

सलीम अहमद
महादिदेशक
Saleem Ahmed
Director General



नेहरू युवा केन्द्र संगठन
युवा कार्यक्रम एवं खेल मंत्रालय
भारत सरकार
कोर-4, द्वितीय तल, स्कोप मीनार,
लक्ष्मी नगर जिला केन्द्र
लक्ष्मी नगर, विकास मार्ग दिल्ली-110092
Nehru Yuva Kendra Sangathan
Ministry of Youth Affairs & Sports
Government of India
Core-4, 2nd Floor, Scope Minar
Laxmi Nagar District Centre
Laxmi Nagar, Vikas Marg, Delhi-110092
Dated: 14th August, 2013

Ref NYKS/PROG: AAP 2013-2014 /240

To : All Zonal Directors, Nehru Yuva Kendra Sangathan

Subject : Annual Action Plan 2013-14 - reg

Annual Action Plan (AAP) for the year 2013-14 has been approved and copy of the same along with guidelines for its implementation is attached herewith. It has also been e-mailed to you and uploaded on NYKS website. You are directed to go through them carefully and send by e-mail to all District Youth Coordinators and Deputy Directors working under your jurisdiction for necessary action. Salient features of this year's Annual Action Plan follow:

- The focus would be on the issues and problems confronting rural young people with emphasis on their development and empowerment for sustainable livelihood on one hand and active partnership in nation building activities with a spirit of voluntarism on the other hand.
- Few new programmes such as Youth Club Development Programme, Training on Youth Leadership and Community Development and Theme Based Awareness and Education Programme have been introduced.
- In addition to these, the programmes viz. Promotion of Sports, Folk, Art and Culture, Observance of Days of National and International importance, District and State Youth Convention with a component of Yuva Kriti, Meetings of DACYP and SACYP, Planning, Review and Follow up meetings at State Level have been continued.
- Skill up-gradation Training Programme (SUTP) for Women has been reinforced with the focus on developing vocational skills of rural young women and enabling them to supplement their family income, enhancing their self esteem and empowering them to address issues and concerns confronting their day to day life.
- Besides, NYKS Core Programmes, targets for undertaking Coordination programmes and activities' per NYC Volunteer have been set. They are to be taken up by NYCs with active partnership of Youth Clubs in the district. For this purpose, the District Youth Coordinator and Dy. Director, besides monitoring should provide full support, guidance and facilitate NYC Volunteers and trained Youth Club Leaders in coordinating with other Development Department and Agencies in the district for the successful implementation of proposed activities indicated in the enclosed guidelines.

Immediate action is required to be taken by all concerned on the following points:

- District Youth Coordinators and Dy. Directors are required to prepare their District Annual Action Plan in the prescribed proforma **Annexure - 13**, as per guidelines showing their physical and financial targets for approval of the District Advisory Committee on Youth Programmes (DACYP) and submit the same to respective Zonal Directors, on or before **30th August, 2013**.
- In case, the DYCDy. Dir. fails to convene the meeting of the DACYP within the stipulated time frame, he/she may send the prepared plan for administrative approval of ZD along with reasons for not getting the concurrence of DACYP.
- Zonal Director shall verify, whether the DYCDy. Dir. has contacted the DM/DC for holding the meeting of the DACYP and it should be recorded while granting approval to the Action Plan. This relaxation should be used in rare cases where DM/DC is not able to convene meeting after all efforts made by DYCDy. Dir. However, in spite of the approval granted by the ZD, the concerned DYCDy. Dir. will put up the Annual Action Plan for endorsement of the DACYP in a meeting.

Contd..2/-

Saleem Ahmed

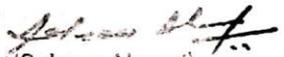
- The ZD will consolidate the Action Plan of district NYKs to indicate the targets of the zone. The zone wise targets for Core Programmes should be sent to Dr. M P Gupta, Jt. Director (Programs), NYKS, Hqs, Delhi at regularprogramme@gmail.com by 15th September, 2013 in the prescribed proforma enclosed as **Annexure – 14** in the AAP 2013-14 guidelines.
- It's reiterated to send the Action Plan (if not submitted yet) and monthly progress report pertaining to **Coordination Programs** for which a letter No. NYKS/PROG: coordination program/2013/229 dated 4th July, 2013, along with guidelines and reporting formats were sent for compliance. A copy of the same is enclosed at **Annexure – 3** in the AAP 2013-14.
- While following the guidelines, regular monitoring of the physical and financial progress of the Core Programmes and Coordination Programs as planned by respective district NYKs should be done by all ZDs.
- The planning, review and follow up meetings to be held at zonal level should be fully utilized by ZDs to ascertain the district wise monthly progress and achievements and the minutes of the meeting and follow up plans should be intimated to NYKS Hqs.
- Strict action should be taken against defaulters and entry as **Target Not Achieved** be made in their **Annual Performance Appraisal Report (APAR)**.
- All concerned officers should note that in case, in any particular district, the DACYP is to be reconstituted; it must be done as per existing guidelines issued by NYKS Hqs. It may be ensured that the representation of 30% women may be given in the constitution of DACYP.
- It may also be noted that the Meetings of the DACYP are held as per fixed schedule and related minutes of the meetings are sent to all members of DACYP, local MPs, MLAs and other local Representatives.

Serious efforts should be made to mobilize financial resources for undertaking more programmes and activities for the benefit of youth through convergence with district and state level Govt. Developmental Departments and Agencies. For this purpose, targets have been fixed for the current financial year as per details given below.

Zonal Director: Rs. 50 Lacs; Deputy Director: Rs. 25 Lacs and District Youth Coordinator: Rs. 10 Lacs

The Zonal Directors will ensure the compliance of the guidelines and instructions at all levels. They will inspect and verify the records of programmes conducted, point out under achievements and shortcomings, put their observations and comments and keep appraise the action taken against the defaulters from time to time to the next higher authority

With best wishes,


(Saleem Ahmed)

Enclosed: As above

CC:

- PS to VCs, NYKS
- Executive Director
- All Directors and Jt. Directors, NYKS Hqs.
- Under Secretary, YS.1, MYAS, Shastri Bhawan, New Delhi

Annual Action Plan 2013-14



Nehru Yuva Kendra Sangathan
Ministry of Youth Affairs & Sports
Government of India

Nehru Yuva Kendra Sangathan

Guidelines for Implementation of Annual Action Plan 2013-14

Introduction

India has the largest ever cohort of young people making transition to adulthood. The population in the age group of 13-35 years is about 41 percent and of the total youth population in the country 69.67 percent are in rural areas. More than 70% of the total Indian population is below the age of 35 years. Youth being the most vibrant and resourceful segment of the country's population, they have a vital role to play in fostering and strengthening socio-economic development. The challenge is to unleash their innate capabilities to come out of poverty, generate development and livelihoods outcomes, which enable them to live a healthy and meaningful life.

Nehru Yuva Kendra Sangathan

The scheme of Nehru Yuvak Kendra for each district in the country was started by Government of India in the year 1972. The **Nehru Yuva Kendra Sangathan (NYKS)** came into existence in 1987 as an autonomous body of the Government of India which is presently functioning under Department of Youth Affairs, Ministry of Youth Affairs & Sports. Since 1972, there has been a phenomenal expansion and growth of Nehru Yuva Kendras which are currently functional in 623 districts of the country.

The core strength of NYKS is a net work of 2.62 lakh village level Youth Clubs in different districts with a membership of about 80 lakh youth in the age group of 13-35 years. Besides, there are 9717 Mentor Youth Clubs. Between these Youth Clubs, Centers and district NYKS there is volunteer force of about 12,000 National Youth Corps (NYC) volunteers with whose assistance and participation, NYKS aims to achieve its objectives.

Convergence Initiatives

Nehru Yuva Kendra Sangathan is working at various fronts of youth development with a variety of programmes and schemes of the Department of Youth Affairs, Ministry of Youth Affairs & Sports. However, over a period, a paradigm shift in the utilization of the vast network of NYKS and its field units has commenced.

Therefore, in addition to its own rural youth core programmes, NYKS has been taking up programmes and schemes in convergence with various other Central Ministries, State Departments, United Nations Organizations and other agencies for the development and empowerment of rural youth. This has been assisting other Ministries and Departments to utilize the vast outreach of the NYKS and offer an opportunity to the rural youth to undertake development activities more effectively.

Thus the youth associated with Nehru Yuva Kendras are not only socially aware, motivated but are also inclined towards social development work through voluntary efforts. For all these years, NYKS activities remained focused both on economic and non-economic development and welfare activities including poverty alleviation programmes with active involvement of Youth Clubs, Mahila Mandals and village communities. However, a lot more remains to be done.

Goal: Development and Empowerment of Rural Youth

Objectives:

- Mobilize, motivate and organize rural youth of the country
- Enhance their capacities to develop democratic institutional mechanisms in the form of village based Youth Clubs with due representation of all sections of society
- Enable target audience to live a meaningful, productive and healthy life
- Assume local leadership to act as active partners in the process of community development and nation building activities with the spirit of equity, secularism and voluntarism
- Behave as responsible citizens and contribute towards the processes of peace building and national progress
- Addressing their needs, issues and vulnerabilities as well as structural and underlying factors

Focus:

The focus would be on the issues and problems confronting rural young people with emphasis on their development and empowerment for a **sustainable livelihood** on one hand and active partnership in nation building activities with spirit of volunteerism on the other hand.

Areas to be addressed:

NYKS during the financial year 2013-14, would focus on the following areas through its core programmes and under NPYAD as well as coordinate at district, state and national level to mobilize resources so as to provide more programmes and activities in these areas for the benefit of rural young people and village communities, in general.

- **Skills Development:** for self employment and employment generation among youth.
- **Women Empowerment:** Gender equality, women rights, legal literacy, employability resources, developing leadership skills, personality development and soft skills.
- **Eradicate Poverty:** Self Help Groups (SHG) formation and link employment opportunities with emphasis on village, block and district based opportunities to check migration.

- **Civic Education:** Spirit of Nationalism, proud to be Indian, respect for national symbols and values promoting national integration, communal harmony, universal brotherhood and national unity.
- **Social Issues:** Campaigns against female feticide, dowry, Drug Abuse and alcoholism, Tobacco Cessation, child marriage.
- **Environment:** Tree Plantation, Campaign against use of Polythene Bags and promotion of Renewable Energy.
- **Hygiene and Sanitation:** Hand wash, promoting construction of low cost toilets, Water management, harvesting, conservation, and Safe Drinking Water.
- **Health:** Improving maternal health, promoting Immunization (Mother and Child care, Nutrition), General Health problems, HIV/AIDS, Institutionalized deliveries, Vasectomy and Tubectomy; Iron Folic Acid tablets for adolescent girls.
- **Education:** Promoting Primary Education - Enrollment of children with emphasis on deprived sections of society, Re-enrollment of Drop Outs because of various social issues, adult education.
- **Volunteerism:** Promoting spirit of volunteerism; Disaster and other natural calamities mitigation: rescue operations and security, training in fire fighting, first aid, Voluntary Blood Donation and enrolment of volunteers. Moreover, a Voluntary Blood Donors Directory with their blood groups & contact numbers will also be prepared in all the district NYKs.
- **Leadership:** promoting democratic leadership; it has also been strategized to develop leadership among rural young people to address issues of local, national and international importance with local youth, PRIs, urban local bodies and community participation.

Part – 1. NYKS Core Programs

In order to achieve the set objectives through NYKS structures, networks, coordination, available young volunteers and trained human resource, it is proposed that during the year 2013-2014 from the Block Grant, NYKS would undertake a set of **09 Core Programmes** viz.

1. *Youth Club Development Programme*
 2. *Training on Youth Leadership & Community Development*
 3. *Theme Based Awareness and Education Programme*
 4. *Promotion of Sports (Sports Material to Youth Clubs)*
 5. *Skill Development Programme for Women*
 6. *Promotion of Folk Art and Culture*
 7. *Observance of Days of National & International importance*
 8. *District Youth Convention and Yuva Kriti*
 9. *Awards to Outstanding Youth Clubs at District, State and National levels*
- These Core Programs would be uniform for all the 623 district NYKs in the country. However, the number of core programs at S. No. 1 to 5 in a district would depend upon the number of Youth Clubs/Mahila Mandals in a given

district. Distribution of Core Programmes to District NYKs out of Block Grant of MYAS on the basis of Number of Youth Clubs in a District may be seen at **Annexure – 1.**

- The **Annual Action Plan 2013-14** pertaining to **NYKS 09 Core Programs** in brief is as follows, however, for more details please see **Annexure - 2.**
- The plan would be Mentor Youth Clubs, village Youth Clubs and NYC volunteers **centric.**

Geographical coverage

- During the current financial year it is proposed that through the above mentioned Core Programs 1.25 lakh villages having Youth Clubs/Mahila Mandals of NYKs in 623 districts of 35 States and UTs in India would be covered and 16.75 lakh members of these Youth Clubs would be **reached directly.**
- Further, each of the existing Youth Clubs/Mahila Mandals and their members would be reached through coordination programs at district level and their **profiles will be updated online** and placed on NYKS website.

Part – 2. Strategic Utilization of Services of National Youth Corps (NYC) Volunteers and NYK Youth Clubs and Mahila Mandals with the support and Guidance of Deputy Director and District Youth Coordinator

- It has been targeted that 12,000 NYC volunteer would be deployed by NYKs in 623 districts. Out of which about 1000 would be computer literate and facilitate district NYKs in promoting e-governance and updating Youth Clubs profile and details. Therefore, for field operations there would be about 11,000 NYC volunteers.
- It has been planned that the services of this deployed volunteer force should be optimally utilized. For this purpose they should be trained in line with the expectations of the current NYKS Annual Action Plan, coordination in identified focused area as mentioned above, reporting, monitoring and other aspects of training already in practice.
- It has been planned that NYC volunteer will look after a cluster of villages having Youth Clubs for implementation of NYKS Core Programmes and targeted coordination and follow up activities in their respective blocks or cluster of villages.
- Districts with 12 NYC and above, there would be one NYC volunteer on a cluster of 20 -25 villages **or more** (based on the total no. of NYCs and total no. of Youth Clubs in a district) whereas, in a district with less than 12 NYCs, NYC keeping in view the number of villages in the district, will allocate cluster of villages with NYK's Youth Clubs to the NYCs in a district, so as to cover existing Clubs.
- The youth who would be covered under NYK Core Programmes should be motivated and supported to organize similar awareness and education programmes in their respective villages. For this purpose, they should be facilitated by designated NYC volunteers and resource persons on the identified issues in which they have undergone exposure under NYKS Core Programmes. In order to quantify the qualitative outcome, each NYC Volunteer should be assigned targets. Nonetheless, the focus should be on the selected area as mentioned above.

Coordination

In order to provide more programs for the furtherance of the objectives of NYKS and in achieving the set goal, more stress should be given on coordination and establishing linkages with other development Departments, agencies, NGOs at district, state, national and international levels.

Targets for fund mobilization in coordination with other development Ministries, Departments and Agencies have been fixed for Zonal Directors, Deputy Directors and District Youth Coordinators. One of the assessment criteria for writing **Annual Performance Appraisal Report** of the Officers would be the achievement against set target for fund mobilization. Therefore, all field functionaries are required to achieve the set target in time bound manner. The targets of each of Zonal Directors, Deputy Directors and District Youth Coordinators for fund mobilization are as follows:

Following targets for Fund Mobilization from other Departments and agencies at different levels have been fixed:

- District Youth Coordinator – Rs. 10 Lakh
 - Deputy Director – Rs. 25 Lakh
 - Zonal Director – Rs. 50 Lakh
-
- To ensure proper programme planning, coordination, implementation, transparency and monitoring for effective functioning of district NYKs with expected outcomes, two quarterly meetings of **District Advisory Committee on Youth Programmes** (DACYP) under the Chairperson ship of Deputy Commissioner / Collector of respective districts should be conducted in each of the 623 districts.
 - Similarly, two meetings of **State Advisory Committee on Youth Programmes** (SACYP) headed by Hon'ble Minister of Youth Affairs and Sports of a State and Heads of development agencies and other non-official members should be conducted in each of the 29 States.

Programs which NYKs may take up through Youth Clubs

Besides facilitating implementation of NYKS 09 Core Programs, following are the Minimum **Coordination activities'** targets set for each NYC Volunteer which are **to be taken up with active partnership of Youth Clubs and Mentor Youth Clubs** in the district. This should be achieved by mobilizing local resources and in coordination with other departments and agencies during 2013-14. For this purpose, the Deputy Director/District Youth Coordinator besides monitoring should provide full support, guidance and facilitate NYC volunteers and trained Youth Club leaders for the successful implementation of proposed activities in coordinating with other development Departments and agencies in the district.

Vide this office letter No. NYKS/PROG: coordination program/2013/229 dated 4th July, 2013, detailed guidelines along with reporting formats were sent for necessary action. A copy of the same is enclosed at Annexure – 3.

For revitalization of Youth Clubs, NYC Volunteers will verify current status of Youth Clubs and will update their Youth Club's Profile, Membership details in the revised prescribed format **(Annexure-4)**. NYC Volunteers will also enrol new members with due representation of all sections of society including Women, SC, ST, OBC, Minority and Physically Challenged. The updated Youth Club Profile should be uploaded online through the facility provided on NYKS website and the revision will automatically be displayed on NYKS website.

Programs which NYKs Youth Clubs may take up with the support of Deputy Director/ District Youth Coordinator and NYC Volunteers deployed in field in 623 district NYKs

Sr. No.	Programme	Target Per NYC through Youth Clubs
1.	Linking Youth Club Members with Employable Skill Development Trainings	160 youth
2.	Formation of SHGs	8 SHGs
3.	Sapling Plantation and their survival	400 plants
4.	Blood Donation	40 units
5.	Enrollment of Voluntary Blood Donors and their Blood Grouping	60 youth
6.	Motivated Girls and their Parents to postpone her marriage till attaining 18 yrs.	50 girls
7.	Immunization of Pregnant Mothers	50 pregnant mothers
8.	Facilitated Institutionalized Deliveries	60 women
9.	Immunization of Children (0-5 yrs)	100 children
10.	Cataract (Eye) operations	12 patients
11.	Providing access of iron Folic Acid Tablet to Adolescent Girls	150 Adolescent Girls
12.	Health Check-up Camps (DOTs, Hypertension, Diabetics and others)	4 camps
13.	Collection of Polythene Bags to generate awareness and facilitate in protecting environment	4 villages
14.	Enrollment of children in schools	100 Children
15.	Motivation resulting into construction of Toilets	16 toilets
16.	Facilitating into getting Voters ID Cards	100 persons
17.	New Youth Club formed	No. of Youth Clubs
18.	Youth Clubs further revitalized/ strengthened	No. of Youth Clubs
19.	Youth Club's current status verified and updated in the revised prescribed proforma	No. of Youth Clubs
20.	Youth Club's updated Profile based on revised prescribed proforma uploaded online	No. of Youth Clubs
21.	Enrolment of new members with due representation of Women, SC, ST, OBC, Minority and Physically Challenged	No. of new members enrolled
22.	Other Programmes as per local need and priority may please be added in the Plan with targets	

Other Probable Areas where Youth Clubs could be involved

The well aware, informed and motivated rural youth from NYKs Youth Clubs can be encouraged to involve themselves in the following broad areas and field:

- Survey and data collection on village situation and it be specific on a given subject area wherein the government want to have intervention or wish to access the impact of the implemented program.
- Publicity and popularization of Govt. of India and State Programs meant for welfare, development and incentives for the people
- Watch Dogs for providing access to services, their proper distribution (PDS) & proper utilization by the concerned
- Social Pressure Groups on service providers and for time bound & prompt services
- Facilitate Gram Panchayat in developing joint plan of action and ensure their role in the process of decision making, implementation and monitoring
- Building enabling environment & advocacy for girls / women empowerment and development activities
- Peace keeping, promoting volunteerism, brotherhood & communal harmony volunteers
- Volunteers for helping villagers at the time of crises and calamities
- Social Action initiatives in villages which can voluntarily be taken by joint village community participation and action
- Community Work Camps
- Addressing Drug Abuse and Alcoholism, HIV/AIDS

General instructions for Core Programmes 2013-14

All district and zonal offices of Nehru Yuva Kendra Sangathan should ensure that:

1. District Nehru Yuva Kendras (wherever applicable) should ensure that the newly constituted District Advisory Committee on Youth Programmes (DACYP) are in position and a minimum of 30% of the members are women. Meetings of the DACYP are held as per the schedule provided in the guidelines.
2. Meetings of DACYP are held as per fixed schedule and minutes of the meetings are kept in office record file and sent to all members of DACYP and those who attend the meeting
3. District Youth Coordinator should invite Public Representatives (Hon'ble MPs/MLAs) and Women Associated with DACYP in the programmes of NYK and also in the meetings of DACYP as special invitee in their districts.
4. District Nehru Yuva Kendras should not send the copies of the Annual Action Plan to NYKS, headquarters. It's the Zonal Director who will submit compiled State wise Zonal Level Annual Action Plan to NYKS headquarters.

5. The Zonal Directors will regularly review the achievements against the set physical and financial targets of the Annual Action Plan and follow up.
6. Utmost care must be taken by all the Zonal Directors that:
 - 90% of the total allotted budget and corresponding programmes are completed by 31st of December, 2013. However, this will depend on the quantum of budget released to each zone/kendra and accordingly quarterly physical and financial targets should be set and achieved by the concerned District /Zonal Director.
 - Only under exceptional circumstances more than 10% budget may be utilized during the last quarter subject to delay towards release of allotted budget by PAO Zone or NYKS Hqrs.
7. Further, it may be noted that against the total released programme budget **until and unless otherwise specified**:
 - Under each programme, 30% of the total participants/beneficiaries must be **women** in order to reflect that 30% of programme budget is spent on young women.
 - Similarly, 20% of the total participants/beneficiaries must be **SC/ST** in order to reflect that 20 % of programme budget is spent on SC/ST youth.
 - Due care should be taken that Minority, OBC and General youth out of the remaining 50% of the participants/beneficiaries of programme budget is spent on Minority/ OBC/General youth.
 - Against District Level Programmes, opportunities should be open for participation of youths from all Blocks belonging to various categories.
8. Core Programmes **should not be diverted** for any other different activity or programme, as they are committed programme components.
9. The Programmes **Have To Be Conducted By District Nehru Yuva Kendras And Can Not Be Delegated To Any Other Agency.**
10. Deputy Directors and Youth Coordinators may choose blocks or cluster of villages in such a way that equal distribution of the programmes among Youth Clubs is ensured in the district. These may or may not be the ones chosen in the previous year.
11. On thematic side, all programmes and activities of the year **should be a mission rather than a routine exercise.**
12. Programmes should be organized in such a manner that maximum number of Youth Clubs gets an opportunity to take part in programmes
13. The **same youth from the Youth Clubs should not be allowed to participate** in the programmes repeatedly until and unless a programme specifically calls for participation of President/Secretary or other office bearers of the Youth Club.
14. The achievements should be reflected in the **Monthly Progress Report** and specially designed **Cumulative Progress Report** (*total number of activities organized/achievements made TILL DATE i.e. sum total of previous months and current month's activities*) on the basis of the PHYSICAL TARGETS SET. The same should be submitted in the following manner:
 - District NYK to Zonal Office - 3rd of every month

- Zonal Office to NYKS Hqrs. - 5th of every month

15. The District Youth Coordinators/Deputy Directors and Zonal Directors will send the above mentioned TWO Progress Reports every month in the following proforma:

Level	Progress Report	Annexure
District NYK	Monthly Progress Report	Annexure – 5
District NYK	Cumulative Progress Report	Annexure – 5 -A
Zonal Office	Monthly Progress Report	Annexure – 6
Zonal Office	Cumulative Progress Report	Annexure – 6-A

- Zonal Director, should cross check the Physical target so received from District NYKs with the targets set for the Zone as per Annual Action Plan.

