प्रेषक

निदेशालय उच्चतर शिक्षा, हरियाणा,
शिक्षा सदन, सैक्टर–5, पंचकूला।

सेवा में

**All University/District/Polytechnic NSS Programme Coordinators**
**Haryana State**

यादी क्रमांकः– 2/2-2026 NSS (2)
दिनांक, पंचकूलाः– 06.10.2026

**विषयः– राज्य एन0एस0एस0 पुरस्कार 2025–26 हेतु नामांकन मंगवाने बारे।**

.....

उपरोक्त विषय के संदर्भ में।

विषयांकित मामले में राष्ट्रीय सेवा योजना (एन0एस0एस0) के क्षेत्र में उत्कृष्ट कार्य को मान्यता देने हेतु उच्चतर शिक्षा विभाग, हरियाणा सरकार द्वारा स्टेट एन0एस0एस0 अवार्ड प्रदान किये जाते हैं। वर्ष 2025–26 हेतु निम्न श्रेणियों में स्टेट एन0एस0एस0 अवार्ड प्रदान किये जाने हैंः–

| Sr. No. | Category | No. of Awards (2025-26) |
|---|---|---|
| 1. | University NSS Programme Coordinator | 01 |
| 2. | District/ Polytechnic NSS Programme Coordinator | 01 |
| 3. | NSS Programme Officers & NSS Unit | 10 |
| 4. | NSS Volunteers | 30 |

संबंधित एन0एस0एस0 कार्यक्रम समन्वयक सुनिश्चित करें किः–

1. सभी एन0एस0एस0 ईकाईयों तक उक्त सूचना पहुंच जाए।
2. उक्त नामांकन (वर्ष 2025–26) में कार्यक्रम समन्वयकों हेतु 3 वर्ष (वर्ष 2025–26 सहित) व एन0एस0एस0 कार्यक्रम अधिकारीयों व एन0एस0एस0 स्वयंसेवकों हेतु 2 वर्ष (2025–26 सहित) की गतिविधियां/उपलब्धियां दस्तावेज सहित जारी दिशानिर्देश अनुसार प्रस्तुत की जानी है। बिना दस्तावेज के उक्त गतिविधियां/उपलब्धियां मान्य नहीं होंगी।
3. एन0एस0एस0 कार्यक्रम समन्वयक, प्राचार्य/चेयरपर्सन व एन0एस0एस0 कार्यक्रम अधिकारी नामांकन भेजते हुए सुनिश्चित करें कि प्रत्येक नामांकन में प्रस्तुत किये गये सभी तथ्य सही हों व सत्यापित करके भेजे गए हों। गलत जानकारी पाये जाने पर नामांकन बिना किसी सूचना के रद्द कर दिया जायेगा।
4. केवल उचित माध्यम से भेजे गये नामांकन ही स्वीकार किये जायेंगे। किसी भी आवेदक द्वारा स्टेट एन0एस0एस0 सेल को सीधा भेजा गया नामांकन स्वीकार नहीं किया जायेगा।
5. नामांकन के सभी पृष्ठों पर पृष्ठ क्रमांक अंकित हों। बिना पृष्ठ क्रमांक के नामांकन स्वीकार नहीं किया जाएगा।

6. प्रोफॉर्मा में दर्शाई गई गतिविधियों/उपलब्धियों का पृष्ठ क्रमांक दर्शाया गया हो। जिस नामांकन में गतिविधियों/उपलब्धियों का पृष्ठ क्रमांक दर्शाया नहीं गया होगा, उस नामांकन को स्वीकार नहीं किया जायेगा।
7. नामांकन में केवल एन0एस0एस0 से संबंधित गतिविधियां/उपलब्धियां ही मान्य होंगी, अन्य किसी क्लब या बैनर तले आयोजित हुई गतिविधियां/उपलब्धियां मान्य नहीं होंगी।
8. कार्यक्रम समन्वयक के नामांकन के प्रोफॉर्मा के साथ अधिकतम 200 पेज, कार्यक्रम अधिकारी के नामांकन के प्रोफॉर्मा के साथ अधिकतम 150 पेज व एन0एस0एस0 स्वयंसेवक के नामांकन के प्रोफॉर्मा के साथ अधिकतम 100 पेज में ही गतिविधियां दर्शाई जानी हैं व छायाचित्र का कम से कम प्रयोग किया जाये।
9. राज्य एन0एस0एस0 पुरस्कार 2025–26 के नामांकन मांगने की तिथि के बाद जारी किये गये प्रमाणपत्र मान्य नहीं होंगे।
10. ई–मेल द्वारा कोई नामांकन स्वीकार नहीं किया जायेगा।

अतः राज्य एन0एस0एस0 पुरस्कार 2025–26 के दिशानिर्देश व प्रपत्र भेजते हुए कार्यक्रम समन्वयकों से अनुरोध है कि अक्तूबर माह के अंतिम सप्ताह में नामांकनों को चयन प्रकिया हेतु मंगवाकर उचित माध्यम से अपने विश्वविद्यालय/जिला/बहुतकनीकी स्तरीय एन0एस0एस0 ईकाईयों से उक्त नामांकनों को उपरोक्त निर्देशानुसार दिनांक 31.10.2026 तक स्टेट एन0एस0एस0 सेल, उच्चतर शिक्षा विभाग, शिक्षा सदन, सैक्टर–5, पंचकूला में भेजना सुनिश्चित करें ताकि निदेशालय स्तर पर उचित कार्यवाही समयानुसार की जा सके। दिनांक 31.10.2026 शाम 5 बजे के बाद प्राप्त हुए नामांकनों पर विचार नहीं किया जायेगा।

नामांकन के योग्य कार्यक्रम अधिकारियों/स्वयंसेवकों से अनुरोध रहेगा कि वो ज्यादा जानकारी के लिए अपने एन0एस0एस0 कार्यक्रम समन्वयक (एन0एस0एस0 कोर्डिनेटर) से संपर्क करें।

**संलग्नः– दिशानिर्देश व प्रोफॉर्मा**

06/10/26

राज्य रा0से0यो0 अधिकारी
निदेशालय उच्चतर शिक्षा,
हरियाणा, पंचकूला।

पृ0 क्रमांकः सम

दिनांक, पंचकुला 06.10.2026

इसकी एक प्रति निम्नलिखित को सूचनार्थ व आवश्यक कार्यवाही हेतु भेजी जाती हैः–

1. निदेशक, माध्यमिक शिक्षा हरियाणा, पंचकूला।
2. निदेशक, तकनीकी शिक्षा हरियाणा, पंचकूला।
3. नोडल ऑफिसर एन0एस0एस0, तकनीकी शिक्षा हरियाणा, पंचकूला।
4. इंचार्ज, वेब पोर्टल, उच्चतर शिक्षा विभाग, पंचकूला।

06/10/26

राज्य रा0से0यो0 अधिकारी
निदेशालय उच्चतर शिक्षा,
हरियाणा, पंचकूला।

# GUIDELINES FOR STATE NSS AWARDS.

## 1. Introduction

1.1 National Service Scheme (popularly known as NSS), a flagship programme of the Government of India, was launched on 24 September 1969, the Birth Centenary year of Mahatma Gandhi with the primary objective of developing the personality and character of the student through voluntary community service. The ideological orientation of the NSS is inspired by the ideals of Mahatma Gandhi. Very appropriately, the motto of NSS is ***"NOT ME, BUT YOU"***.

The scheme was initially started in 37 Universities of India involving 40,000 student volunteers. Today, it has approximately four million student volunteers spread over about 850 universities and +2 councils making this scheme one of the biggest social working group.

