

# Indian Red Cross Society

Andhra Pradesh State Branch

## **GUIDELINES FOR JRC/YRC STATE AWARDS 2018-2019**

**Indian Red Cross Society - Andhra Pradesh State Branch**

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# INTRODUCTION

Indian Red Cross Society, Andhra Pradesh State Branch (here-in- after called IRCS, APSB), an institution established under IRCS Act, 1920 strives to alleviate suffering of the people through its activities and services taken up for the well-being of the humanity.

Junior Red Cross (here-in-after called JRC) and Youth Red Cross (here-in-after called YRC) are two students' wings of IRCS, APSB, which take up various nation-building activities at institution level. The main aim of JRC and YRC is to instil human values and the spirit of social service among young people and to create a youth force of volunteers to serve society in times of need.

In order to involve JRC and YRC volunteers in nation-building and to promote the spirit of service, the IRCS, APSB has instituted State Level Awards for educational institutions, faculty working in them and the students, who are volunteers of JRC and YRC.

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# The Awards

- Educational Institutions** : A. Red Cross Gold Institution (Shield)  
B. Red Cross Silver Institution (Shield)  
C. Red Cross Bronze Institution (Shield)

- Nodal Officer (JRC)** : **A. Red Cross Gold Medal for Nodal Officer in each category of activity:**  
i. Cleanliness, Hygiene and Green cover in the campus  
ii. Conservation of Energy and Water  
iii. Waste Management  
iv. Awareness on Social Concerns  
**B. Red Cross Silver Medal for Nodal**

**Officer in each category of activity:**

- i. Cleanliness, Hygiene and Green cover in the campus  
ii. Conservation of Energy and Water  
iii. Waste Management  
iv. Awareness on Social Concerns

- Nodal Officer (YRC)** : **A. Red Cross Gold Medal for Nodal Officer in each category of activity :**  
v. Cleanliness, Hygiene and Green cover in the campus  
vi. Conservation of Energy and Water

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- vii. Waste Management
  - viii. Awareness on Social Concerns
- B. Red Cross Silver Medal for Nodal Officer in each category of activity :**
- v. Cleanliness, Hygiene and Green cover in the campus
  - vi. Conservation of Energy and Water
  - vii. Waste Management
  - viii. Awareness on Social Concerns

**Junior Red Cross volunteers : A. Red Cross Gold JRC Volunteer (Medal) in each category of activity :**

- i. Cleanliness, Hygiene and Green cover in the campus
  - ii. Conservation of Energy and Water
  - iii. Waste Management
  - iv. Awareness on Social Concerns
- B. Red Cross Silver JRC Volunteer (Medal) In each category of activity :**
- i. Cleanliness, Hygiene and Green cover in the campus
  - ii. Conservation of Energy and Water
  - iii. Waste Management
  - iv. Awareness on Social Concerns

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**Youth Red Cross volunteers : A. Red Cross Gold YRC Volunteer (Medal) in each category of activity :**

- i. Cleanliness, Hygiene and Green cover in the campus
- ii. Conservation of Energy and Water
- iii. Waste Management
- iv. Awareness on Social Concerns

**B. Red Cross Silver YRC Volunteer (Medal) In each category of activity:**

- i. Cleanliness, Hygiene and Green cover in the campus
- ii. Conservation of Energy and Water
- iii. Waste Management
- iv. Awareness on Social Concerns

## **CATEGORY OF ACTIVITIES**

The activities for institutions and individuals are evaluated for the State Awards in the following areas:

1. Cleanliness, Hygiene and Green cover in the campus
2. Conservation of Energy and Water
3. Waste Management
4. Awareness on Social Concerns

## **EVALUATION CRITERIA**

For the evaluation of meritorious performance of educational institutions & Nodal / Nodal Officers the following criteria are adopted:

1. Measurable outcomes
2. Quality of work

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For the evaluation of meritorious performance of Y/JRC volunteers, the following criteria are adopted:

“Leader of the team in each category which acquires highest weightage as per the measurable outcomes and quality of work”

**Examples for Quality of Work:**

1. Rain Water Harvesting Pits
  - a. A simple mud pit
  - b. A Pit as per the guidelines laid down for Rain Water Harvesting Pit i.e., with Gravel, Coal, Sand etc.,
2. Traditional Bulbs replacement with LED
  - a. Low cost general LED bulbs
  - b. Branded ISI mark LED bulbs

