



സർക്കുലർ

40/ NSS/DHSE/2015

16 /02/2015

ഹയർ സെക്കണ്ടറി നാഷണൽ സർവ്വീസ് സ്കീമിന്റെ പ്രവർത്തനങ്ങളെ ഏകോപിപ്പിക്കുന്നതിനും സുതാര്യമായും വസ്തുനിഷ്ഠപരമായി വിലയിരുത്തുന്നതിനും വെബ്സൈറ്റിന്റെ പ്രവർത്തനം ആരംഭം കുറിക്കുന്നതിനു മുന്നോടിയായി എൻഎസ്എസ് യൂണിറ്റുമായി ബന്ധപ്പെട്ട വിവരങ്ങൾ ചേർക്കേണ്ടതുണ്ട്.

ഹയർ സെക്കണ്ടറി നാഷണൽ സർവ്വീസ് സ്കീമിന്റെ വെബ്സൈറ്റ് അഡ്രസ്സായ www.dhsenss.kerala.gov.in ൽ User name - സ്കൂൾ കോഡ് ആണ് ഉപയോഗിക്കേണ്ടത്. പാസ് വേഡിനായി ജില്ലാകൺവീനറിനെ ബന്ധപ്പെടേണ്ടതാണ്.

പ്രോഗ്രാം ഓഫീസർ, പ്രിൻസിപ്പൽ, ലീഡർ എന്നിവരുടെ വിവരങ്ങളും ഒന്നാം വർഷ വോളണ്ടിയർമാരുടെ വിവരവും വെബ്സൈറ്റിൽ ചേർക്കുന്നതിനുള്ള അവസാന തീയതി ഫെബ്രുവരി 28 വരെയാണ്. എൻഎസ്എസ് സെല്ലിൽ നൽകിയിട്ടുള്ള വോളണ്ടിയർമാരുടെ പേര് മാത്രമേ ലിസ്റ്റിൽ ചേർക്കാൻ പാടുള്ളൂ. സ്വാശ്രയ എൻഎസ്എസ് യൂണിറ്റുകൾക്ക് എൻറോൾമെന്റ് ലിസ്റ്റും മറ്റു വിവരങ്ങളും ചേർക്കാനുള്ള തീയതി തുടർന്നുള്ള സർക്കുലറിൽ നൽകുന്നതാണ്. വിവരങ്ങൾ ചേർക്കുന്നതിനുള്ള വ്യക്തമായ മാതൃക ഇതോടൊപ്പം ചേർക്കുന്നു. വെബ്സൈറ്റിന്റെ പൂർണ്ണരൂപം ഉദ്ഘാടനത്തിനു ശേഷം മാത്രമേ ലഭ്യമാകുകയുള്ളൂ.

ഒപ്പ്

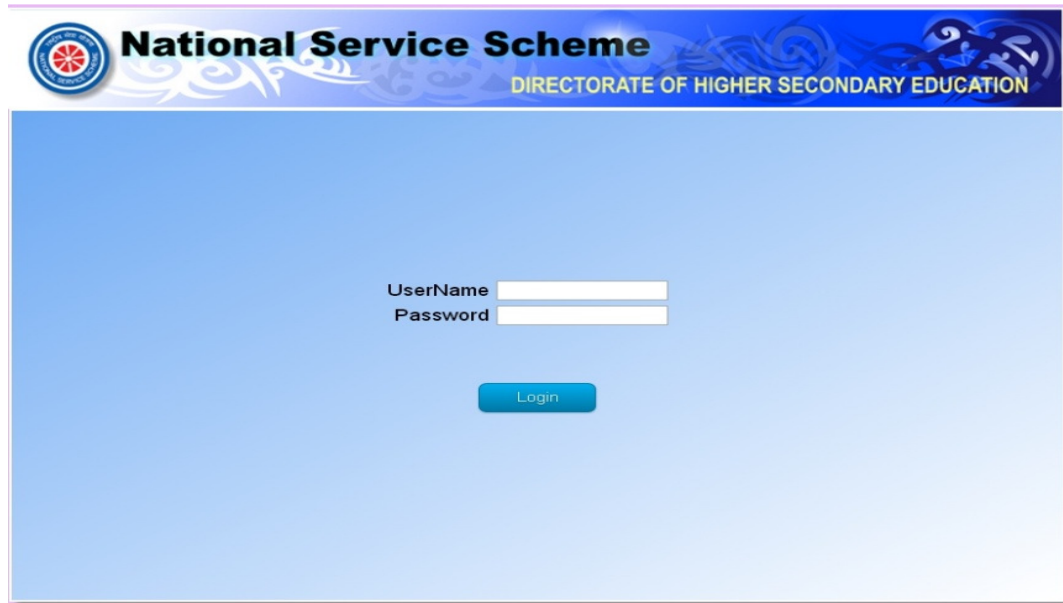
പ്രോഗ്രാം കോ-ഓഡിനേറ്റർ

[INSTRUCTIONS TO ENTER VOLUNTEER DETAILS.](#)

