

Annual Report Format for NGC School

(Source: “Journey from “Grey to Green” – A Self Assessment Manual for National Green Corps Eco Clubs, 2014. By Ministry of Environment, Forests and Climate Change, Government of India)

This annual report is to be submitted to the District Implementation and Monitoring Committee (DIMC) along with the Statement of Expenditure given in **Annexure – I**.

1. Details of the NGC school:

Name of the School		
Name of the Head Master/Principal		
Strength/Enrolment of the school (Boys, Girls)	Boys	Girls
Medium of instruction		
Complete postal address (with pin code number):		
E-mail Address (School)		
Phone number (School)		

2. About NGC programme

- Name of the teacher in-charge/coordinator:
- Contact details of the teacher in-charge/coordinator:
- E-mail ID of the teacher in-charge/coordinator:
- Participation of coordinator in orientation/training programme (yes/no, if yes date):
- Name of Eco-club and date of Eco-club formation:
- Number of students in Eco-club: Boys: Girls: Total:

3. Details on Eco-club activities

- Number of Eco-club meetings held and frequency (Daily/Weekly/Fortnightly/Monthly/Others):

4A: (This is only an indicative list; the NGC schools/Eco-clubs may as well develop innovative activities at their own level)

Activity		
Level 1 – Awareness activity	Date and Duration	No. of participating students
Rally		
Film shows		
Expert Talks		
Street play		
Nature camp/Nature walk		
Exhibition		
Others including important events		

Level 2 – Observation and Documentation		
Survey Outings		
Data Collection		
Record Keeping		
Analysis		
Presentation		
Others		
Level 3 – Action Projects		
Plantation		
Vermicomposting/composting		
Sanitation facility		
Water conservation		
Energy conservation		
Others		

4B: Reporting on Outcomes (Please refer “Journey from “Grey to Green” – A Self Assessment Manual for National Green Corps Eco Clubs, 2014. By Ministry of Environment, Forests and Climate Change, Government of India to fill this section)

Levels	Number of Students/Families in Neighborhood/Society showing			Remarks
	Small Hand Print	Medium Hand Print	Large Hand Print	
Individual (Students)				
	Grey Colour	Brown Colour	Green Colour	
Schools				
Neighborhood				

Signature of the In-Charge teacher:

Signature of the Head Master/Principal with seal:

Date:

City/Town/Village:

Annexure – I

NGC Grant received Amount:

Date:

Grant from Other Agency:

	Amount	Date
State Govt.		
Corporates		
NGOs		

Resource / Education materials received:

Yes/No	Type	Nature of adequacy of Resource material

S.No	Activities/tasks	Amount Spent
1	Administrative costs	
2	Activity costs	
3	Information Education Communication (IEC) material costs	
4	Other costs	
5	Total	

Signature of the In-Charge teacher:

Signature of the Head Master/Principal with seal:

Date:

City/Town/Village:

Utilisation Certificate and Physical Report for Eco clubs (FY -----)

Sl. No.	Particulars	
1	State	
2	District	
3	Name of the school/Eco- club	
4	Address of School	
5	Contact details Mobile/Tel NO	
6	Total No. of volunteers who attended the programme	<ul style="list-style-type: none"> School Children <input type="text"/>
7	Area visited (Panchayat / Forest)	<ul style="list-style-type: none">
8	Types of activities and awareness campaigns undertaken	<ul style="list-style-type: none"> No. of saplings planted No. of sites of waste Segregation in schools No. of Rain water harvesting structures in schools Weight of Paper re-cycled Slogans competitions/debated held Campaign on No cracker in Diwali/No chemical colour in Holi/No Noise beyond permissible limit during festivals Watersheds built Celebration of World Environment Day
9	Amount received through State Nodal agency	Rs.....(in words)
10	Mode of receipt of grant (Rs 5000/-)	Bank transfer DD/Cheque
11	Feedback of eco club teachers(coordinator)	<ul style="list-style-type: none"> Satisfactory <input type="text"/> Scope for improvement <input type="text"/>
12	Remarks if any	

Certified that the amount of Rs 5000/- released under NGC programme to this school has been fully utilized for the purpose for which it has been sanctioned.

Name and Signature of Eco-club
Coordinator of School with
stamp

