



**Government of Maharashtra**  
**Higher & Technical Education**  
**Department**  
**National Service Scheme Cell**  
**Maharashtra**




**National Service Scheme State Level**  
**Award – 2021-22**

**The Best University, Best Programme Coordinator, Best  
Programme Officer,  
The Best College, Programme Officer Appreciation  
Certificate & The Best Volunteer**

**User Manual**  
**(English)**


## NSS Dash Board

National Service Scheme (NSS) awards your contribution towards society at Individual, Institute and University level. It's an honest try to encourage youth towards being more responsible and engaging towards society.



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**National Service Scheme State Level Award – 2021-22**  
(The Best University, Best Programme Coordinator, Best Programme Officer,  
The Best College, Programme Officer Appreciation Certificate & The Best Volunteer)



सत्यमेव जयते


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Announcements

Helpline Number (10:00 AM to 06:00 PM) +91-8087873553

### National Service Scheme State Level Award

National Service Scheme (NSS) awards your contribution towards society at Individual, Institute and University level. It's an honest try to encourage youth towards being more responsible and engaging towards society!




The Categories for Awards are as follow:

- **The Best University**
- **Best Programme Coordinator**
- **Best Programme Officer**
- **The Best College**
- **Programme Officer Appreciation**
- **The Best Volunteer**


## (Programme Officer) PO Login

The Respective Programme Officer of the Institute will Login with their Unique ID and password for further process



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### Sign In


Username

Password

[Sign In](#)

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Once They Login they will see the Dashboard Present on the Website  
Here they have to fill their Institute info as well as can apply themselves for the Reward Programme  
Can check the Enrollment and Verify Volunteer application



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[Home](#) [Institute Info.](#) [Apply for Award](#) [Enrollment 2022](#) [Volunteer App Verification](#) [Print Acknowledgement](#) [Reset Password](#) [Logout](#) Welcome, PO400002

### Welcome

#### LOGIN DETAILS

Login ID	PO400002	User Name	PO400002
User Type	Programme Officer	IP Address	103.111.112.149
Current Login Time	04/07/2023 6:37:27 PM	Last Login Time	04/07/2023 6:20:02 PM

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## Filling the Information for the particular institute

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Home | Institute Info. | Apply for Award | Enrollment 2022 | Volunteer App Verification | Print Acknowledgement | Reset Password | Logout | Welcome, PO400002

### Programme Officer Details

<b>Trust / Institute Name *</b> <input type="text" value="New law college"/>	<b>College Name *</b> <input type="text" value="New law college, Pune"/>
<b>Institute Status *</b> <input type="text" value="Government"/>	<b>University *</b> <input type="text" value="Bharati Vidyapeeth (Deemed to be University), Pune"/>
<b>Region *</b> <input type="text" value="Amravati"/>	<b>Status *</b> <input type="text" value="Autonomous"/>
<b>Minority Type *</b> <input type="text" value="Non-Minority"/>	<b>Period of Service as PO *</b> <input type="text" value="2019"/> <input type="text" value="2022"/>

## Institutes can Apply for the Award and fill all the details in order to verify their Application

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Home | Institute Info. | Apply for Award | Volunteer App Verification | Reset Password | Logout | Welcome, PO400002

### Application Form

Participate Program Details | Photo & Document Uploading | Application Preview Form & Submission

#### Participate Programme Details

- Allocation and Actual Enrolment of NSS Volunteers during last 3 years proceeding on the year of award?  
 Yes  No
- Whether the NSS unit has adopted village/slum as per guidelines?

