

A.K. Upadhyay,  
Secretary (YA)

D.O No. M-12011/01/2011 – NSS (part)

May, 2011

Dear

As you are aware, the Ministry of Youth Affairs & Sports (Department of Youth Affairs) had instituted the Indira Gandhi National Service Scheme (NSS) Awards during 1992-93 for outstanding NSS volunteers and functionaries in order to recognize their contribution to community services. Every year the nominations are called for the following awards from all States/UTs for consideration of IGNSS Awards.

| Sl. No. | Category                            | No. of Awards | Value of Award  |
|---------|-------------------------------------|---------------|---|
| 1       | University/+2 Council (State Level) | 1             | Rs. 2,00,000/- (For NSS Programme Development), a certificate and a silver medal from National Mint.  |
| 2       | Programme Officer                   | 10            | Rs. 20,000/- each, a certificate and a silver medal from National Mint.   |
| 3       | NSS Unit                            | 10            | Rs. 70,000/- (For NSS Programme Development), a certificate and a silver medal from National Mint.  |
| 4       | NSS Volunteers                      | 30            | Rs. 15,000/- (Meant for a week in a reputed voluntary agency working in the field of Youth and Community Development a certificate and a silver medal from National Mint. |

2. As evident from above, this Ministry has raised the number of awards in various categories and prize money of each award. It is therefore essential that the parameters for selection of prospective awardees should commensurate with this increase. As a step in this direction, Ministry has reviewed the Scheme of the award, its time frame, and conferment and selection procedure. It is expected that this will contribute towards improvement in the quality and contents of NSS Programmes. It is desired that while sending nominations, it may be ensured that the nominees have participated in programmes which are aimed at improving civic

sense; improving tolerance of all religions/castes etc; redressal of social concerns, current social issues etc.

3. The award ceremony is proposed to be held on the last Friday of September every year. A competitive section has been introduced for selection of University/+2 Council wherein the Programme Coordinators of the shortlisted University/+2 Council will give a short presentation, highlighting success stories in the area of NSS activities. These success stories need to be supported by photographs/video clippings/3rd party audits etc.

4. I shall be grateful if you could please arrange to send nominations for IGNSS Award 2010-11 to this Ministry in accordance with the guidelines laid down in the Scheme in this regard (copy enclosed) by 30<sup>th</sup> June, 2011. All the nominations duly considered by State Selection Committee should be forwarded to the Ministry for final selection. The State can recommend only one University/+2 Council, two NSS Units (alongwith names of Programme Officers of the concerned NSS Units) and 4 NSS Student volunteers (2 boys and 2 girls). It may be ensured that In case the nominations are not received by the due date, it would be presumed that your States/UT Administration had 'no nomination' to be made in this regard.

Yours sincerely,

(A.K.Upadhyay)

To

All the Chief Secretaries of States & UTs

## **GUIDELINES FOR INDIRA GANDHI NSS AWARD**

### **1. INTRODUCTION**

- 1.1. National Service Scheme (NSS) was launched during the Mahatma Gandhi's Centenary Year (1969) involving 40,000 student volunteers in 37 universities. Today, it has more than 3.26 million student volunteers spread over 251 universities and 41 (+2) Councils and implemented in 22,800 academic institutions including higher as well as technical education.
- 1.2. The aim of National Service Scheme is "Development of the Personality of Students through Community Service". In order to fulfill the objective, student volunteers and programme functionaries are engaged in constructive and productive programmes involving students in various awareness drives, shramdaan, social reforms, communal harmony, creation of community assets, relief work, blood donation, disaster management, environmental protection, literacy programme, health education campaign, etc. Under the scheme, each volunteer contributes 240 hours of community work during a period of two years.
- 1.3. To recognize the voluntary service rendered by NSS volunteers, Programme Officers, NSS Units and the University NSS Cells, it has been proposed to provide suitable incentives/ awards under the scheme.

### **2. OBJECTIVES**

The objectives of the IG NSS Awards are :

- 2.1. To recognize outstanding contribution of University NSS Cells, Programme Officers, College/ +2 NSS Units and NSS student volunteers in community service.
- 2.2. To encourage young NSS student volunteers to develop their personality through community service and acquire positive social attitudes and values.

