



GOVT.OF KERALA
NATIONAL SERVICE SCHEME

TECHNICAL CELL
DIRECTORATE OF TECHNICAL EDUCATION,



ABDUL JABBAR AHAMED
PROGRAMME CO-ORDINATOR

NSS/ New Unit/2014 - 049

Dated: 1. 11. 2014

To

The Principal
Christ Knowledge City
Muvattupuzha

Sir,

Sub. NSS Technical Cell - Allotment of New Unit - reg

I am very happy to inform you that a new unit of National Service Scheme (Technical Cell) has been provisionally allotted to Christ Knowledge City, Muvattupuzha
Ernakulam.

The unit No. is 138. You are requested to complete the following formalities and inform this office so that the Programme Co-ordinator can inspect the unit.

1. Enroll the volunteers through online:- www.nsstechcellkerala.org
2. Adopt a nearby village where you can concentrate the NSS Activities.
3. Constitute Advisory Committee with the Principal as the Chairman, Programme Officer as Member Secretary some Staff Members interested in social work, Volunteer Secretary of NSS, a representative each from the Development / Department and adopted village (preferably the ward member) as members.
4. A room may be set apart for the National Service Scheme with Computer and internet Facility.
5. Ensure all other things as per our guidelines 2014-15
6. Operate a Joint State Bank Account as per Guide Line.
7. A request for the first installment of grant may also be sent to this office.

Expecting your whole hearted Co-operations.

Thanking you.

Yours faithfully,



ABDUL JABBAR AHAMED
PROGRAMME CO-ORDINATOR



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ABDUL JABBAR AHAMED
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STATE INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH

H.M.T. ROAD, KALAMASSERY, ERANAKULAM | 683 104

Ph.0484 3200220, 0484 2551411| www.nsstechcellkerala.org

NSS/ New Unit/2015 - 16

Dated: 11.02.2016

To

**The Principal
Christ Knowledge City
Muvattupuzha, Ernakulam**

Sir,

Sub: NSS Technical Cell – Allotment of New Unit Under SFU Scheme - reg

I am very happy to inform you that a new unit of National Service Scheme (Technical Cell) has been provisionally allotted under SFU Scheme to **Christ Knowledge City, Muvattupuzha, Ernakulam**. The unit No. is **579**. Therefore you are requested to complete the following formalities and inform this office. A Performance Audit Team may visit your institution shortly.

1. Enroll the volunteers as per the direction.
2. Adopt a nearby village where you can concentrate the NSS Activities.
3. Constitute Advisory Committee with the Principal as the Chairman, Programme Officer as Member Secretary some Staff Members interested in social work, Volunteer Secretary of NSS, a representative each from the Development / Department and adopted village (preferably the ward member) as members.
4. A room may be set apart for the National Service Scheme with Computer and internet Facility.
5. Ensure all other things as per the guidelines.
6. Operate a Joint State Bank Account as per Guide Line.
7. Governance of NSS Unit will be as per SFU Guide lines and Guide Lines by NSS Technical Cell in force.

Programme Officers shall be deputed for a two days orientation workshop tentatively scheduled for 25th and 26th February 2016 at M A College of Engineering Kothamangalam. Hon. Vice Chancellor, Pro Vice Chancellor of APJ Abdul Kalam Technological University and Director of Technical Education Kerala have kindly consented to address the gathering. You are therefore requested to depute the Programme Officer to the programme without fail.

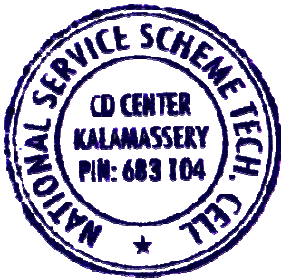
Further it is requested that the programme officer, while appearing for the workshop should bring the following:

- a. The attached formats duly filled and countersigned by the Principal
- b. Copy of passbook of the joint account as described in the NSS Guidelines
- c. Rs. 3000 (Rupees three thousand) towards administrative expense as per the guidelines by way of DD in favour of Programme Coordinator NSS Technical Cell payable at Eranakulam

Expecting your whole hearted Co-operations.

Thanking you,

Yours faithfully,



A handwritten signature in blue ink, appearing to read "Abdul Jabbar Ahamed".

**ABDUL JABBAR AHAMED
PROGRAMME CO-ORDINATOR**