

CG&AC/20173/2015

Office of the Director of
Higher Secondary Education,
Housing Board Buildings,
Santhi Nagar, Thiruvananthapuram
Dated: 12.05.2015

CIRCULAR

Sub: Career Guidance and Adolescent Counselling- Constitution of FOCUS POINTS at each Taluk Centres-guidelines -reg

In order to impart guidance to students and parents on selection of subjects to Plus One Courses, higher studies and career opportunities, it is decided to constitute FOCUS POINTS (Help Desks) at each Taluk head quarters and at Directorate of Higher Secondary Education with trained teachers. Principals of the Schools where Focus Point Centres are working are directed to strictly adhere following guidelines.

1. FOCUS POINT will function from 12th to 22nd May 2015 at selected venues at each Taluk Head Quarters.(excluding Saturdays and Sundays). Trained teachers will provide assistance to students and parents on above days from 9.30 am to 4 pm. Details of schools and trained teachers in each centers are attached as Annexure -1.
2. Principals of schools where FOCUS POINT CENTERS working are directed to make necessary arrangements for the smooth conduct of the programme.
3. The Focus Point Centres should give guidance to students and Parents on filling of application form, selection of subject combination and schools, career opportunities and higher studies options.
4. Details of assistance given should be entered in the activity report form and signature of the applicant should be obtained. The purpose of the visit should be categorized under three options.
 - a) Admission related
 - b) Career related
 - c) Course related
 - d) Others
5. An honorarium of Rs.250/- for each day will be paid to **each counsellor** and **Principal** of the school on submission of the report and details.
6. Attendance sheet of the two counsellors and Principal of the Centre should be maintained in the format given as Annexure-2
7. Following arrangements are made for the monitoring of Focus Point Centres throughout the State.

State Level Monitoring – State Co-ordinator, CG&AC

Regional Level Monitoring - Regional Deputy Directors of the concerned jurisdiction.

District Level Monitoring-

Thiruvananthapuram and Kollam – Superintendent, DHSE

Pathanamthitta- Smt. Leelamma George, District Co-ordinator, CG&AC

Alappuzha- Sri. Salam .A, District Co-ordinator, CG&AC

Kottayam – Sri. Joby P.C, District Co-ordinator, CG&AC

Ernakulam- Sri Bijoy C.A, District Co-ordinator, CG&AC

Thrissur- Sri. Bharatharajan K.C, District Co-ordinator, CG&AC
Palakkad- Smt. Lissy P George, Joint Co-ordinator, CG&AC
Malappuram – Sri. Jamaludeen .T, District Co-ordinator, CG&AC
Kozhikkode – Sri. Nizar .Chelari, District Co-ordinator, CG&AC
Wayanad- Sri. Philip C.E, District Co-ordinator, CG&AC
Kannur – Sri. Rajesh .N, District Co-ordinator, CG&AC
Kasaragode- Sri.Sajeevan .M, District Co-ordinator, CG&AC

8. Monitoring staff should sign on the Activity Report kept at the Focus Point Centre and forward a detailed report to the Directorate of all the Centres visited.
9. Principal of the school should personally verify the attendance of the counsellors and monitor the working of the Focus Point Centre.
10. After the completion of the programme following documents should be forwarded to the directorate with in ten days.
 - a) A detailed report of the programme – report should contain details of Inauguration, date wise analysis of enquiry, subject wise analysis of enquiry, any special cases, evaluation and suggestions for improvement of the programme.
 - b) Attendance sheet of teachers duly counter signed by the Principal of the centre.
 - c) Abstract of the expenditure - supported by original vouchers pasted on A4 size paper with 'paid certificate'.
 - d) Date wise Activity report in the prescribed format.
11. All the documents should be duly countersigned by the Principal of the Centre and forwarded to the following address.

The State Co-ordinator
Career Guidance & Adolescent Counseling Cell
Higher Secondary Education
Santhi Nagar
Housing Board Building
Thiruvananthapuram-1

DIRECTOR

To,

1. Regional Deputy Directors
2. Principals of the concerned schools
3. Concerned persons

DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE AND ADOLESCENT COUNSELLING CELL
FOCUS POINT -2015
Attendance Sheet

District :

Taluk:

Name of Centre:

[illegible]

