

## **GUIDE LINE TO CLAIM 10 MARKS**

### **Volunteers Work Diary / Work Record Cards**

- i. The Work Record Cards should be numbered serially Class wise and arranged in order of the name as per the Certified List.
- ii. The Diaries must be submitted along with Certified List.
- iii. Name on Work Record Cards, Enrolment Lists and Certified Lists must tally.
- iv. All Work Record Cards should be signed by the NSS Volunteer, NSS Programme Officer and the College Principal.
- v. Regular NSS activities – Descriptive report inclusive of every project mentioned in the work Diary of the NSS Volunteers, in absence of this, such projects shall not be considered for the Evaluation.
- vi. Special Camp descriptive report inclosing of no. of volunteer participated, activities conducted during camp, participation of villages, achievements and follow up activities.
- vii. If the College NSS Unit has undertaken a project in association with a N.G.O., they must submit the letter from concerned N.G.O. specifying the activities conducted.

### **Certify List of the Volunteers Completing 120 hours**

- i. The lists should be submitted in set of Three Copies in the prescribed proforma.
- ii. The lists should be typed. (Handwritten lists will not be accepted).
- iii. If the College has more than one NSS Unit, care should be taken not to split the class among the Unit i.e., only one consolidated list in alphabetical order should be sent for one class.
- iv. A separate list should be typed for every class, for example: F.Y.B.Com. is one Class and F.Y.B.Sc., BMM, BMS, etc. is another Class and separate forms should be used for every Class.
- v. One page should not contain more than 20 Names.
- vi. Names should be typed in block letters in full. Initials will not do.
- vii. The order of typing the Names should be as follows:  
Surname/Candidate's Name/Father's or Husband's Name/Mother's Name.
- viii. Female Volunteer should necessarily be indicated by Oblique (/) Mark.
- ix. The Column indicating the "Examination Seat No." should be kept blank, if the same are not received before sending the list.
- x. In the space provided for writing Number of students in the Class, the total number of Volunteers Completing 120 hours in that particular Class should be mentioned.
- xi. Every page of the list for every class should be signed (not stamped) by the Programme Officer and the Principal after putting the Seal of the College.
- xii. The Colleges should take care that the names are properly and fully typed. In case of any typographical error in the names, the respective student may not get benefit of 10 Mark. It will not be possible in any case request for change in the name later on.
- xiii. In order to avoid complication; please display the lists of the volunteers completing 120 hours on the College/NSS Notice Board and invite objections, if any, from the Volunteers before sending the lists to the NSS Cell. (a week before).

**LIST OF THE VOLUNTEERS COMPLETING 120 HOURS IN PREVIOUS YEAR BUT NOT APPEARING AT THE EXAMINATION FOR SAME YEAR AND APPEARING AT THE EXAMINATION FOR FIRST TIME.**

If there are any NSS Volunteer who was certified and held eligible by the University for 10 Grace Marks under NSS in previous year and is appearing at the annual examinations of March/April/May, 2014 for the First Time their list should be submitted in specific format (as enclosed) along-with necessary documents such as Xerox copies of Hall ticket, Mark sheets, Medical Certificate, etc. in duplicate. In case of any difficulty, the Programme Officers are requested to contact University NSS office for further clarification.

It has been observed that some Colleges without the authorization from the University, NSS Cell, directly award the benefit of 10 Marks to the NSS Volunteers appearing for the examination (such as first year/second year) partially or wholly conducted by the Colleges THIS IS HIGHLY OBJECTIONABLE.

**PLEASE DO NOT SEND ANY DOCUMENTS DIRECTLY TO THE CONTROLLER OF EXAMINATION AT VIDYANAGARI FOR AWARD OF 10 MARKS UNDER NSS.**