

## Guidelines for Indira Gandhi NSS Awards

### **1. Introduction:**

**1.1 National Service Scheme (NSS)** was launched in the year 1969 (Mahatma Gandhi's Birth Centenary year), with the primary objective of developing the personality and character of the student youth through voluntary community service. The ideological orientation of the NSS is inspired by the ideals of Mahatma Gandhi. Very appropriately, the motto of NSS is "*NOT ME, BUT YOU*".

**1.2 Programme Structure:** NSS is being implemented in Senior Secondary Schools, Colleges and Universities. The design of the NSS envisages that each educational institution covered under the Scheme has at least one NSS unit comprising of normally 100 student volunteers, led by a teacher designated as Programme Officer (PO). Each NSS unit adopts a village or slum for taking up its activities. An NSS volunteer is required to undertake the following work/ activities:

- **Regular NSS Activity:** Each NSS volunteer is required to put in minimum 120 hours of community service per year for two years, i.e., total 240 hours. This work is undertaken in villages/ slums adopted by NSS unit or school/ college campuses, usually after study hours or during weekends.
- **Special Camping Programme:** Each NSS unit organises a Special Camp of 7 days' duration in adopted villages or urban slums during vacations with some specific projects by involving the local communities. Each volunteer is required to participate in a Special Camp once during the 2-year period.

**1.3 Nature of Activities under NSS:** Briefly, the NSS volunteers work on issues of social relevance, which keep evolving in response to the needs of the community, through regular and special camping activities. Such issues include (i) literacy and education, (ii) health, family welfare and nutrition, (iii) environment conservation, (iv) social service programmes, (v) programmes for empowerment of women, (vi) programmes connected with economic development activities, (vii) rescue and relief during calamities, etc.

### **2. Objective of Indira Gandhi NSS (IG NSS) Awards:**

The objective of IG NSS Awards is to recognise and reward outstanding contributions towards voluntary community service made by the Universities/ Senior Secondary (+2) Councils, NSS Units/ Programme Officers and NSS Volunteers, with a view to further promote NSS.

### 3. Nature of Awards:

The following Awards are conferred every year:

S. No	Category	No. of Awards	Value of Award
1.	University/ +2 Council	02	<b>First Award:</b> Rs.2,00,000/- (for NSS Programme Development) with a Trophy to the University/ +2 Council. A Certificate and a Silver Medal to the Programme Coordinator. <b>Second Award:</b> Rs.1,00,000 lakh (for NSS Programme Development) with a Trophy to the University/ +2 Council. A Certificate and a Silver Medal to the Programme Coordinator.
2.	NSS Units and their Programme Officers	10 + 10	Rs.70,000/- to each NSS Unit (For NSS Programme Development), with a Trophy. Rs. 20,000/- to each Programme Officer with a Certificate and a Silver Medal.
3.	NSS Volunteers	30	Rs. 15,000/- to each Volunteer, with a Certificate and a Silver Medal.

In addition to the above, **Certificates of Appreciation** are sometimes given to a very limited number of nominees.

### 4. Criteria for Eligibility and Performance Evaluation:

#### 4.1 University/ +2 Council:

**4.1.1 Eligibility Conditions:** The following conditions should be fulfilled in order to be eligible for consideration for the Award:

- a) The University (which should be duly recognised by UGC/ Central/ State Government)/ +Council should be implementing NSS programmes continuously for at least last 5 years (including the year *for which* the Awards are being conferred).
- b) The University/ +Council should have a minimum strength of 5,000 NSS volunteers (as on the last date of the year *for which* the Awards are being conferred).
- c) The University/ +Council should have achieved at least 75% of the NSS enrolment and Special Camping targets for last 3 years (including the year *for which* the Award is being conferred).
- d) At least 75% of the NSS volunteers enrolled under the University/ +Council should have completed 240 hours of volunteership and special camping during last 3 years (including the year *for which* the Award is being conferred).

- e) The NSS functionaries under the University/ +Council should not have been convicted by a court of law and there should not be any case/ investigation pending against any of them.
- f) The University/ +Council that has already been conferred with the IG NSS Award, shall not be eligible for the Award again for a period of ten years after the year *for which* the Award was conferred.

