

P. Singh

URGENT

**GOVERNMENT OF ODISHA  
HIGHER EDUCATION DEPARTMENT**

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No.HE-COOD-MISC-0008/2016 **20830** /HE., Dated **23.7.18**

From

Sri P.K. Das, IAS  
Additional Secretary to Government

To

The Principals, All District Nodal Colleges of Odisha, (Self Defence)  
The Principals, All Govt. Degree and Non-Govt. Aided Degree Colleges  
The Principals, All Composite Colleges

Sub:- **Nominations for State Level Award on Self-defence Training Programme 2017-18.**

Sir/Madam,

I am directed to inform you that the Government in Higher Education Department have slightly revised the scheme of State Level Award to recognize the outstanding achievements of the field functionaries of Self-defence Training Programme. Accordingly, the State Self-Defence Cell of Higher Education Department is going to organize the State Level Award ceremony for the year 2017-18 shortly. A copy of the revised State Level Award Scheme on Self Defence Training Programme is enclosed herewith for your reference.

You are therefore, requested to please take immediate steps for furnishing the nominations of different categories in the required Nomination format enclosed herewith for Self-Defence Award 2017-18 **on or before 18<sup>th</sup> August 2018** positively to this Department for further action at this end.

The **Award Scheme and the Nomination Format** is also available in the Department website **www.dheodisha.gov.in**.

Yours faithfully,

  
Additional Secretary to Government


**Memo No.** 20831 /HE., Dated 23.7.18

Copy forwarded to Director, Higher Education/all Regional Directors, Odisha for information and necessary action.

  
23/7/2018  
Additional Secretary to Government

**Memo No.** 20832 /HE., Dated 23.7.18

Copy along with the enclosures forwarded to PT Cell for information and necessary action. They are requested to upload the revised Guidelines for State Level Award Scheme on Self Defence Training Programme and the Nomination Formats in this Department website.

  
23/7/2018  
Additional Secretary to Government

# STATE LEVEL AWARD SCHEME FOR SELF-DEFENCE TRAINING PROGRAMME

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The State Government have announced a progressive Youth Policy, 2013 to empower girl students, to instill self-confidence and to enable them to defend themselves against physical assault.

To recognize the outstanding achievement of the programme, Higher Education Department formulated a Scheme of State Level Award for the field functionaries. The eligibility criteria for awardees are as follows-

## **I. Eligibility :**

### **(a) Best Master Trainer Award:**

- A master trainer should have completed training of minimum 10 (ten) groups of girl students in self-defence programme.
- She must be a college student.
- She must have adequate knowledge of self-defence skill. She must have successfully passed the assessment test of Self-defence course(REACT)
- She must have certificate of self-defence training furnished by Higher Education Department

### **(b) Best Trainee Award:**

- A trainee should perform 12 days training programme.
- Proof of using the skill for the benefit of society & also person concerned during the time of need.
- Protesting physical assault if any with courage and confidence.
- She must pass the assessment test of self-defence course (REACT).

### **(c) Best Coordinator Award (Nodal / Individual College) :**

- He/She should have worked as Programme Coordinator of Self-defence training at least for two years.
- There should not be any vigilance case/police case/Departmental proceeding pending against him/her.
- Recommendation from principal of concerned College.
- Feedback from master trainer relating to coordinators activity.
- Performance in coordinating and monitoring Self Defence Training Programme and number of colleges visited in case of Nodal Programme Coordinator.
- Total number of girls trained out of the total girls admitted in the concerned academic year.

(d) **Best Principal Award:**

- Timely submission of fund utilization certificate.
- Number of review meetings conducted in District level/ college level.
- Successful training programme with 100% achievements.
- Recommendation letter of Principal of Nodal College if it is individual college and recommendation letter of any member of District Level monitoring Committee for Self Defence Training if it is a Nodal College.
- Submission of details of training programme for last two years in time.
- Performance in monitoring Self Defence Training Programme and number of colleges visited in case of Nodal College.

(e) **Best College Award (for conducting Self Defence Training Programme) :**

- Perfect monitoring related to Self-Defence Training Programme.
- Recommendation letter of any member of District Level monitoring Committee for Self Defence Training.
- Timely submission of fund utilization certificate.
- Each year there should be 100% self-defence training to girl students.
- Submission of details of training programme for last two years in time.
- Participation of girl students in Self Defence Training Programme. (submit attendance proof)
- Overall performance of the Principal, Programme Coordinator, Master Trainer and participation of Trainee for successful Training Programme.

