

NOMINATION FORMAT FOR NSS UNIT & PROGRAMME OFFICER FOR STATE NSS AWARD

Photograph
of the
Programme
Officer

1.	Name of the University/ +2 Council					
2.	Name of the College with full address (In Block Letters) URL of the Website of the College if any and code No-					
3.	Name of the Principal					
4.	Name of the Programme Officer in block letters and underline Surname					
5.	Date of Birth					
6.	Sex of Programme Officer- Male/Female					
7.	Whether trained if so details of Orientation/ Refresher/ Other Training including venue and date					
8.	Period of service as Programme Officer of the NSS Unit				From :	To:
9.	Allocation and actual enrolment of NSS Volunteers during last 3 years preceding the year of award (Should be verified by the Programme Coordinator)					
	Year	Allocation			Actual Enrolment	
	1					
	2					
10.	Date of unit level Advisory Committee Meeting for last 2 years					
	Year	No. of Members			Date of meeting	
11.	Special Camping Target and achievement for the past 3 years (Should be verified by the Programme Coordinator)					
	Year	Target of Special Camps (Volunteer Strength)			Achievement	
	1					
	2					
12	Details of Regular Activities Organised by the Unit , Year wise (last 3years)					
13	Name of Adopted villages/urban slums/ communities under development programmes (Name of Contact Person/ Sarpanch/ Village Head and distance from Institution)					
14.	Achievements in last 3 years (Should be verified by the Programme Coordinator)					
Year	No. of Saplings planted	No. of Blood donation camps organised/ No of units donated in these camps	No. of Aids Awareness Camps/ Rallies	No. of people made fully literate	No. of children immunized against polio	Cost of Durable assets created/ Repair/ Construction

i.						
ii.						
iii.						
15.	Initiatives taken by the Programme Officer in strengthening the Programme activities during past 3 years involving NSS Volunteers and other local developmental agencies (attach separate sheet with quantitative performance)					
16.	Durable assets created during the past 3 years and other achievements (Attach separate sheets)					
17.	Regularity in submission of Reports and returns-- Action plan, Enrolment, Special Camp, Activities records, quarterly, half yearly and Annual Reports, UC/Account Statement (It should be verified by the Programme Coordinator)					
18.	Any outstanding contribution of last three years					
19.	Participation of P.O. or Volunteers in University/ State/ National level programmes if so, give details					
20.	Whether the Programme Officer has been convicted by any Court of Law or any case is pending against him/her (A certificate in this regard should be annexed by the Principal)					
21.	General attitude of the Programme Officer					
22.	Other remarks if any					

Signature of the Programme Officer

Recommendation of the Principal

Recommendation of the Programme Coordinator

N.B.:

- a. Incomplete application will be summarily rejected and no correspondence thereon will be entertained.
- b. The proposal should not be more than 100 pages including the proforma.

NOMINATION FORMAT FOR NSS VOLUNTEER FOR STATE NSS AWARD

Photograph
of the
Volunteer

1.	Name of the University/ +2 Council	
2.	Name of the College with full address (In Block Letters) URL of the Website of the College if any	
3.	Name of the Principal	
4.	Name of the Programme Officer	
5.	Name of the Student NSS Volunteer who is being recommended (In block letters and underline Surname)	
6.	Date of Birth (with documentary proof/copy of the HSC certificate)	
7.	Sex of Volunteer- Male/Female	
8.	Full address with contact No. And E-mail ID	
9.	Number of hours completed during volunteership (240 hours completion certificate by Bureau)	
10.	Period of NSS Volunteer	From: To:
11.	Whether maintained NSS Diary (Certified copy of the diary should be attached)	
12.	No. of NSS Special Camps attended (Give details of each camp)	
13.	State/National Level Programme / Training attended (Give details)	
14.	Contribution in Blood Donation. Eye Donation Pledge, Tree Plantation, Organ Donation pledge, Environment preservation, literacy, Health education, Community Development work etc. (Attach separate sheets)	
15.	Leadership qualities and other initiatives to motivate other youth in up-lifting socio economic conditions of the adopted community. (Give details)	
16.	Whether She/he has been convicted by any Court of Law or any case is pending against him/her. (A certificate in this regard should be annexed by the Principal)	
17.	General attitude	

18.	Academic performance				
	Class	Year of Passing	Subjects	% of Marks	Achievements if any
	HSC				
	+2				
	Degree				
	Others				
19.	Any outstanding performance (attach separate sheet with full factual details)				
20.	Other remarks if any				

Signature of the Volunteer

Recommendation of the Programme Officer

Recommendation of the Principal

Recommendation of the Programme Coordinator

N.B.:

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