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**Dated: 11/12/2020**

**CG & AC-2/ 2601 /2019/HSE**

### **Circular**

**Sub:-** Souhrida Club-Non Submission of Annual Activity Report and Utilization Certificate-reg

**Ref:-**G.O.(Rt) No. 1995/2019/Gl.Edn. dated: 29/05/2019.

As per reference cited, all the Principals and Souhrida Co-ordinators of the schools where Souhrida Clubs are working were directed to submit Annual Activity Report and Utilization Certificate before 15<sup>th</sup> March 2020. But 281 schools have not submitted the report so far. The audit teams of Principal Account General, Kerala have been noticed and raised the objection.

So the Principals are hereby directed to forward the Annual Activity Report and Utilization Certificate on or before 19<sup>th</sup> December 2020 through the Google Link provided in the circular and also send the hard copy of the filled Performa by speed post to the State Co-ordinator. **Any delay in this regard will be viewed seriously and lead to take steps regarding to the refund of the amount allotted for the programme. School list is attached.**

**<https://forms.gle/c5fDsNFeRwHmZSGi9>**

Sd/-  
**State Co-ordinator**

**To**

All Principals

All Souhrida Co-ordinators

**List of Schools not submitted Annual Report and Utilization Certificate**

<b>Serial No</b>	<b>School code</b>	<b>Name of School</b>
1	1003	GOVT. V.H.S.S FOR THE DEAF, JAGATHY,
2	1013	GOVT. HSS, PALAYAMKUNNU
3	1017	GOVT. HSS,VETTOOR, TRIVANDRUM
4	1019	GOVT. GIRLS HSS, MITHIRMALA,
5	1023	GOVT MODEL BOYS HSS THYCAUD
6	1027	GOVT. HSS, ANAVOOR, TRIVANDRUM
7	1036	GOVT GIRLS HSS, KARAMANA
8	1046	NKM GOVT HSS, DHANUVACHAPURAM
9	1049	LEO XIII HSS, PULLUVILA
10	1052	R.R.V.GIRLS HSS, KILLIMANOOR,
11	1051	ST.JOSEPH S HSS, ANCHENGO
12	1055	PALLITHURA HSS, PALLITHURA,
13	1058	R.K.D.N.S.S HSS, SASTHAMANGALAM
14	1059	ST.JOSEPH S HSS, TRIVANDRUM
15	1067	IQBAL HSS, PERINGAMALA
16	1070	S.N G. HSS, CHEMPAZHANTHY
17	1077	MCHSS,KOTTUKALKONAM,TRIVANDRUM
18	1079	PKS HSS, KANJIRAMKULAM
19	1080	LMS HSS, VATTAPPARA
20	1081	ST MARY S HSS, VIZHINJAM
21	1086	ST.THOMAS HSS,AMBOORI
22	1087	ST XAVIER S HSS, PEYAD
23	1088	AM HSS,THIRUMALA,TRIVANDRUM
24	1129	SNV GOVT. HSS, KADAKKAVOOR
25	1133	GOVT. HSS, AIROORPARA
26	1140	GOVT. HSS, KAZHAKUTTOM
27	1144	GOVT. VHSS, VATTIYOORKAVU,
28	1146	GOVT. HSS FOR GIRLS, KANNIAKULANGARA
29	2019	GOVT HSS, MANGAD, KOLLAM
30	2032	GOVT GIRLS HSS,THAZHAVA
31	2034	GOVT HSS,PUTHUR,KOLLAM
32	2037	AMRUTHA SANSKRIT HSS, PARIPPALLY, KOLLAM
33	2038	MILADE SHERIF HSS, MYNAGAPPALLY, KOLLAM
34	2046	S V HSS CLAPPANA KOLLAM
35	2047	ST. ANTONY S HSS, KANJIRAKODE
36	2050	N.S.S HSS, CHATHANNOR, KOLLAM
37	2062	VIMALA HRIDAYA GHSS,KOLLAM
38	2064	THADIKAD HSS, THADIKAD, ANCHAL

