

ഭരണഭാഷ-മാതൃഭാഷ

പൊതുവിദ്യാഭ്യാസ വകുപ്പ്
ഡയറക്ടറുടെ കാര്യാലയം
ഹയർ സെക്കന്ററി വിഭാഗം
ഹൗസിംഗ്ബോർഡ് ബിൽഡിംഗ്സ്,
ശാന്തിനഗർ, തിരുവനന്തപുരം
തീയതി : 14/08/2019

സി.ജി.&എ.സി1/2623/2019/ഡി.എച്ച്.എസ്.ഇ

സർക്കുലർ

വിഷയം: ഹയർസെക്കണ്ടറി വിദ്യാഭ്യാസം -CG&AC-കരിയർ ഗൈഡ്സ് യൂണിറ്റുകൾ എല്ലാ ഗവൺമെന്റ് /എയ്ഡഡ് സ്കൂളുകളിലേക്കും വ്യാപിപ്പിച്ചത് -സംബന്ധിച്ച്.

വിദ്യാർത്ഥി കേന്ദ്രീകൃത പദ്ധതിയുടെ ഭാഗമായി സംസ്ഥാനത്തെ 1680 ഗവൺമെന്റ്/എയ്ഡഡ് ഹയർ സെക്കണ്ടറി സ്കൂളുകളിൽ നിലവിൽ കരിയർ ഗൈഡൻസ് യൂണിറ്റുകൾ പ്രവർത്തിച്ച് വരുന്നുണ്ട്. **2018-19 അദ്ധ്യയന വർഷം എല്ലാ ഗവൺമെന്റ്/എയ്ഡഡ് ഹയർ സെക്കണ്ടറി സ്കൂളുകളിലേയ്ക്കും കൂടി കരിയർ ഗൈഡൻസ് യൂണിറ്റുകൾ ആരംഭിക്കുന്നതിനുള്ള ഭരണാനുമതി ലഭിച്ചിട്ടുള്ളതാണ്.**

യൂണിറ്റ് പ്രവർത്തനങ്ങളുമായി ബന്ധപ്പെട്ട മാർഗ്ഗനിർദ്ദേശങ്ങൾ ചുവടെ ചേർക്കുന്നു.

- 1) കരിയർ ഗൈഡ് യൂണിറ്റ് പ്രവർത്തനങ്ങൾക്കായി ഒരു അധ്യാപകനെ/അധ്യാപികയെ ചുമതലപ്പെടുത്തേണ്ടതാണ്.
- 2) കരിയർ ഗൈഡിന്റെ പ്രവർത്തന കാലാവധി കുറഞ്ഞത് മൂന്ന് വർഷം ആണ്. കരിയർ ഗൈഡ്മാർക്ക് യൂണിറ്റ് പ്രവർത്തനത്തനവുമായി ബന്ധപ്പെട്ട് വിവിധ പരിശീലനങ്ങൾ നൽകി വരുന്നുണ്ട്. കൂടാതെ ഇതര സംസ്ഥാനങ്ങളിലെ പ്രമുഖ സ്ഥാപനങ്ങൾ മുഖേന വിദഗ്ദ്ധ പരിശീലനവും നൽകി വരുന്നുണ്ട്. ഇത്തരം പരിശീലനങ്ങളുടെ പ്രയോജനം വിദ്യാർത്ഥി തലത്തിൽ ലഭ്യമാകുന്നതിന് ഏറ്റവും കുറഞ്ഞത് 3 വർഷ സേവനം കരിയർ ഗൈഡ്മാർ ഉറപ്പ് വരുത്തേണ്ടതാണ്.
- 3) 3 വർഷം കരിയർ ഗൈഡായി സേവനം ചെയ്തവരും തുടർന്നും പ്രവർത്തിക്കുവാൻ താൽപര്യം ഉള്ളവരുമായ അധ്യാപകരെ തൽസ്ഥാനത്ത് തന്നെ തുടരുവാൻ അനുവദിക്കേണ്ടതാണ്.

- 4) ASAP ന്റെ ചുമതല വഹിക്കുന്ന അധ്യാപകർക്കും കരിയർ ഗൈഡായി പ്രവർത്തിക്കാവുന്നതാണ്. എന്നാൽ സ്കൂളുകളിൽ എൻ.എസ്.എസ്, എസ്.പി സി, സൗക്ക്ട്ട് ആന്റ് ഗൈഡസ് തുടങ്ങിയവയും, ചാർജ്ജ് വഹിക്കുന്ന അധ്യാപകനെ കരിയർ ഗൈഡായി നിയമിക്കാൻ പാടുള്ളതല്ല.
- 5) കരിയർ ഗൈഡായി പ്രവർത്തിക്കുന്ന അധ്യാപകരുടെ സ്ഥലം മാറ്റമോ, സ്ഥാനക്കയറ്റമോ കാരണമുണ്ടാകുന്ന ഒഴിവിലേയ്ക്ക് പകരം ഗൈഡിനെ ചുമതലപ്പെടുത്തി വിശദാംശങ്ങൾ ഡയറക്ട്രേറ്റിൽ യഥാസമയം അറിയിക്കേണ്ടതാണ്.
- 6) 2019 20 അധ്യയന വർഷത്തിൽ കരിയർ ഗൈഡൻസുമായി ബന്ധപ്പെട്ട് സ്കൂൾ തലത്തിൽ നടത്തുന്ന പ്രവർത്തനങ്ങളെ സംബന്ധിച്ച മാർഗ്ഗനിർദ്ദേശങ്ങൾ ചുവടെ ചേർക്കുന്നു.

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പൊതു വിദ്യാഭ്യാസ വകുപ്പ് ഡയറക്ടർ

CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL

CAREER GUIDANCE

GUIDE LINES 2019-20

Career Guidance is one of the major activities undertaken by the department to guide the students in selecting the apt courses and careers. At present 1680 Career Guidance units are functioning in the State. Principals of the schools are strictly directed to adhere to the following guidelines while implementing the activities of career guidance units.