## **PERIOD OF ACTIVITY**

Registration	: By August 15th, (Participating institutions have to register in the IRCS. A.P. State Branch website : <a href="http://www.indianredcross-ap.org">www.indianredcross-ap.org</a> )
Process & Sensitisation	: 16th August to 31st August (Initial screening, orientation to the Nodal / Nodal Officer etc)
Start Date of activity	: 1st September
End date of activity	: 28th February
Evaluation	: March
Award Presentation	: At the Annual State Level Award Function of IRCS-APSB

## 1. Cleanliness, Hygiene and Green Cover in the campus :

SNo	Activities	Weightage (upto)	Evaluation methodology
1.	Cleanliness of class rooms	1	- Physical Verification - Open Group Discussions
2.	Cleanliness of common area in the institution and ground	2	- Physical Verification - Open Group Discussions
3.	Cleanliness of washbasins, (wash area and toilets)	2	- Physical Verification - Open Group Discussions
4.	Platform and cleanliness at bore well area	2	- Physical Verification - Open Group Discussions
5.	Cleanliness in labs and kitchen	1	- Physical Verification - Open Group Discussions
6.	Dustbins availability in class rooms, common areas and wash areas	1	- Physical Verification - Open Group Discussions
7.	Promotion of cleanliness by signage/rallies	2	- Press Clippings - Photos / Videos/other Documentations
8.	Celebration of Hand Wash Day, Environment day	1	- Press Clippings - Photos / Videos/ other Documentations
9.	Conducting Essay writing/Painting/ Elocution/Skits competitions on cleanliness and hygiene	1	- Press Clippings - Photos / Videos/ other Documentations
10.	Fund raising for Cleanliness, Hygiene and Green Cover	2	- Physical Verification - Open Group Discussions



11.	Cleanliness of areas outside the compound	1	- Physical Verification - Open Group Discussions
12.	Unique Ideas to ensure cleanliness	1	- Physical Verification - Open Group Discussions
13.	Number of trees planted Vs number of plants survived	2	- Physical Verification - Open Group Discussions - Pre & Post photos
14.	School/College garden	2	- Physical Verification - Open Group Discussions - Pre & Post photos
15.	Green fencing for the institution	2	- Physical Verification - Open Group Discussions - Pre & Post photos
16.	Greenery in adopted public places near the institution	2	- Physical Verification - Open Group Discussions - Pre & Post photos
<b>Total Marks</b>		<b>25</b>	

**Note: (1) The following material is required for evaluation:**

For 1, 2, 3, 4, 5 & 6: Monitoring sheets certified by Nodal Officer based on prepared Plan of action.

For 7, 9 & 12: Newspaper clippings, photos/Charts/Essay writing answers sheets etc.

For 8 :Environment day not being evaluated because it is already over.

For 10: Records such as cheques / Receipts / Bank Account Statement / Bills etc. (White wash/repair of floors/washbasin/for any material for ensure such as hand wash liquid etc.,)

For S.No. 12. Unique ideas that are implemented (or) Unique ideas that are good but need external support.

For S.No. 13,14& 15, if the school / college doesn't have a compound, such institutions can adopt a public area near the institution and can implement the same (Panchayat / Library/ Park etc)

For S.No.13-16 Physical verification includes photos of the place before & after implementation.

**(2) Physical verification includes quality of work.**

## 2. Conservation of Energy and Water :

SNo	Activities	Weightage (upto)	Evaluation methodology
1.	Switching off bulbs/ Fans/ Computers etc., when not in use	2	- Savings in Electricity Bills - Open Group Discussions
2.	Replacement of traditional bulbs with LED Bulbs	3	- Physical Verification (No.of. traditional bulbs in the institution & replacement )
3.	Voluntary fund raising by team for installation of solar energy panels	3	- Physical Verification -Institution Records
4.	Sealing leakage of water taps and pipes	2	- Physical Verification - Open Group Discussions
5.	Waste water management by supplying to plants / Kitchen garden etc.	2	- Physical Verification - Open Group Discussions
6.	Digging rain water harvesting pits	3	- Physical Verification

7.	Celebration of World Water Day, Earth Day, World Energy Conservation Day	2	- Press Clippings - Photos / Videos/Other Documentation
8.	Essay writing/Painting/Elocution/Skits competitions conducted	3	- Press Clippings - Photos / Videos Other Documentation
9.	Rallies conducted in the villages/Town	2	- Press Clippings - Photos / Videos - Open Group Discussions
10.	Unique ideas in water/energy conservation	3	- Press Clippings - Photos / Videos - Open Group Discussions
<b>Total Marks</b>		<b>25</b>	

**Note: (1) The following material is required for evaluation:**

For 1:Electricity bill as on start date and monthly bills till end date.

