



திருவள்ளூர் பல்கலைக்கழகம்
THIRUVALLUVAR UNIVERSITY
(A State University)
Serkkadu, Vellore – 632 115, Tamilnadu, India



Dr.K. Ravichandran
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TVU/NSS/ 2023/ Best NSS Award /
To

Date: 23-07-2023

The Principals / NSS Programme Officers
NSS implementing institutions
Thiruvalluvar University

Sir / Madam,

Sub: Thiruvalluvar University – National Service Scheme (NSS) Application invited for the University Level NSS Award for the best NSS Programme Officer/ NSS Volunteer/ Unit/ Regular Activities/ Special Camping Programme/ Self Financing Unit for the year 2022- 2023 –Nominations Called for – Reg.

Ref: Approval of the Vice-Chancellor. Dt: 21.08.2023.

I am by direction to inform that, the Thiruvalluvar University NSS Cell has instituted the Awards to recognize the services rendered by the NSS Volunteers, Programme Officers and the NSS Unit functioning in the Colleges of our Thiruvalluvar University Jurisdiction (included villupuram, cuddalore, and kallakuruchi). The details of the awards are given below:

Category	Number of award	Value / Award
Best NSS Programme Officer	1	Cash Award of Rs.5000/-, Medal and Appreciation certificate
Best NSS Students Volunteer	1	Cash Award of Rs.5000/-, Medal and Appreciation certificate
Best NSS Unit	1	Medal and Appreciation Certificate
Best NSS Special Camping Pgoramme	1	Medal and Appreciation Certificate
Best NSS Regular Activities Programme	1	Medal and Appreciation Certificate
Best Self – Financing NSS Unit.	1	Medal and Appreciation Certificate

Eligibility Criteria:

As per the guidelines, a programme officer, who completed two years of continuous service in NSS, trained in General Orientation course and conducted Special camps is alone eligible to apply. Similarly a volunteer with 240 hours of NSS work (i.e. Enrollment for 2 years in NSS and has the work diary, signed by programme officer) participated in Special camp is alone eligible to apply. A Programme Officer, who completed two years of service in the College NSS Unit, trained in General Orientation, achieves 75% of enrolment in Regular and Special Camping Programmes is Eligible to apply. Therefore, the above said guidelines will be strictly adhered during the final selection at the University Level.

Therefore, the programme officers and Student volunteers are requested to send proposals for the best programme Officer, Volunteer, NSS Unit, Regular Activities Programme, Special Camping Programme and Self Financing Unit in the prescribed proforma enclosed separately in the form of a neat booklet with all evidences on or before 14.09.2023 to the below address:

The NSS Programme Co- Ordinator, National Service Scheme, Thiruvalluvar University, Serkkadu, Vellore-632 115.

Your kind cooperation is much solicited.

-SD-

NSS Co-Ordinator

Copy to:

1. PA to VC / Registrar.
2. File



THIRUVALLUVAR UNIVERSITY



National Service Scheme Cell

Proforma for University Level NSS Award 2022- 23 – for Programme Officer

1.	Name of the College / Institution with full address Mail-id and Telephone No.			
2.	Name of the Principal			
3.	Name of the NSS Programme Officer			
4.	Programme Officer Residential Address with mobile number			
5.	Whether the Programme Officer got trained orientation at ETI, If yes, please attach the copy of the Certificate	Yes / No Enclosed / Not Enclosed		
6.	Sex			
7.	Date of Birth & Age			
8.	Educational Qualification			
9.	Date of Joining as NSS Programme Officer in the College / Institution			
	Total Period of Service as Programme Officer (Certificate from the Principal / Head of Institution to be attached)			
10	How many NSS units are functioning in the College / Institution			
11	Year from which NSS programme is operating in the College / Institution			
11	Allocation and Actual Enrolment of Volunteers during the past 2 years in the College / Institution	Year	Allocated Strength	Target Achieved
		2021-22 2022-23		
12	Special Camping Target during the past 2 years	Year	Target Allocated	Target Achieved
		2021-22 2022-23		
13	Name of the Adopted Village			
14	Conduct of College / Institution NSS Advisory Committee Meetings (Mention dates during the past two years & attach a list of latest minutes)			