### **3. ELIGIBILITY FOR THE AWARD**

#### **3.1. University/ +2 Council**

- (a) The University( which has been duly recognized by UGC/ Union / State Government) / +2 Council operating NSS programme continuously for the last five years only shall be considered.
- (b) The minimum volunteers' strength of such institutions should not be less than 5,000.
- (c) The institution must be very regular and punctual in submitting its programme reports and financial returns. The verification in this regard should be annexed from the SLO/ Regional Centre.
- (d) The actual enrollment and special camping targets should have been achieved fully

and consistently for at least three years preceding the year in which NSS Award is to be considered.

- (e) All the NSS Units should have adopted villages, slums, localities for all round development and total literacy.
- (f) No Vigilance Case/ enquiries should be pending against the NSS functionaries. A certificate in this regard from the Vice Chancellor should be annexed.
- (g) There will be a presentation of all the achievements and success stories of the shortlisted universities before the Selection Committee.

**3.1.1. Main Considerations :**

- (a) The reputation of NSS in the University Jurisdiction.
- (b) The percentage of NSS Volunteers completing 240 hours of work and participation in Special Camping Programmes.
- (c) The percentage of adopted villages/areas made fully literate.
- (d) The image of the Programme Co-ordinator, his interest and achievements in providing leadership to the programme.
- (e) The outstanding contribution of the NSS in various fields consistently for the last 3 years.
- (f) 75% of the enrolled students should have completed 240 Hours of volunteership and issued certificates in this regard.
- (g) The constructions as well as durable assets created by the university should be evaluated by a reputed external agency like Rural Engineering Services, State Agencies etc.
- (h) The perceptible and measurable results achieved so far.

**3.2. NSS Units and Programme Officers :**

- (a) The NSS Unit should have been in existence continuously for a period of five years preceding the year for which the award is considered.
- (b) The volunteer strength of the NSS Unit should not be less than 100.
- (c) Colleges/Schools where there are more than one NSS Units, such Units should have achieved their enrolment and camping targets fully and consistently.
- (d) Each NSS Unit should have adopted village/slum/localities and carrying on their

activities continuously.

- (e) Tits enrollment and special camping targets continuously for the last three years preceding the year of award.
- (f) The NSS Unit should have adopted village/ slum/ localities and carrying on their activities continuously.
- (g) The NSS Unit should have created durable assets and achievements in the adopted village/ urban slum/ community.
- (h) The Programme Officers for all the NSS Units should have been selected as per NSS guidelines.
- (i) He or she should preferably trained at ETI and should have completed a minimum of two years as Programme Officer before consideration for the Awards.
- (j) The NSS Programme Officer Award will go to that Programme Officer whose Unit has bagged the National NSS Unit Award for the same year.
- (k) No Vigilance Case/ Investigation should be pending against him/ her. A Certificate in this regard should be issued by the Principal.

### **3.2.1 Main Considerations :**

- (a) The reputation of the Programme Officer and the NSS Units in the Campus as well as in the community.
- (b) The initiatives taken by the Programme Officer and the Principal in strengthening the programmes and activities.
- (c) The involvement of the academic staff in the NSS Programmes.
- (d) The outstanding work done in the adopted villages/slums.
- (e) The regularity and punctuality in programme implementation by the volunteers and the Programme Officers.
- (f) The quality and content of the NSS Programme and the efficiency in Its implementation
- (g) The role of the Principal, the Programme Officer and the college/school management.
- (h) The involvement of local developmental agencies.
- (i) The outstanding performance in the field of literacy, environment, health and

sanitation, social awareness, and community development.

### **3.3 NSS Volunteers :**

- (a) A student should have completed a minimum of two years of volunteership in NSS.
- (b) He/she should have participated in at least two Special Camping Programme and at least once in National Programmes like R.D. Parade Camp in Delhi, National Integration Camps, Mega Camps, National Youth Convention, Suvichar, National Youth Festival, Programmes under RGNIYD , Inter-State Youth Exchange Programmes, Adventure Programmes, etc. sponsored by the Ministry of Youth Affairs and Sports.
- (c) He/she should not be less than 16 years and more than 25 years in age. In case of SC/ST, the upper age limit can be relaxed by 3 years.
- (d) He/she should have completed 240 hours of community service during two consecutive years of volunteership.
- (e) His/her academic performance should have been reasonably good.