1.2 **Programme Structure**: NSS is being implemented in Senior Secondary Schools, Polytechnics, Colleges and Universities. The design of the NSS envisages that each educational institution covered under the Scheme has at least one NSS unit comprising of normally 100 student volunteers, led by a teacher designated as Programme Officer (PO). Each NSS unit adopts a village or slum for taking up its activities. An NSS volunteer is required to undertake the following work/ activities:

**a. Regular NSS Activity**: Each NSS volunteer is required to put in minimum 120 hours of community service per year for two years, i.e., total 240 hours. This work is undertaken in villages/ slums adopted by NSS unit or school/ college campuses, usually after study hours or during weekends.

**b. Special Camping Programme**: Each NSS unit organizes a Special Camp of 7 days' duration in adopted villages or urban slums, during vacations with some specific projects by involving the local communities. Each volunteer is required to participate in a Special Camp once during the 2-year period.

1.3 **Nature of Activities under NSS**: The principle aim of NSS is *"The Personality Development of the Students through Community Service"*. In order to fulfill the objective, student volunteers and programme functionaries are engaged in constructive and productive shramdaan, social reforms, communal harmony, creation of community assets, relief work, blood donation, environmental protection, literacy programme, health education campaign, etc. Under the scheme, each volunteer contributes 240 hours of community work during a period of two years.

The NSS volunteers work on issues of social relevance, which keep evolving in response to the needs of the community, through regular and special camping activities. Such issues include (i) literacy and education, (ii) health, family welfare and nutrition, (iii) environment conservation, (iv) social service programmes, (v) programmes for empowerment of women, (vi) programmes connected with economic development activities, (vii) rescue and relief work during calamities, etc.

## 2. STATE NSS AWARDS

2.1 The Ministry of Youth Affairs and Sports, Govt. of India has institute National Service Scheme Awards during 1992-93 (formerly known as Indira Gandhi NSS Awards) for giving recognition to the outstanding work done under NSS by NSS Programme coordinators, NSS Units with Programme Officers and NSS Volunteers. As per the NSS Manual (Manual – Revised – 2006), the terms and conditions of the award at state level may be decided by the state authorities so that the State Government may also confer State NSS Awards to the best University/ College/ Senior Secondary (+2) NSS Unit with Programm Officer, NSS Programme Coordinator and NSS volunteers who have done excellent work in the field of community development and youth work through National Service Scheme.

**On the occasion of the NSS Felicitation Ceremony at Raj Bhawan Haryana on June 11th, 2018, the then Hon'ble Chief Minister, Govt. of Haryana announced to institute State NSS Awards from year 2018 in the following categories –**

(a) University NSS Programme Coordinator,

(b) District (+2 Schools)/Polytechnic NSS Programme Coordinator,

(c) NSS Programme Officers & NSS Units and

(d) NSS Volunteers.

From 2024-25, NSS State Awards are increased from 6 to 10 (5M+5F) in the Programme officer/NSS Unit Category. Now State NSS Awards for 2025-26 will be given in the following categories as per mentioned below:

(a) 01 University NSS Programme Coordinator,

(b) 01 District (+2 Schools)/Polytechnic NSS Programme Coordinator,

(c) 10 NSS Programme Officers & NSS Units (Minimum 2 Male & 2 Female for +2 Council/Polytechnic)

(d) 30 NSS Volunteers (15 Male & 15 Female) in which Minimum 8 Volunteers (4 Male & 4 Female) will be selected from +2 Council/ Polytechnic.

**2.2 Objective of State NSS Awards**: The objectives of the State NSS Awards is to recognize and reward outstanding contributions towards voluntary community service made by the University/District (+2 Schools)/Polytechnic Programme Coordinator, NSS units/ Programme Officer and NSS volunteers, with a view to further promote NSS.

## 3. NATURE OF THE AWARD

The State NSS Awards will be given at four levels every year and the details are given below:

a. University NSS Programme Coordinator (For NSS Programme Development at University Level)
b. District (+2 Schools)/ Polytechnic NSS Programme Coordinator (For NSS Programme Development at +2 Council Level/Polytechnics)
c. Programme Officers with NSS Units
d. NSS Volunteers

The following State NSS Awards will be conferred for 2025-26:

| S.No. | Category | No. of Awards | Value of Award |
|---|---|---|---|
| 1 | University NSS Programme Coordinator | 01 | Rs. 51,000/- with a Certificate to Coordinator and a Memento for University/Coordinator Office. |
| 2 | District (+2 Schools)/ Polytechnic NSS Programme Coordinator | 01 | Rs. 51,000/- with a Certificate to Coordiantor and a Memento for District Education Officer/Coordinator Office. |
| 3 | NSS Programme Officers & NSS Unit | 10 (5M + 5F) [Minimum 4 PO's (2M & 2F) from +2 Council/ Polytechnic] | Rs. 31,000/- to each Programme Officer with a Certificate and a Memento for Institute. |
| 4 | NSS Volunteers | 30 (15 M+15 F) Minimum 8 Volunteers (4 Male & 4 Female) from +2 Council/ Polytechnic | Rs. 21,000/- to each volunteer with a Certificate and a Memento. |

Note:-

1. If eligible nominations in NSS Volunteers/ NSS Programme Officers category i.e. Male or Female are not found as per the numbers mentioned above then committee has the right to merge the awards in same category.
2. In addition to the above, certificates of Appreciation may be given to 50 NSS Programme Officer/Principal on the recommendation of the NSS Coordinators/State NSS Officer.

## 4. CRITERIA FOR ELIGIBILITY AND PERFORMANCE EVALUATION

# 4.1 University/ District (+2 Schools)/ Polytechnic NSS Programme Coordinator: -

The NSS Programme Coordinator is the key functionary as far as NSS is concerned. Therefore, a dedicated and devoted NSS Programme Coordinator can plan, execute and evaluate the NSS activities in a proper perspective. Despite the prestigious duty of a teacher, he/she is desirous of doing community service and devotes his/her time and energy for community work and for the motivation of NSS volunteers, NSS Programme Officers and institutions of his/ her jurisdiction. For the service of community, it is befalling that his/her services are being recognized by the community and the institution. Therefore, it is in the interest of NSS that incentives should be given to outstanding NSS Programme Coordinators for their dedication and devotion.

4.1.1 **Eligibility Conditions:** The following conditions should be fulfilled in order to be eligible for consideration for the Award:

a. The University NSS Programme Coordinator, whose selection has been made strictly as per the NSS guidelines. He/She should have completed three years as University Programme Coordinator including the year *for which* the Awards are being conferred. In this regard, he/she has to furnish certificate from competent authority.

b. The District (+2 Schools)/ Polytechnic NSS Programme Coordinator, who had worked earlier as NSS Programme Officer for at least three years and as District/ Polytechnic Programme Coordinator has completed three years including the year *for which* the Awards are being conferred. In this regard, he/she has to furnish certificate from competent authority.

c. The University (which should be duly recognized by UGC/ Central/ State Government) and District should be implementing NSS programmes continuously for at least last 5 years including the year *for which* the Awards are being conferred.

d. The University/ District (+2 Schools)/ Polytechnic should have a minimum strength of 500 NSS volunteers (i.e. Minimum 05 NSS Units) as on the last date of the Financial Year *for which* the Awards are being conferred.

e. The University/ District (+2 Schools)/ Polytechnic NSS Programme Coordinator should have achieved 70% of the NSS enrolment and Special Camping targets for last 3 years including the year *for which* the Award is being conferred.

f. The NSS functionaries under the University/ District (+2 Council)/ Polytechnic shall not be from Physical Education/Sports subject.

g. The NSS functionaries under the University/ District (+2 Council)/ Polytechnic shall not simultaneously hold the charge of NCC or YRC with NSS.

h. The NSS functionaries under the University/ District (+2 schools)/Polytechnic should not have been convicted by a court of law and there should not be any case/

investigation pending against any of them. In this regard, he/she has to furnish certificate from competent authority.

i. The University/ District (+2 Schools)/ Polytechnic that has already been conferred with the State NSS Award in NSS Programme Coordinator category, shall not be eligible for the Award again for a period of Three years after the year *for which* the Award was conferred. This is to ensure broad-based representation of Universities/ Districts/Polytechnic.

j. The University/District (+2 Schools)/Polytechnic NSS Programme Coordinator, who has already been conferred with National NSS Award/ National Youth Award/ State NSS award in NSS Programme Coordinator Category shall not be eligible to apply for State NSS Award in same category. (Although It is clarify that If any NSS Coordinator who have applied for State NSS Award and conferred with National NSS Awards/ National Youth Award will be eligible for the State Award for same year).