1. [Login to the NSS website.](#)

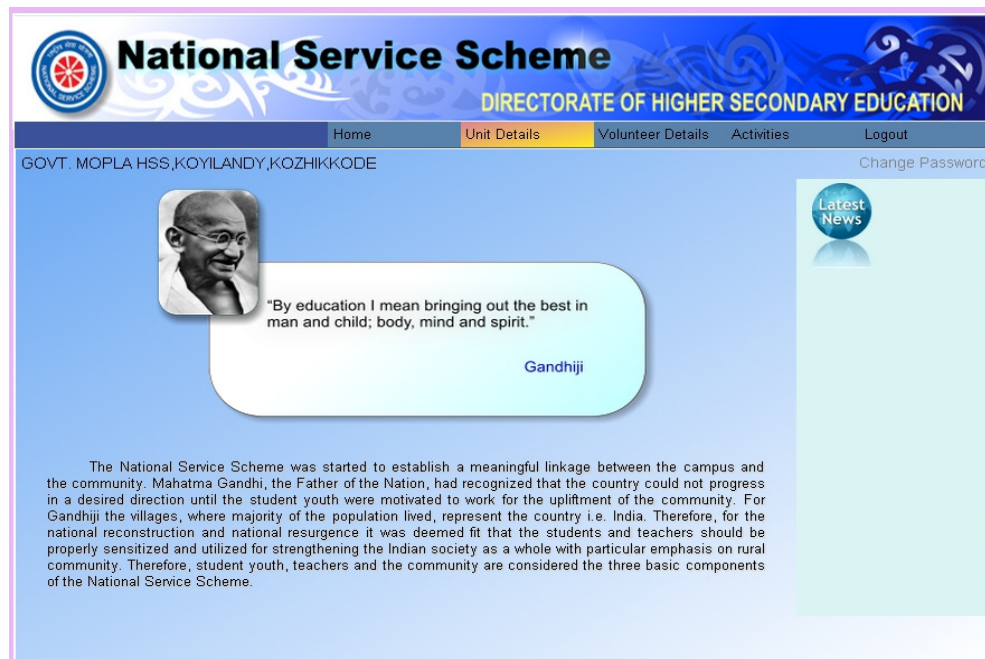
Type www.dhsenss.kerala.gov.in in the address bar of the web browser and press enter key.

Then you will get the login page as shown below.



The screenshot shows the login page of the National Service Scheme. At the top, there is a header with the NSS logo on the left, the text "National Service Scheme" in the center, and "DIRECTORATE OF HIGHER SECONDARY EDUCATION" on the right. Below the header, the main content area is light blue. In the center, there are two input fields: "UserName" and "Password". Below these fields is a blue button labeled "Login".

Enter the user name and password and click the login button. After clicking the login button, you will get the home page as shown below.

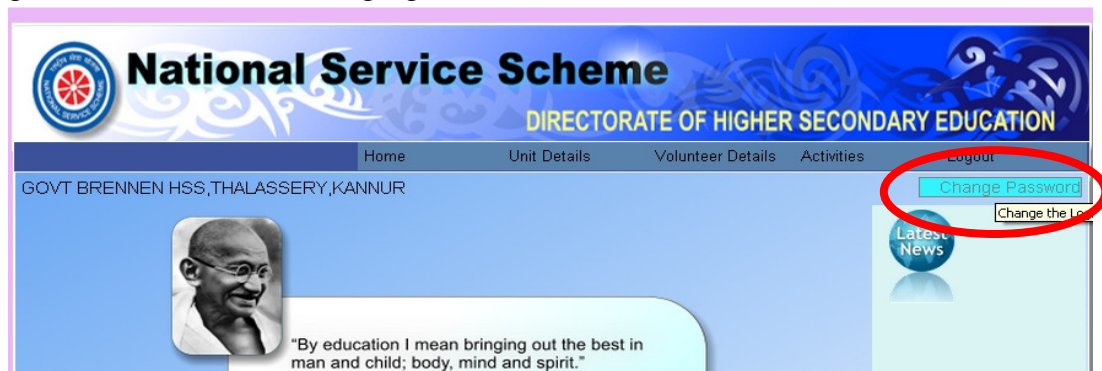


The screenshot shows the home page of the National Service Scheme. At the top, there is a header with the NSS logo on the left, the text "National Service Scheme" in the center, and "DIRECTORATE OF HIGHER SECONDARY EDUCATION" on the right. Below the header, there is a navigation bar with links: "Home", "Unit Details", "Volunteer Details", "Activities", and "Logout". Below the navigation bar, there is a section for "GOVT. MOPLA HSS, KOYILANDY, KOZHIKKODE" and a "Change Password" link. The main content area features a portrait of Mahatma Gandhi on the left, a quote in a white box: "By education I mean bringing out the best in man and child; body, mind and spirit." with the name "Gandhiji" below it, and a "Latest News" section on the right. At the bottom, there is a paragraph of text about the National Service Scheme.

