, is accountable for and it is necessary to put back the profit in the working of such a society. The Companies Act under section 25 also prohibits any payment of any dividends to its members as part of profit earned.

9. Memorandum of Association

The Memorandum of Association is a document depicting and describing the objective of its existence and its operation. It defines the permitted range of enterprise. Care must be taken to draft this document so meticulously as to confer all powers on the society, which will be required for total attainment of the objects.

10. Format of Memorandum of Association

The memorandum of Association as per the principal Act and Acts passed by various State Governments should contain:

- Name of the society
- The objects of the society
- The names, addresses and occupation of the members of the governing body and
- The place of registered office of the society

11. Guidelines for drafting Memorandum of Association

i. Name of Society

a. The Registrar of Society may be approached with alternative names to ascertain whether the same are not undesirable and are not being used by other existing societies.

b. It should not suggest obscenity or violate the decency and decorum.

c. It should not be likely to promote disharmony or feeling of enmity or hatred or ill-will between different religions, racial or regional groups or casts or communities.

d. It should not be identical or nearly resemble with the name of existing registered society

e. It may end with the word "Trust"

f. The name should be such that it does not attract the provisions of emblems and names (Prevention of improper use) Act, 1950.

g. It should not suggest or be calculated to suggest the patronage of the Government of India or connection with local authority or any corporation or body constituted by the Government under any law for the time being in force.

h. If it is proposed to give all India character to the society and words 'all India' or 'AkhilBharatiya' are to form part of name the society must have its constituents in at least eight different states of Indian union.

i. Words 'cooperative', land development', 'reserve bank', 'union ', 'state', or any other word expressing or implying the sanction approval or patronage of the central or any State Government and 'municipal' or 'chartered' or any word which suggests or be calculated to suggest connections with any municipality or other legal authority may not be used without the previous sanction in writing of such authority.

j. The above provisions while selecting a name for the proposed society may guide the subscriber of the Memorandum of Association. The Registrar has the power to refuse registration if the name is inconsistent with these guidelines.

ii. Registered Office of the Society

Even though in principle the Act does not ask for the registered office of the society in the Memorandum of Association of the society, it is always better to mention the address of the registered office in the memorandum so that communication or notice may be sent to the society at such address.

iii. Objectives of the Society

The society once formed has to act within the framework of the object clause. Any action of the society outside the framework of the object clause may be declared as beyond the permitted scope of the society besides being null and void. Therefore, it is advisable to draft the object clause with full caution and care keeping in view the present and future requirements of the society.

iv. Names & Address of Governors, Councils, Directors of Committee

Principal Act and the State Act require that the Memorandum should contain the names, addresses and occupation of the above captioned.

Whether a member is called a governor or director or president, it does not affect his status.

These office bearers have distinct existence from individual members, the administration and management of the society is interested to them jointly.

v. Rules & Regulations of the Society

The rules and regulations of the society are framed to guide the members of the governing body or the persons interested with the management of the society to regulate the functions of the society and for its internal management. The rules help the management in carrying out the objects of the society. They are binding on the members of the society. The rules, which are inconsistent with the provisions of the Act, are inoperative although registered with the Registrar of Societies.

vi. Signature on Rules & Regulations

The rules should be signed by at least three members of the governing body.

12. Effect of registration/ non-registration of a Society

The Societies Registration Act, 1860 lays down procedure for registration of societies for various Bonafide purposes.

The registration gives the society a legal status and is essential

- For opening bank accounts,
- Obtaining registration and approval under Income Tax Act,
- Lawful vesting properties of societies, and
- Gives recognition to the society at all forums and before all authorities.

When the society is registered, it and its members become bound to the same extent, as if each member had signed the memorandum.

The society, registered under this Act, must confine its activities to the sphere embraced by its objects.

A tax imposed on a society is one imposed on the society and not on its members.

A society registered under the Act enjoys the status of a legal entity apart from the members constituting it. A society so registered is a legal person just as an individual but with no physical existence. As such it can acquire and hold property and can sue and be sued.

The society should be registered under the Act to acquire the status of juridical person.

In the absence of registration, all the trustees in charge of the fund alone have a legal status. The society has no legal status, and, therefore, it cannot sue and be sued. A non-registered society may exist in fact but not in law. An unregistered society cannot claim benefits under the Income-tax act.

13. Accounts & Audits

The societies are in possession of funds and properties provided to them by the members or by other persons (by way of donation etc.). The funds and properties are interested for the attainment of objects for which the society has been formed. The members of the governing body are the trustees who apply the funds. It becomes necessary, that the societies maintain regular account books and get

them audited and present them to the members at the general meeting and file them with the Registrar for scrutiny. Every society should get its accounts audited once a year by duly qualified auditor and have balance sheet prepared by him. The auditor should submit the report showing the exact date of financial affairs of the society.

14. Litigation

As every society is a legal entity separate from its members it is capable of filing suits against any person or any member. Similarly, the suits can also be brought against the society.

The registration society can file a suit anywhere in India and in any state although it is not registered in that particular state.

15. Enforcement of judgment against Society

The judgment of decree passed against any person or officer of the society, who represents the society in the legal proceeding, cannot be enforced against the personal property of such person. The property of the society shall only be liable to pay for the decree passed against a society. This protection has been given to the office bearers of the society under the principal Act.

Annexure II

Model Memorandum of Association and Byelaw of a Youth Club

MEMORANDUM OF ASSOCIATION

1. Name of the Institution shall be :

2. The Registered address of the Institution shall be :

   Village / Town :

   Post Office :

   Mandal / Taluk :

   District :

   State :

3. Area of operation :

4. Year :

5. OBJECTIVES ***(The objectives given are only sample. Youth clubs can add any objectives according to their requirement)***

The objectives for which the institution is established shall be as follows:

a. To improve the economic, moral, cultural, physical and social standards of youth in the area of operation of the institution

b. To alleviate poverty and bring about better living conditions, mutual cooperation and unity among the community in general and youth in particular

SAMPLE

c. To start, encourage, assist and carry on such other activities which are incidental for developing the personality and competency of youth.

d. For furtherance of all or any of the aforesaid objects, institution shall have authority

   i. To solicit, obtain or accept subscription, donation, grant, gifts, bouquets and trusts from any person, firm, bank or local authority or corporate bodies / or any institution and / or the union / state government.

   ii. To acquire by gift, purchases, exchange, lease on hire or otherwise how so ever any land, buildings easement or any property movable and / or immovable and / or any estate or interest for the furtherance of all or any of the objects of the institution.

