

ഭരണഭാഷ-മാതൃഭാഷ

ഹയർ സെക്കന്ററി ഡയറക്ടറുടെ
കാര്യാലയം ഹൗസിംഗ് ബോർഡ്
ബിൽഡിംഗ്സ്, ശാന്തിനഗർ,
തിരുവനന്തപുരം

സി.ജി.എ.സി/81117/2017/ഡി.എച്ച്.എസ്.ഇ

തീയതി : 19/07/2017

സർക്കുലർ

വിഷയം: ഹയർ സെക്കണ്ടറി ഡയറക്ട്രേറ്റ് - സ്കൂളുകളിൽ കരിയർ ഗൈഡുമാരെ നിയോഗിക്കുന്നത് സംബന്ധിച്ച്.

2017-2018 അദ്ധ്യയന വർഷത്തിൽ സ്കൂളുകളിൽ അദ്ധ്യാപകരെ കരിയർ ഗൈഡുമാരായി നിയോഗിക്കുമ്പോൾ പാലിക്കേണ്ട നിർദ്ദേശങ്ങൾ അറിയിച്ചുകൊണ്ട് ചുവടെ കൊടുക്കുന്നു.

- 1) കരിയർ ഗൈഡിന്റെ പ്രവർത്തന കാലാവധി കുറഞ്ഞത് മൂന്ന് വർഷത്തേക്കാണ് നിശ്ചയിച്ചിട്ടുള്ളത്.
- 2) കരിയർ ഗൈഡ്മാർക്ക് ഹയർ സെക്കണ്ടറി ഡയറക്ട്രേറ്റിൽ നിന്നും സംസ്ഥാനത്തിനകത്തും പുറത്തുമായി പ്രമുഖസ്ഥാപനങ്ങളിൽ നിന്ന് വിവിധ വിഷയത്തിൽ വിദഗ്ദ്ധ പരിശീലനം നൽകുന്നുണ്ട്. ആയതിനാൽ അവർ നിർബന്ധമായും കുറഞ്ഞത് മൂന്ന് വർഷം കരിയർ ഗൈഡ് എന്ന നിലയിൽ സ്തുത്യർഹ സേവനം നടത്തേണ്ടതാണ്.
- 3) കരിയർ ഗൈഡായി തിരഞ്ഞെടുക്കപ്പെടുന്ന അദ്ധ്യാപകർ നിർബന്ധമായും ഡയറക്ട്രേറ്റിൽ നിന്നും സംഘടിപ്പിക്കുന്ന അല്ലെങ്കിൽ നിർദ്ദേശിക്കുന്ന പരിശീലന പരിപാടികളിൽ പങ്കെടുക്കേണ്ടതാണ്.
- 4) 3 വർഷം കരിയർ ഗൈഡായി സേവനം ചെയ്തവരും തുടർന്നും പ്രവർത്തിക്കുവാൻ താൽപര്യം ഉള്ള അദ്ധ്യാപകരെ തൽസ്ഥാനത്ത് തന്നെ തുടരുവാൻ അനുവദിക്കാവുന്നതാണ്.
- 5) കരിയർ ഗൈഡ് പദവിയിലുള്ള ഹയർ സെക്കന്ററി അദ്ധ്യാപകർക്ക് **ASAP** ന്റെ അധിക ചുമതല വഹിക്കാവുന്നതാണ്.
- 6) കരിയർ ഗൈഡിന്റെ പരിശീലനം ലഭിച്ച ഒന്നിൽ കൂടുതൽ അദ്ധ്യാപകർ ട്രാൻസ്ഫർ മുഖേന ഒരു സ്കൂളിൽ എത്തിച്ചേർന്നാൽ, കരിയർ ഗൈഡിന്റെ പരിശീലനം ആദ്യം ലഭിച്ചവർക്ക് കരിയർ ഗൈഡിന്റെ ചുമതല നൽകേണ്ടതാണ്.
- 7) ഓരോ സ്കൂളിലെയും 2017-2018 അദ്ധ്യയന വർഷത്തിലെ കരിയർ ഗൈഡിന്റെ വിവരങ്ങൾ ഇതോടൊപ്പം ചേർത്തിട്ടുള്ള ഫോറത്തിൽ പൂരിപ്പിച്ച് പ്രിൻസിപ്പാളിന്റെ മേലൊപ്പോടു കൂടി സെപ്റ്റംബർ 25-ാം തീയതിക്കകം താഴെപ്പറയുന്ന മേൽ വിലാസത്തിൽ സമർപ്പിക്കേണ്ടതാണ്.