I. OBJECTIVES OF THE CAREER GUIDANCE PROGRAMMES

1	To help the students identify their strength and weakness so as to set the right goal in their career.
2	To enable the students to prudently plan a career of their own by pursuing the right course to attain their aim.
3	To keep the students updated on latest trends in career development.
4	To make students aware of various competitive examinations – job oriented and course oriented.
5	To make students aware of short-term job oriented courses.
6	Help students to be aware of State/ National level Premier of Learning and Research Institutes.
7	To help students identify the new career role in local and global Industries.
8	Help students to be aware about the various Online Applications for UG Course and Various Scholarships provided 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. ACTIVITIES OF CAREER GUIDANCE UNITS

1. AWARENESS PROGRAMME FOR PARENTS:

Parents are highly involved in the career choice process of their children. Career Guidance programme will not be complete if the messages do not reach the parents also.

“Role of parents in Career Planning” will be conducted for giving awareness about the need of identifying courses and careers that suits the aptitude of students.

2. SETTING UP OF CAREER CORNER AND CAREER BOARD IN THE SCHOOL : A room in the school or corner in the school will be set up as career corner and a career board should be displayed where students get information regarding the courses and careers. Posters, news items which are beneficial to students will be exhibited in the career corner.

3. SPECIAL PROGRAMMES CONDUCTED BY DHSE : Career Guide should assist and promote students to prepare and participate in **District** and **State wise special programmes** such as Pathfinder, SITAR etc. conducted by DHSE.

4. CAREER DAY CELEBRATION: Every year **August 1** is being celebrated by Department of Higher Secondary Education as Career Day . A Special Assembly has to be convened and Career Guide has to deliver a session on “**Career Goal Setting**”.

Career Goal Setting: - Competitive World, Courses for post millennial, Degeneration of Labour and Careers, Emergence of new courses and careers, Artificial Intelligence, Application of Robotics.

[Internal Factors -Aptitude, Interest, Skill, Personalityetc]

[External Factors: - Role of family, financial status, duration of course, gender difference, health and physical fitness etc.]

[Academic Factors:-Score, long term preparation for competitive exams, Subject Combination etc]

[Aptitude Test: - Kerala Differential Aptitude Test]

In Class rooms, each subject teacher, before commencing the class has to give a talk for 20 minutes about the courses available after plus two in their particular subject after plus two and the premier institutes offering the courses.

5. CAREER GUIDANCE CLASS : Separate Classes should be conducted for each stream. One Class for Science students, one for Humanities and one class for Commerce Students. Faculties for this programme should be selected from the list published by Career Guidance and Adolescent Counselling Cell. If trained teachers are not available, external career expert may be engaged. They should be informed about the prescribed module previously. Classes should be taken as per the module prepared by the directorate. **Private Institutions shall not be permitted to handle career guidance classes without the permission of Director.**

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. Amount should be utilized for conducting one class for one stream.

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 from duly filled by students will not be considered as valid.

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

7. CAREER HANDBOOK : Career Guidance and Adolescent Counselling Cell, DHSE has prepared and delivered a “**Hand book on Courses and Careers after Plus Two**” to all Career Guides. Career Guides can refer and inform the details to the students regarding various courses, institutions, entrance exams, and scholarships for Higher Studies. Soft Copy of Hand book will be made available in the portal shortly.

8. CAREER TALK: Career Guidance units should conduct interaction with successful persons who have achieved a prime position in their career through hard and dedicated work. Interactions with the personalities who have passed out from the same school or nearby school may be arranged specially by each unit.

9.DIRECTORY OF COURSES AND CAREERS: Each Career Guidance unit will prepare a directory of Courses and Careers which are regionally specific. The unit will update the information and the same shall be made available for students.

10.CAREER FAIR/EXHIBITION: Each school / Group of Schools will conduct an exhibition on various courses and careers. Career Fair can be conducted with support of Government Agencies like Employment Exchange, Universities and Premier Institutes.

11. DIRECTORY OF SCHOLARSHIPS: Each Career Guidance Unit will prepare a Directory of Scholarships available to students from various Government agencies and Voluntary Agencies: The directory will help the students who are financially challenged, to pursue their studies without much financial burden.

12. KERALA DIFFERENTIAL APTITUDE TEST (K-DAT) :Kerala- Differential Aptitude Test is a series of assignments, designed to measure individual ability to learn or to achieve in different areas. It is helpful for students in choosing courses they want to pursue based on their strengths and weaknesses.

K-DAT, is a nearly three-hour test covering six key areas - Abstract Reasoning, Verbal Ability ,Verbal Reasoning, Space Relations, Mechanical Reasoning, and Numerical Ability . Students interested in appearing for the exam can walk into any Nodal Centres. List of K-DAT Nodal Centers is given in [Annexure 4](#)

13.FIELD VISITS: Career Guidance units will organize visits for students to educational institutions and career related establishments for developing aspirations on courses and careers.

14. ONLINE APPLICATION : Career Guidance units will conduct a demonstration to fill Online Applications for various Degree Courses under Universities , KVPY Scholarship Examination, NEET, JEE Main, KEAM and those for other Premier Institutes.

III. 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 ensure that students are placed on right course or right career at the right time.

IV. ROLE OF CAREER GUIDES

The school level activities of Career Guidance units will be conducted through Career Guide in the school. The role of the Career Guide is,

1. Help students to identify and achieve their career goals.
2. Help students to develop the qualities that are needed to develop a successful 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 to various courses and careers.
7. Recognize and respond to diverse needs students related to education and career planning.
8. Assessment of mental ability, aptitudes and interests of students.
9. Provide support for preparing for various entrance examinations.

V. RESPONSIBILITIES OF CAREER GUIDES

1. Conduct Career Awareness programme for Parents.
2. Setting Career Board/Corner in schools.
3. Conduct Career Day Celebration on August 1.
4. Conduct School wise test for District and State Level special programmes conducted by DHSE
5. Utilize **Career Handbook**.
6. Conduct Career Guidance Class for Science, Commerce and Humanities by Experts.
7. Maintain Records
 - a) Activity Register
 - b) Account Register
 - c) Document File
8. Prepare and send Annual Report and Utilization Certificate to DHSE on time ; both e-mail and post.
9. Attend District and Educational-District Career Meeting Conducted by CG & AC.