Performance Achievement in the last two years 2021-22 & 2022 - 23				
	Parameter	Factual Data		
		2021-22	2022-23	TOTAL
15	Plantation of Saplings Mention No. of Saplings Planted Photos & valid Supportive Documents to be enclosed for evaluation			
16	Blood Donation Mention No. of Camps organised Mention No. of Units donated Photos & valid Supportive Materials to be enclosed for evaluation			
17	Health / Eye / Immunisation Camps Mention No. of Camps conducted Photos & Supportive Documents to be enclosed.			
18	National Important Days Mention No. of Programmes organised Photos & Supportive Documents to be enclosed			
19	Awareness Programmes Indicate No. of Programmes conducted (Mention the names of awareness activities) Photos & Supportive Documents to be enclosed			
20	Creation of Durable Assets in the last 2 years. Mention No. of Assets created (Attach Photos, details of assets in separate sheet)			
21	Other Achievements and Leadership Camps. Please clearly indicate the names of activities. Mention No. of activities conducted Photos and Evidences to be enclosed			
22	National, State, University and Directorate level workshops/ seminars / programmes conducted / participated Mention the names of programmes Attach supportive documents & photos			
23	Awards or appreciations received, if any Mention the Names of awards and enclose photos and supporting documents No. of Awards and Appreciations received			
24.	Regularity in submission of Quarterly, Half Yearly and Annual Report to University / Directorate			

25	Whether the Programme Officer submitted UC & Audit Statement up to 2022-23 to University / Directorate	
26.	Whether the Programme Officer maintains all Registers / Records (Please enclose the list of Registers / Records maintained at your College / Institution)	
27.	Whether the Programme Officer has been convicted by a court of law or any case / investigation is pending against him/her? (Certificate from the Principal / Head of Institution to be attached)	
28	Signature of Programme Officer	
29.	Recommendation of the Principal / Head of the Institution	

Programme Officer

Programme Coordinator

Principal

Note:

- Programme Officer, applying for the Award has to furnish the data and achievements of his / her unit only and not the other units functioning in the College / Institution
- Nomination should be sent in the form of a Booklet and contain only 100 Pages
- Pages in the Nomination Booklet should be properly Numbered
- He / She should have completed two years of service as NSS Programme Officer
- Programme Officer should have been trained at an ETI
- The NSS unit should have been in existence continuously for at least 5 years
- The NSS unit should have adopted a Village and conducted Special Camp
- He / She should not have received the Award last year



THIRUVALLUVAR UNIVERSITY



National Service Scheme Cell

Proforma for University Level NSS Award 2022- 23 – for NSS Volunteers

1.	Name of the University / Directorate	
2.	Name of the College / Institution (with address , telephone number and mail-id)	
3.	Name of the Principal of College / Head of Institution	
4.	Name of the Programme Officer Mobile No. Mail-id	
5.	Name of the NSS Volunteer	
	Year & Branch / Class of Study	
	Sex	
	Community	
	Contact Mobile No.	
	Mail-id	
	Residential Address with Pincode	
6.	Period of Volunteership of the Volunteer [Certificate from NSS Programme Officer to be attached]	
7.	Mention Number of Hours completed during volunteership Details of activities / programmes attended during 2021-22 & 2022-23 with related hours [for 240 Hours] need to be furnished in a separate page. (Copy of Regular Activities Service Certificate to be enclosed)	
8.	Details regarding Participation in Special Camp Mention Dates of Special Camp participated (Copy of Special Camp Certificate to be enclosed)	
9	Whether the Volunteer has been convicted by any court of Law or any case investigation is pending against him / her? [Certificate from Principal the College / Head of Institution to be attached]	