4.1.2 **Criteria for Performance Evaluation:** The Performance of the Universities/ District NSS Programme Coordinator shall be evaluated based of objective criteria, including their achievements in plantation of saplings, blood donation, organization of health related camps, organization of awareness programmes/ rallies/ campaigns on various issues, creation of durable assets through shramadaan, organisation of National / regional/ State/ University/ District/ Polytechnic level programmes and other outstanding achievements. The achievements during last 3 years (including the year *for which* the Award is being conferred) shall be taken into account for this purpose.

## 4.2 The Programme Officers and NSS Units:

A teacher who is desirous of doing community service and youth service joins NSS as Programme Officer. As he/she devotes his/her time and energy for community work and for the motivation of NSS volunteers and the service of community, it is befalling that his/her services are recognized by the community and the institution. Therefore, it is in the interest of National Service Scheme that incentives should be given to outstanding NSS Programme Officers for their dedication and devotion.

4.2.1 **Eligibility Conditions:** The following conditions should be fulfilled in order to be eligible for consideration for the Award:

a. The NSS Programme Officer, whose selection has been made strictly as per the NSS guidelines (NSS Manual -Revised- 2006, Part-VI, Chapter- 2), shall have to furnish certificate in this regard from competent authority.

b. The Programme Officer to be considered for the Award, he/she shall be in-charge of a single NSS Unit.

c. The NSS Unit should have been in existence continuously for at least 5 years including the year *for which* the Awards are being conferred.

d. The NSS Programme Officer should have attended as contingent Incharge in at least one National/ Regional/ State /District level NSS programme like Republic Day Parade

Camp/ Pre-RD Parade Camp/ National Integration Camp/ National Youth Festival/ Adventure Camp/ State Level Camp/University Level Camps/District Level Camp organized by Ministry of Youth Affairs & Sports, Govt. of India or State NSS Cell, Haryana. Concerned camps must be attended before 31 March, 2026, certificate of any camp, attended/issued after 31 March, 2026 will not be considered for State NSS award 2025-26.

e. The volunteer strength of the NSS Unit should be as per guidelines during last 2 years including the year *for which* the Awards are being conferred.

f. The NSS Unit should have adopted a village/ slum as per guidelines and achieved Special Camping targets during last 2 years including the year for which the Award is being conferred.

g. The NSS Programme Officer shall not be from Physical Education/Sports subject.

h. The NSS Programme officer shall not simultaneously hold the charge of NCC or YRC with NSS.

i. The NSS Programme Officer shall not simultaneously hold charge of both NSS and YRC.

j. The Programme Officer, who is being considered for the Award, should have completed at least 2 years i.e. 01.04.2024 to 31.03.2026 (as on the last date of the Financial Year for which the Award is being conferred) as the Programme Officer of the particular NSS Unit.

k. The Programme Officer should not have been convicted by a court of law and there should not be any case/ investigation pending against him/ her.

l. The Programme Officer who has already been conferred with State NSS Award/National NSS Award/National Youth Award in programme officer category shall not be eligible to apply for State NSS Award in same category. (Although It is clarify that If any Programme Officer who have applied for State NSS Award and conferred with National NSS Awards/National Youth Award will be eligible for the State Award for same year)

4.2.2 **Criteria for Performance Evaluation:** The Performance of the NSS Unit shall be evaluated based of objective criteria, including their achievements in plantation of saplings, blood donation, organization of health related camps, organization of awareness programmes/ rallies/ campaigns on various issues, creation of durable assets through shramadaan, Organization of National/regional/State/ University/ District Level programme and other outstanding achievements. The achievements during last 2 years (including the year *for which* the Award is being conferred) shall be taken into account for this purpose.

## 4.3 NSS Volunteers:

4.3.1 **Eligibility Conditions:** The following conditions should be fulfilled in order to be eligible for consideration for the Award:

a. The NSS Volunteer should have completed 2 sessions (from admission to 31 March, 2026) volunteership as regular student under NSS during the year for which Award is

being conferred (since the Award is conferred for a particular year, volunteers completing their volunteership prior to that year cannot be considered for the Award).

b. The NSS Volunteer should have completed minimum 240 hours of community service during the 2 consecutive years of volunteership.

c. The NSS Volunteer should have attended at least one 7 Days Special Camp.

d. The NSS Volunteer should have attended at least one National/ Regional/ State/ District NSS programme like Republic Day Parade Camp/ Pre-RD Parade Camp/ International Youth Exchange Programme/ National Integration Camps/ North East Youth Festivals/ National Youth Festival/ Adventure Camp/ State Level Camps/ University Level Camp/ District Level Camp organized by Centre or State NSS Cell, Haryana. Concerned camps must be attended before 31 March, 2026, certificate of any camp, attended/issued after 31 March, 2026 will not be considered for State NSS award 2025-26.

e. The NSS Volunteers should not be more than 26 years of age (29 years in case of SC/ST) as on the last date of the financial year for which the Award is being conferred.

f. The NSS Volunteer shall not simultaneously Join NCC or YRC with NSS.

g. The NSS Volunteer should not have been convicted by a court of law and there should not be any case/ investigation pending against him/ her.

h. The NSS Volunteer who has already been conferred with State NSS Award/National NSS Award/National Youth Award shall not be eligible to apply for State NSS Award in same category. (Although, it is clarify that If any NSS Volunteer who has applied for State NSS Award and conferred with National NSS Awards/National Youth Award will be eligible for the State Award for same year).

4.3.2 **Criteria for Performance Evaluation:** The Performance of the NSS Volunteer shall be evaluated based of objective criteria, including their achievements in plantation of saplings, blood donation, attending health related camps, attending awareness programmes/ rallies/ campaigns on various issues and other outstanding achievements. ***The achievements shall be considered for the 2-year volunteership period only (including the year for which the Award is being conferred).***

The NSS volunteers should indicate his/ her personal achievements only, and not the achievements of the entire NSS unit. For instance, in the 'saplings planted' category, he/ she should indicate saplings planted by him/ her personally and not the saplings planted by the entire NSS unit. Similarly, in the 'blood donation' category, he/ she should indicate number of units of blood personally donated by him/ her, and not the total number of units of blood donated by all volunteers in a blood donation camp attended by him/ her.