സ്റ്റേറ്റ് കോ-ഓർഡിനേറ്റർ
സി.ജി & എ.സി,
ഹയർ സെക്കന്ററി ഡയറക്ടറുടെ കാര്യാലയം
ഹൗസിംഗ് ബോർഡ് ബിൽഡിംഗ്
ശാന്തി നഗർ, തിരുവനന്തപുരം

- 8) 2017-2018 അദ്ധ്യായന വർഷത്തിൽ കരിയർ ഗൈഡിന് ട്രാൻസ്ഫർ മുഖേന മാറ്റം ഉണ്ടാകേണ്ട അവസരം വരികയാണെങ്കിൽ പുതിയ കരിയർ ഗൈഡിന്റെ വിവരങ്ങൾ ഫോറത്തിൽ പുരിപ്പിച്ച് പ്രിൻസിപ്പാളിന്റെ മേലോപ്പോടു കൂടി ഡയറക്ടറേറ്റിൽ സമർപ്പിച്ച് ഡയറക്ടറുടെ അനുമതിയോടുകൂടി വേണം പുതിയ കരിയർ ഗൈഡ് പ്രവർത്തനം നടത്തേണ്ടത്.

ഒപ്പ്/-
ഡയറക്ടർ (i/c)

**DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE AND ADOLESCENT COUNSELING CELL
DETAILS OF CAREER GUIDES**

1	Name of School	
2	School Code	
3	Phone No of the School	
4.	E-mail of the School	
5	Type of School Govt./Aided/Unaided	
6	District	
7	Name of Taluk	
8	Educational District	
9	Legislative Assembly Constituency	
10	Parliamentary Constituency	
11	Type of LSG Corporation/Municipality/ Panchayath/Township	
12	Name of LSG	
16	Year of starting of Career Guidance Units in school	
Details of Career Guide		
17	Name of Career Guide (In Block Letters)	
18	Designation with Subject	
19	Mobile No	
20	E-mail	
21	Gender	
22	Date of Birth	
23	Date of entry in Higher Secondary Education Department	
24	Year of taking charge of Career Guidance Unit	

25	Qualification	
26	Whether attended career TOT. If so, give the date and venue of the programme attended	
27	Whether attended four days training programme at RGNIYD, Chennai.	

Place
Date

Signature of Career Guide

Counter signature of the Principal

Seal

CG & AC CAREER WING GUIDE LINES 2017-18

Career Guidance is one of the major activities under taken by the department to guide the students in selecting the apt courses and careers. At present 1197 career Guidance units are functioning in the State. Principals of these Schools are strictly directed to adhere to the following guidelines while implementing the activities under Career Guidance Units

I. Objective of the Career Guidance Programme

1. To enable the students to prudently plan a career of their own by pursuing the right course to achieve their aim.
2. To help the students identify their strength and weakness so as to set the right goal in their career.
3. To keep the students updated on latest trends in career development.
4. to make aware of various competitive examinations – job oriented and course oriented.
5. to make aware of short term job oriented courses
6. Help students to aware of State/ National level Premier Research Institutes
7. to identify the new career role in local and Global Industries.
8. Help students to aware about the Various Online Applications for UG Course and Various Scholarships issued by Central and State Government
9. To help the students to develop transferable skills such as effective communication skills, leadership skills, teamwork skills and management skills, so that they will become productive and efficient members of the workforce.

II. Expected outcome from the Career Guidance Units

1. The students are able to select their courses based on their mental ability, aptitude and interests
2. Students are equipped with scientific career planning and strategies
3. The students are well informed with multiple career options after higher Secondary Courses
4. Students will be able to resolve conflicts among various aspects of career decision making.

5. The units will be ensured that students are placed at right course or right career at the right time.

III. Activities of Career Guidance units

1. Setting up of Career Corner in the School: A room in the school or Corner in the school will be

set up as career corner where students get information regarding the courses and careers.