#### **3.3.1 Main Considerations :**

- (a) The student's reputation as a successful NSS volunteers in the College/School and in the adopted community.
- (b) His/Her punctuality and regularity in NSS Programme.
- (c) His/Her personality and leadership qualities vis-à-vis all the students in the institution.
- (d) His/Her sincerity, dedication and involvement in uplifting the socio-economic conditions of the adopted community.
- (e) His/Her outstanding performance in the field of literacy, environment, social awareness and community development programmes.

## **4. Procedure for Selection**

4.1 A Selection Committee will be constituted for each State/UT headed by the Secretary, Education/Youth Welfare Sports looking after NSS, while the State Liaison Officer, NSS will be the Convener of the Committee. The Head of the NSS Regional Centre, Director Higher Education, an eminent social worker and the Director/Co-ordinator of ETI will be Members of the Committee at the State/UT Level.

4.2 At the University/+2 Level, the Selection Committee shall consist of Vice-Chancellor/Head of +2 Council as Chairperson with Programme Co-ordinator, Dean of Students Welfare/Director of College Development Council/Director Higher

Education/School Education, one eminent social scientist and one eminent social worker as Members. The Programme Co-ordinator will function as the Convener. This Committee shall be responsible for selection of outstanding NSS Unit and recommend to the State Level Selection Committee. The chairperson shall have the option to co-opt one or two experts to help him/her in the selection. Alternatively, the University/+2 Level NSS Advisory Committee can also function as the Selection Committee. At the College/+2 Level, the NSS Advisory Committee shall be the Selection Committee to recommend the outstanding NSS Volunteers/Group.

- 4.3 All recommendations at various levels shall be made and arranged in order of merit.
- 4.4 The State can recommend one University/+2 Council, two NSS Units (alongwith names of Programme Officers of the concerned NSS Units) and 4 NSS student volunteers ( 2 Boys and 2 Girls).
- 4.5 The State/UTs should not recommend any Universities/NSS Units/NSS volunteers, if there is no suitable or deserving case.
- 4.6 In States where there is more than one ETI all the ETI co-ordinators shall be members of the State Selection Committee. The States where there is no ETI, the Training Co-ordinator corresponding to the States/UTs shall be a Member of the State-level Selection Committee.

#### **4.7 Selection at the National Level :**

The Selection Committee at the National Level will be headed by the Secretary (Youth Affairs). The Secretary (UGC), the Joint Secretary (Youth Affairs), the Programme Adviser (NSS), the Secretary (AIU) and two non-officials of eminence will be Members. The Committee shall scrutinize the recommendations of the State Government/UT Administrations and select the awardees. The National Selection Committee may, at their own discretion, consider on merits NSS units or University/+2 Councils not recommended by a State/UT Government for the award with substantial justification. The Under Secretary (NSS) of the Ministry will function as Convener of the National Level Selection Committee.

- 4.8 The Universities already conferred with the Indira Gandhi NSS Award will not be eligible for this Award, atleast for a period of ten years from the year for which this Award was conferred.
- 4.9 The National Youth Awardees will not be eligible for this Award.

#### **5. Time Frame**

The nominations from College/+2 School level should reach the University/+2 Council by **1<sup>st</sup> week of May** and to the State/UT Government by **last week of May** and from the State/UT Government to the Government of India (Ministry of Youth Affairs & Sports) by **30<sup>th</sup> June** every year. The Awards will be announced well before NSS Day and will be presented to the winners on a convenient date and time either at New Delhi or a place to

be decided by the Ministry of Youth Affairs & Sports.

- 5.1 Particulars of Universities/+2 Councils; NSS Units/Programme Officers and NSS Volunteers shall be furnished in Proforma as given at Annexure I, II and III respectively.