[testnss.maharashtra.org.in/ProgrammeOfficer/ProgrammeOfficerApplyForAward](http://testnss.maharashtra.org.in/ProgrammeOfficer/ProgrammeOfficerApplyForAward)

Once the Participate Program Details is finished, they have to Upload Photo & Documents for the same and proceed further

**Photo & Document Uploading**

Sr.No	Document Name	Upload	View
1	Programme Officer Photograph		
2	Programme Officer Signature		
3	Program Officer Certificate as PO of the NSS Unit		
4	ETI / TISS Certificate		
5	Officer, Volunteers and organizations Participate Activity Certificate		
6	Certificate of Submission of Annual Report to the University		

[Back](#) [Proceed](#)

After Successfully Submission of Photo & Sign the PO can Preview their Application form

**Preview Application Form**

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 The Best College, Programme Officer Appreciation Certificate & The Best Volunteer)

Programme Officer Application Form Application ID : PO400002

**Programme Officer Details**

Trust Name : **New law college**

Institute Name : **New law college, Pune**

Institute Status : **Government**      Autonomy Status : **Autonomous**

Region: **Amravati**      Period of Service as **From - 2017: To - 2022**  
 PO :

Minority Type : **Non-Minority**

**Communication Details**

The PO will validate all the information based on their activities and click on Submit Button for the OTP process

28	Yes Level-District, Level-University, Level-State, Level-National , <a href="#">wepage Link</a>	30
29	Other social activities in the last 3 years Activities- test	10
<b>Total</b>		<b>320</b>

**List of Documents**

Sr.No	Document Name
1	Programme Officer Photograph
2	Programme Officer Signature
3	Program Officer Certificate as PO of the NSS Unit
4	ETI / TISS Certificate
5	Pro.Officer, Volunteers and organizations Participate Activity Certificate
6	Certificate of Submission of Annual Report to the University

Place : \_\_\_\_\_ Date : **04/07/2023**

Last Modified On : **04/07/2023 7:01:01 PM**  
 Last Modified By : **PO400002**

*Test*  
Signature  
**Test**

[Print Application](#)   [Submit Application Form](#)

In order to submit the application form successfully the PO will get the OTP on the registered phone number for Verification

**OTP VERIFICATION**

Sent a verification code to verify your mobile number 800XXX556

Enter Otp

○ ○ ○ ○ ○ ○

**Note**  
Please enter your one time password(6 digit) received on your registered mobile number  
if you don't get on Mobile then you will get OTP call and can refer to verify OTP

[Verify](#)

Once the OTP is verified the PO gets his Acknowledgement Print for their reference.

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### Acknowledgement Form

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Programme Officer Application Form Application ID : PO400002

#### Programme Officer Details

Trust Name : **New law college**  
Institute Name : **New law college, Pune**  
Institute Status : **Government** Autonomy Status : **Autonomous**  
Region: **Amravati** Period of Service as **From - 2017: To - 2022**  
Minority Type : **Non-Minority** PO :

#### Communication Details

Communication Address : **Pune**  
Village : **Adivare** Taluka : **Ambegaon**  
District : **Pune** PinCode : **453678**  
PO Officer Name : **Test** Office Email ID : **stait@gmail.com**

## Volunteer Registrations

Each PO can make their Volunteer registrations from following the below steps

Home Institute Info Apply for Award Enrollment 2022 Volunteer App Verification Print Acknowledgement Reset Password Logout Welcome, PO400002

### Volunteer Registration

#### Personal Details

Candidate Full Name*	Father's Name*
PRANALI SHIVAJI KOLI	SHIVAJI
Mother's Name*	Gender*
LATA	Female
Date Of Birth [MM/DD/YYYY]*	Religion*
12/31/2004	Hindu
Nationality*	Category*
Indian	Open
Current Appear NSS Year*	
1st Year	

#### Communication Details

Permanent Address*	
karad	
District*	Taluka*

Home Institute Info Apply for Award Enrollment 2022 Volunteer App Verification Print Acknowledgement Reset Password Logout Welcome, PO400002

**This mobile number will be used for all future communications. Programme Officer can use one Mobile number for One Volunteer Application Form.**

#### University & Institute Details

University Name :	Bharati Vidyapeeth (Deemed to be University), Pune
District Name :	Pune
Institute Name :	New law college, Pune

