

WHAT IS EVALUATION?

The term evaluation signifies an attempt to know how far a given effort or project has achieved its objectives. All evaluation activity is therefore, in the nature of a positive service and not fault finding. As such, evaluation should end with an indication of the ways and means of bringing about better results from the operation of the programme. Self-evaluation is carried out by the individual or unit to measure one's own effectiveness.

OBJECTIVES AND PURPOSES OF EVALUATION OF NSS UNITS

The objectives of evaluation of NSS units are to :-

1. enable the NSS student volunteers and teachers to examine the objectives of their NSS Unit critically; make clear the purposes and examine the entire programme and activities in the terms of their objectives;
2. help them to determine how far their plans have progressed and to what extent their objectives have been achieved so that they may gain confidence, satisfaction and the base for further improvement;
3. help in understanding the factors which make for proper selection of projects;
4. provide a means for testing the methods, approaches and techniques used in the programmes;
5. help student-volunteers and teachers define the objectives in terms of what they can actually accomplish;
6. assess the education and other benefits derived by the student volunteers;
7. assess the benefit accruing to the community-tangible and intangible and
8. appraise the effectiveness of organisation, administrative and supervisory procedure adopted in the programme.

The Programme Officer should undertake evaluation at the end of the year. Proforma for submitting report to this office are given herewith.

Following are the last date for submitting reports:-

Yearly Evaluation Report	--30 th June, every year.
Half Yearly Report	--31 st October, every year.
Quarterly Report	-- end of June/Sept./Dec./March

SUPERVISION

The traditional concept of supervision has undergone sea changes. Earlier, the supervisors, visits were considered as an occasion to find faults only. At present, the supervising officers are expected to take stock of the situation on the whole, advise and guide the Programme Officers and NSS Units for furthering the NSS activities.

MONITORING

To ensure proper growth and development of NSS, it is very essential to monitor the progress of activities in the field. Proper monitor ensure that necessary corrective measures are initiated at appropriate time and at appropriate level to correct any damage by wrong decisions or negligence at all levels. Monitoring also helps to keep as watch on achievement of targets and appraise the plans and projects in the light of actual experience in the field.

The NSS programme can be monitored constantly through field visits and meeting the key functionaries and periodical reports. The field visits have to be discussed with the head of institutions in details. It will be in the interest of NSS Programme if each visit is made useful keeping in view the basic aims of NSS.

REPORTING

The reporting system is aimed at providing necessary feed-back about the field to the head of administration regularly. Such feed-back enables the head of administration to keep a watch over the execution of plans and ensure necessary remedial actions be taken to achieve the targets allotted to them.

Reports at College Level

- (a) The colleges will submit a quarterly report of activities to the NSS Programme Coordinator of the university/+2 councils concerned. Quarterly reports will be submitted within 15 days after the end of the every quarter. These reports should reach the NSS Programme Coordinator by 15th October, 15th January and 15th April and 15th July.
- (b) The colleges will intimate the NSS Programme Coordinator regarding the dates, venue and number of NSS volunteers participating in special camping programmes. This information should reach the NSS Programme Coordinator, NSS Regional Centre, State Liaison Officer and Coordinator (Trg.) TORC/TOC 15 days ahead of the date of commencement of the camp (s). On the 3rd day of the camp, the Programme Officer shall inform the Programme Coordinator about the actual number of campers.
- (c) After the camps are over the NSS Programme Officer will submit a report to the NSS Programme Coordinator regarding the participation in the camp, completion of the projects and financial expenditure as prescribed by the Programme Coordinator.
- (d) If any special project is undertaken by the NSS units(s), complete report of the project should be sent to the NSS Programme Coordinator, Regional Center, State Liaison Officer and TORC/TOC for their information.
- (e) The NSS Programme Coordinators will provide the NSS units with the proforma on which the quarterly report of regular activities and the reports regarding special camps are to be furnished to him/her by the NSS units.