39	2074	MM HSS,UPPODU,EAST KALLADA
40	2077	TKM HSS,KARIKKODE,KOLLAM
41	2101	TKDM GOVT. HSS, KADAPPAKADA
42	2108	GOVT. HSS, OACHIRA, KOLLAM
43	2111	GOVT. HSS, THODIYOOR, KOLLAM
44	2112	GOVT. HSS, KULAKKADA
45	2113	GOVT. HSS, PORUVAZHY
46	3005	KANNASA SMARAKA GOVT HSS, KADAPRA
47	3008	GOVT HSS, THOTTAKONAM
48	3012	EDAMURI GOVT HSS, RANNI
49	3016	M G M HSS, THIRUVALLA,
50	3022	ST. THOMAS, HSS, KOZHANCHERY,
51	3027	N S S HSS, THADIYOOR
52	3031	S N V HSS, ANGADICAL SOUTH
53	3035	DBHSS,PARUMALA,KADAPRA
54	3038	ST. BEHANAN S HSS, VENNIKKULAM
55	3041	K.R.P.M. HSS, SEETHATHODE
56	3045	MT HSS,PATHANAMTHITTA
57	3049	S V G V HSS, KIDANGANNOOR
58	3072	GOVT. HSS, KISIMUM
59	3074	T.M, GOVT. HSS, PERINGANAD
60	3078	GHSS, THEKKUTHODE
61	3080	GRAMA PANCHAYAT HSS, KULANADA,
62	3083	ST.MARY S MAHILA MANDIRAM, GIRLS HSS, ADOOR
63	3099	SHHSS, Mylapra
64	4002	GOVT MHSS, AMBALAPPUZHA
65	4008	GOVT HSS, KUNNAM,
66	4013	GOVT GHSS, MAVELIKKARA, ALAPPUZHA
67	4019	GOVT HSS,MANGALAM,ALAPPUZHA
68	4030	ST. JOSEPH S GHSS, ALLAPPUZHA
69	4044	LEO XIII HSS, ALAPPUZHA
70	4046	S N HSS, POOCHACKAL, SREEKANDESWARAM
71	4057	MTM HSS,VENMANI,ALAPPUZHA
72	4090	VAYALAR RAMA VARMA MEMORIAL GOVT. HSS, VAYALAR
73	4096	GOVT. VHSS, ARYAD, ALAPPUZHA
74	4108	MAHATMA HSS FOR BOYS CHENNITHALA
75	4123	AJ JOHN MEMORIAL HSS
76	4125	MKAM HSS Pallana
77	5009	GOVT. HSS, THRIKKODITHANAM,
78	5015	GOVT. BOYS HSS, PUTHUPALLY
79	5028	GOVT. HSS,EDAKUNNAM,KOTTAYAM
80	5030	M G M NSS HSS, LAKKATTOOR
81	5031	MUSLIM GIRLS, ERATTUPETTA
82	5043	ST. MARY S HSS, BHARANANGANAM