## 5. PROCEDURE FOR SELECTION

**5.1 Selection Committees:** The selection shall be done through a multi-stage objective selection process, starting with senior secondary school/ college level and going up to

State level. The composition of Selection Committees at various levels shall be as follows:

a. **At the Institution level:** The Committee shall comprise of the Principal of the College/ School/ Polytechnic (chairperson), the Programme Officer (Convenor) and an eminent person/retired Principal (Eminent Person should not be from the same Institute).

b. **At the University Level:** The Committee shall comprise of the Vice Chancellor (chairperson), University Programme Coordinator (convenor), Dean/Director of Student Welfare/ Dean of Colleges and 2 eminent persons (Eminent Person should not be from the same institution/University). (Minimum 3 Persons required to complete the quorum)

c. **At the Polytechnic Level:** The Committee shall comprise of the Directorate of Technical Education (chairperson), Deputy Director, Polytechnic Programme Coordinator (convenor), One Principal of Govt. Polytechnic and 1 eminent person/retired Principal. (Minimum 3 Persons required to complete the quorum).

d. **At the District Level (+2 Schools):** The Committee shall comprise of the DEO (chairperson), District Programme Coordinator (convenor), Two Principals of Govt. Schools and 2 eminent persons/retired District Education Officer or retired Block Education Officer. (Minimum 3 Persons required to complete the quorum).

e. **At the State Level:** The Committee shall comprise of the Secretary in-charge of NSS/ Director General/Director Higher Education (Chairperson), Director Secondary School Education, 2 eminent persons (From Social Organization or Regional Director or other state NSS Officer) and State NSS Officer (Convenor). (Minimum 4 Persons required to complete the quorum)

**5.2 Other Guidelines/ Instructions:** Some other guidelines/ instructions in this regard are as follows:

*a.* The Programme Coordinator/ Programme officer of any Institute/ Districts (+2 Schools)/ Polytechnics should not recommend any case where even the minimum eligibility conditions, as specified Para-***4.1.1, 4.2.1 and 4.3.1 are not met.***

b. Each unit can recommend *maximum* one NSS Volunteer and each Institute can recommend maximum one Programme Officer and maximum proposal of NSS Volunteers as per NSS units to concerned University/ District/ Polytechnic (for example if any institute have 3 NSS Units then they have recommend 3 proposal of NSS Volunteers and 1 NSS Programme Officer only). Recommendations in excess of this number shall be rejected outright.

c. University/ District (+2 Schools)/ Polytechnic in their jurisdiction can recommend One NSS Programme Coordinator and Programme Officers (along with their NSS Units) / NSS Volunteers as per the table given below:

| Sr. No. | Number of Units Under the Jurisdiction of NSS Coordinator as on 31 | Limits to recommend Maximum Nomination | Limit of Maximum Award |
|---|---|---|---|

| | | | |
|---|---|---|---|
| | March 2026 | | |
| 1 | Having NSS Units 101 and above | 6 NSS PO & 14 (7M+7F) NSS Volunteers | 4 NSS PO & 8 (4M+4F) NSS Volunteers |
| 2 | Having NSS units 51 to 100 | 5 NSS PO & 12 (6M+6F) NSS Volunteers | 3 NSS PO & 6 (3M+3F) NSS Volunteers |
| 3 | Having NSS Units 6 to 50 | 4 NSS PO & 8 (4M+4F) NSS Volunteers | 2 NSS PO & 4 (2M+2F) NSS Volunteers |
| 4 | Having NSS Units 5 or less than 5 | 1 NSS PO & 2 (1M+1F) NSS Volunteers | 1 NSS PO & 2 (1M+ 1F) NSS Volunteer |

Note: Recommendations in excess of this number shall be rejected outright.

d. An individual (i.e. NSS Volunteer, NSS Programme Officer or NSS Programme Coordinator) will not be eligible for State NSS Award if he/she has already been conferred with the NSS Award at National Level by Government of India in same category. (Although It is clarify that If any NSS Coordinator/NSS Programme Officer/ NSS Volunteer who have applied for State NSS Award and conferred with National NSS Awards/National Youth Award will be eligible for the State Award for same year)

e. The selection of Awardees is normally done on the basis of proposal papers/ documents received from Universities/Districts. However, in case of apparent inconsistencies in the contents of the proposal papers, the Department of Higher Education, Government of Haryana, may seek clarifications from concerned Universities/Districts or get the facts physically verified by deputing officials.

f. **The recommendation should be arranged in the order of merit. The names upto stipulated number of participants in the list would be considered and the rest would be rejected as excess.**

g. The responsibility of verification for any information furnished in the proposal by the applicant would lie with the concerned NSS Programme Officer/ Principal, University/ District (+2 Schools)/ Polytechnic NSS Coordinator. The State Government would not be held accountable in whatsoever manner for any false information furnished by the applicant in the proposal. In case any information furnished in the proposal is found to be incorrect at any stage of the selection process, the nomination of such award would be cancelled. Action may be taken against Programme Officer/Principal if data found false.

h. All the facts indicated in the proposal are to be supported by necessary proof/documentary evidence. In the absence of any such proof, the information indicated in that particular category would not be evaluated and would be awarded Zero marks without any information.

## 6. SUBMISSION OF NOMINATIONS AND RELATED MATTERS:-

6.1 The nominations for the Award shall be furnished to the State NSS Cell, Department of Higher Education, Government of Haryana, Shiksha Sadan, Sector- 5,

Panchkula in the enclosed prescribed Proforma for the year 2025-*26*. **No application shall be accepted through E-mail.**

6.2 The application for State NSS Award should be properly binded and each page of application should be numbered. Loose documents and award application without page numbering will not be entertained and will be rejected outright.

6.3 Pasting of cutting of Newspaper and Photographs should be avoided in the application. Only relevant document/certificates should be attached.

6.4 Kindly ensure to attach the documents point wise and in sequence and not more than 200 pages for NSS Coordinator, 150 Pages for NSS PO and 100 Pages for NSS Volunteer.

6.5 Incomplete application shall be rejected and no correspondence will be entertained in this regard.

6.6 The selected Awardees shall be invited for State Awards Ceremony and will be entitled to travel as per the rule & regulations of the Government of Haryana/ NSS Manual. The applicable TA/DA will be borne by the concerned institution from NSS fund/Regular activities grant.

6.7 Certificate issued after the date of invitation of application for the State NSS award 2025-26 shall not be considered.

6.8 Certificates or documents issued by any NGO/Trust/Foundation will **not** be considered for the State NSS Awards 2025–26.

6.10 Any dispute arising out of or relating to these guidelines shall be subject to the exclusive jurisdiction of the competent courts at Panchkula/Chandigarh only.

**Proforma for Recommending UNIVERSITY/ DISTRICT (+2 COUNCIL)/ POLYTECHNIC Programme Coordinator for State NSS Awards 2025-26**

Paste Passport Size Photo of Programme Coordinator (2 Photos also Attached)

## Personal Details

| | | | | | |
|---|---|---|---|---|---|
| 1. | Name of Programme Coordinator | | | | |
| 2. | Sex (Please tick mark) | Male ( ) Female ( ) | | | |
| 3. | Name of the University/District (+2 School)/ Institute with address and contact details (E-mail and Phone) | | | | |
| 4. | Number of NSS units and volunteers under the University/ District (+2 Schools)/ Polytechnic | Year | No. of Colleges/ schools/ Polytechnic having NSS Units | No. of NSS Units | No. of Volunteers under NSS Units |
| | | 2023-24 | | | |
| | | 2024-25 | | | |
| | | 2025-26 | | | |
| 5. | Volunteers list sent by NSS Coordinator to State NSS Cell | Year | Date | | |
| | | 2023-24 | | | |
| | | 2024-25 | | | |
| | | 2025-26 | | | |
| 6. | Adoption of Villages/Slums and completion of Special Camping targets | Year | No. of Special camp organized by NSS unit | No. of Volunteers attended special camp | |
| | | 2023-24 | | | |
| | | 2024-25 | | | |
| | | 2025-26 | | | |
| 7. | University recognized by Central/State Government/ Private University | | Registration No.- Year- | | |

| | | | |
|---|---|---|---|
| 8. | Name of the Vice-Chancellor/District Education Officer with contact detail (E-mail and Phone) | | |
| 9. | Month & Year from which University/District (+2 School)/ Polytechnic is operating NSS Programmes | | |
| 10. | Whether the NSS Programme Coordinator under the University/ District (+2 School)/ Polytechnic have been convicted by a court of law or any case/ investigation is pending against any of them?<br><br>[Certificate from the competent authority of the University to be attached] | Yes ( ) No ( )<br><br>***(Attach the certificate and mention Page No…..)*** | |
| 11. | Advisory Committee Meeting held on | Year | Date of Meetings |
| | | 2023-24 | |
| | | 2024-25 | |
| | | 2025-26 | |
| 12. | Other Remarks, if any | | |

