



**PROFORMA FOR RECOMMENDING NSS UNIT/
PROGRAMME OFFICER FOR CALICUT UNIVERSITY NSS AWARD**

| | | | | |
|-----|---|---|---------------------------------------|------------------|
| 1. | Name of the College with full address, E-Mail ID and Phone No. | | | |
| 2. | Number of Unit | | | |
| 3. | Name of the Principal with E-Mail ID and Mobile No. | | | |
| 4. | Name of the Programme officer with E-Mail ID and Phone No. (IN BLOCK LETTERS) | | | |
| 5. | Period of service of NSS Programme Officer of the NSS Unit | From | To | |
| 6. | Whether trained | Orientation Yes/No if yes on..... | Refresher Yes/No if yes on..... | |
| 7. | Period of existence of the NSS Unit which is being recommended for the Award | | | |
| 8. | Allocation and Actual Enrolment of NSS Volunteers for the last three years | Year | Allocation | Actual Enrolment |
| | | 1 | | |
| | | 2 | | |
| | | 3 | | |
| 9. | Special Camping Target (For the last three years) | Year | Target | Achievements |
| | | 1 | | |
| | | 2 | | |
| | | 3 | | |
| 10. | Name of the Adopted village/urban slum with name of the contact person. (Also mention distance from the college) | | | |
| 11. | Percentage of Literacy achieved in the village, whether declared smoke free, plastic free, Environmental friendly etc through your programme | | | |
| 12. | Durable assets created during the past 2 years or other achievements (give actual details in a separate sheet) | | | |
| 13. | Initiatives taken by the Programme Officer in strengthening the Programme activities during the past 2 years involving NSS Volunteers and other local developmental agencies (attach detailed report) | | | |
| 14. | Regularity in submission of reports and return with date of submission | | | |
| 15. | Whether the Programme Officer has been convicted by any Court of Law or any case is pending against him/her | | | |

SELF APPRAISAL

TECHNICAL

| | | | |
|----|-------------------------------------|-----|------|
| a. | Advisory Committee Meet conducted | No. | Date |
| | | | |
| | | | |
| b. | Total Enrolment | | |
| c. | Orientation given to the volunteers | No. | Date |
| | | | |
| | | | |

MAINTENANCE

| | | |
|----|--|--|
| a. | Enrolment Register | |
| b. | Accounts | |
| c. | National Service Scheme Room | |
| d. | Equipments | |
| e. | Documentation and Reporting with date of each submission | |

FUNCTIONAL

| <u>Regular Work</u> | | |
|----------------------------|---|---------------|
| a. | Nature & Scope | |
| b. | Systematic and Pragmatic | Yes/No |
| c. | Volunteers involvement | Total/Minimum |
| d. | Functional groups (Mention number and mode) | |
| e. | Beneficiaries campus/community/students/society (Mention number) | |

Special Camp

| | | |
|-----|--|--|
| a. | Name of Adopted Area | |
| b. | Distance from the college | |
| c. | Nature of frequent visit | |
| d. | Local participation | |
| e. | Awareness built while creating assets | |
| f. | Nature of asset created | |
| 16. | Achievement of the Programme Officer (attach separate sheet) | |
| 17. | Remarks, if any | |

Signature Programme Officer

Signature of the Principal with Official Seal