#### Qualification Details

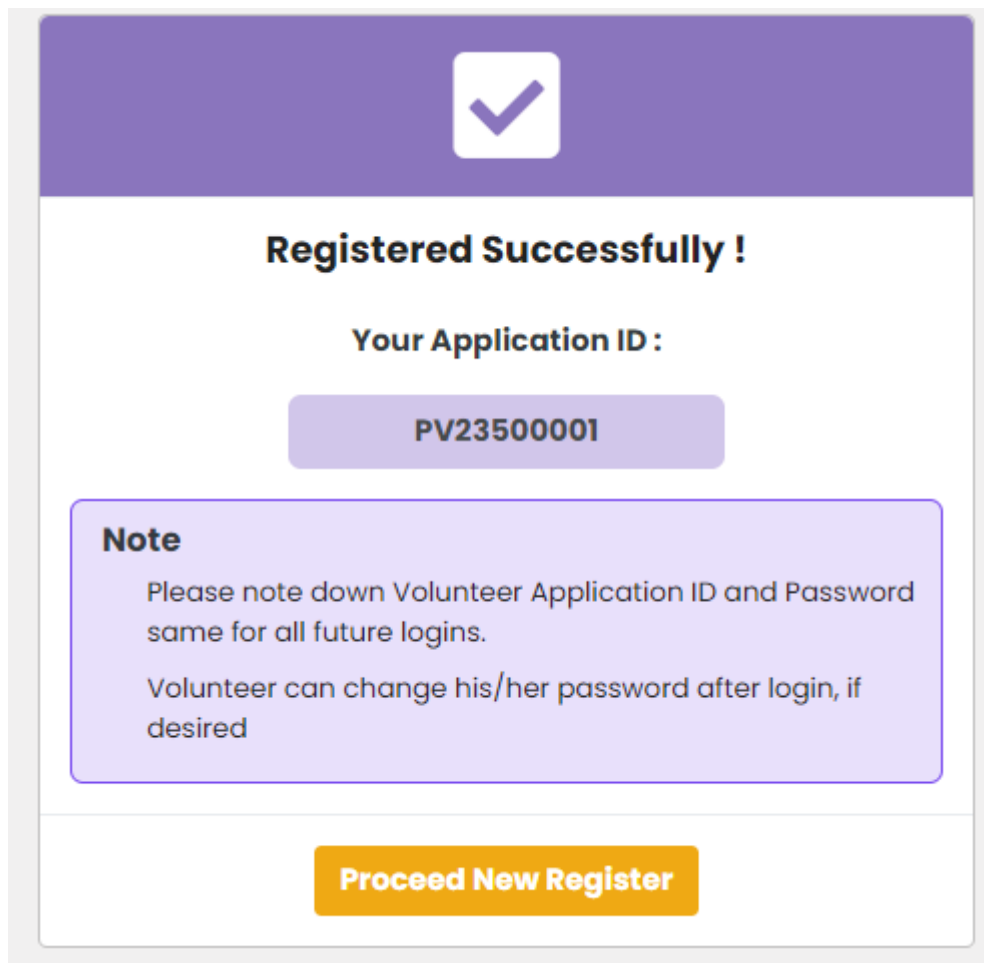
Select Current Qualification  SSC  HSC  Graduation  Post Graduation

Post Graduation

Post Graduation Passing / Appear Faculty*	Select Current Class Year
Dairy Technology	Select
Post Graduation Passing / Appear Year*	
2021	

