

**PROFORMA FOR RECOMMENDING NSS PROGRAMME
COORDINATOR FOR STATE NSS AWARD – 2011 - 2012**

Passport size
Colour
Photo

1. Name of the University / Directorate with :
full address & Telephone No.
2. Name of the Vice Chancellor/Commissioner/ :
Director
3. Name of the NSS Programme Coordinator :
4. Residential address with Mobile No :
5. Nearest Indian Overseas Bank :
6. Sex :
7. Date of Birth & Age :
8. Educational Qualification :
9. Date of Joining as NSS Programme :
Coordinator in the University / Directorate
10. Period and Number of years served as :
Programme Officer in a College / Institution
11. Whether attended the GOC training at ETI :
(If yes, please enclose the copy of the
Certificate)
12. Number of NSS Units functioning under the :
University / Directorate (Attach the list)

13. Allocation and Actual Enrolment of
Volunteers in the University/ Directorates

:

Year	Allocation				Actual Enrolment			
	OC	SC	ST	Tot	OC	SC	ST	Tot
2010-11								
2011-12								

14. Special Camping target during the past 2
years

:

Year	Target	Coverage achieved	Percentage
2010-11			
2011-12			

15. Number of Adopted Villages / Slums
(Attach list of all the units with name of
Institution & Adopted Village)

:

16. Number of Programme Officers in position
(including Trained and Untrained)

:

P.Os. Trained		P.Os. Untrained		P.Os. Total	
M	F	M	F	M	F

17. Advisory Committee Meeting

:

Mention the date & attach copy of the Minutes
of the last University / Directorate Level NSS
Advisory Committee Meeting held

18. Release of Grants

:

Regularity in release of grants to the Colleges /
Institutions (Enclose copy of documents of
release of grants for 2 years)

19. Outstanding Contributions of NSS in various fields

:

Initiatives, Outstanding & other achievements
and contributions of Programme Coordinator
during the past 2 years (Attach separate sheet
with supportive documents)

- 20. Durable Assets Creation** :
- Give the details of Durable Community Assets created with supportive documents and its monetary value.
- 21. Details of Workshops / Seminars attended related to NSS** :
- 22. Details of Workshops / Seminars organized related to NSS** :
- 23. Awards & Appreciations Received** :
- Enclose the details of Awards, Appreciations, if any, received for excellence in NSS and other Social Work Activities
- 24. Submission of Audit Report** :
- Whether the Programme Coordinator submitted the Audit Report up to date (Mention the year up to which the Audit is completed)
- 25. Pending Objections** :
- Number of pending Audit objections with amount involved as on date / paras cleared / pending, during his / her tenure as NSS Programme Coordinator
- 26. Submission of Reports** :
- Regularity in submission of Monthly, Quarterly, Half Yearly, Annual Report to the State NSS Cell & Regional Centre
- 27. Payment of Corpus Fund to State NSS Cells** :
- Whether a separate Bank Account is opened and operated for Corpus Fund? (Yes /No). Give the details of collection & payment of Corpus Fund for the consecutive three years

28. Maintenance of Registers and Records :

Whether the Programme Coordinator maintains all the Records / Registers
(Please enclose the list of Registers / Records available in the NSS Cell)

29. Whether the Programme Coordinator has ever :

been convicted by any Court of Law or any Case is pending against him/her

30. Declaration by the NSS Programme Coordinator

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 Coordinator, NSS

31. Recommendation of the Vice Chancellor / Director / Commissioner with specific remarks

Date:

Office Seal

Signature of the
Vice Chancellor / Commissioner / Director

Eligibility:

1. A Programme Coordinator must have completed two years of service in NSS as Programme Coordinator 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. 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.

**PROFORMA FOR RECOMMENDING NSS PROGRAMME
COORDINATOR FOR STATE NSS AWARD – 2012 - 2013**

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