**A. <u>Eligibility Criteria:</u>**

| S.No | Parameter | Factual Position |
|---|---|---|
| 1. | Whether the University (which has been duly recognized)/District (+2 Council)/ Polytechnic has been operating NSS Programme continuously for at least 5 years, i.e. from 2021-22 and onwards? | Yes/No |
| 2. | Whether University/District (+2 Council)/ Polytechnic has NSS volunteers strength of minimum 500 volunteers (as on 31.03.2026)? | Yes/No |
| 3. | Whether University/District (+2 Council)/ Polytechnic has achieved at least 75% of the enrolment and special camping targets for last 3 years, i.e. during 2023-24 and onwards? | Yes/No |
| 4. | Whether University/ District (+2 Council)/ Polytechnic has received NSS Award during last 05 years, i.e. for 2021-22 and onwards?<br>(If Yes then mention Page No….) | Yes/No |
| 5. | Whether the NSS Programme Coordinator under the University/ District (+2 Council)/ Polytechnic has lecturer/AP of Physical Education/ Sports? | Yes/No |
| 6. | Whether the NSS Programme Coordinator under the University/ District (+2 Council)/ Polytechnic has taken the charge of NCC along with NSS? | Yes/No |

| | | |
|---|---|---|
| 7. | Whether the NSS Programme Coordinator under the University/ District (+2 Council)/ Polytechnic has taken the charge of YRC along with NSS? | Yes/No |
| 8. | Whether the NSS Programme Coordinator under the University/ District (+2 Council)/ Polytechnic have been convicted by a court of law or any case/ investigation is pending against NSS Programme Coordinator? (Please mention Page No….) | Yes/No (attached certificate with date) |

**B. <u>Performance/ Achievements:</u>**(Unit wise details of activities organized by NSS units during last 3 years).

| **S.No.** | **Parameter** | **Factual Position** | | |
|---|---|---|---|---|
| | | **2023-24** | **2024-25** | **2025-26** |
| **1.** | **<u>Plantation (Unit wise Details):</u>**<br>a) No. of Plantation Programme organized by NSS units | | | |
| | b) No. of sapling planted by NSS Cell/ NSS Units<br>(Attach list Certified by the Coordinator and Attach Google drive link)<br>Page No……. | | | |
| **2.** | **<u>Blood Donation:</u>**<br>a) Number of Blood Donation camp organized by NSS Cell/ NSS Units | | | |
| | b) Total Units of Blood donated in the camps | | | |
| | c) Blood donated by NSS Programme Coordinator<br>(Attach list Certified by the Coordinator and Attach Google drive link)<br>Page No……. | | | |
| **3.** | **<u>Health related Camps/ Rallies/ Campaign/ Activities organised:</u>**<br>Total no. of Camps/ Activities organized<br>(Attach list Certified by the Coordinator and Attach | | | |

| | | | | |
|---|---|---|---|---|
| | Google drive link)<br>Page No…. | | | |
| **4.** | **<u>Environment/ Cleanliness/ Other Awareness Camps/ Programme/ Rallies/ Campaigns organized by NSS Cell/ Units (other than point no. 1, 2&3):</u>**<br>a) Environment Awarreness Camps/ Programme/ Rallies/ Campaign organized by NSS Cell/ Units (No. of Programmes)<br>Page No….. | | | |
| | b) Cleanliness Programmes (No. of Programmes)<br>Page No…….. | | | |
| | c) Other Awareness Programmes (No. of Programmes with detail)<br>Page No…….<br>(Attach list Certified by the Coordinator and Attach Google drive link) | | | |
| **5.** | **<u>Activities related to:</u>**<br>a) Physically Challenged Person<br>b) Orphanage Homes<br>c) Old Age Homes | | | |
| **6.** | **<u>Creation of Durable Assets:</u>**<br>Estimated Value of the Assets created (Rs.) by NSS Units, Define the Value of assets/ Calculation formula in detail and signed by Principal (Other than NSS Regular Activities and not shown in any other point in this proforma)<br>(Unit wise details attached at page no._____) | | | |
| **7.** | **<u>Programme/ Camps Organised (Other then Point No. 1 to 5):</u>**<br>a) International/ National level | | | |
| | b) State level | | | |

| | | | | |
|---|---|---|---|---|
| | c) University/District/Polytechnic level Programmes/ Camps<br>(Attach list Certified by the Coordinator and Attach Google drive link)<br>Page No…. | | | |
| **8.** | **National/International days celebration by NSS Cell/ Units other than point no. 1 to 6 (Unit wise detail)**<br>a) Name of Programme<br>b) Total No. of Programmes<br>(Attach list Certified by the Coordinator and Attach Google drive link)<br>Page No…. | | | |
| **9.** | **One Day Camp organized by NSS Cell/Units (unit wise detail):**<br>a) No. of NSS Units | | | |
| | b) No. of One Day Camp Organized | | | |
| | c) No. of NSS Volunteers participated<br>(Attach list Certified by the Coordinator and Attach Google drive link)<br>Page No…. | | | |
| **10.** | **NSS Function/Prize Distribution function organized by NSS Cell at University/ District level:**<br>a) Date & Venue of Function | | | |
| | b) No. of PO's/NSS Volunteers awarded<br>(Attach list Certified by the Coordinator and Attach Google drive link)<br>Page No…. | | | |
| **11.** | **i. Pariticipation of PO's in National/ State/ University/ District NSS camps (One PO will count once in each category camp in three year):**<br>a) No. of NSS PO in RD/IYP Camp | | | |
| | b) No. of NSS PO in NIC | | | |
| | c) No. of NSS PO in Pre-RD | | | |
| | d) No. of NSS PO in Adventure Camp | | | |

| | | | | |
|---|---|---|---|---|
| | e) No. of NSS PO in NYF | | | |
| | f) No. of NSS PO in State Level Camp | | | |
| | g) No. of NSS PO in ULC/DLC | | | |
| | h) No. of NSS PO in any other camp above the level of University/District organized by NSS (Certificate at Page No….) | | | |
| | **ii. <u>Participation of NSS Volunteers in National/ State/ University/ District (+2 council) NSS Camps (One Volunteer will count once in each category camp in prescribed time period):</u>** a) No. of Volunteers in RD/IYP Camp | | | |
| | b) No. of Volunteers in NIC | | | |
| | c) No. of Volunteers in Pre-RD | | | |
| | d) No. of Volunteers in Adventure Camp | | | |
| | e) No. of Volunteers in NYF | | | |
| | f) No. of Volunteers in State Level Camp | | | |
| | g) No. of Volunteers in ULC/DLC | | | |
| | h) No. of Volunteers in any other camp above the level of University/District organized by NSS (Page No….) | | | |
| **12.** | **i. <u>National/State/University/District level Awards received by NSS Coordinator during mentioned period only for NSS Activities (Awarded by Govt. Department/ Administration/ University for NSS Activities):</u>** (Attach the certificate and mention Page No….) | | | |
| | **ii. <u>National/State/District level Awards received by NSS Units/PO under the jurisdiction of NSS Programme Coordinator:</u>** (Attach the certificate and mention at Page No….) | | | |
| | **iii. <u>National/State/District level Awards received by NSS Volunteers under the jurisdiction of NSS Programme Coordinator:</u>** (Attach the certificate, Name of Award and mention at Page No….) | | | |

