PROFORMA FOR RECOMMENDING NSS UNIT & PROGRAMME OFFICER FOR UNIVERSITY LEVEL NSS AWARD FOR THE YEAR 2012-13

1. Name of the Region : Chennai / Coimbatore / Madurai / Tirunelveli / Trichy

2. Name of the Institution with full address & Telephone No. :

3. Name of the Principal & Mobile No. :

4. Name of the NSS Programme Officer & Designation :

5. Residential address & Mobile No :

6. Email Address : Principal - P.O. -

7. Sex :

8. Date of Birth & Age :

9. Educational Qualification :

10. Period of Service as NSS Programme Officer : From : To:

   (Enclose the copy of the Service Certificate)

11. Whether the Programme Officer Undergone G.O.C training at ETI (If yes, enclose the copy of the Certificates) : ETI at Chennai /Coimbatore

12. No. of Units functioning in the Institution :

13. Allocation and Actual Enrolment of Volunteers :

   Year | Allocation | Actual Enrolment
   --------------------------------------
   | OC | SC | ST | Total |
   2010-11 | |
   2011-12 | OC | SC | ST | Total |
   2012-13 | OC | SC | ST | Total |
14. **Details of Special Camps conducted**
   In the Year 2010-11:
   - Name of the Adopted Village
   - Period of the Camp
   - No. of volunteers & local youth participated
   - Name of the contact person in the Adopted Village with Mobile No.

   In the year 2011-12:
   - Name of the Adopted Village
   - Period of the Camp
   - No. of volunteers & local youth participated
   - Name of the contact person in the Adopted Village with Mobile No.

   In the Year 2012-13:
   - Name of the Adopted Village
   - Period of the Camp
   - No. of volunteers & local youth participated
   - Name of the contact person in the Adopted Village with Mobile No.

15. **Advisory Committee Meeting**
   Mention the date & attach copy of the Minutes of the College Level NSS Advisory Committee Meeting held for the last three years.

16. **Orientation Classes**
   Whether the Programme Officer conducted Orientation Classes to Volunteers. How many hours?

17. **Outstanding Achievements**
   Initiatives, Outstanding & other achievements of the Programme Officer during the past 2 years in literacy, health and sanitation, environment, social awareness, and community development (Attach separate sheet with supportive documents)

18. **Durable Assets Creation**
   Give the details of Durable Community Assets created with supportive documents and its monetary value.

19. **Workshops / Seminars** attended related to NSS

20. **Workshops / Seminars** organized related to NSS

21. **Awards & Appreciations Received**
   Enclose the details of Awards, Appreciations, if any, received for excellence in NSS and other Social Work Activities.

22. **Submission of Audit Report**
   Whether the Programme Officer submitted the Audit Report up to date (Mention the year up to which the Audit is completed)
23. Submission of Reports
   Regularity in submission
   of Monthly, Quarterly, Half Yearly, Annual Report to the University NSS Cell

24. Pending Objections
   Number of pending objections
   with amount involved as on date / paras cleared / pending, during his / her tenure as NSS Programme Officer

25. Maintenance of Registers and Records
   Whether the Programme Officer maintains all the Records / Registers (Please enclose the list of Registers / Records available in the NSS Unit)

26. Collection, Utilization and Payment of Corpus Fund
   Whether a separate Bank Account is opened and operated for Corpus Fund? (Yes / No)
   Give the details of collection & payment of Corpus Fund to the University/Directorate & State NSS Cells for the consecutive three years.

27. Whether the Programme Officer has ever been convicted by any Court of Law or any Case is pending against him/her

28. Declaration by the NSS Programme Officer
   The above information furnished by me are true and correct to the best of My knowledge and belief.

Date: Office Seal Signature of the Programme Officer, NSS

29. Recommendation of the Principal with specific remarks

Date: Office Seal Signature of the Dean / Principal
30. Recommendation of the Regional NSS Programme Coordinator with specific remarks

Date: Office Seal Signature of the Regional Programme Coordinator, NSS

Eligibility:

1. A Programme Officer (P.O.) must have completed a minimum of 2 years of service in NSS as PO at the time of submission of his/her nomination.
2. He / She must have attended the General Orientation Course training at ETI (Chennai / Coimbatore).
3. The NSS Unit of the P.O. should have adopted village/slum/locality and carrying out activities continuously.
4. The NSS Unit of the P.O. should have remarkable achievements and have created durable assets in the adopted village/slum/community.
5. He / She should have conducted Special Camps.
6. He / She should not have received this Award earlier.
7. The NSS Unit should have been in existence continuously for a period Five Years preceding the year for which the award is considered.
8. The Volunteer strength of the NSS unit should be as per guidelines.
9. Colleges where there are more than one NSS units, such units should have achieved their enrolment and camping targets fully and consistently.
10. The NSS unit should have organized some creative and unique programmes.

