

UNIVERSITY OF MUMBAI
NATIONAL SERVICE SCHEME



Web site- www.nssmu.org
Tel. / Fax- 2287 3696
Vidyapeeth Vidyarthi Bhavan,
2nd Floor, 'B' Road, Churchgate,
Mumbai – 400 020.
No. NSS/ 972 /2015-2016.
Date – 02.02.2016

To,
The Principal,
.....
.....

Sub:- Submission of NSS Regular & Special Camp reports & Scrutiny of 10 marks document

Dear Sir/Madam,

The academic year 2015-2016 is nearing to an end and it is time for the Evaluation of Work. This year we have decided to hold Scrutiny of 10 marks documents and Evaluation Session separately. The venue & date of scrutiny and submission of documents are as follows:

SCRUTINY OF 10 MARKS DOCUMENTS: -

For the conveniences and speedy work, scrutiny of 10 marks documents will be conducted at District / Zone level. **The respective NSS District Co-ordinator will decide the date & venue for the scrutiny of 10 marks document for the convenience of the College NSS Unit.** The College NSS Unit is expected to present the NSS activity report on POWER POINT presentation at the time of scrutiny of the documents.

You are requested to depute NSS Programme Officer/s to submit the documents & give the **power point presentation** as per below.

Venue :-

on at Incomplete documents will not be accepted. You are also requested to make it sure that all the documents must submitted on the date allotted to your College NSS Unit. District Co-ordinator of respective District is incharge for the centre.

NSS Programme Officers are requested to read carefully the enclosed guidelines related to 10 marks before filling documents. The list of the documents to be submitted at scrutiny as fallows....

- Work Record Card should be kept in College for record after verification (page no. 20, 21 of NSS Volunteers work diary)
- Certified List in triplicate as per proforma with consolidated report of completing 120 hrs (strictly as per attached format & Guideline only)
- Undertaking by the Principal for certified list & NSS Awards.
- Performa-V claiming benefit of 10 marks to the Ex.-NSS Volunteer.
- Xerox copy of the Special Camp attendance
- Yearly report and *Swachh Bharat Mission* report as per format
- Descriptive report of Regular NSS activities & Special Camp along with few action photographs & news paper clipping, if any
- List of the volunteer completing 240 hours and one Special Camp for the certificates.
(All formats are available on NSS Website www.nssmu.org.in)

You are requested to depute NSS Programme Officers positively as per above details. Expect your co-operation.

With regards,

Yours sincerely,

Prof. B.S.Bidve
NSS Programme Co-ordinator.

Note: 1) Pl. submit the Regular Programme and Special Camp audited statement with all related documents in duplicate on or **before 30th March, 2016.**

College Code No: _____

(please send in Duplicate)

PROFORMA - VI
UNIVERSITY OF MUMBAI
NATIONAL SERVICE SCHEME UNIT
CONSOLIDATED REPORT OF STUDENTS
COMPLETION OF 120 HOURS DURING THE YEAR 2015- 2016

NAME OF THE COLLEGE : _____

NO. OF THE UNIT (S) : _____

NAME OF THE PROGRAMME OFFICER : _____

SR. NO.	CLASS	CLASS CODE	MALE	FEMALE	TOTAL
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
Total					

Details of the Ex-Student-Appear for the Examination in First Time.

(As per the Proforma – V)

SR.NO.	CLASS	MALE	FEMALE	TOTAL
1				
2				
3				
Total				

SIGNATURE OF THE PROGRAMME
OFFICER (S)

SIGNATURE OF THE PRINCIPAL
WITH STAMP

1. Please send this Report along with 10 mark related documents.

PROFORMA- V

FOR CLAIMING BENEFIT OF 10 GRACE MARKS FOR THOSE VOLUNTEERS WHO COULD NOT APPEAR FOR THE FIRST EXAMINATION AND WISH TO APPEAR FOR SUBSEQUENT EXAMINATION.

NAME OF THE COLLEGE : _____

CLASS : _____

Sr.No	Name of the Volunteer				Examination Seat Number	The Year in which the 120 hours were completed
	Sur Name	Name	Fathers Name	Mothers Name		

I Certify that the candidates mentioned above have participated, in the NSS programme and have satisfactorily completed at least 120 hours of social service comprising the time spent in at least two types of projects as per the rules of NSS Cell, University of Mumbai, those students have not appeared in March / April / May, _____ Examination and that are appearing for Examination which will be held in _____ for the first time.

