

Office of the Director of
Higher Secondary Education,
Housing Board Building,
Santhi Nagar, Thiruvananthapuram.
Dated: 03.04.2019

CG&AC/2092/2018/DHSE

Circular

Sub:- Quality Improvement Programme-2018-19 Annual Report& Utilization Certificate-
Called for-reg

Ref:-Government Order G.O.(Rt).No.2200/2018/GL Edn. Dated, Thiruvananthapuram,
13/06/2018.

As per reference cited Administrative sanction has been accorded to implement Quality Improvement programme in 14 schools during the year 2018-19. Accordingly necessary funds were allotted to each school for conducting the programme.

Principals of the schools are directed to forward the annual report of the activities so far conducted, and utilization certificate before **22/04/2019** to the following address by registered post.

State Co-ordinator
Career Guidance and Adolescent Counselling Cell,
Directorate of Higher Secondary Education,
Housing Board Buildings,
Santhi Nagar, Thiruvananthapuram-1.

Format of Annual Report and Utilization Certificate are enclosed.

Sd/-
State Co-ordinator

To

1. The Principals

DEPARTMENT OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL
Quality Improvement Programme
Report 2018-19

1. Name of School
2. District
3. School Code
4. Phone No. of the School
5. Name and Mobile number of the Principal
6. Name and Mobile No. of convenor
7. Details of classes taken by the teachers under this programme

Sl. No.	Date of Class	Time	Name	Subject
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

(Attach sufficient additional sheets)

8. Details of student's attendance

Sl. No.	Name	Class	Number of days attended

(Attach sufficient additional sheets)

9. Details of Expenses related to Refreshment Expenses

Sl.No	Date	Amount Utilized
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
TOTAL		

10. Details of Contingency Expenses

Sl.No	Date	Purpose	Amount Utilized
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
TOTAL			

11. Abstract

Amount received from the Directorate	Amount utilized	Balance amount	Details of Refund

12. Whether advance drawn by the Principal has been settled at the treasury?
If so attach a copy of the settlement Proceedings.

13. Detailed expenses related to English Learning Enhancement programme

Sl. no	Item	Date	Amount

Name and Signature of the
Convenor

Place
Date

(Seal)

DEPARTMENT OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL

QUALITY IMPROVEMENT PROGRAMME-2018-19

Name of School :
District :
School Code :
Amount Received from DHSE :
Date of encashment :

UTILISATION CERTIFICATE

Certified that an amount of Rs.....(Rupees.....
.....) has been utilized for conducting
QUALITY IMPROVEMENT PROGRAMME under the head of account 2202-02-109-74(P)
during the financial year 2018-19 and balance amount Rs. refunded
vide chalan No..... at
.....

Place

Date

Name and Signature of the Principal

Mobile No.

(Seal)