16. The Zonal Offices should send the compiled MPRs (monthly as well as cumulative/progressive reports) on the prescribed proforma to Hqrs. in the name of Sh. M.P. Sharma, Asstt. Director (Programme), both **by post and e-mail** regularprogramme@gmail.com or mpsharmanyks@yahoo.co.in .

17. Zonal Directors will also furnish the list of such District NYKs which had not furnished the MPR to NYKS Hqr. along with Zonal Level MPR and action should be initiated against defaulter Kendras. District NYKs should not send reports directly to the Hqr.

18. It must be ensured that Public Representatives viz. Hon'ble Ministers, MPs, MLAs, MLCs as well as Heads of Development Departments and Agencies are invited to attend the programmes.

19. Every NYK is expected to prepare a District Employable Skills Development Training and Agricultural Guidance Manual in addition to the District Profile containing schemes/programmes of State and Central Government. The manual should be circulated among all the Youth Clubs in the district with a copy to the Zonal Office. As per the guidelines of 2012-13, the district NYKs must have prepared the District Profile which should be updated by **September, 2013**.

20. Youth Coordinator **should take prior approval** of the Zonal Director **for the utilization of savings of one programme for conducting other Core Programme**. The request for re-appropriation of fund should be sent with reasons and the details of the proposed activity.

21. Time line should strictly be adhered to for selecting and awarding Outstanding Youth Club at District and State levels. Zonal Director should ensure that the selection of the Awardees is done by the designated Selection Committees only.

22. Regular monitoring and evaluation (quantitative and qualitative) of the programmes should be undertaken with follow up action.

23. The **funds mobilized and received** from other agencies should **clearly be indicated in the MPRs under Coordination Programmes**.

24. All Youth Clubs should be encouraged to form their Annual Action Plan showing details of the programmes which can be organized with their own resources. Youth Clubs should undertake programmes in the areas, as referred at **page no. 5 to 7** for the benefit of rural young people and village communities on regular basis. This task should be completed with the help of NYC volunteers and Mentor Youth Clubs, if any in the area.
25. To achieve the targets following activities should be taken on priority:
- a. Registration of Un-registered Youth Clubs.
 - b. Special drive for Membership of all socially deprived sections of society (SC, ST, OBC, Minority, Women, Physically Challenged, etc) should be carried out in mission mode.
 - c. Formation of new Youth Clubs be taken up on regular basis. For new affiliation with district NYK, the applicant Youth Clubs be encouraged to opt Online Affiliation process mentioned on NYKS website.
 - d. Youth Clubs be followed up for ensuring fair representation of socially disadvantaged and deprived youth sections of society.
 - e. **It is pertinent to note that** all offline affiliated Youth Clubs details and profile be updated by getting the revised performa filled. The same is given at **Annexure - 4**. It should be filled up by applicant Youth Club and a copy of the same be retained in district NYK office record. The revised Youth Clubs profile and details so collected should be updated online through the facility provided on NYKS website. The task of online updating of Youth Club data and profile should be completed by **30th September, 2013**.
 - f. The profile of Youth Clubs and their members should be updated online from time to time.
 - g. Members of Youth Clubs should be groomed as facilitators and peer educators in the village and surrounding areas for spreading community relevant messages through local programs and while observing days and weeks of national and international importance.
 - h. NYKS should align itself with PRIs (which has major role to play after 73rd constitutional amendment) during trainings and coordinate development programmes and activities. District NYKs should ensure that one session of their training programmes should be dedicated to discuss various issues, role, need and importance of local youth participation in Panchayati Raj activities.
 - i. Zonal Directors and District Youth Coordinators should approach Heads of Panchayati Raj Departments or Institutes and Gram Panchayat Pradhans to allow Youth Clubs to hold meetings and programs in Panchayat Bhawan and community buildings as well as seek active involvement of NYKs affiliated Youth Clubs in Panchayat development programmes and activities.
 - j. Heads of Education Department and Principals of local Schools should also be requested to allow Youth Clubs to hold meetings and programmes in School building after School hours, holidays and vacations.

- k. Heads of Health and ICDS departments, ASHA, Anganawadi and ANM workers should be approached to coordinate with NYK village Youth Clubs and Mentor Youth Clubs to undertake health, family welfare, child care, nutrition and promotion of balanced diet related activities.
26. After completion of each Core Programme, the Kendra will ensure to maintain the records of the programme in the file opened for the same. For example, the file of 'District Youth Convention' will contain the records of District Youth Convention conducted in the district during that year. The maintenance of record will include following:
- i. Minutes of the meeting of the Youth Club (where the programme is to be organized) in which the District Youth Coordinator briefed about the programme and formed sub committees for the organization of the programme.
 - ii. Copy of circular/ letter sent to the Youth Clubs intimating and inviting the members for participating in the programme.
 - iii. Schedule of the programme showing sessions/venue and logistic arrangements etc.
 - iv. Copy of sample printed programme circular.
 - v. Participant's list, with address, phone number etc, signed by each participant.
 - vi. Attendance of the participants, signed by each participant.
 - vii. Detailed narrative report of the programme and the actual date on which it was held. Reasons for variations, if any, should also be recorded.
 - viii. Evaluation reports of the programmes.
 - ix. Press coverage, clippings and photographs of the programmes.
 - x. Copies of letter/ circulars/correspondences between the Kendra and higher authorities of NYKS, district administration, other government/ non- government departments, agencies, youth clubs etc.
 - xi. Copies of letters/ correspondences between dignitaries (Hon'ble Ministers, MPs, MLAs, MLCs, Heads of Development Departments and Agencies) invited.
27. The Zonal Director should verify/ inspect these files every time during the visit and should record observations. Over achievements/ short comings should be pointed out and informed to the next higher authority.

Standard Operating Procedures (SOP)
for
Implementation of Core Programmes

NYKS Core Programmes - 2013-14

1. Youth Club Development Programme (YCDP)

Objective

- To strengthen existing network of Youth Clubs with representation from all sections of society.

No. of Days : 5 days

No. of Programmes : Based on the number of Youth Clubs in the district as per criteria given in the following Table

District NYKs having Youth Clubs	No. of Programmes per District
Upto 49	2
Upto 149	3
Upto 399	4
400 and above	5

No. of Persons/Members per programme : 10 members (NYC volunteers, trained Office bearers of Mentor Youth Clubs, active Youth Club members, Ex-NYCs and NSVs)

Time Line : August, September and October

Implementation Strategy

- Ten members will be divided into 5 teams comprising of 2 members in each team.
- Each team will cover a minimum two villages having NYK Youth Clubs/ Mahila Mandals per day. A minimum of 50 villages in one or more Blocks shall be covered by five teams in 5 days.
- Team members will meet and interact with the Youth Leaders, Gram Panchayat Pradhans and Members and other opinion leaders in the villages. They will also disseminate information about NYK and its Annual Action Plan 2013-14, opportunities for their development which District NYK will take up in coordination with other Departments and Agencies.
- Besides above, the team members will also verify current status of Youth Clubs and will update their Youth Club's Profile, Membership details in the prescribed format **(Annexure-4)**. Thereafter, each District NYK will upload the updated Youth Club Profile online of all the Clubs through the facility provided on NYKS website, immediately after completion of each programme. It will automatically be displayed on NYKS Website.
- New Youth Clubs shall be formed in those villages, where they either do not exist or were formed long back but are currently not in existence. Similarly, the Youth Clubs which are in existence but are dormant shall be activated.
- The youth groups who come forward to form Youth Club/ Mahila Mandal should be encouraged to fill on line application form which has already been placed on NYKS website. Applicant Youth Club will get NYK affiliation number on line. For more details, NYKS web-site in this regard, may be looked into. NYK will issue Affiliation No. to newly formed Youth Clubs on the last day of the programme.

- More new members shall be enrolled with due representation of all sections of society including SC, ST, OBC, Minority and Physically Challenged. Attempt shall be made to enroll more women as members of Youth Clubs.
- All the Presidents/General Secretaries shall be invited for a joint meeting preferably at concerned Mentor Youth Club, in case the district is having Mentor Youth Club or in any active Youth Club, Panchayat building or Block office on the last day of the programme.
- During the joint meeting, the Youth Leaders shall in detail be informed about NYK Plan and activities to be undertaken, opportunities they can avail in the development areas identified in the Annual Action Plan 2013-14 with focus on employable skills development for sustainable livelihood development and empowerment.
- Further, Youth Club Leaders should also be oriented about their roles and responsibilities in the field of community development and welfare. They shall also be motivated to develop their own Youth Clubs Annual Action Plan which shall be kept in the Youth Club's records.
- In the meeting, Action Plan 2013-14 shall be discussed to finalize implementation strategies with active partnership of Youth Clubs/ Mahila Mandals.
- Budget allocation for the implementation of the programmes is as follows. For total allocation of budget in a district, please follow Table given above.

Budget per Programme

Particulars	Rate (in Rs.)	Budget (in Rs.)
Honorarium to team members including DA and travel expenses	250/- per day per head (250x10x5)	12,500
IEC material	--	500
Meeting and other expenses	--	2,000
Total		15,000

Collaborating Agencies: Mentor Youth Clubs, Youth Clubs, Mahila Mandals and Gram Panchayats

Expected Outcome:

- Further strengthened existing Youth Clubs/ Mahila Mandals in the district.
- Enrolled new members and activated existing members in existing Youth Clubs leading to increase in the membership of rural youth in targeted Youth Clubs.
- Encouraged due representation of all sections of society i.e.SC, ST, OBC, Minority, Physically Challenged and women.
- By the end of the programme, the updated profile (as per the prescribed format **Annexure – 4** on each of the Youth Clubs and Mahila Mandals be reflected on NYKS Website.
- Encouraged rural youth to become IT enabled.

2. Training on Youth Leadership and Community Development (TYLCD)

It is widely observed that youth when equipped with basic qualities of leadership, assume responsibility and take lead in addressing village situations and also act as catalytic agents for the development of their village communities. The programme will provide rural youth an opportunity to come together, share their experiences, exchange ideas and take up community welfare and development activities. With this premise, NYKS intends to undertake this programme.

Objective

- To enhance capacities of young people to take leadership to help others to live a meaningful life and contribute towards nation building.

Broad Areas

Following are the broad areas which shall be covered under this programme and with focus on the areas identified in the action plan document. However, they can further be improved in consultation with local resource persons and experts in the areas of youth leadership and community development.

- Creating critical awareness and understanding of social dynamics of the rural communities and youth.
- Imparting necessary skills and techniques for their personality development and mobilization of the community for the development activities.
- Enabling them to organize youth groups, establish and manage Youth Clubs.
- Imparting Knowledge of the Indian culture and tradition, Indian villages, Panchayati Raj, Civic Education, progress that India has made in general, and the scope of progress in one's own community
- Imparting further Leadership training to the youth leaders/ office bearers of the newly formed Youth Clubs.
- Inform and discuss the rural youth development and community welfare programmes and schemes of district and ministries and other developmental agencies which they can take up and or participate

Suggestive Contents

- Leadership – the concept, qualities, styles, skills
- Communication skills - how to interact with people and make speech
- Personality development
- Life Skill Education (LSE)
- Programme Management : Process , barrier, how to make speech
- Good citizenship: civic manners and respect for ethics & values
- Responsible citizens: Promoting communal harmony, national unity and being Indian.
- Coordination and linkages with other departments and Agencies – What, Why and How?
- Community Development: concepts and process; strategy to coordinate with developmental agencies and departments for up-liftment of the rural youth and village communities.

Duration: 03 days

No. of participants per Programme : **40** (Two Youth leaders from each of the NYK Youth Clubs/Mahila Mandals). The participants should be drawn from a cluster of 20-30 NYK affiliated Youth Club village's members. The covered Youth Clubs should not be repeated in another TYLCD.

No. of programmes in a district : Based on the number of Youth Clubs in the district as per criteria given in the following Table

District NYKs having Youth Clubs	No. of Programmes per District
Upto 49	2
Upto 149	3
Upto 399	4
400 and above	5

Time Line : September, October and November

Implementation Strategy

- The sole responsibility for organizing TYLCD would be of concerned District Youth Coordinator. However, the District Youth Coordinator should take help of local Mentor Youth Club (s) and designated NYC volunteers.
- The District Youth Coordinators should identify the training providing agencies and or group of experts and resource persons who can impart training and provide IEC material and or guide and help in procuring the same on the topics and subjects mentioned in the contents of the TYLCD and further improve in consultation with local experts. Also it can be mix of both these options for a meaningful and effective capacity building exercise.
- District Youth Coordinators should select the venue for organizing this programme where successful training activities could be undertaken. For example, venues where facilities like boarding and lodging for male and female participants, training infrastructure, teaching aid and equipments, electricity with power back up, water, sanitation and other facilities are available.
- Well in advance, the identified training agency and or the group of resource persons, training providers be briefed about the objectives, expectations of this TYLCD and its outcome.
- It is to be ensured that the trainers should have expertise in the subject and topic allotted to him/her and can link it up with their roles as leaders in development and empowerment of Youth and Village Communities.
- Training schedule with contents of training topics and subjects be prepared in consultation with identified experts and resource persons of the programme.
- Each District Youth Coordinator has to inform the participants and resource persons well in advance, the dates, venues and other details of the TYLCD so as to enable them to attend the programme with full preparedness.

Methodology

The approach of the Training on Youth Leadership and Community Development should be participatory. The following suggestive methodologies should be adopted while undertaking the Training Programmes:

- Ice Breaking exercise
- Lectures on the subjects by the experts
- Group discussion
- Group Report writing and Presentation
- Role Play
- Open House Discussion
- Question Answer Session
- Best Practices : Telling Stories
- Home Assignments

Resource Material

The resource material on the subjects may be collected and compiled in Booklet form in advance with the help of resource persons and experts on the subjects to be covered during the training(s) as well as the copies of the schemes and projects of development departments and agencies. A copy of the Booklet and training schedule may be distributed amongst the participants at the time of arrival so that they may go through it in advance while attending the classes on the given topics and subjects.

Budget per Programme

Particular	Amount (in Rs.)
Boarding & Lodging Rs. 150/- per head per day (150 x 40 x 3)	18,000
Resource Material (50x40)	2,000
Organization	4,500
Honorarium to Resource Persons (Rs. 500 per for 6 Sessions – 2 per day or as per the need)	3,000
Total	27,500

Note: Participants will bear their own travel cost

Additional Inputs: The services of local Mentor Youth Club (if any) and one NYC volunteer have to be exclusively earmarked for this programme. Other deployed NYC volunteers may also be involved.

Collaborative Agencies : For successful implementation of TYLCD programme Development Departments, Agencies, Mentor Youth Clubs, NGOs, Management Institutions, Learned Educationists, Resource Persons, etc. should be coordinated.

Press Coverage: The District Youth Coordinators will ensure wide publicity through press and electronic media.

Major Tasks expected from trained Youth Leaders

- The trained Leaders of Youth Clubs will mobilize other members so that their Youth Club may act as a focal point of planning and implementation of Youth Development programmes with focus on employable skill development training programmes and community welfare and development activities in the focus areas identified in the Annual Action Plan 2013-14.
- Trained youth leaders will be motivated to undertake activities shown in Table under the heading “**Other probable areas where the Youth Clubs could be involved**” by mobilising local resources

Expected Outcome per Programme:

- Developed a trained cadre of youth leaders for sustaining Youth Club Movement.
- Trained youth assumed local leadership in Community Development activities in 20-25 villages and organized at least 2 programs for community development in their respective villages.
- To have facilitated designated NYC volunteer in undertaking community development activities in the identified areas.

3. Theme Based Awareness and Education Programme (TBAEP)

Objective

- To enhance capacities of rural youth in addressing the issues and concerns affecting their lives.

No. of Programmes: Based on the number of Youth Clubs in the district as per criteria given in the following **Table:**

District NYKs having Youth Clubs	No. of Programmes per District
Upto 49	3
Upto 149	7
Upto 399	11
400 and above	13

Duration: : 1
day each

No. of Youth Clubs to be involved : 20 per programme

No. of participants/Beneficiaries : 80 per programme form cluster of 20 Youth Clubs/ Mahila Mandals (four from each Youth Club/Mahila Mandal)

Time Line :
September, October and November

Budget : Rs. 8,000/- per programme

Contents for coverage during the programme:

Please Note: Half Day of the training will exclusively be devoted on employment and self –employment link opportunities and rest half day would be devoted for other identified issues and areas as mentioned below:

- **Skills Development:** for self employment and employment generation among youth.
- **Women Empowerment:** Gender equality, women rights, legal literacy, employability resources, developing leadership skills, personality development and soft skills.
- **Eradicate Poverty:** Self Help Groups (SHG) formation and link employment opportunities with emphasis on village, block and district based opportunities to check migration
- **Civic Education:** Spirit of Nationalism, proud to be Indian, respect for national symbols and values promoting national integration, communal harmony, universal brotherhood and national unity.
- **Social Issues:** Campaigns against female feticide, dowry, Drug Abuse and alcoholism, Tobacco Cessation, child marriage.
- **Environment:** Tree Plantation, Campaign against use of Polythene Bags and promotion of Renewable Energy.
- **Hygiene and Sanitation:** Hand wash, promoting construction of low cost toilets, Water management, harvesting, conservation, and Safe Drinking Water.
- **Health:** Improving maternal health, promoting Immunization (Mother and Child care, Nutrition), General Health problems, HIV/AIDS, Institutionalized deliveries, Vasectomy and Tubectomy; Iron Folic Acid tablets for adolescent girls.
- **Education :** Promoting Primary Education - Enrollment of children with emphasis on deprived sections of society, Re-enrollment of Drop Outs because of various social issues, adult education.
- **Volunteerism:** Promoting spirit of volunteerism; Disaster and other natural calamities mitigation: rescue operations and security, training in fire fighting, first aid, , Voluntary Blood Donation and enrolment of volunteers. Moreover, a Voluntary Blood Donors Directory with their blood groups & contact numbers will also be prepared in all the district NYKs.
- **Leadership:** promoting democratic leadership; it has also been strategized to develop leadership among rural young people to address issues of local, national and international importance with local youth, PRIs, urban local bodies and community participation.

Implementation Strategy

Roles and Responsibilities

- District Youth Coordinators should select the venue for organizing this programme where successful Theme Based Awareness and Education programme could be undertaken. For example, venues where facilities like teaching aid and equipments, electricity with power back up, water, sanitation and other facilities are available.
- Mentor Youth Clubs, trained office bearers and designated NYC volunteer should be actively involved and made in-charge of the programme.
- The Heads of Development Departments and agencies should be actively involved during the programme as guide, facilitator, resource persons and support providers for village level activities.

- The District Youth Coordinators should identify the topics to be covered out of the above mentioned areas. Accordingly, the concerned heads of development departments and agencies be finalized along with their experts and resource persons who can impart awareness and educations as well as provide IEC material on the selected topics and subjects to be covered under the programme.
- District Youth Coordinator should be present during the programme and monitor the in-charge of the programme.
- Each District Youth Coordinator has to inform the participants and resource persons well in advance the dates, venues and other details of the TBAEP so as to enable them to attend the programme with full preparedness.
- During the programme, the participants should be motivated to link a minimum of 05 rural youth each from their respective Youth Clubs with local Departments and Agencies for getting skill training for their employability and livelihood.
- Educated youth should also be motivated to mobilize their peer and village communities for creating awareness in at least two identified areas of their interest in their respective Youth Club villages.

Coordination and Mobilizing support

- A letter from District Magistrate/District Collector, President of Zila Panchayat and Chief Executive of Zila Panchayat should be sent to all Sarpanches of Gram Panchayats, Heads of the Development Departments and other Agencies/NGOs working in the above mentioned development and welfare areas for deputing their officials and experts as resource persons, provide copies of their schemes, IEC material and support in organizing the programmes.

Resource Persons and I.E.C

- Programme schedule and resource materials will be developed by the District NYKs in consultation with Resource Persons. A copy of the same may also be provided to Heads of Development Departments and Elected Members of Panchayati Raj Institutions, opinion leaders and Youth Club Office bearers for their reference.
- All relevant printed resource material in the form of Schemes and IEC material on the identified topics should be provided to participants at the time of registration.
- Well in advance, the identified officials, resource persons and experts be briefed about the objectives, expectations of this TBAEP and its outcome.
- It is to be ensured that the educators should have in-depth information and knowledge in the subject/topic allotted to him/her and can link it up with Youth Clubs roles vis-à-vis development and empowerment of Youth & Village Communities.

Follow up

- DYC and NYC volunteers of NYK and Mentor Youth Clubs of the respective block will help the aware and educated youth to organize similar awareness and education activities at their own level in their respective Youth Club villages.

- The trained youths may be motivated to organize minimum **two such activities**.
- The interested youth educated under the programme should be motivated to link a **minimum of 5 rural youth each from their respective Youth Clubs with local Departments and Agencies for getting skill training for their employability and livelihood**.
- In this regard, it may be noted that a number of Ministries, Departments and agencies are running different types of skill training courses in different districts of the country. Their details are available with District Administration as well as on their web-sites.
- The details of the skill training courses run by Ministry of Labour & Employment and Ministry of Rural Development can be viewed at the following web links:
 - <http://www.nrlmskills.in/Default.aspx>
 - <http://drd.nic.in/drd/programmes-schemes-SGSY.asp>
 - <http://dget.gov.in/>
 - <https://www.sdi.gov.in/en-US/Pages/SDISHome.aspx>
- It is advised that the District Youth Coordinators may contact the Heads of these Agencies for imparting training to interested youth of NYKS.
- For more inputs and support, different agencies in the district should be coordinated.

Expected Outcome

- To have made aware and educated members of Youth Clubs in identified areas.
- Empowered rural youth in terms of knowledge and information on developmental schemes, facilities and programmes of Government, NGOs and other Developmental Agencies.
- To have linked 5 Rural Youth with local Departments and Agencies per participated Youth Clubs for getting skill training for their employability and livelihood.
- Educated rural youth mobilized their peer and village communities and generated awareness in at least two identified areas of their interest in each of the participated Youth Clubs villages.

