



Following proformas are required to be generated from the enrollment form.

Table A: Contact details of the parent/guardian (Limited for individual college only)

Name of the college:

Sr.No	Name of the volunteer	Name of the parent/guardian	Parent/Guardian's Mobile No.	Office Address

Table B1: Enrollment List: From the forms filled by volunteers class wise enrollment list should be generated in following format.

College Code: \_\_\_\_\_ Name of the college: \_\_\_\_\_

Class:

[illegible]

**Table B2: Consolidated class wise statistics of the college:**

[illegible]

- The class of the student mentioned in the enrollment form must appear here. We have volunteers from different classes, different faculties.
- Using this table of individual colleges, consolidated format for University is expected to be generated as shown in table on next page:

	S.C.	S.T.	O.B.C.	Minority	General	Total
Male						
Female						
Total						

Table C: Contact Details of the volunteers **(Limited for individual college only)**

Name of the college:

Sr. No.	Name of the volunteer	Postal Address	Mobile No 1	Mobile No 2	Email id

Table D: List of volunteers with hobbies/special interests: **(Limited for individual college only)**

Name of the College:

Sr. No.	Name of the volunteer	Hobbies/Special Interests

Table E1: List of NSS volunteers as registered voter: **(Limited for individual college only)**

Sr. No.	Name of the volunteer	Voter ID Number

Table E2: List of NSS volunteers not registered as voter: **(Limited for individual college only)**

Sr. No	Name of the volunteer	Date of Birth

Table F: Blood group information: **(At individual college level)**

Sr. No	Name of the volunteer	Mobile number	Blood Group

If possible, can we generate a consolidated list of all the volunteers with their blood group and mobile number sorted with blood groups. This will generated a blood donor's directory every year.

Table: G: 7 day's special camp status:

List of the volunteers who are attending special camp this year( **At college level only**) **Data for this table can be collected from the question "Have you attended 07 days special camp?"**

Sr. No	Name of the volunteer

Method for generating VEC Code:

#### **VOLUNTEERS ENROLMENT CODE (VEC)**

- The first two alphabets represents the State i.e. **MH** stand for Maharashtra
- The next two digits represents the University – University of Mumbai code is **09**
- The next three / four digits represents the College NSS unit- This code will be given by the University NSS Cell
- The next two digits represent the First Year of the enrolment. Example, the students enrolled in 2019 will be given code **19** & the student enrolled in 2020 will be given code **20**
- The last three digits represents the serial number of the NSS Volunteer

For illustration, a VEC number MH09 SA15 19 025 would mean the NSS volunteer is 25<sup>th</sup> in serial of year 19 (2019) enrollment belongs to the SA15 (self Finance 15<sup>th</sup> College NSS Unit of Mumbai City area) in University of Mumbai (09) in Maharashtra (MH).

#### **Operating Procedure:**

1. User id with college code and default password for the volunteer to register.

2. User id with system generated password which program officer can change afterwards to forward the enrollment form to Principal.
3. User id for the Principal to authenticate the registration of the volunteer. After authentication by the Principal, form should be available with the university.
4. Every filled enrollment form should be available for downloading at the college end for college record.
5. Enrollment lists need to be available for downloading at college end. The enrollment lists are essential for submission along with the college accounts.
6. I am enclosing a separate list of college code and college name.