**4.1.2 Criteria for Performance Evaluation:** The Performance of the Universities/ +Councils shall be evaluated based of objective criteria, including their achievements in plantation of saplings, blood donation, organisation of health/ eye/ immunisation camps, organisation of awareness programmes/ rallies/ campaigns on various issues, creation of durable assets through shramadaan, organisation of national-level programmes and other outstanding achievements. The achievements during last 3 years (including the year *for which* the Award is being conferred) shall be taken into account for this purpose.

## **4.2 NSS Units and their Programme Officers:**

**4.2.1 Eligibility Conditions:** The following conditions should be fulfilled in order to be eligible for consideration for the Award:

- a) The NSS Unit to be considered for the Award shall be a single NSS Unit. Thus, in case a Programme Officer is in-charge of more than one NSS Units for any reason, one of such Units should be identified and all the data should be furnished for that particular unit only.
- b) The NSS Unit should have been in existence continuously for at least 5 years (including the year *for which* the Awards are being conferred).
- c) The volunteer strength of the NSS Unit should be as per guidelines during last 3 years (including the year *for which* the Awards are being conferred).
- d) The NSS Unit should have adopted a village/ slum as per guidelines and achieved Special Camping targets during last 3 years (including the year for which the Award is being conferred).
- e) The Programme Officer should have completed at least 2 years (as on the last date of the year for which the Award is being conferred) as the Programme Officer of the particular NSS Unit which is being considered for the Award.
- f) The Programme Officer should have been trained at an ETI.
- g) The Programme Officer should not have been convicted by a court of law and there should not be any case/ investigation pending against him/ her.

**4.2.2 Criteria for Performance Evaluation:** The Performance of the NSS Unit shall be evaluated based of objective criteria, including their achievements in plantation of saplings, blood donation, organisation of health/ eye/ immunisation camps, organisation of awareness programmes/ rallies/ campaigns on various issues, creation of durable assets through shramadaan

and other outstanding achievements. The achievements during last 3 years (including the year *for which* the Award is being conferred) shall be taken into account for this purpose.

### **4.3 NSS Volunteers:**

**4.3.1 Eligibility Conditions:** The following conditions should be fulfilled in order to be eligible for consideration for the Award:

- a) The NSS Volunteer should have completed 2 years' volunteership under NSS during the year for which Award is being conferred (since the Award is conferred for a particular year, volunteers completing their volunteership prior to that year cannot be considered for the Award).
- b) The NSS Volunteer should have completed minimum 240 hours of community service during the 2 consecutive years of volunteership.
- c) The NSS Volunteer should have attended at least one Special Camp.
- d) The NSS Volunteer should have attended at least one National/ Regional NSS programme like R.D/ Pre-RD Parade Camps, NSS Mega Camps, North East Youth Festivals, National Youth Convention/ Suvichar under National Youth Festival, Adventure Camps, etc.
- e) The NSS Volunteers should not be more than 25 years of age (28 years in case of SC/ST) as on the last date of the financial year for which the Award is being conferred.
- f) The NSS Volunteer should not have been convicted by a court of law and there should not be any case/ investigation pending against him/ her.

**4.3.2 Criteria for Performance Evaluation:** The Performance of the NSS Volunteer shall be evaluated based of objective criteria, including their achievements in plantation of saplings, blood donation, attending health/ eye/ immunisation camps, attending awareness programmes/ rallies/ campaigns on various issues and other outstanding achievements. The achievements shall be considered for the 2-year volunteership period, which should fall within last 3 years (including the year *for which* the Award is being conferred).

## **5. Procedure for Selection:**

**5.1 Selection Committees:** The selection shall be done through a multi-stage objective selection process, starting with senior secondary school/ college level and going up to National level. The composition of Selection Committees at various levels shall be as follows:

- a) At the College/ School level, the Committee shall comprise of the Principal of the College/ School (chairperson), the Programme Officer (convenor) and an eminent person.
- b) At the University/ +2 Council Level, the Committee shall comprise of the Vice Chancellor/ Head of the +2 Council (chairperson), Programme

Coordinator (convenor), Dean of Student Welfare/ Director of College Development Council and 2 eminent persons.