**6. Nature of the Award**

Indira Gandhi NSS Award at four levels will be given every year and the details are as follows :

| <b>S. No.</b> | <b>Category</b>                        | <b>No. of Awards</b> | <b>Value of Award</b>                          |
|---------------|--|----------------------|--|
| 1             | University/+2 Council<br>(State Level) | 1                    | Rs. 2,00,000/- (For NSS Programme Development) |
| 2             | NSS Unit                               | 10                   | Rs. 70,000/- (For NSS Programme Development)   |
| 3             | Programme Officer                      | 10                   | Rs. 20,000/- each                              |
| 4             | NSS Volunteers                         | 30                   | Rs. 15,000/- each                              |

- 6.1 All the awardees shall also be presented with a Trophy, a well framed Certificate and a silver medal from Government Mint.
- 6.2 All Awardees will be invited for the National Award Ceremony and will be entitled for to and fro II AC for Programme Officers / Coordinators and III AC for volunteers by the shortest route.
- 6.3 While considering Awards, the aspect of regional representation will be kept in view To the extent possible and in case of non-availability of suitable institutions/ Candidates from any region, the Selection Committee may decide not to give the award.



PHOTOGRAPH  
OF NSS  
VOLUNTEER

## PROFORMA FOR RECOMMENDING NSS VOLUNTEER FOR INIDIRA GANDHI NSS AWARDS

|      |   |   |                                     |                                  |  |   |
|------|---|---|-------------------------------------|----------------------------------|--|---|
| 1    | State   |   |                                     |                                  |  |   |
| 2    | Name of the University / + 2 Council  |   |                                     |                                  |  |   |
| 3    | Name of the College with full address<br>(In Block Letters) URL of the Website<br>of the College if any   |   |                                     |                                  |  |   |
| 4    | Name of the Principal   |   |                                     |                                  |  |   |
| 5    | Name of the Student NSS Volunteer<br>who is being recommended.<br>( in block letters and underline<br>Surname)  |   |                                     |                                  |  |   |
| 6    | Date of Birth ( with documentary proof)<br>( Age relaxation of 3 years for SC/ ST<br>– to be indicated )  |   |                                     |                                  |  |   |
| 7    | Sex of Volunteer  |   |                                     |                                  |  |   |
| 8    | Full address with contact No and E -<br>mail ID   |   |                                     |                                  |  |   |
| 9    | Number of Hours completed during<br>volunteership   |   |                                     |                                  |  |   |
| 10   | Period of NSS Volunteer   |   |                                     | From : To:                       |  |   |
| Year | No of Saplings planted  | No of Blood donation camps / No of Units donated in these camps | No. of Aids Awareness Camps/Rallies | No of people made fully literate | No of children immunized against polio | Participation in Durable assets created/Repair/constructon. |
|      |   |   |                                     |                                  |  |   |
| 11   | Whether maintained NSS Diary<br>( Certified copy of the diary should be<br>attached)  |   |                                     |                                  |  |   |
| 12   | No of NSS Special Camps attended<br>( Give details of each camp)  |   |                                     |                                  |  |   |
| 13   | National Level training Programme /<br>Training attended<br>( Give details  |   |                                     |                                  |  |   |
| 14   | Contribution in Blood Donation, Eye<br>Donation Pledge, Tree Plantation,<br>Organ Doination pledge, Environment<br>preservation, literacy, Health<br>education, Community Development<br>work etc.<br>( Attach separate sheets) |   |                                     |                                  |  |   |
| 15   | Leadership qualities and other<br>initiatives to motivate other youth in<br>up-lifting socio economic conditions of<br>the adopted community.   |   |                                     |                                  |  |   |

|    |  |                 |          |            |                     |
|----|--|-----------------|----------|------------|---------------------|
|    | ( Give details)  |                 |          |            |                     |
| 16 | Whether He/ She has been convicted by any Court of Law or any case is pending against him/ her.<br>( A certificate in this regard should be annexed by the Principal |                 |          |            |                     |
| 17 | General attitude   |                 |          |            |                     |
| 20 | Academic performance   |                 |          |            |                     |
|    | Class  | Year of Passing | Subjects | % of Marks | Achievements if any |
|    | HSC  |                 |          |            |                     |
|    | SSC  |                 |          |            |                     |
|    | Degree   |                 |          |            |                     |
|    | Others   |                 |          |            |                     |
| 21 | Any outstanding performance<br>( attach separate sheet with full factual details )   |                 |          |            |                     |
| 22 | Other remarks if any   |                 |          |            |                     |

Signature of the Volunteer

Signature of the Programme Officer

Signature of Principal

Signature of the Programme Coordinator

Signature & Seal of the Vice Chancellor/ Chairman

Signature & Seal of the SLO

Signature of the Competent Authority  
In the State/UT Govt. with Official Seal

N.B. :

Incomplete application will be summarily rejected and no correspondence thereon will be entertained.