\*The Committee shall select the outstanding college by making field visit.

**II. Award giving :**

- On the basis of overall assessment (both quantitative and qualitative) activities, State Advisor and team will scrutinized all the papers perfectly before giving award.
- The concerned awardees should be felicitated in a function which will be organized by the State Self-defence Cell, Higher Education Department at the State Capital.
- The suitable date for holding the function is to be fixed by Higher Education Department, Government of Odisha.
- Taking into consideration of performance of each financial year, nomination would be submitted on or before 30<sup>th</sup> June.
- The required number of nominations shall be submitted to the State Self Defence Cell, Higher Education, Government of Odisha.

The nominations sent by the concerned persons for different category of awards to the State Self-defence Cell shall be further examined and evaluated by an expert committee constituted by the said cell with the following officials, experts and resource persons.

- Additional Secretary - Chairman
- Director, Higher Education, Odisha - Member
- SNO-cum-Deputy Secretary - Member Secretary
- State Advisor, Self-defence Cell - Member Convener
- An eminent educationist. - Member
- An expert of Self-defence skill. - Expert
- An eminent woman. - Member

The expert committee shall scrutinize the nominations taking into account the performance report.

The final selection of awardees shall be made by the Expert Committee. After final selection, the list of the Awardees shall be notified by the State Advisory Cell and communicated to the respective colleges for further action. The selection by the Expert Committee shall be final and binding. The details of awards are as follows:-

Sl. No.	Category	No. of Awards	Amount of each Award.	Total Amount
1	Best Master Trainer Award	15	Rs.3000/- each	Rs. 45000/-
2	Best Trainees Award	30	Rs.1000/- each	Rs. 30000/-
3	Best Coordinator Award (Nodal / Individual College)	10 (5+5)	Rs.3000/- each	Rs. 30000/-
4	Best Principal Award	05	Rs.5000/- each	Rs. 25000
5	Best College Award (for conducting Self Defence Training Programme)	05	Rs.2000/- approx. (for Trophy)	Rs. 10000 approx.
<b>TOTAL</b>				Rs.1,40,000.00

TA will be given to best Master Trainers and best Trainees only as per official rule on submission of bus and train 2<sup>nd</sup> class tickets.

It is expected that these awards will encourage all girl students to work with more dedication and higher level of confidence.

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P.K.B.

**GOVERNMENT OF ODISHA  
DEPARTMENT OF HIGHER EDUCATION**

**NOTIFICATION**

Bhubaneswar, dated the 30-11-2013

No.HE-COOD-MISC-0004/2013 29876 /HE. After careful consideration, Government in Department of Higher Education have been pleased to constitute a District Level Monitoring Committee in each district of the State of Odisha consisting of the following members for implementation of the Self-defence Training Programme of college girl students under the Odisha State Youth Policy, 2013, Government of Odisha, Bhubaneswar.

1.	District Collector	---	Chairman
2.	Superintendent of Police	---	Member
3.	Chief District Medical Officer	---	Member
4.	District Sports Officer	---	Member
5.	District Programme Officer (NSS)	---	Member
6.	Senior NCC Officer	---	Member
7.	Senior Youth Red Cross Counsellor	---	Member
8.	Principal, District Nodal College	---	Member Convenor

The functions of the above Committee are –

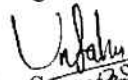
- The District Level Committee will meet from time to time to monitor the training programme in the field.
- The Committee will visit the training programme conducted by the college.
- The Committee will give guidance from time to time.
- The Committee will oversee the arrangement for smooth and successful conduct of training.
- The Committee will give suggestions for additional number of Master Trainers, if required.
- The Committee may suggest the measures to be taken by Government for improvement of quality of the training programme.

By order of the Governor

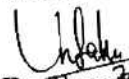
  
30/11/13  
SLO-cum-Dy. Secretary to Govt.

(P.T.O.)


Memo No. 29877 (8) /HE., Dated 30-11-13  
 Copy forwarded to all members of the District Level Monitoring Committee for information and necessary action.