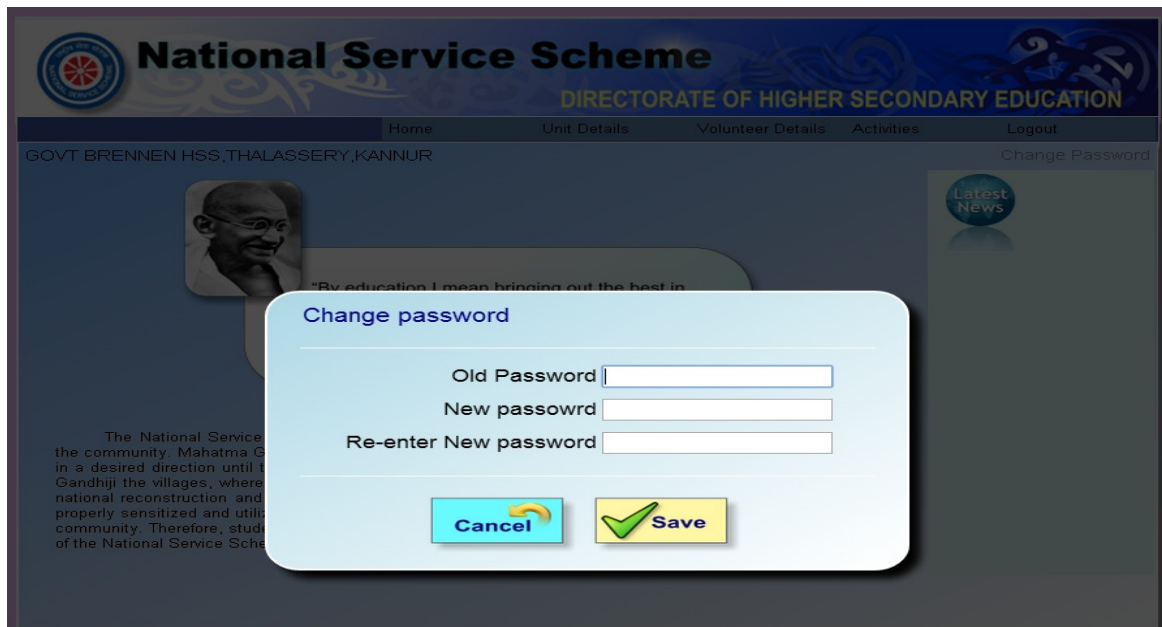
The National Service Scheme was started to establish a meaningful linkage between the campus and the community. Mahatma Gandhi, the Father of the Nation, had recognized that the country could not progress in a desired direction until the student youth were motivated to work for the upliftment of the community. For Gandhiji the villages, where majority of the population lived, represent the country i.e. India. Therefore, for the national reconstruction and national resurgence it was deemed fit that the students and teachers should be properly sensitized and utilized for strengthening the Indian society as a whole with particular emphasis on rural community. Therefore, student youth, teachers and the community are considered the three basic components of the National Service Scheme.

2. Change password.

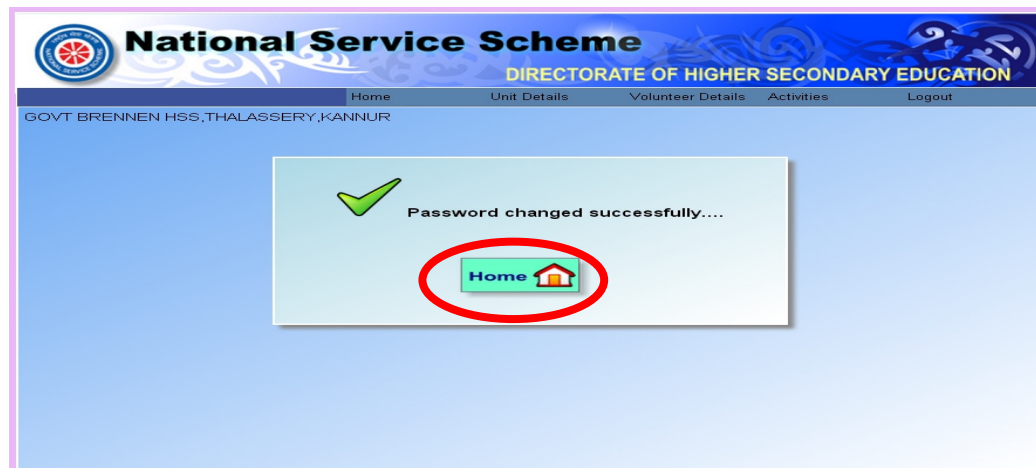
You must change the default password given to you, after logging in to the website for the first time. In order to change the password, click the Change Password link which is at the right side of the home page as shown in the following figure.