4. Promotion of Sports (Sports Material to Youth Clubs)

Objective

- Encourage and promote sports culture and spirit of Sportsmanship among rural youth to adopt it as a way of life.

Implementation Strategy

District Youth Coordinator may consider only those Youth Clubs for this activity, which fulfil the following minimum criteria:

- Youth Club should have basic minimum sports infrastructure or can manage the same in liaison with school or other organizations.
- The Youth Clubs which have regular sports activities and also organize sports competitions on their own.
- Recently Youth Club should have organized/participated in at least one sports event of NYK.
- Youth Club is in submitting sports activities report and other activities reports to NYK.

The application may be invited from interested Youth Clubs in the format given at **Annexure – 7**, should be compiled in the format at **Annexure – 8** and list of selected Youth Clubs for Sports Material may be prepared in **Annexure-9**.

No. of Youth Clubs to be provided Sports Material support: Based on the number of Youth Clubs in the district as per criteria given in the following Table

District NYKs having Youth Clubs	No. of Youth Clubs to be provided Sports Material support	Amount (in Rs.) @ Rs. 1,000/- per Youth Club
Upto 49	15	15,000
Upto 149	25	25,000
Upto 399	40	40,000
400 and above	55	55,000

Time Line:

The purchase should be made in the month of **September** and distributed by **November** to selected Youth Clubs (as per allocation indicated above), during any Important Day Celebration, District Youth Convention or Important Public Function **in the presence of VIPs, including people’s representatives (Hon’ble Ministers/MPs/MLAs)**

Purchase Committee

- There shall be only one purchase committee in the District headed by concerned District Youth Coordinator, 01 sports person of the district and 04 NYC volunteers (to be decided by District Youth Coordinator) as member representing all Blocks of the District and ACT of NYK as member Secretary.
- The purchase committee while observing General Financial Rules (GFR) and all codal formalities shall invite quotations, shortlist firms who can deliver the goods at district office and negotiate rates with specifications of sports materials.
- To ensure supply of selected sports material and quality, one set of sample sports material, which has been finalized with the firm, should be retained in the District NYK.
- On the basis of the shortlisted Sports Material Firm, the District Youth Coordinator shall send Purchase order, as per allotment of budget and requirements.

Collaborative Agencies

- Agencies and Persons, who can provide additional sports material

Expected Outcome

- Provided opportunities to Youth Clubs to undertake sports activities.
- Provide Youth Clubs basic sports materials so that sports activities of their interest may be undertaken by them during their leisure time.
- Promote sports culture among youth so that they take up sports activities on routine basis.
- Imbibed team spirit, self discipline, better health, cooperation and competitive values among Youth Clubs.

5. Skill Up-gradation Training Programme (SUTP) for Women

Background

As per 2001 census, there are 496.45 million women representing 48.26 percent of total population of the country. However, out of the 127.22 million women workforce of the country, majority are in informal sectors with concentration in rural/semi urban areas. They often face situations of extreme poverty, given the harsh realities of intra-household and social discrimination. These women are vulnerable due to uncertainty of livelihood that is a consequence of their low level of skills and low capacity besides several other handicaps. Therefore, the critical need is to take measures which would ensure guarantee of skills up-gradation for income generation of such women through training and support services.

The Nehru Yuva Kendra Sangathan has introduced a programme Skill Up-gradation Training Programme for women (SUTP) in the year 2009-10 with an objective of extending training for up-gradation of skills and for income generation for women through a variety of activities.

SUTP aims to make a significant impact on condition of women by upgrading skills for income generation which may lead to self employment venture. The sequence of activities envisaged under the programme is to mobilize women into viable groups, improve their skills, arrange for support services and awareness generation, gender sensitization, etc. The programme not only aims at imparting training for upgrading skills to enhance income of beneficiaries but also **provides awareness and education on the key focus areas identified as mentioned earlier in NYKS Annual Action Plan.**

This programmes provides a unique opportunity to the women to make best utilization of their spare time out of their busy domestic schedule, to form a group and share their joys and woes in the group with some learning experiences. They get an opportunity to upgrade their skills for a better living and self esteem. Besides, there is an increasing emphasis on making the young women self-reliant and self-employed so that they can supplement their family income to make both ends meet. Over the years, Skill Development Programme for women has become one of the most popular programme of NYKS. This programme is basically intended for up gradation of their skills and empowerment.

Objective

- To up-grade vocational skills of rural young women and enable them to supplement their family income as well as enhancing their self – esteem in the society.

- To empower young women to address issues and concerns confronting their day to day life.
- Enable groups of women to take up employment or income generation programmes of their own.
- To help them learn new skills for which there is increasing demand in the market.
- Mobilize women in viable groups and make facilities available through training, access to credit, arrangement for productive assets and other inputs

No. of Training Programmes: Based on the number of Youth Clubs in the district as per criteria given in the following Table:

District NYKs having Youth Clubs	No. of Programmes per District		Amount (in Rs.)			No. of Participants to be covered @minimum 15 per Prog.
	Courses of 3 months duration	Courses of 2 months duration	Courses of 3 months @ Rs.11,400/- per Course	Courses of 2 months @ Rs. 7,600/- per Course	Total sanctioned amount	
Upto 49	4	4	45,600	30,400	76,000	120
Upto 149	5	5	57,000	38,000	95,000	150
Upto 399	6	6	68,400	45,600	1,14,000	180
400 and above	7	7	79,800	53,200	1,33,000	210

No. of participants per programme

- In one training batch, the minimum number of participants should be **15**.
- Motivated, needy, unemployed rural/semi-urban women of the district should be selected.
- Preference should be given to Youth Club/ Mahila Mandal members, Ex-NSVs/NYCs and those who took part in NYK programmes and activities.
- Care should be taken to select women from SC/ST, OBC, Minority, Widow, Economically Backward and Destitute/Homeless categories.
- The selected participants should at least be in a position to understand, read and write.

Duration:

- Maximum duration of Skill Training Programmes should **not exceed three months**.
- Duration of training shall depend upon the type of selected trade and vocation.
- Therefore, the Youth Coordinator should fix durations for selected trades in consultation with concerned technical experts or institutions.

Strategy to run Skill Training Courses

- The Youth Coordinator shall identify trades and vocations as per the local needs of the rural women on one hand and availability of raw material and market on the other.
- NYK would make efforts to organize Skill Training Programmes with the support of KVKs, Agricultural Universities, trainers of developmental agencies, NGOs and institutes within the district. NCVT Training Centers and their trainers, Master Trainers, may also be approached for imparting standard training at NYK centers.
- If required, Youth Coordinators would be free to send youth to reputed Training Institutes situated away from the districts, if the training facility in a particular trade and vocation is not available in the district. However, no TA/DA shall have to be borne by NYKs and should be within the earmarked budget and guidelines for the program. If required, local resources may be mobilized to this effect. Nonetheless, the women during such an arranged program should also be made aware of the issues and key focus areas identified by NYKS and mentioned on previous pages of the guidelines.
- Master Trainers should preferably be taken from Skill Training Providing Agencies, Departments and NGOs.
- Syllabus of the Skill Training Programmes should be developed in consultation with Skill Training Providing Agencies and Master Trainers well in advance before starting of the programme.
- For ready reference, few of the approved Syllabuses of the Skill Training Programmes have been collected and placed on NYKS web site www.nyks.org. These Syllabuses will help the Kendras in adapting and developing the Course Syllabuses.

Sectors, Trades and Vocations for Skill Training

Emphasis may be given on the following Sectors, trades and vocations (the list is only suggestive).

S.No.	Sector	Suggested Vocations
1.	Agriculture	Mushroom Cultivation, Bee Keeping, Medicinal Plants Cultivation, Horticulture, Floriculture, Vermiculture, Backyard Vegetable Cultivation
2.	Dairying	Small Milch/Dairy Animal (Buffalo, Cow) Rearing Units, Milk Collection & Selling, Milk Processing (Ghee, Paneer, Khoya)
3.	Animal Husbandry	Goat/ Sheep Rearing for Meat/ Wool, Backyard Poultry & Indigenous Birds (Ducks, Quails), Piggery, Rabbit Rearing, etc.
4.	Fisheries	Fish Rearing/ Seed Production in Small Ponds, Fish Processing (Drying, Fish Pickle), Fishing Net Making & Repair, Fish Feed Production, Small Hatcheries, Wage Employment (Through Feeding, Watch & Ward, De-weeding of Ponds, Harvesting)
5.	Handloom	Weaving, Processing (Dyeing, Bleaching, Mercerizing), Packaging
6.	Handicrafts	Production of Handicraft Items, Processing Activities (Polishing, Coloring)
7.	Sericulture	Mulberry Cultivation, Cocoon Rearing, Reeling of Yam

8.	Social Forestry and Forest Based Activities	Raising Nurseries, Cultivation of Forest Species on Forest Land/ Wastelands, Collection of Minor Forest Produce (Gum, Berries, Medicinal/ Herbal Products, Honey)
9.	Waste Land Development	Raising Nurseries, Cultivation of Fodder, Fruit and Timber Crops, Watershed Development Activities, Developing Wadis
10.	Food Processing	Fruits and vegetable Processing for making Jam, Jelly, Murabba, Petha, Chips/ Wafers, Noodles, Papad, Pickle, Bakery Products
11.	Any Other Locally Appropriate Section	Knitting, embroidery, zardozi work, finishing, Cutting and tailoring, Soft Toys, Bamboo/Jute Work: Hand Bags, Baskets, Decorative Pieces, File Cover, Beauty Culture, Candle making, Packaging of house hold articles and painting, Computer and mobile repairing, etc

Operational Details

- In each of 623 District NYKs, at least the minimum number of young women, as mentioned above should be imparted skill training as per their need and requirement within the allotted budget.
- As far as possible, minimum expenditure shall be incurred under organizational expenses head.
- NYCs should supervise each course and submit report in the meetings of NYCs at the Kendra.
- The venue of **Skill Up-gradation Training Programme (SUTP) for Women** should be in between a cluster of villages so that maximum number of needy, interested women can participate and obtain desired training. If possible it may be conducted at the Mentor Youth Club.
- Adequate follow up should be ensured to facilitate the trained women take up self employment ventures and income generation activities and jobs based on their training.
- A data base of trainees under the programme and those who get engaged in income generating activities, should be prepared and maintained at both Kendra as well as club level in the prescribed proforma given at **Annexure – 10.**

Additional Input

- ❖ Knowledge and information on developmental schemes, facilities and programmes of Government, NGOs and other Developmental Agencies may also be imparted from time to time by inviting subject experts and resource persons.

Collaborative Agencies

- Institutes like Small Scale Industries, NCVT, Training Providers under Ministry of Labour and Employment Schemes, Tailoring Institutes, KVK, KVIC, SGSY, DRDA (e.g Ajevika), DIC, Community Polytechnic, JSS, ITI, WCD, and Agriculture University Extension Services and many other at district level should also be associated for making the training effective and gainful.
- The Youth Coordinator should coordinate with District Administration, Banks, NABARD, Industrial and Financial institutes for self employment of trainees.

Budget per programme

Budget for THREE months duration courses:

Particular	Details	Amount (in Rs.)
Honorarium to Resource Person	Rs. 2500 for 3 months	7,500
Raw Material and Maintenance	Rs. 1000 for 3 months	3,000
Organization Expenses		900
Total		11,400

Budget for TWO months duration courses:

Particular	Details	Amount (in Rs.)
Honorarium to Resource Person	Rs. 2500 for 2 months	5,000
Raw Material and Maintenance	Rs. 1000 for 2 months	2,000
Organization Expenses		600
Total		7,600

Inspection of Skill Development Centers

A surprise check of these centres may be carried out by Zonal Director or his/her representative. The DYC should visit at least once or twice during the programme

Impact of the Programme on non-quantifiable activities

- Self confidence in rural women to manage their own institutions.
- Gradual and radical change in the traditional system of social behaviors (family barrier to remain indoors).
- Sense of responsibility for income generation.
- Exposure and knowledge to essential needs of life like child immunization, maternal and child health care, importance of nutritious food/clean drinking water, self hygiene and family planning, child spacing programme
- Self motivation and mobilization to participate in different types of training programmes at village, district, commissioner, State and any other part of the country

Expected Outcome

- To have develop vocational skills among young women.
- Empowered rural young women in terms of knowledge and information on developmental schemes, facilities and programmes of Government, NGOs and other Developmental Agencies.
- To have made aware and educated young women in identified areas

6. Promotion of Folk Art and Culture

Objective

- To provide opportunity to rural youth to display their folk art cultural talent and facilitate in preserving and promoting the same

No. of Programme: 01

Duration of the programme: 01 Day

No. of participants: Minimum 120. Two to three teams from each programme blocks shall participate in the District Level Cultural Festival.

A minimum of **15 teams** shall participate in district level programme. Attempt should be made to ensure the participation of young artists and performers from Skill Development Training Centres, Mentor Youth Club, Youth Clubs and Mahila Mandals, NYCs, and Ex-NSVs etc. Special performances by young guest artists may also be arranged.

Time Line: December and January

Budget: Rs. 20, 000.00

Collaborative Agencies

- District Administration, Cultural Centers, District Language and Cultural Department, District Public Relation Office, Field Publicity Office, NGOs

Expected Outcome

- Youth got opportunity to display their traditional Folk Art and Culture and facilitate in promoting and preserving them.
- Highlight multi dimensional facets of cultural heritage of the district and promote the participation of youth in various cultural activities.
- Project and conserve the rich traditions of art, folk songs, folk dances and folklores and other dying art forms.
- Provide opportunity to the young people to exhibit their talents.
- Promote National Integration, Communal Harmony, Sadbhvna and peace through cultural programmes.

7. Observance of Days of National and International Importance

Objectives

- To generate awareness about the objective, theme and importance behind a particular day of national and international importance.

Each district NYK will observe minimum **10** important days from the following list.

Name of the day	Nature
Sadbhavna Diwas – 20th August	Mandatory
Hindi Diwas (14th September)	
Gandhi Jayanti (World Non-violence Day) -2nd October	

NYKS Foundation Day (14th of November)	
National Integration Day (Quami Ekta Diwas) – (19th November)	
Vigilance Day	
National Youth Day and Week (As per calendar of National Youth Week celebration)	
Minimum Three among the following : 26th January/ 15th of August 1st October (National Voluntary Blood Donation Day) 1st December (World AIDS Day) 5th December (International Volunteer Day) 23rd of January (Neta ji's birth day) 30th January (Mahatama Gandhi's Martyr Day) 28th February (National Science Day) 8th March (International Women's Day) 23rd March (Bhagat Singh Shaheedi Diwas) 14th April (Dr. Ambedkar Jayanti) 1st May (World No Tobacco Day) 5th June (World Environment Day) 11th July (World Population Day) and any important day as per local requirement.	Optional

Duration : One Day each

Participants per programme: Minimum 100 (Participation of youth, political leaders at different levels, heads of development departments and prominent citizens of the society may be involved in each activity)

BUDGET

Sr. No.	Name of Programme	Level	Budget (in Rs.)
1	Observance of Days of National and International Importance	District Level	40,000

Collaborative Agencies

- Developmental Departments, Agencies, NGOs and Resource Persons

Expected Outcome

- To have observed a minimum of 10 such days in each district
- Made aware and motivated 1000 rural youth on the issues covered while observing a given day.

8. District Youth Convention and Yuva Kriti

This programme aims at introducing and highlighting issues of social and national importance which needs to be taken up jointly with the spirit of volunteerism and addressed in a time bound manner. The platform will also be used for disseminating information and orientation on existing and newly introduced programmes and schemes of NYKS as well as other departments and also to evolve strategies for effective partnership of youth in development process.

Objectives

- To provide opportunity and platform to rural youth leaders to express themselves, share experiences and suggest best practiced programmes for youth empowerment
- To provide opportunity and platform to Rural Artisans to exhibit their produces and get motivation for further skill up-gradation.

Strategies and activities

- Orient the youth, share experiences and deliberate on issues relating to social and national concerns
- Prepare the youth to disseminate the acquired knowledge among people in general and youths in particular
- Encourage the innate talents of young persons and to popularize traditional and rural handicrafts.
- Encourage and promote young rural artisans to start self employment ventures with sense of pride and to promote rural marketing.

Duration of the Convention	: 01 day
No. of Participants	: Minimum 100 (equal male and female ratio) from Youth Clubs and Mahila Mandals from all parts of the district.
No. of Exhibition Stalls	: 20 (02 youth per stall)
No. of programmes	: One
Time Line	: 2 nd , 3 rd and 4 th Quarter

Implementation Strategy

For successful organization of District Youth Convention and Yuva Kriti, the District Youth Coordinator will constitute a committee, the composition of which will be as follows:

Designation	Position
District Youth Coordinator	Chairperson
02 NYC Volunteers	Members
ACT	Member Secretary

- The committee will prepare a budget as per requirements. While preparing budget, it may be taken care that amount should be utilized to meet out the expenses of B&L, TA/DA, hiring of hall, installation of stalls, Organizational Expenses, etc.
- For organization of District Youth Convention and Yuva Kriti in a planned and smooth manner, different Sub-Committees like: boarding and lodging, media and publicity, Yuva Kriti and Youth Convention should be constituted.
- Boarding and lodging @Rs.150/- per day per participant.
- All purchase / hiring shall be made after observing General Financial Rules (GFR) and all codal formalities.

Budget : Rs. 30,000

Collaborative Agencies

- Developmental Departments, Agencies, NGOs and Resource Persons

Expected Outcome

- To have provided opportunity to 100 rural youth to share their experiences and facilitated in identifying future activities for youth empowerment
- To have finally selected 04 documented Best Practiced activities in the district.
- To have provided opportunity to Artisans to display their produces
- To have encouraged youths to start self employment ventures with sense of pride and to promote rural marketing.

9. Awards to Outstanding Youth Clubs (AOYC) at District, State and National Level

Introduction

The Scheme of Awards to Outstanding Youth Clubs was instituted by the Ministry of Youth Affairs & Sports, Government of India and is being implemented by Nehru Yuva Kendra Sangathan. For the implementation of the programmes, the district NYKs are heavily dependent on the village level Youth Clubs. The Youth Clubs are basically an association of youth, working in the field voluntarily, in areas such as literacy, environment enrichment, women empowerment, vocational training, eradication of dowry, untouchability, a forestation, health and family welfare etc. Besides this, Youth Clubs are taking up social campaigns, awareness drives on issues of local and national importance. They are also taking lead in community development, sports, cultural activities and other developmental programmes in coordination with various departments and agencies at different levels. Youth Clubs have helped the village panchayats in creating assets in the villages in a cooperative and voluntary manner, and in building up organizational skills.

Objective

The “basic objective of the scheme” is to encourage the growth of Youth Clubs, which are recognized as catalysts of social change. It is felt that Youth Clubs can play a vital role in nation building and other activities, such as literacy, skill development training, health awareness, environment preservation, national integration, social harmony, sports, creation of durable community assets in villages, etc.

The Scheme also includes to promote the growth of Youth Clubs and their developmental activities, so as to encourage more and more Youth Clubs to come forward for community welfare and nation building activities. With the introduction of the Scheme, the Government hopes that not only the existing Youth Clubs will play a more meaningful role but also more Youth Clubs will come into being in future.

The Scheme is operated at three levels i.e. District, State and National level. Selection is held initially at the district level and then carried on to the state level and finally at the national level. The winners of district level competitions automatically qualify for the state level competition and likewise, the winners of the state level competitions automatically qualify for the national level competition.

Awards

At **district** level, the winner is awarded **Rs. 10,000** and at **State** level the award is **Rs. 25,000** whereas at **National** level the **First, Second and Third** winners are awarded **Rs. 1,00,000, Rs.50,000 and Rs. 25,000** and a **Scroll**, respectively. For more details, a copy of the scheme of Awards to Outstanding Youth Clubs is placed at **Annexure -11.**

10. Meeting of District Advisory Committee on Youth Programme (DACYP)

The DACYP will facilitate better linkages with various Govt. and Non-Govt. agencies of the district for the youth development. The operational plan circulated during the year 2006-07 should be followed while organizing quarterly meetings of the DACYP. A copy of composition and functioning of DACYP has been attached separately as **Annexure – 12.**

Objective

- To ensure proper programme planning, coordination, implementation, transparency and monitoring for effective functioning of district NYKs with expected outcomes.

No. of participants - As per the constitution of DACYP

Collaborative Agencies

- Notified Committee headed by DM / DC and heads of development agencies as official members and other non-official members

BUDGET

No. of meetings per district NYKs	Amount per district @ Rs. 1,000/- per meeting (in Rs.)
Minimum 02 meetings 1 st meeting– 2 nd Quarter 2 nd meeting- 4 th Quarter	2,000. The amount should be utilized for refreshment and other organizational expenses
Efforts should however be made to convene meetings in every quarter	

Expected Outcome

- To have organized 02 meetings in the district
- To have minimized the missing link between the District Administration and NYK for undertaking coordination programmes and mobilization of resources for youth development and empowerment

Time Line for submitting the Annual Action Plan

- District Youth Coordinators and Dy. Directors are required to prepare their District Annual Action Plan in the prescribed proforma **Annexure - 13.** as per guidelines showing their physical and financial targets for approval of the District Advisory Committee on Youth Programmes (DACYP) and submit the same to respective Zonal Director, on or before **30th August, 2013.**

- The ZD will consolidate the Action Plan of district NYKs to indicate the targets of the zone. The zone wise targets for Core Programmes should be communicated to Hqrs. by **15th September, 2013** in prescribed proforma **Annexure – 14.**

State Level Programmes

State Level Programmes

1. State Youth Convention and Yuva Kriti

Objectives

- Promoting purposeful interaction among the youth on socially relevant issues.
- Sensitizing them to find solution of critical socio- economic and national development issues with special reference to role of youths.
- Providing an opportunity to youth for reparation of future road map of their involvement in nation building activities.
- Providing a state level platform to rural artisans to exhibit their produces and art and get motivation for further skill up-gradation.
- Promoting National Integration, Communal Harmony, Sadbhavna and peace through interaction meetings.

a. State Youth convention

Implementation Strategy

- Identification of Ex-NSVs, NYC Volunteers, Mentor Youth Club members, Youth Club member, Active Youth etc. Preference should be given to those who should be able to take active part in the deliberations and report presentation.
- Preference should be given to those who were at any time, associated with NYKs and now hold a special position in the society.
- Identification of Topic for discussion and panel of Resource Persons.
- The participants will reach one night before the Convention.

No. of Participants : Minimum 100

Duration : 1 day

Time Line : 2nd and 3rd Quarter

b. Yuva Kriti

Objectives:

- To encourage the innate talents of young persons.
- To popularize traditional and rural handicrafts.
- To encourage and promote young rural artisans.

- To encourage youths to start self employment ventures with sense of pride and to promote rural marketing.