  
 SLO-cum-Dy. Secretary to Govt.

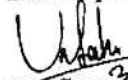
Memo No. 29878 (40) /HE., Dated 30-11-13  
 Copy forwarded to all Departments of Government for information and necessary action.

  
 SLO-cum-Dy. Secretary to Govt.

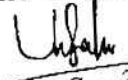
Memo No. 29879 /HE., Dated 30-11-13  
 Copy forwarded to the Director, Printing, Stationary & Publication, Odisha, Cuttack for information and necessary action. He is requested to publish the same in the next Extraordinary Odisha Gazette and to supply 10 copies to this Department.

  
 SLO-cum-Dy. Secretary to Govt.

Memo No. 29880 /HE., Dated 30-11-13  
 Copy forwarded to the Principals of All Government and Non-Government Colleges of the State for information and necessary action with reference to this Department G.O. No.28213/HE dated 16.11.2013.

  
 SLO-cum-Dy. Secretary to Govt.

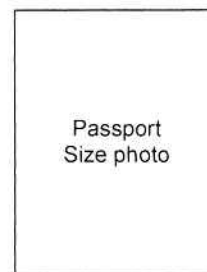
Memo No. 29881 (5) /HE., Dated 30-11-13  
 Copy forwarded to the Director, Higher Education, Odisha, Bhubaneswar/All Regional Directors of Education/Chairman, CHSE, Bhubaneswar/Principals of all District Nodal Colleges for information and necessary action with reference to this Department Memo No.28214/HE dated 16.11.2013.

  
 SLO-cum-Dy. Secretary to Govt.

Memo No. 29882 (4) /HE., Dated 30-11-13  
 Copy forwarded to PS to Hon'ble Chief Minister, Odisha/PS to Hon'ble Minister, Higher Education, Odisha/PS to Chief Secretary, Odisha/PS to Principal Secretary to Govt., Higher Education Department for kind information of Hon'ble Chief Minister, Odisha/Hon'ble Minister, Higher Education/Chief Secretary, Odisha/Principal Secretary to Govt., Higher Education Department.

  
 SLO-cum-Dy. Secretary to Govt.

## NOMINATION FORMAT FOR BEST MASTER TRAINER FOR STATE LEVEL SELF-DEFENCE AWARD, 2017-18



1. Name of the University/+2 Council :
2. Name of the Master Trainer (in block letters) :
3. Date of Birth of Master Trainer (with documentary proof/copy of the HSC certificate) :
4. Full address with contact No. and E-mail ID of Master Trainer :
5. Name of the Nodal College :
6. Name of the College with full address (in Block Letters) :
7. Status of the College (Nodal/Sub-Nodal/Individual) :
8. Name of the Principal with contact No. :
9. Name of the Programme Coordinator with contact no. :
10. Number of hours & days completed during Master Trainer's training (Xerox copy of Certificate) :
11. Number of training given during 2015-16, 2016-17 & 2017-18 (give details of each group duly attested by concerned Principal/Coordinator) :
12. Self-defence training given to any girls other than college girls (Certificate from appropriate authority/agency) :
13. Leadership qualities and other initiatives to motivate girls lifting their motivation level and self-confidence :
14. Opinion regarding self-defence training programme of the College :
15. Protesting physical assault if any with courage and confidence (Documentary proof) :



16. Whether she has been convicted :  
by any court of Law or any case is  
pending against her.

17. Academic Details

Sl No	Class	Subject	Year of passing	Achievements, if any

18. Any outstanding performance :  
(attach separate sheet with full factual  
details)

19. Other remarks, if any :

*Signature of the  
Master Trainer*

*Recommendation of the  
Self-defence Coordinator*

*Recommendation of the Principal  
(With official seal)*

**N.B.:**

- Incomplete application will be summarily rejected and no correspondence thereon will be entertained.
- The completed nomination for the self-defence award will be sent to the following address through Speed Post / Registered Post.