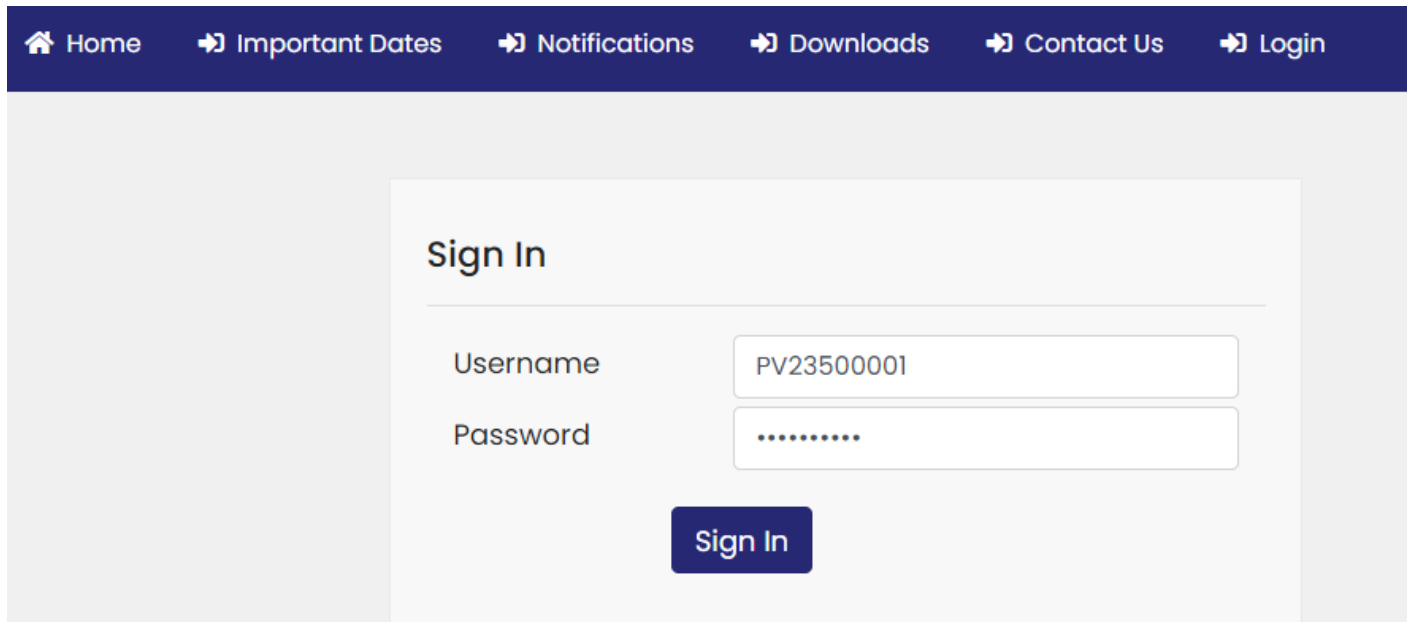


Once the Information is filled and registration is done the volunteers will get their Unique ID for their reference



Note The ID and password for it will be the same as per the system by default they can once login and reset it as per their choice

## Programme Volunteer (PV) Login



Home Important Dates Notifications Downloads Contact Us Login

### Sign In

Username

Password

[Sign In](#)

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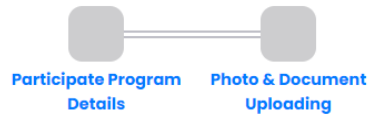
The main purpose of the login is to create awareness for the Volunteer organization  
In order to

# PV Dashboard

[Home](#)[Print Acknowledgement](#)[Reset Password](#)[Logout](#)

Welcome, PV23500001

## Application Form



Welcome

### LOGIN DETAILS

Login ID	PV23500001
User Type	Volunteer
Current Login Time	04/07/2023 7:27:12 PM

User Name	Pranali SHIVAJI KOLI
IP Address	103.111.112.149
Last Login Time	04/07/2023 7:23:52 PM

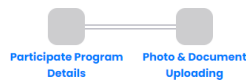
Award Application Submission Status : **Incomplete**Award Application Verification Status at PO Level : **Incomplete**Award Application Verification Status at PC Level : **Incomplete**

Once they Login they fill their Volunteer participate applications

[Home](#)[Print Acknowledgement](#)[Reset Password](#)[Logout](#)

Welcome, PV23500001

## Application Form



### Participate Program Details

1. Whether The Volunteer Completed 240 Hours Of Community Service During 2 Consecutive Years Of Volunteering Ship Under NSS?