List of Focus Point Centres

SL No	District	Taluk	Centre	Name of Teachers	Name of School
1	TVM	TVM	DHSE	Sreekala P.G	RKD NSS HSS Sasthamangalam
				Anu Anto	St. Joseph's HSS Trivandrum
2	TVM	TVM	Govt Model BHSS, Thiruvananthapuram	Vinod Kumar.R.V	GHSS Neduveli
				Seema S.A	GHSS Neduveli
3	TVM	Neyyattinkara	GBHSS Neyyattinkara	Anil .G.R	PKS HSS Kanjiramkulam
				Geetha K.P	GB HSS Neyyattinkara
4	TVM	Nedumangadu	GGHSS Nedumangadu	Bitter .C	GGHSS Nedumangadu
				Jalajakumari S.F	St. Antony's HSS Valiyathura
5	TVM	Kattakkada	P.R Williams HSS Kattakkada	Dr. Sujitha Jasmine W.A	P.R Williams HSS Kattakkada
				Thomas K Stephen	GHSS Mylachal
6	TVM	Varkala	Govt. Model HSS Varkala	Sobharani S.L	GHSS Vettoor
				Sajeena A.J	GMBHSS Chalai
7	TVM	Chirayinkeezhu	GMBHSS Attingal	Julie S.A	Govt. Model Boys HSS Attingal
				Margi.S	PNM GHSS Koonthalloor
8	KLM	Kollam	Govt Model BHSS Thevally	Alex Oommen	CVKM HSS East Kallada
				Myrtle Mothis	Govt Model Boys HSS Thevally
9	KLM	Kunnathoor	GHSS Sasthamcotta	Sreekala .K.G	SMHSS Patharam
				Jayachandran .S	GHSS Sasthamcotta
10	KLM	Karunagappally	Boys HSS Karunagappally	Bonni V.G	BHSS Karunagappally
				Nissar Muhammed	BHSS Karunagappally

11	KLM	Kottarakkara	GHSS Kottarakkara	Fr.Babu.T	St.Mary's HSS Kizhakkekkara
				Bindhu J.P	GHSS Kottarakkara
12	KLM	Punalur	St.Goretti HSS Punalur	Mathew Prakash	St.Goretti HSS Punalur
				Jyothish Kumar .B	Muhammedan GHSS Edathara
13	KLM	Pathanapuram	St.Stephen's HSS Pathanapuram	Reji .G	St.Stephen's HSS Pathanapuram
				Yohannan .Y	St.Gregorious HSS Kottarakkara
14	PTA	Adoor	GBHSS Adoor	Bindu G.K	NSS HSS Thattayil
				Sunil Kumar.G	NSS HSS Pandalam
15	PTA	Konni	GHSS Konni	Linsy Mathew	GHSS Konni
				Chinmayi C.D	GGHSS Adoor
16	PTA	Kozhenchery	Marthoma HSS Pathanamthitta	Preetha.R	GHSS Omalloor
				Sajayan R.S	GHSS Kalanjoor
17	PTA	Ranni	MSHSS Ranni	Kavitha Paul	SC HSS Chellakkadu
				Suma Mani Joseph	MS HSS Ranni
18	PTA	Mallappally	CMS HSS Mallappally	Leena Mary	CMS HSS Mallappally
				JazerJameel.C	GHSS Vaipur
19	PTA	Thiruvalla	Balikamatom HSS	Ambili V.P	SVGVHSS Kidanganoor
				Thomas M David	GBHSS Adoor
20	ALP	Chengannur	NayarSamajam BHSS Mannar	Jayanthi.P	NayarSamajam BHSS Mannar
				Rajeev Kumar M.R	NSB HSS Mannar
21	ALP	Mavelikkara	Bishop Hodges HSS Mavelikkara	Sobha Susan Zacharia	Bishop Hodges HSS
				Lakshmi C.V	Mahatma HSS for Boys Chennithala