- c) At the State Level, the Committee shall comprise of the Secretary in-charge of NSS (chairperson), State Liaison Officer (convenor), Head of NSS Regional Centre, Director of Higher/ School Education, Director/ Coordinator of the ETI(s) concerned and 2 eminent persons.
- d) At the National Level, the Committee shall comprise of the Secretary, Youth Affairs (chairperson), Joint Secretary, Youth Affairs, Programme Adviser, NSS, Secretary, UGC, Secretary, AIU and 2 eminent persons. The Under Secretary, NSS shall function as convenor of the Committee.

5.2 **Other Guidelines/ Instructions:** Some other guidelines/ instructions in this regard are as follows:

- a) The States/ UTs should not recommend any case where even the minimum eligibility conditions, as specified Para-4.1.1, 4.2.1 and 4.3.1 are not met.
- b) Each State/ UT can recommend *maximum* one University/ +2 Council, 2 NSS Units (along their Programme Officers) and 4 NSS Volunteers (2 Boys and 2 Girls). Recommendations in excess of this number shall be rejected outright.
- c) The recommendations should be arranged in the order of merit.
- d) Check List (as applicable) should be filled up in prescribed proforma and attached with the Proposal.

## 6. **Submission of Nominations and related matters:**

- 6.1 The nominations for the Award shall be furnished to the Ministry in the enclosed prescribed Proforma along with duly filled-up Checklists.
- 6.2 The selected Awardees shall be invited for National Awards Ceremony and will be entitled to travel by Economy Class Air Fare for Vice Chancellors and Programme Coordinators, by IIAC for College/ School Principals and Programme Officers and by IIIAC for NSS Volunteers by shortest route. In case of NE States, Air Travel will be allowed between the concerned State and Guwahati/ Kolkata (to and fro), beyond which the journey is to be undertaken by train.

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**Proforma for Recommending UNIVERSITY/ +2 COUNCIL for  
INDIRA GANDHI NSS AWARDS**

1.	Name of the State/ UT	
2.	Name of the University/ +2 Council, with address and other contact particulars	
3.	Name of the Vice-Chancellor/ Director of Senior Secondary Education/ Chairperson of +2 Council (with contact particulars)	
4.	Name of the Programme Coordinator (with contact particulars)	
5.	Date from which University/ +2 Council is operating NSS Programmes	
6.	(a) Number of NSS units under the University/ +2 Council; (b) Total number of colleges/ schools having NSS	
7.	Whether strength of NSS units is as per guidelines?  [Please indicate allocation of target and actual enrolment during 2012-13, 2013-14 and 2014-15]	
8.	Adoption of Villages/ Slums and completion of Special Camping targets  [Please indicate targets for adoption of villages/ slums and Special Camping and actual achievement during 2012-13, 2013-14 and 2014-15]	
9.	% of volunteers completing 240 hours of volunteership and special camping targets?  [Please indicate percentage for the years 2012-13, 2013-14 and 2014-15]	
10.	Whether the NSS functionaries under the University/ +2 Council have been convicted by a court of law or any case/ investigation is pending against any of them?  [Certificate from the competent authority of the University to be attached]	

11.	<p>Performance/ Significant Achievements of the University/ +2 Council during 2012-13, 2013-14 and 2014-15 (Extra sheets for details of the achievements):</p> <p>a) Plantation (No. of Programmes organised and saplings planted)</p> <p>b) Blood Donation (No. of Camps organised and blood units donated)</p> <p>c) Health/ Eye/ Immunisations Camps (No. of Camps organised)</p> <p>d) Awareness Programmes (AIDS/ Environment/ Others) (No. of Programmes organised)</p> <p>e) Creation of Duration Assets (Estimated value of Assets)</p> <p>f) National level Programmes organised (Names of Programmes)</p> <p>g) Awards received (Details of Awards received)</p> <p>h) Other Outstanding Achievements (Details of achievements).</p>	
12.	<b>Whether the duly filled check list attached?</b>	<b>Yes/ No</b>
13.	Other Remarks, if any	