The proposal should not be more than 100 pages including the proforma.

Details in the proposal should be either in English / Hindi. Vernacular descriptions should have a translation in Hindi or English

PHOTOGRAPH OF PROGRAMME OFFICER

**PROFORMA FOR RECOMMENDING NSS UNIT & PROGRAMME OFFICER FOR INDIRA GANDHI NSS AWARDS**

|      |  |   |   |                                  |                                     |  |
|------|--|---|---|----------------------------------|-------------------------------------|--|
| 1    | State  |   |   |                                  |                                     |  |
| 2    | Name of the University / + 2 Council   |   |   |                                  |                                     |  |
| 3    | Name of the College with full address (In Block Letters)<br>URL of the Website of the College if any   |   |   |                                  |                                     |  |
| 4    | Name of the Principal  |   |   |                                  |                                     |  |
| 5    | Name of the Programme Officer in block letters and underline Surname   |   |   |                                  |                                     |  |
| 6    | Date of Birth  |   |   |                                  |                                     |  |
| 7    | Sex of Programme Officer   |   |   |                                  |                                     |  |
| 8    | Existence of NSS Unit which is being recommended for the Award in the University   |   |   |                                  |                                     |  |
| 9    | Period of service as Programme Officer of the NSS Unit   |   |   |                                  | From :                              | To:  |
| 10   | Allocation and actual enrolment of NSS Volunteers during last 3 years preceding the year of award<br>( Should be verified by the Programme Coordinator)        |   |   |                                  |                                     |  |
|      | Year   |   | Allocation                                    |                                  | Actual Enrolment                    |  |
|      | 1  |   |   |                                  |                                     |  |
|      | 2  |   |   |                                  |                                     |  |
|      | 3  |   |   |                                  |                                     |  |
| 11   | Special Camping Target and achievement for the past 3 years<br>( Should be verified by the Programme Coordinator)  |   |   |                                  |                                     |  |
|      | Year   |   | Target of Special camps ( Volunteer Strength) |                                  | Achievement                         |  |
|      | 1  |   |   |                                  |                                     |  |
|      | 2  |   |   |                                  |                                     |  |
|      | 3  |   |   |                                  |                                     |  |
| 12   | Name of Adopted villages/urban slums / communities under development programmes (Name of Contact Person/ Sarpanch/ Village Head and distance from Institution) |   |   |                                  |                                     |  |
| 14   | Achievements in last 3 years<br>( Should be verified by the Programme Coordinator)   |   |   |                                  |                                     |  |
| Year | No of Saplings planted   | No of Blood donation camps organized/ No of Units donated | No. of Aids Awareness Camps/Rallies           | No of people made fully literate | No children immunized against polio | Cost of Durable assets created/Repair/constructon. |

|     |  |             |  |  |  |  |
|-----|--|-------------|--|--|--|--|
|     |  | these camps |  |  |  |  |
| i   |  |             |  |  |  |  |
| ii  |  |             |  |  |  |  |
| iii |  |             |  |  |  |  |
| 15  | Initiatives taken by the Programme Officer in strengthening the Programme activities during past 3 years involving NSS Volunteers and other local developmental agencies (attach separate sheet with quantitative performance) |             |  |  |  |  |
| 16  | Durable assets created during the past 3 years and other achievements ( Attach separate sheets)  |             |  |  |  |  |
| 17  | Regularity in submission of Reports and returns (It should be verified by the Programme Coordinator )  |             |  |  |  |  |
| 18  | Whether the Programme Officer has been convicted by any Court of Law or any case is pending against him/ her. ( Acertificate in this regard should be annexed by the Principal).   |             |  |  |  |  |
| 19  | General attitude of the Programme Officer  |             |  |  |  |  |
| 20  | Other remarks if any   |             |  |  |  |  |

Signature of the Programme Officer

Signature of Principal

Signature of the Programme Coordinator

Signature & Seal of the Vice Chancellor/ Chairman

Signature & Seal of the SLO

Signature of the Competent Authority  
In the State/UT Govt. with Official Seal

N.B. :