   iii. To build, construct and maintain houses, structures, or buildings and alter, extend, improve, repair, enlarge or modify the same including any existing building (and to provide and equip the same with light, water, drainage, furniture, fittings, instruments, apparatus and appliances) and all other necessities for the use to which such buildings is to be put up or held.

   iv. To sell, manage, transfer, exchange, mortgage, demise, lease or let out, dispose of or otherwise deal with properties whatever (movable or immovable) belonging to the institution.

   v. To open and operate accounts in bank or to deal with bank in any manner whatsoever required, for furtherance of all or any of the objects of the institution.

e. To do all other lawful things incidental or conducive to the attainment of any of the objects of the institution and to incur necessary expenditure thereon.

f. The profit of the institution shall be utilized for furtherance of the object of the institution

6. The Management of the affairs of the institution shall be entrusted to the duly constituted managing committee as provided in the rules and regulations of the institution from time to time.

7. The following persons shall constitute the first managing committee to administer the Youth Club

SAMPLE

S.No.	Name	Designation	Occupation & Address (Outside the Institution)
1.		President	
2.		Vice President	
3.		Secretary	
4.		Joint Secretary	
5.		Treasurer	
6.		Executive Member	
7.		Executive Member	
8.		Executive Member	
9.		Executive Member	
10.		Executive Member	
11.		Executive Member	

Face the brutes." That is a lesson for all life-face the terrible, face it boldly – **Swami Vivekananda**

8. We, the several person whose signature are affixed hereunder for organizing this Youth Club..... Pursuant to these memorandum and are desirous of getting the institution registered under Societies Registration Act XXI of 1860

S.No.	Name	Designation	Occupation & Address
1.		President	
2.		Vice President	
3.		Secretary	
4.		Joint Secretary	
5.		Treasurer	
6.		Executive Member	
7.		Executive Member	
8.		Executive Member	
9.		Executive Member	
10.		Executive Member	
11.		Executive Member	

SAMPLE

Rules and Regulations

These rules shall be called rules of ..... (Name of Youth Club) .....

For these rules, unless there is something repugnant to the context of meaning thereof shall mean and include all the rules of the .....

.....

That may be framed from time to time or altered by special resolution of the General Body.

1. Definition

a.	'Youth Club' means
b.	'President' means
c.	'Secretary' means
d.	'Office bearers' shall include

2. MEMBERSHIP

Any person male or female in the age group of 13-35 and agree to abide by and strive for attainment of the aims and objectives of the ..... could be admitted to the membership of the Youth Club.

SAMPLE

3. CESSATION AND REMIOVAL OF MEMBERSHIP

Any person shall cannot be a member of the .....

a) On his death

b) On his resignation in writing and acceptance of the same by the Executive committee of the .....

c) On his being mentally disabled or incapacitated into contractual obligation

d) On his failure to pay the subscription with in the due period

e) Any person whose activities are considered detrimental to the interests of the Youth Club can be removed from the membership of the ..... by a decision of the majority of the members present and voting at the meeting of the General body of the Youth Club. The quorum of a meeting shall be two thirds of the total numbers of members. Those members whose names appear on the list of members of the on 31st January, of the calendar year shall be entitled to vote in the General Body Meeting.

f) A separate register for the members shall be maintained.

SAMPLE

4. Funds

The ..... shall raise its funds:

a) by membership fees

b) by entrance fees

c) by grant, donations and contributions from members or public

d) by raising loans for such period and any such rate of interest as may be desired by the Executive Committee of the Youth Club

5. GENERAL BODY

The General Body shall comprise of all members as aforesaid and shall meet at least once in a year to transact business and lay down guidelines for conducting the affairs of the .....

6. QUORUM FOR GENERAL BODY

Two fifth of the total member of the members on the rolls of the ..... On 31st January of the calendar year shall form the quorum of the General Body Meeting

The following among others are the functions of the General Body

a) to select Executive Committee

b) to appoint person to audit account of the .....

c) to consider the audit report and any other communications received from the financial agencies in respect of the matters concerning the functions of the youth club

d) consider amendments to rules and regulation

e) to lay own policies

f) to consider applications for admission to membership

g) to consider any other business brought forward

The annual meeting of the General Body shall be called within three months from closing of the financial year and shall transact the business as per Memorandum of Association and Rules and Regulations of the ....

a) In case of the Annual General Body Meeting 14 days' notice shall be given by publication of notice which shall specify the date, hour and place fixed for holding the meeting and shall state the business to be transacted at the meeting.

SAMPLE

b) The notice of a General Body Meeting shall be given

i) By circulation of the notice or copies thereof among all the members of ..... and getting signature of members thereon as a token of having received such notice or intimation

ii) By sending a notice by post under certificate of posting.

7. Executive Committee

The Executive Committee (EC) shall consist of not less than 9 and not more than 15 elected members. Two third members of the Executive Committee shall form the quorum. The President of the ..... shall preside over all meetings of the EC. When s/he is present and in her/his absence the Vice President and in her/his absence the members present shall elect a Chairman from amongst themselves. Every member of the EC shall have one vote but the President shall have a casting vote in addition, if there is tie.

8. The functions of the Executive Committee shall be as under

a) to frame rules and regulations for the conduct of the business of the institution not in consistent with the object, rules and regulations

b) to consider and recommend the applications for membership as per rules of the .....

c) To decide on the day to day affairs of the organization.

d) to arrange for proper maintenance of accounts and preparation of balance sheets, statements etc. and submission of progress report and other obligatory returns to concerned authority.

e) to see that stock taking of all goods belonging to the institution is done every year at least.

f) to insure properties of the institution

g) to do all such other acts and things that are necessary for the proper conduct of the business of the institution in furtherance of its object.

SAMPLE

9. Subject to the rules and regulations and resolution passed by the ..... at General Body Meeting the Executive Committee shall have full authority to carry on the business as provided for in the Memorandum of Association of the Youth Club.

10. If there is a vacancy on the Executive Committee on account of death, resignation etc., of an elected member it shall be filled by the remaining member of the Executive Committee by co-option and such member shall hold office till the next General Body Meeting.

11. In case any vacancy arises in the Executive Committee for any reason whatsoever, the remaining members shall be competent to function the normal course provided that there are at least as any members as are requested to form the quorum for the meeting

12. In case the number of members in the Executive Committee at any time is less than the minimum number required to form the quorum, a special General Body Meeting shall be called within a month for filing up the vacancies by election

13. Duties and Responsibilities

President

- To preside over the meetings of the Youth Club
- To issue instructions and directions and directions for the effective functioning of the Youth Club.
- To advise the Youth Club about its activities.