22	ALP	Karthikappally	GGHSS Kayamkulam	M.S Anil Kumar	NRPM HSS Kayamkulam
				RakheeRaghavan	GGHSS Kayamkulam
23	ALP	Kuttanadu	NS HSS Nedumudy	K. Narayanan Namboothiri	NS HSS Nedumudy
				Thomson Antony	St.Mary's HSS Champakulam
24	ALP	Ambalappuzha	SDVB HSS Alappuzha	ArathyChandran	SDVB HSS Alappuzha
				Resmi R	HSS thiruvampady
25	ALP	Cherthala	GGHSS Cherthala	Raju.C	SNHSS Sreekandeswaram
				Ambika.R	GHSS Thanneermukkam
26	KTM	Changanassery	JMhss Vakathanam	Dr. Jacob Abraham	JMhss Vakathanam
				Bincy P Ipe	JMhss Vakathanam
27	KTM	Kottayam	MC Govt HSS Arpookkara	Sunil P.P	MC Govt HSS Arpookkara
				ShyniKurian	St.Mary's HSS Manarcadu
28	KTM	Vaikom	Emmanuel's HSS Kothanalloor	Mathachan T.M	St.Mary's HSS Kuravilangadu
				Kuriakose K.V	Emmanuel HSS Kothanalloor
29	KTM	Meenachil	Muslim Girls HSS Erattupettah	FousiyaBeevi K.M	MGHSS Erattupettah
				Mini Das	CMS HSS Melukavu
30	KTM	Kanjirappally	St.Dominic HSS Kanjirappally	Ibrahimkutty P.A	GHSS Murikkumvayal
				Sony Joseph	AMHSS Kalaketty
31	IDI	Peerumadu	Panchayath HSS Elappara	Laly Sebastian	St.Philominas HSS Upputhara
				Mini M.K	Panchayath HSS Elappara
32	IDI	Udumbanchola	NSP HSS Puttadi	Justin .L	MES HSS Vandanmedu
				Jayasindhya.S	NSP HSS Puttadi

33	IDI	Idukki	St.George HSS Kattappana	Sebastian Mathew	St.Thomas HSS Thankamany
				K.J Joseph Koyickal	St.George HSS Kattappana
34	IDI	Thodupuzha	GHSS Thodupuzha	Thomas T.D	GHSS Thodupuzha
				SujathaMenon	NSS HSS Koottar
35	IDI	Devikulam	FMG HSS Koompanpara	Sr.Mercy Jacob	FMG HSS Koompanpara
				Bindumol K.K	SNDP HSS Adimaly
36	EKM	Kothamangalam	Mar Basil HSS Kothamangalam	Unnikrishnan P.R	HSS Valayanchirangara
				TejiPoulose	Mar Basil HSS Kothamangalam
37	EKM	Muvattupuzha	Govt Model HSS Moovattupuzha	Jose Varghese	Govt.Model HSS Moovattupuzha
				Viju K.S	Govt.Model HSS Palauzha
38	EKM	Kunnathunadu	MGM HSS Kuruppampady	Boban K Paul	MGM HSS Kuruppampady
				Varghese T.V	MGM HSS Kuruppampady
39	EKM	Kanayannur	SRV Govt Model HSS Ernakulam	RigiPaulose	GHSS Maneed
				Rita Varkey	St.Mary's HSS Thalakode
40	EKM	Kochi	St.Sebastian's HSS Palluruthy	SairaBanu	SN HSS Cherai
				Manoj N Paul	St.Peter's HSS Kolenchery
41	EKM	North Paravur	GGHSS North Paravur	Goodson C.J	GGHSS North Paravur
				Joseph C.M	GHSS Kuttampuzha
42	EKM	Aluva	GBHSS Aluva	K.A Ameer Faisal	GBHSS Aluva
				Bijo Joseph T	GHSS Chowara
43	TSR	Chalakudy	GMB HSS Chalakkudy	Baby T.J	GHSS Vettilappara
				Shibu P.V	St.Mary's HSS Irinjalakuda

44	TSR	Mukundapuram	GGHSS Irinjalakuda	Sushitha N.K	HDPS HSS Edathirinji
				Preethi K.S	SN HSS Irinjalakuda
45	TSR	Kodungallur	GGHSS Kodungallur	Saritha T.S	MARM GHSS Santhipuram
				Elizabeth Teresia	GHSS Iranikkulam
46	TSR	Thrissur	GMB HSS Thrissur	Shyni M.K	Santha HSS Avanur
				Rajeswary.K	GHSS Ayyanthole
47	TSR	Chavakkad	GHSS Chavakkad	JairamSanthosh A.K	GHSS Kadavallur
				Sheela K.K	GHSS Chavakkad
48	TSR	Thalappilly	GHSS Erumapetty	Babu V.J	GHSS Erumapetty
				Simle.S	GHSS Cheruthuruthy
49	PKD	Alathoor	GGHSS Alathoor	Sowmya M.K	SM HSS Ayalur
				Sreekala .S	MNKMHSS Chittilanchery
50	PKD	Chittoor	GBHSS Chittoor	Chithra .D	GBHSS Chittoor
				Selvi .S	GBHSS Chittoor
51	PKD	Palakkad	GMMGHSS Palakkad	Manikandan.P.K	GHSS Malampuzha
				Sunitha Mary John	GMM GHSS Palakkad
52	PKD	Pattambi	GJHSS Naduvattom	Padmanabhan K.P	MVHSS Ariyallur
				Haneef K.T	Govt.Janatha HSS Naduvattam
53	PKD	Ottappalam	GHSS Ottappalam East	Narayanankutty V	GHSS Vadanamkurrissi
				Mohanakumar T.M	T M GHSS Vadanamkurrissi
54	PKD	Mannarkkad	GHSS Vellinezhy	Sreekala.C	GHSS Vellinezhy
				Deepa.C	Sabari PTBS HSS Adakkaputhur