Posters, news items which are beneficial to students will be exhibited in the career corner.

2. Career Talk: Career Talk on different careers and courses by experts in the field will be conducted for students.

3. Interaction with Successful Personalities: Career Guidance units will conduct interaction with successful persons who have achieved a better position in their career through hard and dedicated work. Interactions with the personalities who have passed out from the same school will be arranged specially by each unit.

4. Career Library: Each Career Guidance unit will set up a career library which gets information about the careers, courses and study materials of competitive exams. Periodicals and books related to careers and courses will be made available in the career library.

5. Directory of Courses and Careers: Each Career Guidance unit will prepare a directory of Courses and Careers which are regionally specific and career/ Course specific. The unit will update

the information time to time for providing latest information to the students.

6. Career Fair/exhibition: Each school will conduct an exhibition various courses and careers.

7. Directory of Scholarships: Each Career Guidance Unit will prepare a Directory of Scholarships

which are available to students from various Government agencies and Voluntary Agencies: The directory will help the students of financially poor to peruse their studies without much financial burden.

8. Mock interviews: Career Guidance Unit will conduct mock interviews for admission to reputed

institutions. The mock interview will give the students an experience to face the real interviews as

part of their competitive exams.

9. Finishing workshops : New Generation courses and careers wants candidates who have multiple talents such as communication skills, soft skills, Life skills etc. Hence the students have to

be trained in multiple levels. A workshop will be conducted at each school which shapes the candidates for new generation jobs and careers.

10. Aptitude test/IQ test : The teachers will be equipped to conduct Aptitude and IQ Test of students, which guide the students to attain the careers according to their aptitude.

11. Awareness programme for parents: Parental support is particularly critical to adolescent's career choice. Parents are highly involved in the career choice process of their children. Career Guidance programme will not be complete if the messages are not in reach to the parents also. Separate programmes will be conducted for parents for giving awareness about the need of identifying courses and careers that suits the aptitude of students.

12. Field Visits: Career Guidance units will organize visits for students to educational institutions and career related establishments for developing aspirations about the career and courses.

13. Online Application : Career Guidance units will conduct demonstration to fill Online Applications for various Degree Courses und Universities and other Premier Institutes

IV. Role of Career Guides.

The school level activities of Career Guidance units will be conducted through Career Guide in the

school. The duties of the Career Guide are

1. Help students to identify and achieve their career goals.
2. Help students to develop the qualities that need to be successful in career.
3. Identify sources of information and disseminate information on careers and life skills.
4. Develop career ambitions among students
5. Enable the student to plan and chalk out their education and career path
6. Guide the students to collect , organize and analyze information related with various courses and careers
7. Recognize and respond to students diverse needs related with education and career planning
8. Assessment of mental ability, aptitudes and interests of students

9. Provide support for various entrance examinations

V. A teacher who is selected as Career Guide of the Career Unit has been given training for conducting the activities of the club. List of trained teachers are attached as Annexure-1.

Principals are directed not to change the trained Co-ordinator for a minimum period of three years.

VI. Principal of the school should convene a special staff meeting and discuss the aims, objectives

and activities of Career Guidance units among the staff. Activities of the unit should be conducted

with support and participation of all staff of the school.

VII. An amount of Rs. 2000/- has been allotted to school for conducting one class for one stream. Allotment of fund to each school depends upon the number of streams in the school.

VIII. Amount should be utilized for conducting one class for one stream. For eg: One Class for Science students, one for Humanities and one class for Commerce Students. Classes should be taken as per the module prepared by the directorate.

IX. In order to face the shortage of faculty for conducting classes in schools, department have trained teachers to serve as faculty for taking classes on Career Guidance. Principal can utilize the

service of the trained persons for taking classes. List of the trained teachers is given as Annexure-2

X. After the Class, post class evaluation should be made. Career Guide should collect the Post Evaluation Schedule, given as Annexure-3 for class on each stream from a minimum number of 10

students after each class. Career Guide and Principal should countersign the Post Evaluation Schedule and submit it before the audit team of the department or Accountant General at the time of audit. Expenditure for conducting class not supported with the feedback form duly filled by students will not be considered as valid.

XI .Module of Class to be taken under Career Guidance is given as Annexure -4. Career Guide should provide the module to the faculty in advance and ensure that all the areas in the module are covered in the class.