Vice President

- To assist the President to execute his functions effectively.
- To execute the functions of the President in his absence.

Secretary

- To keep and maintain the records, registers, accounts, and files of the Youth Club
- The custodian of the assets of the Youth Club.

SAMPLE

- To convene the meetings of the Youth Club in consultation with the President
- To look after the day to day functioning of the Youth Club
- To receive and send letters and other communications on behalf of the Youth Club.
- Chief Executive Officer of the Youth Club.

Joint Secretary

- To assist secretary to execute his/her duties and to act as secretary in his/her absence.

Treasurer

- To operate joint accounts of Youth Club with Nationalized bank and transaction of money with the concurrence of the executive committee.

Auditor

- To audit the accounts of Youth Club annually and submit the report to the President and executive committee.

Income sources

- Membership fee
- To accept donations, grants, etc.
- To accept programme funds from government and non-government agencies

Amendments

Amendments to the byelaw shall be made only with the prior approval of the General Body

Records

Membership register, minutes book, cash register, bank book, bills and vouchers, receipt book, files, audit reports, letter pad, seal, etc.

Reservation

50% of the office bearers shall be from among the women.

SAMPLE

Dissolution

For any reason whatsoever if the activities of Youth Club come to a standstill or to be wound up the Executive Committee by a resolution shall recommend this to the General Body, which in turn at a meeting specially convened for the purpose receive by not less than 3/4th majority to dissolve the Youth Club after giving 30 days written notice of the meeting with specific instructions of the purpose thereof. The assets of the Youth Club will be vested with Gram Panchayat or can be assigned to an organization of similar objectives.

SAMPLE

Annexure III

NEHRU YUVA KENDRA SANGATHAN

Ministry of Youth Affairs and Sports, Government of India

Application Form for Affiliation of Youth Clubs

1. Name :
2. Address: Door / Building No. :

   Post Office .....Pin.....

   Telegram office:..... Contact Phone Nos.: .....
3. Date of Establishment :
4. Reg. No. under Societies Act :
5. Year and date of Registration :
6. Area of operation :
7. Block ..... Taluk ..... Village.....

   Panchayath / Munci ..... Ward .....

   Police Station .....
8. Distance from NYK to Youth Club : .....km

   Bus route: .....

SAMPLE

Even the greatest fool can accomplish a task if it were after his or her heart. But the intelligent ones are those who can convert every work into one that suits their taste – **Swami Vivekananda**

9. Affiliation : (✓ Tick wherever necessary)

Library Council: Yes | No Youth Welfare Board: Yes | No

SangeethaNadaka Academy: Yes | No Any other: Yes | No

If yes, please mention :

10. Building Own : Yes | No Rented : Yes | No

Rent free building : Yes | No Electrified : Yes | No

11. Capital Assests

Own Land : Yes / No if Yes, area in cents .....

Own Building : Yes / No if Yes, area in Sq. Ft .....

Library : Yes / No

No. of Books: ..... Value of Books: .....

1. Computer Yes | No
2. TV/VCR Yes | No
3. Radio Yes | No
4. Tape Recorder Yes | No
5. Mike Set Yes | No
6. Shelf / Almira Nos.: .....
7. Chair Nos.: .....
8. Table Nos.: .....
9. Sewing Machine Nos.: .....

SAMPLE

12. Number of Executive Committee members ..... Male ..... Female.....

S.No	Name & Address	Age	Male / Female	SC/ST/OBC/ Mino/Gen	Education Qualification	Employment	Designation	Signature
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

SAMPLE

Let us rededicate ourselves to peace. Let us resolve to fight against the shame of starvation in the world of plenty. Let us denounce the crime of racialism in an age of equality and human dignity. Let us cure the world of insanity of nuclear militarism. Let man's creative genius be enlisted on behalf of enrichment, not destruction – **Rajiv Gandhi**

13. Total Membership in the organization: Male ..... Female .....

Category	Male	Female	Total
SC			
ST			
Minority			
OBC			
General			

14. Educational Qualification of the Members :

Category	Male	Female	Total
Up to 10th Pass			
Class 12 Pass			
Degree & Above			

Children's Wing : Yes / No Women's Wing : Yes / No

Self Help Group (SHG) : Yes / No if Yes / No. of SHGs .....

Blood Donors forum : Yes / No (if Yes, enclose list)

Membership Fee (Yearly) : Rs. .....

Duration of Meetings Executive : Week / Monthly / Quarterly

General Body : Quarterly / Half Yearly

15. Details of Bank Account

Name & Address of the Bank :

Account No ..... Present Bank Balance .....

Annual Budget : Rs ..... Cost of Total Asset : Rs .....

SAMPLE

Anger is an acid that can do more harm to the vessel in which it is stored than to anything on which it is poured – **Mark Twain**

16. Sports Facility Available

    1. Play Ground
    2. Sports Goods

17. Cultural Team Available

    1. 2. 3.

Certificate

Certified that all the information given above are true and correct. Kindly affiliate our organization to Nehru Yuva Kendra.

Place : Signature Signature
Date : (Seal) President Secretary

Documents to be submitted along with application:

1. Copy of Registration Certificate
2. Copy of Bye – Law & Memorandum of Association
3. Decision of Executive Committee to affiliate with NYK
4. Minutes Book
5. Seal

For Office Use Only

Date of Application Submitted :

Report of NYC inspected with date :

Name of NYC inspected :

Remarks of Youth Co-Ordinator :

Date : Affiliated / Rejected Signature of Dist. Youth Co-ordinator

SAMPLE

Annexure III (a)

NEHRU YUVA KENDRA SANGATHAN

Autonomous Body under

Ministry of Youth Affairs & Sports, Government of India

NEHRU YUVA KENDRA

_____(District)

S.No.

CERTIFICATE OF AFFILIATION

SAMPLE

This is to certify that .....

.....

vide Reg. No ..... dated ..... under the

Societies Registration Act. No. XXI of 1860 has been affiliated to Nehru Yuva

Kendra, the ..... day of .....