| | | | | |
|---|---|---|---|---|
| **13.** | **<u>7 Days Special NSS Camps organized by NSS Units in adopted Villages (in percentage):</u>**<br>**a) Total No. of NSS Units organized 7 Days Special Camp** | | | |
| | **b) Percentage of 7 Days Special Camps**<br>(Attach the list of NSS Units with Camp date at page no.) | | | |
| **14.** | **<u>Outstanding Achievement of University/District NSS Cell other then the above points and not include any appreciation/awards:</u>**<br>(Page No….) | | | |
| **15.** | **<u>Timely submission of NSS reports to State NSS Cell.</u>**<br>(Page No….) | | | |
| **16.** | **<u>Any other, if not covered above</u>**<br>(Page No……..) | | | |

**Note:** The details mentioned above should tally with those given in the main proposal. In case of major deviation, the proposal will be liable to rejection. ***The above information furnished by the applicant is checked and found correct.***

**Signature of the Programme Coordinator**

**Signature of the Vice Chancellor/Registrar/DEO**

**(Award Applications of Polytechnics should be submit through Director/JD/DD of Technical Education Department)**

**Signature of the SNO**

| | | |
|---|---|---|
| | **Proforma for Recommending NSS UNIT & PROGRAMME OFFICER for State NSS Awards 2025-2026** | Paste Passport Size Photo of Programme Officer (2 Photos also Attached) |

**Personal Details:-**

| | | | | | |
|---|---|---|---|---|---|
| 1. | Name of Programme Officer (in Capital) and contact details (E-mail and Phone) | | | | |
| 2. | Sex (Please Tick Mark) | Male ( ) Female ( ) | | | |
| 3. | Name of the University/ District | | | | |
| 4. | Name of the College/School/Polytechnic with address and contact details (E-mail and Phone) | | | | |
| 5. | Period of service as Programme Officer of the NSS Unit (Proof attach at page no.) | From:_____ To:_____ | | | |
| 6. | Adoption of Villages/ Slums and completion of Special Camping targets (Attach Permission Letter of NSS Coordinator for 7 days Special Camp at Page No……..) | Year | Name of adopted village/slum | Date & venue of Special Camp organized | No. of NSS Volunteers attended |
| | | 2024-25 | | | |
| | | 2025-26 | | | |
| 7. | Volunteers List and Seven Days camp Report sent by NSS PO to NSS Programme Coordinator and State NSS Cell | Year | Date of email on which volunteers list sent by College/ School/ Polytechnic | Date of email on which Seven Days camp report sent by College/ School/ Polytechnic | |
| | | 2024-25 | | | |
| | | 2025-26 | | | |
| 8. | Name of the Principal/ Chairperson of UTD/College/School/Institute with contact details (Email and Phone) | | | | |
| 9. | a)Name of NSS Unit which is being recommended for Award and date from which the NSS unit is in existence.<br>b)Total no. of NSS Unit in the College/Institute/School | | | | |
| 10. | Whether the Programme Officer is trained at ETI?<br>***If yes, then attach certificate and mention page no…….***<br>**Note: Not mandatory for the State NSS** | | | | |

| | | | | |
|---|---|---|---|---|
| | **Awards 2025-26.** | | | |
| 11. | Please indicate year wise allocation of NSS Volunteers under NSS units and actual enrolment during last 2 years i.e. 2024-25 & 2025-2026.<br>**(Year wise list of NSS volunteers attached at page no…)** | Year | Allocation of volunteers under NSS unit | Actual Enrollment of NSS Volunteers under NSS unit |
| | | 2024-25 | | |
| | | 2025-26 | | |
| 12. | Date of Registration on MY Bharat Portal | | | |
| 13. | Your Profile link on MY Bharat Portal | | | |
| 14. | Other Remarks, if any | | | |

**A. <u>Eligibility Criteria:</u>**

The NSS unit to be considered for the Award shall be a single NSS Unit. Thus, in case a Programme Officer is in charge of more than one NSS unit or work as Programme Coordinator for any reason, one of such Units should be indentified and all data in this Proforma should be furnished for that particular unit.

| S.No | Parameter | Factual Position |
|---|---|---|
| 1. | Whether the NSS Unit has been in existence continuously for 5 years, i.e. during 2021-22 and onwards? | Yes/No |
| 2. | Whether the strength of the NSS Unit is as per guidelines during last 2 years i.e. during 2024-25 & 2025-26? | Yes/No |
| 3. | Whether the NSS unit has adopted village/slum as per guidelines and has completed the Special Camping targets during last 2 years i.e. during 2024-25 & 2025-26? | Yes/No |
| 4. | Whether Programme Officer has completed two years as Programme Officer of the NSS unit being recommended for award (as on 31.03.2026)? | Yes/No |
| 5. | Whether the Programme Officer is lecturer/AP of Physical Education subject? | Yes/No |
| 6. | Whether the Programme Officer has taken the charge of NCC along with NSS? | Yes/No |
| 7. | Whether the Programme Officer has taken the charge of YRC along with NSS? | Yes/No |
| 8. | Whether the Programme Officer has attended National/State/University/District level Camp?<br>(Proof attached at page No. …….) | Yes/No |
| 9. | Whether the Programme Officer has been convicted by a court of law or any case/investigation is pending against him/her?<br>(Proof attached at Page No….) | Yes/No |

**B. <u>Performance/ Achievements (during last 3 years):</u>**

| S.No. | Parameter | Factual Position | |
|---|---|---|---|
| | | 2024-25 | 2025-26 |
| 1. | **Plantation:**<br>a) No. of Plantation Programme Organized | | |
| | b) No. of sapling planted in the programmes<br>(Attach Certificate from Forest Department or copy of activity register signed by the then Principal/Chairperson)<br>page no… | | |
| 2. | **Blood Donation:**<br>a) No. of Blood donation camp organized by NSS Unit in the Campus | | |
| | b) No. of Units donated in Camps for the period of award i.e. organized by the NSS Unit. | | |
| | c) Unit of Blood donated by Programme Officer<br>(Attach Certificate from University/ College/ School/ Polytechnic Principal/Chairperson or Blood Bank or copy of activity register signed by the then Principal/ Chairperson)<br>page no… | | |
| 3. | **Health related Camps/ Ralies/ Campaign organized only by NSS Units/PO:**<br>Total no. of Camp/ Activities organized<br>(Attach Certificate from concern Hospitals/ University/ College/ School/ Polytechnic Principal/Chairperson or copy of activity register signed by the then Principal/ Chairperson)<br>page no… | | |
| 4. | **Environment/ Cleanliness/ Other Awareness Camps/ Programme/ Rallies/ Campaigns organized by NSS Unit (other than point no. 1, 2&3):**<br>a) Environment Awarreness Camps/ Programme/ Rallies/ Campaign organized | | |

