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Date: 12/02/2018

CG&AC/331/18/DHSE

CIRCULAR

Sub: Monitoring of Career Guidance /Souhrida Club Activities in the school-
Constitution of Monitoring team in each educational district level-reg.
Ref: G.O.(Rt) 2195/2017/Gl.Edn dated 05/07/2017

As per reference cite, Government have accorded administrative sanction to implement Student centric Activities in Higher Secondary Education Department during the year 2017-18. Accordingly fund for school level activities have been allotted to each school.

In order to monitor the activities taken up in the school under career guidance and Souhrida club, it is decided to constitute a monitoring team at each educational district level. The monitoring will be conducted as follows:

1. The monitoring team will consist of two members with District Co-ordinator/
Joint Co-ordinator and convenor.
2. Monitoring will be conducted in three batches. First batch will be from 12TH, 14TH,
15TH AND 16TH OF February 2018, second batch will be from 19TH to 22nd
February 2018 and 26th Feb to 1st March as 3rd batch.
3. The team will conduct monitoring of Souhrida Club and Career Guidance at 12
schools of each educational district.
4. If the Souhrida Co-ordinator/Career Guide has to attend practical duty during
the above days, concerned teachers have to hand over the records to the
Principal of the school for monitoring.
5. Format for Monitoring is attached. Monitoring team has to verify the records
personally and fill the form.
6. Preference should be given to schools having both career guidance and Souhrida
club.
7. The school selection should be done randomly
8. More than 3 schools should not be monitored in one day.
9. After the monitoring, the team has to forward the filled forms to the State
Co-ordinator before 8th of March 2018.

10. The state team will randomly check filled forms submitted by the team by visiting the schools. If variations are found, actions will be taken against responsible person including the removal from the post of District Co-ordinator/Joint Co-ordinator/Convenor.
11. Souhrida Co-ordinators/Career Guides are requested to produce all records to the team for monitoring. (**They are directed to hand over all the registers to the principal concerned in their absence**)
12. Principals of the schools are requested to provide necessary help for conducting the monitoring. After monitoring principal is requested to provide duty certificate to the team members.
13. Principals are directed to relieve the team members for monitoring. The members of the team are exempted from the maximum limit of 20 duty leaves for the days in which monitoring is conducted.

Sd/-
Joint DIRECTOR (Acd)

To,

The Regional Deputy Directors
The Principals
The Career Guides
The Souhrida Co-ordinators

List of team constituted for monitoring is given below:

Sl.No	District	Educational District	Team Members	Period of Monitoring
1	TVPM	NEYYATTINKARA	1. Anil G.R PKS HSS Kanjiramkulam 2. Thomas K Stephen, GHSS Mylachal	12 th 14 th 15 th 16 th of February 2018
2	TVPM	TRIVANDRUM	1. Shobharani.S.L GHSS Vettoor 2. VinodKumar.V GHSS Neduveli	19 TH to 22 nd February 2018
3	TVPM	ATTINGAL	1. Sreekala.P.G RKD NSS HSS, Sashtamangalam 2. Shobharani.S.L GHSS Vettoor	12 th 14 th 15 th 16 th of February 2018
4	KLM	KOLLAM	1. Mathew Prakash St. Goreitti HSS Punalur 2. Casmir Thomas Kristuraj HSS Kollam	12 th 14 th 15 th 16 th of February 2018
5	KLM	KOTTARAKKARA	1. Casmir Thomas Kristuraj HSS Kollam 2. Bindhu.J.P GHSS Kottarakkara	19 TH to 22 nd February 2018
6	KLM	PUNALUR	1. Bindhu.J.P GHSS Kottarakkara 2. Mathew Prakash St. Goreitti HSS Punalur	26 th Feb to 1 st March 2018
7	PTA	PATHANAMTHITTA	1. Sajayan R S GHSS Kalanjoor 2. Sunil Kumar.G NSS Boys HSS Pandalam	12 th 14 th 15 th 16 th of February 2018
8	PTA	THIRUVALLA	1. Sajayan R S GHSS Kalanjoor 2. Ambily V.P SVG V HSS Kidangannoor	19 TH to 22 nd February 2018
9	ALP	ALAPPUZHA	1. Ambika.R GHSS Thanneermukkam Alappuzha 2. Mini Joseph Leo XIII HSS, Alappuzha	12 th 14 th 15 th 16 th of February 2018