Contents

- Exhibition of local handicrafts and products of SHGs
- Live shows of artisans performing their talents in craft making
- E-marketing
- Quality Control
- Folk Cultural Presentations

Duration of the Programme : 3 days

Exhibition Stalls : Minimum 25 stalls (02 persons in each of 25 stalls)

No. of participants : From all district NYKs under the zone. No. of participants will be decided by the concerned Zonal Director. But, attempt should be made to ensure the participation of maximum number of young artists and performers.

Additional Inputs : Beneficiaries of NYKs Vocational Training Centres and SHGs having Vocational Training Centres may be given preference to participate.

Time Line : 2nd and 3rd Quarter

Follow up : Rural marketing networks may be developed as a part of follow up of Yuva Kriti.

Coordination with Resource Agencies and Institutes: State Small Scale Industries, KVIC, NGOs, Deptt. of Handloom and Handicraft, Deptt. of Culture, etc.

Implementation Strategy

For successful organization of State Youth Convention and Yuva Kriti, the Zonal Director will constitute a committee, the composition of which will be as follows:

Designation	Position
Zonal Director	Chairperson
Dy. Director (s)	Members
02 District Youth Coordinators	Members
JAO / ACT	Member Secretary

- The committee will prepare a budget as per requirements. While preparing budget, it may be taken care that amount should be utilized to meet out the expenses of B&L, TA/DA, hiring of hall, installation of stalls, Organizational Expenses, etc.
- For organization of State Youth Convention and Yuva Kriti in a planned and smooth manner, different Sub-Committees like: boarding and lodging, media and publicity, Yuva Kriti and Youth Convention should be constituted.
- All purchase / hiring shall be made after observing General Financial Rules (GFR) and all codal formalities.

Norms for payment of TA/DA to Participants

- Boarding and lodging @ Rs. 200/- per day per participant
- TA as per actual by cheapest mode of journey and shortest route
- Journey DA @ Rs. 100 per day per participant (24 hours – Rs. 100/-, 7 to 12 hours – Rs. 50/- and less than 7 hours no DA)

BUDGET

Zones with Districts	Budget (in Rs)	Name of Zones
1-5	2, 50,000/-	Delhi, Tripura, Mizoram, Meghalaya, Sikkim and Arunachal Pradesh
6-14	4, 75,000/-	Chhattisgarh, Himachal Pradesh, Jammu & Kashmir, Manipur, Uttrakhand and Nagaland
15 & above	6, 00,000/-	West Bengal, Madhya Pradesh, Uttar Pradesh, Andhra Pradesh, Assam, Bihar, Gujarat, Haryana, Jharkhand, Karnataka, Kerala, Maharashtra, Orissa, Punjab, Rajasthan, and Tamilnadu

2. Meetings of State Advisory Committee on Youth Programmes (SACYP)

Background

The SACYP facilitates to bridge the missing link between the state development agencies and NYKS besides playing a key role for convergence among all the stakeholders in the state for the youth development. The operational plan circulated during the year 2006-07 should be followed while organizing meetings of the SACYP. A copy of composition and functioning of SACYP has been attached separately as **Annexure – 15**.

Objective

- To ensure proper programme planning, coordination, implementation, transparency and monitoring for effective functioning of NYKs in a State with expected outcomes.

Duration of the meeting : 1 day

No. of participants per meeting at state level: as per the constitution of SACYP

Collaborative Agencies

- Notified Committee headed by Hon'ble Minister of Youth Affairs and Sports of a State and heads of development agencies as official members and other non-official members

BUDGET

No. of Awards	Amount @ Rs. 3,000/- per meeting (in Rs.)
Minimum 02 meetings 1 st Meeting–2 nd Quarter 2 nd Meeting – 4 th Quarter	6,000 The amount should be utilized for high tea & other organizational expenses including, file folder, writing pad, pen, reference material, photographs, etc.
Efforts may be made to conduct meetings in every quarter	

Expected Outcome

- To have organized 02 meetings in each of 29 States
- To have minimized the missing link between the State Government and NYKS for undertaking coordination programmes and mobilization of resources for youth development and empowerment

3. Planning, Review and follow-up Meeting

Objectives

- To review the progress of the ongoing programmes and activities of NYKS and suggest constructive interventions

Programme Contents

- Contingency plan and strategy for implementation in case of need
- Formulation of micro-plan
- Prioritization of proposed activities
- Charting out yearlong activities of Youth Clubs
- Close monitoring and review

Activities

- Review the progress of targets set and achieved as well as future and ongoing programmes and activities of NYKS, follow up actions to be taken

- To discuss and plan innovative projects and programmes for youth development and suggest measures for strengthening the existing networks of Youth Clubs
- To share information about the ongoing schemes and programmes of the government (both State as well as Central Govt.) for youth development, expedite coordination and mobilize resources

Operation Details

- It will be the prerogative of the concerned Zonal Director to convene these meetings as per the need and as and when and wherever these are required.

Duration of the meeting : 01 day

No. of participants per meeting : All Dy. Directors and DYCs

No. of meetings in a State : 04

Time Line : 2nd, 3rd and 4th Quarter

Budget for FOUR Meetings : @ Rs. 200/- per meeting and per Deputy Director & District Youth Coordinator of the Zone

Expected Outcome

- To have organized 04 meetings at State level
- To have reviewed the progress, filled gaps, shared follow up plans and discussed future course of actions and plans for implementation.

**Annexures for
Annual Action Plan 2013-14**

Sr. No.	Particular	Annexure
1.	Distribution of Core Programmes to District NYKs out of Block Grant of MYAS on the basis of Number of Youth Clubs in a District	Annexure – 1
	SLAB wise list of District NYKs	Annexure -1-A
2.	Brief Annual Action Plan 2013-14 pertaining to NYKS 09 Core Programs	Annexure - 2
3.	NYKS letter No.NYKS/PROG: coordination program/2013/229 dated 4 th July, 2013, detailed guidelines along with reporting formats	Annexure – 3
4.	Youth Club Affiliation and Up-dation Proforma	Annexure-4
5.	Monthly Progress Report (from District NYK to Zonal Office)	Annexure – 5
	Cumulative Progress Report (from District NYK to Zonal Office)	Annexure -5-A
6.	Monthly Progress Report (from Zonal Office to NYKS Hqr.)	Annexure – 6
	Cumulative Progress Report (from Zonal Office to NYKS Hqr.)	Annexure -6-A
7.	Promotion of Sports (Sports material to Youth Clubs)	
	Inviting application from interested Youth Clubs	Annexure – 7
	Compilation format	Annexure – 8
	Format for preparing list of selected Youth Clubs for Sports Material	Annexure - 9

8.	Data base of trainees under SUTP Programme and those who get engaged in income generating activities	Annexure – 10
9.	Scheme of Awards to Outstanding Youth Clubs	Annexure -11
10.	Composition and functioning of DACYP	Annexure – 12
11.	Format for preparing District Level Annual Action Plan	Annexure - 13
12.	Format for preparing Zonal Level Annual Action Plan	Annexure – 14
13.	Composition and functioning of SACYP	Annexure – 15

Nehru Yuva Kendra Sangathan

Distribution of Core Programmes to District NYKs out of Block Grant of MYAS on the basis of Number of Youth Clubs in a District across India

Slab Number	Number of Youth Clubs in a District	No of Districts	Youth Club Development Programme		Training on Youth Leadership & Community Development		Theme Based Awareness and Education Programme		Skill Up-gradation Training Programme for Women		Promotion of Sports (Sports Material to Youth Clubs)	
			No. of Prog. Per District	Total No. of Programs	No. of Prog. Per District	Total No. of Programs	No. of Prog. Per District	Total No. of Programs	No. of Prog. Per District	Total No. of Programs	No. of Youth Clubs	Total No. of Programs
Slab - 1	Upto 49	100	2	200	2	200	3	300	8	800	15	1500
Slab - 2	Upto 149	67	3	201	3	201	7	469	10	670	25	1675
Slab - 3	Upto 399	169	4	676	4	676	11	1859	12	2028	40	6760
Slab - 4	400 and above	287	5	1435	5	1435	13	3731	14	4018	55	15785
	Total	623		2512		2512		6359		7516		25720

Note: The programmes have been allotted based on the updated data on the number of Youth Clubs in a district provided offline as on 6th August 2013 by respective District NYKs across the country and the same has been placed on NYKS website. Based on number of Youth Clubs in a district ; the districts have been divided into FOUR SLABS as mentioned in the above table. For ready reference,SLAB wise list of District NYKs may be seen at [Annexure - I-A](#)

Based on Number of Youth Clubs, SLABS under which District NYKs falls are as follows

PAO Zone	STATE	Sr. No.	SLAB -1	Sr. No.	SLAB - 2	Sr. No.	SLAB - 3	Sr. No.	SLAB - 4
North (Alipur)	CHANDIGARH	1	Chandigarh						
	DELHI	2	East	1	Alipur (North West)				
		3	North	2	Mehrauli (South)				
		4	North East	3	Nangloi (West)				
		5	South West						
		6	Central						
		7	New Delhi						
		Total	7		3				
	HARYANA	1	Fatehabad			1	Faridabad	1	Ambala
		2	Jhajjar			2	Gurgaon	2	Bhiwani
		3	Panchkulla			3	Hisar	3	Karnal
						4	Jind	4	Kurukshetra
						5	Kaithal		
						6	Mahendragarh		
						7	Panipat		
						8	Rewari		
						9	Rohtak		
						10	Sirsa		
						11	Sonipat		
					12	Yamunanagar			
Total	3				12		4		

PAO Zone	STATE	Sr. No.	SLAB -1	Sr. No.	SLAB - 2	Sr. No.	SLAB - 3	Sr. No.	SLAB - 4
North (Alipur)	HIMACHAL PRADESH					1	Chamba	1	Bilaspur
						2	Hamirpur	2	Kangra
						3	Kinnaur	3	Kullu
						4	Lahul & Spiti	4	Mandi
						5	Sirmaur	5	Shimla
								6	Solan
								7	Una
		Total	0		0		5		7
	JAMMU AND KASHMIR	1	Kargil	1	Rajauri	1	Anantnag	1	Badgam
		2	Pulwama	2	Srinagar	2	Baramula		
						3	Doda		
						4	Jammu		
						5	Kathua		
						6	Kupwara		
						7	Leh (Ladakh)		
						8	Punch		
						9	Udhampur		
		Total	2		2		9		1
	PUNJAB	1	Moga	1	Barnala	1	Amritsar	1	Firozpur
		2	Muktsar			2	Bathinda	2	Gurdaspur
		3	Nawanshahr			3	Faridkot	3	Hoshiarpur
4		SAS Nagar			4	Kapurthala	4	Jalandhar	
					5	Ludhiana	5	Patiala	
					6	Mansa	6	Fatehgarh Sahib	
					7	Sangrur	7	Ropar	
					8	Tarn Taran			
	Total	4		1		8		7	

PAO Zone	STATE	Sr. No.	SLAB -1	Sr. No.	SLAB - 2	Sr. No.	SLAB - 3	Sr. No.	SLAB - 4	
North (Alipur)	RAJASTHAN	1	Hanumangarh	1	Karauli	1	Ajmer	1	Alwar	
						2	Baran	2	Banswara	
						3	Bikaner	3	Barmer	
						4	Bundi	4	Bharatpur	
						5	Chittaurgarh	5	Bhilwara	
						6	Dausa	6	Churu	
						7	Dungarpur	7	Dhaulpur	
						8	Jaipur	8	Jalor	
						9	Jaisalmer	9	Jodhpur	
						10	Jhalawar	10	Nagaur	
						11	Jhunjhunun	11	Pali	
						12	Kota	12	Rajsamand	
						13	Sikar	13	Sawai Madhopur	
						14	Sirohi	14	Sri Ganganagar	
								15	Tonk	
						16	Udaipur			
		Total	1		1		14		16	
South (Bangalore)	PONDICHEERY	1	Mahe	1	Yanam			1	Karaikal	
								2	Pondicherry	
		Total	1		1		0		2	
	ANDHRA PRADESH								1	Adilabad
									2	Anantapur
									3	Chittoor
									4	Cuddapah
									5	East Godavari
							6	Guntur		

PAO Zone	STATE	Sr. No.	SLAB -1	Sr. No.	SLAB - 2	Sr. No.	SLAB - 3	Sr. No.	SLAB - 4	
South (Bangalore)								7	Hyderabad	
								8	Karimnagar	
								9	Khammam	
								10	Krishna (Vijaywada)	
								11	Kurnool	
								12	Mahbubnagar	
								13	Medak	
								14	Nalgonda	
								15	Nellore	
								16	Nizamabad	
								17	Prakasam	
								18	Rangareddi	
								19	Srikakulam	
								20	Visakhapatnam	
								21	Vizianagaram	
								22	Warangal	
								23	West Godavari	
			Total	0		0		0		23
		KARNATAKA			1	Bagalkot	1	Davanagere	1	Bangalore Rural
					2	Chamarajanagar	2	Raichur	2	Bangalore Urban
					3	Gadag	3	Udupi	3	Belgaum
					4	Haveri			4	Bellary
					5	Koppal			5	Bidar
								6	Bijapur	
								7	Chikmagalur	
								8	Chitradurga	
								9	Dharwad	

PAO Zone	STATE	Sr. No.	SLAB -1	Sr. No.	SLAB - 2	Sr. No.	SLAB - 3	Sr. No.	SLAB - 4	
South (Bangalore)	KARNATAKA							10	Gulbarga	
								11	Hassan	
								12	Kodagu	
								13	Kolar	
								14	Mandya	
								15	Mangalore	
								16	Mysore	
								17	Shimoga	
								18	Tumkur	
								19	Uttara Kannada	
		Total	0		5		3		19	
	LAKSHADWEEP			1	Kavarati					
		Total	0		1		0		0	
	KERALA						1	Idukki	1	Alleppey
							2	Kannur	2	Ernakulam
							3	Kollam	3	Kasaragod
							4	Kottayam	4	Kozhikode
							5	Thiruvananthapuram	5	Malappuram
									6	Palakadd
									7	Pathanamthitta
								8	Trichur	
								9	Wayanad	
		Total	0		0		5		9	
TAMILNADU						1	Coimbatore	1	Chennai	
						2	Erode	2	Chidambarnar (Tuticor)	
						3	Krishnagiri	3	Cuddalore	

PAO Zone	STATE	Sr. No.	SLAB -1	Sr. No.	SLAB - 2	Sr. No.	SLAB - 3	Sr. No.	SLAB - 4		
South (Bangalore)	TAMILNADU					4	Perambalur	4	Dharmapuri		
								5	Dindigul		
									6	Kanniyakumari	
									7	Karur	
									8	Madurai	
									9	Nagapattinam	
									10	Namakkal	
									11	Pudukkottai	
									12	Ramanathapuram	
									13	Salem	
									14	Sivaganga	
									15	Sriperumbudur (Kanchi)	
									16	Thanjavur	
									17	The Nilgiris	
									18	Theni	
									19	Thiruvallur	
									20	Thiruvarur	
									21	Tiruchirappalli	
									22	Tirunelveli	
									23	Tiruvanamalai	
									24	Vellore	
									25	Viluppuram	
									26	Virudhunagar	
				Total	0		0		4		26
		East Zone (Bhubneshwer)	ANDAMAN AND NICOBAR ISLANDS	1	Campball Bey	1	Diglipur				
				2	Kamotra	2	Mayabander (Rangat)				
3	Nicobars			3	Port Blair						
			Total	3		3		0		0	

PAO Zone	STATE	Sr. No.	SLAB -1	Sr. No.	SLAB – 2	Sr. No.	SLAB - 3	Sr. No.	SLAB - 4
East Zone (Bhubneshwer)	BIHAR	1	Arwal			1	Banka	1	Araria
		2	Sheikhpura			2	Jamuahi	2	Aurangabad
		3	Lakhisaral			3	Khagaria	3	Begusarai
		4	Sheohar			4	Kishanganj	4	Bhagalpur
						5	Munger	5	Bhojpur
						6	Muzaffarpur	6	Buxar
						7	Saharsa	7	Darbhanga
						8	Sitamarhi	8	Gaya
						9	Siwan	9	Gopalganj
						10	Supaul	10	Jehanabad
								11	Kaimur (Bhabua)
								12	Katihar
								13	Madhepura
								14	Madhubani
								15	Nalanda
								16	Nawada
								17	Pashchim Champaran
								18	Patna
								19	Purnia
								20	Purvi Champaran
								21	Rohtas
								22	Samastipur
								23	Saran
								24	Vaishali
				Total	4		0		10

IPAO Zone	STATE	Sr. No.	SLAB -1	Sr. No.	SLAB – 2	Sr. No.	SLAB - 3	Sr. No.	SLAB – 4	
East Zone (Bhubneshwer)	JHARKHAND	1	Kodarma	1	Jantra	1	Bokaro	1	Chatra	
		2	Lathar	2	Sarai Kela	2	Hazaribag	2	Deoghar	
		3	Pakaur	3	Sindega	3	Palamu	3	Dhanbad	
						4	Pashchimi Singhbhum	4	Dumka	
						5	Purbi Singhbhum	5	Garhwa	
						6	Ranchi	6	Giridih	
								7	Godda	
								8	Gumla	
								9	Lohardaga	
								10	Sahibganj	
		Total	3		3		6		10	
		ORISSA	1	Gajapati	1	Anugul	1	Kendrapara	1	Balangir
			2	Jharsuguda	2	Bargarh	2	Koraput	2	Balasore
			3	Malkangiri	3	Bhadrak	3	Mayurbhanj	3	Cuttack
			4	Nabarangapur	4	Boudha	4	Nuapada	4	Dhenkanal
			5	Rayagada	5	Debagarh	5	Phulbani	5	Ganjam
					6	Jagatsinghapur	6	Puri	6	Kalahandi (Bhawani)
					7	Jajapur			7	Keonjhar
					8	Nayagarh			8	Khordha
					9	Sonapur			9	Sambalpur
									10	Sundargarh
		Total	5		9		6		10	
		WEST BENGAL	1	Baruipur (24 Pargana)	1	Dakshin Dinajpur	1	Darjiling	1	Bankura
							2	Durgapur (Burdwan-I)	2	Barsat (24 Parganas North)
							3	Haora	3	Birbhum
							4	Hugli	4	Burdwan

PAO Zone	STATE	Sr. No.	SLAB - 1	Sr. No.	SLAB - 2	Sr. No.	SLAB - 3	Sr. No.	SLAB - 4
East Zone (Bhubneshwer)	WEST BENGAL					5	Kolkata (North)	5	Diamond Harbour (24 Parganas South)
						6	Kolkata (South)	6	Jalpaiguri
						7	Murshidabad	7	Koch Bihar
						8	Puruliya	8	Maldah
						9	Raghunathpur (Purulia)	9	Nadia
						10	West Midnapur	10	Tamluk (East Midnapur)
								11	Uttar Dinajpur
		Total	1		1		10		11
North East (Guwahati)	ARUNACHAL PRADEH	1	Changlang	1	Lohit (Teju)	1	Lower Subansiri		
		2	Dibang Valley	2	Papum Pare (Itanagar Metro)	2	Siang (Along)		
		3	East Kameng			3	Upper Subansiri (Daporijo)		
		4	East Siang						
		5	Papum Pare						
		6	Tawang						
		7	Tirap						
		8	Upper Siang						
		9	West Kameng						
		10	West Siang						
		Total	10		2		3		0
	ASSAM	1	Baksh	1	Dhemaji	1	Hailakandi	1	Barpeta
		2	Chirang	2	Udalgiri	2	Karimganj	2	Bongaigaon
		3	Kamrup Metro			3	Tinsukia	3	Cachar
								4	Darrang
								5	Dhubri
								6	Dibrugarh
								7	Goalpara

PAO Zone	STATE	Sr. No.	SLAB -1	Sr. No.	SLAB - 2	Sr. No.	SLAB - 3	Sr. No.	SLAB - 4	
North East (Guwahati)	ASSAM							8	Golaghat	
								9	Jorhat	
								10	Kamrup	
								11	Karbi Anglong	
								12	Kokrajhar	
								13	Marigaon	
								14	Nagaon	
								15	Nalbari	
								16	North Cachar Hills	
								17	North Lakhimpur	
								18	Sibsagar	
							19	Sonitpur		
		Total	3		2		3		19	
		MEGHALAYA	1	Ri Bhoi			1	East Garo Hills		
			2	South Garo Hills			2	East Khasi Hills		
							3	Jaintia Hills		
							4	West Garo Hills		
							5	West Khasi Hills		
		Total	2		0		5		0	
		MIZORAM	1	Champhai	1	Saiha	1	Aizawl		
			2	Kolasib			2	Lunglei		
			3	Lawngtlai						
			4	Mamit						
			5	Serchhip						
		Total	5		1		2		0	
		MANIPUR			1	Senapati	1	Bishnupur	1	Churachandpur
					2	Senapati (Kongpokpi)	2	Chandel	2	Imphal West
						3	Imphal East			

PAO Zone	STATE	Sr. No.	SLAB -1	Sr. No.	SLAB - 2	Sr. No.	SLAB - 3	Sr. No.	SLAB - 4
North East (Guwahati)	MANIPUR					4	Tamenglong		
						5	Thoubal		
						6	Ukhrul		
		Total	0		2		6		2
	NAGALAND	1	Dimapur	1	Kiphire	1	Kohima		
		2	Longling	2	Mokokchung	2	Phek		
		3	Peren	3	Mon	3	Wokha		
				4	Tuensang				
				5	Zunheboto				
		Total	3		5		3		0
	SIKKIM	1	North Sikkim (Mongan)	1	South Sikkim (Namachi)	1	East Sikkim (Gangtok)		
				2	West Sikkim (Gayzing)				
		Total	1		2		1		
	TRIPURA			1	Dhalai	1	North Tripura		
						2	South Tripura		
						3	West Tripura		
	Total	0		1		3			
West (Gandhi Nagar)	CHHATTISHGARH	1	Datewada					1	Bilaspur
		2	Dhamtari					2	Champa
		3	Jaspur					3	Durg
		4	Kanker					4	Kanker (Bastar)
		5	Kawardha					5	Raigarh
		6	Korba					6	Raipur
		7	Koriya					7	Rajnandgaon
		8	Mahasamund					8	Surguja
		Total	8		0		0		8

