GONDWANA UNIVERSITY, GADCHIROLI

(Established by Government of Maharashtra Notification No. MISC -2007/(322/07) UNI -4 Dated 27th Sept. 2011 &
Presently a State University governed by Maharashtra Public University Act, 2016 (Maharashtra Act No. VI of 2017)

National Service Scheme

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पत्र क्र. No.GU/NSS/ 463 /2018

Dt: 10 /08/2018

अति महत्वाचे

प्रति,

मा. प्राचार्य
संलग्नित सर्व रासेयो महाविद्यालये,
गोंडवाना विद्यापीठ, गडचिरोली.

विषय : रासेयो स्वयंसेवक नोंदणीबाबतची माहिती सादर करणेबाबत.

संदर्भ :– युवा कार्यक्रम आणि खेल मंत्रालय, यांचा ई–मेल दि. ०९/०८/२०१८

महोदय,

उपरोक्त संदर्भांकींत विषयान्वये आपणांस कळविण्यात येते की, मा. राज्य संपर्क अधिकारी महाराष्ट्र शासन यांनी तातडीने सत्र २०१८–१९ करीता प्रवेशित झालेले रासेयो स्वयंसेवक/स्वयंसेविका यांची माहिती मागीतलेली आहे.

तरी तातडीने दि. २० ऑगष्ट २०१८ पर्यंत रासेयोमध्ये प्रवेशित स्वयंसेवक/स्वयंसेविका यांची यादी व संवर्गनिहाय तक्ता MS-Excel मध्ये तयार करुन सलग्नीत प्रपत्रानुसार nssdsw.gug@gmail.com यावर ई–मेल पाढवावे व प्राचार्यांची स्वाक्षरी असलेली हार्ड कॉपी दि. २० ऑगष्ट २०१८ पर्यंत संचालक. रासेयो, गोंडवाना विद्यापीठ, गडचिरोली यांचे कार्यालयात पाठविण्यात यावी.

धन्यवाद !

डॉ. नरेश मडावी
संचालक (प्र.)
राष्ट्रीय सेवा योजना
गोंडवाना विद्यापीठ, गडचिरोली.

Aadhar Number	Full Name	Father/Mother Name	Gender	Date of Birth	Address	Landm ark	State	District	Block	City/Village	Pincode	Email	Mobile	Blood Group	Created By	Other Area of Interest

INSTRUCTION FOR FILLING THE YOUTH ENROLMENT DATA

Young-India PORTAL

MINISTRY OF YOUTH AFFAIRS and SPORTS- DEPARTMENT OF YOUTH AFFAIRS

युवा कार्यक्रम और खेल मंत्रालय

MINISTRY OF
YOUTH AFFAIRS AND SPORTS

सत्यमेव जयते

Introduction

This document is created to help the Organizations in filling the Excel sheet that has been circulated to the Organizations to provide the primary fields for Upload into the Portal

This document will provide details on what needs to be entered in each column of the Excel and what are criteria's that need to be taken care while filling up the Excel sheet

Instructions for filling the form

The General instructions that need to be taken care while filling up the Form:

1. Open the file using excel so that it will be easy to fill the data.
2. The file naming convention of the Excel that will be provided should be as mentioned
   <OrganizationsNameAbrrevation>_YoungIndia_Volunteer_Enrollment_Form_<DDM MYYYY>_<Running Sequence Number>.xls

   'OrganizationsNameAbbrevation' values are as follows:
   BSG – Bharat Scouts & Guides
   HSG – Hindustan Scouts & Guides
   IRCS – Indian Red Cross Society
   NSS – National Service Scheme
   NCC – National Cadet Corps
   NYKS – Nehru Yuva Kendra Sangathan
   EC – Eco Clubs Ministry of Environment Forest and Climate change

   'DDMMYYYY' - is the date when the Excel sheet was submitted
   'Running sequence number' – This is a running sequence specific to the organization to maintain a sequence of the Excel files

3. Maximum of 10000 volunteer records should be provided in a single Excel file. All the data should be in a single sheet
4. Do not change the name of the sheet in the file
5. Do not add any separate sheets in the Excel file
6. Fields marked as non-mandatory can be left blank in case the data is not available, however effort should be made to provide the data to the maximum extent possible
7. **The Data values entered in the cells should not contain any semicolon (';'); instead comma can be used (',')**

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Below are the Primary fields that were finalized during the meeting:

1. Aadhar Number (Non – Mandatory)
2. Full Name (Mandatory)
3. Father/Mother name (Mandatory)
4. Gender (Mandatory)
5. Date of Birth (Mandatory)
6. Address (Mandatory)
7. State (mandatory)
8. District (Mandatory)
9. Email (not mandatory) (Either Email or Mobile is Mandatory)
10. Mobile (not mandatory) (Either Email or Mobile is Mandatory)
11. Blood Group (Non mandatory)
12. Block (Non Mandatory)
13. Landmark (Non Mandatory)
14. City/Village (Non Mandatory)
15. Pincode (Non Mandatory)
16. Other Area of Interest (Non Mandatory)
17. Created By (Mandatory)

Description and Validation criteria for the Primary fields

1. Aadhar Number

Column Name	Mandatory	Length	Value Type
Aadhar Number	No	12	Only Numbers

Description:

This is the 12-Digit Aadhar Number of the Individual. This will help in Uniquely identifying the Individual across orga ations. Though this field is not Mandatory effort should be made to provide this value for each and every Individual / Youth / Student / Volunteer that is been enro led with the Organization. The Aadhar number should be keyed in without any space or any special character between the numbers of Aadhar.

