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.

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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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)

Home   Important Dates   Notifications   Downloads   Contact Us   Login

Sign In

Username   PO400002

Password   ....

Sign In

Designed and Developed by Synthesys Solutions Pvt. Ltd.

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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(The Best University, Best Programme Coordinator, Best Programme Officer,
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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

Trust / Institute Name *
New law college

College Name *
New law college, Pune

Institute Status *
Government

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

Region *
Amravati

Status *
Autonomous

Minority Type *
Non-Minority

Period of Service as PO *
2019
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

1. Allocation and Actual Enrolment of NSS Volunteers during last 3 years proceeding on the year of award?

   Yes | No

2. Whether the NSS unit has adopted village/slum as per guidelines?

testnss.nssmaharashtra.org.in/ProgrammeOfficer/ProgrammeOfficerApplyForAward

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

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

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

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

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

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 PO :	**From - 2017 : To - 2022**
Minority Type :	**Non-Minority**		

Communication Details

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

Volunteer Registrations

Each PO can make their Volunteer registrations from following the below steps
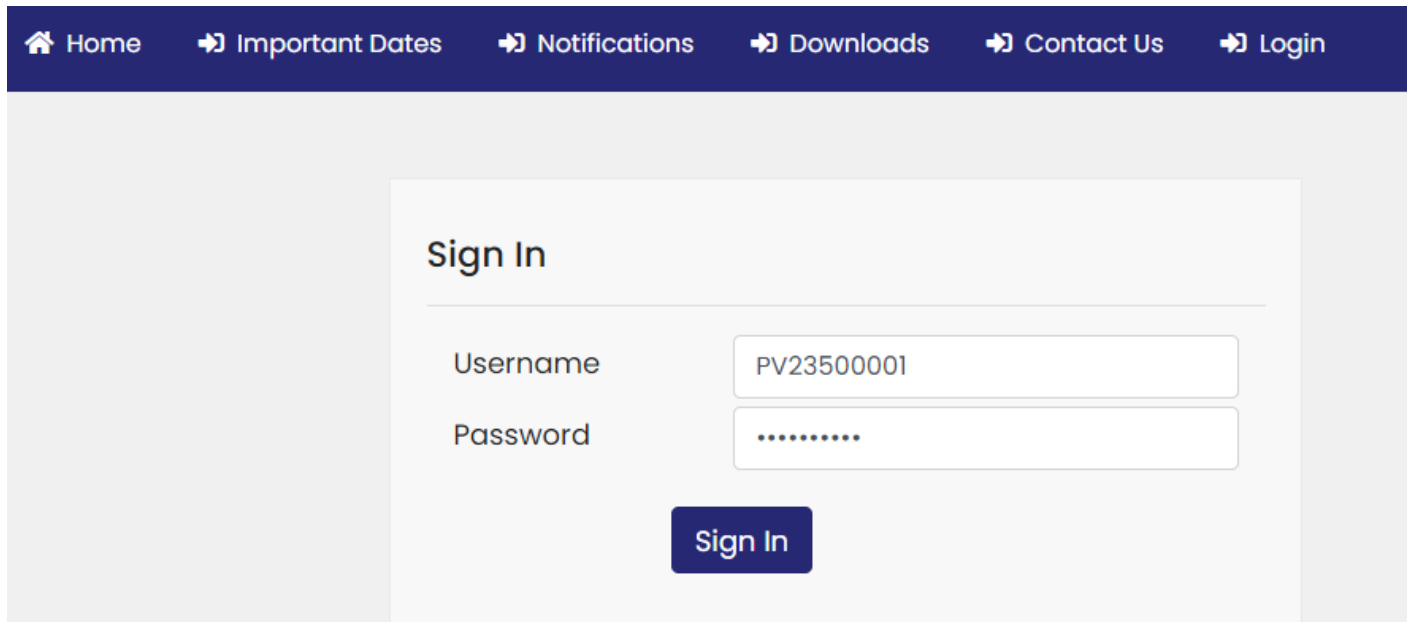
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Once the Information is filled and registration is done the volunteers will get their Unique ID for their reference
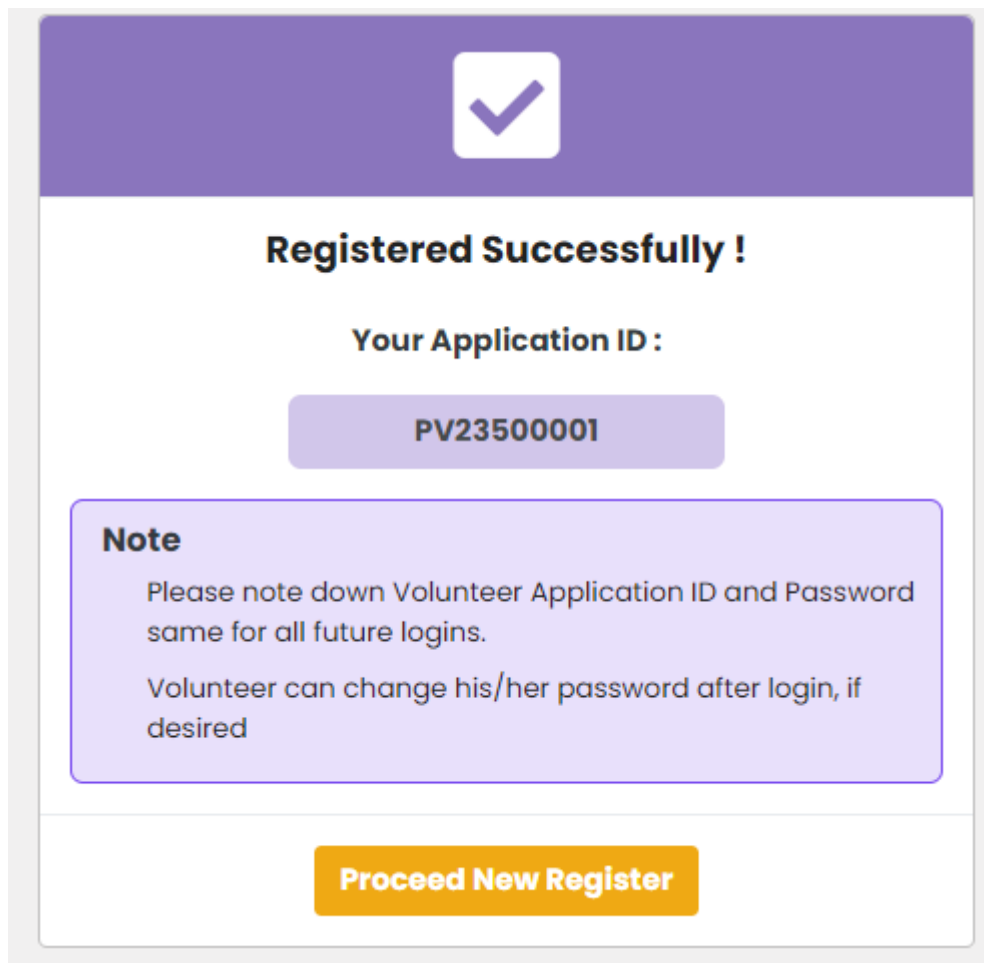
Note The ID and password for it will be the same as per the system by default they can once login and reset it as per their choice