Performance / Achievements of Volunteer during 2021-22 & 2022-23				
	Parameter	Factual Data		
		2021-22	2022-23	Total
10	<u>Plantation of Saplings</u> Mention No. of Saplings planted by the Volunteer personally Photos and Valid supportive documents to be enclosed for evaluation			
11	<u>Blood Donation</u> Mention the No. of Units donated by the Volunteer Photos and copy of related Certificate received from the competent authority to be enclosed for evaluation			
12	<u>Participation in Health / Eye / Immunisation Camps</u> Mention No. of Camps participated Indicate the names of camps and attach related photos in a separate page			
13	<u>Participation in Awareness Programmes / Rallies / Campaigns</u> Mention No. of programmes attended Indicate the names of programmes Attach details and related photos in a separate page			
14	<u>Participation in Creation of Assets in the adopted village</u> Mention No. of activities Attach related photos and details in a separate page			
15	<u>Shramdhan Activities</u> Mention No. of activities participated Indicate the names of activities and attach photos and details in a separate page			
16	<u>Details regarding Participation in National / State / University / Directorate / College Level NSS Programmes</u> Mention the Event and enclose the copy of the Certificates [National RD, State RD, Pre RD, NIC, Youth Festival, Adventure Camp, Workshops and seminars, etc]			
17	Awards / Appreciations Received Mention the No. of Awards and Appreciation Letters Received Attach photos and copy of the appreciation letters received			

18	Signature of the Volunteer	
19	Signature of the Programme Officer (Programme Officer to enclose a write up about the Volunteer highlighting his / her participation in various programmes / activities during 2021-22 and 2022-23)	
20	Signature of the Principal / Head of Institution	

Programme Officer

Programme Coordinator

Principal

Note:

- **Since the Award is for the year 2022-23, the applicant should have completed his / her 2 Years NSS volunteership period during 2021-22 & 2022-23.**
- **The achievements of the volunteer shall be considered for the 2 years volunteership period only which would fall within 2 years i.e., 2021-22 and 2022-23.**
- **The NSS volunteer should indicate his / her personal achievements only, and not the achievements of the entire NSS unit. For example, he / she should indicate saplings planted / blood donated by him / her personally in a programme and not be the entire NSS unit. He / She should enclose valid documents for evaluation his / her activities / programmes participated.**



THIRUVALLUVAR UNIVERSITY

National Service Scheme Cell

Proforma for University Level NSS Award 2022- 23 – for NSS Unit



1.	Name of the College / Institution with full address Mail-id and Telephone No.			
2.	Name of the Principal			
3.	Name of the NSS Programme Officer			
4.	Programme Officer Residential Address with mobile number			
5.	Whether the Programme Officer got trained orientation at ETI, If yes, please attach the copy of the Certificate	Yes / No Enclosed / Not Enclosed		
6	Date of Joining as NSS Programme Officer in the College / Institution			
	Total Period of Service as Programme Officer (Certificate from the Principal / Head of Institution to be attached)			
7	How many NSS units are functioning in the College / Institution			
8	Year from which NSS programme is operating in the College / Institution			
9	Allocation and Actual Enrolment of Volunteers during the past 2 years in the College / Institution	Year	Allocated Strength	Target Achieved
		2021-22 2022-23		
10	Special Camping Target during the past 2 years	Year	Target Allocated	Target Achieved
		2021-22 2022-23		
11	Name of the Adopted Village			
12	Conduct of College / Institution NSS Advisory Committee Meetings (Mention dates during the past two years & attach a list of latest minutes)			