PAO Zone	STATE	Sr. No.	SLAB -1	Sr. No.	SLAB - 2	Sr. No.	SLAB - 3	Sr. No.	SLAB - 4	
West (Gandhi Nagar)	DADRA AND NAGAR HAVELI			1	Silvasa					
		Total	0		1		0		0	
	DAMAN AND DIU	1	Diu	1	Daman					
		Total	1		1		0		0	
	GOA			1	Margao (South Goa)	1	Panji (North Goa)			
		Total	0		1		1		0	
	GUJARAT		1	Patan	1	Junagadh	1	Ahmadabad	1	Amreli
			2	Anand	2	Narmada	2	Bharuch	2	Kheda
			3	Bhavnagar	3	Navsari	3	Gandhinagar		
			4	Dohad	4	Valsad	4	Mahesana		
			5	Jamnagar			5	Palanpur (Banas Kantha)		
			6	Kachchh			6	Sabar Kantha		
			7	Panchmahal			7	Surendranagar		
			8	Porbandar			8	The Dangs		
			9	Rajkot			9	Vadodara		
			10	Surat						
			Total	10		4		9		2
	MADYA PRADESH		1	Washim	1	Anoop Pur	1	Bhopal	1	Balaghat
			2	Sheopur	2	Ashoka Nagar	2	Chhindwara	2	Betul
			3	Umaria	3	Burhanpur	3	Damoh	3	Bhind
				4	Dindori	4	Hoshangabad	4	Chhatarpur	
				5	Harda	5	Katni	5	Datia	
				6	Neemuch	6	Khandwa	6	Dewas	
				7	Shajapur	7	Rajgarh	7	Dhar	
				8	Tikamgarh	8	Sagar	8	Guna	
						9	Shahdol	9	Gwalior	
						10	Sidhi	10	Indore	

PAO Zone	STATE	Sr. No.	SLAB -1	Sr. No.	SLAB - 2	Sr. No.	SLAB – 3	Sr. No.	SLAB - 4		
West (Gandhi Nagar)	MADYA PRADESH							11	Jabalpur		
								12	Jhabua		
									13	Khargaon	
									14	Mandla	
									15	Mandsaur	
									16	Morena	
									17	Narsimhapur	
									18	Panna	
									19	Raisen	
									20	Ratlam	
									21	Rewa	
									22	Satna	
									23	Sehore	
									24	Seoni	
									25	Shivpuri	
									26	Ujjain	
									27	Vidisha	
				Total	3		8		10		27
			MAHARASHTRA	1	Gondiya	1	Buldana	1	Chandrapur	1	Ahmadnagar
				2	Hingoli			2	Dhule	2	Akola
				3	Barwani			3	Latur	3	Amravati
				4	Nandurbar			4	Mumbai (Kalyan)	4	Aurangabad
								5	Parbhani	5	Bhandara
								6	Pune	6	Bid
								7	Ratnagiri	7	Gadchiroli
								8	Sangli	8	Jalgaon
								9	Thane	9	Jalna
							10	Yavatmal	10	Kolhapur	

PAO Zone	STATE	Sr. No.	SLAB -1	Sr. No.	SLAB - 2	Sr. No.	SLAB - 3	Sr. No.	SLAB – 4
West (Gandhi Nagar)	MAHARASHTRA							11	Nagpur
								12	Nanded
								13	Nashik
								14	Osmanabad
								15	Raigarh
								16	Satara
								17	Sindhudurg
								18	Solapur
								19	Wardha
		Total	4		1		10		19
U.P. (Lucknow)	UTTAR PRADESH	1	Chandauli	1	Auraiya	1	Aligarh	1	Agra
		2	Jyotiba Phule Nagar	2	Baghpat	2	Amethi (Sultanpur)	2	Allahabad
		3	Kannauj	3	Kushinagar	3	Etawah	3	Azamgarh
		4	Kaushambi	4	Sant Ravidas Nagar	4	Farrukhabad	4	Bahraich
		5	Sant Kabir Nagar	5	Shrawasti	5	Gonda	5	Ballia
		6	Ambedakar Nagar	6	Almora	6	Gorakhpur	6	Barabanki
		7	Balrampur			7	Hamirpur	7	Bareilly
		8	Banda			8	Jalaun	8	Basti
		9	Chitrakoot			9	Jhansi	9	Bijnor
		10	Gautam Buddha Nagar			10	Kanpur Dehat	10	Budaun
		11	Hathras			11	Kanpur Nagar	11	Bulandshahar
		12	Mahoba			12	Lakhimpur Kheri	12	Deoria
						13	Lalitpur	13	Etah
								14	Faizabad
								15	Fatehpur
								16	Firozabad
								17	Ghaziabad

PAO Zone	STATE	Sr. No.	SLAB -1	Sr. No.	SLAB - 2	Sr. No.	SLAB - 3	Sr. No.	SLAB - 4	
U.P. (Lucknow)	UTTAR PRADESH							18	Ghazipur	
								19	Hardoi	
								20	Jaunpur	
								21	Lucknow	
								22	Maharajganj	
								23	Mainpuri	
								24	Mathura	
								25	Mau	
								26	Meerut	
								27	Mirzapur	
								28	Moradabad	
								29	Muzaffarnagar	
								30	Pilibhit	
								31	Pratapgarh	
								32	Rae Bareli	
								33	Rampur	
								34	Saharanpur	
								35	Shahjahanpur	
								36	Siddharthnagar	
								37	Sitapur	
								38	Sonbhadra	
							39	Sultanpur		
							40	Unnao		
							41	Varanasi		
			Total	12		6		13		41
		UTTARANCHAL	1	Bageshwar			1	Chamoli		
			2	Champawat			2	Dehradun		
			3	Rudraprayag			3	Hardwar		

PAO Zone	STATE	Sr. No.	SLAB -1	Sr. No.	SLAB - 2	Sr. No.	SLAB - 3	Sr. No.	SLAB – 4
		4	Udham Singh Nagar			4	Nainital		
				5	Pauri Garhwal				
				6	Pithoragarh				
				7	Tehri Garhwal				
				8	Uttarkashi				
	Total	4		0		8		0	
	Grand Total		100		67		169		287

Annexure - 2

Name of Programme	Objective	Duration	Target		Level of Prog.	No. of Youth Clubs to be Involved	No. of Participants/Beneficiaries	Time Line (Months)	Collaborating Agencies	Expected Outcome
			Physical	Financial (In Rs.)						
1. Youth Club Development Programme	To strengthen existing network of Youth Clubs with representation from all sections of society.	5 Days	Depending upon the number of Youth Clubs / Mahila Mandals in a district (2512)	15,000 per program (3,76,80,000)	Cluster of 50 villages	50 per program (1.25 lakh)	10 campaigners per program (25,120)	August, September and October	Mentor Youth Clubs, Youth Clubs, Mahila Mandals, Gram Panchayats	<ul style="list-style-type: none"> • Further Strengthened 1.25 lakh Youth Clubs. • Enrolled new members and activated existing members in 1.25 lakhs Youth Clubs leading to a total membership of 50 lakh rural youth in targeted villages. • Encouraged due representation of all sections of society i.e. SC/ST/OBC/Minority/Physically Challenged & women. • Placed updated data of Youth Clubs on NYKS Website.
										<ul style="list-style-type: none"> •
2 Training on Youth Leadership & Community Development	To enhance capacities of young people to take leadership to help others to live a	3 Days	Depending upon the number of Youth Clubs / Mahila Mandals	27,500 per program	Block	20 per program	40 per Programme)	September, October & November	Developmental Departments, Agencies, NGOs & Resource Persons	<ul style="list-style-type: none"> • Developed a trained cadre of One lakh youth leaders for sustaining Youth Club Movement • Trained youth assumed local leadership in Community Development activities in 1.25 lakh villages across the country and organized at least 2 programs for community development.

		meaningful life and contribute towards nation building.		in a district (2512)	(6,90,80,000)		(50,240)	(1,00,480)			<ul style="list-style-type: none"> To have facilitated designated NYC volunteer in undertaking community development activities in the identified areas
3	Theme Based Awareness and Education Programme	To enhance capacities of rural youth in addressing the issues and concerns affecting their lives.	1 Day	Depending upon the number of Youth Clubs / Mahila Mandals in a district (6359)	8,000 per program (5,08,72,000)	Cluster of 20 villages	20 per program (1.25 lakh)	80 per Programme (5.00 lakh)	September, October and November	Developmental Departments, Agencies, NGOs & Resource Persons	<ul style="list-style-type: none"> To have made aware and educated 5.0 lakh members of Youth Clubs in identified areas. Empowered rural youth in terms of knowledge and information on developmental schemes, facilities and programmes of Government, NGOs and other Developmental Agencies. To have linked 6.25 lakh (5 per targeted Youth Clubs) rural youth with local Departments and Agencies for getting skill training for their livelihood. Educated rural youth mobilized their peer and village communities and generated awareness in at least 2 identified areas

NYKS Core Programs with District and National level Physical and Financial Targets and expected outcome

Name of Programme	Objective	Duration	Target		Level of Prog.	No. of Youth Clubs to be Involved	No. of Participants/ Beneficiaries	Time Line (Months)	Collaborating Agencies	Expected Outcome
Promotion of Sports (Sports Material to Youth Clubs)	To promote Sports Culture & Spirit of Sportsmanship among rural youth.	-	Depending upon the number of Youth Clubs (623)	Depending upon the number of Youth Clubs	Village	Depending upon the number of Youth Clubs	Members and local youth of 25,720	August and September	Agencies / Persons, who can provide additional sports material	<ul style="list-style-type: none"> To have provided sports material to a minimum of 25,720 Youth Clubs. To have provided opportunities to Youth Clubs to undertake sports activities.

Name of Programme	Objective	Duration	Target	Level of Prog.	No. of Youth Clubs to be Involved	No. of Participants/ Beneficiaries	Time Line (Months)	Collaborating Agencies	Expected Outcome
			(2,57,20,000)		(25,720)	Youth Clubs villages			
Skill Up-gradation Training Programme (SUTP) for Women	- To develop vocational skills of rural young women and enabling them to supplement their family income as well as enhancing their self esteem in the society.	2 types of vocational training courses with 3 months and 2 months duration	Depending upon the number of Youth Clubs / Mahila Mandals in a district 3 month courses (3,758)	11,400 Per 3 month course 7,600 Per 2 month course	Cluster of 5 villages	05 per Course (37,580)	15 per program (1,12,740)	2nd , 3rd & 4th Quarter Agriculture Extension Centres, Developmental Departments, Agencies, NGOs & Resource Persons and Master Trainers	<ul style="list-style-type: none"> To have developed vocational skills of 1.13 lakh young women. Empowered rural young women in terms of knowledge and information on developmental schemes, facilities and programmes of Government, NGOs and other Developmental Agencies. To have made aware and educated 1.13 lakh young women in identified areas.

Name of Programme	Objective	Duration	Target		Level of Prog.	No. of Youth Clubs to be Involved	No. of Participants/Beneficiaries	Time Line (Months)	Collaborating Agencies	Expected Outcome
	- To empower young women to address issues and concerns confronting them in their day to day life.		2 month courses (3,758)	(7,14,02,000)						
			(7,516)							
Promotion of Folk Art & Culture	To provide opportunity to rural youth to display their folk cultural talent and facilitate in preserving and promoting the same.	1 Day	One Per district (623)	20,000 per district (1,24,60,000)	District	Minimum 15 per district (9,345)	120 per district (74,760)	December & January	District Administration, Cultural Centres, District Language & Cultural Deptt., District Public Relation Office, Field Publicity, NGOs	<ul style="list-style-type: none"> Youth got opportunity to display their Folk Culture and facilitate in promoting & preserving traditional culture

NYKS Core Programs with District and National level Physical and Financial Targets and expected outcome

Annexure - 2

Sr. No.	Name of Programme	Objective	Duration	Target		Level of Prog.	No. of Youth Clubs to be Involved	No. of Participants/ Beneficiaries	Time Line (Months)	Collaborating Agencies	Expected Outcome
7	Observance of Days of National & International importance	To generate awareness about the objective, theme and importance behind a particular day of national and international importance.	1 Day Each	10 Per district (6,230)	40,000 per district (2,49,20,000)	District	50 per district (31,150)	100 per program 1,000 Per district (6.23 lakh)	2nd , 3rd & 4th Quarter	Developmental Departments, Agencies, NGOs & Resource Persons	<ul style="list-style-type: none"> To have observed a minimum of 10 such days in each of the 623 districts. Made aware and motivated 6.23 lakhs rural youth on the issues covered while observing a given day.
8	District Youth Convention and Yuva Kriti	To provide opportunity and platform to rural youth leaders to display products & express themselves, share experiences and suggest best practiced programmes for the youth empowerment.	1 Day	One Per district (623)	30,000 per district (1,86,90,000)	District	100 per district or subject to actual no. of Youth Clubs (62,300)	100 per program 62,300	2nd , 3rd & 4th Quarter	Developmental Departments, Agencies, NGOs & Resource Persons	<ul style="list-style-type: none"> To have provided opportunity to 1.24 lakh rural youth to display their products and share their experiences and facilitated in identifying future activities for youth empowerment. To have finally selected 04 documented Best Practiced activities in each of 623 districts in the country.

Annexure - 2

Sr. No.	Name of Programme	Objective	Duration	Target		Level of Prog.	No. of Youth Clubs to be Involved	No. of Participants/Beneficiaries	Time Line (Months)	Collaborating Agencies	Expected Outcome
9	Awards to Outstanding Youth Clubs	To recognize the voluntary services rendered and encouraged youth clubs to undertake community development & welfare activities.	-	One Per district (623)	10,000 per district	District	Depends upon the number of entries received at district and state	-	15 th September	Selection Committee headed by DM/DC,	<ul style="list-style-type: none"> To have recognized, encouraged and conferred award to outstanding 623 youth clubs at district level, 35 Youth Clubs at State level and 03 Youth Clubs at National level.
				35 State/UTs	25,000 per State	State			31 st October	State Secretaries (YA and Sports)	
				3 National as well as previous year awards conferment in a function	1,75,000 (85,00,000)	National			December	Jt. Secretary (YA), MYAS	

Sr. No.	Name of Programme	Objective	Duration	Target		Level of Prog.	No. of Youth Clubs to be Involved	No. of Participants/Beneficiaries	Time Line (Months)	Collaborating Agencies	Expected Outcome
											Annexure - 2
10.	Meeting of District Advisory Committee on Youth Programmes (DACYP)	To ensure proper programme planning, coordination, implementation, transparency and monitoring for effective functioning of district NYKs with expected outcomes.	1 Day each	2 per district (1,246)	2,000 per district (12,46,000)	District	-	20-30 Officials and Non-official members	2 nd & 4 th Quarter	Notified Committee headed by DM / DC and heads of development agencies as official members and other non-official members	<ul style="list-style-type: none"> To have organized 02 meetings in each of 623 districts To have minimized the missing link between the District Administration and NYK for undertaking coordination programmes and mobilization of resources for youth development and empowerment.
	Total			28,867	32,05,70,000						<ul style="list-style-type: none"> Developed and Empowered Rural Youth
State/ Zonal Level Programmes											
1.	State Youth Convention and Yuva Kriti	To provide opportunity and platform to Rural Artisans to exhibit their produces and get motivation for further skill up-gradation	3 days each	1 per state/zone 28	Depends upon the number of district NYKs in a state/Zone (1,39,00,000)	State/ Zone	60 per program	Minimum 100 in each of the 28 Conventions (2800) Minimum 25 Exhibitions	2 nd & 3 rd Quarter	State Developmental Departments, Agencies, NGOs and Resource Persons	<ul style="list-style-type: none"> To have provided opportunity to 2800 rural youth to share their experiences and facilitated in identifying future activities for youth empowerment. To have finally selected 1200 documented Best Practiced activities in in the country. To have provided opportunity to 1400 Artisans to display their produces

Annexure - 2

Sr. No.	Name of Programme	Objective	Duration	Target		Level of Prog.	No. of Youth Clubs to be Involved	No. of Participants/Beneficiaries	Time Line (Months)	Collaborating Agencies	Expected Outcome
		To provide opportunity and platform to rural youth leaders to express themselves, share experiences and suggest best practiced programmes for the youth empowerment						stall with 50 participants each in each of 28 Yuva Kriti (1400)			<ul style="list-style-type: none"> To have encouraged youths to start self employment ventures with sense of pride and to promote rural marketing.
2.	Meeting of State Advisory Committee on Youth Programmes (SACYP)	To ensure proper programme planning, coordination, implementation, transparency and monitoring for effective functioning of NYKS in a State with expected outcomes.	1 Day each	2 Per State	3,000 Per State	State	-	20-30 Official and Non-official members	2 nd & 4 th Quarter	Notified Committee headed by Hon'ble Minister of Youth Affairs and Sports of a State & heads of development agencies as official members and other non-official members	<ul style="list-style-type: none"> To have organized 02 meetings in each of 29 States To have minimized the missing link between the State Government and NYKS for undertaking coordination programmes and mobilization of resources for youth development and empowerment.
3.	Planning, Review and	To review the progress of the	1 Day each	04	4,00,000	State	-	DYCs & DDs	2 nd , 3 rd & 4 th Quarter	Internal meetings	<ul style="list-style-type: none"> To have organized 04 meetings at State meetings at National level

Annexure - 2

Sr. No.	Name of Programme	Objective	Duration	Target		Level of Prog.	No. of Youth Clubs to be Involved	No. of Participants/Beneficiaries	Time Line (Months)	Collaborating Agencies	Expected Outcome
	Follow-up Meeting	ongoing programmes and activities of NYKS and suggest constructive interventions.		Per State (112)							<ul style="list-style-type: none"> To have reviewed the progress, filled gaps, shared follow up plans and discussed future course of actions and plans for implementation.
	Total			198	1,44,74,000						<ul style="list-style-type: none"> Developed and Empowered Rural Youth

Level	Budget Allocated (in Rs.)
District	32,05,70,000
State	1,44,74,000
Total	33,50,44,000

Sr. No.	Name of Programme	Objective	Duration	Target		Level of Prog.	No. of Youth Clubs to be Involved	No. of Participants/Beneficiaries	Time Line (Months)	Collaborating Agencies	Expected Outcome
				Physical	Financial (in Rs.)						
National Level Programmes											
1.	Observance of Days of National & International importance	To generate awareness about the objective, theme and importance behind a particular day of national and international importance.	1 Day Each	02	5,00,000 Per program (10,00,000)	National	30	500 per program (1000)	2 nd , 3 rd & 4 th Quarter	Developmental Departments, Agencies, NGOs & Resource Persons	<ul style="list-style-type: none"> To have observed a minimum of 02 such days at national level. Made aware and motivated 1000 rural youth on the issues covered while observing a given day.
2.	Planning, Review and Follow-up Meeting	To review the progress of the ongoing programmes and activities of NYKS and suggest constructive interventions.	1 Day each	03	2,00,000	National	-	DDs & ZDs	2 nd , 3 rd & 4 th Quarter	Internal meetings	<ul style="list-style-type: none"> To have organized 03 meetings at National level To have reviewed the progress, filled gaps, shared follow up plans and discussed future course of actions and plans for implementation.
3.	National Convention of Youth Functionaries	To impart information and knowledge about flagship schemes	3 days	1	11,49,00,000	National	9645	20000	November	Developmental Ministries, Departments, Agencies,	<ul style="list-style-type: none"> To have provided information and knowledge on flagship programmes of Government and identified focused areas of youth concern.

Sr. No.	Name of Programme	Objective	Duration	Target		Level of Prog.	No. of Youth Clubs to be Involved	No. of Participants/Beneficiaries	Time Line (Months)	Collaborating Agencies	Expected Outcome
				Physical	Financial (in Rs.)						
	to mark 25 th Anniversary of NYKS	of Government and identified focused areas of concern. To motivate youth to take up positive community action, imbibe good citizenship qualities and to inspire them to undertake national building activities.								NGOs and Resource Persons	<ul style="list-style-type: none"> To have motivated youth to take up positive community action, imbibe good citizenship qualities and inspired them to undertake variety of nation building activities.
4.	Need Based Special Programme	To support Local Need Based Projects in the area of natural calamities and rehabilitation activities, environment building, image enhancing and monitoring exercises, e-governance and	Depends upon type of projects	-	1,00,00,000	District, State & National	-	-	As per need	Developmental Ministries, Departments, Agencies and NGOs	<ul style="list-style-type: none"> To have provided financial assistance for undertaking projects in the area of natural calamities and rehabilitation activities, environment building, image enhancing and monitoring exercises, e-governance and emergent directions from Government to follow..

Sr. No.	Name of Programme	Objective	Duration	Target		Level of Prog.	No. of Youth Clubs to be Involved	No. of Participants/Beneficiaries	Time Line (Months)	Collaborating Agencies	Expected Outcome
				Physical	Financial (in Rs.)						
		emergent directions from Government to follow.									
5.	Media & Publicity	Image building of NYKS	-	-	5,00,00,000	National	-	-	As per need	Developmental Ministries, Departments, Agencies, NGOs and Resource Persons	<ul style="list-style-type: none"> To have enhanced the visibility and image building process of NYKS.
	Total			6	17,61,00,000						<ul style="list-style-type: none"> Developed and Empowered Rural Youth

Level	Budget Allocated (in Rs.)
District	32,05,70,000
State	1,44,74,000
National	17,61,00,000
Total	51,11,44,000

Coordination Programmes

Ref. No. : NYKS/PROG: Coordination Program /2013

Date: 4th July, 2013

To : All Zonal Directors, Nehru Yuva Kendra Sangathan

From : Dr. Prabhakant, Executive Director

Subject : Coordination Programmes – reg.

As you all are aware that one of the major objectives of NYKS is to mobilize rural youth and organize them in form of democratic Youth Clubs and Mahila Mandals as well as to coordinate with other development departments and agencies to mobilize resources so that maximum benefit should reach to rural youth for their development and empowerment.

In view of the above, I am sure during last three months, all the NYKS field functionaries at different levels must be taking up and organizing activities with involvement of National Youth Corps (NYC) Volunteers who are expected to have been oriented at District NYKs level.

The current year Annual Action Plan would be Mentor Youth Clubs, village Youth Clubs/Mahila Mandals and NYC volunteers – centric. The focus of the NYKS Core Programs and Coordination programmes would be on the issues and problems confronting rural young people with emphasis on their employable skills development and empowerment for a sustainable livelihood on one hand and active partnership in nation building activities with spirit of volunteerism on the other hand.

It is expected that all the existing and newly formed Youth Clubs/Mahila Mandals and their members are reached directly through NYKS Core Programs and Coordination programs. In this context, targets have been given to each NYC volunteer against coordination programs (see **Annexure -1**), which will be achieved by them through village based Youth Clubs. In this process, Deputy Directors and District Youth Coordinators would provide necessary guidance and support to the NYCs in accomplishing the set targets and monitor their progress. NYCs will have to submit Monthly Progress Report in the prescribed format in their respective District NYKs. The Kendra would release their honorarium only after receipt of progress reports. The reporting formats are enclosed at **Annexure – 2**.

NYC volunteers while forming and revitalizing Youth Clubs/Mahila Mandals, will look after a cluster of villages having Youth Clubs for implementation of NYKS Core Programmes and targeted coordination programs in their respective blocks. Therefore, District NYKs and Zonal Offices at this juncture, should prepare a Plan of Action to achieve the set targets under Coordination Programmes in the format given at **Annexure – 3** and submit **by 20th July, 2013**.