**Signatures of the Programme Coordinator**

**Signature of the Vice Chancellor/ Chairman**

**Signature of the SLO**

**Signature of the Competent Authority in the State/ UT**

**CHECKLIST for**  
**Indira Gandhi NSS Awards for Universities/ +2 Councils**

**Name of the University/ +2 Council:**

**A. Eligibility Criteria:**

S. No	Parameter	Factual Position
1.	Whether the University (which has been duly recognised)/ +2 Council has been operating NSS Programmes <i>continuously</i> for last at least 5 years, i.e. during 2010-11 and onwards.	Yes/ No
2.	Whether University/ +2 Council has NSS volunteer strength of minimum 5,000 volunteers (as on 31.03.2015)?	Yes/ No
3.	Whether University/ +2 Council has achieved at least 75% of the enrolment and special camping targets for last 3 years, i.e. during 2012-13, 2013-14 & 2014-15?	Yes/ No
4.	Whether at least 75% of the enrolled Volunteers have completed 240 hours of volunteership and special camping for last 3 years, i.e. during 2012-13, 2013-14 & 2014-15?	Yes/ No
5.	Whether the University/ +2 Council has received IG NSS Award during last 10 years, i.e. during 2014-05 onwards.	Yes/ No
6.	Whether the NSS functionaries under the University/ +2 Council have been convicted by a court of law or any case/ investigation is pending against any of them?	Yes/ No

**B. Performance/ Achievements (during last 3 years):**

S. No	Parameter	Factual Position		
		2012-13	2013-14	2014-15
1.	<u>Plantation:</u> a) No. of plantation programmes organised. b) No. of Saplings planted in these programmes.			
2.	<u>Blood Donation:</u> a) No. of Blood Donation Camps organised. b) Blood Donated in the Camps (No. of Units).			



3.	<u>Health/ Eye/ Immunisation Camps:</u> a) No. of Camps organised			
4.	<u>Awareness Programmes/ Rallies/ Campaigns organised:</u> a) AIDS Awareness (No. of Programmes) b) Environment Awareness (No. of Programmes) c) Other Awareness Programmes (Please indicate the name of the Awareness Programme and number of programmes organised).			
5.	<u>Creation of Durable Assets:</u> a) Estimated Value of the Assets created (Rs.).			
6.	<u>Awards:</u> a) National level NSS Programmes organised (Please indicate names of such Programmes) b) Awards at State level and above (Please indicate the names of the Awards)			
7.	<u>Other Outstanding Achievements</u> (Please indicate details of each such achievement)			

**Note:** The details mentioned above should tally with those given in the main proposal. In case of major deviation, the proposal will be liable to rejection.

**Signature of Competent Authority in State/UT  
(with office seal)**

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**Proforma for recommending NSS UNIT & PROGRAMME  
OFFICER for INDIRA GANDHI NSS AWARDS**

1.	Name of the State/ UT	
2.	Name of the University/ +2 Council	
3.	Name of the College/ School (with address and other contact particulars)	
4.	Name of the Principal of College/ School (with contact particulars)	
5.	Name, Sex (Male/ Female) and contact particulars of the Programme Officer.	
6.	Name of NSS Unit which is being recommended for Award and date from which the NSS Unit is in existence.*	
7.	Period of Service as Programme Officer of the NSS unit	From: _____ To: _____
8.	Whether the Programme Officer is trained at ETI?	Yes/ No
9.	Whether strength of NSS unit being recommended for Award is as per guidelines during last 3 years?  [Please indicate allocation of target and actual enrolment during last 3 years i.e. during 2012-13, 2013-14 & 2014-15]	
10.	Adoption of Villages/ Slums and completion of Special Camping against targets  [Please indicate target of Special Camping and actual achievement during last 3 years i.e. during 2012-13, 2013-14 & 2014-15]	
11.	Whether the Programme Officer has been convicted by a court of law or any case/ investigation is pending against him/ her?  [Certificate from the competent authority of the College/ School to be attached].	