Performance Achievement in the last two years 2021-22 & 2022 - 23				
	Parameter	Factual Data		
		2021-22	2022-23	TOTAL
13	Plantation of Saplings Mention No. of Saplings Planted Photos & valid Supportive Documents to be enclosed for evaluation			
14	Blood Donation Mention No. of Camps organised Mention No. of Units donated Photos & valid Supportive Materials to be enclosed for evaluation			
15	Health / Eye / Immunisation Camps Mention No. of Camps conducted Photos & Supportive Documents to be enclosed.			
16	National Important Days Mention No. of Programmes organised Photos & Supportive Documents to be enclosed			
17	Awareness Programmes Indicate No. of Programmes conducted (Mention the names of awareness activities) Photos & Supportive Documents to be enclosed			
18	Creation of Durable Assets in the last 2 years. Mention No. of Assets created (Attach Photos, details of assets in separate sheet)			
19	Other Achievements and Leadership Camps. Please clearly indicate the names of activities. Mention No. of activities conducted Photos and Evidences to be enclosed			
20	National, State, University and Directorate level workshops/ seminars / programmes conducted / participated Mention the names of programmes Attach supportive documents & photos			
21	Awards or appreciations received, if any Mention the Names of awards and enclose photos and supporting documents No. of Awards and Appreciations received			
22.	Regularity in submission of Quarterly, Half Yearly and Annual Report to University / Directorate			

23	Whether the Programme Officer submitted UC & Audit Statement up to 2022-23 to University / Directorate	
24.	Whether the Programme Officer maintains all Registers / Records (Please enclose the list of Registers / Records maintained at your College / Institution)	
25.	Whether the Programme Officer has been convicted by a court of law or any case / investigation is pending against him/her? (Certificate from the Principal / Head of Institution to be attached)	
26	Signature of Programme Officer	
27.	Recommendation of the Principal / Head of the Institution	

Programme Officer

Principal

Programme Coordinator

Note:

- Programme Officer, applying for the Award has to furnish the data and achievements of his / her unit only and not the other units functioning in the College / Institution
- Nomination should be sent in the form of a Booklet and contain only 100 Pages
- Pages in the Nomination Booklet should be properly Numbered
- He / She should have completed two years of service as NSS Programme Officer
- Programme Officer should have been trained at an ETI
- The NSS unit should have been in existence continuously for at least 5 years
- The NSS unit should have adopted a Village and conducted Special Camp
- He / She should not have received the Award last year



THIRUVALLUVAR UNIVERSITY



National Service Scheme Cell

Proforma for University Level NSS Award 2022- 23 – for NSS SF Unit

1.	Name of the College / Institution with full address Mail-id and Telephone No.			
2.	Name of the Principal			
3.	Name of the NSS Programme Officer			
4.	Programme Officer Residential Address with mobile number			
5.	Whether the Programme Officer got trained orientation at ETI, If yes, please attach the copy of the Certificate	Yes / No Enclosed / Not Enclosed		
6	Date of Joining as NSS Programme Officer in the College / Institution			
	Total Period of Service as Programme Officer (Certificate from the Principal / Head of Institution to be attached)			
7	How many NSS units are functioning in the College / Institution			
8	Year from which NSS programme is operating in the College / Institution			
9	Allocation and Actual Enrolment of Volunteers during the past 2 years in the College / Institution	Year	Allocated Strength	Target Achieved
		2021-22 2022-23		
10	Special Camping Target during the past 2 years	Year	Target Allocated	Target Achieved
		2021-22 2022-23		
11	Name of the Adopted Village			
12	Conduct of College / Institution NSS Advisory Committee Meetings (Mention dates during the past two years & attach a list of latest minutes)			