XII. After the conduct of the class, a detailed Report has to be made in the Activity Register.
Career

Guide has to fill the Activity sheet and should be kept for audit and monitoring purpose.

Remarks

and Signature of the Faculty is obligatory. Format of the Activity Sheet is attached as Annexure -
5

XIII. The honorarium of the Career Guide has been issued along with school level activities.

Principal should disburse the honorarium only after the completion of all programmes in the
school.

XIV. List of schools with Career Guidance units and allotted fund along with the name of
Educational district is attached as Annexure-6. If any errors are noted in the name of Educational
district, the matter has to be informed to the Career Guidance and Adolescent Counselling cell
through email : cgacdhse@gmail.com.

XV. Fund will not be sanctioned to schools that have not submitted the Annual Report and
Utilization certificate of 2015-16. List of schools not submitted the Annual Report and
Utilization

certificate is attached as Annexure-7

XVI. Allotments for school level activities have been issued to schools. Any school not received
the

allotment within 30th of September 2016 should inform the matter to DHSE through a letter of
the Principal before 30th October 2016.

XVII. Amount allotted to school should be fully utilized before 31 December 2016. If the
sanctioned amount was not fully utilized due to unavoidable circumstances, the balance amount
should be refunded before 31st March 2017 and matter has to be reported to the State Co-
ordinator with an explanation for not utilizing the amount.

XVIII. A Consolidated Report of the activities of the Career unit for the year 2015-16 should be
submitted to the Director. Format of the Report will be published in the dhse portal.

XIX. All Career Guides should maintain following registers/Files a. Activity Register- To record
the

details of the programme conducted by the unit b. Accounts Register-To record all the accounts
of

the unit c. Document File: To file all the documents related to the Career units.

XX. From this academic year, a monitoring team will be constituted in each district to monitor the

activities of the Career unit. Any misuse of fund reported by the monitoring team will be viewed seriously.

XXI. Regional Deputy Directors are directed to monitor the activities of Career Guidance in each school.

XXII. A Monitoring team under the State Co-ordinator with staff of Higher Secondary Directorate

will conduct monitoring of activities at selected schools.

DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL
MODULE FOR CLASS ON COMMERCE STREAM

INTRODUCTION

Choice of Career plays an important part in one's life. Career is not a chance but a choice. Students

must be able to explore himself and find out wide varieties of career opportunities in the ever changing current world scenario. Higher secondary course is a turning point in students life, one must be able to identify himself and to plan his career. Hence the career guidance unit in each school is responsible to impart variety of career guidance programmes.

Aims and Objectives

1. To enable the student to identify the need and importance of career planning and empower one to set a meaningful goal and make an action plan to achieve it
2. To identify the strength and weakness of the student
3. To make aware of the future Career Options and various Competitive Examinations- Job oriented and Course Oriented
4. to make aware on various short term job oriented courses
5. Help students to aware of State/ National level Premier Research Institutes
6. To identify the new career role in local and Global Industries.
7. Help students to aware about the Various Online Applications for UG Course and Various Scholarships issued by Central and State Government
8. To help the students to develop transferable skills such as effective communication skills, leadership skills, teamwork skills and management skills, so that they will become productive and efficient members of the workforce.
9. To play a suitable role in the Globalized Career Industry

METHODOLOGY : PPT, VIDEO PRESENTATION, FILMS, CHARTS, Case Discussion, Role Model presentation, LECTURE METHODS etc...

Duration of the session : 3 Hours

Schedule of the session:

- 1 Career Planning & Goal Setting – 30 minutes
2. Career openings after Science:-40 minutes
3. Competitive Examinations :-20 minutes
4. National/ Premier/ Research Institutes:-20 minutes
5. Career Options- - General -Open to all steam: - 20 minutes
6. Short term courses: 10 minutes
7. Scholarships and Online Applications : 10 minutes
8. Discussion: 20 minutes- Students clarify their doubts about the topics or related careers
9. Evaluation: 10 minutes