When you click this, you will get the following page.



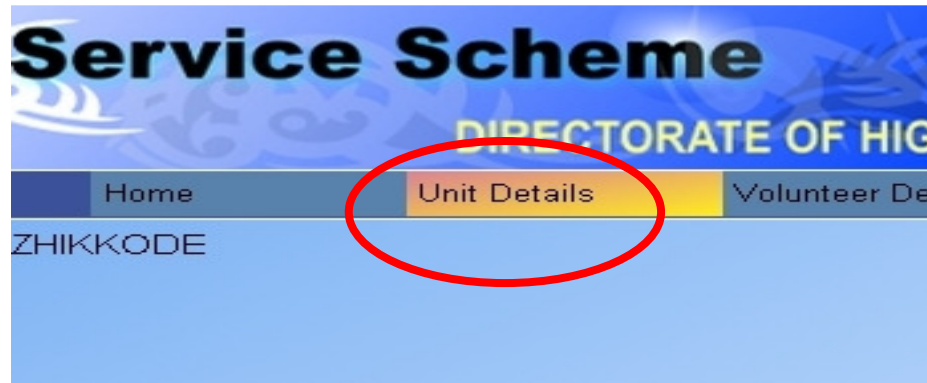
You can enter the old password and the new passwords in the above page. Click the save button after entering all the details. Entering all the details and clicking the save button will give you the following page which will tell you that you password has been successfully changed.



Click the Home button as shown in the above figure to go back to the home page.

3. Enter Unit Details:

Click the Unit Details menu as shown below.



Then you will get the following page where

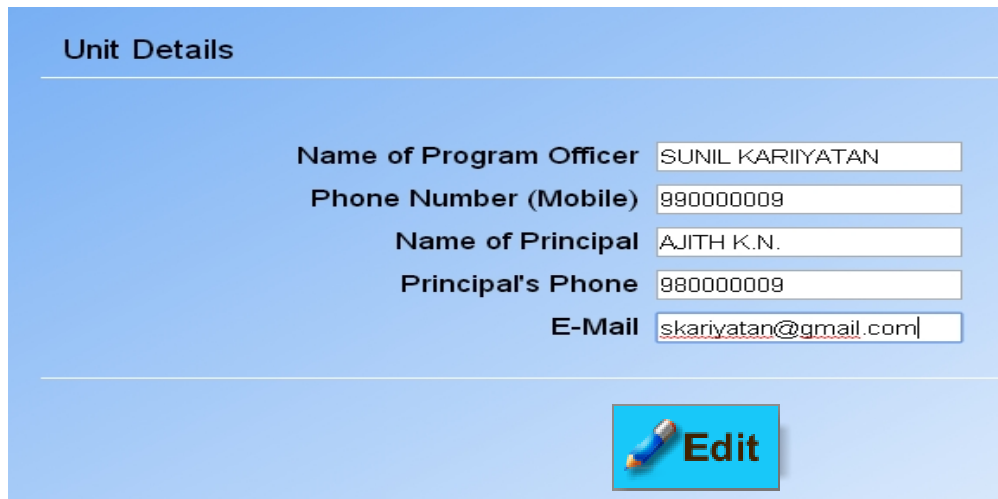
A screenshot of the "Unit Details" form. The form has a blue header with the "National Service Scheme" logo and the text "DIRECTORATE OF HIGHER SECONDARY EDUCATION". Below the header is a navigation bar with buttons: "Home", "Unit Details", "Volunteer Details", "Activities", and "Logout". The "Unit Details" button is selected. Below the navigation bar, the text "GOVT. MOPLA HSS, KOYILANDY, KOZHIKKODE" is visible. The form contains five input fields: "Name of Program Officer", "Phone Number (Mobile)", "Name of Principal", "Principal's Phone", and "E-Mail". Below the input fields is a "Save" button with a green checkmark icon.

You can enter all the Unit details in the above page as shown below.

A screenshot of the "Unit Details" form with data entered in the input fields. The "Save" button is circled with a red oval. The data entered is as follows:

Field	Value
Name of Program Officer	SUNIL KARIYATAN
Phone Number (Mobile)	9800000009
Name of Principal	AJITH K.N.
Principal's Phone	9800000009
E-Mail	skariyatan@gmail.com

After entering all the details, click the **save** button. After saving the page, you will get a page as shown below.