12.	Performance/ Significant Achievements of the NSS Unit during 2012-13, 2013-14 and 2014-15 (Extra sheets for details of the achievements):  a) Plantation (No. of Programmes organised and saplings planted) b) Blood Donation (No. of Camps organised and blood units donated) c) Health/ Eye/ Immunisations Camps (No. of Camps organised) d) Awareness Programmes (AIDS/ Environment/ Others) (No. of Programmes organised) e) Creation of Duration Assets (Estimated value of Assets) f) Awards received (Details of Awards received) g) Other Outstanding Achievements (Details of achievements).	
13.	<b>Whether the duly filled-up Check List has been attached?</b>	<b>YES/NO</b>
14.	Other Remarks, if any	

\* The NSS Unit to be considered for the Award shall be a single NSS Unit. Thus, in case a Programme Officer is in-charge of more than one NSS Units for any reason, one of such Units should be identified and all the data in this Proforma should be furnished for that particular unit only.

**Signature of the P.O.**

**Signature of the Principal**

**Signatures of the Programme Coordinator**

**Signature of the Vice Chancellor/ Chairman**

**Signature of the SLO**

**Signature of the Competent Authority in the State/ UT**

**CHECKLIST for**  
**Indira Gandhi NSS Awards for NSS Unit/ Programme Officers**

**Name of the NSS Unit and Programme Officer:**

The NSS Unit to be considered for the Award shall be a single NSS Unit. Thus, in case a Programme Officer is in-charge of more than one NSS Units for any reason, one of such Units should be identified and all the data in this Checklist should be furnished for that particular unit only.

**A. Eligibility Criteria:**

S. No	Parameter	Factual Position
1.	Whether the NSS Unit has been in existence <i>continuously</i> for 5 years preceding the year for which the Award is considered, i.e. during 2010-11 and onwards?	Yes/ No
2.	Whether the strength of the NSS Unit is as per guidelines during last 3 years i.e. during 2012-13, 2013-14 & 2014-15?	Yes/ No
3.	Whether the NSS unit has adopted village/ slum as per guidelines and has completed the Special Camping targets during last 3 years i.e. during 2012-13, 2013-14 & 2014-15?	Yes/ No
4.	Whether the Programme Officer has completed minimum two years as Programme Officer of the NSS unit being recommended for award (as on 31.03.2015)?	Yes/ No
5.	Whether the Programme Officer has been trained at ETI?	Yes/ No
6.	Whether the Programme Officer has been convicted by a court of law or any case/ investigation is pending against him/ her?	Yes/ No

**B. Performance/ Achievements (during last 3 years):**

S. No	Parameter	Factual Position		
		2012-13	2013-14	2014-15
1.	<u>Plantation:</u> a) No. of plantation programmes organised b) No. of Saplings planted in these programmes			
2.	<u>Blood Donation:</u> a) No. of Blood Donation Camps organised b) Blood Donated in the Camps (No. of Units)			

3.	<u>Health/ Eye/ Immunisation Camps:</u> a) No. of Camps organised			
4.	<u>Awareness Programmes/ Rallies/ Campaigns organised:</u> a) AIDS Awareness (No. of Programmes) b) Environment Awareness (No. of Programmes) c) Other Awareness Programmes (Please indicate the name of the Awareness Programme and number of programmes organised).			
5.	<u>Creation of Durable Assets:</u> a) Estimated Value of the Assets created (Rs.).			
6.	<u>National Level Camps/ Awards:</u> a) Awards at State level and above (Please indicate the names of the Awards) b) Awards below State level (Please indicate the names of the Awards)			
7.	<u>Other Outstanding Achievements</u> (Please indicate details of each such achievement)			

**Note:** The details mentioned above should tally with those given in the main proposal. In case of major deviation, the proposal will be liable to rejection.

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**Proforma for recommending NSS VOLUNTEER  
for INDIRA GANDHI NSS AWARDS**

1.	Name of the State/ UT	
2.	Name of the University/ +2 Council	
3.	Name of the College/ School (with contact particulars)	
4.	Name of the Principal of College/ School (with contact particulars)	
5.	Name, Sex (Male/Female), Address and other contact particulars (Landline/ Mobile No., e-mail address etc.) of the Volunteer being recommended	
6.	a) Date of Birth of the Volunteer b) Category (Gen/SC/ST)  [Documentary Evidence for Date of Birth and SC/ST relaxation to be enclosed].	
7.	Period of Volunteership of the Volunteer	From:                      To:
8.	Number of Hours completed during volunteership	
9.	Details reg. Participation in Special Camp	
10.	Details reg. Participation in National/ Regional level NSS Programmes	
11.	Whether the Volunteer has been convicted by any court of Law or any case/ investigation is pending against him/ her?  [Certificate from competent authority of the College/ School to be attached].	