To  
The State Advisor (Self-defence Cell),  
Department of Higher Education,  
Government of Odisha,  
Odisha Secretariat, Bhubaneswar-751001

## NOMINATION FORMAT FOR BEST TRAINEE FOR STATE LEVEL SELF-DEFENCE AWARD, 2017-18

Passport  
Size photo

1. Name of the University/+2 Council :
2. Name of the Trainee  
(in block letters) :
3. Date of Birth of Trainee  
(with documentary proof/copy of the  
HSC certificate) :
4. Full address of Trainee with contact  
No. and E-mail ID. :
5. Name of the Nodal College :
6. Name of the College with full  
address (in Block Letters) :
7. Name of the Principal with contact  
no. :
8. Name of the Programme Coordinator :  
with contact no. :
9. Name of the Master Trainer with  
address and Contact No. :
10. Number of hours and days  
completed during training  
(with documentary proof) :
11. Leadership qualities and other  
initiatives to motivate girls of your  
own college as well as outside of  
the college. :
12. Opinion regarding self-defence  
training imparted by Master Trainer :
13. Protesting physical assault if any  
with courage and confidence  
(Documentary proof) :
14. Whether she has been convicted by  
any court of Law or any case is  
pending against her. :

15. Academic Details

Sl No.	Class	Subjects	Year of passing	Achievements, if any

16. Any outstanding performance  
(attach separate sheet with full factual  
details)

17. Other remarks if any

*Signature of the  
Trainee*

*Recommendation of the  
Self-defence Coordinator*

*Recommendation of the Principal  
(with official seal)*

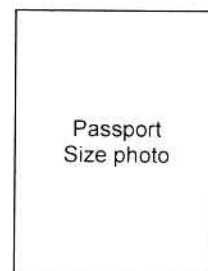
**N.B.:**

- Incomplete application will be summarily rejected and no correspondence thereon will be entertained.
- The completed nomination for the self-defence award will be sent to the following address through Speed Post / Registered Post.

**To  
The State Advisor (Self-defence Cell),  
Department of Higher Education,  
Government of Odisha,  
Odisha Secretariat, Bhubaneswar-751001**

## NOMINATION FORMAT FOR BEST PROGRAMME COORDINATOR FOR STATE LEVEL SELF-DEFENCE AWARD, 2017-18

1. Name of the University/+2 Council :
2. Name of the applicant  
(with Address & Contact Number) :
3. Name of the College with full  
address (in Block Letters) :
4. Name of the Nodal College :
5. Status of the College  
(Nodal/Sub-Nodal/Individual) :
6. Status of the Programme  
Coordinator (Nodal /Individual  
college) :
7. Name of the Principal with Contact  
No. :
8. Date of Commencement of Training  
(Month & Year) :
9. Details of Girl Students in last 03  
years (2015-16,2016-17 & 2017-18)  
(Enclose list of trainees with their  
Class, Roll No. and Signature) :



Year	Month	Total No. of Girl Students Admitted (in college in case of individual college)/ in the District (in case of Nodal College)	No. of Girl Students Trained	No. of Groups Trained

10. Master Trainer List with Contact  
Number & Signature :
11. Date of Meetings with own college  
and other colleges, if any (List of  
members and copies of  
proceedings of meeting of last 02  
years) :
12. Date of submission of Utilization  
Certificate (Last 03 years) :
13. Do you have any adopted slum/  
village in Self-defence activities? :

14. If yes, give details of training activity organized.
15. Have you participated/ Monitored Training Programme of other colleges (if Nodal College Programme Coordinator), if so, give details:  
(Please enclose details in separate sheet)

Name of the College	Name of the Training	Period (Date)	Venue

16. Have you attended District/State Level Meeting on Self Defence? If yes, enclose details in separate sheet.
17. Any innovative programmes undertaken by you during last three years. Give details.
18. Initiatives taken by you in strengthening the Self-defence Training Programme. Please give details with justification.
19. Date of submission of Report to Self Defence Cell
- Enrolment
  - Action Plan
  - Activity Report
  - Quarterly/Half-yearly/Annual Report
20. Are you convicted by any Court of Law or is any case pending against you?

Place:  
Date :

*Signature of the  
Programme Coordinator*

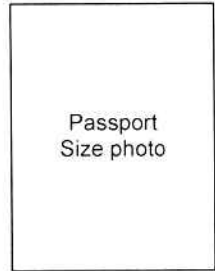
*Signature of the Principal  
with Official Seal*

**N.B.:**

- Incomplete application will be summarily rejected and no correspondence thereon will be entertained.
- The completed nomination for the self-defence award will be sent to the following address through Speed Post / Registered Post.