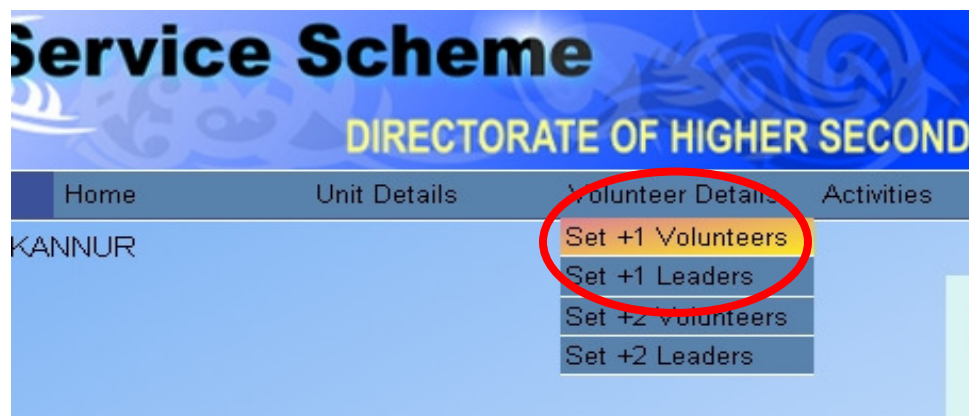


The image shows a web form titled "Unit Details" with a light blue background. It contains five input fields for the following information: Name of Program Officer (SUNIL KARIYATAN), Phone Number (Mobile) (9900000009), Name of Principal (AJITH K.N.), Principal's Phone (9800000009), and E-Mail (skariyatan@gmail.com). Below the fields is a blue button with a pencil icon and the word "Edit".

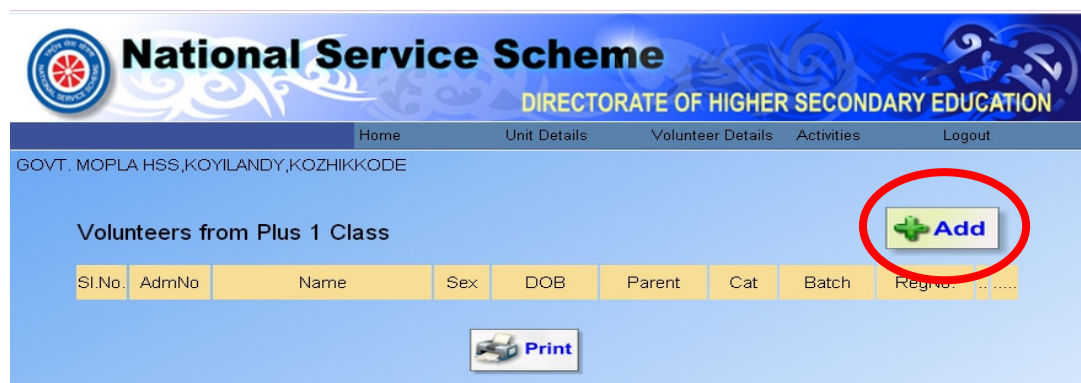
If you want to modify any of the details in the above page, click the edit button. Then you will be able to make changes in the fields and click the save button again to save the changes.

4. Enter volunteer details (Plus One).

In order to enter the Plus One volunteer details, click the **Set +1 Volunteers** menu item in **Volunteer Details** menu as shown below.



Then you will get the following screen.



The image shows a web interface for the "National Service Scheme" under the "DIRECTORATE OF HIGHER SECONDARY EDUCATION". The page title is "Volunteers from Plus 1 Class". It features a table with columns for "Sl.No.", "AdmNo", "Name", "Sex", "DOB", "Parent", "Cat", "Batch", and "Register". A red circle highlights a green button with a plus sign and the word "Add" in the top right corner. Below the table is a "Print" button.

Here you can click the **add** button which is at the right top as shown in the above figure. Then you will get the following screen.

Volunteer Details (Plus 1)

Admission No.
 Name
 Sex
 Date of Birth (dd/mm/yyyy)
 Name of Parent
 Category
 Group
 Year
 Register No. (HSE) *

* For +1 students, Register No. is not necessary...


You can enter all the details about the volunteer in the above page. **For entering Plus One volunteers, no need to enter register number. That column can be left blank.** After entering all the details click the save button as shown below.

Volunteer Details (Plus 1)

Admission No.
 Name
 Sex
 Date of Birth (dd/mm/yyyy)
 Name of Parent
 Category
 Group
 Year
 Register No. (HSE) *

* For +1 students, Register No. is not necessary...

After clicking the save button, you will get the page as shown below, where you can see a volunteer is listed in a table as shown in the following figure.



National Service Scheme

DIRECTORATE OF HIGHER SECONDARY EDUCATION


[Home](#)
[Unit Details](#)
[Volunteer Details](#)
[Activities](#)
[Logout](#)

GOVT. MOPLA HSS, KOYILANDY, KOZHIKKODE

Volunteers from Plus 1 Class

Sl.No.	AdmNo	Name	Sex	DOB	Parent	Cat	Batch	RegNo.
1	13001	SIDHARTH K	Boy	25/05/2003	SUNIL KARIYATAN	OBC	SCIENCE	..		

In order to enter another volunteer for the plus one class, click the add button again and enter the volunteer details as explained above. After entering and saving the second volunteer details, the table will be as shown below.