10. Participation of the Career Guides should strictly be ensured in the career Guidance classes.

VI. A teacher who is selected as Career Guide of the Career Unit 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.

VII. 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.

VIII. Principal can utilize the service of the trained persons for taking classes. List of the trained teachers is given as **Annexure-1** (School may have been changed)

IX. After the Class, post class evaluation should be made. Career Guide should collect the Post Evaluation Schedule, given as **Annexure-2** 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.

X. Module of Class to be taken under Career Guidance is given as **Annexure - 3**. 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.

XI. 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.

XII. 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.

XIII. Allotments for school level activities have been issued in BIMS. Any school not received the allotment within 31st July should inform the matter to Career Guidance and Adolescent Counselling Cell through a letter or e-mail of the Principal before August 30.

XV. Amount allotted to school should be fully utilized before 31 December. If the sanctioned amount was not fully utilized due to unavoidable circumstances, the balance amount should be refunded before 28th February and matter has to be reported to the State Co-ordinator with an explanation for not utilizing the amount .

XVI. A Consolidated Report of the activities of the Career unit should be submitted to the Director. Format of the Report will be published in the DHSE portal.

XVII. All Career Guides should maintain following registers/Files

a. Activity Register- To record the details of the programmes 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.

XVIII. 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.

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

XX. A Monitoring team under the State Co-ordinator with staff of Higher Secondary Directorate will conduct monitoring of activities at selected schools.

Annexure-1
LIST OF TRAINED FACULTIES FOR CONDUCTING CLASSES ON CAREER GUIDANCE

Sl.No	District	Name of School	Name of Applicant	Phone No
1.	KLM	ST. MARY'S HSS KIZHAKKEKARA (2083)	FR. BABU T.	9447348135
2.	PTA	SNV HSS ANGADICKAL SOUTH (3031)	R. MANIKANTAN	8157945520
3.	ALP	GHSS VALIAZHEEKAL(4101)	M. GOPALAKRISHNAN	9447430497
4.	ALP	GHSS THIRUVANVANDOOOR (4014)	JIJU MON M.M.	9995432837
5.	ALP	ST. MARY'S HSS CHAMPAKULAM	JUSTIN JOSEPH	9495162897
6.	KTM	GHSS KADAPOOR, KOTTAYAM	SATHIYAN T.	9447487852
7.	KTM	GHSS VAYALA (5116)	SREELAKSHMY R.	9037804174
8.	IDK	ST. MARY'S HSS MURICKASSERY(6025)	JIJO GEORGE	9447330660
9.	IDK	GHSS VAGAMON (6068)	JOBY JOSE	9745466349
10.	EKM	GOVT. HSS KUTTAMPUZHA(7017)	JOSEPH C.M.	9847824866
11.	EKM	ST. ALBERTS HSS ERNAKULAM(7062)	GODWIN JOSEPH K.J.	9895095133
12.	TCR	GVHSS PUTHENCHIRA (8131)	BYJU ANTONY	9605059267
13.	TCR	GHSS PUNKUNNAM	PRINCE K.G.	8281659569
14.	TCR	MASM HSS VENMENAD (8056)	NISHA V.S	9605577118
15.	TCR	GHSS PANJAL (8134)	AROOJA M.V.	9947091220
16.	PKD	GHSS MARAYAMANGALAM(9083)	ABDUL GAFOOR T.P.	9446879357
17.	PKD	HSS MUNDUR(9136)	SAREENA HANEEFA K.	9447582154
18.	PKD	GHSS BIG BAZAAR (9015)	MANIKANDAN P.K.	9847854148
19.	PKD	DARUNNAJATH HSS (9129)	SAMSON SEBASTIAN T.	9605076789
20.	MLP	ARHSS FOR GIRLS, PAVITTAPURAM (11076)	ABDUL LATHEEF C.M.	9633480244
21.	MLP	JNR HSS EDAVANNA	MOHAMMED ASRAF MELENEETICHALI	9496461063
22.	MLP	GHSS KARAKKUNNU	ABDUL NASAR K.	9496364934
23.	MLP	RAMANATTUKARA HSS (11210)	SASIKUMAR K.V.	9447389368
24.	MLP	EMEA HSS THURAKKAL (11051)	ASKERALI K.T.	9495531409
25.	MLP	GHSS TIRURANGADI (11006)	FAZL M.P.	9747366325
26.	KKD	VELOM HSS CHERAPURAM (10156)	MUHAMMAD YASIR VANNARATH	9846414909
27.	KKD	KPMSM HSS ARIKKULAM (10160)	SHAFEEQ ALI	9946703939
28.	KKD	KPES HSS KAYAKKODI (10158)	NAJEEB N.M.	9961771189
29.	KKD	NOCHAT HSS (10041)	MUHAMMED SIRAJ P.	9747395651
30.	KKD	AM HSS POOVAMBAYI (10166)	MUHAMMED JALEEL P.C.	9495478782
31.	KNR	MMHSS THALASSERY (13070)	SINDHU T.P.	9447852766
32.	KNR	KN HSS KARIYAD (13144)	SABITH P.K.	

33.	KNR	BEMP HSS (13166)	MOHAN GEORGE	9961791908
34.	KNR	SACRED HEART HSS ANGADIKADAVU (13153)	ANNIE JOSEPH	9446775861
35.	KNR	GHSS SREEKANDAPURAM (13023)	RADHAKRISHNAN V.	9496360562
36.	KSD	GHSS MOGRAL PUTHUR(14005)	LALJI DANIEL	9745181950
37.	KSD	GHSS CHEEMENI (14001)	RAGHUNATHAN P.V.	9447286124
38.	KSD	GHSS HOSDURG(14049)	GOVINDAN M.	9446413719
39.	KSD	GHSS PARAPPA (14050)	SANTHOSH T.	9496837396