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Programme Volunteer (PV) Login

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

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PV Dashboard

Application Form

Participate Program
Details

Photo & Document
Uploading
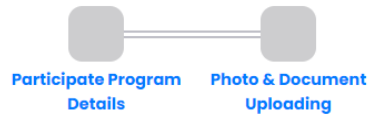
Welcome

LOGIN DETAILS

Login ID	PV23500001	User Name	Pranali SHIVAJI KOLI
User Type	Volunteer	IP Address	103.111.112.149
Current Login Time	04/07/2023 7:27:12 PM	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

Application Form

Participate Program
Details

Photo & Document
Uploading
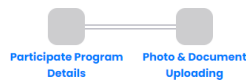
Participate Program Details

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

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

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

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

PC (Programme Coordinator) Login

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

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

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

They can even apply for the NSS Awards through University Login

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

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

Preview Application Form 🖨

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National Service Scheme Cell, Maharashtra

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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 PC : **From – 2011 : To – 2022**

Communication Details

NIC, Adventure Camps, RD and State Level Activity)

28	Yes wepage Link State Level Camps	10
	Total	**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**

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Volunteer App verification by PO

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

PO checks each questions according the Volunteers performance

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	Yes			
24	Self-Assessment, Creation of Durable Assets Information About What You Have Learned From NSS And How It Works In Life?		10	10
	a ,Amount- 500			
	Total		191	181
	Click On Validate Button to Validate Score **Validate**			

Remark

ok

Signature
Pranali SHIVAJI KOLI

Verify **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

Upload Verification Signature

Sr.No	Document Name	Upload	View
1	Programme Officer Signature		
2	Principal/Director Signature		

Submit

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

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Admin login

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

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

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Thank You