83	5058	SKM HSS, KUMARAKAM
84	5062	ST. DOMINIC'S HSS, KANJIRAPPALLY
85	5068	CMS COLLEGE, HSS, KOTTAYAM
86	5075	ST AUGUSTINES HSS, RAMAPURAM
87	5080	SMSN HSS, VAIKOM, KOTTAYAM
88	5085	ST THOMAS HSS, ERUMELY
89	5116	GOVT. HSS, VAYALA, KOTTAYAM
90	5121	GOVT. DEVI VILASOM HSS, KUDAVECHOOOR
91	5134	GHSS ADUKKAM
92	5141	ST..MARYS HSS VALLAKAM
93	6032	FATHIMA MATHA GIRLS HSS, ADIMALI
94	6034	ST XAVIER S HSS, CHEMMANNAR
95	6035	ST. JEROME'S HSS, VELLAYAMKUDI
96	6036	ST PHILOMINA S HSS, UPPUTHARA
97	6037	ST SEBASTIAN S HSS, VAZHITHALA
98	6039	MKNM HSS, KUMARAMANGALAM
99	6057	GOVT. HSS, PANIKKANKUDY
100	6059	GOVT. HSS, VAGAVARRAI, IDUKKI
101	6062	PANCHAYAT HSS, WANDIPERIYAR
102	6071	GOVT MODEL RESIDENTIAL HSS, PEERUMEDU
103	7003	GHSS EDAPALLY
104	7021	GOVT GIRLS HSS, ALUVA, ERNAKULAM
105	7025	GOVT HSS, KONGORPPILLY
106	7056	ST STEPHEN S HSS, KEERAMPARA
107	7061	MGM HSS, KURUPPUMPADI, PERUMBAVOOR
108	7063	SACRED HEART HSS, THEVARA
109	7064	SREE NARAYANA HSS, OKKAL
110	7066	SNV SANSKRIT HSS, NANTHIATTUKUNNAM
111	7074	ST ANTONY S HSS, KACHERIPPADI
112	7083	HMYS HSS, KOTTUVALLIKAD
113	7162	GHSS VAZHAKULAM
114	7186	SHHSS AYAVANA
115	7190	FMCT HAA KARUMALLOR
116	7194	ST.THOMAS HSS AYROOR
117	8009	GOVT FISHERIES HSS, NATTIKA
118	8019	GOVT MODEL BOYS HSS, IRINJALAKKUDA
119	8032	GOVT HSS, MANALLOOR, THRISSUR
120	8049	NHSS, IRINJALAKKUDA, THRISSUR
121	8060	SRKGVM HSS, PURANATTUKARA
122	8062	ST ANTONY S HSS, PUDUKAD
123	8081	ST FRANCIS BHS, MATTOM, THRISSUR
124	8082	NSS VHSS, MUNDATHICODE, THRISSUR
125	8083	AI HSS, PADOOR, THRISSUR
126	8139	MES HAA SREENARAYANAPURAM
127	8164	GHSS PAMPADY, THRISSUR

128	8171	SREEKRISHNA HSS, ANANDAPURAM
129	8176	ST.JOSEPH AND ST.CYRILS HSS WEST MANGAD
130	9013	GOVT HSS MANKARA, PALAKKAD
131	9027	GOVT. HSS, GANESHGIRI, SHORANUR
132	9034	GVHSS , PATHIRIPPALA
133	9050	MNKM HSS, CHITTILENCHERRY
134	9051	VALLAPUZHA HSS
135	9054	C B K M GOVT HSS, PUDUPPARIYARAM
136	9079	BHAGAVATHI GOVT. HSS, VANNAMEADA
137	9092	GOKHALE GOVT. HSS, KUMARANELLUR
138	9126	SMM HSS, PAZHAMABALACODE
139	9127	CA Higher Secondary School, Peruvemba
140	9130	SM Higher Secondary School, Ayalur
141	9147	HSS, KUTHANUR , PALAKKAD
142	10006	GOVT MODEL HSS, KOZHIKKODE
143	10014	GOVT HSS, VALAYAM, KOZHIKKODE
144	10015	GOVT HSS, VADAKARA
145	10017	GOVT. MOPLA HSS, KOYILANDY
146	10018	GOVT HSS, POONUR, KOZHIKKODE
147	10021	REC GOVT HSS, CHATHAMANGALAM,
148	10025	GUHSS FOR GIRLS NADAKAVU
149	10029	KKM GOVT HSS, ORKATTERI
150	10033	TIM GIRLS HSS, NADAPURAM
151	10034	RAC HSS, KATAMERI, KOZHIKKODE
152	10035	NADUVANNUR HSS, VAKAYAD
153	10039	ST.SEBASTIAN HSS KODAVANHI
154	10041	NOCHAD HSS, NOCHAD, KOZHIKKODE
155	10043	ZAMORIN S HSS, CHALAPPURAM
156	10044	CHENNAMEANGALLUR HSS, MUKKAM
157	10045	FAROOK HSS, FAROOK
158	10049	RAMAKRISHANA MISSION HSS KOZHIKKODE
159	10050	JDT ISLAM HSS, KOZHIKKODE
160	10051	CALICUT GIRLS HSS, KOZHIKKODE
161	10054	MEMUNDA HSS, VILIAPPALLI,
162	10056	ST JOSEPH S HSS, KODANCHERY
163	10061	THIRUVANGOOR HSS, KOILANDY
164	10093	GOVT. BOYS HSS, KOYILANDY