Note:

• The Proposal should not be more than 100 pages including the Proforma.
• Incomplete application will be summarily rejected and no correspondence thereon will be entertained.
1. Name of the Region : Chennai / Coimbatore / Madurai / Tirunelveli / Trichy

2. Name of the Institution with full address & Telephone No. :

3. Name of the Volunteer (in block letters) :

4. Residential Address and Mobile No. :

5. Email address of P.O. & Volunteer :

6. Sex :

7. Date of Birth & Completed Age :

8. Father’s Name :

9. Study of Programme & Branch :

10. Period of NSS Volunteership :

11. No. of hours completed during Volunteership :

12. Special Camp(s) attended
   Year
   Period of Camp
   Venue :

13. Durable Assets Creation :
   a) Have you donated blood? If so, how many Times? (Attach proof)
   b) Have you planted and maintained tree Saplings? If so, how many?
   c) Are you part of any other community Development programmes/ assets Creation in the adopted village? (including value of such assets) Give Details
14. Social Awareness Creation

Are you part of any awareness creation on Health / Road Safety / Education / Environment / Rural Development / Legal Literacy / Emergency intervention etc. Give details.

15. Skill Development Programmes

Have you attended any Skill Development Programmes?

a) Soft Skill Development Programmes
b) Career Development / First Aid / Disaster Management Programmes
c) Employability Skill Development Programmes

16. Shramdan Activities

What are your contributions in the formation of roads / repairs of roads / clearing of bushes / desisting of water bodies / cleaning of campus, temple and public places?

17. Participation in Programmes / Events

a) Inter-collegiate Level
b) University / Directorate Level
c) Inter-University Level
d) District / State Level
e) National Level
f) International Level
(Give details with proof)

18. Awards Received

Have you received any NSS Award?

a) College / Unit Level
b) University / Directorate Level
c) Any other
(Attach proof)

19. Academic Performance

What are your academic performances? Give the % of Marks Semester-wise?

20. Achievements in Sports & Games

Do you have any achievements in Sports & Games? Give details with proof

21. Cultural Talents

What are your Cultural talents? Have you received any Certificates / Awards etc. for your achievements in Cultural events? Give details with proof
22. **Maintenance of NSS Diary**

Have you maintained NSS Diary as proof of Record of your Regular & Special Camping Programmes? If so, attach the copy of the NSS Diary.

23. **Any other**

Any outstanding contributions / achievements other than the above mentioned areas. Give details with proof.

24. **Have you ever been convicted by any Court of Laws/ any disciplinary action taken against you During your studies.**

25. **Declaration by the NSS Volunteer**

The above information furnished by me are true and correct to the best of my knowledge and belief.

Date: ________________________________  Signature of the Volunteer

26. **Recommendation of the NSS Programme Officer with specific remarks**

Date: ________________________________  Office Seal  Signature of the Programme Officer, NSS

27. **Recommendation of the Principal with specific remarks**

Date: ________________________________  Office Seal  Signature of the Principal/Dean

28. **Recommendation of the Regional Programme Coordinator with specific remarks**

Date: ________________________________  Office Seal  Signature of the Regional Programme Coordinator

**Eligibility:**

1. An NSS volunteer must have completed a minimum of 2 years of Volunteership in NSS at the time of submitting nominations.
2. He / She must be punctual and regular in NSS programmes.
3. He / She must have participated in at least one Special Camping Programme.
4. Copy of Regular and Special Camp Certificates issued by the College must be enclosed.
5. He / She should not be less than 16 years and more than 25 years in age. In case of SC/ST, the upper age limit can be relaxed by 3 years.
6. He / She should have completed 240 hours of community service during the two years of Volunteership.
7. His / Her academic performance should have been reasonably good.
8. Achievements of the Volunteer alone should be highlighted with Action Photos and Reports.
9. He / She should not have received this Award earlier.

**Note:**

- The Proposal should not be more than 100 pages including the Proforma.
- Incomplete application will be summarily rejected and no correspondence thereon will be entertained.