CONTENT

1. Career Planning and Goal setting :-
 - A. Career vision and mission, Career passion, Need and Importance , world of competition, survival of the fittest, Time management, Ever changing career scenario, job security
 - B. Aptitude
 - C. Interest
 - D. Ability
 - E. Personality Type
 - F. Moral values
 - G. Future career prospects
 - H. Family back ground , Finance/ Scholarships
 - I. SWOT Analysis. Mapping of strength, weakness, opportunity and threats of students
 - J. SMART GOAL (specific, measurable, adjustable, realistic, Time bound)
2. CAREER OPENINGS AFTER COMMERCE :-
 - A. BCom, BBA, BBM, BCom with Rare Specialisations, BA Economics.....,
 - B. C A, CS, CMA, CFA, ACCA... (Chartered courses, Papers, Stages and Institutes)
 - C. Insurance, Acturial Science, Banking, Finance, BTTM, MTTM

3. Competitive Examinations: (Course Oriented) NCHMCT (JEE 2),CPT, IPM, CUSAT, JMI
–Bcom, BHU, CET – Symbiosis,
- . (Job Oriented) Tax Assistant, Finance Assistant, Divisional Accountant, Civil Service,
UPSC, SSC, KPSC, RRB, IBPS, NDA, CDS, Military Tests
4. PREMIER INSTITUTES: NIBM, IIM, IIFT, DU Department of Finance, SRC-Delhi, XIME,
Symbiosis,
5. Career Options- General :- Designing, Fashion Technology, CIPET, CFTRI, CLRI,
Aviation , Psychology, Geology, Hotel Management, Journalism, Literature, Library
Science, LLB, Teaching.....
6. Short Term Courses:- ATC, Taxation Studies, Banking Courses, Diploma in Acturial
Science, FDDI, Airport Management,
7. a. SCHOLARSHIPS:- e-grantz, Postmatric Scholarship, Central Sector Scholarship,
Snehapoorvam Scholarship,
- ([www. Scholarships.gov.in](http://www.Scholarships.gov.in), <http://e-grantz.kerala.gov.in/>)
- b. Online applications : Universities in Kerala, Option Registration.....
8. Clarification of doubts from students
9. Evaluation

DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL
Evaluation Schedule on Classes for Commerce Stream

Date of Class :

Name of Faculty :

Name of Student :

Class :

1. What is the basic qualification for C A Registration ?
2. What is the full form of ACCA ?
3. Which body is conducting CS course ?
4. Which IIM offer Management Course after Plus Two ?
5. Name an Institute for Banking ?
6. Name the entrance test for Hotel Management?
7. Name any Two Short term Courses ?
8. What is the Eligibility Criteria for BCom at SRCC ?
9. Can Commerce students join for Architecture ?
10. Write your opinion about the Training Programme

DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL
MODULE FOR CLASS ON HUMANITIES

INTRODUCTION

Choice of Career plays an important part in one's life. Career is not a chance but a choice. Students must

be able to explore himself and find out wide varieties of career opportunities in the ever changing current world scenario. Higher secondary course is a turning point in students life, one must be able to

identify himself and to plan his career. Hence the career guidance unit in each school is responsible to

impart variety of career guidance programmes.

Aims and Objectives

1. To enable the student to identify the need and importance of career planning and empower one to set a meaningful goal and make an action plan to achieve it
2. To identify the strength and weakness of the student
3. To make aware of the future Career Options and various Job oriented and Course Oriented Competitive Examinations
4. to make aware on various short term job oriented courses
5. Help students to aware of State/ National level Premier Research Institutes
6. To identify the new career role in local and Global Industries.
7. Help students to aware about the Various Online Applications for UG Course and Various Scholarships issued by Central and State Government
7. To help the students to develop transferable skills such as effective communication skills, leadership skills, teamwork skills and management skills, so that they will become productive and efficient members of the workforce.
8. To play a suitable role in the Globalized Career Industry

METHODOLOGY : PPT, VIDEO PRESENTATION, FILMS, CHARTS, Case Discussion, Role Model

presentation, LECTURE METHODS etc...