Affiliation No. :

Place:
Date :

(seal)

District Youth Co-ordinator
Nehru Yuva Kendra

I would like to be remembered as having brought India into the 21st century parallel with the most advanced countries in the world, out of the branding of India as a developing country to the status of the developed nation – **Rajiv Gandhi**

Annexure IV

NEHRU YUVA KENDRA SANGATHAN

Ministry of Youth Affairs and Sports, Government of India

Application Form for Renewal of Youth Clubs Affiliation

1. Name :

2. Address: Door / Building No. :

   Post Office .....Pin.....

   Telegram office:..... Contact Phone Nos.: .....

3. Date of Establishment :

4. Reg. No. under Societies Act :

4.(I) Year and date of Registration :

5. Affiliation No :

5.(I) Year and Date of Affiliation :

6. Area of operation :

7. Block ..... Taluk ..... Village.....

   Panchayath / Muncipality ..... Ward / Division No:.....

   Police Station .....

SAMPLE

United does not mean uniformity. It does not mean obliteration of differences of identities. It means the independent development of each of our cultural systems with in an integrated whole for the development of India – **Rajiv Gandhi**

8. Distance from NYK to Youth Club : .....km

   Bus route: .....

9. Affiliation : (✓ Tick wherever necessary)

   Library Council: | Yes | No | Youth Welfare Board: | Yes | No |

   SangeethaNadaka Academy: | Yes | No | Sports Council: | Yes | No |

10. Building Own : | Yes | No | Rented : | Yes | No |

    Rent free building : | Yes | No | Electrified : | Yes | No |

11. Capital Assests

    Own Land : Yes / No if Yes, area in cents .....

    Own Building : Yes / No if Yes, area in Sq. Ft .....

    Library : Yes / No

    No. of Books: ..... Value of Books: .....

    Furniture and other Equipment .....

    Total value of Assets Rs .....

SAMPLE

9. Number of Executive Committee members ..... Male ..... Female.....

S.No	Name & Address	Age	Male / Female	SC/ST/OBC/ Mino/Gen	Education Qualification	Employment	Designation	Signature
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

SAMPLE

History will have to record that the greatest tragedy of this period of social transition was not the strident clamour of the bad people, but the appalling silence of the good people – **Martin Luther King, Jr.**

13. Total Membership in the organization: Male ..... Female .....

Category	Male	Female	Total
SC			
ST			
Minority			
OBC			
General			

14. Educational Qualification of the Members :

Category	Male	Female	Total
Up to 10th Pass			
Class 12 Pass			
Degree & Above			

Children's Wing : Yes / No Women's Wing : Yes / No

Self Help Group (SHG) : Yes / No if Yes / No. of SHGs .....

Blood Donors forum : Yes / No (if Yes, enclosed list)

Membership Fee (Yearly) : Rs. .....

Duration of Meetings Executive : Week / Monthly / Quarterly

General Body : Quarterly / Half Yearly

15. Details of Bank Account

Name & Address of the Bank :

Account No ..... Present Bank Balance .....

SAMPLE

16. Sports Facility Available

1. 2. 3.

17. Cultural Team Available

1. 2. 3.

Certificate that all the information given above are true and correct. Kindly renew the affiliation of our organization to Nehru Yuva Kendra.

Place : Signature Signature
Date : (Seal) President Secretary

SAMPLE

For Office Use Only

Date of Application Submitted :

Renewed / Rejected :

Date of Renewal Certificate issued :

Date : Signature of Dist. Youth Co-ordinator

Annexure IV (a)

NEHRU YUVA KENDRA SANGATHAN

Autonomous Body under

Ministry of Youth Affairs & Sports, Government of India

NEHRU YUVA KENDRA

_____(District)

S.No.

REVEWAL CERTIFICATE

SAMPLE

This is to certify that .....

..... with NYK

Affiliation No ..... dated ..... registered

under Societies Registration No ..... dated .....

has been renewed on ..... day of .....

Place:
Date :

(seal)

District Youth Co-ordinator
Nehru Yuva Kendra

(Affiliation should be renewed every year)

Did you think I too will Spend my days in search of food, Tell petty tales, Worry myself with thoughts, Hurt others by my acts, Turn senile with grey hair, And end up as fodder to the relentless march of time, As yet another faceless man? – **Swami Vivekananda**

Annexure V

Model of Books and Registers for a Youth Club

1. Membership Register

Sl	Name	Fathers Name	Sex	Age/DOB	Caste	Qualification

SAMPLE

Cowards die many times before their deaths; the valiant never taste of death but once – **William Shakespeare**

2. Dak Receipt Register

Sl	Date	Received from	Letter No & Date	Reference	Remark

SAMPLE

3. Dak Despatch Register

Letter No	Date	Address to	Subject	Mode	Remark

SAMPLE

It is a right and duty of the wise ones to purify the strong by teaching them their duties and to strengthen the weak by teaching them their rights – **Swami Vivekananda**

4. Cash Book/Bank Book

Date	Received from	Amount	Date	Expenditure	Amount

SAMPLE

Non-violence is the article of faith – **Mahatma Gandhi**

5. Stock Register

Sl. No	Particulars	Date of purchase	Amount	Remark

SAMPLE

Creativity is just connecting things. When you ask creative people how they did something, they feel a little guilty because they didn't really do it, they just saw something. It seemed obvious to them after a while. That's because they were able to connect experiences they've had and synthesize new things – **Steve Jobs**

6. Issue Register

Sl . No.	Particulars	Date of Issue	Issue to	Date of return	Remarks

SAMPLE

Better remain silent, better not even think, if you are not prepared to act – **Annie Besant**

7. Form of Receipt Book

Name of the Youth Club & Address

Sl. No. ..... Date: .....

Donors Name: .....

Donors address: .....

Purpose: .....

Amount CASH/ OTHERS .....(In word .....)

Signature of Secretary

8. Other Books to be maintained

Bank Book

Cash Book

Bank Passbook

- Bank passbook must be updated from time to time.

Trial balance/ Bank reconciliation

- Trial balance/ Bank reconciliation must be maintained on monthly basis.

Files

- The Youth Club needs to maintain separate file against each subject.

Documentsto be maintained

- Youth Club Round stamp, Stamp of the Office Bearers.
- Registers
- Letter pad
- Photograph Album / Press Clippings
- Annual action plan
- Annual report
- Audit report

Annexure VI

Format for Annual Action Plan of Youth Club (For the year.....)