National Service Scheme




DIRECTORATE OF HIGHER SECONDARY EDUCATION


[Home](#) [Unit Details](#) [Volunteer Details](#) [Activities](#) [Logout](#)

GOVT. MOPLA HSS, KOYILANDY, KOZHIKKODE

Volunteers from Plus 1 Class




Sl.No.	AdmNo	Name	Sex	DOB	Parent	Cat	Batch	RegNo.
1	13001	SIDHARTH K	Boy	25/05/2003	SUNIL KARIYATAN	OBC	SCIENCE	..		
2	13112	SANIL KUMAR	Boy	23/01/2000	MANOHARAN	OBC	SCIENCE	..		








You can enter all the volunteer details of plus one class like this.

5. Modify Volunteer Details.

If you want to make changes in already entered volunteer details, click the  button at the right side of the volunteer in the table as shown below.

Volunteers from Plus 1 Class



Sl.No.	AdmNo	Name	Sex	DOB	Parent	Cat	Batch	RegNo.
1	13001	SIDHARTH K	Boy	25/05/2003	SUNIL KARIYATAN	OBC	SCIENCE	..		
2	13112	SANIL KUMAR	Boy	23/01/2000	MANOHARAN	OBC	SCIENCE	..		

Then you will get the volunteer entry page for the student as shown below. You can make any modification in the above details. Click save button, after making necessary changes. You cannot modify the Admission Number of a volunteer. If you really want change the admission number, the only way out is delete the volunteer and re-enter the volunteer details once again.

Volunteer Details (Plus 1)

Admission No.

Name

Sex

Date of Birth (dd/mm/yyyy)

Name of Parent


Category


Group

Year

Register No. (HSE) *

* For +1 students, Register No. is not necessary...











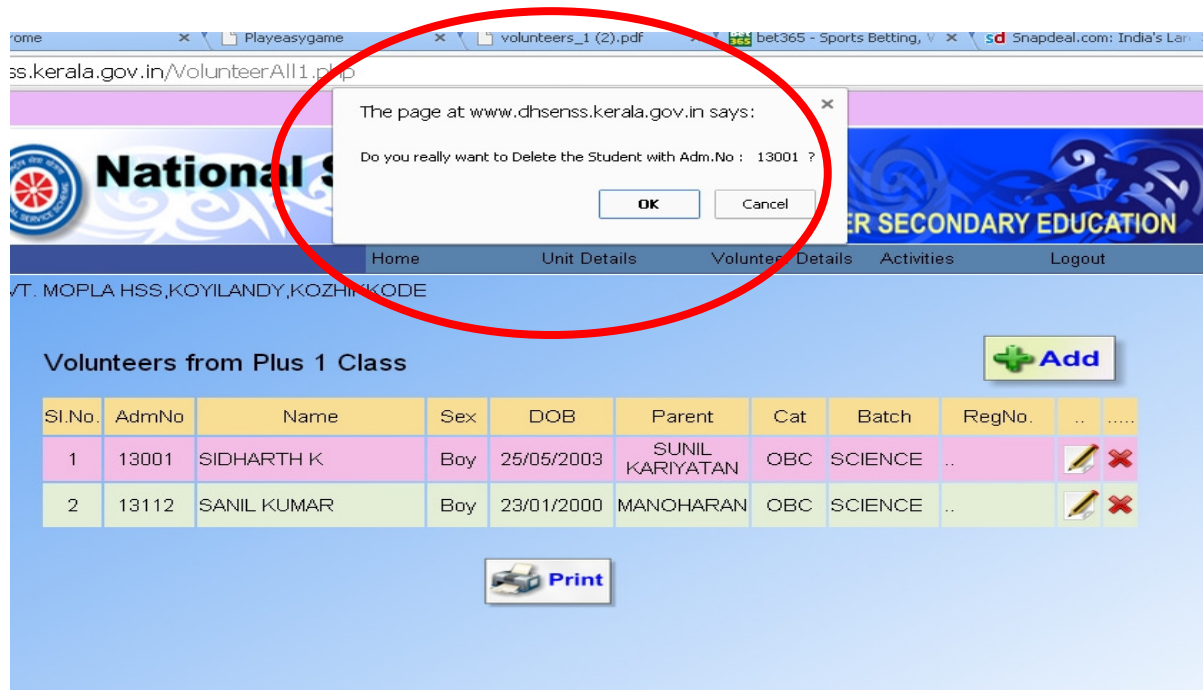
Click save button, after making necessary modification.

6. Delete a volunteer






If you want to delete a volunteer, click the  button, which is at the right side of the volunteer in the table as shown below.


Volunteers from Plus 1 Class											
Sl.No.	AdmNo	Name	Sex	DOB	Parent	Cat	Batch	RegNo.	
1	13001	SIDHARTH K	Boy	25/05/2003	SUNIL KARIYATAN	OBC	SCIENCE	..			 
2	13112	SANIL KUMAR	Boy	23/01/2000	MANOHARAN	OBC	SCIENCE	..			 