Duration of the session : 3 Hours

Schedule of the session:

- 1 Career Planning & Goal Setting – 30 minutes
2. Career openings after Humanities:-40 minutes
3. Competitive Examinations :-20 minutes
4. National/ Premier/ Research Institutes:-20 minutes
5. Career Options- - General -Open to all steam: - 20 minutes
6. Short term courses: 10 minutes
7. Scholarships and Online Applications : 10 minutes
8. Discussion: 20 minutes- Students clarify their doubts about the topics or related careers
9. Evaluation: 10 minutes

CONTENT

1. Career Planning and Goal setting :-

A. Career vision and mission, Career passion, Need and Importance , world of competition, survival of the fittest, Time management, Ever changing career scenario, job security

B. Aptitude

C. Interest

D. Ability

E. Personality Type

F. Moral values

G. Future career prospects

H. Family back ground , Finance/ Scholarships

I. SWOT Analysis. Mapping of strength, weakness, opportunity and threats of students

J. SMART GOAL (specific, measurable, adjustable, realistic, Time bound)

2. CAREER OPENINGS AFTER HUMANITIES:-

A. PURE SOCIAL SCIENCE:-

BA Economics, History, sociology, Political Science, Geography,

B. Specific Subjects :- Social Work, Business Economics, Archeology, Psychology, Disaster Management, International Relations, Language Studies,

3. Competitive Examinations:-

a. Course Oriented : HSEE (iitm.ac.in), NCHMCT, CUCET, Central Universities, JMI, BHU, EFLU, CLAT, LLB Kerala Entrance Test

b. Job Oriented : Civil Service, UNO's Inter National Civil Service, UPSC, SSC, KPSC,RRB, IBPS,

4. PREMIER INSTITUTES: ASI, JNU, DU, IGIDR, IIMC, TISS, GIPE, ICSSR,

5. Career Options- General :- Designing, Fashion Technology, CIPET, CFTRI, CLRI, Aviation CA, CS, CMA, BBA,MBA, BSW, Hospitality and Hotel Management, Psychology, Geology, Journalism, Literature, Library Science, LLB, Teaching.....

6. Short Term Courses:- Food Craft Institutes, Diploma in Foreign Languages, Public Relations, Designing, Advertisement, Airport Management, Computer Courses,

7. a. SCHOLARSHIPS:- e-grantz, Postmatric scholarship, KPCR, Central sector Scholarship, Snehapoorvam Scholarship, Vidhya Samunnathi, (www. Scholarships.gov.in, <http://e-grantz.kerala.gov.in/>)

b. Online Applications : Universities in Kerala, Option Registration.....

8. Clarification of doubts from students

9. Evaluation

**DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL**

Evaluation Schedule on Classes for Humanities Stream

Date of Class :

Name of Faculty :

Name of Student :

Class :

1. Can a Humanities student study in IIT ?

2. Name the Two levels of CS Examination?

3. Expansion of EFLU ?

4. Name two Premier Institutes in Economics?

5. Name the Admission Test for Central Universities ?
6. Which is the premier Institute in India for studying Journalism and Mass Communication?
7. What is the criteria for Degree admission to Delhi University ?
8. Name any Two Short term Courses ?
9. Which is the entrance examination for admission to National Law University ?
10. Write your opinion about this training programme

**DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL
MODULE FOR CLASS ON SCIENCE STREAM**

INTRODUCTION

Choice of Career plays an important part in one's life. Career is not a chance but a choice. Students must

be able to explore himself and find out wide varieties of career opportunities in the ever changing current world scenario. Higher secondary course is a turning point in students life, one must be able to

identify himself and to plan his career. Hence the career guidance unit in each school is responsible to

impart variety of career guidance programmes.

Aims and Objectives

1. To enable the student to identify the need and importance of career planning and empower one to set a meaningful goal and make an action plan to achieve it
2. To identify the strength and weakness of the student
3. To make aware of the future Career Options and various Competitive Examinations- Job oriented and Course Oriented
4. to make aware on various short term job oriented courses
5. Help students to aware of State/ National level Premier Research Institutes
6. to identify the new career role in local and Global Industries.
7. Help students to aware about the Various Online Applications for UG Course and Various Scholarships issued by Central and State Government
8. . To help the students to develop transferable skills such as effective communication skills, leadership skills, teamwork skills and management skills, so that they will become productive and efficient members of the workforce.
9. To play a suitable role in the Globalised Career Industry

METHODOLOGY : PPT, VIDEO PRESENTATION, FILMS, CHARTS, Case Discussion, Role Model

presentation, LECTURE METHODS etc...