SL.NO	SCHOOL CODE	SCHOOL NAME	NAME	Phone No
40.	1013	GOVT. HSS, PALAYAMKUNNU, TRIVANDRUM	THANIMA.S	9495059729
41.	1034	GOVT HSS, THONNAKKAL, TRIVANDRUM	MANI SANKER.P.K	9447493325
42.	2002	GOVT HSS AYYANKOICKAL, KOLLAM	JOHNSON J	9447074474
43.	4044	LEO XIII HSS, ALAPPUZHA	MINI JOSEPH	9846198687
44.	6040	ST THOMAS HSS, THANKAMANY, IDUKKI	SEBASTINE MATHEW	9447989818
45.	6027	ST. THOMAS HSS, ERATTAYAR, IDUKKI	ROYCHEN MATHEW	9446483791
46.	6036	ST. PHILOMINAS HSS UPPUTHARA	ROY SCARIA	9447356062
47.	8169	ST. JOSEPH'S HSS AVINISSERY	MURPHIN.T.FRANCIS	9446884335
48.	9012	GOVT HSS, VELLINAZHY, PALAKKAD	ACHUTHANANDAN. K.G	9495183028
49.	9051	VALLAPUZHA HSS, VALLAPPUZHA, PALAKKAD	RAMESH KUMARA	9745716432
50.	10014	GOVT HSS, VALAYAM, KOZHICKODE	ASHRAF.P	9809559493
51.	10021	REC GOVT HSS, CHATHAMANGALAM, KOZHICKODE	RAZACK.K.C	9846199655
52.	10049	RAMAKRISHANA MISSION HSS KOZHICKODE	MADHAVANAND.P	9447276627
53.	10062	ST GEORGE HSS, KULATHUVAYAL, KAYANNA KOZHICKODE	MILLETT.M.CHANDY	9744045204
54.	10150	CMM HSS THALAKKULATHUR	ABHILASH K	9961223301
55.	11007	GOVT VMC HSS, WANDOODOR, MALAPPURAM	MUJEEB RAHMAN PULATH	9846500153
56.	11011	GOVT RAJAH S HSS, KOTTAKKAL, MALAPPUARAM	FIROZ.C.P	9947136143
57.	11030	GOVT MANAVEDAN HSS, NILAMBUR, MALAPPURAM	SHAMEELA.P.A	9496843034
58.	11057	PPM HSS, KOTTUKKARA, KONDOTTY, MALAPPURAM	ABDUSSAMAD.T.P	9846494539
59.	12002	GOVT HSS, MEENANGADI, WAYANAD	BAVA.K	9446672379
60.	12011	GV HSS, MANANTHAVADI, WAYANAD	JOSE MATHEW	9447537251
61.	12023	SACRED HEART HSS, DWARAKA, WAYANAD	FR.JINTO.M	9946632404
62.	13033	GOVT HSS, CHUZHALI, KANNUR	PURUSHOTHAMAN.O.V	9447548835
63.	13018	GOVT HSS KOTTELA KANNUR	ANIL KISHOR M	9744744274
64.	13020	GOVT TOWN HSS KANNUR	HARIKRISHNAN P R	9947277554
65.	13106	GOVT. WELFARE HSS, CHERUKUNNU KANNUR	PRADEEP PAYYANATE	9846037102
66.	14052	GOVT. HSS, BETHOORPPARA, KASARGODE	RANJITH.T.R	9495061383

SLNO	SCHOOL CODE	SCHOOL NAME	NAME	PHONE NO.
67.	1006	GOVT HSS, MANACUAD	ANANDKUMAR.S	9447696187

68.	1154	GOVTHSS, PALLICKAL	SAJITH.N.L	9447857834
69.	2065	ST.GORETTI HSS, PUNALUR	MATHEW PRAKASH.K.A	9447025176
70.	3080	GP HSS KULANADA	DR.CHANDRAKUMAR.K	9447176552
71.	4061	HOLY FAMILY HSS, CHERTHALA	VARGHESE C.J	9447975956
72.	5050	HOLY CROSS HSS, CHERPUNKAL	JOBY SEBASTIAN	9447826723
73.	5076	ST.JOHNNEPHUMSIAN'S HSS, KOZHUVANAL	SR.SILIMOL SEBASTIAN	8281033216
74.	7095	JAMA-ATH HSS, THANDEKKAD	JAMES SEBASTIAN	9446131261
75.	8018	GMBHSS, CHALAKUDY	SIMI GEORGE CHAZHUR	9496240625
76.	9015	GHSS BIG BAZAR, PALAKKAD	ABDUL RAHIMAN.N	9446509196
77.	9019	GHSS, KANJIKODE	LISSY P JOSEPH	9446466399
78.	9038	PTMY HSS EDAPPALAM	MOHAMMED MUKHTHAR.K.T	9995997431
79.	10020	GHSS BEYPORE	JAFFER.N.M	9446888746
80.	10030	GHSS VELLIYIODE	MUHAMMEDSUNNUMMEL	9446888543
81.	10039	ST.SEBASTIAN HSS, KOODARANJI	SAJI MATHEW	9447908659
82.	10044	CHENNAMANGALLUR HSS, MUKKOM	ASKAR.K	9846262398
83.	10047	MALABAR X'AN COLLEGE HSS, KOZHICODE	MINI.P.K	9995427818
84.	10051	CALICUT GIRLS HSS, KALLAYI	NAZEEB.P	9946408004
85.	10053	MIM HSS PEROD, KOZHICODE	ANWAR ADUKKATH	9745505068
86.	10115	GHSS, NADUVANNUR	SADANANDAN.E.K	9495760630
87.	11021	GHSS EDAPPAL	ABDUL GAFOOR K.M	9895115906
88.	11022	GHSS OTHUKKUNGAL	IBRAHIM MENATIL	9656506125
89.	11023	GHSS KOTTAPPURAM	VINAYAKUMAR.M	9846323529
90.	11026	GGHSS MANJERI	ALI MOOLAKKUDAVAN	9495212260
91.	11043	VHSS VALANCHERRY	THRIVIKRAMAN.P.K	9846149035
92.	11055	SSHSS MOORAKKANAD	MOHAMMED YONUS SALEEM	9745714365
93.	11131	GHSS KIZHUPARAMBA	SEENA.K.P.	9446587044
94.	11147	GHSS TUVUR	ABDUL MAJEED.P	9495194372
95.	11219	ASM HSS VELLIYANCHERRY	MOIDEENKUTTU.K.K.	9544171827
96.	11221	KHM HSS, ALATHIYUR	LOOKMON.K.P	8156814052
97.	12004	GHSS PANAMARAM	SHAJI K VARKEY	9567194399
98.	13040	GHSS KUTHUPARAMBA	ANIL KUMAR.T.K	9446377956
99.	13056	ST.MICHAEL'S ANGLO INDIAN HSS, KANNUR	ROY AUGUSTINE	9388200676
100.	13131	GHSS FOR GIRLS MADAYI	ASHID PUZHAKKAL	8547070858
101.	13154	ST THOMAS HSS, KELAKOM	LINCY V.A	8086462536
102.	14007	GHSS KAKKAT	VALSARAJ.D	9447648784
103.	14097	RAJAHS HSS, NIESHWAR	SHAJI.P	9605063545
104.	11023	GHSS KOTTAPPURAM	CHANDRAN NAIR	9446064313
105.	13041	GHSS ARALAM	JYOTHIS PAUL	9495544997

