

## **Operational steps to utilise the Online Affiliation of Youth Club application:**

### **Part -1**

In order to provide an open opportunity to any Youth Clubs across the country to affiliate itself with Nehru Yuva Kendra Sangathan, a web based online application has been developed so that any Youth Club can submit their details online.

**For submitting the details the applicant Youth Club will follow the steps mentioned below:**

1. Applicant Youth Club will click on the button depicting "Join Us" on NYKS website ([www.nyks.org](http://www.nyks.org))
2. After that the applicant will get access to online Youth Club Affiliation Proforma
3. On the Affiliation Proforma three combo boxes will scroll down for selecting the State, District and Block.
4. The applicant Youth Club will select the State, District and Block separately from the provided list in the respective combo boxes (in which the affiliation of the Youth Club is to be made).
5. Space has been provided to upload the photograph of the Youth Club President / General Secretary.
6. After completing all the entries on the Affiliation Proforma, the applicant Youth Club will submit the details for consideration and affiliation by concerned district NYK.
7. After submitting the details online as mentioned above, a print view of the same will appear on the computer screen which will allow the Youth Club to take the print out for their records.

### **Part - 2**

**Steps to be followed by NYK District Youth Coordinator after successful online submission of details by Youth Club**

- NYK District Youth Coordinator will click on the button depicting "Login" on NYKS website ([www.nyks.org](http://www.nyks.org)).
- On clicking the "**Affiliation of Youth Club**" under affiliation, the NYK District Youth Coordinator will view the list of Youth Clubs Details of his/her district, **who have submitted details of their Clubs for affiliation.**
- NYC will examine the submitted details by Youth Club for online affiliation

- The DYC will click the “Check” on the Computer Window, the following check points will appear

S No.	Particulars	Check s	
1.	All columns of the Youth Affiliation Form have been filled up	Yes	No
2.	Bank Account Details attached	Yes	No
3.	Name of Office Bearers and members provided in the Form	Yes	No
4.	Photograph of Youth Club President / General Secretary uploaded	Yes	No
5.	Activities of Youth Club mentioned	Yes	No
6.	E-Mail of Youth Club Provided	Yes	No
7.	Contact No. of the Officer Bearers given	Yes	No
8.	Memorandum of Association is non-objectionable attached	Yes	No

Please Note : DYC has either to tick “Yes” or “No” i.e. no option should not be left unchecked.

Based on the above facts, the DYC will affiliate such a Youth Club which fulfilled the above mentioned eligibility criteria.

To affiliate the Youth Club with district NYK, all the check box of “Yes” must be checked based on the documents and entries made by the Youth Club. After that the DYC can click the “Affiliate” button to affiliate the Youth Club with NYK.

As soon as the DYC will click the “**Affiliate**” button the status of the Youth Club will be shown as “Affiliated” and simultaneously the user ID and password will be delivered automatically to the applicant Youth Club on email ID mentioned in the address of the Youth Club.

Using their User ID and password and by clicking on the “Login” button at the Home Page -> Join US -> Online Registration -> Login,, the Youth Club can take the print out of the stationary like “Affiliation Certificate” , “Letter Head” and “Visiting Cards” of the members of the Youth Clubs at their end.

The computer generated “Affiliation Certificate” is temporary certificate. The real “Affiliation Certificate” will be issued by the DYC with Ink Signature and Office Seal after the physical verification of Youth Club within 7 days of the affiliation.

In case, the Youth Club has not uploaded the documents and not completed all entries, the DYC will check concerned checkboxes “No” and will click the “**Reject**” to reject the Affiliation application of the Youth Club. In this case, an email will also be generated automatically to the Youth Club to convey the reasons of the rejection and to fulfil the same for reconsideration.

### Part – 3

If the Youth Club is already registered under Societies Registration Act or Corresponding Act of the State and the Registration Certificate and Pass Book details are uploaded by the

applicant Youth Club, then the Youth Club will be affiliated with NYKS by the NYC **within seven days** after online submission of the details of Youth Club.

In case the applicant Youth Club is not Registered under Societies Act or Corresponding Act of the State, in such a case, the Youth Club will be verified physically by the NYC and after getting the mandatory details of Youth Club verified, it will be affiliated with NYK **within 15 days** of the online registration.