For 2 :No.of. traditional bulbs in the institution before & replaced.

For 3:Records such as cheques/Receipts, Bank AccountStatement/Bills / Invoicesrelating to solar panels etc.

For 7 :Earth daynot being evaluated because it is already over.

For7, 8 &9 :Newspaper clippings, photos/Charts/Essay writing answers sheets etc.

For S.No. 10. Unique ideas that are implemented (or) Unique ideas that aregood but need external support.

**(2) Physical verification includes quality of work.**

### 3. Waste Management :

SNo	Activities	Weightage (upto)	Evaluation methodology
1.	Proper segregation of waste Wet / Dry waste (No burning)	5	- Physical Verification - Open Group Discussions
2.	Regular clearing of waste from main dustbin, disposal by handing over of waste to (Panchayat/ Municipal vehicles without burning)	5	- Physical Verification - Open Group Discussions - Records - Enquiry with local bodies
3.	Essay Writing/ Painting/Elocution/ Skits competitions conducted	5	- Press Clippings - Photos / Videos/Other Documentation
4.	Rallies conducted on Waste Management	5	- Press Clippings - Photos / Videos - Documents
5.	Unique Ideas on Waste Management	5	- Physical Verification - Documentation - Open Group Discussions
<b>Total Marks</b>		<b>25</b>	

**Note: (1) The following material is required for evaluation:**

For 1&2:Monitoring sheets certified by Nodal Officer based on Plan of action.

For 3,4 & 5: Newspaper clippings, photos/Charts/Essay writing answers sheets etc.

For S.No. 5. Unique ideas that are implemented (or)Unique ideas that are good but need external support.

**(2) Physical verification includes quality of work.**

#### 4. Waste Management :

SNo	Activities	Weightage (upto)	Evaluation methodology
1.	Participation in ODF campaigns (minimum 2)	4	- Press Clippings - Photos / Videos - Documents
2.	a. i) Blood Donation by (25) YRC Volunteers	3	- Press Clippings - Photos / Videos/Other Documentation
	ii) Motivation of minimum (50) individuals for Blood Donation By YRC Volunteer (or)	3	- Press Clippings - Photos / Videos/ Other documentation
	b. Motivation of individuals (25) for Blood Donation By JRC Volunteers	6	- Press Clippings - Photos / Videos/ other Documentation
3.	Awareness on Indian Red Cross Society Movement in association with IRCS District branch	3	-Open Group Discussions - Documentation such as Photos/Essay writing competition papers/elocution
4.	Visit to Govt. Hospitals /PHCs (minimum 2 visits)	4	- Press Clippings - Photos / Videos/ other Documentation
5.	Visit to Old age Home, Orphanage home, Disabled person homes, Areas of Poorer sections. (minimum 2 visits)	2	- Press Clippings - Photos / Videos/ Other documentation

6.	Essay writing/Painting/ Elocution/Skits/Rallies /Catchy Slogan Writing /Slogan Writing Display competitions conducted	6	- Press Clippings - Photos / Videos/ Other documentation
	<b>Total Marks</b>	<b>25</b>	

**Note:(1) The following material is required for evaluation:**

**For 2a(i) :** Minimum (25) YRC volunteers shall donate blood

**For 2 a (ii) :** Minimum (50) persons shall be motivated to donate blood voluntarily by YRC members

**For 2 (b) :** Minimum (25) volunteers shall be motivated to donate blood voluntarily by JRC members

**For 3:** District Branch Documentation

**For 3, 4 &5:** Monitoring sheets signed by Nodal Officer, photos & Open group discussions

**For 6:** Newspaper clippings, photos/charts/essay writing answers sheets

**(2) Physical verification will include quality of work.**

## **Awards :**

### **Shields and Medals**

#### **1. Educational Institutions :**

A. Red Cross Gold Institution  
(Shield)

(Highest score institution at  
State level)

B. Red Cross Silver Institution  
(Shield)

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(Second Highest score institution at State level)

C. Red Cross Bronze Institution (Shield)

(Third Highest score institution at State level)

**2. Nodal Officer (JRC) :**

A. Red Cross Gold Medal for Nodal Officer in each category area. (Medal)

(Nodal officers with highest score in each of the 4 categories at State Level)

B. Red Cross Silver Medal for Nodal Officer in each category area. (Medal)

(Nodal officers with Second Highest score in each of the 4 categories at State level)