| | | | |
|---|---|---|---|
| | (No. of Programmes)<br>Page No….. | | |
| | b) Cleanliness Programmes (No. of Programmes)<br>Page No…….. | | |
| | c) Other Awareness Programmes (No. of Programmes with detail)<br>Page No…….<br>(For 'a, b, c' Attach Certificate from University/ College/ School/ Polytechnic Principal/ Chairperson or copy of activity register signed by the then Principal/ Chairperson) | | |
| **5.** | **<u>Activities related to:</u>**<br>a) Physically Challenged Person<br>b) Orphanage Homes<br>c) Old Age Homes | | |
| **6.** | **<u>Creation of Durable Assets:</u>**<br>Estimated Value of the Assets created (Rs.) by NSS PO/Unit, Define the Value of assets/ Calculation formula in detail (Other than NSS Regular Activities and not shown in any other point in this proforma)<br>(page no._____) | | |
| **7.** | **<u>Programme Organised by NSS Unit/PO, other than point no. 1 to 5:</u>**<br>a) International/ National level<br>(attach permission letter from State NSS Cell/ Higher Education Department) | | |
| | b) State level<br>(attach permission letter from State NSS Cell/ Higher Education Department) | | |

| | | | |
|---|---|---|---|
| | c) University/District level Programmes/Camps<br>(Please indicate name, date & venue of the programme and attach Certificate from University/ College/ School/ Polytechnic Principal/ Chairperson or copy of activity register signed by the then Principal/ Chairperson)<br>(Page No….) | | |
| **8.** | **<u>National/International days celebrated by NSS Unit as per instruction of Government, other than point no. 1 to 6</u>**<br>Total No. of Programme organized<br>(Attach Certificate from University/ College/ School/ Polytechnic Principal/ Chairperson or copy of activity register signed by the then Principal/ Chairperson)<br>Page No…. | | |
| **9.** | **<u>One Day Camp organized by NSS Unit:</u>**<br>a) No. of One Day Camp organized (with date) | | |
| | b) No. of NSS Volunteers participated<br>(Attach Certificate from University/ College/ School/ Polytechnic Principal/ Chairperson or copy of activity register signed by the then Principal/ Chairperson)<br>(Page No….) | | |
| **10.** | **<u>Activities organized by NSS Units in adopted Village/Slum Area (Other than 7 Days camp):</u>**<br>a) Name of adopted village/ Slum Area<br>b) No. of Activities organized with date | | |

| | | | |
|---|---|---|---|
| | c) No. of Volunteers participated<br>(Attach Certificate from University/ College/ School/ Polytechnic Principal/ Chairperson or copy of activity register signed by the then Principal/ Chairperson)<br>Page No…… | | |
| **11.** | **<u>NSS Activities organized by NSS Unit (Not covered above):</u>**<br>a) Name of Activities | | |
| | b) Date of Activities | | |
| | c) Venue of Activities | | |
| | d) No. of NSS Volunteers participated (activity wise)<br>(Attach Certificate from University/ College/ School/ Polytechnic Principal/ Chairperson or copy of activity register signed by the then Principal/ Chairperson)<br>Page no… | | |
| **12.** | **<u>Participation of NSS Volunteers in National/ International/ State level programme (One Volunteer will count once in each category camp in prescribed time period)</u>**:<br>a) No. of Volunteers in RD/IYP Camp | | |
| | b) No. of Volunteers in NIC | | |
| | c) No. of Volunteers in Pre-RD | | |
| | d) No. of Volunteers in Adventure Camp | | |
| | e) No. of Volunteers in NYF | | |
| | f) No. of Volunteers in State Level Camp | | |
| | g) No. of Volunteers in ULC/DLC | | |
| | h) No. of Volunteers in any other camp above the level of University/District organized by NSS<br>(Proof attached at page no…) | | |

| | | | |
|---|---|---|---|
| **13.** | **<u>Participation of NSS PO as contingent leader in International/ National/ State Level Camps (One Category camp will count once in prescribed time period):-</u>**<br>a) RD/IYP Camp | | |
| | b) NIC | | |
| | c) Pre-RD | | |
| | d) Adventure Camp | | |
| | e) NYF | | |
| | f) State Level Camp | | |
| | g) ULC/DLC | | |
| | h) Any other camp above the level of University/District organized by NSS<br>Proof attached at Page No…. | | |
| **14.** | **National/State/University/District level Award/ Appreciation received by NSS Programme Officer/ Unit (Only from Government Departments/ Organizations/ Administration for NSS Activities in prescribed time period)**<br>a) National level Award/ Appreciation | | |
| | b) State level award/ Appreciation | | |
| | c) University/District level Award/ Appreciation<br>Page No……. | | |
| **15.** | **National/State/University/District level Award/ Appreciation received by Volunteers (Only from Government Departments/ Organizations/ Administration for NSS Activities in prescribed time period**<br>a) National level award/appreciation | | |
| | b) State level award/appreciation | | |
| | c) University/District Level award/appreciation<br>(Attach certificate with date, without date certificate will not be considered)<br>Page No…… | | |

| | | | |
|---|---|---|---|
| **16.** | Total Number of Activities uploaded on My Bharat Portal up to 31-03-2026 (Attach the screen shot of portal) | | |
| **17.** | **<u>Other Outstanding Achievements/ Activities</u>** (Other than the above points and not include any appreciation/award) | | |

***The NSS unit to be considered for the Award shall be a single NSS unit. NSS Unit/PO attached proof (point wise and don't break the serial no./page no. in the proof) of all the NSS activities organized by NSS Unit and achievement of NSS units.**

**Declaration by PO:-** I hereby declare that all the information provided in the proforma is true and correct. If any information is found to be incorrect, I shall be personally responsible.

**Signature of NSS PO**

**Declaration by Principal/HOD:-** I hereby declare that all the information provided in the proforma is checked from official record and found true and correct. If any information is found to be incorrect, I shall be responsible for that.

**Signature of Principal/DSW/Director**

**Signature of the Programme Coordinator**

**Signature of the Vice Chancellor/Registrar/DEO**

**(Award Applications of Polytechnics should be submit through Director/JD/DD of Technical Education Department)**

**Signature of SNO**

# Proforma for Recommending NSS VOLUNTEER for State NSS Awards 2025-26

Paste Passport Size Photo of volunteer (2 Photos also Attached)

Personal Details:-

| | | |
|---|---|---|
| 1. | Name of Volunteer (in Capital) | |
| 2. | Sex (please tick mark) | Male ( ) Female ( ) |
| 3. | Name of the University/District | |
| 4. | Name of College/ School/ Institute (with contact particular) | |
| 5. | Date of Birth (DoB)<br>Age as on 31.03.26 | …….<br>….Day…….Month……..Year |
| 6. | Period of Volunteership of the Volunteer (Proof attach at page no……)<br><br>No. of Hours completed during volunteership (Attach detail report) | ***From*_____ *to* _____**<br><br>120 hr ( ), 240 hr ( ), More than 240 hr ( )<br>Please tick (✓) |
| 7. | Details regarding participation in special camp | From…… to……<br>Academic Year……<br>Venue of Camp……<br>(Certificate at Page No……) |
| 8. | Name of the Principal of College/School with contact details (E-mail and phone) | |
| 9. | Residential Address of volunteers with E-mail and phone | |
| 10. | Category (Gen/SC/ST) | Gen ( ) SC ( ) ST ( )<br>[Please attach Certificate of SC/ST category for relaxation at page no.____) |
| 11. | Details of Participation in National/Regional/ State/ University/ District level NSS Programme | RD Camp ( ) Pre-RD Camp ( )<br>NIC ( ) NE Youth Festival ( )<br>National Adventure Camp ( )<br>National Youth Festival ( )<br>State level Camp ( ) University level Camp ( )<br>District level Camp ( )<br>Mega Camp ( ) None of Above ( ) |

| | | |
|---|---|---|
| | | **(Attach the certificate and mention Page No…..)** |
| 12. | Please mention whether National Youth Award/NSS National Award/State NSS Award received | Yes ( ) No ( )<br>**(if yes, please attach copy of certificate)** |
| 13. | Date of Registration on My Bharat Portal | |
| 14. | Link of Profile on My Bharat Portal | |
| 15. | Other Remarks, if any | |