10	ALP	MAVELIKKARA	<ol style="list-style-type: none"> 1. Salam.A KKM GHSS, Elippakulam 2. Nisha Ann Jacob Bishop Hodges HSS, Mavelikkara 	12 th 14 th 15 th 16 th of February 2018
11	ALP	CHERTHALA	<ol style="list-style-type: none"> 1. Ambika.R GHSS Thaneermukkam 2. Shihabudeen.R VaduthalaJamath HSS Naduvath Nagar. 	19 TH to 22 nd February 2018
12	ALP	KUTTANAD	<ol style="list-style-type: none"> 1. Salam A KKM GHSS, Elippakulam 2. Varadha R DB HSS Takazhi, Alpa 	19 TH to 22 nd February 2018
13	KTM	KOTTAYAM	<ol style="list-style-type: none"> 1. Joby.P.C SB HSS, Changanassery 2. Dr.Jacob Abraham Jersalem Mount HSS Puthenchantha 	12 th 14 th 15 th 16 th of February 2018
14	KTM	PALA	<ol style="list-style-type: none"> 1. FouziaBeevi. K.M MGHSS, Erattupetta 2. Minidas CMS HSS Melukavu 	12 th 14 th 15 th 16 th of February 2018
15	KTM	KANJIRAPPALLY	<ol style="list-style-type: none"> 1. Joby.P.C SB HSS, Changanassery 2. Ibrahimkutty GHSS Murikkumvayal 	19 TH to 22 nd February 2018
16	KTM	KADUTHURUTHY	<ol style="list-style-type: none"> 1. FouziaBeevi. K.M MGHSS, Erattupetta 2. Minidas CMS HSS Melukavu 	19 TH to 22 nd February 2018
17	IDK	THODUPUZHA	<ol style="list-style-type: none"> 1. Sri.JosephKoyikkal SG HSS, Kattappana 2. Thomas.T.D GHSS Thodupuzha 	12 th 14 th 15 th 16 th of February 2018
18	IDK	KATTAPPANA	<ol style="list-style-type: none"> 1. Sr. Mercy Jacob FMG HSS Koompanpara 2. Sri.JosephKoyikkal SG HSS, Kattappana 	19 TH to 22 nd February 2018
19	EKM	MUVATTUPUZHA	<ol style="list-style-type: none"> 1. Dr.Bijoy.C.A St.Thomas HSS Malayattoor 2. Rigi Paulose Govt HSS Maneed 	12 th 14 th 15 th 16 th of February 2018
20	EKM	KOTHAMANGALAM	<ol style="list-style-type: none"> 1. Dr. Sanal Kumar Jayakeralam HSS, Pulluvazhy 2. K.A.AmeerFaizal GB HSS Aluva 	12 th 14 th 15 th 16 th of February 2018