All are required to issue instructions to all District NYKs in their jurisdiction to undertake the programs as indicated in Annexure – 1 and ensure that the set target are achieved and submit the progress report to Zonal Office every month and Zonal Office in turn will submit the compiled report in the prescribed proforma **Annexure-2** to **Dr. M.P. Gupta, Joint Director, Programme (e-mail: nykscoordinationprogramme@gmail.com) by 7th of every month.**

Further, report on coordination programmes undertaken during previous three months may also be sent in the prescribed proforma.

To achieve the set targets in time bound manner, the Zonal Directors are required to monitor the Kendra wise achievements regularly. The performance of the field officers would be assessed on the basis of their achievements in mobilizing resources (including funds) in coordination with other departments and agencies. Therefore, the targets are to be achieved in time bound manner.

With best wishes

Encl : as above

(Dr. Prabhakant)

CC:

- PS to DG
- Jt. Director (NYC), NYKS,Hqr.

Annexure-1

Coordination with other development Departments and Agencies

In order to provide more programs for the furtherance of the objectives of NYKS and in achieving the set goal more stress would be given on coordination and establishing linkages with other development Departments, agencies, NGOs at district, state, and national level.

Strategic Utilization of Services of National Youth Corps (NYC) Volunteers and NYK Youth Clubs/Mahila Mandals with the support and Guidance of Deputy Director/ District Youth Coordinator

- 12,000 NYC volunteer would be deployed by NYKs in 623 districts. Out of which 2000 would be computer literate and facilitate district NYKs in promoting e-governance. Therefore, for field operations there would be 10,000 NYC volunteers.
- It has been planned that the services of this deployed volunteer force should be optimally utilized. For this purpose they should be trained in line with the expectations of the current NYKS Annual Action Plan, coordination in identified focused area as mentioned above, reporting, monitoring and other aspects of training already in practice.
- In order to further motivate, recognize their services and encourage the NYCs, it is proposed to introduce Awards to outstanding NYCs at District, State and National levels under the scheme.
- It has been planned that NYC volunteer will look after a cluster of villages having Youth Clubs for implementation of NYKS Core Programmes and targeted coordination and follow up activities in their respective blocks
- Districts with 12 NYC and above, there would be one NYC volunteer on a cluster of 20 -25 villages where as in a district with less than 12 NYCs, NYC keeping in view the number of villages in the district, will allocate cluster of villages with NYK's Youth Clubs to the NYCs in a district so as to cover existing Clubs.
- The youth who would be covered under NYK Core Programmes would be motivated and supported to organize similar awareness and education programmes in their respective villages. For this purpose, they will be facilitated by designated NYC volunteers and resource persons on the identified issues in which they have undergone exposure under NYKS Core Programmes. In order to quantify the qualitative outcome, each NYC Volunteer would be assigned targets. Nonetheless, the focus would be on the selected area as mentioned above.

Programs which NYKs Youth Clubs may take up

Besides facilitating implementation of NYKS 09 Core Programs, following are the Minimum **Coordination activities'** targets set for each NYC Volunteer which are **to be taken up with active partnership of Youth Clubs** in the district. This should be achieved by mobilizing local resources and in coordination with other departments and agencies during 2013-14. For this purpose, the Deputy Director/District Youth Coordinator besides monitoring should provide full support, guidance and facilitate NYC volunteers and

trained Youth Club leaders in coordinating with other development Departments and agencies in the district for the successful implementation of proposed activities.

For revitalization of Youth Clubs, NYC Volunteers will verify current status of Youth Clubs and will update their Youth Club's Profile, Membership details in the prescribed format (**Annexure-3**). The updated Youth Club Profile should be uploaded online which will automatically be displayed on NYKS website. NYC Volunteers will also enrol new members with due representation of all sections of society including Women, SC, ST, OBC, Minority and Physically Challenged.

Programs which NYKs Youth Clubs may take up with the support of Deputy Director/ District Youth Coordinator and NYC Volunteers deployed in field in 623 district NYKs

Sr. No.	Programme	Target Per NYC through Youth Clubs	National Targets through Youth Clubs
23.	Linking Youth Club Members with Employable Skill Development Trainings	160 youth	16 Lakh
24.	Formation of SHGs	8 SHGs	80,000
25.	Sapling Plantation and their survival	400 plants	40 Lakh
26.	Blood Donation	40 units	4 Lakh
27.	Enrollment of Voluntary Blood Donors and their Blood Grouping	60 youth	6 Lakh
28.	Motivated Girls and their Parents to postpone her marriage till attaining 18 yrs.	50 girls	5 Lakh
29.	Immunization of Pregnant Mothers	50 pregnant mothers	5 Lakh
30.	Facilitated Institutionalized Deliveries	60 women	6 Lakh
31.	Immunization of Children (0-5 yrs)	100 children	10 Lakh
32.	Cataract (Eye) operations	12 patients	1.20 lakh
33.	Providing access of iron Folic Acid Tablet to Adolescent Girls	150 Adolescent Girls	15 Lakh
34.	Health Check-up Camps (DOTs, Hypertension, Diabetics and others)	4 camps	40,000
35.	Collection of Polythene Bags to generate awareness and facilitate in protecting environment	4 villages	40,000
36.	Enrollment of children in schools	100 Children	10 Lakh
37.	Motivation resulting into construction of Toilets	16 toilets	1.60 lakh
38.	Facilitating into getting Voters ID Cards	100 persons	10 Lakh
39.	New Youth Club formed	No. of Youth Clubs	

40.	Youth Clubs further revitalized/ strengthened	No. of Youth Clubs	
41.	Youth Club's current status verified and updated in the revised prescribed proforma	No. of Youth Clubs	
42.	Youth Club's updated Profile based on revised prescribed proforma uploaded online	No. of Youth Clubs	
43.	Enrolment of new members with due representation of Women, SC, ST, OBC, Minority and Physically Challenged	No. of new members enrolled	
44.	Other Programmes as per local need and priority may please be added in the Plan with targets		

Other Probable Areas where the Youth Clubs could be involved

The well aware, informed and motivated rural youth from NYKs Youth Clubs can be involved in the following broad areas and field:

- Survey and data collection on village situation and it be specific on a given subject area wherein the government want to have intervention or wish to access the impact of the implemented program
- Publicity and popularization of Govt. of India and State Programs meant for welfare, development and incentives for the people
- Watch Dogs for providing access to services, their proper distribution (PDS) & proper utilization by the concerned
- Social Pressure Groups on service providers and for time bound & prompt services
- Facilitate Gram Panchayat in developing joint plan of action and ensure their role in the process of decision making, implementation and monitoring
- Building enabling environment & advocacy for girls/ women empowerment and development activities
- Peace keeping, promoting volunteerism, brotherhood & communal harmony volunteers
- Volunteers for helping villagers at the time of crises and calamities
- Social Action initiatives in villages which can voluntarily be taken by joint village community participation and action
- Community Work Camps
- Addressing Drug Abuse and Alcoholism, HIV/AIDS

Annual Action Plan 2013 -2014

Coordination Programmes which District NYKs may take up with the support of Volunteers and Youth Clubs

NYC

Name of NYC Volunteer.....Name of Block(s) in which deployed:..... No. of Youth Clubs allotted

Sr. No.	Programme	Target	No. of Youth Clubs to be involved	No. of Youth Club Members to be involved	Probable Collaborative Agencies/ Departments to be involved	Time Line
45.	Linking Youth Club Members with Employable Skill Development Trainings	160 youth				
46.	Formation of SHGs	8 SHGs				
47.	Sapling Plantation and their survival	400 plants				
48.	Blood Donation	40 units				
49.	Enrolment of Voluntary Blood Donors and their Blood Grouping	60 youth				
50.	Motivated Girls and their Parents to postpone her marriage till attaining 18 yrs.	50 girls				
51.	Immunization of Pregnant Mothers	50 pregnant mothers				
52.	Facilitated Institutionalized Deliveries	60 women				
53.	Immunization of Children (0-5 yrs)	100 children				
54.	Cataract (Eye) operations	12 patients				
55.	Providing access of iron Folic Acid Tablet to Adolescent Girls	150 Adolescent Girls				
56.	Health Check-up Camps (DOTs, Hypertension, Diabetics and others)	4 camps				
57.	Collection of Polythene Bags to generate awareness and facilitate in protecting environment	4 villages				
58.	Enrolment of children in schools	100 Children				
59.	Motivation resulting into construction of Toilets	16 toilets				
60.	Facilitating into getting Voters ID Cards	100 persons				

61.	New Youth Club formed	No. of Youth Clubs				
62.	Youth Clubs further revitalized/ strengthened	No. of Youth Clubs				
63.	Youth Club's current status verified and updated in the revised prescribed proforma	No. of Youth Clubs				
64.	Youth Club's updated Profile based on revised prescribed proforma uploaded online	No. of Youth Clubs				
65.	Enrolment of new members with due representation of Women, SC, ST, OBC, Minority and Physically Challenged	No. of new members enrolled				
66.	Other Programmes as per local need and priority may please be added in the Plan with Targets					

Date:.....

(Signature of NYC Volunteer with seal)

Annual Action Plan 2013 -2014

Coordination Programmes which District NYKs may take up with the support of Volunteers and Youth Clubs

NYC

Name of District & State..... No. of Blocks..... No. of NYC Volunteers.....

Sr. No.	Programme	Target Per NYC	Target Per District = No. of NYC in a district x Target per NYC	No. of Youth Clubs to be involved	No. of Youth Club Members to be involved	Probable Collaborative Agencies/ Departments to be involved	Time Line
1.	Linking Youth Club Members with Employable Skill Development Trainings	160 youth					
2.	Formation of SHGs	8 SHGs					
3.	Sapling Plantation and their survival	400 plants					
4.	Blood Donation	40 units					
5.	Enrolment of Voluntary Blood Donors and their Blood Grouping	60 youth					
6.	Motivated Girls and their Parents to postpone her marriage till attaining 18 yrs.	50 girls					
7.	Immunization of Pregnant Mothers	50 pregnant mothers					
8.	Facilitated Institutionalized Deliveries	60 women					
9.	Immunization of Children (0-5 yrs)	100 children					
10.	Cataract (Eye) operations	12 patients					
11.	Providing access of iron Folic Acid Tablet to Adolescent Girls	150 Adolescent Girls					
12.	Health Check-up Camps (DOTs, Hypertension, Diabetics and others)	4 camps					
13.	Collection of Polythene Bags to generate awareness and facilitate in protecting environment	4 villages					
14.	Enrolment of children in schools	100 Children					
15.	Motivation resulting into construction of Toilets	16 toilets					
16.	Facilitating into getting Voters ID Cards	100 persons					
17.	New Youth Club formed	No. of Youth Clubs					

18.	Youth Clubs further revitalized/ strengthened	No. of Youth Clubs					
19.	Youth Club's current status verified and updated in the revised prescribed proforma	No. of Youth Clubs					
20.	Youth Club's updated Profile based on revised prescribed proforma uploaded online	No. of Youth Clubs					
21.	Enrolment of new members with due representation of Women, SC, ST, OBC, Minority and Physically Challenged	No. of new members enrolled					
22.	Other Programmes as per local need and priority may please be added in the Plan with Targets						

Prepared by: ACT : Name & Signature

Date:.....

(Signature of Dy. Director/ District Youth Coordinator with seal)

Annual Action Plan 2013 -2014

Coordination Programmes which District NYKs may take up with the support of Volunteers and Youth Clubs

NYC

Name of Zonal Director..... State..... No. of District NYKs:..... No. of Blocks..... No. of NYC Volunteers.....

Sr. No.	Programme	Target Per NYC	Target Per Zone = No. of NYC in Zone x Target per NYC	No. of Youth Clubs to be involved	No. of Youth Club Members to be involved	Probable Collaborative Agencies/ Departments to be involved	Time Line
1.	Linking Youth Club Members with Employable Skill Development Trainings	160 youth					
2.	Formation of SHGs	8 SHGs					
3.	Sapling Plantation and their survival	400 plants					
4.	Blood Donation	40 units					
5.	Enrolment of Voluntary Blood Donors and their Blood Grouping	60 youth					
6.	Motivated Girls and their Parents to postpone her marriage till attaining 18 yrs.	50 girls					
7.	Immunization of Pregnant Mothers	50 pregnant mothers					
8.	Facilitated Institutionalized Deliveries	60 women					
9.	Immunization of Children (0-5 yrs)	100 children					
10.	Cataract (Eye) operations	12 patients					
11.	Providing access of iron Folic Acid Tablet to Adolescent Girls	150 Adolescent Girls					
12.	Health Check-up Camps (DOTs, Hypertension, Diabetics and others)	4 camps					
13.	Collection of Polythene Bags to generate awareness and facilitate in protecting environment	4 villages					
14.	Enrolment of children in schools	100 Children					
15.	Motivation resulting into construction of Toilets	16 toilets					
16.	Facilitating into getting Voters ID Cards	100 persons					
17.	New Youth Club formed	No. of Youth Clubs					
18.	Youth Clubs further revitalized/ strengthened	No. of Youth Clubs					

19.	Youth Club's current status verified and updated in the revised prescribed proforma	No. of Youth Clubs					
20.	Youth Club's updated Profile based on revised prescribed proforma uploaded online	No. of Youth Clubs					
21.	Enrolment of new members with due representation of Women, SC, ST, OBC, Minority and Physically Challenged	No. of new members enrolled					
22.	Other Programmes as per local need and priority may please be added in the Plan with Targets						

Prepared by Dealing Hand: Name, Designation and Signatue.....

Date:.....

(Signature of Zonal Director with seal)

Youth Club Affiliation/Up-dation Form

NEHRU YUVA KENDRA SANGATHAN

YOUTH CLUB AFFILIATION () /UPDATION () FORM (Please (v) tick relevant Colum)

Name of State :.....Name of DistrictName of Block

Paste Photo

PARTICULARS OF THE YOUTH CLUB

President/General Secretary

1. Nature of the youth Club(Please v tick the right box/s) :

Youth Club Mahila Mandal

2. Name of the Youth Club :

3. Address:

a. Village-----b. Post:----- c. Street/Colony: -----
d. Ward/Sub-division:----- -e. Town/City: ----- f. Block -----
g. District-----h. State:----- i. Pin Code:
(The Block, District and State will be filled up automatically as per the above selection)
j. E-mail ID

4. Establishment detail of Youth Club

a. Date of Establishment: / /
b. Whether established by NYK: Yes No
c. Whether Registered : Yes No

If "Yes"

i. Regd. No. (as per Societies' Registration Act 1860 or any other State Act):-----
ii. Date of Registration: /.... /.....

iii. Date of Last renewal: /.... /.....

iv. Date of submission of application for renewal: /.... /.....

v. Attach Registration Certificate:

- 2 -

5. Infrastructure of Youth Club

a. Does the Youth Club have its office in the village (Please v tick the right box): **Yes** **No**

b. If Yes, type of Office (Please v tick the right box) :

Own Building On Lease Rented Part of village asset

Rent free private building

6. **Available Facilities** (Please v tick the right box) : Letterhead Signboard Banner Stamp

Sports Material Music Instruments Office Furniture Computer

Entertainment Facility Internet Library Telephone (Landline)

7. **Whether the proceedings of the Youth Club meetings are maintained:** Yes No

8. Membership details of the Youth Club:

S. No.	Name	Age	Gender (M/F)	Category (General / SC /ST/ OBC/ Minority/ Physically Challenged)	Educational Qualification (12 th or less, Graduate, Post Graduate)`	Occupation (Unemployed / Service/ Agriculture/ Business)	Skills Available	BPL (Yes / No)	Mobile	E-mail	Designation in Youth Club (President / General Secretary etc. or Member)

9. **Whether the Youth Club has ever received Financial Assistance (Grant in Aid) under from any other agency** (Please v tick the right box/s):

Central Govt. State Govt. Other Agency

10. **Whether books of accounts are maintained:** Yes No

11. **Whether Youth Club is maintaining its accounts:** Yes No

If "Yes"

Accounts maintained in : Bank Post Office

Account No. _____

Attach photo copy of first page of Pass Book:
Showing Account Holder's details A/C No. etc.

12. Whether the Youth Club has its Memorandum of Association (MoA) Yes No
If "Yes", Enclose the Photocopy of Memorandum of Association (MOA)

13. Areas of Activities of Youth Clubs: _____

DECLARATION

I hereby certify that the above information provided is correct and true. In this regard, the evidence can be produced and would be open for physical verification by NYK.

Signature of Youth Club/Mahila Mandal
President/General Secretary

Place:

Date :

Receipt of submission of Affiliation Form

Received prescribed affiliation application from _____ (Name of Youth Club /Mahila Mandal) _____ on _____. The submitted details in affiliation form and documents will be examined by NYK. It will be followed by physical verification of the same. Consequent upon fulfillment of the eligibility criteria, the Youth Club / Mahila Mandal will be affiliated with district Nehru Yuva Kendra within 30 days.

signature
(Name.....)
District Youth Coordinator
Nehru Yuva Kendra
District _____
State _____

Proforma for
Monthly Progress Reports
Cumulative Progress Reports

(Core Programmes)

District Level Reports

- Monthly Progress Report (from District NYK to Zonal Office) – Annexure – 5
- Cumulative Progress Report (from District NYK to Zonal Office) – Annexure – 5-A

Zonal Level Reports

- Monthly Progress Report (from Zonal Office to NYKS Hqr.) – Annexure - 6
- Cumulative Progress Report (from Zonal Office to NYKS Hqr.) – Annexure – 6-A

Nehru Yuva Kendra Sangathan

Monthly Progress Report for the month of -----

Name of District.....Name of Youth Coordinator/ Dy. Director..... No. of Blocks in the District No. of NYC Volunteers

.....

Sr. No	Name of the programme	Program me Unit	Name of each block where prog. was organized	Name of each place/ village where prog. was organized	Dates of each prog. (from ... to ... and No. of days)	Physical Targets		Resource Mobilization from other Departments and Agencies			Name of Deptt. Agencies	Name & Designation of VDs	No. of Youth Clubs Participated	Number of Participants/Beneficiaries from NYK affiliated Youth Clubs and Mahila Mandals																	
						Set (annual)	Achieved	Fund raised for activity	Name of Resource Persons, Trainers and Experts invited	Material, equipments, transport, etc. (Value in Rs.)				SC			ST			Minority			OBC			Gen.			Grand Total		
														M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	Total
1.	Youth Club Development Programme	No. of Progs.																													
		No. of Youth Clubs Activated																													
		No. of New Youth Clubs formed																													

Sr. No	Name of the programme	Program Unit	Name of each block where prog. was organized	Name of each place/village where prog. was organized	Dates of each prog. (from ... to ... and No. of days)	Physical Targets		Resource Mobilization from other Departments and Agencies			Name of Deptt. Agencies	Name & Designation of VDs	No. of Youth Clubs Participated	Number of Participants/Beneficiaries from NYK affiliated Youth Clubs and Mahila Mandals																	
						Set (annual)	Achieved	Fund raised for activity	Name of Resource Persons, Trainers and Experts invited	Material, equipments, transport, etc. (Value in Rs.)				SC			ST			Minority			OBC			Gen.			Grand Total		
														M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
10.	Meetings of District Advisory Committee on Youth Programme (DACYP)	No. of Meetings											<ul style="list-style-type: none"> Meetings chaired by No. of members attended meeting..... Special invitees attended the meeting..... Important decisions taken and follow up action initiated..... 																		

- ** It may be noted that these are not one time activities, therefore, it is expected to be undertaken during different months of the financial year and reported accordingly.*
- *The duration of the programme organized were the same as mentioned in NYKS Annual Action Plan 2013-14*
- *The District NYK wise information and particulars of beneficiaries/participants e.g. Name, Age, Residential Address, Contact Number, etc. are being kept in respective District and Zonal NYKS Office's Records for Physical Verification and Cross Checking. And it is certified that the same is being followed and ensured.*
- *Please convert the resource mobilization obtained in kind, equipments, transport, human resource, etc. into amount as per state/local market rate.*
- *Certified that the report given above and fund and resource mobilization information is true and correct.*

Note : Please use the same proforma.
given in the report are true and correct

*Certified that the figures

Prepared by : Name of ACT.....

Signature.....

(Name.....)

Date : _____

Dy. Director with Office Stamp

Signature of the Youth Coordinator/

Sr. No	Name of the programme	Programme Unit	Name of each block where prog. was organized	Name of each place/village where prog. was organized	Dates of each prog. (from ... to ... and No. of days)	Physical Targets		Resource Mobilization from other Departments and Agencies			Name of Dept. Agencies	Name & Designation of VPs	No. of Youth Clubs Participated	Number of Participants/Beneficiaries from NYK affiliated Youth Clubs and Mahila Mandals																		
						Set (annual)	Achieved	Fund raised for activity	Name of Resource Persons, Trainers and Experts invited	Material, equipments, transport, etc. (Value in Rs.)				SC			ST			Minority			OBC			Gen.			Grand Total			
														M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	Total	
5	Skill Upgradation Training Programme (SUTP) for Women	No. of Training Progs.																														
		• 3 months duration																														
		• 2 months duration																														
		No. of Women																														
		No. of Women made aware and educated in identified areas																														
6	Promotion of Folk, Art and Culture	No. of Progs.																														
7		No. of Progs.																														

- **Certified that the report given above and fund and resource mobilization information is true and correct.**

Note : Please use the same proforma.
given in the report are true and correct

*Certified that the figures

Prepared by : Name of ACT.....

Signature.....

(Name.....)

Date : _____

Signature of the Youth Coordinator/

Dy. Director with Office Stamp

Sports Material to Youth Clubs

**Application format for Sports Material to NYKS affiliated Youth Clubs and Mahila Mandals
for undertaking Sports Activities**

Particulars	Details
Name of the Youth Club/ Mahila Mandal with complete postal address	
Name of the President of the Youth Club/ Mahila Mandal alongwith address and telephone No.	
Whether the Youth Club/ Mahila Mandal is registered/affiliated. If yes, mention the No. and year of registration and affiliation with NYK	
Type of Sports Material required	
Mention the three popular sports of the Area	1. 2. 3
Available basic minimum sports infrastructure with Youth Club / Mahila Mandal (tick (√) for Yes and (X) for No)	Playground: Sports equipments: Any other a. b. c.

Whether the Youth Club/ Mahila Mandal is undertaking regular sports activities. Yes/No	
If yes, whether the Club/ Mahila Mandal organized sports competitions at their own level. Give details.	
Whether the Youth Club/ Mahila Mandal has participated in at least one sports event of NYK in recent times. If yes, please elaborate.	
Does the Youth Club/ Mahila Mandal has any plan to organize Sports event/ tournament. If yes, please describe the same in few lines	
Whether Youth Club/ Mahila Mandal is submitting sports activities and other activities reports to NYK.	
Any other	

Date:

(Seal & Signature of the President)

Comparative Chart for selection of Youth Clubs/ Mahila Mandals at District Level for Sports Material for undertaking Sports Activities

Name of the district NYK:.....

State:.....

