



22/NSS/DHSE/2012

NSS Cell
DHSE

Circular

Thiruvananthapuram

Date: 01/02/2012

To
Principal
.....

Sub : NSS Certificate & Grace Marks
Submission of application reg-

The active NSS volunteers appearing for Higher Secondary (II Year) Public Examination are eligible for 2%/3%/5% grace mark as per Govt. Order GO (MS) No. 43/2009/H. Edn. Dated, Thiruvananthapuram 27/05/2009. The Director, Higher Secondary Education has nominated a monitoring team for verifying the activities carried out by NSS Volunteers & unit at different levels.

Principals are directed to download and distribute application forms (Proforma I attached herewith) to eligible NSS volunteers, collect them duly filled in and signed, compare and verify the facts and figures with that in the registers kept in the office, convince the monitoring team of the performance of the Volunteers and submit an affidavit in the prescribed format (Proforma II) to the Programme Co-ordinator through PAC for awarding grace marks. The monitoring team will visit your school at any time in February. Principal may contact DCs concerned to obtain details of PAC visits.

Principals are further directed to convene meetings of plus one & plus two volunteers separately at the time of visit of PAC members for programme evaluation purpose. Permanent attendance register of regular activities, volunteers work dairy, permanent attendance register of special camps signed by individual volunteers etc are to be presented before PAC. Temporary / yearly attendance register / papers signed or ticked and stitched together will not be accepted. The affidavit attached herewith has to be correctly filled in typing the names error freely, cross checked with exam register number, printed back to back on a single A4 sheet. Three copies of the same is to be prepared and signed by the principle & PAC members. One copy is to be retained with the Principal, another one with district convener and the third to be handed over to the Co-ordinator through DC for further steps.

S d/-

List of enclosures:
Performa I to III

Programme Co-ordinator

School Code:

Govt. of Kerala
Directorate of Higher Secondary Education
National Service Scheme

.....SchoolDistrict

Application for NSS Certificate and Grace Mark 2011-12

1. Name of NSS Volunteer (block letters) :
2. Examination Reg. No. (HSE) :
3. Class & Subject of Study :
4. Age & Date of Birth :
5. Sex :
6. Year of Study :
7. Regular Activities attended (hours) : during Plus one: during plus two:
8. Details of Special Camp attended

No of Days	Residential	Non residential	Date / Venue

9. Special Programmes attended

District Level	Regional Level	State Level	National Level

10. Whether eligible for additional : Yes/ No

Grace Mark (if yes attach separate application with copies of certificate of National event)

11. Any other information :

Declaration

Ihereby declare that the above facts and figures are true and correct to the best of my knowledge and belief. I have attended 120 hrs. of Regular Activity every year for two years and have attended a seven day Residential Special Camp.

I request you to kindly recommend me for NSS Certificate and Grace Mark.

Place :

Name and Signature of Volunteer

Date :

For Office use only
Comment & Counter Signature by Programme Officer
Recommendation by the Principal

School Code: **Affidavit by Principal for obtaining NSS Certificate & Grace Mark**

I may furnish here below the Names of active NSS Volunteers of.

Unit No. District.

Sl. No	Reg. No. (HSE)	Name of Volunteer (In Block letters)	Date, Venue & duration of Special Camp attended	Whether attended National Camps If yes furnish details
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Seal

Signature

Continued over leaf

31				
32				
33				
34				
35				
36				
37				
38				
39				
40				
41				
42				
43				
44				
45				
46				
47				
48				
49				
50				

I Principal HSS
..... District, certify that the above..... Nos. of
NSS volunteers have actively participated 120hrs of Regular NSS Activities yearly for two years
and have attended a seven day Residential NSS Special Camp during their Higher Secondary
Course 2010 - 2012.

I hereby declare that I have verified the relevant records kept in this office, in this regard
and learned that they are eligible for NSS Certificate and Grace Marks. Hence I recommend their
names for Awarding NSS Certificate and Grace Mark.

Place :

Date :

Signature

Counter Signed by
District Convener /Monitoring Team, NSS



NATIONAL SERVICE SCHEME DIRECTORATE OF HIGHER SECONDARY EDUCATION

PRO FORMA FOR PERFORMANCE ASSESSMENT

District : _____ Unit No : _____
 Name of School : _____ Name of Programme Officer: _____
 Name of Principal : _____ Name of PAC Member : _____

I NSS VISIBILITY CHECK (Use Tick Mark) Material & Above			Details/ Remarks
1	NSS Name Board	Installed Not installed	
2	NSS Notice Board	Installed Not installed	
3	NSS Office	Yes No	
4	Campus Cleanliness/ Beautification	(Whether presence of NSS is felt) Yes No	
5	Green Campus	Yes No	
6	Creative and Constructive Programme	Yes No	