106.	13054	MAMBARAM HSS KANNUR	JAYAKRISHNAN C	9745321065
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Sl.NO	School Code	School Name	Name	Phone Number
107.	1012	GOVT HSS PAKALKURI, THIRUVANANTHAPURAM	DR. R. RATHEESH KUMAR	9400624403
108.	1017	GOVT HSS VETTOOR THIRUVANANTHAPURAM	PRADEEP.M.R	9495313049
109.	1058	RKD NSS HSS, SASTHAMANGALAM	SREEKALA.P.G	9446848942
110.	1079	PKS HSS KANJIRAMKULAM	G.R.ANIL	9349729405
111.	1137	GOVT V & HSS ARYANAD,	RAJESHBABU.V	9495557204
112.	2029	MOHAMMADEN GOVT HSS EDATHARA, KOLLAM	JYOTHISH KUMAR.B	9446853799
113.	2052	MKLM HSS, KANNANALLOOR	FR.THOMSON GRANCE	9447892491
114.	2042	ST GREGORIOS HSS PULAMON , KOTTARAKARA	YOHANNAN.V	9447558620
115.	2057	ST STEPHEN'S HSS PATHANAPURAM, KOLLAM	BIJI VARGHESE	9495184485
116.	2062	VIMALA HRIDYA HSS FOR GIRLS, PATATHANAM	CASMIR THOMAS	9497131669
117.	2072	CVKM HSS EAST KALLADA	ALEX OOMMEN	9447800259
118.	2083	ST.MARYS HSS KIZHAKKEKARA	FR.BABU.T	9447348135
119.	3030	NSS HSS ADOOR, PATHANAMTHITTA	ANILAJ.B	9496366136
120.	3039	NSS HSS PANDALAM	SUNIL KUMAR.G	9447359137
121.	3073	GHSS ADOOR, PATHANAMTHITTA	CHINMAYI C.D	9745758732
122.	4015	GOVT HSS BUDHANOOR , ALAPPUZHA	SHAJAHAN.K	9746616482
123.	4099	GHSS THANEERMUKKAM	AMBIKA.R	9497755486
124.	5008	GHSS THAZHATHUVADAKARA, KOTTAYAM	PRADEEP KUMAR.R	9747912113
125.	5016	MCV GOVT HSS ARPOOKARA, KOTTAYAM	SUNIL.P.P	9447868512
126.	5041	ST.ANTONYS HSS PLASSANAL	SABU JOSEPH	9447275021
127.	5056	S.B.HSS CHANGNASSERRY	JOBY.P.C	9446124087
128.	5084	AM HSS KALAKETTY, KOTTAYAM	SONY JOSEPH	9947591478
129.	6010	GHSS THODUPUZZHA	THOMAS.T.D	9847108260
130.	6026	S.G.HSS, KATTAPPANA	K.J.JOSEPH KOYICKAL	9446720363
131.	6063	MESS VANDANMEDU	JUSTIN.L	9995774717
132.	7014	GBHSS ALUVA	AMEER FAIZAL	7025085579
133.	7068	KPM HSS POOTHOTTA,ERNAKULAM	DR. T. SURESH KUMAR	9846387104
134.	8002	GHSS CHERPU	BHARATHARAJAN.K.S	9447215269
135.	8039	GOVT HSS ERUMAPETTY, THRISSUR	BABU. V.J	9446957956
136.	9007	GJHSS, NADUVATTAM	HANEEF K.T	9446058916
137.	9020	GHSS VATANAMKURISSI	BINOJ.M.U	9446315105
138.	9149	DR KBMM HSS TRITHALA, PALAKKAD	FARISH.K	9562001642
139.	10005	GOVT GHSS KOYILANDY, KOZHICKODE	DR.P.K SHAJI	9400122233
140.	10006	GOVT MODEL HSS, KOZHICKODE	BIJU.C	9446522061
141.	10009	GHSS MAVOOR	ABDUL NAZER.T.K	9496470129