Sr. No	Name of the Youth Club With detailed correspondence address:	Name of the President of the Youth Club along with address and telephone No.	Whether the Youth Club is registered/ Affiliated with district NYK (Yes/No)	Type of Sports Material required	Mention the three popular sports of the Area	Available basic minimum sports infrastructure with Youth Club/ Mahila Mandal like <u>Playground, Sports equipments, etc.</u>	Whether the Youth Club/ Mahila Mandal is undertaking regular sports activities. (Yes/No)	whether the Club/ Mahila Mandal organized sports competitions at their own level. Give details	Whether the Youth Club/ Mahila Mandal has participated in at least one sports event of NYK in recent times. (Yes/No)	Does the Youth Club have any plan to organize Sports event/ tournament. (Yes/No)	Whether Youth Club/ Mahila Mandal is submitting sports activities and other activities reports to NYK. (Yes/No)	Remarks

Signature

Prepared by: ACT of Distt NYK

Name :

Signature

Checked & Verified by: DYC of Distt NYK

Name :

Skill Up-gradation Training Programme (SUTP) for Women

Prescribed performa for furnishing details of Participants of Skill Up-gradation Training Programme (SUTP) for Women under Core Programmes for the year 2013 - 2014

State/ UT	District	Sr. No.	Name of Participant	Father's/ Husband's Name	Age (in yrs.)	Category (Gen/SC/ST/OBC/Physically Challenged. <u>Pl. specify</u>)	Full Contact Address				Name of Training Course	Venue		Name of the Training Agency/ Master Trainer	Whether got employed/ Self-Employed after training (Pl. specify)
							Village	PO	Block	Ph. with Pin code/ Mobile No.		From	To		

Prepared by :

Signature of the concerned office staff
(ACT/AO/Asstt.)

Signature
re of
District Youth Coordinator/Zonal Director

Awards to Outstanding Youth Clubs (AOYC)

Awards to Outstanding Youth Clubs (AOYC) at District, State and National Level

Introduction

For the implementation of the programmes, the district NYKs are heavily dependent on the village level Youth Clubs. The Youth Clubs are basically an association of youth, working in the field voluntarily, in areas such as literacy, environment enrichment, women empowerment, vocational training, eradication of dowry, untouchability, a forestation, health and family welfare etc. Besides this, Youth Clubs are taking up social campaigns, awareness drives on issues of local and national importance. They are also taking lead in community development, sports, cultural activities and other developmental programmes in coordination with various departments and agencies at different levels.

The role of Youth Clubs was found to be very useful in the recently conducted study of the Planning Commission on the schemes of the Sangathan. It is stated in the Report that “Youth Clubs have helped the village panchayats in creating assets in the villages in a cooperative and voluntary manner, and in building up organizational skills.”

It is only appropriate that such grass-root level organizations get adequate support from the Government so that they are able to develop further and contribute more towards national development. It is, therefore, proposed to institute awards for outstanding Youth Clubs at three levels viz. **District, State and National levels.**

Objective

The objective of the scheme is to encourage the growth of Youth Clubs which have been recognized as catalysts of social change. It has been observed that Youth Clubs can play a vital role in activities such as adult literacy, vocational training, creation of durable community assets in villages, national integration, sports, culture, health and family welfare, environment enrichment, self-employment, women empowerment, eradication of social evils, community development, etc.

In order to promote further growth of Youth Clubs, the Government of India has introduced this scheme so as to encourage more and more Youth Clubs to come forward towards nation building. With the introduction of the scheme, the government hopes that not only the existing Youth Clubs will play a more meaningful role but more Youth Clubs will come into being in future.

Operation

The Scheme will operate at three levels, i.e., **District, State and National**. The competition will begin at the District level, carry on to the State level, and finally go up to the National level. The winners of District level competition will automatically qualify for the State level competition and similarly, the winners of the State level competition will automatically qualify for the National level competition.

Eligibility

All Youth Clubs which are affiliated with district NYK and registered under the Society's Registration Act 1860 or Corresponding Act of State/UT are eligible to apply.

There will be no need to apply afresh for State level Awards. Since winners of the district level competition will automatically qualify for State level competition. It is pertinent to note here that only Youth Club who has been selected for District level Awards for the ***year 2013-2014 based on the activities of previous financial year, i/e., 1st April, 2012 to 31st March, 2013 will be considered for State level Award.*** Further, the Youth Club who has earlier been awarded at District level cannot be considered for State level Award based on its previous year's position.

Award

At the **District level**, the winners will be awarded a sum of **Rs.10,000** and at the **State level** the award will be **Rs.25,000/-**. At the **National level**, **three awards of Rs.1,00,000/-**, **Rs.50,000/-** and **Rs.25,000/-** will be given. The Youth Clubs would utilize the award money in community development projects and programmes.

Mode of Evaluation

The applicants will fill up the form attached along with the scheme (**please see Annexure - I**) and mail it to the Youth Coordinator of the Nehru Yuva Kendra Sangathan of their District. **In the application form only the activities of the financial year 2012-2013 (i.e., from 1st April, 2012 to 31st March, 2013)** should be mentioned. It may be noted that at the time of submitting the details pertaining to district level Youth Clubs Awards, Youth Coordinator should also mention as to how many Youth Clubs applied for district level outstanding award.

Further, Youth Coordinator and Zonal Director while getting the visit report of the selected Youth Club at District and State level as the case may be should verify the authenticity of each and every statement given by selected Youth Club and for that purpose against each point of the proforma as given in **Annexure - III** and **Appendix - IV** should specifically be mentioned.

It has been felt that quite often the rural Youth Clubs are not capable enough to present their activities in scientific manner and, therefore, in order to make it more presentable and in a systematic manner, the Youth Coordinator and Zonal Director should help the concerned Youth Club Awardees and present their applications and other details in a presentable form.

The applications received will be evaluated by a Committee. There will be 3 different Committees evaluating applications, one each for District, State and National level awards as listed in **Annexure II**. The process of evaluation has been given in **Annexure - III**.

Dates for receiving applications and information's at different levels

(a) District level

All applications, duly filled in by applicant Youth Clubs in the prescribed format, should be processed by concerned Youth Coordinator, and one outstanding Youth Club at district level should be selected by district level committee under the Chairmanship of Deputy Commissioner/Collector and other members of the committee as listed in

Annexure - II. All these formalities should be completed by the **15th September 2013**. The name of the selected Youth Club from district along with necessary documents and details including application should reach the Zonal Director before **31st September, 2013**.

The Zonal Directors at their level should compile list of District Level Outstanding Youth Clubs from their respective zones and the same should be sent in a manner that it may reach NYKS Hqrs. before **30th October, 2013**. It may kindly be noted that information received after the stipulated date will not be entertained for release/adjustment of funds under the scheme.

(b) State level

The Zonal Director should put before the State Level Committee on Outstanding Youth Club Award, all the selected district level applications from the concerned State/zone for final selection of a Youth Club at State Level. The committee for selection of State Level outstanding Youth Clubs has been given in **Annexure-II**.

The Zonal Director as per the norms should pay a visit to the Youth Club who has been finally selected for State Level Outstanding Youth Club Award by the State Level Committee. The Zonal Director during his personal visit will verify and authenticate the details of other claims made by the Youth Club and will prepare a visit report. Besides this, Zonal Director may also give a certificate in this effect.

The above mentioned details along with the original application and documents, minutes of the meeting as well as visit report should be made ready by the Zonal Directors before **20th October 2013**. Zonal Directors should submit such details to NYKS Hqrs **before 30th October, 2013** the nominations received after the stipulated date will not be entertained. Further, the responsibility of not complying with the instructions will be that of the concerned officer at particular level whereby a Youth Club may not get opportunity for consideration of National Level Award by the committee. Soon after receiving the details and the name of the Youth Club for Award at State Level, funds will be released by NYKS. The date for giving award at State Level may be decided by the concerned Zonal Director and the same may also be intimated to NYKS, H.qrs.

(c) **National Level**

As mentioned above, the details of the Youth Club, who has been selected for State Level Outstanding Youth Club Award, should reach NYKS Hqrs. by **30th October, 2013**. It may be ensured that the details may reach by the stipulated date so that accordingly at Hqrs. level further necessary action for the selection of Youth Clubs for National level Award may be decided. Since for National level Youth Club Award, before the convening of final National level Committee meeting, **a sub-committee meeting** is to be organized which is to be followed by visit of the members of the National level Committee to the concerned Youth Club who has been short-listed by the sub-committee. Based on the visit report of the National Level Committee members, the final selection of the Youth Clubs at National Level is to be undertaken by the National Level Committee.

Authentication and Verification of claims of applicant Youth Clubs

It is to note that during the meeting of National Level Selection Committee for Awards to Outstanding Youth Clubs for the year 2012-13, it was emphasised that to maintain transparency at all levels (**District, State and National**) and to ensure fair selection of Youth Clubs for District, State and National level Outstanding Youth Club Awards, following standard procedures and parameters should strictly be adhered to:

- The Selection Committee (District, State and National) will shortlist X number of Youth Clubs in order of merit. Before formally selecting the best one Youth Club, the Committee Members or their nominees shall visit the shortlisted Youth Clubs/Mahila Mandals so as to physically verify their credentials, claims and records.
- Based on the reports, the Committee may finally decide the best Outstanding Youth Club for conferring District/State/National Level Youth Club Award.
- Adoption of due process of authentication and verification of the programmes and activities undertaken by applicant Youth Clubs/Mahila Mandals by the Selection Committee members or their nominees.
- The committee members or their nominees as the case may be will submit their physical verification and inspection reports of the Youth Clubs to the Chairpersons of the Committee.

- The Member Secretary of the Committee will compile all the reports and submit the same for consideration of the Selection Committee.

Date of Award Presentation

The **District and State level awards** will be given away on **14th November, 2013** (Foundation Day of NYKS) or during District/State Youth Festival. The **National level Award** will be presented preferably during National Youth Festival.

General Rules

- In case of any doubt and dispute the decision of the Nehru Yuva Kendra Sangathan, shall be final and binding.
- Nehru Yuva Kendra Sangathan reserves the right to make any amendment to the Scheme without giving any notice.
- The District, State and National level Awards would be received by a **team of two representatives** of each selected Youth Club.
- Two representatives of the Youth Club which is given **State level Award** will be reimbursed actual travel costs by 1st Class rail journey by shortest route. DA @ Rs.200/- per head for two days and Board and Lodge @ Rs.300/- per head for two days or the actual, whichever is less.
- Two representatives of the Youth Club which is awarded **National level Award** will be reimbursed actual Travel Costs by IInd AC rail journey by shortest route, DA @ Rs.200/- per head for two days and Board & Lodge @ Rs.500/- per head for two days of the actual, whichever is less.
- The whole of the amount of awards should be used for developmental activities/infrastructure development of Youth Clubs & Youth Development Centres.

Financial Implications

The Financial Implications of the scheme are as follows:

(a) For giving awards at District Level @ Rs.10, 000/- (623 District NYKs)	Rs. 62,30,000
--	---------------

Total	Rs. 62, 30,000
<hr/>	
(b) For giving awards at State/UT level @ Rs.25,000 (for 29 States and 6 UTs (including expenditure on TA/DA and B & L)	Rs. 8, 75,000
	Rs. 2, 80,000
<hr/>	
Total	Rs. 11, 55,000
<hr/>	
(c) For giving 3 Awards at National level @ Rs.1, 00,000/-, Rs. 50,000/-, Rs.25, 000/- (Including expenditure on TA/DA and B & L)	Rs. 1,75,000
	Rs. 1,00,000
<hr/>	
Total	Rs. 2, 75,000
<hr/>	
(d) Organization of Award Distribution Function, Youth Club Award at National Level 2012-13, as the selection made late during the month of April 2013 and other unseen Expenses: Rs. 8,40,000.00	
Grand Total (a + b + c + d) =	Rs. 85.00 Lakh

The scheme will be operating in the Districts where a Kendra of Nehru Yuva Kendra Sangathan exists i.e. 623 District NYKs.

Collaborative Agencies

- Selection Committee headed by respective State Secretaries (YA& Sports)
- Selection Committee headed by Jt. Secretary (YA) MYAS

Expected Outcome

- To have recognized, encouraged and conferred award to outstanding 623 Youth Clubs at District level, 32 Youth Clubs at State level and 03 Youth Clubs at National level.

Application Proforma for Award to Outstanding Youth Club (AOYC) at the District/State/National Level

1. Name and address of the Youth Club :
.....
.....
.....

2. Name of the President and Secretary of the Club along with their addresses & Mob. Nos. : (1) _____

(2) _____

3. Last election of the Youth Club held (Date, Month & Year) :

4. No. of members of the Youth Club : Male _____ Female _____ Total _____

(Enclose list of executive & other members of the Youth Club as Appendix-1)

5. Brief history of the organization and its aims and objectives : Please enclose as **Appendix - 2.**

6. Whether registered under any Act. If :
yes, the registration no. and date of registration (only those clubs whose registration has been renewed, are eligible to apply (wherever required) (Photocopy of the registration certificate be enclosed as **Appendix-3**)
7. Details of activities undertaken during : (Please enclose as **Appendix - 4**)
the previous financial year i.e from 1st April, 2012 to 31st March, 2013 should be filled in the prescribed proforma given as Appendix - 4. The activities should be supported by press clippings, photographs, certificates from concerned department, Panchayat Pradhan, District Youth Coordinator etc.
8. A resume of the activities undertaken by : (Please enclose as **Appendix - 5**)
the Youth Club not exceeding 1000 words, to be attached along with the application. It may be typed or neatly hand written.
9. Details of income and expenditure : (Please enclose as **Appendix - 6**)
for the year 2012-13
10. Any other recognition received from any :
other agency. (Please specify and give details)
11. Additional information, if any :

Certified that the above details and information are correct and true.

**Signature of the President/Secretary
of Youth Club with Office Seal**

Place :

Date :

(The Youth Club which has been short listed for AOYC by the committee, should be visited by DYC to verify their claims & credentials)

It is certified that the Youth Club was visited by me and the details provided in this proforma are found to be correct and the same have been verified.

Place : _____

Date : _____

Signature _____
Name of the Youth Coordinator _____
District NYK _____
State _____

Point No. 7 of Annexure - I Statement on the details of Programmes and Activities of Youth Club during 2012-13

Name of Youth Club _____ Address _____

Block _____ District _____

Year of Activity under report from Date : _____ Month _____ Year _____ To (Date: _____ Month _____ Year _____)

S. No	Broad Subject/ Issue	Name of the Programme	Type of Activity	Duration of the activity (Please specify date, month, year)		Name of the collaborating agency or department	No. of Programmes organized	Amount Spent	Authority Certifying the work done	Ref. Page	Beneficiaries/ Participants		
				From	To						Male	Female	Total
1.	Health & Family Welfare (including Mother-Child Care)												
2.	Environment Preservation and Enrichment												
3.	Vocational Training												
4.	Literacy/ Educational Programme												
5.	Women Empowerment												
6.	Cultural Programme												

7.	Sports/Adventure Programmes												
8.	Durable Community Assets created so also kindly specify the approximate value												
9.	Employment Generated (Please specify the number of youth employed)												
10.	Celebration of National & International Weeks and days												
11.	Eradication of Social Evils and other local problems\												
12.	Social Welfare												
13	Camps/residential training programmes within district attended by Members												
14	Camps/residential training programmes outside district attended by Members												
15.	Sanitation Drive												
16.	Any other Programmes (Please Specify)												

Certified that the details given in the proforma are true and correct

Date : _____

SIGNATURE OF YOUTH CLUB

PRESIDENT / SECRETARY

WITH OFFICE SEAL

NOTE : Please use the same proforma.

(The Youth Club which has been selected for AOYC by the committee, should be visited by NYC to verify their claims & credentials)

It is certified that the Youth Club was visited by me and the details provided in this proforma are found to be correct and the same have been verified.

Signature _____

Name of the Youth Coordinator _____

District NYK : _____

State : _____

Place : _____

Date : _____

NEHRU YUVA KENDRA SANGATHAN

OUTSTANDING YOUTH CLUB AWARD

(..... level Selection)

BRIEF NOTE TO THE SELECTION COMMITTEE MEMBERS

To encourage and support the growth of Voluntary Youth Organizations/ Youth Clubs and reward selfless services rendered by them in the field of nation building, the Ministry of Youth Affairs and Sports, Government of India has introduced the 'Outstanding Youth Club Award', at the district, state and national levels. At the District level the selected outstanding Youth Club will be awarded a sum of Rs.10,000/- and at the State level the award will be Rs.25,000/-. At the National level, three awards of Rs.1,00,000/-, Rs.50,000/- and Rs.25,000/- will be given for the first, second and third place winners. The Youth Club would use the award money in community development projects/ programmers.

Those Youth organizations / youth clubs, which are registered under the Societies Registration Act 1860, or corresponding acts of State/UT, were eligible to apply. The selected Youth Club for the district award would automatically qualify for consideration for the State level award and those selected at the state level qualifies for consideration at the national level and therefore no separate application was needed to be submitted for national level selection. The programmes conducted and services rendered by the Youth Clubs during the period from 1st of April 2011 to 31st of March 2012, were to be considered for evaluation and adjudication for the current year.

The applications from various youth clubs are received. (Selections of youth clubs for outstanding youth club award from different -----districts/states are over). The selection committee constituted by the Government of India for the purpose selected the outstanding youth clubs from their ----- districts/states and ---- such applications are received for the state/ national level selection.

The process of evaluation in the selection of youth club for the award, as per the guidelines, would be as under:

- 1) Each member of the committee will have one evaluation sheet for each club

- 2) There are four grading - Excellent / Very good / Good / Insignificant. And Excellent grade will earn 3 points, Very good will earn 2 points, good will earn 1 point and insignificant will earn nil. Criteria for grading will be determined by the committee, (ie., a benchmark for qualification can be fixed by the committee).
- 3) The clubs earning the highest number of points will be adjudged as winners. (The total will be based on the average points earned by each club for each individual item).
- 4) In case of a tie, the Chairman of the committee will decide on the winner on the basis of the resume, which would be submitted along with the application.

Assessment Sheet for Evaluating Performance of Youth Clubs at District/ State/ National level

Name/Address of applicant:

S.N o.	Broad Subject/Issues	Evaluation
		Excellent/Very Good/Good/ Insignificant Marks
1.	Health & Family Welfare (Including mother child care)	
2.	Environment Preservation and enrichment	
3.	Vocational Training	
4.	Literacy Programme	
5.	Women Empowerment	
6.	Cultural Programmes	
7.	Sports/Adventure Programmes	
8.	Community Assets created	
9.	Employment generated	
10.	Celebration of National and International Weeks and days	
11.	Eradication of social evils and other local problems	
12.	Social Welfare	
13.	Camps/residential training programmes within district attended by Members	
14.	Camps/residential training programmes outside district attended by Members	
15.	Sanitation drives	

16.	Any other activity of significance (i) (ii) (iii)	Total _____
-----	--	-------------

Note : The process of evaluation will be as under :

Each member of the committee will have one sheet for each Club

1. There are four grading - Excellent, Vary Good, Good and Insignificant. An excellent grade will earn 3 points, very good will earn 2 points, Good will earn 1 point and Insignificant will earn nil. Criteria for grading will be determined by the Committee.
2. The Clubs earning the highest number of points will be adjudged as the winners. The total will be based on the average points earned by each Club for each individual item.
3. In case of a tie, the Chairman of the Committee will decide on the winner on the basis of the resume which would be submitted along with the application.
4. The same application form would be used for the State and National Awards. The winners at the District level will automatically qualify for the State level competition and similarly winners at the State level will automatically qualify for the National level competition.
5. For the National level awards, all the applicant Youth Clubs will have to be visited by at least one of the members of the Evaluation Committee.

NEHRU YUVA KENDRA SANGATHAN

OUTSTANDING YOUTH CLUB AWARD 2013-14

Assessment Sheet for evaluating performance of Youth Club at the -----Level

Name/Address of Applicant:

S.L. No	Broad Subject / issues	Member I	Member II	Member III	Member IV	Member V	Member VI	Member VII
1.	Health & Family Welfare (including mother & child care)							
2.	Environment Preservation and enrichment							
3.	Vocational training							
4.	Literacy Programme							
5.	Women Empowerment							
6.	Cultural Programme							
7.	Sports/Adventure Programmes							
8.	Community Assets Created							
9.	Employment Generated							
10.	Celebration of National and International Weeks & Days							
11.	Eradication of social evils and others local Problem							
12.	Social welfare							
13.	Camps/residential training programmes within district attended by Members							

14.	Camps/residential training programmes outside district attended by Members							
15.	Sanitation drives							
16.	Any other activity of significance							
	I.							
	II.							
	III.							
	Total							
	<i>Total Points earned</i>							

Signature of Selection Committee Members (with date): 1. _____ 2. _____ 3. _____
4. _____ 5. _____ 6. _____ 7. _____

NEHRU YUVA KENDRA SANGATHAN

OUTSTANDING YOUTH CLUB AWARD – 2013-14

Assessment Sheet for evaluating performance of Youth Club at ----- level

Name / Address of Applicant:

S.L. No	Broad Subject / issues	Evaluation Excellent / Very good / good / insignificant	Points earned
1.	Health & Family Welfare (including mother & child care)		

2.	Environment Preservation and enrichment		
3.	Vocational training		
4.	Literacy Programme		
5.	Women Empowerment		
6.	Cultural Programme		
7.	Sports/Adventure Programmes		
9.	Employment Generated		
10.	Celebration of National and International Weeks & Days		
11.	Eradication of social evils and others local Problem		
12.	Social welfare		
13.	Camps/residential training programmes within district attended by Members		
14.	Camps/residential training programmes outside district attended by Members		
15.	Sanitation drives		
16.	Any other activity of significance		

	I.		
	II.		
	III.		
	Total		
	<i>Total Points earned</i>		

Name of the Selection Committee Member: _____

Signature:

(with

date)

NEHRU YUVA KENDRA SANGATHAN
OUTSTANDING YOUTH CLUB AWARD
(----- level Selection)

Attendance

Meeting of the ----- level Selection Committee held on ----- at ----- am/ pm at the office of -----

Members Present:

Name	Designation	Signature	Telephone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____

CHAIRPERSON:

(name)

(Signature)

Telephone: -----

Summary Status of Scrutinized Applicant Youth Clubs under Awards to Outstanding Youth Clubs (AOYC) Scheme

Name and Address of Youth Club:

Date of Registration :

Broad Programme Sectors Covered	Total No. of Programmes organized	Total No. of Beneficiaries			Fund Mobilization as per Audit Report (in Rs.)	Names of Collaborating Agencies other than NYK
		Male	Female	Total		

NOTE: On the Proforma of each of the Applicant Youth Clubs, this Summary Sheet should be placed to assess the type of Programmes undertaken, No. of Programmes organized, Total No. of beneficiaries involved, Funds mobilized and No. of agencies involved.