2. Full Name

Column Name	Mandatory	Length	Value Type
Full Name	Yes	150	Alphabets and Numbers, apostrophe & Space

Description:

This column will contain the Full Name of the Youth Including his First Name, Middle Name and Last Name separated by a Space. This name should match with an identity document issued by Government of India

3. Father/Mother name

Column Name	Mandatory	Length	Value Type
Father/Mother name	Either Father's name or Mother's Name is Mandatory	150	Alphabets and Numbers apostrophe & Space

Description:

This column will contain the Father's Name or Mother's name of the Individual enrolled. This will contain the Full Name of the Individual's father or mother i.e. First Name, Middle Name and Last Name separated by a Space.

4. Gender (Mandatory)

Column Name	Mandatory	Length	Value Type
Sex	Yes	**Options are** Male Female Transgender	Alphabets

Description:

This column will specify the Gender of the Individual enrolled. The values should be either of the below mentioned 3 options

- Male
- Female
- Transgender

5. Date of Birth

Column Name	Mandatory	Length	Value Type
Date of Birth	Yes	10	DD/MM/YYYY

Description:

The column will contain the Date of Birth of the Individual been enrolled. This is a Mandatory data and will have the following format DD/MM/YYYY where DD represents date for e.g. for 2nd January 1980 it will be 02/01/1980

6. Address

Column Name	Mandatory	Length	Value Type
Address	Yes	500	Alphabet and Number, Special characters like '-', '.', '_', space, '/' are allowed

Description:

This column will contain the Residential address of the Individual been enrolled. This will contain the complete address i.e. House Number / Flat number, Building Name, Street Name, Mohalla, Village Name, Station Name as applicable.

Note: Semicolon (;) should not be used in the address

7. Landmark

Column Name	Mandatory	Length	Value Type
Landmark	No	150	Alphabet and Number, Special characters like '-', '_', space, '/' are allowed

Description:

This column will contain the nearest Landmark (if any) of the Individuals Residence.

8. State

Column Name	Mandatory	Length	Value Type
State	Yes	20	Alphabet

Description:

This column will contain the State in which the Individual is staying. The complete State name should be provided as per the spelling provided by Government of India. No short code to be used for e.g. Delhi, Uttar Pradesh etc. should be entered

9. District

Column Name	Mandatory	Length	Value Type
District	Yes	20	Alphabet

Description:

This column will contain the District in which the Individual is staying. The complete District name should be provided as per the spelling provided by Government of India. No short code to be used.

10. Block

Column Name	Mandatory	Length	Value Type
Taluka	No	20	Alphabet

Description:

This column will contain the Block in which the Individual is staying. The complete Block name should be provided as per the spelling provided by Government of India. No short code to be used.

11. City / Village

Column Name	Mandatory	Length	Value Type
City / Village Name	No	20	Alphabet

Description:

This column will contain the City or Village name in which the Individual been enrolled is staying. The complete City or Village name should be provided as per the spelling provided by Government of India. No short code to be used.

12. Pin code

Column Name	Mandatory	Length	Value Type
Pin code	No	6	Numeric

Description:

This column will contain the Pin code of the residence of the Individual been enrolled. The Pin code should be of 6 digits. Only Numbers are allowed

13. Email

Column Name	Mandatory	Length	Value Type
Email	Either Email or Mobile is Mandatory	50	As per the email rule provided by the email provider

Description:

The Email address is not a mandatory field but in case email is not provided Mobile Number should be provided. This is required in case the Organization need to contact the individual. Parents Email address can be provided in case of Minors

14. Mobile (not mandatory) (Either Email or Mobile is Mandatory)

Column Name	Mandatory	Length	Value Type
Mobile	Either Email or Mobile is Mandatory	10	Number

Description:

The Mobile number is not mandatory but in case mobile number is not provided Email address needs to be provided. This is required in case the Organization need to contact the individual. Parents Mobile number can be provided in case of Minors.

The Mobile number provided should be of 10 digits only, it should not be prefixed with '+' or country code or '0'. It is assumed that all the Mobile numbers provided will be of India only

15. Blood Group (not mandatory)

Column Name	Mandatory	Length	Value Type
Blood Group	No	Options are as below: A+ A- B+ B- AB+ AB- O+ O-	As listed in the Length column

Description:

This column will contain the Blood group of the Individual been registered. The options for this column is as listed below:

- A+
- A-
- B+
- B-
- AB+
- AB-
- O+
- O-

16. Other Area of Interest (not mandator/)

Column Name	Mandatory	Length	Value Type
Other Area of Interest	No	100	Alphabet (Separated by comma), space, ',' are allowed

Description:

The Other Area of Interest is not mandatory. This column will contain comma separated Area of Interest, which is not listed in the above Area of Interest Option.

17. Created By

Column Name	Mandatory	Length	Value Type
Created By	Yes	50	Email address

Description:

The Created By column contains the Email address of the Unit Level User Under whom the Volunteer needs to be registered. **Please note this column is very important as this will decide the authorization for Viewing of the Volunteer data at Unit, District and State level.**