165	10094	GOVT. HSS, PUTHUPPADY
166	10098	GOVT. VHSS, KUTTICHIRA
167	10101	GOVT. HSS, KARUVAMPOYIL
168	10103	GOVT. HSS, PANNUR, KOZHIKODE
169	10106	GOVT. GANAPAT HSS, KALLAI
170	10114	MANIYOOR PANCHAYATH HSS, MANIYOOR
171	10115	GOVT. HSS, NEDUVANNUR
172	10134	GHSS NAYARKUZH
173	1136	GHSS IRINGALLUR
174	10139	GBHSS PARAYACHERI
175	10154	BAFAKHY THANGAL MEMMORIAL HSS, THURAYUR
176	10156	VELOM HSS, CHERAPURAM
177	10161	VMHM HSS, ANAYAMKUNNU
178	10162	VADAKKUMPAD HSS, PALERI
179	10163	ST.MARYS HSS, KALLANODE
180	10177	KR HSS, PURAMERI
181	10178	SREE VASUDEVA ASHRAMAM HSS, NADUVATHUR
182	10182	RAHMANIYA HSSS
183	10183	HOLYFAMILY HSS PADATHUKADAVU
184	10184	KUTTAMBOOR HSS
185	10189	MUKKAM HSS MUKKAM
186	10192	MGM HSS ENGAPUZHA
187	10198	SANTHINIKETHAN HSS THIRUVALLUR
188	11001	GOVT GHSS DOWN HILL, MALAPPURAM
189	11005	GOVT BOYS HSS,TIRUR
190	11006	GOVT HSS, THIRURANGADI
191	11010	GOVT BOYS HSS, MANJERY

192	11013	GOVT HSS, VAZHAKKAD
193	11016	GHSS PULAMANTHOLE
194	11019	GOVT HSS,AREACODE,MALAPPURAM
195	11021	GOVT HSS, EDAPPAL, MALAPPURAM
196	11035	PCNG HSS MOOKKUTHALA
197	11041	NNM HSS, CHELAMBRA
198	11042	NIRMALA HSS, ERUMAMUDNDA
199	11052	MI HSS,PONNANI,MALAPPURAM
200	11058	PMSAPT HSS, KAKKOVE
201	11059	PPTMY HSS CHERUR
202	11063	SSM HSS, THEYYALINKAL
203	11064	VPK MM HSS, PUTHUR
204	11065	CATHOLICATE HSS, POTHUKAL
205	11066	VHM HSS,MORAYOOR,MALAPPURAM
206	11074	MARTHOMA HSS, CHUNGATHARA
207	11120	GHSS CHERIYAMUNDAM
208	11142	GGHSS BP ANGADI, TIRUR
209	11158	GOVT. HSS, KARAKUNNU
210	11159	GOVT. VHSS, MAKARAPARAMBA
211	11161	GOVT. HSS, CHELARI, MALAPPURAM
212	11165	KELAPPAN MEMORIAL GOVT. VHSS, THAVANNOOR
213	11166	MES HSS, IRIMBILIYAM, MALAPPURAM
214	11214	NATIONAL HSS, KOLATHUR
215	11216	MANNAM SMARAKA NSS HSS
216	11228	ISLAHIYA ORIENTAL HSS, EDAVANNA
217	11232	DARUL ULOOM HSS, PANAKKAD
218	11245	CHMKM HSS KAVANUR

