

Office of the Director of Higher Secondary  
Education, Housing Board Building,  
Santhi Nagar, Thiruvananthapuram

**Ad.D2/ 33526/2010**

**Dated :**

## **Circular**

Sub: Adolescent Counseling and Health Care Programme-Activity report-reg.

Ref: 1. G.O(Rt) 3266/10/Gl.Edn dated 26/07/2010  
2. This office order of even no order dated 01/01/2011

Government vide order read above have accorded sanction to implement Adolescent Counseling and Health Care Programme in the Higher Secondary Schools for the year 2010-11. Accordingly 125 schools were selected and necessary funds were provided vide reference 2<sup>nd</sup> cited.

All these schools are hereby directed to forward the report of the activities so far conducted, expenditure details, and utilization report before 10<sup>th</sup> March -2011. Date of encashment of the allotment amount should also be reported. The final allotment of Rs. 1000/- towards the honorarium of the co-ordinator will be sanctioned only after the receipt of the report

Sd/-  
**Director**

To

1. Principals of Schools selected for Adolescent Health care Programme ( Through dhse portal)
2. Co-ordinators of Souhrida Clubs

## **Format of the Report**

(Should be in descriptive type)

- 1. About the school** →District-- Name of Municipality/Panchayat/Corporation -- School strength → No of boys/girls→major adolescent issues identified in the school.
- 2. Constitution of Souhrida Club**→Details of preliminary meetings conducted at school→ details of volunteers→Group Leader and Asst Group leader.
- 3. Inauguration**→Details of inauguration→date of inauguration→venue→no of students attended→personalities attended the meeting-
- 4. Drop Box** →Place where the drop box is arranged in the schools--No of issues received from drop box →Mention the general issues received from dropbox→ Merits/demerits of dropbox
- 5. Souhrida Kendram**→Whether Souhrida kendram has been arranged. → Place where arranged→details of general issues published in souhrida kendram. →Merits/ demerits of souhrida kendram
- 6. Souhrida Koottaymas**
  - a. Programme-1 →Date of programme, name of faculty, subject discussed→ no of students attended. →Discussions done → output of the programme.
  - b. Programme-2 -do-
  - c. Programme-3 -do-
  - d. Programme-4 -do-
  - e. Programme-5 -do-
- 7. Monthly meeting**→No of meetings convened →subject on which discussions were held→ merits/demerits of this meeting

**8. Personal Intervention by the Counsellor**→Details of interventions (Counselling)

conducted by the co-ordinators →Main problems identified→ whether references were made to any experts, →details of such references.

**9. Special programmes**

Details of any special programmes arranged by the school (eg: dramas, skit, medical camp etc.)

Name and signature of the Co-ordinator  
with mobile no

Counter signature of Principal  
(Name and Mobile No)

(Seal)

Enclosures

Form – 1- Details of Volunteers

Form – 2 – Report of Souhrida

(Separate for each programmes conducted)

Utilization certificates

Photos of programmes

Copy of news paper reports etc.