21	EKM	ERANAKULAM	<ol style="list-style-type: none"> 1. Dr.Bijoy.C.A St Thomas HSS, Malayattoor 2. Jayasree SNHSS Thrikkannarvattom 	19 TH to 22 nd February 2018
22	EKM	ALUVA	<ol style="list-style-type: none"> 1. K.A AmeerFaizal GBHSS Aluva 2. Dr.Sanal Kumar Jayakeralam HSS Pulluvazhy 	19 TH to 22 nd February 2018
23	TCR	IRINJALAKUDA	<ol style="list-style-type: none"> 1. Bharatharajan.K.S GHSS Thanniyamn 2. Saritha .T.S MARM GHSS Santhipuram 	12 th 14 th 15 th 16 th of February 2018
24	TCR	THRISSUR	<ol style="list-style-type: none"> 3. Sushitha. N.K HDPS HSS, Edathirnji 4. M.K.Shiny Santha HSS Anavoor 	12 th 14 th 15 th 16 th of February 2018
25	TCR	CHAVAKKAD	<ol style="list-style-type: none"> 1. Bharatharajan.K.S GHSS Thanniyamn 5. Sushitha. N.K HDPS HSS, Edathirnji 	19 TH to 22 nd February 2018
26	PKD	OTTAPPALAM	<ol style="list-style-type: none"> 1. Sanu K Sugathan TIR HSS 2. LissyP.Joseph GHSS Kanjikode 	12 th 14 th 15 th 16 th of February 2018
27	PKD	PALAKKAD	<ol style="list-style-type: none"> 1. Lissy P Joseph GHSS Kanjikode 2. Manikandan.P.K. GHSS Malampuzha 	19 TH to 22 nd February 2018
28	PKD	MANNARKKAD	<ol style="list-style-type: none"> 1. Manikandan.P.K. GHSS Malampuzha 2. Sreekala.C GHSS Vellinezhi 	12 th 14 th 15 th 16 th of February 2018
29	MLP	TIRUR	<ol style="list-style-type: none"> 1. AbdulsalamSalmani.K PPM HSS Kottukara 2. Abdul Gafoor K,M GHSS Edappal 	12 th 14 th 15 th 16 th of February 2018
30	MLP	MALAPPURAM	<ol style="list-style-type: none"> 1. Jamaludheen.T EMEA HSS Kondotty 2. Abraham.P.T GHSS Mankada 	12 th 14 th 15 th 16 th of February 2018
31	MLP	WANDOOD	<ol style="list-style-type: none"> 1. AbdulsalamSalmani.K PPM HSS Kottukara 2. Anil Kumar.V GHSS Moothedathu 	19 TH to 22 nd February 2018
32	MLP	THIRURANGADI	<ol style="list-style-type: none"> 1. Beena P SMMHSS Rayirimangalam 2. Abraham.P.T GHSS Mankada 	19 TH to 22 nd February 2018
33	KKD	KOZHIKKODE	<ol style="list-style-type: none"> 1. Nizar.C Naduvannur HSS, Vakayad 2. Madhavanandhan 	12 th 14 th 15 th 16 th of February 2018

			RKM HSS Meenchantha	
34	KKD	VADAKARA	1. Beena.P GVHSS Payyoli 2. KabeerParappoyil GHSS Karuvanpoyil	12 th 14 th 15 th 16 th of February 2018
35	KKD	THAMARASSERY	1. Nizar.C Naduvannur HSS, Vakayad 2. KabeerParappoyil GHSS Karuvanpoyil	19 TH to 22 nd February 2018
36	WYD	WAYANAD	1. Philip.C.E St Marys HSS, Sulthanbathery 2. Simil.K.B GHSS Thrssillery	12 th 14 th 15 th 16 th of February 2018
37	KNR	THALASSERY	1. A.Bindhu GHSS for Girls Madayi 2. JyothisPaul,P GHSS Chavasserry	12 th 14 th 15 th 16 th of February 2018
38	KNR	KANNUR	1. JyothisPaul,P GHSS Chavasserry 2. Reeja.R GHSS Azhikode	19 TH to 22 nd February 2018
39	KNR	THALIPARMBA	1. A.Bindhu GHSS for Girls Madayi 2. Reeja.R GHSS Azhikode	26 th Feb to 1 st March 2018
40	KSD	KASARGODE	1. Pushpalatha C G HSS Chattanchal 2. Govindan.M GHSS Hosdurg	12 th 14 th 15 th 16 th of February 2018
41	KSD	KANHANGAD	1. Pushpalatha C G HSS Chattanchal 1. Govindan.M GHSS Hosdurg	19 TH to 22 nd February 2018

Sd/-
Joint DIRECTOR(Acd)

To,

The Regional Deputy Directors
The Principals
The Career Guides
The Souhrida Co-ordinators

DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE AND ADOLESCENT COUNSELLING CELL
Monitoring Sheet
Career Guidance

1.	Name of School			
2	School Code			
3	District			
4	Educational District			
5	Name of Principal and Mobile No.			
6	Name of Career Guide and Mobile No.			
7	Amount received from DHSE for conducting the programme			
8	Amount utilized so far.			
9	Date of encashment of the amount			
10	Details of Classes conducted			
Sl.No	Subject	Name and designation of faculty	Date of class	Participants

