

Office of the Director of
Higher Secondary Education,
Housing Board Building,
SanthiNagar,
Thiruvananthapuram.
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Circular

Sub: Student Centric Activities –Guidelines for implementing activities under Souhrida Club -reg.

Ref: G.O (Rt) 3369/2014/Gl.Edn dated 22.08.2014

Adolescent counseling and Health Care Programme is a unique, novel and innovative programme conceived and launched by the Department of Higher Secondary Education. This programme is implemented in schools through Souhrida Clubs. At present 1039 Souhrida Clubs are functioning in the State. Principals of this Schools are strictly directed to adhere to the following guidelines while implementing the activities under Souhrida Club.

1. Aim of the Souhrida Club

The aim of the Club is to improve the physical, academic, social and interpersonal skills of the adolescents and lead them towards a successful adulthood. Souhrida Club assures a platform for the students to express their problems frankly. Privacy and transparency are two key factors of Souhrida Club.

2. Objectives of the Souhrida Club

The activity oriented objectives are

- ❖ enable self-development and empowerment of Adolescents
- spread awareness among them about health, hygiene, nutrition, Adolescent Reproductive and Sexual Health , and family and child care;
- upgrade their home-based skills and life skills

1. A teacher who is selected as Co-ordinator of the club has been given training for conducting the activities of the club. Principals are directed not to change the trained Co-ordinator for a minimum period of three years. Any change in the Co-ordinators should be made only with the prior permission of the Director, HSE
2. Principal of the school should convene a special staff meeting and discuss the aims and objectives of Souhrida Clubs among the staff. Activities of the club should be conducted with support and participation of all staff of the school.
3. Two students from each class should be selected as Class Convenors. If the Class contains both the boys and girls, One Convenor from boys and one from girls should be selected from each class. Two School Convenors should be selected for each school from Class convenors. One of the School Convenors should be male and other female.
4. **Souhrida Vedi (സൗഹൃദ വേദി)** should be constituted with following members
 Principal – Chairman
 Trained teacher (Co-ordinator)- Convenor
 Class convenors- members
 PTA President- Member
 Staff Secretary of Higher Secondary – Member
 Two teachers nominated by the Principal- One should be male and other should be female.
 Career Guide of the School.
 Souhrida vedi will work as the executive committee of the Souhrida Clubs. Souhrida Vedi should be convened once in every month. Souhrida Co-ordinator should keep the minutes of each meeting.
5. A **Drop Box** should be arranged at school for students to drop their grievances / problems in their home, class or any other area. The Drop Box should be placed in the school at a place which is easily accessible to all students. There should also be facilities for students to use Drop Box unnoticed by other students or staff members. Co-ordinator in the presence of the principal should open the Drop Box on every Mondays, Wednesday and Fridays. Grievances/problems of the student received from drop box should be entered in a register with date and signature of the Principal and Co-ordinator. Principal should ensure that the problems raised by the students through Drop Box are not discussed openly among the staff and students. Action should be taken to find solution for the issues raised by the students through DROP BOX. Action Taken on the issues should also be noted in the Register.

6. **KNOW THY SELF** –Health related awareness classes should be conducted in the school as part of KNOW THY SELF Programme. Classes on **Reproductive Health** and **Mental Health** should be conducted to students of each batch. While arranging class on a particular subject for one batch, the concerned second year students should also be included. An amount of Rs.1700/- is earmarked for conducting one class. Amount can be utilized for providing honorarium to faculty and for meeting other expenses. Fund will be allotted to schools on the basis of the number of batches in the school.
- a. For eg. If a school has 3 Batch in first year, (One Science, One Humanities and One Commerce batch), an amount of Rs.10,200/- will be allotted to the School for conducting six classes.. Amount should be utilized for conducting classes as follows
- i. First class on Reproductive Health for Science batch which comprises of first year and Second year Science students.
 - ii. Second Class on Reproductive Health for Humanities batch which comprises of First Year and Second year Humanities students.
 - iii. Third class on Reproductive Health for Commerce Batch which comprises of First Year and Second year Commerce Students.
 - iv. Fourth Class on Mental Health for Science batch which comprises of first year and Second year Science students.
 - v. Fifth Class on Mental Health for Humanities batch which comprises of First Year and Second year Humanities students.
 - vi. Sixth Class on Mental Health for Commerce Batch which comprises of First Year and Second year Commerce Students
7. Class on Reproductive Health should be preferably handled by a gynecologist. If gynecologist is not available for taking class, a doctor who can handle the subject can be engaged for the class. Class on Mental Health of Adolescents should be handled by a Psychiatrist or a Psychologist.
8. In order to face the shortage of faculty for conducting classes in schools, department have trained 51 teachers to serve as faculty for Reproductive Health, Mental Health and Amma Ariyan. Principal can utilize the service of the trained persons for taking classes. List of the trained teachers will be published in the portal of the dhse shortly.
9. After the conduct of the class a detailed Report have to be made in the Activity Register. Souhrida Co-ordinator 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. The Activity sheet is compulsory only for the classes conducted after 20/11/2014