- a. Incomplete application will be summarily rejected and no correspondence thereon will be entertained.
- b. The proposal should not be more than 100 pages including the proforma.
- c. Details in the proposal should be either in English / Hindi. Vernacular descriptions should have a translation in Hindi or English

**PROFORMA FOR RECOMMENDING UNIVERSITY/ +2 COUNCIL**

**NOMINATIONS FOR INIDIRA GANDHI NSS AWARDS**

|   |
|---|
| PHOTOGRAPH<br>OF<br>PROGRAMME<br>CO-<br>ORDINATOR |
|---|

|    |  |  |                  |
|----|--|--|------------------|
| 1  | State  |  |                  |
| 2  | Name of the University/+2 Council with full address (In Block Letters)<br>URL of the Website of the University if any                  |  |                  |
| 3  | Name of the Vice-Chancellor/Director/<br>Chairman of School (Higher Secondary)<br>Education  |  |                  |
| 4  | Name of the Programme Coordinator  |  |                  |
| 5  | Existence of NSS Cell in the University  |  |                  |
| 6  | Allocation and actual enrolment of NSS Volunteers during last 5 years preceding the year of award                                      |  |                  |
|    | Year   | Allocation                                   | Actual Enrolment |
|    | 1  |  |                  |
|    | 2  |  |                  |
|    | 3  |  |                  |
|    | 4  |  |                  |
| 7  | Regularity in submission of quarterly & Half Yearly Reports. (The fact to be verified by the NSS RC / SLO )                            |  |                  |
| 8  | Regularity in release of Grants to the College/ Institutions (Documents should be annexed)   |  |                  |
| 9  | Special Camping Target and achievement for the past 3 years  |  |                  |
|    | Year   | Target of Special camps (Volunteer Strength) | Achievement      |
|    |  |  |                  |
|    |  |  |                  |
| 10 | Number of NSS units functioning under the University / + 2 Council   |  |                  |
| 11 | Number of Adopted villages/urban slums / communities under development programmes (attach list with name of college & adopted village) |  |                  |

|      |  |  |                                     |                                  |  |   |
|------|--|--|-------------------------------------|----------------------------------|--|---|
| 12   | Details of Vigilance Case/Enquiry if any pending against the NSS Cell of the University/+2 Council during the past 5 years. If Yes, give details of the case and outcome. ( A Certificate in this regard from the vice chancellor should be annexed) |  |                                     |                                  |  |   |
| 13   | Percentage of NSS volunteers completing 240 hours of work and participation in Special Camping Programmes  |  |                                     |                                  |  |   |
| 14   | Achievements in last 3 years<br>( Should be verified by the SLO)   |  |                                     |                                  |  |   |
| Year | No of Saplings planted   | No of Blood donation camps organized/ No of Units donated in these camps | No. of Aids Awareness Camps/Rallies | No of people made fully literate | No of children immunized against polio | Cost of Durable assets created/Repair/c onstructon. |
| I    |  |  |                                     |                                  |  |   |
| ii   |  |  |                                     |                                  |  |   |
| iii  |  |  |                                     |                                  |  |   |
| 15   | Initiatives of the Programme Co-ordinator, his/her interest and achievements in providing leadership to the programme during the past 3 years (attach separate sheet with quantitative performance)  |  |                                     |                                  |  |   |
| 16   | Outstanding contribution of the NSS in various fields for the past 3 years (attach separate sheet containing actual data)  |  |                                     |                                  |  |   |
| 17   | Awards received by the NSS Cell of the University  |  |                                     |                                  |  |   |
| 18   | Other remarks in favour of the concerned University/+2 Council   |  |                                     |                                  |  |   |

Signature of the Programme Coordinator

Signature & Seal of the Vice Chancellor/ Chairman

Signature & Seal of the SLO

Signature of the Competent Authority  
In the State/UT Govt. with Official Seal

N.B. :

i) Incomplete application will be summarily rejected and no correspondence thereon will be entertained. Programme Coordinators of the shortlisted University/+2 Council will give a short

presentation, highlighting success stories in the area of NSS activities. These success stories need to be supported by photographs/video clippings/3rd party audits etc.

ii) The proposal should not be more than 100 pages including the proforma.

iii) Details in the proposal should be either in English / Hindi. Vernacular descriptions should have a translation in Hindi or English