

(THROUGH WEBSITE ONLY)  
COUNCIL OF HIGHER SECONDARY EDUCATION:ODISHA.  
NATIONAL SERVICE SCHEME BUREAU.  
PLOT NO. C/2, SAMANTAPUR, BHUBANESWAR :751013.

No.NSS 425 / CHSE, Dt. 08.08.2013

From  
Dr. Ananta Kishore Jena  
Programme Coordinator,NSS.

To  
The Heads of all the institutions having NSS units under the CHSE(O),NSS Bureau.

Sub:- SUBMISSION OF NOMINATIONS FOR THE CHSE,ODISHA LEVEL AS WELL AS STATE NSS AWARDS-2012-13.

Madam/Sir,

In inviting a reference to the subject cited above I am directed to request you to please send nominations in prescribed proforma as enclosed herewith and also in shape of profile in accordance with the guidelines as mentioned below for CHSE(O) level NSS Awards as well as State NSS awards in respect of NSS Volunteers, Programme Officers and Units for the year-2012-13 positively by dt.20.08.2013.

**(i) CHSE(O)/ State NSS Student Volunteer Award.**

- A student volunteer should have completed minimum two years of volunteership in NSS.
- He/She should have participated in at least two special NSS camps.
- He/She should have rendered 240 hours of community/social service during two consecutive years of his/her volunteership.
- His/Her academic performance should have been reasonably good.

**(ii) CHSE(O)/ State NSS Programme Officer Award:**

- A Programme Officer of a NSS Unit should have been selected as per NSS guidelines.
- He/She should have been trained at TORC/TOC/ETI.
- He/She should have worked as Programme Officer continuously at least for two years.
- There should not have been any vigilance case/police case/proceedings pending against him/her.
- The Programme Officer of the unit which has received the NSS award in a particular year, shall be eligible for consideration of Programme Officer award for the same year.

**(iii) CHSE(O)/State NSS Unit Award:**

- The Unit should have been in active existence continuously for a period of three years preceding the year of award.
- The Unit should have achieved its earmarked annual enrolment and special camping targets continuously for the last three years.
- In Colleges, where there are more than one Unit, all the Units should have achieved above such targets continuously in full measure for the last three years.
- Each Unit should have adopted a village/urban slum/community and have carried out its activities continuously for the last three years.
- Each Unit should have created durable assets and made tangible achievements in the adopted village/urban slum/community concerned.

Contd.....P/2.

**(iv) Blood Donation & Plantation Award:**

For Blood Donation Award a Unit should have collected highest units of blood, undertaken highest number of blood grouping of the students of the college and involved the community to large extent during the preceding year of the award. The entire blood donation activity should have been certified and authenticated by the competent authority like Red Cross and District Medical Authority.

For Plantation Award a Unit should have planted highest number of trees inside the college campus as well as in the vicinity of the college and nearby areas. Further the unit should give the details of survival of planted trees and the community involvement. These activities should be authenticated by the competent forest authority.

Each nomination should be properly scrutinised as per the prescribed eligibility criteria and recommended by the Principal before sending to this Bureau. It is to be ensured that the claim in support of continuance, training, orientation, completion of hours of other activities are supported by documents in support of the claims and the documents are properly indexed. Separate nomination should be submitted for Unit/Volunteer/ Programme Officer.

**Sample of Nomination profile.**

(To be submitted in a spiral binding format)

- 1) Cover page (Name, Address, Nomination for .....Year etc.)
- 2) Forwarding letter of Principal.
- 3) Duly filled in nomination format.
- 4) Activity profile with action photographs (Neatly typing/DTP)
- 5) All training certificates.
- 6) Recognition/Award from other agencies if any.
- 7) Special camp certificate ( if volunteer)
- 8) Certificate stating completion of 240 hours work given by Principal /Programme Coordinator.
- 9) Press clippings (matching to event).
- 10) Other supportive documents as per guideline.

Encl: As above.

Yours faithfully.  
Sd/Dr.Ananta Kishore Jena  
Programme Coordinator.

Memo

No. 426(3) /CHSE,Dt. 08.08.2013

Copy forwarded to S.L.O-Cum-Dy.Secy.to Govt., Deptt. of Higher Education, Govt. of Orissa, Orissa Secretariat, Bhubneswar-1 / Head of Office, NSS Regional Centre, Govt. of India, Kalinga Staduim Campus, Bhubaneswar-12 for favour of information & necessary action/ Guardfile NSS for record and reference.

Sd/  
Programme Coordinator.

NSS Award.

**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					
	3					
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					
	3					
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