



സർക്കുലർ

01/2/ NSS/DHSE/2018

12/01/2018

ഹയർ സെക്കണ്ടറി നാഷണൽ സർവ്വീസ് സ്കീമിന്റെ നേതൃത്വത്തിൽ ജനുവരി 20 മുതൽ 31 വരെ അന്തർജില്ലാ പിഎസി സന്ദർശനവും യൂണിറ്റുകളെ വിലയിരുത്തലും സംഘടിപ്പിക്കുന്നു. വിലയിരുത്തുന്നതിന്റെയും പ്രവർത്തനങ്ങളുടെയും അടിസ്ഥാനത്തിൽ യൂണിറ്റുകളെ ഗ്രേഡ് ചെയ്യുന്നതാണ്. ചുവടെ ചേർക്കുന്ന പെർഫോമ 5 ന്റെ കോപ്പി സ്കൂളുകളിൽ അന്തർജില്ലാ പിഎസി സന്ദർശന സമയത്ത് നൽകേണ്ടതാണ്. പിഎസി അംഗങ്ങളെ പ്രിൻസിപ്പൽമാർ അന്തർജില്ലാ സന്ദർശനത്തിനായി നിർബന്ധമായും വിടുതൽ നൽകേണ്ടതാണ്.

ഒപ്പ്

ഡോ.ജേക്കബ് ജോൺ
പ്രോഗ്രാം കോഡിനേറ്റർ

(Proforma - V)

SCORE SHEET

District :

Name of School :

Unit No. :

School Code:

Sl.No	Item	Mark
1	NSS Visibility Check	5
2	Record Keeping - properly	12
3	Participation in the Programme	
	1.volunteer	10
	2.Programme Officer/Principals	10
4	Programme Report	8
5	NSS Orientation	10
6	Towards individual Growth of volunteers	10
7	Trained Programme Officer	5
8	Programmes & Project conducted	20
	Total	100



**NATIONAL SERVICE SCHEME
DIRECTORATE OF HIGHER SECONDARY EDUCATION**

PROFORMA FOR PERFORMANCE ASSESSMENT

District : Unit No :
Name of School : Name of Programme Officer :
Name of Principal : Name of PAC Members :
1.
2.

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 & Green campus	(Whether presence of NSS is felt) Yes No	
5	Whether the Volunteers wear NSS Badge at the Programmes	Yes No	

RECORDS & REGISTERS –

Sl.No.		Registers properly maintained	
1	Enrolment Register	Yes	No
2	Project Register	Yes	No
3	Stock Register	Yes	No
4	Visitors Diary	Yes	No
5	Cash Book	Yes	No
6	Regular Activity Attendance	Yes	No
7	Advisory Committee Minutes Book	Yes	No
8	Circular file	Yes	No
9	Special Camp Attendance	Yes	No
10	Audit file	Yes	No
11	Volunteers work diary	Yes	No
12	Personal Work Diary- Programme Officer	Yes	No

Participation in the Programme (10 mark- 2 mark each)

	Volunteers	No. of Participants				Remark
		Plus-I		Plus-II		
		Male	Female	Male	Female	
1	a. Leadership Training Camp					
	b. District Level Training Camp					
	c. Pre Camp Orientation					
	d. State Level Programmes (Specify)					
	e. National Camps (Specify)					
	f. Other Programmes (Specify)					

Participation in the Programme (10 mark- 2 mark each)

2	Programme Officers/Principal (Whether participated) (use Tick Mark)			If not, why
	a. Regional level /District level Conference for Action Planning	Yes	No	
	b. District Level Programmes (Specify)	Yes	No	
	c. District Level Instruction Meeting Convened by DC/RPC	Yes	No	
	d. Cluster/PAC level programmes	Yes	No	
	e. State Level Programmes (Specify)& Other Programmes (Specify)	Yes	No	

Programme Reports in soft copy with separate programme wise folders
(Whether handed over)

	Photos, Programme Notice & News Paper Cuttings			Remark
1	Regular Activities (through website)	Yes	No	
2	Special Camp (7 Day Residential Camp)	Yes	No	
3	All programmes informed to PAC & submitted reports properly	Yes	No	
4	Other Programmes (Specify)	Yes	No	

Training Programme of Programme Officers

	Details- Date	Remark
1	NSS Orientation Programmes (7 day, ETI)	

NSS Orientation

I	NSS orientation Programme (Whether effectively conducted) (unit wise details)	
1	Meaning of NSS	
2	Motto	
3	Aims & Objectives	
4	Administrative System	
5	NSS Song	
6	Funding Pattern	
7	Group & Group Leaders	
8	Emblem	
9	Commissions	
10	Others	

II	Towards individual Growth of volunteers (unit wise details of initiatives)	
	10 mark -2mark each	
1	Volunteerism Communication a. Ability in public speaking b. Poster writing c. Notice Making	
2	Stage Fright- Five individual appearance per year.	
3	Organisation Capacity to volunteers	
4	Community interaction	
5	Leadership skills	

**Programmes & Project conducted
(1 to 10, 8 programmes Compulsory)**

SI No	Programme- Sector	Programme details	Remarks
1	Rajatha bhavanam		
2	Subhiksham		
3	Aksharadeepam Vinjanakairali Vayankootam		
4	Blood Donation Mega Directory		
5	Rajathagramam(Adopted village)		
6	Green Protocol		
7	Health Sector		
8	Padheyam		
9	Bal swatchatha mission		
10	Palliative Care		
11	Environment Protection Programme		
12	Kavalal(Antidrug campaigning)		
11 to 21 , 7 Programmes compulsory			
11	Punarjani		
12	Aksharadeepam		
13	Snehasammanam		
14	Helping hand to Otherwise disabled		
15	Computer Literacy		
16	Legal Awareness		
17	Kyethangu		
18	Snehasparsham		
19	Paithrukam		
20	Usage of Ink pen		
21	Book to Library(Birth day)		
22	Other Programme (Specify)		



NATIONAL SERVICE SCHEME
DIRECTORATE OF HIGHER SECONDARY EDUCATION

PERFORMANCE ASSESSMENT COMMITTEE MEMBERS

REMARKS FORM

District : Unit No :

Name of PAC Members :

1.

2.

Name of School :

Name of Programme Officer :

Name of Principal :

Number of Volunteers qualified for grace mark	
Number of Volunteers unqualified for grace mark	
Whether Volunteers unqualified for grace mark, specify the reason:	
Whether the unit unqualified for grace mark, specify the reason:	

Signed by PAC Monitoring Team

1.

2.