- Name of the Youth Club:
- Affiliation No. & Date:
- Name of the Secretary:
- No. of Members of Youth Club:
- Name of the Block:
- Reg. No. & Date:
- Name of the President :
- No. of Members in Executive Committee:
- Name of Gram Panchayat:
- Name of the District:

Sl.	Name of the Prog.	Objective of the Prog.	Target Group	No. of Prog.	Duration	Date & Month of activity	Collabo-rative Agency	Budget Proposal	Respon-sibility	Benefi-ciaries Expected	Place of Prog.	Expected outcome of the Prog.

SAMPLE

Signature & Seal of Secretary

Signature & Seal of President

Secularism for us is the pursuit of Truth in the conviction that Truth will triumph, Satyamevajayate – **Rajiv Gandhi**

Annexure VII

Monthly Activity Report of Youth Club (For the Month of.....)

- Name of the Youth Club:
- Affiliation No. & Date:
- Name of the Secretary:
- No. of Members of Youth Club:
- Name of the Block:
- Reg. No. & Date:
- Name of the President :
- No. of Members in Executive Committee:
- Name of Gram Panchayat:
- Name of the District:

Sl.	Name of the Programme	Target Group	No. of Prog.	Date & Duration	Collaborative Agency	Total Funds Mobilized	Beneficiaries		
							M	F	Total

SAMPLE

Signature & Seal of Secretary

Signature & Seal of President

Liberty is a great celestial Goddess, strong, beneficent, and austere, and she can never descend upon a nation by the shouting of crowds, or by arguments of unbridled passion, nor by the hatred of class against class. Refusal to believe until proof is given is a rational position; denial of all outside of our own limited experience is absurd – **Annie Besant**

Annexure VII (a)

Annual Activity Report of Youth Club (For the Year 20.... 20....)

- Name of the Youth Club:
- Affiliation No. & Date:
- Name of the Secretary:
- No. of Members of Youth Club:
- Name of the Block:
- Reg. No. & Date:
- Name of the President :
- No. of Members in Executive Committee:
- Name of Gram Panchayat:
- Name of the District:

Sl.	Name of the Programme	Target Group	No. of Prog.	Date & Duration	Collaborative Agency	Total Funds Mobilized	Beneficiaries		
							M	F	Total

SAMPLE

Signature & Seal of Secretary

Signature & Seal of President

Service which is rendered without joy helps neither the servant nor the served. But all other pleasures and possessions pale into nothingness before service which is rendered in a spirit of joy – **Mahatma Gandhi**

Annexure VIII

Self-Assessment Tool for Youth Club

Sl. No	Criteria	Reply	Marks awarded Max: 5
1	Youth Club Registered or not	Yes/No	
2	Youth Club Affiliated with NYK	Yes/ No	
3	Number of members in the Youth Club		
4	Number of Women members and percentage to total		
5	Number of SC/ST/OBC members and percentage to total		
6	Joint A/c of Youth Club with nationalized banks, cooperative bank, post office.	Yes/No	
7	Annual Action Plan prepared	Yes/No	
8	Annual report prepared	Yes/No	
9	Maintaining Account	Yes/No	
10	Maintaining Voucher	Yes/No	
11	Accounts audited by Chartered Accountant annually	Yes/No	
12	Monthly meeting of Executive Committee held	Yes/No	
13	Quarterly half yearly meeting of General Body held	Yes/No	
14	Maintenance of minutes books	Yes/No	
15	Submission of PR to NYK/PRI/State Youth Department regularly	Yes/No	
16	Participation in the programmes of NYK (Number)		
17	Number of programmes organized by Youth Club by its own resource mobilization		

Follow your dreams, work hard, practice and persevere. Make sure you eat a variety of foods, get plenty of exercise and maintain a healthy lifestyle – **Sasha Cohen**

Sl. No	Criteria	Reply	Marks awarded Max: 5
18	Number of programmes organized with the cooperation of NYK/State Youth Department		
19	Number of programmes organized with the help of other agencies		
20	Sub Committees Functioning		
	a. Education Committee	Yes/No	
	b. Employment Generation	Yes/No	
	c. Environment	Yes/No	
	d. Sports/Games	Yes/No	
	e. Arts and Culture	Yes/No	
	f. Teens Club	Yes/No	
	g. Children Club	Yes/No	
	h. Women Wing	Yes/No	
	I. SHG	Yes/No	
	j. Any other (specify)	Yes/No	
21	Affiliation of Youth Club with other agencies		
	a. PRI/LSGI	Yes/No	
	b. District Sports Council	Yes/No	
	c. Other Sports Associations	Yes/No	
	d. Field Publicity department	Yes/No	
	e. Cultural Organizations	Yes/No	
	f. Library Council	Yes/No	
	g. Others (Specify)	Yes/No	
22	Office of Youth Club	Own/ Rented/No	
23	All members of Youth Club are in the age group of 13-15	Yes/No	
24	Youth Club has play ground	Own/Public Ground /No	

Only the man of serene mind can realise the spiritual meaning of life. Honesty with oneself is the condition of spiritual integrity. The prophets of spirit make history just by standing outside history – **Dr. S. Radhakrishnan**

Sl. No	Criteria	Reply	Marks awarded Max: 5
25	Signboard placed prominently	Yes/No	
26	T.V. set/Radio facility	Yes/No	
27	Computer facility available	Yes/No	
28	Vocational training programme	Yes/No	
29	Internet facility available	Yes/No	
30	Library in the Youth Club	Yes/No	
31	Advisory Committee of elders	Yes/No	
32	Regular elections to select the office bearers of the Youth Club	Yes/No	
33	Maintenance of following Register		
	a) Minutes book	Yes/No	
	b) Membership Register	Yes/No	
	c) Accounts Book	Yes/No	
	d) Bank Pass Book	Yes/No	
	e) Programme Register	Yes/No	
	f) Asset Stoke Register	Yes/No	
	g) Library Register	Yes/No	
	h) Programme Files & Reports	Yes/No	
	I) Photographs of Activities	Yes/No	
	j) Visitors Books	Yes/No	
	k) Invitation/ Programme Brochures	Yes/No	
	l) News clippings of programmes	Yes/No	
34.	Resource Mobilized by Youth Club during the financial year		
35.	Resources Mobilized from NYKS		
36.	Any other (Specify)		
	Total marks		

Strength does not come from physical capacity. It comes from an indomitable will – **Mahatma Gandhi**

Note:

1. All **YES** will carry 5 marks.
2. Sl. No. 3. members 40 and above will Carry 5 marks 30-40 will carry 4 marks, 20-29 will carry 3 Marks, below 19 will carry 2 marks
3. Sl. No. 4 & 5, 50% and above will get 5 marks 30-49% will Carry 4 marks, 20-29% carry 3 marks and minimum 10% will get 2 marks.
4. Sl. No. 16 Participation in each meeting and programme will get 2 marks subject to maximum of 20 marks.
5. Sl No. 17 &18 Organization of each programme will get 2 marks subject to a maximum of 20 marks.
6. Sl. No. 19 Organization of each programme will get 3 marks subject to the maximum of 15 marks.
7. Sl. No. 22 Own – 5, Rented-3, No office-1 marks respectively
8. Sl. No. 24. Own-5, Public Ground-3, No—nil marks respectively
9. Sl. No. 34 Mobilization (Rs.)

