



(NSS Programme coordinator)

Tel /Fax No.: 022-22873696
National Service Scheme Unit,
Vidyapeeth Vidyarthi Bhavan,
2nd Floor, B. Road, Churchgate,
Mumbai-400 020
No. NSS/ 1144/2010-2011
Date :- 18th January 2011.

To,
The Principal,
.....

Dear Sir/Madam,

The academic year 2010-2011 is nearing to an end and it is time for the Evaluation of Work. This year we have decided to hold Evaluation Session and Scrutiny of 10 Marks documents separately. The venue & date of evaluation session and submission of documents are as follow

SCRUTINY OF 10 MARKS DOCUMENTS: - For the conveniences and speedy work, scrutiny of 10 marks documents will be conducted. 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** along with two NSS volunteers as per below.

Venue :-
.....on
..... from 10.00 a.m. 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 area is incharge for this centre.

EVALUATION SESSION:-

The date and venue of the evaluation session for your College NSS Unit is as follows:

Venue:
.....

Date: Time 11.00 a.m. to 5.00 p.m.

The NSS Programme Officer must report for the session on 10.30 a.m. Programme Officers are requested to read carefully the **NSS Manual** for all the guidelines related to 10 marks before filling documents.

- [] Work Record Card (page no. 20, 21 of NSS Volunteers work diary)
- [] Certified List in triplicate as per proforma with consolidated report of completing 120 hrs.(page no. 30 & 31 of Manual)
- [] Undertaking by the Principal for certified list & NSS Awards (page no. 47 of Manual)
- [] Performa V claiming benefit of 10 marks to the Ex.-NSS Volunteer. (manual page no. 29)

- □□□□□□□□ Report on Disaster Management
- □□□□□□□□ Report of Red Ribbon Club- HIV/AIDS Awareness Programme
- □□□□□□□□ Yearly report as per format in Manual .(page no. 51 & 52 of Manual)
- □□□□□□□□ Descriptive report of Regular NSS activities & Special Camp along with few action photographs & news paper clipping
- □□□□□□□□ List of the volunteer completing 240 hours and one Special Camp for the certificates.

(All formats are available in NSS Manual and also in NSS Website www.nssmu.org.)

You are requested to depute all NSS Programme Officers positively for scrutiny and Evaluation Session as per above details. Expect your co-operation.

With regards,

Yours sincerely,

Prof. Atul Salunke

I/c, NSS Programme Co-ordinator.

Note: 1) Pl. submit the regular and special camp audited statement with all related documents in duplicate on or **before 30th March, 2011.**

2) If you are not submitted the Reports / Audited Statement of Regular & Special Camp activities, your 10 grace marks list of NSS Volunteers will not be forward to college/University examination section.

Copy for information to...

- 1) Hon. Vice chancellor, University of Mumbai
- 2) The Resister, University of Mumbai
- 3) The Finance & Accounts Officer, University of Mumbai