



college ↔ File  
code No.

Table:A1

Contact Details of the college: P

Sr. No	College Code	Name of the College	Postal Address	Telephone No	Email id	Grant in aid status	Minority status	If minority college: Linguistic/Religious

- The college code should come alphabetically followed by numerically like A-01, A-02..... B-01,B-02..... SA-01, SA-02, SB-01, SB-02.....and so on.  
A, B,C,D,E,F,G stand for NSS units with grant in aid and SA, SB, SC, SD, SE,SF are self finance units.  
Each alphabet is for specific NSS zone like A for Mumbai city, B for Mumbai Western Suburbs, C for Mumbai Central Suburbs and Navi Mumbai, D for Thane, E for Raigad, F for Ratnagiri, G for Sindhudurg and H for Palghar.

Table : A2

Contact Details of the Principal: P

Sr.No	Name of the Principal	Mobile No	Landline No	Email id

Table A3: Bank details (This table is required to in MS WORD): P/E

Sr.No	College Code	Name of the college	IFSC	Account No.	Jpeg image of the cheque

Table:C1: Contact details of the program officer: P/E

Name of the Program Officer	Name of the College	Program officer's mobile no 1	Program officer's mobile no 2	Program Officer's email id

All POG

Table C2: Other information about the program officer

Sr. No.	Name of the program officer	Date of appointment as NSS Program Officer	Status of NSS Orientation YES/NO	Year of NSS orientation if completed

Table: D1: Details of last year's Regular Activities:

Sr.No	College Code	Name of the college	Name and address of the adopted area/village	No of students who completed 120 hours	No of students who completed 240 hours	Status of submission of audited statement of accounts YES/NO

Table: D2: Details of last year's Special Camping Activities:

Sr.No	College Code	Name of the college	Name and address of the camp location	Dates of special camp		No of students who attended the special camp	Status of submission of audited statement of accounts YES/NO
				From	To		

Table E: Details of the student leaders for the academic year

Sr.No	College Code	Name of the college	Name of the student leader	Class	Mobile No	Email id

Table F1: Adopted area details for Regular Activities:

Sr.No	College Code	Name of the College	Exact address of the adopted area	Name of the local contact person	Contact Number

\*Colleges may have one/two/three adopted areas. Therefore it is requested to keep place for minimum one entry and maximum three entries per college.

Table F2: Adopted area details for Special Camping Activities: P/E

Sr.No	College Code	Name of the College	Exact address of the camping location	Name of the local contact person	Contact Number

Table G: Advisory Committee : For every college there should one separate table. Table remains same as in PDF file. P

Table F: Suggestions by the principal P/E

Sr.No	College Code	Name of the college	Suggestions made by the principal	ATR

All the tables are supposed to be in EXCEL format excluding table A3.

#### Other Information:

Form is to be filled by the program officer. After submitting the form by PO, it should go to the principal and then from Principal's login it should come to the university NSS cell.

There should be login ID for program officer and for principal.

Password should be system generated and afterwards the program officer and principal can set the password of their choice.