142.	10019	GOVT HSS MEDICAL COLLEGE, KOZHIKKODE	REGI P.V	9447755101
143.	10035	NADUVANNUR HSS, VAKAYAD	NIZAR.C	9946487387
144.	10041	NOCHAT HSS, NOCHAT	MUHAMMED SIRAJ.P	9747395651
145.	10052	MM HSS PARAPPIL, KOZHIKKODE	RAFEEQ.K.N	9447424796
146.	10059	CALICUT HSS FOR THE HANDICAPPED, KOZHIKKODE	SHAHUL HAMMEED VALLIKAVATHIL,	9037746821
147.	10067	MJ HSS ELETTEL, KOZHIKKODE	M.A. RAUF	9946930693
148.	10096	GVHSS MADAPPALLY	ABDUL SAMEER.A	
149.	10101	GHSS KARUVANPPOYIL	KABEER PARAPPOYIL	9495785006
150.	10155	POILKAVE HSS EDAKKULAM	CHITRESH.P.G	9497648800
151.	10161	VM HM HSS ANAYAMKUNNU, KUMARANALLUR, MUKKOM	NOUFAL.T.P	9847197272
152.	10168	PATTAMBI MEMORIAL HSS , KOOMPORA, KOZHIKKODE	NAZAR.K	9946457384
153.	11024	GHSS MANAKADA	ABRAHAM.P.T	9539388118
154.	11030	GOVT MANAVEDAN HSS, NILAMBUR	MAJEED.C	
155.	11051	EMEA HSS, KONDOTTY	JAMALUDHEEN.T	9447452538
156.	11057	PPM HSS KOTTUKARA	ABDUSSALAM SALMANI.K	9048505850
157.	11058	PMSAPT HSS KAKKOVE, MALAPPURAM	MUHAMMED YOONUS.P	9447535233
158.	11079	JNR HSS EDAVANNA	ABDUL RAHIM.K	9496582703
159.	11130	GVHSS OMANNOR	SHAMSUDEEN.P.A	9539273653
160.	11164	GOVT HSS THRIKKAR, PONNANI	DHANYA RAMACHANDRAN	8547309706
161.	11223	KHM HSS VALAKULAM	SAIDALAVI ARIMBRA	889160206
162.	12011	GVHSS MANANTHAVADY	ABDUL RASHEED.K	9447757389
163.	12024	ST.MARYS COLLEGE HSS, SULTAN BATHERRY	PHILIP.C.E	9961461466
164.	12038	GOVT HSS PERIKKALLOOR, WAYANAD	MANOJ JOHN	9048353395
165.	13039	GHSS VADAKKUMPAD	RAJESH.N	9447267387
166.	13045	EMS SMARAKA GHSS PAPINSSERI	RAJEEV KUMAR.T.K	9446159731
167.	13052	ST MARY'S HSS EDOOR, KANNUR	SIJO.V.J	9947263976
168.	13160	KADACHIRA. HSS KANNUR	PRATHEESH.P.V	9995598862
169.	14027	TIHSS NAIMARMOOLA	VINOD KUMAR.K	9447375041
170.	14060	GHSS BALLA EAST, KASARAGODE	VINAYARAJ.P	9447286355

SL. No	SCHOOL CODE	SCHOOL NAME	NAME	PHONE NUMBER
171	2001	GHSS, CHAVARA, KOLLAM	KOCHANUJAN N	9745659706
172	2011	GHSS, VALATHUNGAL	MIRALEEDHARAN PILLAI	9497175605
173	2072	CVKM HSS, EAST KALADA P.O	JAMES D	9446787658
174	2074	MM HSS, UPPOODU,EAST KALADA	DEEPU KUMAR.S.K	9495116737

175	2102	GHSS PERIGALAM,	JOY D	9495115810
176	3005	KS GHSS , KADAPARA, PATHANAMTHITTA	GIRISH S	9846061568
177	3028	PHSS MEZHUVELI,	SREEJA KUMARI .N	9447104695
178	4009	GHSS, PERUMPALAM	ANANTHI. M	9961250684
179	5017	GHSS ARREEPPARAMBIL	JOMON CYRIAC	9447293074
180	5059	OLL HSS, UZHAYOOR, KOTTAYAM	REJI THOMAS	9447258924
181		SNVSKT, HSS, NORTH PARAVUR	PRAMOD V.S	
182	8007	VNMM GHSS MACHAD	BINOJ M U	9446315105
183	8168	NSS HSS, MULLURKKARA	AJISH. M	9495356128
184		GC HSS DESHAMANGALAM	BINU. K	
185	9051	GHSS, VALLAPUZHA	ABDUL RASHEED. K K	9846915559
186	9003	GHSS,EDATHANATTUKIARA, VATTAMANNAPPURAM P.O	DHANEESH. V	9048223850
187	9004	GHSS KIZHAKKENCHERRY	DEEPUCHANDRAN. P	9447082088
188	9055	MES HSS MANNAKKAD	SAYEDAVI C	9447840975
189	9152	AHSS PANAMANNA	HASHIM T	9846705013
190	10062	ST. GEROGE'S HSS, KULATHUVAYAL	BONY JACOB	9495617949
191	10180	GHSS CHERUVADI	ABDUL JABAR P	9400657052
192	11019	GHSS AREACODE	NOUSHAD RAHIM. M	7356037547
193	11024	GHSS, MANKADA	MOHAMMEDKUNHI. K	7293821436
194	11056	MI HSS FPR GIRLS PUDUPONNANI	SHAJI K.P	9747646333
195	11057	PPM HSS KOTTUKKARA	MOHAMMED JALEEL. K	9349781448
196	13019	CHMKS GHSS MATTOOL	MUHAMMED BASHEER. M P	9847805775
197	13020	GOVT. TOWN HSS, KANNUR	SUNDAS. K	9895618159
198	13047	NIRMALA HSS CHEMPEI	JOJEN JOSEPH	9447952686
199	13070	MM HSS THALASSERY, TEMPLE GATE	SUBAIR. T K	9495744382
200	13071	SN TRUST HSS, THOTTADA	LAHIMA KUMARI P V	9446434378
201	13097	G HSS CHIRAKKRA, THALASSERY	HAMSA M P	9447850519
202	13167	KOODALI HSS,	RAMAYA C M	9895262919`
203	14099	GHSS BALAL	MAYSIN. K	9656449085
204	14109	SRI SHARADAMBA HSS ,SHENU	PRASANNA KUMARI. B K	974998376
205		DR. AMBEDKAR GHSS KODITH	PRAVEEN KUMAR	
206		ST. MARY'S HSS THALAKKODE	ANISH VARGHES	

Annexure-3(a)
MODULE FOR CLASS ON HUMANITIES 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 themselves and to find out wide varieties of career opportunities in the ever changing current world scenario. Higher secondary course is a period of career decision making in a student's life. This three hour session will help a student to identify himself/ herself and to plan his/her career.

Aims and Objectives

1. To enable the student to identify the need and importance of career planning, empower one to set a meaningful goal and make an action plan to achieve it.
2. To help the student to identify the personal factors, strengths and weaknesses significant in career planning.
3. To make the student aware of the future career options and educational opportunities after HSE (Special emphasis to opportunities in Humanities).
4. To introduce various Competitive Examinations for Jobs and Courses.
5. To make the student aware on various short term job oriented courses after HSE.
6. To help students to be aware of State/ National level Premier Institutes.
7. To explain the new career roles in local and global Industries.
8. To make the student aware of the Online Applications procedure for different courses and Entrance examinations.
9. To introduce various scholarships provided by Central Government, State Government and other agencies.
10. To impart knowledge about the globalised Career Industry

Methodology: Interactive Presentation, Lecture method, Case study, Group discussion, Role Model presentation etc.