Nehru Yuva Kendra Sangathan

Marking Sheet for Outstanding Youth Clubs

Level:.....

S. No	Name and Address of Youth Clubs	Programmes		Funds			Specific Programmes			Important People Associated	Media Outreach/ Visibility	Degree of difficulty – Geographical	Durable Assets Created	Officer Bears	Marks obtained out of 100
		10	10	10	10	10	10	10	10	20	20				
		Variety	Beneficiaries	Coordination	Corporate	NYKS Assistance	Vocational/ Self Employment	Disaster management	Innovation						

Signatures of all Members of Selection Committee

Composition of Evaluation Committees at the National, State and District Level

(1) National Level

Joint Secretary (Youth Affairs)	Chairperson
DG, NYKS,	Member Secretary
Director/Dy. Secretary (Youth Affairs)	Member
Programme Advisor, NSS	Member
Two representatives of voluntary organizations working in the field of Youth Development	Members

Sub-Committee at National Level

Director (Youth Affairs), MYAS	Chairperson
Director (Programme), NYKS	Member
Dy. Programme Advisor, NSS	Member
Dy. Director (Programme), NYKS	Member

Two representatives of voluntary organizations
working in the field of youth development nominated by
Chairperson of National Level Selection Committee

Members

Asstt. Director (Programme), NYKS

Member Secretary

(2) State Level

Secretary/Director Youth Services of State Govt.

Chairperson

Chief Functionary of NSS

Member

Zonal Director concerned

Member Secretary

Dy. Director concerned

Member

Two representatives of voluntary organizations
working in the field of youth development

Members

(3) District Level

District Collector

Chairperson

District Youth Coordinator, NYK

Member Secretary

NSS - Programme Coordinator / Programme Officer of the University/ College in the District	Member
Two representatives of voluntary organizations working in the field of youth development	Members

Annexure – 12

District Advisory Committee on Youth Programme (DACYP)

The District Advisory Committee on Youth Programme (DACYP)

The District Advisory Committee on Youth Programme (DACYP) chaired by the District magistrate/ Collector advises and helps the NYK in the planning and implementation of youth development programmes in the district.

i. Formation of DACYP

The District Advisory Committee on Youth Programmes, as communicated vide Cir. No.: NYKS/Prog./DACYP/2004 dated 28th of October 2004, will have the following composition.

- | | | | |
|-----------|---|---|------------------|
| 1. | District Collector | : | Chairperson |
| 2. | District Youth Coordinator | : | Member Secretary |
| 3. | Dy. Director, NYKS | : | Member |
| 4. | Additional Deputy Commissioner (Development & Planning) | : | Member |
| 5. | Chief Medical Officer/Civil Surgeon | : | Member |
| 6. | General Manager, DIC | : | Member |

7. District Public Relation Officer : Member
8. Field Publicity Officer : Member
9. District Youth Services & Sports Officer : Member
10. District Social Welfare Officer : Member
11. Lead Bank Officer : Member
12. Project Officer, DRDA : Member
13. Project Officer, NSS : Member
14. Head of NGO : Member
15. Non-Official : Member
16. Non-Official : Member
17. Youth Leader : Member
18. Youth Leader : Member
19. National Youth Corps (NYC) : Member

Non-Official members should be from the Social Workers, Educationists and Ex-Servicemen belonging to the district. They will be nominated to the DACYP. The Youth Club leaders will elect three representatives from amongst themselves to be represented in the DACYP. Similarly, the NYC Volunteers will also elect one representative from amongst themselves. In case of a tie in the voting the Youth Coordinator will have the right to choose.

The term of non-official members and youth leaders will be three years and of National Service Volunteers one year (or the date on which the volunteer ship is terminated, whichever is earlier).

ii. Functions

- To help the NYK in the implementation of its plans and programmes.
- To help and guide the NYK in promoting an effective youth movement in the district.
- To help the NYK in the coordination of its activities with other government and non-government departments and agencies.
- To review and evaluate the work of the NYK and suggest measures for its further improvement.
-

iii. Meeting

The DACYP must meet quarterly. The meetings should be held in April, July, November and January. The minutes of the meetings of the DACYP, duly approved by the chairperson, should be sent to the NYKS Headquarters, New Delhi with a copy to Zonal Director through the proper channel. A budgetary provision of Rs. 1,000/- has been made for holding each meeting of DACYP.

Annual Action Plan 2013-14 Proformae

- District NYK
- Zonal Office

**Nehru Yuva Kendra Sangathan
District Level Annual Action Plan for Core Programmes of Nehru Yuva Kendra
for the Year 2013-2014**

NYK Code

Nehru Yuva KendraDistrict.....

State/UTZone

Name of the District Youth Coordinator

Name of Dy. Director

Name of the Zonal Director

Total No. of Blocks in the district

Total No. of Youth Clubs/ Mahila Mandals.....Membership: Male.....Female.....Total.....

SC: Male.....Female.....Total..... **ST:** Male.....Female.....Total..... **Minority:**

Male.....Female.....Total..... **OBC:** Male.....Female.....Total..... **Others:**

Male.....Female.....Total.....

No. of Mentor Youth Clubs..... No. of Office Bearers of MYCs trained: M.....F.....T.....

No. of NYC Volunteers: Male.....Female.....Total.....

No. of Youth Clubs/ Mahila Mandals Villages allotted to each NYC.....

Total No. of Core Programmes :.....Total No. of Beneficiaries: Male..... Female.....Total.....

Total No. of Youth Clubs/ Mahila Mandals to be involved in Core Programmes.....

Total No. of Programmes in Collaboration with Other Departments

Total No. of Beneficiaries: Male.....Female.....Total.....

Total Funds to be mobilized Rs.

No. of Blocks selected for Core Programmes

No. of Youth to be trained with employable skills: MaleFemaleTotal

No. of Youth to be Employed or Self employed after imparting them skills training:

Male.....Female.....Total.....

From District NYK to Zonal Office
Nehru Yuva Kendra Sangathan
Proforma for preparing District Level Annual Action Plan 2013-14

Name of District NYKName of District Youth Coordinator.....

The objectives and qualitative outcomes for each of the Core Programme are the same as mentioned in Annexure -2 of the Annual Action Plan 2013-14, whereas the quantitative achievements have been mentioned in the following Tables 1 to 10.

1. Youth Club Development Programme

Sr. No	Number of Programmes to be organized	Name of Block where prog. to be organized	Duration (in days)	Period		Number of Youth Clubs to be contacted	Number of Participants (team members)	No. of Youth Clubs to be Activated	No. of New Youth Clubs Formed	No. of Youth Clubs Profile to be updated and uploaded on NYKS website	Number of Youth Clubs to be registered under Society's Registration Act	Name of Deptt. and Agencies to be coordinated	Resource Mobilization			Budget (in Rs.)	
				From	To								Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.		
Total																	

2. Training on Youth Leadership and Community Development (TYLCD)

Sr. No	Number of Programmes to be organized	Name of Block where prog. to be organized	Duration (in days)	Period		Number of Youth Clubs to be covered	Number of Youth Club Members to be trained	No. of Progs. to be organized by trained youth in their villages as a follow up*	Major Areas and their Topics to be covered (see page 5 to 7 of Annual Action Plan)	Name of Deptt. and Agencies to be coordinated Funds to be raised for the activity (in Rs.)	Resource Mobilization			Budget (in Rs.)
				From	To						Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.	
Total														

3. Theme based Awareness and Education Programme

Sr. No	Number of Programmes to be organized	Name of Themes to be covered and Issues to be taken up (see page 5 to 7 of Annual Action Plan)	Name of Block where prog. to be organized	Duration (in days)	Period		Number of Youth Clubs to be covered	Number of Youth Club Members to be Educated and made Aware	No. of Progs. to be organized by Educated and made Aware Youth in their villages as a follow up*	No. of Rural youth to be linked with skill training for their livelihood as a follow up*	Resource Mobilization			Name of Deptt. and Agencies to be coordinated	Budget (in Rs.)
					From	To					Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.		
Total															

4. Promotion of Sports (Sports material to Youth Clubs)

Sr. No	Type of Sports Material to be Purchased	Number of Youth Clubs and Mahila Mandals to be provided Sports Material	No. of Sports activities to be organized by Beneficiary Youth Clubs and Mahila Mandals as a follow up*	Name of Deptt. and Agencies to be coordinated	Resource Mobilization			Budget (in Rs.)
					Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.	
Total								

5. Skill Up-gradation Training Programme (SUTP) for Women

Sr. No	Number of Training Programmes to be Organized (2 months and 3 months duration)	Name of Block	Trade/Vocati on selected for imparting Training	Duration (in months/ days)	Period		Number of Youth Clubs/Mahila Mandals to be Involved	Number of Women to be trained	No. of Women to be made aware and educated in identified areas (see page 5 to 7 of Annual Action Plan)	Name of Deptt. and Agencies to be coordinated	Resource Mobilization			Budget (in Rs.)
					From	To					Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.	
Total														

6. Promotion of Folk, Art and Culture

Sr. No	Number of Programmes to be organized	Type of Cultural Activities to be organized	Venue	Duration (in days)	Period		Number of Cultural Teams from Youth Clubs to Participate	Number of Cultural Artists to Participate	Name of Deptt. and Agencies to be coordinated	Resource Mobilization			Budget (in Rs.)
					From	To				Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.	
Total													

7. Observance of Days of National and International Importance

Sr. No	No. of Days to be observed	BLOCK	Name of the Day to be observed	Venue	Date	Type of Activities to be organized	Number of Youth Clubs to be involved	Number of Youths to be involved	Name of Deptt. and Agencies to be coordinated	Resource Mobilization			Budget (in Rs.)
										Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.	
Total													

8. District Youth Convention and Yuva Kriti

Sr. No	Venue	Date		Number of Youth Clubs to Participate	Number of Youths to be invited in District Youth Convention	Type of issues to be undertaken during Convention	No. of Exhibition Stalls to be installed during Yuva Kriti	No. of success stories/ best practices to be documented	Name of Deptt. and Agencies to be coordinated	Resource Mobilization			Budget (in Rs.)
		From	To							Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.	
Total													

9. Awards to Outstanding Youth Club

Sr. No	Date of issuance of Circular for Inviting Applications from Eligible Youth Clubs and Mahila Mandals	Date of Constitution of Selection Committee	Date of Process of applications for putting up before the Selection Committee	Tentative date of Meeting of Selection Committee	Date of Distribution of District Youth Club Award	Date of submission of application of selected Youth Club at District level to Zonal Office for consideration of State Youth Club Award	Resource Mobilization			Budget (in Rs.)
							Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.	
Total										

10. Meetings of District Advisory Committee on Youth Programme (DACYP)

Whether DACYP has been constituted (Yes/No)	Number of Meetings to be Organized	Sr. No.	Venue	Tentative Date of the Meeting	Number of Members		Issues to be discussed	Budget (in Rs.)
					Official	Non-official		
Total								

Prepared by : Name of ACT.....

Signature.....

(Name.....)

Date : _____

Signature of the Youth Coordinator/ Dy. Director with Office Stamp

**Zonal Level Annual Action Plan for Core Programmes of Nehru Yuva Kendra Sangathan Zone
.....for the Year 2013-2014**

NYKS Code

Name of Zone.....

Name of the Zonal Director

Name of State(s)/UT(s) in the Zone

No. of District NYKs in the Zone (State wise).....

Name (s) of Dy. Directors.....

Total No. of Blocks in the Zone

Total No. of Youth Clubs/ Mahila Mandals.....Membership: Male.....Female.....Total.....

SC: Male.....Female.....Total..... **ST:** Male.....Female.....Total..... **Minority:**

Male.....Female.....Total..... **OBC:** Male.....Female.....Total..... **Others:**

Male.....Female.....Total.....

No. of Mentor Youth Clubs..... No. of Office Bearers of MYCs trained: M.....F.....T.....

No. of NYC Volunteers: Male.....Female.....Total.....

No. of Youth Clubs/ Mahila Mandals Villages allotted to each NYC.....

Total No. of Core Programmes :.....Total No. of Beneficiaries: Male..... Female.....Total.....

Total No. of Youth Clubs/ Mahila Mandals to be involved in Core Programmes.....

Total No. of Programmes in Collaboration with Other Departments

Total No. of Beneficiaries: Male.....Female.....Total.....

Total Funds to be mobilized Rs.

No. of Blocks selected for Core Programmes

No. of Youth to be trained with employable skills: MaleFemaleTotal

No. of Youth to be Employed or Self employed after imparting them skills training:
Male.....Female.....Total.....

From Zonal Office to NYKS Hqrs.

Nehru Yuva Kendra Sangathan
Proforma for preparing District Level Annual Action Plan 2013-14

Name of ZoneName of Zonal Director.....Number of District NYKs.....

The objectives and qualitative outcomes for each of the Core Programme are the same as mentioned in Annexure -2 of the Annual Action Plan 2013-14, whereas the quantitative achievements have been mentioned in the following Tables 1 to 10

1. Youth Club Development Programme

Sr. No	Number of Program mes to be organized	Number of Blocks in which progs. to be organized	Durati on (in days)	Period (in months)		Number of Youth Clubs to be contacted	Number of Participants to be engaged (team members)	No. of Youth Clubs to be Activated	No. of New Youth Clubs to be <u>Formed</u>	No. of Youth Clubs Profile to be updated and uploaded on NYKS website	Number of Youth Clubs to be registered under Society's Registration Act	Name of Deptt. and Agencies to be coordinated	Resource Mobilization			Budget (in Rs.)
				From	To								Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.	
Total																

2. Training on Youth Leadership and Community Development (TYLCD)

Sr. No	Number of Programmes to be organized	Number of Blocks in which progs. to be organized	Duration (in days)	Period (in months)		Number of Youth Clubs to be covered	Number of Youth Club Members to be trained	No. of Progs. to be organized by trained youth in their villages as a follow up*	Major Areas and their Topics to be covered (see page 5 to 7 of Annual Action Plan)	Name of Deptt. and Agencies to be coordinated (in Rs.)	Resource Mobilization			Budget (in Rs.)
				From	To						Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments Transport, etc.	
Total														

3. Theme based Awareness and Education Programme

Sr. No	Number of Programmes to be organized	Name of Themes to be covered and Issues to be taken up (see page 5 to 7 of Annual Action Plan)	Number of Blocks in which progs. to be organized	Duration (in days)	Period (in months)		Number of Youth Clubs to be covered	Number of Youth Club Members to be Educated and made Aware	No. of Progs. to be organized by Educated and made Aware youth in their villages as a follow up*	No. of Rural youth to be linked with skill training for their livelihood as a follow up*	Resource Mobilization			Name of Deptt. and Agencies to be coordinated	Budget (in Rs.)
					From	To					Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.		
Total															

4. Promotion of Sports (Sports material to Youth Clubs)

Sr. No	Type of Sports Material to be Purchased	Number of Youth Clubs and Mahila Mandals to be provided Sports Material	No. of Sports activities to be organized by Beneficiary Youth Clubs and Mahila Mandals as a follow up*	Name of Deptt. and Agencies to be coordinated	Resource Mobilization			Budget (in Rs.)
					Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.	
Total								

5. Skill Up-gradation Training Programme (SUTP) for Women

Sr. No	Number of Training Programmes to be Organized (2 months and 3 months duration)	Number of Blocks	Trade/Vocation selected for Trainees	Duration (in months/days)	Period (in months)		Number of Youth Clubs/Mahila Mandals to be Involved	Number of Women to be trained	No. of Women to be made aware and educated in identified areas (see page 5 to 7 of Annual Action Plan)	Name of Deptt. and Agencies to be coordinated	Resource Mobilization			Budget (in Rs.)
					From	To					Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.	
Total														

6. Promotion of Folk, Art and Culture

Sr. No	Number of Programmes to be organized	Type of Cultural Activities to be organized	Duration (in days)	Period (in months)		Number of Cultural Teams from Youth Clubs to Participate	Number of Cultural Artists to Participate	Name of Deptt. and Agencies to be coordinated	Resource Mobilization			Budget (in Rs.)
				From	To				Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.	
Total												

7. Observance of Days of National and International Importance

Sr. No	No. of Days to be observed	Number of Days to be observed	Period (in months)		Type of Activities to be organized	Number of Youth Clubs to be involved	Number of Youths to be involved	Name of Deptt. and Agencies to be coordinated	Resource Mobilization			Budget (in Rs.)
			From	To					Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.	
Total												

8. District Youth Convention and Yuva Kriti

Sr. No	Number of Programmes to be organized	Period (in months)		Number of Youth Clubs to Participate	Number of Youths to be invited in District Youth Convention	Type of issues to be undertaken during Convention	No. of Exhibition Stalls to be installed during Yuva Kriti	No. of success stories/ best practices to be documented	Name of Deptt. and Agencies to be coordinated	Resource Mobilization			Budget (in Rs.)
		From	To							Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.	
Total													

9. Awards to Outstanding Youth Club

Sr. No	Timeline for issuance of Circular for Inviting Applications from Eligible Youth Clubs and Mahila Mandals	Date by which Selection Committees will be constituted	Date by which applications for putting up before the Selection Committees will be processed	Tentative date by which Meetings of Selection Committees will be held	Date by which District Youth Club Award will be Distributed	Date by which application of selected Youth Clubs at District level to Zonal Office will be submitted for consideration of State Youth Club Award	Resource Mobilization			Budget (in Rs.)
							Funds to be raised for the activity (in Rs.)	No. of Resource Persons, Trainers and Experts to be invited	Material Equipments, Transport, etc.	
Total										

10. Meetings of District Advisory Committee on Youth Programme (DACYP)

Number of DACYPs have been constituted	Number of Meetings to be Organized	Tentative Date by which the 1 st Meeting of DACYP will be held	Number of Members		Major Issues to be discussed	Budget (in Rs.)
			Official	Non-official		
Total						

Prepared by : Name of ACT.....
 Signature.....
 (Name.....)
 Date : _____
 Stamp

Signature of the Zonal Director with Office

The State Advisory Committee on Youth Programme (SACYP)

The State Advisory Committee on Youth Programmes (SACYP) chaired by the In-charge Minister of Youth Affairs & Sports of the State, advises and helps the NYKS in the planning and implementation of youth development programmes in the state.

i. Background, Concept and Scope of SACYP

Nehru Yuva Kendra Sangathan (NYKS) is an autonomous body set up by the Ministry of Youth Affairs & Sports, Government of India for the welfare and development of non-student rural youth. It is at present directly catering the needs of more than 8 million rural youth and enrolled through 2.53 lakh village based Youth Clubs and Mahila Mandals specially in the areas of education, training, awareness generation, skill development, formation of SHGs, self-employment, enterprise development, thrift & co-operation, promotion of National Integration and Rural Sports. The affairs of the Sangathan are managed by a Board of Governors under the Chairmanship of Hon'ble Minister of Youth Affairs & Sports.

NYKS has five hundred district level offices called "Nehru Yuva Kendras" through-out the country. It has at present a four tier structure i.e. District Level, Regional Level, Zonal Level and National Level which enables it to formalize its collaboration with various Ministries and Development Departments, UN Agencies, and prominent NGOs in sphere of youth welfare and development activities.

Each Nehru Yuva Kendra in a district has a District Advisory Committee on Youth Programme (DACYP) under the Chairmanship of District Collector which enables it to coordinate with various district level development departments and agencies and to broad base its activities.

The need for a similar structure of NYKS at the state level has long been felt. Considering this, the BOG of NYKS has decided to constitute a State Level Advisory Committee on Youth Programme (SACYP) of NYKs in every state. The composition of SACYP is given at **Annexure-**

A. This committee not only bridge the missing link between the district and National Level of NYKS but will also be instrumental in facilitating better linkages with various States Govt. Deptts, in a more co-ordinated and effective manner.

ii. Functions of the Committee

- SACYP may advise NYKS at state level to liaise with the development departments of State Govt. and all the Development agencies, NGOs and UN agencies working in the state.
- SACYP being an advisory body shall explore the possibility of initiating collaborative projects between NYKS and State Govt. Development Deptts. and International Agencies operating in the state
- The SACYP may liaison with the State Govt, Development Deptts, various agencies and NGOs working in social sector and to explore common priority areas for joint action.
- To explore and identify appropriate development projects keeping in view the needs and aspiration of youth of the state.
- To mobilize necessary resources and expertise for the development of training-infrastructure as well as core group of trainers (at state level).

iii. Frequency of the meeting

The SACYP shall meet once in three months.

The Zonal Director shall inform the date of the meeting in advance to NYKS Hqrs and also follow-up initiatives at State Level.

iv. Budget

A budgetary provision of Rs. 3000/- per meeting will be earmarked to TA for the Non-official members, stationary and refreshment charges.

v. Tenure of SACYP

SACYP is a continuous body where as the tenure of the non-official and nominated members of SACYP shall be for three years from the date of nomination.

Chairperson of the SACYP may preside over the meeting of SACYP and may advise and help NYKS for establishing fruitful linkage of NYKS with the state Govt. and other Developmental Agencies for the promotion of Youth Development work in the state.

The Zonal Director, who is the Member secretary of the SACYP may ensure:

- The Member Secretary should be well prepared with the profile, youth programmes, collaborating agencies and nature of youth involvement in the state.
- He/she shall be responsible for convening the meeting of SACYP in consultation and approval of the Chairperson.
- He/she shall prepare the agenda of the meeting of SACYP and shall inform NYKS Hqrs about the agenda which he/she shall place before the committee.
- He/she shall inform the members of the SACYP, the date, time and venue of the meeting sufficiently in advance.
- He/she shall prepare the minutes of meeting of SACYP and circulate it to all concerned and also to NYKS Hqrs.
- He/she shall be responsible for the implementation of the decisions of the SACYP in accordance with the guidelines and instructions of NYKS Hqrs from time to time. In case of any ambiguity he should refer the same to NYKS Hqrs for further necessary action.

THE COMPOSITION OF STATE ADVISORY COMMITTEE ON YOUTH PROGRAMMES (SACYP)

S.No.		Designation
1.	In-charge Minister of Youth Affairs & Sports of the State	Chairperson
2 & 3.	Member of Parliament /MLA / MLCs (To be nominated by Hon'ble Minister cum – Chairperson, NYKS)	Hon'ble Members
4 & 5.	Renowned Social Worker, Women Activist, Sports Persons. (To be nominated by DG, NYKS)	Hon'ble Members
6.	Zonal Director	Member Secretary
7.	Director, Youth Services & Sports	Member
8.	Director, Rural Development	Member
9.	Director, Health & Family Welfare	Member
10.	Director, Social Welfare	Member
11.	Director, Culture	Member

12.	Director, Agriculture	Member
13.	Director, Small Scale Industries	Member
14.	Director, Environment & Forest	Member
15.	Director, SC, ST & Backward Classes	Member
16.	Director, Information & Public Relations	Member
17.	Chief of Lead Bank in the State	Member
18.	Deputy Programme Advisor, NSS	Member
19.	Representative of DG, NYKS	Member
20.	Dy. Director(s) of the State	Special Invitee