 Yes  No

2. Volunteer Has Participated In one Special Camps?

 Yes  No

3. Whether the volunteer has been convicted by any court of Law or any case / investigation is pending against him/her?

 Yes  No

Similarly the next process will be adding their respective Photo and Signature

The screenshot shows the 'Application Form' page with a progress bar indicating the current step is 'Photo & Document Uploading'. Below the progress bar is a table for document uploads.

Sr.No	Document Name	Upload	View
1	Photograph		
2	Signature		
3	Current Year Appearing Institute I Card		
4	Volunteer Completed 240 Hours Certificate		
5	Award Has Been Received At The State Level And Above Certificate		

Once all the filling process is done they can preview the application for any changes

The screenshot shows the 'Preview Application Form' page. It includes the National Service Scheme Cell, Maharashtra logo and the Government of Maharashtra logo. The application details are as follows:

**Volunteer Application Form** Application ID : PV23500001

**Personal Details**

Candidate Name :	<b>Pranali SHIVAJI KOLI</b>	Father Name :	<b>shivaji</b>	
Mother Name :	<b>lata</b>	Gender :	<b>Female</b>	
Date of Birth :	<b>31/12/2004</b>	Religion :	<b>Hindu</b>	
Nationality :	<b>Indian</b>	Category :	<b>Open</b>	
Current Appear NSS Year :	<b>1st Year</b>			

**Communication Details**

Permanent Address :	<b>karad</b>		
Village :	<b>Ahmednagar</b>	Taluka :	<b>Ahmednagar</b>

After the entire preview checking the applicant can submit the application for OTP Verification as previous steps

## PC (Programme Coordinator) Login

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### Sign In

Username PC200024

Password .....

Sign In

Programme Co coordinator is the one who verify's Programme Officer as well as Programme Volunteers Process and applications

Home University Info Apply for Award Programme Officer App Verification Volunteer App Verification Print Acknowledgement Reset Password Logout Welcome, PC200024

Welcome

#### LOGIN DETAILS

Login ID	PC200024	User Name	PC200024
User Type	Programme Coordinator	IP Address	103.111.112.149
Current Login Time	04/07/2023 7:39:25 PM	Last Login Time	04/07/2023 6:21:27 PM

Above is the PC dashboard which consist of all verifications modes to carry down and authenticate

The PC will add their University Information which includes their Coordinator details Communication address and follow on till the next process

testnss.nssmaharashtra.org.in/Programmecoordinator/EditRegistrationDetails

They can even apply for the NSS Awards through University Login

Participate Program Details

- Existence of NSS Cell in the University (Whether the University has been operating NSS Program continuously for last 5 years)
 

Yes No
- Allocation and Actual Enrolment of NSS Volunteers during last 3 years preceding on the year of award
 

Yes No
- Regularity in submission of quarterly & Half Yearly Reports. (The fact to be verified by the NSS RC/SLO)
 


Yes No

Once their form details is finished they can also preview the application for their Approval process and OTP Generation


Home University Info Programme Officer App Verification Reset Password Logout Welcome, PC200024

Participate Program Details Photo & Document Uploading Application Preview Form & Submission

**Preview Application Form**



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Programme Coordinator Application Form Application ID : PC200024

**Programme Coordinator Details**

University Name : **Bharati Vidyapeeth (Deemed to be University), Pune**

Region : **Pune** University Status : **Deemed University**



Period of Service as **From - 2011 : To - 2022**  
 PC :

**Communication Details**

28	Participation in various inter-college, college level, state level (inter-college, regional, mega-NIC, Adventure Camps, RD and State Level Activity)	10
	Yes <a href="#">wepage Link</a> State Level Camps	
<b>Total</b>		218

**List of Documents**

Sr.No	Document Name
1	Programme Coordinator Photograph
2	Programme Coordinator Signature
3	5 Yr Service as Program Coordinator Complete Certificate
4	Regularity in release of grants to the college/ Institutions