Suggested tools: Career Guidance worksheet, Laptop, Power point/Impress presentations, Video clips, Handbook of career guidance, Periodicals etc...

Duration of the session : 3 Hours

Schedule of the session:

- 1 Career Planning & Goal Setting – 25 minutes
2. Types of Universities and Colleges-5 minutes

3. Educational and Career openings after HSE Humanities :-40 minutes
4. Competitive Examinations :-20 minutes
5. National/ Premier/ Research Institutes:-20 minutes
6. Career Options- - General -Open to all steam: - 20 minutes
7. Short term courses: 10 minutes
8. Scholarships and Online Applications : 10 minutes
9. Discussion: 20 minutes- Students clarify their doubts about the topics or related careers
10. 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. Factors to be considered during career decision making i. Aptitude ii. Interest iii. Ability iv. Personality Type v. Strengths vi. Weaknesses vii. Moral values

C. Future career prospects

D. Family back ground , Finance/ Scholarships

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

F. SMARTER GOAL (Specific, Measurable/Meaningful, Adjustable/Attainable, Realistic, Time Bound, Evaluative and Rewarding)

2. A. Types of Universities (Central, State, Deemed to be, Private and Open Universities)

B. Types of Colleges (Govt., Govt Aided, Autonomous, Self Financing, Private)

3. CAREER OPENINGS AFTER HUMANITIES:-

A. PURE SOCIAL SCIENCE:- Economics, History, Sociology, Political Science, Geography,

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

4. Competitive Examinations:-

A. Course Oriented : HSEE (iitm.ac.in), NCHMCT, CUCET, Central Universities, JMI, BHU, EFLU, CLAT, TISS NET,LAW Kerala Entrance Test

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

5.PREMIER INSTITUTES: Archaeological Survey of India, JNU, DU, IGIDR, IIMC, TISS, GIPE, ICSSR,

6. Career Options-Teaching, Research, Service Sector, NGOs, Rural management, Media, International Relations, Administration, Policy Making, Management, Counselling, Hospitality, Archaeology, Gerontology, Legal Services etc.

General : Designing, Animation ,Fashion Technology, CIPET, CFTRI, CLRI, Aviation CA, CS, CMA, BBA,MBA, BSW, Hospitality and Hotel Management, Psychology, Geology, Literature, Library Science, polytechnic courses, fine arts, Film, Diploma in nursing, NDA-Indian Army ,Overseas study etc.

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

8 A.SCHOLARSHIPS:- e-grantz, Postmetric 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.....

9. Clarification of doubts from students

10. Evaluation

Annexure-2 (a)
DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL

Worksheet

Name of Trainer:

Phone:

1. Major steps of Career Planning are:

2. My personal factors: a. Interest: i. ii.

b. Aptitude: i. ii.

c. Strengths: i. ii.

d. weaknesses i. ii.

3. Further options for my study: i.

ii. iii.

4. Institutions I can choose after plus two: i.

ii. iii.

5. Examinations I can write for further study/ career: i.

ii. iii.

6. Careers (I feel) good for me: i.

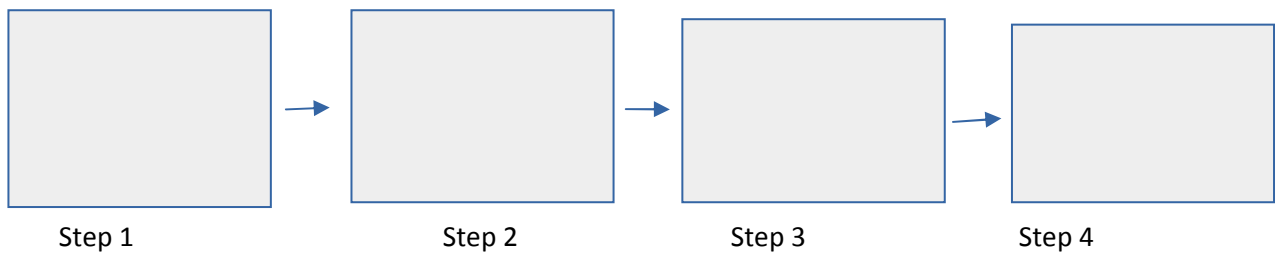
ii. iii.

7. Major job providers for me are: i.

ii. iii.

8. My career goal:

9. Action plan to reach at this goal:



Place:

Name of Student:

Date:

Signature:

Evaluation Schedule on Career Guidance Class for Humanities Stream

Name of School:	Place
Name of Faculty:	Class:

1. How can a Humanities student study in IIT ?
2. Which subject is essential to join BA Economics in St. Stephens College Delhi?
3. Expansion of EFLU ?
4. Name two Premier Institutes offering programmes in Economics?
5. What is the basic qualification for applying for Civil service examination?
6. Which is the premier Institute in India for studying Journalism and Mass Communication?
7. Can a humanities student go for CA/CS/CMA after HSE?
8. Name any two Short term / Job Oriented Courses after Plus two?
9. Which is the entrance examination for admission to National Law Universities?
10. What is the qualification for a higher secondary school teacher in History?

Read the following statements. Give your opinion by writing the appropriate number in the box against each statement.

5. Strongly agree 4. Agree 3. Neutral 2. Disagree 1. Strongly disagree

- 11) The career guidance class was organized and conducted very well.
- 12) Content of the training is relevant, important and useful for me.
- 13) The presentation of the content by the trainer was effective, clear and interesting.
- 14) Trainer attended all questions by the participants and answered satisfactorily.
- 15) After this class I am confident in setting my career goal and preparing action plan.

Place:

Signature of Student:

Date:

Name of Student:

Annexure-3 (b)
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 themselves and to find out wide varieties of career opportunities in the ever changing current world scenario. Higher secondary course is a period of career decision making in a student's life. This three hour session will help a student to identify himself/ herself and to plan his/her career.