Performance Achievement in the last two years 2021-22 & 2022 - 23				
	Parameter	Factual Data		
		2021-22	2022-23	TOTAL
13	Plantation of Saplings Mention No. of Saplings Planted Photos & valid Supportive Documents to be enclosed for evaluation			
14	Blood Donation Mention No. of Camps organised Mention No. of Units donated Photos & valid Supportive Materials to be enclosed for evaluation			
15	Health / Eye / Immunisation Camps Mention No. of Camps conducted Photos & Supportive Documents to be enclosed.			
16	National Important Days Mention No. of Programmes organised Photos & Supportive Documents to be enclosed			
17	Awareness Programmes Indicate No. of Programmes conducted (Mention the names of awareness activities) Photos & Supportive Documents to be enclosed			
18	Creation of Durable Assets in the last 2 years. Mention No. of Assets created (Attach Photos, details of assets in separate sheet)			
19	Other Achievements and Leadership Camps. Please clearly indicate the names of activities. Mention No. of activities conducted Photos and Evidences to be enclosed			
20	National, State, University and Directorate level workshops/ seminars / programmes conducted / participated Mention the names of programmes Attach supportive documents & photos			
21	Awards or appreciations received, if any Mention the Names of awards and enclose photos and supporting documents No. of Awards and Appreciations received			
22.	Regularity in submission of Quarterly, Half Yearly and Annual Report to University / Directorate			

23	Whether the Programme Officer submitted UC & Audit Statement up to 2022-23 to University / Directorate	
24.	Whether the Programme Officer maintains all Registers / Records (Please enclose the list of Registers / Records maintained at your College / Institution)	
25.	Whether the Programme Officer has been convicted by a court of law or any case / investigation is pending against him/her? (Certificate from the Principal / Head of Institution to be attached)	
26	Signature of Programme Officer	
27.	Recommendation of the Principal / Head of the Institution	

Programme Officer

Principal

Programme Coordinator

Note:

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- Pages in the Nomination Booklet should be properly Numbered
- He / She should have completed two years of service as NSS Programme Officer
- Programme Officer should have been trained at an ETI
- The NSS unit should have been in existence continuously for at least 5 years
- The NSS unit should have adopted a Village and conducted Special Camp
- He / She should not have received the Award last year



THIRUVALLUVAR UNIVERSITY



National Service Scheme Cell

Proforma for University Level NSS Award 2022- 23 – for NSS Regular Activities

1.	Name of the College / Institution with full address Mail-id and Telephone No.			
2.	Name of the Principal			
3.	Name of the NSS Programme Officer			
4.	Programme Officer Residential Address with mobile number			
5.	Whether the Programme Officer got trained orientation at ETI, If yes, please attach the copy of the Certificate	Yes / No Enclosed / Not Enclosed		
6	Date of Joining as NSS Programme Officer in the College / Institution			
	Total Period of Service as Programme Officer (Certificate from the Principal / Head of Institution to be attached)			
7	How many NSS units are functioning in the College / Institution			
8	Year from which NSS programme is operating in the College / Institution			
9	Allocation and Actual Enrolment of Volunteers during the past 2 years in the College / Institution	Year	Allocated Strength	Target Achieved
		2021-22 2022-23		
10	Conduct of College / Institution NSS Advisory Committee Meetings (Mention dates during the past two years & attach a list of latest minutes)			

Performance Achievement in the last two years 2021-22 & 2022 - 23				
	Parameter	Factual Data		
		2021-22	2022-23	TOTAL
11	Plantation of Saplings Mention No. of Saplings Planted Photos & valid Supportive Documents to be enclosed for evaluation			
12	Blood Donation Mention No. of Camps organised Mention No. of Units donated Photos & valid Supportive Materials to be enclosed for evaluation			
13	Health / Eye / Immunisation Camps Mention No. of Camps conducted Photos & Supportive Documents to be enclosed.			
14	National Important Days Mention No. of Programmes organised Photos & Supportive Documents to be enclosed			
15	Awareness Programmes Indicate No. of Programmes conducted (Mention the names of awareness activities) Photos & Supportive Documents to be enclosed			
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17	Other Achievements and Leadership Camps. Please clearly indicate the names of activities. Mention No. of activities conducted Photos and Evidences to be enclosed			
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19	Awards or appreciations received, if any Mention the Names of awards and enclose photos and supporting documents No. of Awards and Appreciations received			
20.	Regularity in submission of Quarterly, Half Yearly and Annual Report to University / Directorate			