When you click this  (delete) button, the page will prompt you whether you really want to delete the volunteer from the table or not as shown below.



The screenshot shows a web browser window with the URL ss.kerala.gov.in/VolunteerAll1.php. A confirmation dialog box is displayed in the center, asking: "Do you really want to Delete the Student with Adm.No : 13001 ?". The dialog box has "OK" and "Cancel" buttons. The background shows the "National Service Scheme" header and a table of volunteers. The "Print" button is visible below the table.

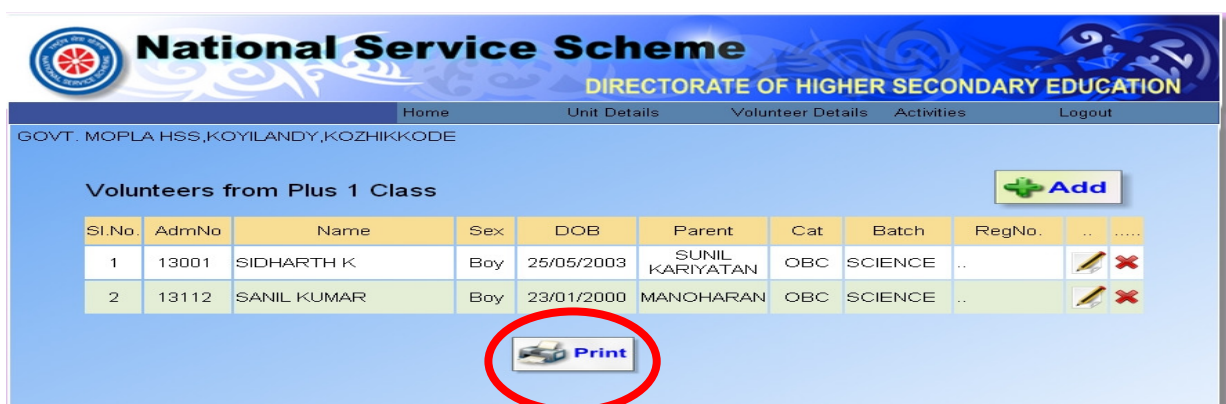
Volunteers from Plus 1 Class											
Sl.No.	AdmNo	Name	Sex	DOB	Parent	Cat	Batch	RegNo.	
1	13001	SIDHARTH K	Boy	25/05/2003	SUNIL KARIYATAN	OBC	SCIENCE	..			 
2	13112	SANIL KUMAR	Boy	23/01/2000	MANOHARAN	OBC	SCIENCE	..			 








If you click **ok** button, the volunteer will be deleted permanently from the database. After deleting a volunteer, you can see that the student name is removed from the volunteer list.


7. Print Volunteer Details.

In order to get a printout of the volunteers, click the print button, which is below the student list as shown in the following figure.

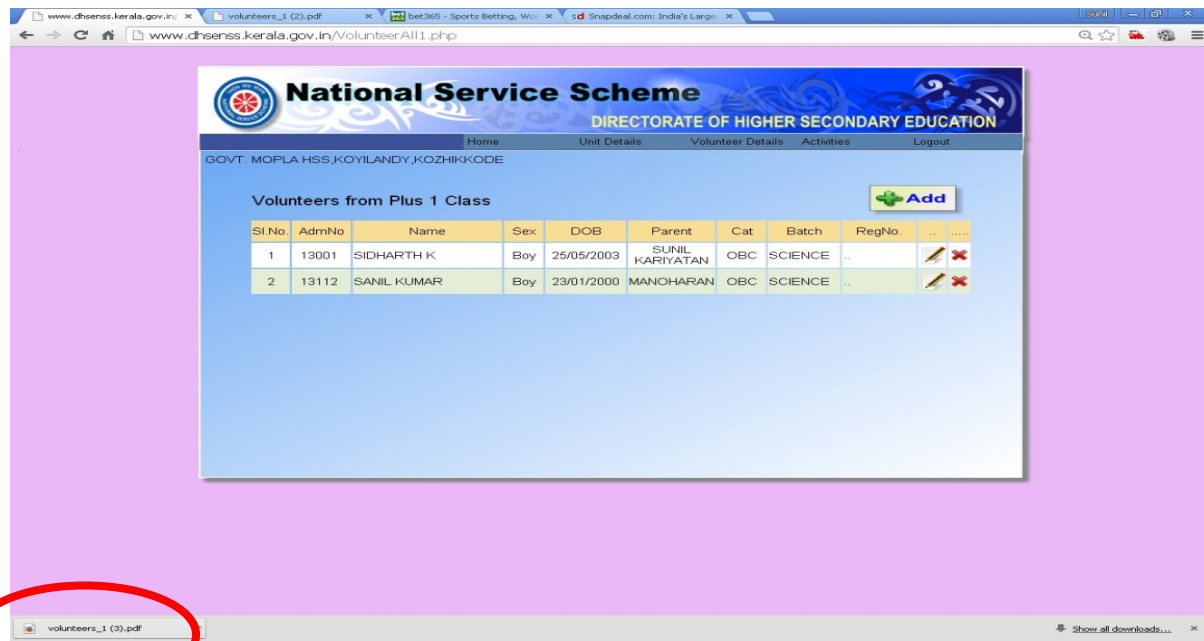


The screenshot shows the "National Service Scheme" website with the "Volunteer Details" tab selected. The table of volunteers is visible, and the "Print" button is circled in red at the bottom of the page.