Place : \_\_\_\_\_ Date : **04/07/2023**

Last Modified On **04/07/2023 7:50:10 PM**

Last Modified By **PC200024**



Signature  
**Prof Dr Avinash Rajaram Mhetre**

[Print Application](#) [Submit Application Form](#)

## Volunteer App verification by PO



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Home | Institute Info | Apply for Award | Enrollment 2022 | Volunteer App Verification | Print Acknowledgement | Reset Password | Logout | Welcome, PO400002

All Pending Verified Rejected


Sr.No.	Appication ID	Volunteer Name	Status	Date
1	PV23500001	Pranali SHIVAJI KOLI	Pending	04/07/2023

The PO will pick the pending Volunteer Application for Validation and Scores for





Sr. No.	Question	Self Score	Verified Score
1	Whether The Volunteer Completed 240 Hours Of Community Service During 2 Consecutive Years Of Volunteering Ship Under NSS? Yes	10	10
2	Volunteer Has Participated In one Special Camps? Yes	10	10
3	Participation In District / University /State Level Camps / Program? Yes : Level - District ;No - 10	5	5
4	Whether The Volunteer Has Participated In At Least One National/Regional Programed Like R.D/Pre - Rd Parade Camps, NSS Mega Camps, National Integration Camps, North East Youth Festivals, National Youth Convention/ Suvichar Under National Youth Festival, Adventure Camps, Etc Pre / SRD Webpage Link	10	10
5	Involvement In The Activities Implemented By The State Govt. (Avhan, Utkarsh , Prerna, Adventure Camp) Yes	10	10

PO checks each questions according the Volunteers performance



<a href="#">Home</a> <a href="#">Institute Info.</a> <a href="#">Apply for Award</a> <a href="#">Enrollment 2022</a> <a href="#">Volunteer App Verification</a> <a href="#">Print Acknowledgement</a> <a href="#">Reset Password</a> <a href="#">Logout</a> <span style="float: right;">Welcome, PO400002</span>			
	Yes		
24	Self-Assessment, Creation of Durable Assets Information About What You Have Learned From NSS And How It Works In Life?	10	<input type="text" value="10"/>
	a ,Amount- 500		
<b>Total</b>		101	<input type="text" value="101"/>
Click On Validate Button to Validate Score <input type="button" value="Validate"/>			
<b>Remark</b> <input type="text" value="ok"/>			
 Signature <b>Pranali SHIVAJI KOLI</b>			
<input type="button" value="Verify"/> <input type="button" value="Reject"/>			

Once a Specific Score is given from the PO, it validates the Information and add a remarks for the above case for Approval or rejection

<a href="#">Home</a> <a href="#">Institute Info.</a> <a href="#">Apply for Award</a> <a href="#">Enrollment 2022</a> <a href="#">Volunteer App Verification</a> <a href="#">Print Acknowledgement</a> <a href="#">Reset Password</a> <a href="#">Logout</a> <span style="float: right;">Welcome, PO400002</span>			
Upload Verification Signature			
Sr.No	Document Name	Upload	View
1	Programme Officer Signature		
2	Principal/Director Signature		
<input type="button" value="Submit"/>			

After the approval or rejection the Sign and picture of the said authorities is taken into consideration

## Admin login

Home Important Dates Notifications Downloads Contact Us Login

### Sign In

Username

Password

**Sign In**

Admin has the authority to Verify each and every aspects of the application and then generate the Merit list for the awards

Home Programme Coordinator App Verification Volunteer Merit List PO Merit List PC Merit List Reset Password Logout **Welcome, AdminLaxman**

Welcome

#### LOGIN DETAILS

Login ID	AdminLaxman	User Name	AdminLaxman
User Type	DTE Admin	IP Address	103.111.112.149
Current Login Time	04/07/2023 8:16:30 PM	Last Login Time	04/07/2023 8:12:34 PM

By logging in to their dashboard they can generate the PO and PC Merit list and complete the Overall Process of the NSS

**Thank You**