21	Whether the Programme Officer submitted UC & Audit Statement up to 2022-23 to University / Directorate	
22	Whether the Programme Officer maintains all Registers / Records (Please enclose the list of Registers / Records maintained at your College / Institution)	
23	Whether the Programme Officer has been convicted by a court of law or any case / investigation is pending against him/her? (Certificate from the Principal / Head of Institution to be attached)	
24	Signature of Programme Officer	
25.	Recommendation of the Principal / Head of the Institution	

Programme Officer

Principal

Programme Coordinator

Note:

- Programme Officer, applying for the Award has to furnish the data and achievements of his / her unit only and not the other units functioning in the College / Institution
- Nomination should be sent in the form of a Booklet and contain only 100 Pages
- Pages in the Nomination Booklet should be properly Numbered
- He / She should have completed two years of service as NSS Programme Officer
- Programme Officer should have been trained at an ETI
- The NSS unit should have been in existence continuously for at least 5 years
- The NSS unit should have adopted a Village and conducted Special Camp
- He / She should not have received the Award last year



THIRUVALLUVAR UNIVERSITY



National Service Scheme Cell

Proforma for University Level NSS Award 2022- 23 – for NSS Special Camping Programme

1.	Name of the College / Institution with full address Mail-id and Telephone No.			
2.	Name of the Principal			
3.	Name of the NSS Programme Officer			
4.	Programme Officer Residential Address with mobile number			
5.	Whether the Programme Officer got trained orientation at ETI, If yes, please attach the copy of the Certificate	Yes / No Enclosed / Not Enclosed		
6	Date of Joining as NSS Programme Officer in the College / Institution			
	Total Period of Service as Programme Officer (Certificate from the Principal / Head of Institution to be attached)			
7	How many NSS units are functioning in the College / Institution			
8	Year from which NSS programme is operating in the College / Institution			
9	Allocation and Actual Enrolment of Volunteers during the past 2 years in the College / Institution	Year	Allocated Strength	Target Achieved
		2021-22		
		2022-23		
10	Conduct of College / Institution NSS Advisory Committee Meetings (Mention dates during the past two years & attach a list of latest minutes)			

Performance Achievement in the last two years 2021-22 & 2022 - 23				
	Parameter	Factual Data		
		2021-22	2022-23	TOTAL
11	Plantation of Saplings Mention No. of Saplings Planted Photos & valid Supportive Documents to be enclosed for evaluation			
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14	National Important Days Mention No. of Programmes organised Photos & Supportive Documents to be enclosed			
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17	Other Achievements and Leadership Camps. Please clearly indicate the names of activities. Mention No. of activities conducted Photos and Evidences to be enclosed			
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21	Whether the Programme Officer submitted UC & Audit Statement up to 2022-23 to University / Directorate	
22	Whether the Programme Officer maintains all Registers / Records (Please enclose the list of Registers / Records maintained at your College / Institution)	
23	Whether the Programme Officer has been convicted by a court of law or any case / investigation is pending against him/her? (Certificate from the Principal / Head of Institution to be attached)	
24	Signature of Programme Officer	
25.	Recommendation of the Principal / Head of the Institution	

Programme Officer

Principal

Note:

- Programme Officer, applying for the Award has to furnish the data and achievements of his / her unit only and not the other units functioning in the College / Institution
- Nomination should be sent in the form of a Booklet and contain only 100 Pages
- Pages in the Nomination Booklet should be properly Numbered
- He / She should have completed two years of service as NSS Programme Officer
- Programme Officer should have been trained at an ETI
- The NSS unit should have been in existence continuously for at least 5 years
- The NSS unit should have adopted a Village and conducted Special Camp
- He / She should not have received the Award last year