1, 00,000+	15 Marks
75,000-99,000	10 Marks
50,000-74,000	8 Marks
25,000-49,000	6 Marks
10,000-24,000	4 Marks
5,000-9999	2Marks
upto 5000	1 Mark

10. Sl. No. 35

25,000 +	15 Marks
10,000 – 25,000	10 Marks
5000 - 10,000	5 Marks
Upto 5000	2 Marks

Our Youth have to be trained to use new technology in all areas especially agriculture where it matters most – **Rajiv Gandhi**

11. Sl. No. 36 Maximum 10 Marks

12. **Maximum Marks to be scored: 350 marks.**

13. Organization with 60% and above Marks will be graded as A-Very Active

    50-59% will be graded as **B**- Active

    30-49% will be graded as **C**- Functional

    Below 29 will be graded as **D**- Defunct

14. **Procedure**

    1. It will be a self-evaluation exercise to be carried out by Youth Clubs annually.
    2. In case of requirement, Youth Club may take guidance & support from NYK.
    3. The assessment may be carried out by all affiliated Youth Clubs in the month of April/May every year.
    4. Copy of the filled in self-assessment format to be submitted to the respective NYK.
    5. NYK will verify the claims of the Youth Clubs based on which assessment of the Youth Clubs will be done.
    6. On the basis of the assessment, NYK will prepare its Annual Action Plan in such a way that the Clubs will be enabled to improve their activities so that they can climb one step ahead over a period of time.
    7. In the order of merit, the Youth Clubs will be given opportunity to organize/participate NYK activities.
    8. Efforts will be taken to make Defunct Youth Clubs Functional/Active.

Annexure IX

Mentor Youth Club (MYC) Scheme

Background

It is pertinent to mention that an effective Youth Club is one which is capable of raising its own resources from within the village for undertaking various youth based and village development activities. These activities range from setting up village libraries, recreational centres, play grounds, organizing games and sports activities, maintaining community assets, promoting health & hygiene in the village, working towards social reforms and facilitating implementation and creating awareness on programmes of the Government.

Concept of Mentor Youth Club (MYC)

MYC is an established Youth Club working in a geographical area over a period of time which is capable of raising resources from within their working area for youth and community development activities. It may have an office of its own or functioning in a rented/leased building, registered, having office bearers and elections are conducted on specific intervals to elect the office bearers. The MYC Scheme was developed to provide effective base for linking of NYKs Regular Programmes with that of the other Youth Clubs/villages existing in the feeder area of MYCs.

In this background, it is decided to build a strong and effective network of Youth Clubs in the country. As per the scheme, from each Block of the District, two most active Youth Clubs from each Block would be selected to function as Mentor Youth Clubs. These identified Youth Clubs based on their proven track record of youth work and existing capacity for hand holding of other Youth Clubs situated in the vicinity of cluster of villages will be recognized as Mentor Youth Club. In this manner, it is planned to recognize and develop a strong network of 10,000 Mentor Youth Clubs in 5,000 Blocks of the country. They in turn will take upon themselves to help and guide the remaining Youth Clubs in their respective cluster of villages in their blocks to become self sustaining, more useful for them and to serve the village community in a better way.

Goals of the Scheme

Development and mentoring of village based Youth Clubs is one of the main focus areas of Nehru Yuva Kendra Sangathan. The task to support, guide and build the capacities of over 2.5 lakh Youth Clubs formed by NYKS stretching over 501 districts is quite daunting and requires special initiative in terms of creating the instrumentality of Mentor Youth Clubs. This will enable NYKS to realize its long cherished goal of establishing a self-reliant Youth Club in every village of India. Thus, every identified Mentor Youth Club will be supported by NYKS for achieving the following goals:

- To work for making the non- functional/inactive Youth Clubs active.
- To form new Youth Clubs in uncovered villages of the country and provide them constant guidance and support.
- To develop a strong and dependable network of self supporting/self reliant Youth Clubs.

Financial Assistance

Financial assistance to the extent of Rs. 10,000/- will be given to each Mentor Youth Club. It will be one-time assistance.

Eligibility and Criteria for identifying and selecting Mentor Youth Clubs

All the Youth Clubs which have been found functional and active during a Nationwide Youth Club Mapping Exercise will come under the consideration zone of Mentor Youth Club Scheme. But to ultimately qualify for Mentor Youth Clubs, these Youth Clubs are supposed to possess some other quality also. Therefore, while considering the claim of a Youth Club under the above scheme, following factors shall be taken into account:

- Status of Registration of the Youth Club under Society's Registration Act 1860 or any corresponding Act of the State Govt.
- Strength of Membership of the functional and active Youth Club.
- Status of standard accounting process like maintaining a bank account, books of accounts, minutes register etc. by the Youth Club.
- Collaboration and Fund Raising Initiatives of the Youth Club during the past three years.

- Youth Development Centers (YDCs) and Rural Sports Clubs (RSCs), who fall under the category of active/functional Youth Clubs, should be given preference based on their performance appraisal to act as Mentor Youth Clubs.
- Infrastructural facilities available with the Youth Club (e.g. office premise, furniture, computer and internet connectivity). Social and Gender balanced Membership as well as representation of Weaker Sections in the Clubs.