219	12017	W.O.HSS, PINANGODE, WAYANAD
220	12018	SREE NARAYANA HSS, POOTHADI
221	12031	GOVT. HSS, THRISSILERY, WAYANAD
222	12036	GOVT. HSS, KOLERY, POOTHADI, WAYANAD
223	12039	GHSS VYTHIRI, VYTHIRI, WAYANAD,
224	12040	GHSS, KOYILERY, ARATTUTHARA
225	12054	MTDM HSS, THONDAMAD
226	12059	GHSS VALERI
227	13006	AVS GOVT HSS,KARIVELLUR,KANNUR
228	13007	GOVT HSS,MANATHANA,KANNUR
229	13010	GOVT HSS,PALAYAD,KANNUR
230	13012	AKGS GHSS, PERALASSERY, KANNUR
231	13014	GOVT HSS,THOTTADA,KANNUR
232	13016	GOVT HSS, KUNJIMANGALAM
233	13017	GOVT HSS, KOZHICAL, KANNUR
234	13018	GOVT HSS,KOTILA,KANNUR
235	13022	GOVT HSS,MORAZHA,KANNUR
236	13023	GOVT HSS, SREEKANDAPURAM
237	13025	GOVT HSS, VAYAKKARA, KANNUR
238	13028	TAGORE VIDYANIKETHAN GVHSS, THALIPARAMBA
239	13031	GOVT HSS,CHELORA,KANNUR
240	13037	GOVT HSS, VELLUR, KANNUR
241	13043	GVHSS, KATHIRUR, KANNUR
242	13044	SHENOY SMARAKA GOVERNMENT HSS, PAYYANNUR
243	13049	KKV MEMORIAL HSS, PANOOR
244	13050	P.R.M. KOLAVALLOOR HSS, THUVAKKUNNU
245	13052	ST MARYS HSS, EDOOR



246	13053	RAMAVILASOM HSS, CHOKLI, KANNUR
247	13055	NSS HSS,ALAKKODE,KANNUR
248	13056	ST. MICHAEL S AI BHSS, KANNUR
249	13057	ST. THERESA'S AI GHSS, KANNUR
250	13061	CHOVVA HSS, CHOVVA, KANNUR
251	13066	NAM MEMORIAL HSS, PERINGATHUR
252	13067	ST. JOSEPH S HSS, THALASSERY, KANNUR
253	13069	I.J.M HSS, KOTTIYOOR, KANNUR
254	13070	M.M. HSS, THALASSERY
255	13071	SN TRUST HSS, THOTTADA, KANNUR
256	13095	GOVT. CITY HSS, KANNUR
257	13098	GOVT HSS, ULICKAL, KANNUR
258	13103	GOVT. HSS, MAMBRAM
259	13110	GHSS KANIYANCHAL
260	13112	GOVT. HSSS, KAVUMBHAGAM
261	13124	GHSS AZHIKKODE
262	13125	GHSS PERINGOME
263	13140	PGM PANCHAYATH HSS, CHERUVANCHERY
264	13146	RAJEEV GANDHI MEMORIAL HSS, MOKERI
265	13149	CHOTHAVOOR HSS, CHAMPAD
266	13152	KAMBIL MOPLA HSS
267	13165	SACRED HEART GIRLS HSS, THALASSERRY
268	13166	B E M P HSS, THALASSERRY
269	14010	GOVT HSS,MALOTH KASBA
270	14017	GOVT HSS, UDUMA, KASARGODE
271	14020	IQBAL HSS,AJANUR,,KASARGODE
272	14022	HHSIBS HSS,EDNEER,,KASARGODE

273	14023	CHATTANCHAL HSS,THEKKIL, KASARGODE
274	14025	CHEMNAD JAMA ATH HSS, KASARGODE
275	14028	B.A.R HSS, BOVIKANA, KASARGODE
276	14047	GOVT. HSS, PADLA, KASARGODE
277	14048	GOVT. VHSS, IRIYANNI, KASARGODE
278	14056	GOVT. HSS, CHEMMANAD,
279	14064	GHSS BANADKA
280	14066	MODEL RESIDENTIAL HSS, PARAVANADUKKAM
281	14068	GFHSS BAKKEL

# DEPARTMENT OF HIGHER SECONDARY EDUCATION

## CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL

### **SOUHRIDA CLUB**

#### Annual Activity Report

2019-20

1. Name of School :
2. District :
3. Educational District :
4. School Code :
5. Phone No. of the School :
6. DDO Code of School :
7. Year of starting the Souhrida Club
8. Details of Souhrida Co-ordinator during the Academic Year 2019-20

Sl.No.	Name and Designation	PEN	From	To

9. Mobile No. of the present Souhrida Co-ordinator:

#### **MANDATORY PROGRAMME**

10. Details of KNOW THYSELF Programme conducted (Classes on Mental Health and Reproductive Health)

Sl.No.	Name and Designation of Resource Person With Mobile Number	Subject of the programme	Date of the programme	Whether Resource Person is a teacher of Higher Secondary
1				
2				
3				