Duration of the session : 3 Hours

Schedule of the session:

- 1 Career Planning & Goal Setting – 30 minutes
2. Career openings after Science:-40 minutes
3. Competitive Examinations :-20 minutes
4. National/ Premier/ Research Institutes:-20 minutes
5. Career Options- - General -Open to all steam: - 20 minutes
6. Short term courses: 10 minutes
7. Scholarships and Online Applications : 10 minutes
8. Discussion: 20 minutes- Students clarify their doubts about the topics or related careers
9. Evaluation: 10 minutes

CONTENT

1. Career Planning and Goal setting :-

A. Career vision and mission, Career passion, Need and Importance , world of competition, survival of the fittest, Time management, Ever changing career scenario, job security

B. Aptitude

C. Interest

D. Ability

E. Personality Type

F. Moral values

G. Future career prospects

H. Family back ground , Finance/ Scholarships

I. SWOT Analysis. Mapping of strength, weakness, opportunity and threats of students

J. SMART GOAL (specific, measurable, adjustable, realistic, Time bound)

2. CAREER OPENINGS AFTER SCIENCE:-

A. PURE SCIENCE :- BSc Physics, Chemistry, Mathematics, Botany, Zoology.....,

Integrated MSc, BS-MS Programmes

B. MEDICAL COURSES:- MBBS, BDS, BAMS, BHMS, BSMS, BUMS, BNYS, BVSc & AH

C. ALLIED SCIENCES:- BSc Agriculture, Forestry, Fisheries, Diary Science. (KEAM, ICAR)

D. ALLIED HEALTH SCIENCES:- BSc Bio Technology, Micro Biology, Bio Informatics, Bio Chemistry ...

E. PARAMEDICAL COURSES:- BSc Nursing, B Pharm, BPT, BASLP, BSc MLT, BCVT, Pharm D,

BSc Optometry, Ophthalmology, Perfusion Technology, Neuro Technology, Dialysis Technology,

F. ENGINEERING COURSES & INSTITUTES:- B Tech/ BE, B Arch, IIT, NIT, IIIT, IIST, VIT....

3. COMPETITIVE EXAMINATIONS

a. Course Oriented:- NEET, AIIMS TEST, JIPMER, ALIGARH, KEAM

b. JEE Main & Advanced, NATA, KEAM, CUSAT, NDA, SCRAE (Special Class Railway Apprentice Examination), Lateral Entry Tests.

c. (Job Oriented) Civil Service, UPSC, SSC, KPSC,RRB, IBPS, NDA, CDS, Military Tests

4. PREMIER INSTITUTES IISC, ISI, ISER, NISER,IIST,IIT, NIT, AIIMS, JIPMER , Chennai Mathematical Institute,

5. Career Options- General :- Designing, Fashion Technology, CIPET, CFTRI, CLRI, Aviation CA, CS, CMA, BBA,BSW, Psychology, Geology, Journalism, Literature, Library Science, LLB, Teaching.....

6. Short Term Courses:- Para medical Diploma Courses : D Pharm, DMLT, DOA, DHC, DCVT, DOTT, Diploma in Poly Techniques, ITI, CLRI,

7. a. SCHOLARSHIPS:- Inspire Scholarship, SHE (Scholarships on Higher Education),KVPPY, e-

grantz, Postmatric scholarship, Central sector Scholarship, Merit cum Means Scholarship, Snehapoorvam Scholarship, ([www. Scholarships.gov.in](http://www.Scholarships.gov.in), <http://e-grantz.kerala.gov.in/>)

b. Online applications : Universities in Kerala, Option Registration.....

8. Clarification of doubts from students

9. Evaluation

DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL

Evaluation Schedule on class for Science stream

Date of Class :

Name of Faculty :

Name of Student :

Class :

1. write down your career dreams in the Order of preference.

1.

2.

3.

2.what is the academic eligibility and entrance examination for B Tech in IITs ?

3. what is the full form of NEST ?

4. What is the Duration of B Arch course?

5. Which is the qualifying Examination for admission to AFMC ?

6. Name any two short term courses ?

7. identify a best Institute for Sound Engineering ?

8. Mention any two entry requirement for ISER admission?

9. Name a Scholarship that you can claim for Higher Studies?

10. Write your opinion about this Training Programme