55	MLP	Perinthalmanna	GGHSS Perinthalmanna	BabuRajan .K	GGHSS Perinthalmanna
				Thomas P.T	GHSS Pattikkad
56	MLP	Nilambur	GovtManavedan HSS Nilambur	Abdussamad .K	GMHSS Nilambur
				Subhash V.P	GMHSS Nilambur
57	MLP	Eranad	GGHSS Malappuram	Abraham P.T	GHSS Mankada
				Sr.Linda George	St.Gemma's HSS Malappuram
58	MLP	Kondotty	PPM HSS Kottukkara	SujaChandran.P	GVHSS Arimbra
				Shamsudeen P.A	GVHSS Omannoor
59	MLP	Ponnani	GHSS Edappal	Abdul Gafoor K.M	GHSS Edappal
				MaqboolMahmood .M	GHSS Edappal
60	MLP	Tirur	GBHSS Tirur	Thankachan K.C	GBHSS Tirur
				Lookmon K.P	KHM HSS Alathiyur
61	MLP	Thirurangadi	GHSS Thirurangadi	Sidhique .N	GHSS Thirurangadi
				SaidalaviArimbra	KMHSS Valakkulam
62	KKD	Kozhikkode	Govt.Model HSS Kozhikkode	Biju.C	Govt Model HSS Kozhikkode
				Abhilash.K	CMM HSS
63	KKD	Thamarassery	GHSS Koduvally	Noufal.T.P	VMHM HSS Anayamkunnu
				Askar.K	Chennamangallur HSS
64	KKD	Koyilandy	GHSS Naduvannur	Beena .P	GGHSS Koyilandy
				Sreejith K.K	GHSS Naduvannur
65	KKD	Vadakara	GVHSS Madappalli	BinuKallingal	GVHSS Madappally
				Abdul Sameer Athiyottummam	GHSS Vadakara

66	WND	Vythiri	SKMJ HSS Kalpetta	Shajee .K	SKMJ HSS Kalpetta
				Radha.S	GHSS Meppadi
67	WND	Sulthanbathery	Vijaya HSS Pulppally	Manoj John	GHSS Perikkalloor
				Yohannan K.V	Vijaya HSS Pulppally
68	WND	Mananthavady	GVHSS Mananthavady	Simil K.B	GHSS Thrissilery
				Abdul Rasheed.K	GHSS Thalapoya
69	KNR	Thalassery	Govt . Brennan HSS Thalasserry	PriyeshBabu A.K	Govt.Brennen HSS Thalassery
				SajeevOthayoth	Rajeev Gandhi Memorial HSS Mokeri
70	KNR	Iritty	GHSS Chavassery	AnithaKarayi	GHSS Chavassery
				Sijo	St.Mary's HSS Edoor
71	KNR	Kannur	Govt.Town HSS Kannur	Sundas .K	Govt city HSS Kannur
				Reeja .R	GHSS Azhikkode
72	KNR	Thaliparamba	AKGVHSS for Boys Payyannur	Bindu .A	GGHSS Madayi
				Raghunath.M	GHSS Cheruthazham
73	KSGD	Hosdurg	GHSS Hosdurg	Govindan.M	GHSS Hosdurg
				Shaji .P	Rajas HSS Nileshtar
74	KSGD	Vellarikundu	St.Jude HSS Vellarikundu	Joshi Joseph	St.Jude HSS Vellarikundu
				Moncy C.C	St.Jude HSS Vellarikundu
75	KSGD	Kasaragodu	GHSS Cherkala	Vinod Kumar .K	TIHSS Naimarmoola
				Biju .M.K	GHSS Cherkala
76	KSGD	Manjeshwar	GHSS Kumbala	Balachandran A.K	SAP HSS Agalpady
				Suresh N.S	GHSS Kumbala

DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE AND ADOLESCENT COUNSELING CELL
FOCUS POINT 2015
Activity Report

[illegible]

[illegible]