4				
5				
6				
7				
8				
9				
10				

Add additional Sheets if required

11. Details of **Makkale ariyan** Programme conducted:

Date and Venue	Name of Faculty and Designation With Mobile Number	No. of Mothers attended the meeting

12. Whether Souhrida Day Programme has been conducted in your school. Give details of the guest of the day and number of skits presented by the students. Whether prizes has been given to best skit performance

13. Details of Students attended Two Days Student's Residential Training Programme.

Name and class of Students attended the training Programme	Venue at which students attended the programme

14. Whether Souhrida Co-ordinator has attended the Educational district level meeting.  
If so, name of the centre at which attended

15. Whether Souhrida Co-ordinator has attended the Introductory/any other residential Training Programme. If so, name of the centre at this attended Give details of the programme.

### **ACTIVITIES**

16. List of Class Convenors

Sl.No.	Name	Class

17. Name of School Convenors

Sl.No	Name	Class

18. Whether volunteers have been selected in your school. If so number of volunteers selected. Give the name of volunteers and class ( in separate sheet).

19. Details of activities taken up by the volunteers.

Sl.No.	Name of Programme	Date and venue of Programme	No. of volunteers participated

20. Whether Drop Box have been placed in the school. Number of issues received from the Drop Box and mention the general issues

21. Whether Board of the Souhrida Club is placed in the school

22. Number of interventions (Counselling) made by the Souhrida Co-ordinators. Mention the main problems faced by the students identified during the interventions.

23. Number of cases reported to Kerala Mahila Samakhya Society/Child Line/Others. Specify the main issues of students for which the case was reported.

24. Any case of suicide or suicidal attempt reported from your School. If 'yes' give the number of attempt/suicides with reason.

(a)No of attempt	(b)No of Suicide

(c) Attach a detailed report with counter signature of Principal.

25. Whether SourhidaVedi Meeting have been convened. If so, give following details

Sl.No.	Date of Meeting	No of persons attended the meeting	Major decisions taken


### **INITIATIVES OF SOUHRIDA CO-ORDINATOR**

26. Whether Souhrida Co-ordinator attended the FOCUS POINT Programme organized by the DHSE. If so name the centre at which attended.

27      Details of other programmes conducted in the school by the Souhrida Club Unit

Sl. No.	Target/Beneficiary Group	Type of Programme	Date and Venue of Programme	Name and Designation of Resource Person



Target /Beneficiary group means: Class/batch/first year/second year/humanities/science/commerce/computer science, etc.

Type of Programme means : awareness programme/exhibition/visit, etc.

Give descriptive details of innovative programmes conducted in your school (in separate sheet ) with photos

### **DOCUMENTATION**

28. Whether Activity Register is maintained by the Souhrida Co-ordinator
29. Whether Minutes of Souhrida Vedi is recorded and maintained in a register
30. Whether Intervention Register is maintained by the Souhrida Co-ordinator
31. Whether Drop Box Register is maintained by the Souhrida Co-ordinator
32. Whether Account Register is maintained by the Souhrida Co-ordinator

### **ACCOUNTS**

#### **33. Finance**

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

34. Your suggestions for improving Souhrida Club programme in the next year.

Signature of Souhrida Co-ordinator

Counter Signature of the Principal

Place  
Date

(Seal)

# DEPARTMENT OF HIGHER SECONDARY EDUCATION

## CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL SOUHRIDA CLUB

Name of School :

District :

School Code :

Amount Sanctioned :

Date of Encashment:

Name of Treasury :

Details of refund :

### UTILISATION CERTIFICATE 2019-20

Certified that an amount of Rs.....(Rupees.....  
.....) has been  
utilized for conducting Souhrida Club activities in school out of the fund allotted for the  
school level activities under the head of account 2202-02-109-74(P) during the financial  
year 2019-20. The balance amount of Rs..... has been refunded vide chalan  
No. ....dated at .....Treasury.

Place

Dated Signature

Name of the Principal

Mobile No.

(Seal)