**A. Eligibility Criteria:**

| S.No | Parameter | Factual Position |
|---|---|---|
| 1. | Whether the volunteer has completed minimum 2 year's volunteership i.e. 2024-25 & 2025-26? | Yes/No |
| 2. | Whether the Volunteer completed 240 hours of community service during 2 consecutive years of volunteership under NSS? | Yes/No |
| 3. | Whether the Volunteer has participated in at least one Unit level 7 days Special Camp? | Yes/No |
| 4. | Whether the Volunteers has participated in at least one National/Regional Programme like RD/Pre-RD Parade Camps, NSS Mega Camps, National Integration Camps, North East Youth Festivals, National Youth Convention/ Suvichar under National Youth Festival, Adventure camps, State level Camps, University/District level camps etc?<br>(Proof attached at page no…….) | Yes/No<br>if yes, please indicate name of the programme. |
| 5. | Whether Volunteer is below 26 year of age (29 years in case of SC/ST) as on 31.03.26?<br>(Proof attached at page no…….) | Yes/No |
| 6. | Whether the Volunteer has joined the NCC along with NSS? | Yes/No |
| 7. | Whether the Volunteer has joined the YRC along with NSS? | Yes/No |
| 8. | Whether the Volunteer has been convicted by any court of law or any case/investigation is pending him/her?<br>(Proof attached at page no……) | Yes/No |

**B. Performance/ Achievements:**

The achievement shall be considered for the 2 year volunteership period, which should fall within last 2 year.

| S.No. | Parameter | Factual Position | |
|---|---|---|---|
| | | 2024-25 | 2025-26 |
| 1. | **Plantation:**<br>No. of Sapling planted and taken care by the Volunteer personally<br>(Attach Certificate from Principal/ Chairperson or copy of NSS Attendance register signed by the then Principal/Chairperson)<br>(proof attached at page no…) | | |
| 2. | **Blood Donation:**<br>a) No. of Blood donation camp organized by NSS Unit in the Campus | | |
| | b) Blood donated by Volunteer personally (No. of Units)<br>(Attach Certificate from Principal/ Chairperson or copy of NSS Attendance register signed by the then Principal/Chairperson, also attach copy of blood donation certificate)<br>Page No…… | | |
| 3. | Health related Camps/ Rallies/ Campaign attended in the Institution by NSS Unit.<br>(Certified by the Principal/Chairperson during the event or certified attendance of that time)<br>page no….. | | |
| 4. | **Environment/Cleanliness/Other Awareness activities other than point no. 1 to 3:**<br>a) Environment Awareness Camps/ Programme/ Rallies/ Campaigns attended by NSS Volunteer | | |
| | b) Cleanliness Programmes | | |
| | c) Other Awareness Programmes<br>(Attach Certificate from Principal/ Chairperson or copy of NSS Attendance register signed by the then Principal/Chairperson) | | |

| | | | |
|---|---|---|---|
| | Page no….. | | |
| **5.** | **<u>Activities related to:</u>**<br>a) Physically Challenged Person<br>b) Orphanage Homes<br>c) Old Age Homes | | |
| **6.** | **Participation in any other NSS Activity/ Programme etc Organized by NSS Unit Other than Point No. 1 to 5.**<br>(Attach Certificate from Principal/ Chairperson or copy of NSS Attendance register signed by the then Principal/Chairperson)<br>Page no….. | | |
| **7.** | **Members of organizing committee in any NSS Event.**<br>a) **International/National** | | |
| | **b) State/Regional Event** | | |
| | **c) DLC/ULC** | | |
| | **d) Unit level**<br>(Document must be Signed by the then PO and Counter signed by the then Principal or Certificate by the Principal)<br>Page No……. | | |
| **8.** | **Participation of NSS Volunteers in National/State/ University/ District NSS Camps (One Volunteer will Count One time in Each Category Camp in prescribed time)**<br>a) RD/IYP Camp | | |
| | b) NIC | | |
| | c) Pre-RD | | |
| | d) Adventure Camp | | |
| | e) NYF | | |
| | f) State Level Camp | | |
| | g) ULC/DLC | | |

| | | | |
|---|---|---|---|
| | a) Any other camp above the level of University/District organized by NSS<br><br>(Proof attached at Page No….) | | |
| **9.** | **Position of NSS volunteer in competitional events in NSS Programme only.**<br>• At National Level | | |
| | • At State Level | | |
| | • At District Level | | |
| | • At Unit Level<br>(Only certified documents from organizer will be consider) (Page No……) | | |
| **10.** | **Best NSS Volunteer in 7 days camp / Camp Leader**<br>(Document must be Signed by the then PO and Counter signed by the then Principal or Certificate by the Principal) (Page No……..) | | |
| **11.** | **<u>Best NSS Volunteer of the University/District</u>**<br>(Document must be Signed by the then NSS Coordinator) (page no.____) | | |
| **12.** | **Appreciation Certificate/Award received by NSS Volunteers for active participation in NSS/ social activities during the period of volunteership**<br>• National level | | |
| | • State level | | |
| | • District / University level from Programme Coordinator/ NSS Cell | | |
| | • College/ School/ Unit level | | |
| | • MP/MLA/MC/Gram Panchayat level<br>(Only one Certificate will be counted in each Category) (Page No……) | | |
| **13.** | Status of CV Profile on My Bharat Portal (Attach Screen Shot along with activity) | | |
| **14.** | Other outstanding achievements of the Volunteer (Other than the above points and not include any appreciation/award) | | |

**Note:**

1. The details mentioned above should tally with those given in the main proposal. In case of major deviation, the proposal will be liable to rejection.
2. Since the award is for the year 2025-26, the volunteers completing their 2 years volunteership during 2025-26 i.e. 31.03.2026 (2024-25 & 2025-26) only are to be considered. For the same reason, the achievement of the volunteer shall be considered for the 2 year volunteership period, which would fall within last 2 years i.e. 2024-25 and 2025-26. In other words, the NSS Volunteer should have been a student, pursuing a regular course, for which he/she is being nominated. The NSS Volunteers should indicate his/her personal achievements only, and not the achievements of the entire NSS unit. For instance, he/she should indicate saplings planted/blood donated by him/her personally in a programme and not by the entire NSS unit.

**Declaration by Volunteer:-** I hereby declare that all the information provided in the proforma is true and correct. If any information is found to be incorrect, I shall be personally responsible.

**Signature of NSS Volunteer**

**Declaration by NSS PO of particular NSS Unit:-** I hereby declare that all the information provided in the proforma is checked from official record and found true and correct. If any information is found to be incorrect, I shall be responsible for that.

**Signature of NSS PO of particular NSS Unit**

**Declaration by Principal/HOD:-** I hereby declare that all the information provided in the proforma is checked from official record and found true and correct. If any information is found to be incorrect, I shall be responsible for that.

**Signature of the Principal**

**Signature of the Programme Coordinator**

**Signature of the Vice Chancellor/Registrar/DEO**

**(Award Applications of Polytechnics should be submit through Director/JD/DD of Technical Education Department)**

**Signature of the SNO**