**3. Nodal Officer (YRC) :**

A. Red Cross Gold Medal for Nodal Officer in each category area. (Medal)

(Nodal officers with highest score in each of the 4 categories at State Level)

B. Red Cross Silver Medal for Nodal Officer in each category area. (Medal)

(Nodal officers with Second Highest score in each of the 4 categories at State level)

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#### 4. Junior Red Cross volunteers :

A. Red Cross Gold JRC Volunteer  
(Medal)

(Highest score team leader  
from each of the (4) categories  
at State level)

B. Red Cross Silver JRC Volunteer  
(Medal)

(Highest score team leaders  
from each of the (4) categories  
at State level)

#### 5. Youth Red Cross volunteers :

A. Red Cross Gold YRC Volunteer  
(Medal)

(Highest score team leader  
from each of the (4) categories  
at State level)

B. Red Cross Silver YRC Volunteer  
(Medal)

(Highest score team leaders  
from each of the (4) categories  
at State level)

## Certificates :

Certificates will be issued to the following:

#### a. INSTITUTIONS :

All institutions evaluated above 90 points

- Gold Institute

All institutions evaluated between 75 to 90 points

- Silver Institute



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**b. NODAL OFFICER (JRC) IN AREA OF ACTIVITIES:**

Above 23-25 points - Gold Nodal officers in each area of activities

Above 20 to 22 points - Silver Nodal Officers in each area of activities

**c. NODAL OFFICER (YRC) IN AREA OF ACTIVITIES :**

Above 23-25 points - Gold Nodal officers in each area of activities

Above 20 to 22 points - Silver Nodal Officers in each area of activities

**d. JUNIOR/YOUTH RED CROSS VOLUNTEERS :**

Leader and team members of team who scores 23-25 markseachcategory ofActivitywill get Gold certificates.

Leader and team members of team who scores 20-22 markseachcategory ofActivitywill get Silver certificates.

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## Memorandum of Understanding

This Memorandum of Understanding is entered into on this \_\_\_ day of \_\_\_\_\_ July, 2018 between Principal / Head Master, ..... College / School located at ..... District. (hereinafter referred to as 'Part-A')

AND

**INDIAN RED CROSS SOCIETY, A.P. State Branch**, having its Andhra Pradesh Headquarters at Raj Bhavan, Somajiguda, Hyderabad 500041 and represented by its District Branch at ....., ..... district. (hereinafter referred to as "Part-B")

Both the parties have understood the scheme of awards for Junior / Youth Red Cross activities presented by IRCS APSB and accordingly enter into this agreement.

### Part - A

1. Shall appoint a Nodal Officer for each of the four activities and incase there is shortage of staff, one Nodal Officer shall be appointed for group of activities.
2. Shall appoint a Team Leader from the students for each of the four activities.
3. Shall select a Team consisting of 20-30 members for each of the four activities.
4. Shall maintain proper record for all activities as per the guidelines.
5. Shall communicate the list of the Nodal Officers, Team Leaders & Teams to the respective District Branch.
6. Shall assist the evaluation team during evaluation visits.
7. Shall abide by the Guidelines.

## Part- B

1. Shall through its District Branches undertake Orientation Programme for Nodal Officers.
2. Shall appoint Evaluation Team for evaluation of the performance.
3. Shall nominate / appoint one Officer responsible for guidelines clarification, visit to institutions etc., whose name and contact details will be communicated by District Branch.
4. Shall consider any representations about Awards and the decision taken by IRCS APSB shall be final.
5. Shall arrange necessary publicity for presentation of Awards to the Institutions / Winning Teams / Individuals.
6. Shall present the Awards to the Winners during the Annual Award Function of the IRCS APSB.

Place:

Date:

Signature of Principal /  
Headmaster  
With seal

Authorised signatory of  
IRCS-APSB  
with seal

# The Principles of the Red Cross

**మానవత**

**HUMANITY**

We serve people, but not system

**నిష్పక్షికత**

**IMPARTIALITY**

We care for everyone without discrimination  
but we prioritize the most needy

**తటస్థత**

**NEUTRALITY**

We take initiatives, but never sides

**స్వతంత్రత**

**INDEPENDENCE**

We bow to need, but not to any person

**స్వచ్ఛంద సేవలు**

**VOLUNTARY SERVICE**

We work round the clock, but never for personal gain

**ఐక్యత**

**UNITY**

We have many talents, but a single idea

**సార్వత్రికత**

**UNIVERSALITY**

We respect Nations, but our work knows no bounds