II RECORDS (Whether Maintained) (Use Tick Mark) Minutes book of Advisory Committee		Yes	No	Remark
1	Enrolment Register	Yes	No	
2	Attendance Register (Should be signed by the volunteer-tick/ into mark will not be accepted) Regular Activities Special Camp	Yes Yes	No No	
3	Cash Book and Pass Book kept up-to-date	Yes	No	
4	Regular Activity fund withdrawals	Lump sum	In less than three installments	In four or more installments

5	Diary of NSS Volunteers: Whether maintained by plus one & plus two volunteer	Plus 1 Plus 2	Yes Yes	No No	
6	Project Diary of Programme Officer		Yes	No	

III PARTICIPATION IN THE PROGRAMMES

1	Volunteers	No. of Participants				Remark
		Plus I		Plus II		
		Male	Female	Male	Female	
	a) Leadership Training Camp					
	b) District Level Training Camp					
	c) Pre camp orientation					
	d) Other Programmes (Specify)					
	e) State Level Programme (Specify)					
	F) National Camps (Specify)					
	g) Special Camp of the unit					
2	Programme Officers/Principal (Whether participated) (Use Tick Mark)					If not, Why
	a) Regional Conference for Action Planning		Yes	No		
	b) Regional Conference for Account Settlement & Performance Audit		Yes	No		
	c) State Level Programmes (Specify)		Yes	No		
	d) District Level Programmes (Specify)		Yes	No		
	e) District Level Instruction Meeting Convened by DC/RPC		Yes	No		
	f) Other Programmes (Specify)		Yes	No		

IV. Programme reports in soft copy-with separate programme wise folders (Whether handed over)

		Yes	No	
V. Programme Notice & News paper cuttings		Yes	No	Remark
1	Regular Activities	Yes	No	
2	Mini Camp	Yes	No	
3	Special Camp (7 day Residential Camp)	Yes	No	
4	Other Programmes	Yes	No	

VI. TRAINING PROGRAMMES OF PROGRAMME OFFICERS

		Details	Remark
--	--	---------	--------

1	NSS Orientation Programme (7 Day, ETI)		
2	Refresher Training (5 Days TOC)		
3	Short Term Training conducted by NSS Cell (New Induction Training Programme)		

VI PROGRAMMES AND PROJECTS CONDUCTED

i.NSS Orientation Programme (Whether effectively conducted) (unit wise details)

a	Meaning		
b	Motto		
c	Aims and Objectives		
d	The system		
e	NSS Song		
f	Funding Patterns		
g	Group and Group Leaders		
h	Others		

ii. Towards Individual Growth of Volunteers (unit wise details of initiatives)

1.	Volunteerism		
2.	Communication		
	a. Ability in Public Speaking		
	b. Poster writing		
	c. Notice making		
	d. Sending and processing of email messages		
	e. Others		
	(Developed through providing involvement in programme development, its planning, discussion, execution and documentation)		
2	Stage Fright- Five individual appearance per year		
3	Career Awareness – for goal setting		
4	Vocational Training		
	a) Agriculture		
	b) Making of toilet soap		
	c) Note Book		
	d) Bag, File Making		
	e) Repair Work		
	f) Others		
5	Behaviour		
	a) Knowledge of Mannerisms		

	b) Dress Code c) Courtesy d) Concern of fellow beings e) others		
iii. Towards Community Service			
1	Tree Planting - Gramavanam, Construction of Biodiversity Park, Protection of Trees/ Mangrove Planting etc.		
2	Health Sector (At least One Action per Year) a) Medicine Box b) First Aid Clinic c) "VELICHAM" -Eye Donation d) Body Mass Index e) Blood Donation f) Eye Camp g) Medical Camp h) Abolished Drugs Awareness etc i) Health Card j) Others		
3	National Integration and Communal Harmony (At least One Programme per year) a) Sahayanam b) State Integration c) Cultural Exchange Programme District Level d) Others		
4	Environment Protection Programme (At least One Programme per year) a) Jalayanam b) Nature Protection c) Anti Plastic Programme d) Pollution e) Carbon Foot Printing f) Organic Fencing g) Waste management h) Others		
5	Readiness to intervening in social issues a) Disaster Management b) Crisis Management c) First Aid		

	d) Traffic Rules e) ST Development Programme f) Others		
6	Construction of Durable Assets a) House b) School Building c) Libraries and Reading Room d) Class Rooms e) Latrine and urinals f) Afforestation e) Others (The above twelve items are recommended to be achieved by each volunteer before their names are recommended for grace mark.)		
7	Process Documentation & Spot e-mailing Report Photos News paper clippings Others	Yes No	

General Comment on the performance of the Unit :

Signature
District Convenor

Signature
Name of the PAC Member