11	No. of classes handled by HSSTs	
12	Whether the HSSTs are the approved trainers of the CG & AC	
13	Whether feedback form is collected after each class. No of feedback form shown at the time inspection	
14	Whether activity register is maintained	
14a.	Whether report of each programme is noted in the activity register	
15.	Whether Accounts register is maintained	
16.	Whether document file is maintained with circulars related to career guidance is filed.	
17.	Whether career corner is maintained. Personally visit and confirm it.	
18	Details of other programmes conducted by the Career Guidance unit	
17	Whether career guide of the school is taking career classes/ Souhrida Classes in other schools	
18	No. of classes taken by the Career Guide in other schools	
19	No. of duty leave availed by the career guide for taking class (verify with the attendance register)	

20	Whether career guide has attended Educational district level meeting. If so specify the venue and date	
21	Whether Career Guide is a member of Trainers panel published by the DHSE	
21	Details of trainings attended by the Career Guide (Only include residential training programmes)	
22	Details of Monitoring Team	
	Date of Monitoring	
	Name and designation of officials	Signature

DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE AND ADOLESCENT COUNSELLING CELL
Monitoring Sheet
SOUHRIDA CLUB

1.	Name of School			
2	School Code			
3	District			
4	Educational District			
5	Name of Principal and Mobile No.			
6	Name of Co-ordinator and Mobile No.			
7	Amount received from DHSE for conducting the programme			
9	Date of encashment of the amount			
10	Details of Know Thyself conducted			
Sl.No	Subject	Name and designation of faculty	Date of class	Participants

11	Whether feedback form is collected after each class. No. of feedback form shown at the time of monitoring			
12	Details of AmmaAriyanProgramme			
12.a	Name of Faculty and designation			
12.b.	Date of Programme			
12.c	No of mothers attended			
12d.	Whether attendance of mothers is available			
13.	Whether Souhrida day Celebrated			
13.a	No. of skits presented by students			
13.b	Whether all the students of the school attended the programme			
14	No. of classes handled by HSSTs of other schools			
14.a	Whether the HSSTs are the approved trainers of the CG & AC			
15.	Whether Activity Register is maintained			
15.a.	Whether minutes of the class taken is recorded in the activity Register			
16	Whether drop box is maintained in the school			
16.a	No of issues received during the academic year from the drop box			
16.b	Whether a register has been maintained for recording the issues received from the drop box			
17.	Whether Intervention Register is maintained to record the counsellings taken by the Co-ordinator. If so . give the No of Counselling cases attended by the Souhrida Co-ordinator			

17.a	Whether any cases referred to the other agencies for counselling or higher level involvement	
17.b	Whether any cases of exploitation is reported by any of the students. If so details of action taken	
17.c	Whether any case of suicide attempt/cases reported from the school	
18	Whether class Convenors and school convenors are selected	
19	Whether volunteers are selected. If so no. of volunteers selected	
19.a	Give class wise details of volunteers	
19.b	Details of activities taken up by the Volunteers	
19.c.	Whether details of volunteers have been noted in a register	
20	No. of SouhridaVedi meetings convened. Whether minutes of the meeting is recorded	
21	Name of students attended the Student Convenors Training Programme	

22	Details of other programmes conducted by the Souhrida Club	
23	Whether Souhrida Co-ordinator is taking Souhrida/Career Classes in other school	
23.a	No. of classes taken by the Souhrida Co-ordinator in other schools	
23.b	No. of duty leave availed by the career guide for taking classes (verify with the attendance register)	
24	Whether Souhrida Co-ordinator has attended Educational district level meeting .if so specify the venue and date.	
25	Whether Souhrida Co-ordinator is a member of Trainers panel published by the DHSE	
26	Whether Souhrida Co-ordinator has attended Training Programme at Child Development Centre, Tvpm	
27	Details of trainings attended by the Souhrida Co-ordinator (only include residential training programmes) during the year	
28	Whether Minutes Book of Souhrida Vedi is maintained	
29	Whether minutes of Souhrida vedi is recorded and participants have signed in the register	

30	Whether Account register is maintained.	
31	Whether document file is maintained and ensure whether all the circulars related to Souhrida Club issued by the directorate is filed	
	Details of Monitoring Team	
	Date of Inspection	
	Name and designation of officials	Signature