To  
The State Advisor (Self-defence Cell),  
Department of Higher Education,  
Government of Odisha,  
Odisha Secretariat, Bhubaneswar-751001

## NOMINATION FORMAT FOR BEST PRINCIPAL FOR STATE LEVEL SELF-DEFENCE AWARD, 2017-18



1. Name of the Principal :
2. Name of the College and Contact No. (in Block Letter) :
3. Name of the Nodal College :
4. Self-defence training status of the College during 2015-16, 2016-17 & 2017-18. :

- |                                       |                |                |                |
|---------------------------------------|----------------|----------------|----------------|
| 5. Training details of last 3 years : | <u>2015-16</u> | <u>2016-17</u> | <u>2017-18</u> |
|---------------------------------------|----------------|----------------|----------------|

Girls  
Admitted :

Girls  
Trained :

6. Evaluation report year wise (2015-16, 2016-17 & 2017-18) :
- i. Number of Colleges visited (in case of Nodal College) :
- ii. Number of training programme monitored :
- iii. Number and date of review meetings conducted (Documentary Proof) :
- iv. Steps taken for achieving the target :
- v. Steps taken to solve the problem faced by Master Trainers & Trainees. :
- vi. Steps taken in disbursement and utilization of fund :
- vii. Date of submission of Utilization Certificate to Government :
7. Any innovative suggestions for smooth implementation of self-defence training :



8. Opinion regarding the performance of College Programme Coordinator :
9. Whether he/she has been convicted by any court of Law or any case is pending against him/her. :
10. Other remarks if any :

Recommendation of any Member of  
District Level Monitoring Committee  
with seal

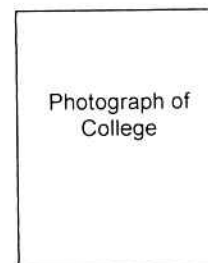
*Signature of the Principal  
(with official seal)*

**N.B.:**

- Incomplete application will be summarily rejected and no correspondence thereon will be entertained.
- The completed nomination for the self-defence award will be sent to the following address through Speed Post / Registered Post.

**To  
The State Advisor (Self-defence Cell),  
Department of Higher Education,  
Government of Odisha,  
Odisha Secretariat, Bhubaneswar-751001**

## NOMINATION FORMAT FOR BEST COLLEGE FOR STATE LEVEL SELF-DEFENCE AWARD, 2017-18



1. Name of the University/+2 Council :
2. Name of the College with address :
3. Status of the College (Nodal/Sub-Nodal/Individual) :
4. Name of the Principal with Contact No. (in Block Letters) :
5. Name of the Programme Coordinator with contact no. :
6. Number of groups completed training in 2015-16, 2016-17 & 2017-18 with documentary proof. (data of own college if it is individual college and data of own along with other colleges if it is Nodal College) :
7. Details of submission of yearly, half yearly and quarterly training reports to the State Advisor/ Adl. Secretary / SNO-cum-Deputy Secretary. :
8. Status of fund utilization certificate in 2015-16, 2016-17 & 2017-18. :
9. Status of the training programme of the College/Nodal College (status of the District along with own college in case of Nodal College) :
 

	<u>2015-16</u>	<u>2016-17</u>	<u>2017-18</u>
Girls Admitted :			
Girls Trained :			
10. New initiatives of the Principal, his/her interest and achievements in providing leadership to achieve full target during 2015-16, 2016-17 & 2017-18. :
11. Outstanding contribution, if any (Documentary Proof). :
12. Details of vigilance case/enquiry, if any, pending against the Principals and Programme Coordinator. If yes, give details of the case and outcome. :

13. Feedback from Master Trainer :

Recommendation of any Member of  
District Level Monitoring Committee  
With Seal

Signature of the Principal  
with official seal

**N.B.:**

- a) Incomplete application will be summarily rejected and no correspondence thereon will be entertained.
- b) Success stories need to be supported by photograph/video clippings.
- c) The completed nomination for the self-defence award will be sent to the following address through Speed Post / Registered Post.

**To  
The State Advisor (Self-defence Cell),  
Department of Higher Education,  
Government of Odisha,  
Odisha Secretariat, Bhubaneswar-751001**