Signature of the NSS Programme Officer

Signature of the College Principal

Rubber Stamp of the College

PROFORMA- VII

LIST OF STUDENTS WHO COULD COMPLETE 120 HOURS

CERTIFIED LIST

NAME OF THE COLLEGE: _____

NO. OF UNIT/S _____ YEAR - **2015-2016**

NAME OF THE EXAMINATION (CLASS) _____

NO. OF STUDENTS COMPLETING 120 HOURS IN THIS CLASS _____

Statement showing the details of such of the students who could complete 120 hours of Regular NSS work during the year _____

Sr. No	VCE No.	NAME OF THE VOLUNTEER				Examination Seat Number
		SUR NAME	NAME	FATHERS NAME	MOTHERS NAME	

CERTIFICATE

“We hereby certify that the candidates mentioned above have participated in NSS Programme and have satisfactory completed 120 hours in social service, comprising the time spent in at least two types of projects as per the rules of rules of NSS Cell, University of Mumbai.”

SIGNATURE OF THE PROGRAMME OFFICER

SIGNATURE OF PRINCIPAL.

(RUBBER STAMP OF THE COLLEGE)

Proforma- XX

List of the Volunteers completing 240 hours in two years & One Special Camp

- a. List of the Volunteer participated in NSS for two years (2014-15 & 2015-16) and completed 120 hours in each year and one special camp of 7 days in the year 2015-16.

Name of the College : _____

Sr.No.	Name of the Volunteers	Class	Year in which he/ she completed		
			120 hours	120 hours	Special Camp

Signature of the NSS Programme Officer

Signature of the College Principal

Rubber Stamp of the College

NOTE : Volunteers is entitled to receive certificate from University NSS Cell if he / she completed 240 hours in two academic year (2014-15 & 2015-16 - 120 hour each year) and one Special Camp of 07 days

Proforma- XX-A

- b. Consolidated Report of the NSS Volunteers completed 240 hrs in two consecutive years (2014-15 & 2015-16) & One Special Camp of 07 days.

Sr.No.	Class	Class Code	Male	Female	Total
1					
2					
3					
4					
5					
TOTAL					

Signature of the NSS Programme Officer

Signature of the College Principal

Rubber Stamp of the College

NOTE : Volunteers is entitled to receive certificate from University NSS Cell ONLY, if he / she completed 240 hours in two academic year (120 hour each year) and one Special Camp of 07 days.

Proforma - XXII –

Undertaking by Principal for Completion of 120 hours during the year 2015-16

I, _____ Principal of _____ hereby Certified that the _____ number of N.S.S. Volunteers listed in the Certified List Signed by me and the N.S.S. Programme Officer have participated in NSS Programme and have satisfactory Completed 120 hours in Social Services, Comprising the time spent in at least two types of projects and one Special Camp (One in Two years) as per the rules of N.S.S. Cell, University of Mumbai.

I also undertake that such N.S.S. Volunteers Students Currently in 1st year of 2nd year of Degree Course and have not participate in Special. Camp shall participate in the Special Camp in the Academic year - 20____ - 20____.

DATE :

Signature of the Principal

Rubber Stamp for the College.

Proforma - XXIII -

Undertaking by Principal for Submission of Award Proposals for the year 2015-16

I, _____ Principal of _____ College, hereby enclosing the Nomination of my College for the NSS District/ University/ State / Indira Gandhi National Award for the year 20____ - 20 ____ for College NSS Unit / NSS Programme Officer / NSS Students Volunteer/s .

OR

I am not submitting the Nomination of NSS District/ University/ State / Central Govt. Awards for the Academic year 20____ - 20 ____.

DATE: _____

Signature of the Principal.

Rubber Stamp for the College.

NATIONAL SERVICE SCHEME
Swachh Bharat Mission- Report – 2015-16

Activities conducted under **Swachh Bharat Mission** by the College.

Name of the College: _____

**Total students in College: _____ ** Total students enrolled in NSS: _____

A- REGULAR NSS ACTIVITIES:

➤ Adopted area for **Swachh Bharat Mission** activities- mention name & exact location of the adopted area.