Volunteers from Plus 1 Class											
Sl.No.	AdmNo	Name	Sex	DOB	Parent	Cat	Batch	RegNo.	
1	13001	SIDHARTH K	Boy	25/05/2003	SUNIL KARIYATAN	OBC	SCIENCE	..			 
2	13112	SANIL KUMAR	Boy	23/01/2000	MANOHARAN	OBC	SCIENCE	..			 



Then a pdf file will be downloaded in your computer. If you are using chrome as the browser, the downloaded file will be displayed as shown below.



Click the downloaded file which is at the bottom left. You will get the pdf file opened as shown in the following figure.

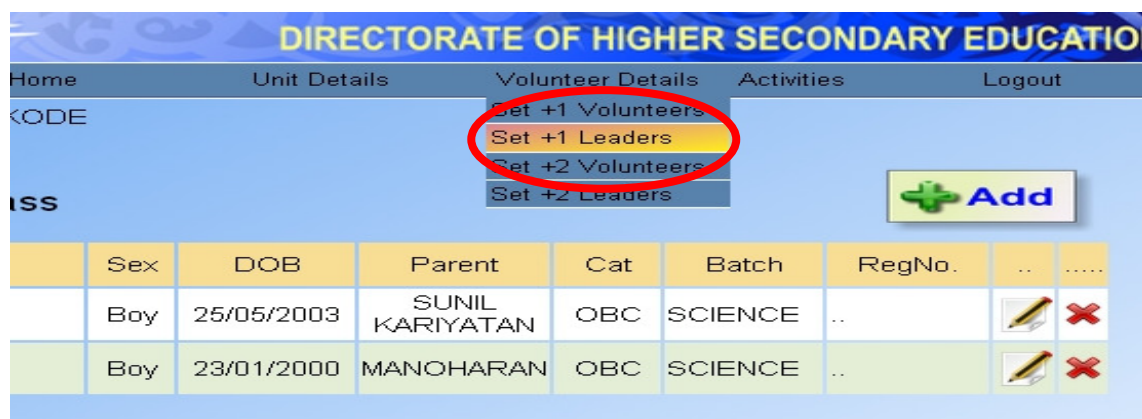
**DIRECTORATE OF HIGHER SECONDARY EDUCATION
NATIONAL SERVICE SCHEME
GOVT BRENNEN HSS, THALASSERY, KANNUR
LIST OF VOLUNTEERS (Plus 1)**

sl.no	AdmNo	Name	Sex	DOB	Parent	Cat.	Group	RegNo
1	13001	SIDHARTH K	Boy	25/05/2003	SUNIL KARIYATAN	OBC	SCIENCE	
2	13112	SANIL KUMAR	Boy	23/01/2000	MANOHARAN	OBC	SCIENCE	

You can take the printout of the above pdf file as you print any other pdf document.

8. Enter Plus One Leaders.

Click the **Set +1 Leaders** menu item which is in the **Volunteer Details** menu as shown in the following table.




Then you will get the following page.

The Volunteer Leaders (Plus 1):

Leader 1

Leader 2



You can select the two leaders from the above page as shown in the following figure.

The Volunteer Leaders (Plus 1):

Leader 1

Leader 2



Once you select the two leaders, you can click the save button. In the case of mixed schools, both the leaders must be of different gender. When you click the save button, the screen will look as follows.

The Volunteer Leaders (Plus 1):

13112 - SANIL KUMAR and
13001 - SIDHARTH K



You can see the names of the leaders in the above page. If you want to modify the leaders, you can click the edit button. Then you will get the page as shown below.

The Volunteer Leaders (Plus 1):

13112 - SANIL KUMAR and
13001 - SIDHARTH K

Leader 1 13112 - SANIL KUMAR ▼

Leader 2 13001 - SIDHARTH K ▼



You can change the leaders from the above page, if you want. Finally click the save button to save the changes.

9. Enter Plus Two Volunteers and leaders.

Plus two volunteers and leaders can be added exactly in the similar way as you enter the plus one volunteers and leaders. Use the menu item , **Set +2 Volunteers** menu item in **Volunteer Details**. For entering the plus 2 volunteers and use the menu item **Set +2 Leaders** menu item which is in the **Volunteer Details** for setting the plus 2 leaders. **When you enter the details for plus 2 volunteers, you must give register number for each candidate.**