Selection Process of Mentor Youth Clubs based on the data fed by District NYK:

- Listing of Block wise functional & active Youth Clubs based on the data and information fed by District NYK and which was later updated & validated.
- These Clubs will submit two copies of their last three years (1st April, 2008 to 31st March, 2011) achievements & claims in the "**Presentation & Authentication Proforma**" to the concerned District Nehru Yuva Kendra in advance.
- A maximum of 5 best Youth Clubs per Mentor Youth Club in a block will be short listed by a Sub-committee from those active Youth Clubs who have submitted their details. The composition of the Sub-committee is as under:

Sr. No.	Designation	Position
1.	District Youth Coordinator	Chairperson
2.	District Youth Services & Sports Officer	Member
3.	Representative of NSS	Member
4.	District Social Welfare Officer	Member
5.	Project Officer (ICDS)	Member
6.	ACT	Member Secretary

- The short listed 5 best Youth Clubs per Mentor Youth Club (i.e. a maximum of 5+5= 10 active Youth Clubs) per block will be invited for presentation before the District Forum.
- However, the District Forum has the prerogative to look at/consider the applications of the Active/Functional Youth Clubs which have not been short listed by the Sub-Committee.

- Further, based on considerations, the District Forum has the power to invite the representative of such Youth Clubs for presenting their case in front of the District Forum.
- Holding of District Forum meeting for selection of Mentor Youth Clubs (2 per Block one each on geographical distributed cluster of villages)
- NYKS official (District Youth Coordinator) would facilitate discussions about the merits of the short listed Youth Clubs so as to facilitate the final selection of Mentor Youth Clubs by the District Forum.
- Demarcation of geographical area for undertaking envisaged activities by the selected two Mentor Youth Clubs within the block will be determined by district NYK and will put up before District Forum for ratification.
- District Youth Coordinator after the above process shall communicate selected Youth Clubs about their selection as Mentor Youth Clubs.

Composition of District Forum for the Selection of Mentor Youth Clubs:

In order to make selection of Mentor Youth Clubs in a fair and transparent manner, the selection would be made by a District Forum in which '**local Hon'ble Member of Parliament**' would be invited in the Forum as "**Special Invitee**".

Following will be the composition of District Forum:

Sr. No.	Designation	Position
1	District Collector	Chairperson
2	Additional Deputy Commissioner (Development & Planning)	Member
3	Civil Surgeon / Chief Medical Officer	Member
4	General Manager, District Industries Centre (DIC)	Member
5	Representative of NSS	Member
6	District Youth Services & Sports Officer	Member
7	District Social Welfare Officer	Member
8	Project Officer (ICDS)	Member
9	One Representative of Corporate Houses	Member
10	District Youth Coordinator	Member Secretary

The District Forum during its meeting would evaluate the duly filled in submitted "**Presentation & Authentication Proforma**" by Active Youth Clubs and ask the representative of the Youth Club to give presentation before the District Forum. The District Forum based on the details available and presentation before the Forum would prepare ranking list in order of merit. The Forum would select 2 Mentor Youth Clubs per Block in the district, while keeping in view the geographical distribution, location of the selected Mentor Youth Clubs and allocation of cluster of villages to them for undertaking activities as envisaged in the Scheme.

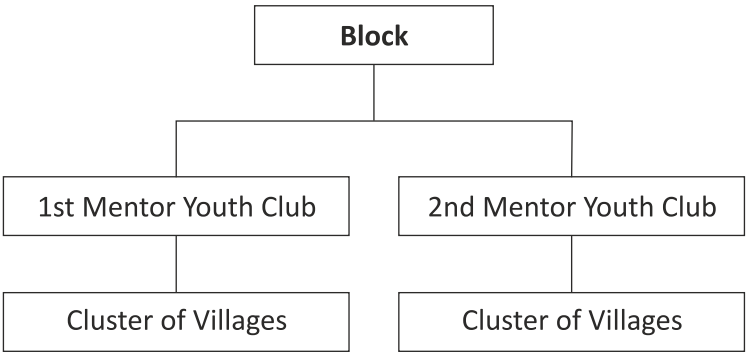
The District Youth Coordinators should prepare a selection list of selected Mentor Youth Clubs in order of merit. It may be ensured that either District Youth Coordinator or NYC volunteers should personally visit the selected Youth Clubs as Mentor Youth Clubs to authenticate their claims. A certificate in this regard may be placed in the concerned file. It should be done before release of the funds.

Role of Mentor Youth Clubs in their allotted Operational Area in the Block

The Mentor Youth Club will act as a bridge between the district NYK and the village Youth Clubs. They will facilitate the process of motivating Youth Clubs to become

functional & active and in places revive defunct Youth Clubs and set up new Youth Clubs. One of the main roles of the Mentor Youth Club is to act as a role model of how Youth Club is managed and act as a point of convergence of various schemes from the government departments and agencies. Mentor Youth Clubs will make efforts to enhance its own capacity and facilitate other linked Youth Clubs of the feeder area/ cluster of villages to work in tandem with each other to become self reliant as well as create a strong community based network of Youth Clubs in respective Blocks. Besides, they will also have the responsibility of guiding other Youth Clubs in the vicinity.

There will be two Mentor Youth Clubs in one block and each Mentor Youth Club will cover two distinct clusters of villages on the following pattern:



Major Tasks expected from Mentor Youth Clubs

- The MYCs to act as unit of planning and implementation of some NYK programmes particularly skill development training programmes in the area of best agricultural and agro based practices adopted in the locality by farmers, horticulturists, etc.
- NYKs may like to request all office bearers of MYCs to meet out the related expenses upto Rs. 2000/- for providing training to minimum number of 10 young farmers / members of the different Youth Clubs of the area during 2012-13 out of the onetime grant of Rs. 10,000/- already released to them by NYKS.
- Through Mentor Youth Clubs, minimum 50,000 youths (10 per MYC) may be imparted required skill training for adoption of improved/ best agricultural practices for which expert guidance and help of KVKs/KGKs, local Agriculture Universities and other agencies and departments should be taken.

- MYCs to undertake activities for physically and mentally challenged persons/differently able persons.
- Mentor Youth Clubs should also be involved to publicize about various provisions of RashtriyaSurakshaBeemaYojna.
- In order to invite maximum responses against draft National Youth Policy to be uploaded in near future on the official website of Ministry of Youth Affairs & Sports (MYAS), active and socially responsible members of MYCs should send minimum 05 responses.
- MYCs should adopt the Village Schools up to Secondary level to undertake following activities on regular basis :

  i) Maintenance of Good Sanitary Practices like: Cleanliness of premises, School Toilets, provision of safe drinking water, School Garden and Trees, etc.

  ii) Promotion of Health & Hygienic practices among students such as Hand Washing, Proper Dental & Eye Care and above all maintenance of Personal Hygiene by daily bath, nail cutting, clean dressing habits, etc.

  iii) Holding of Health Check up Camps at regular intervals to find out the Health Status of each student, medical advice for proper Dental & Eye Care and provision for free distribution of Medicines for various kinds of stomach worms & bacteria and prevention of Infectious Diseases like Diarrhoea, Malaria, etc.

  iv) Organization of Interactive Programmes like: Inter School Visit Programmes for the Students of Public Schools from the neighboring Towns to the village based Schools/Villages where they can present Cultural Programmes and interact with students of the local school about their day to day life and career aspirations, etc.

