

NSS Portal – Process Flow for Principals and POs

This document outlines the standardized procedure for School Principals and Programming Officers (POs) to manage National Service Scheme (NSS) activities via the official online portal.

Phase 1: Account Setup & Profile Configuration

1. **Initial Login:** The School Principal must log in to the NSS portal using the designated school credentials (e.g., hsCAP/vhsCAP).
2. **Principal Profile Update:** Navigate to the Profile section and ensure all Principal details are accurate and up-to-date.
3. **Bank Account Registration:** Input the school's unit bank account and PFMS details for NSS-related transactions.
4. **Programming Officer (PO) Registration:** Create a profile for the Programming Officer by completing all mandatory fields and saving the information.
5. **PO Activation & Logout:** Enable the PO account from the Principal dashboard and securely log out of the portal.

Phase 2: Programming Officer Onboarding

6. **PO Login:** The designated Programming Officer should log in using their registered mobile number and the default system-generated password. (1234)
7. **PO Profile Completion:** The PO must update their personal profile and download the official affidavit via the "Terms and Conditions" link.
8. **Password Update:** For security purposes, the system will prompt an automatic logout, after which the PO must change their temporary password to a permanent, secure one.

Phase 3: Student Enrolment & Management

9. **Student Enrollment:** Navigate to the 'Volunteer' menu to register and enroll all participating students.
10. **Leader Designation:** Identify and mark two enrolled students as 'LEADERS'.
11. **Principal Confirmation:** The Principal must log in again to review and officially confirm the final list of enrolled students.
12. **Document Download:** Once confirmed, various documents (e.g., Student Enrolments PDF, consent letters) can be downloaded using the 'Settings' icon.

Phase 4: Activity Management & Execution

13. **Activity Enablement:** Note that the 'Activities' module becomes available only after the student list has been confirmed by the Principal.
14. **Activity Creation:** Create new NSS activities in alignment with the submitted action plan.
15. **Attendance & Confirmation:** Record student attendance for the activity and finalize it by confirming the activity completion.
16. **Media Upload:** Upload photographic evidence of the activity through the integrated School Wiki module.
17. **Report Generation:** The system will generate an activity report, which can be downloaded as a PDF for records.

Phase 5: Camp Management

18. **Camp Creation:** Initiate a new NSS Camp from the 'Camp' menu.
19. **Student Allocation:** Add students from Plus One and Plus Two levels to the camp. This list can be modified by adding or removing students as needed.
20. **Staff Assignment:** Assign teachers and other staff members to supervise the camp.

21. **Camp Authorization:** The camp must be reviewed and confirmed by both the Programming Officer and the Principal to be officially scheduled.
22. **Daily Attendance:** Record daily routine attendance for all participants by selecting the corresponding dates.
23. **Project Attendance:** Mark specific attendance for project workdays within the camp schedule.
24. **Report Download:** Access and download comprehensive camp and activity reports from the 'Reports' section.

Phase 6: Financial Management & Reporting

25. **Financial Transactions:** Navigate to the 'Accounts' menu and select "Add Transaction" to record financial data.
26. **Transaction Categorization:** For each transaction, select the appropriate payment mode and categorize it correctly as either 'INCOME' or 'EXPENDITURE' before saving.

Application Link :

DHSE : <https://dhsenss.kite.kerala.gov.in/>

VHSE : <https://vhsenss.kite.kerala.gov.in/>