12.	Performance/ Significant Achievements of the NSS Volunteer during the 2-year period of Volunteership (Extra sheets for details of the achievements):  a) Plantation (No. of Programmes attended and saplings planted) b) Blood Donation (No. of Camps attended and blood units donated) c) Health/ Eye/ Immunisations Camps (No. of Camps attended) d) Awareness Programmes (AIDS/ Environment/ Others) (No. of Programmes attended) e) Awards received (Details of Awards received) f) Other Outstanding Achievements (Details of achievements).	
13.	<b>Whether the duly filled-up Check List has been attached?</b>	<b>YES/ NO</b>
14.	Other Remarks, if any	

**Note:** Since the Award is for the 2014-15, the Volunteers completing their 2 years' volunteership during 2014-15 only are to be considered. The volunteers completing their volunteership prior to 2014-15 cannot be considered for the Award. For the same reason, the achievements of the volunteer shall be considered for the 2-year volunteership period, which would fall within last 3 years, i.e., 2012-13, 2013-14 and 2014-15.

**Signature of the Volunteer**

**Signature of the P.O.**

**Signature of the Principal**

**Signatures of the Programme Coordinator**

**Signature of the Vice Chancellor/ Chairman**

**Signature of the SLO**

**Signature of the Competent Authority in the State/ UT**

**CHECKLIST for  
Indira Gandhi NSS Awards for NSS Volunteers**

**Name of the NSS Volunteer:**

**A. Eligibility Criteria:**

S. No	Parameter	Factual Position
1.	Whether the Volunteer has <i>completed</i> minimum 2 years' volunteership under NSS during 2014-15? [since the Award is being conferred 2014-15, volunteers completing their volunteership prior to 2014-15 cannot be considered for the Award or in other words, the volunteer should have been so at least for a part of 2014-15]	Yes/ No
2.	Whether the Volunteer completed 240 hours of community service during 2 consecutive years of volunteership under NSS?	Yes/ No
3.	Whether the Volunteer has participated in at least one Special Camp?	Yes/ No
4.	Whether the Volunteer has participated in at least one National/ Regional Programme like R.D/ Pre-RD Parade Camps, NSS Mega Camps, North East Youth Festivals, National Youth Convention/ Suvichar under National Youth Festival, Adventure Camps, etc?	Yes/ No If yes, please indicate name of the Programme.
5.	Whether the Volunteer is below 25 years of age (28 years in case of SC/ ST) as on 31.03.2015?	Yes/ No
6.	Whether the Volunteer has been convicted by any court of Law or any case/ investigation is pending against him/ her?	Yes/ No

**B. Performance/ Achievements:**

**The achievements shall be considered for the 2-year volunteership period, which should fall within last 3 years, i.e., 2012-13, 2013-14 and 2014-15.**

S. No	Parameter	Factual Position		
		2012-13	2013-14	2014-15
1.	<u>Plantation:</u> a) No. of plantation programmes attended b) No. of Saplings planted			



2.	<u>Blood Donation:</u> a) No. of Blood Donation Camps attended b) Blood Donated by the Volunteer (No. of Units)			
3.	<u>Health/ Eye/ Immunisation Camps:</u> a) No. of Camps attended			
4.	<u>Awareness Programmes/ Rallies/ Campaigns attended:</u> a) AIDS Awareness (No. of Programmes) b) Environment Awareness (No. of Programmes) c) Other Awareness Programmes (Please indicate the name of the Awareness Programme and number of programmes attended.			
5.	<u>Awards already received by the Volunteer:</u> a) Awards at State level and above (Please indicate the names of the Awards) b) Awards below State level (Please indicate the names of the Awards)			
6.	<u>Other Outstanding Achievements of the Volunteer</u> (Please indicate details of each such achievement)			

**Note:** The details mentioned above should tally with those given in the main proposal. In case of major deviation, the proposal will be liable to rejection.

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