The activities that will be carried out by the Mentor Youth Clubs are (and not limited to):

- Best Agricultural and Agro based practices & Entrepreneur Development Practices
- Fundraising and resource mobilization
- Capacity building /skill development for self and others
- Infrastructure development
- Income generation activities

- Formation of new Youth Clubs
- Activation of dormant Youth Clubs
- Strengthening of other Youth Clubs through handholding
- Advocacy for social issues and youth development activities
- Nodal point for liaison with the District Youth Coordinator and other district level departments and agencies for conducting various activities within the block and with the support of other Youth Clubs
- Regular communication and information sharing with Peer Youth Clubs
- Resource centre for information and literature on major government programmes and other developmental agencies.
- Multipurpose centre for recreation, information, IT kiosk and training.

Besides above, the Mentor Youth Club shall also undertake following activities:

- o Mentor Youth Club will hold fortnightly meetings with office bearers / Presidents of all Youth Clubs.
- o For implementation of NYK programmes, Mentor Youth Club will share the information with other Youth Clubs.
- o To prepare a plan of action for implementing the programmes and activities for achieving the objectives of the scheme.
- o Focus on organization of joint programmes by mobilizing local resource.
- o Continuous hand holding of all linked Youth Clubs.

NYC Volunteers Vs. Mentor Youth Clubs

- Each cluster of Youth Clubs/Villages linked with 1st and 2nd Mentor Youth Club will be assigned between the two NYC volunteers.
- The concerned NYC Volunteer will work as an official link between the district NYK and the Mentor Youth Club.
- Providing help and support to the respective Mentor Youth Club for its effective functioning.
- Participation in the fortnightly meetings convened by the Mentor Youth Club.
- Apprise District Youth Coordinator of the NYK about the programmes and activities undertaken by the Mentor Youth Club.

Sign Board of MYC and Recognition of work

Certificate of special recognition may be issued to MYCs and to their outstanding members by District Youth Coordinator of the NYK.

Conditions of Financial Assistance

The financial assistance of **Rs. 10,000/- (Ten Thousand only) per Mentor Youth Club** will be released in single installment which will be utilized by the selected Mentor Youth Club towards achieving the objectives of the scheme and realizing the roles of Mentor Youth Club. It may be ensured that 70% of the financial assistance may be utilized for organizing activities, whereas 30% could be used for non-recurring expenditure towards the Mentor Youth Club. The Mentor Youth Club will submit its Utilization Certificate.

A seed grant of Rs. 2000/- will be provided to all MYCs established during 2011-12 for undertaking different programmes & activities.

Inspection

The District Youth Coordinator will inspect each Mentor Youth Club at least thrice in a year and all books of accounts should be made open to him/her. In addition, the Mentor Youth Club will be bound to show him such papers as he/she may demand. The Youth Coordinator will also undertake a physical verification of all assets. A report of the inspection will be prepared by him/her within 15 days of the inspection.

De-recognition

Regular assessment of the functioning of Mentor Youth Clubs may be done for strengthening of the Scheme of Mentor Youth Clubs.

More than 50% of the Youth Clubs getting services from the Mentor Youth Clubs expressing their dissatisfaction in writing or based on the assessment and evaluation of the performance of the MYCs by District Youth Coordinator, the non - performing Mentor Youth Clubs may be replaced any time during the year with new active clubs as to be selected by the designated selection committee for MYCs. Mentor Youth Club may be derecognized if found:

- Involvement of Mentor Youth Club in party politics, immoral practices, anti¬social or anti-national activities (if reported in Youth Coordinator's report or otherwise established).
- Failure to maintain proper records, accounts and returns.
- Failure to conduct elections for Executive Committee as per Memorandum of Association.

Capacity Building Programme for Office Bearers of Mentor Youth Clubs

As per the scheme, a Mentor Youth Club is to act as a bridge between the district level NYK and cluster of allocated Youth Clubs in a Block. Also they will have the responsibility of guiding other Youth Clubs in the vicinity and facilitate the process of motivating Youth Clubs to become active and self supporting. Moreover, a Mentor Youth Club is to develop and progress in a manner so as to establish itself as a Role Model for other Youth Clubs to emulate.

In view of the above, the Capacity Building of office bearers of Mentor Youth Clubs is essential as it would provide them opportunities to further enhance their knowledge about effective management and administration of Youth Clubs, Mobilization of Human Resource for hand holding, Development and Social Welfare Programmes of the Government, Democratic Leadership, Development of active Youth Clubs, Information Technology, Life Skills Education, Communication Skills, Understanding of current issues of Global, National and Local importance, Planning and undertaking programmes and activities at different levels, Team Building, Result Oriented Performance and effective Delivery of Youth Services.

Objective

- To enhance the understanding of office bearers of Mentor Youth Clubs about effective planning, management and administration of Youth Clubs to become active partners in village/block development programmes.
- To build capacity to mobilize human resource for hand holding, concept of democratic leadership and development of active Youth Clubs.
- To increase knowledge base about the development and social welfare programmes of the Govt. and strategies to coordinate, establish viable linkages for mobilizing funds for youth and village development.
- To build capacity of the participants in the field of Information Technology, monitoring of the programmes, schemes and projects and sensitize them about the issues of social and national concerns.

(for more details about MYC please contact your nearby District Nehru Yuva Kendra or visit **www.nyks.org**)

Hold to the idea, "I am not the mind, I see that I am thinking, I am watching my mind act," and each day the identification of yourself with thoughts and feelings will grow less, until at last you can entirely separate yourself from the mind and actually know it to be apart from yourself **– Swami Vivekananda**

Sairam INSTITUTIONS



முயன்றால் முடியாதது
ஏதும் இல்லை.

உழைக்கும் – ஆக்கும்
எப்போதும் தேவை!

அன்புடன்.
எல்.ஓ முத்து



Sairam RAISE — *Inspiring* PEOPLE

Sairam EOMS — *Improving* PROCESS

Sairam SDG ACTION PROGRAM — *Instilling* PURPOSE

Together we can...