- ✓ College : _____
- ✓ Slum : _____
- ✓ Road : _____
- ✓ Bus Stand : _____
- ✓ Railway Station : _____
- ✓ Seashore / Beach : _____
- ✓ Market Place : _____
- ✓ Any other- specify : _____

➤ Description of the activities conducted in REGULAR PROGRAMME under the **Swachh Bharat Mission** at above area / venue: _____

No of Street Play conducted: _____ No. of Rally organised: _____

➤ Approx population covered during the **Swachh Bharat Mission** Campaign in above adopted area: _____

B- SPECIAL CAMPING PROGRAMME

➤ Venue : _____

➤ Duration: From _____ to _____

➤ Total Days / hours devoted for **Swachh Bharat Mission**

➤ Total number of student participated:- Male _____ Female _____ Total _____

➤ Description of the activities conducted in SPECIAL CAMPING PROGRAMME under **Swachh Bharat Mission**: _____

➤ Any innovative mode (ways) of **Swachh Bharat Mission** Campaign: _____

➤ Follow-up action/ plan for the **Swachh Bharat Mission** campaign

C- TOTAL NO. OF NSS VOLUNTEERS ATTENDED SWACHHTA OATH CEREMONY :-

Signature of the NSS Programme Officer

College seal

Principal

DETAILS OF ENCLOSURE TO BE SUBMITTED ALONG WITH AUDITED STATEMENT

A- REGULAR NSS PROGRAMME AUDITED STATEMENT

1.	Proforma "A" in Marathi (Proforma-X)	:	All the column should be filled (as per the guidelines) with complete information in all respect in two copies. Signature of NSS Programme officer/s, Principal and chartered Account along with rubber stamp.
2.	Utilization certificate (Proforma-XI)	:	Proforma 'A' total amounts and Utilization certificate amount should be same and it should sign by the Charter Accountant with his rubber stamp and registration number. <u>Date before 31st March</u>
3.	Brief report (Proforma-XII)	:	As per Proforma
4.	120 hours list (Proforma-VI)	:	Xerox of certified list should be attached duly attested by the Principal with College seal.
5.	Enrolment list (Proforma-III)	:	Same as forwarded earlier to NSS Cell, if it is Xerox of original, it should be attested by Principal with College seal.
6.	Inventory of Articles purchased during the year (Proforma-XIII)	:	Inventory of articles purchased during the year such equipments, which can be used for a period of more than year. The entire item shown in this enclosure should be shown in the dead stock register. Stationary & other consumable item should not be shown in this Register.
7.	Dead stock (Proforma-XIV)	:	Dead stock should show the item of dead stock purchased from the inception of NSS unit in two copies, (including the item shown in the inventory of article purchased during the year) excluding the item which are written off in the college NSS advisory committee meeting

B- SPECIAL CAMPING PROGRAMME

1.	Proforma "B" in Marathi (Proforma-XVIII)	:	All the column should be filled (as per the guideline) with complete information in all respect in two copies.
2.	Utilization certificate (Proforma-XI)	:	Proforma 'B' total amount and Utilization certificates amount should be same and it should sign by Chartered accountant with his rubber stamp and registration number. <u>Date before 31st March</u>
3.	Brief report (Proforma-XII)	:	As per Proforma
4.	Attendance sheet (Proforma-XIX)	:	Every day attendance should be kept and all the participated volunteer, non-students & Teacher should be sign the attendance sheet for the 7days Special camp. Original copy of the attendance sheet should be enclosed with accounts. The Xerox should be attested by the College Principal with college seal.

NOTE :- All the documents should be sent in **duplicate** (in TWO COPIES) and Xerox copies should attested by College Principal with College seal.

FINANCIAL PATTERN – 2015-2016

REGULAR NSS PROGRAMME - Government Grants Rs. 250/- per Vol. for the year (as per enrolment)

Deduction at University for Administration	30	
Fund available for College NSS unit		220
Retain by University for Badges/Diaries/Others	10	

Out of Pocket allowance for NSS Programme Officers	48	
Establishment / Administration at College	10	
Programme Development Fund	152	

SPECIAL CAMPING PROGRAMME – Government Grant **Rs.450/-** per Vol. For Seven Days residential Camp (50% of enrolment)

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.