10. Two Days **Residential Training programme for School convenors** will be arranged on Educational district wise. Souhrida Co-ordinator should select one Girl student and One Boy Student for attending the Training Programme. Principals are directed to ensure that School convenors have attended the training programme in time. Expenses related to the travel of the student to the venue and back should be met from the PTA Fund.
11. If the Co-ordinator conducts counseling or any other intervention, details of such intervention should be recorded in a register. Co-ordinator is the sole custodian of the Register. **(INTERVENTION REGISTER)**
12. If the problem handled by the Souhrida Co-ordinator is not coming under the limit of School, it can be referred to Child Line or Mahila Samakhya Society and the matter should be reported to the Career Guidance Cell immediately.
13. If any Club has availed the support of HELP DESK promoted by Kerala Mahila Samakiya Society or CHILD LINE in the School, details of such interventions made by them should be recorded in the Intervention Register.
14. **AMMA ARIYAN** should be conducted in the school for the mothers of the first year students. A medical doctor or any other person who can discuss the adolescent issues which needs attention of the mothers has to be engaged for taking class. The programme in general should focus on Adolescent Parenting .An amount of Rs.2500/- will be allotted to each school for the conduct of the programme. Programme should be conducted with the full support of the PTA.
15. If any student reports any type of sexual abuse or exploitation which comes under the POCSO Act (Protection of Child Sexual Offences Act), the case should be dealt as per the provisions of the Act.
16. Allotment of fund to each school for Souhrida Club activities will be dispatched from the Directorate shortly. Principals are advised not to wait for the fund from the directorate to start the activities of the Souhrida Club. They can start the activities of the Souhrida Club by taking advance from the PTA Fund which should be replaced on receiving the allotment from the Directorate.
17. Amount allotted to school should be fully utilized before 15th February 2015. If the sanctioned amount was not fully utilized due to unavoidable circumstances, the

balance amount should be refunded before 31st March 2015 and matter has to be reported to the State Co-ordinator with an explanation for not utilizing the amount.

18. A Consolidated Report of the activities of the Souhrida Club for the year 2014-15 should be submitted to the Director before 28th February 2015. Final settlement of Rs.1500/-(Honorarium to Co-ordinator) will be reimbursed only after receipt of the consolidated report. The format for the consolidated report will be issued later.
19. Principal should allot one room in the school (if available) for Sourhida Club and Career Guidance unit for conducting their activities.
20. All Souhrida Co-ordinators should maintain following registers/Files
 - a. Activity Register- To record the details of the programme conducted by the unit
 - b. Minutes Book of Souhrida Vedi-To record the minutes of the meeting of Souhrida vedi
 - c. Intervention Register to record the interventions made by the Souhrida Co-ordinator
 - d. Drop Box Register: To Record the issues received from the Drop Box.
 - e. Accounts Register-To record all the accounts of the Souhrida club.
 - f. Document File: To file all the documents related to the Souhrida/Career units.
21. The Help Desk Numbers when an urgent situation is arised are
 1. Child Line - 1098
 2. Kerala Mahila Samakhya Society - 0471-2913212, 2348666
 3. Nirbhaya - 18004251400
22. During the year 2014-15, One hundred and Sixty one new Souhrida units are sanctioned. Two classes are to be conducted in the newly selected Souhrida units during the year. Four Days Residential Training for teachers will be provided by the Directorate to the newly selected Souhrida Co-ordinators.
23. Regional Deputy Directors are directed to monitor the activities of Souhrida club in each school.

DIRECTOR

**DIRECTORTE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL
ACTIVITY SHEET OF SOUHRIDA CLUB**

1.	Name of the School	
2.	Educational District and District	
3.	School Code	
4	Date of the Programme	
5	Venue of the Programme	
6	Subject of the Class conducted	
7	Participants details (Class and Stream)	
8	No. of students attended	
9	Name and designation of Faculty with Mobile Number	
10	Remarks of the Faculty on the Programme	
11	Signature of the Faculty	

Countersignature of the Principal

Signature of Co-ordinator

(Office Seal)