Aims and Objectives

1. To enable the student to identify the need and importance of career planning, empower one to set a meaningful goal and make an action plan to achieve it.
2. To help the student to identify the personal factors, strengths and weaknesses significant in career planning.
3. To make the student aware of the future career options and educational opportunities after HSE (Special emphasis to opportunities in Commerce).
4. To introduce various Competitive Examinations for Jobs and Courses.
5. To make the student aware on various short term job oriented courses after HSE.
6. To help students to be aware of State/ National level Premier Institutes.
7. To explain the new career roles in local and global Industries.
8. To make the student aware of the Online Applications procedure for different courses and Entrance examinations.
9. To introduce various scholarships provided by Central Government, State Government and other agencies.
10. To impart knowledge about the globalised Career Industry.

Methodology : Interactive Presentation, Lecture method, Case study, Group discussion, Role Model presentation etc.

Suggested tools: Career Guidance worksheet, Laptop, Power point/Impress presentations, Video clips, Handbook of career guidance, Periodicals etc...

Duration of the session : 3 Hours

Schedule of the session:

- 1 Career Planning & Goal Setting – 25 minutes
2. Types of Universities and Colleges-5 minutes
3. Educational and Career openings after HSE Commerce :-40 minutes
4. Competitive Examinations :-20 minutes
5. National/ Premier/ Research Institutes:-20 minutes
6. Career Options- - General -Open to all steam: - 20 minutes

7. Short term courses: 10 minutes
8. Scholarships and Online Applications : 10 minutes
9. Discussion: 20 minutes- Students clarify their doubts about the topics or related careers
10. 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.** Factors to be considered during career decision making i. Aptitude ii. Interest iii. Ability iv. Personality Type v. Strengths vi. Weaknesses vii. Moral values
- C.** Future career prospects
- D.** Family back ground , Finance/ Scholarships
- E.** SWOT Analysis. Mapping of strength, weakness, opportunity and threats of students
- F.** SMARTER GOAL (Specific, Measurable/Meaningful, Adjustable/Attainable, Realistic, Time Bound, Evaluative and Rewarding)

2. A. Types of Universities (Central, State, Deemed to be, Private and Open Universities)

B. Types of Colleges (Govt., Govt Aided, Autonomous, Self Financing, Private)

3. CAREER OPENINGS AFTER COMMERCE :-

A. Traditional Careers - BCom, MCom, BBA, BBM, BCom with rare Specialisations, BA Economics....,

B. Emerging Careers – Financial Analyst, Forensic Accounting, Forex Management, GST

Certified Financial Planner, Logistics and Supply Chain, Corporate Intelligence

C. Accounting Courses - C A, CS, CMA, CFA, ACCA... (Chartered courses, Papers, Stages and Institutes)

D. Management Courses – BBA, BBM, BBS, MBA with Different Specializations, PGDM in IIMs, IPM in IIM Indore, BTTM, BTS, MTTM

E. Banking & Finance - Insurance, Actuarial Science, Audit, Foreign Trade, Stock Exchange

4. COMPETITIVE EXAMINATIONS : (Course Oriented) NCHMCT (JEE 2),CPT, IPM,IES, CUCET, CLAT, CUSAT, CAT, MAT, XAT these are PG level Entrance.

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

5. PREMIER INSTITUTES: NIBM, IIM, IIFT, DU Department of Finance, SRC-Delhi, XLRI, BHU, JMI, IGIDR, GIPE, Symbiosis – for UG studies only ? If so changes to be made.

6. CAREER OPTIONS- General :- Teaching, Designing, Fashion Technology, CIPET, CFTRI, CLRI, Aviation, Social studies, Psychology, Geology, Travel & Tourism, Hotel Management, Journalism, Literature, Library Science, Law, courses.

7. SHORT TERM COURSES:- ATC, Taxation Studies, Banking Courses, Diploma in Actuarial Science, FDDI, Airport Management, JDC, HDC, Banking Certificate Courses

8. SCHOLARSHIPS:- e-grantz, Postmetric Scholarship, Central Sector Scholarship, Snehapoorvam Scholarship, Vidyasamunnati Scholarship (www.Scholarships.gov.in, <http://e-grantz.kerala.gov.in/>)

9. ONLINE APPLICATIONS : PSC, Universities in Kerala, Central Universities, Option Registration.....

10. CLARIFICATIONS AND DOUBTS FROM STUDENTS

10. EVALUATION

Annexure-2 (b)
DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL

Worksheet

Name of Trainer:

Phone:

1. Major steps of Career Planning are:

2. My personal factors: a. Interest: i. ii.

b. Aptitude: i. ii.

c. Strengths: i. ii.

d. weaknesses i. ii.

3. Further options for my study : i.

ii. iii.

4. Institutions I can choose after plus two: i.

ii. iii.

5. Examinations I Can write for further study/ career: i.

ii. iii.

6. Careers (I feel) good for me: i.

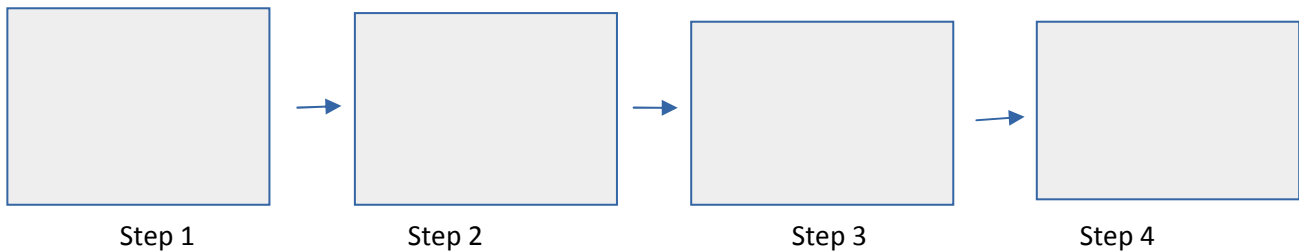
ii. iii.

7. Major job providers for me are: i.

ii. iii.

8. My career goal:

9. Action plan to reach at this goal:



Place:

Name of Student:

Date:

Signature:

Evaluation Schedule on Career Guidance Class for Commerce Stream

Name of School:	Place
Name of Faculty:	Class:

1. What is the basic qualification for C A Registration ?
2. What is the expansion of GST ?
3. Which body is conducting CS course ?
4. Which IIM offers 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 B Com at SRCC ?
9. Name any national institute specialized for Economics?
10. Name Two MBA Entrance Exams for getting admission in Premier Institutes ?

Read the following statements. Give your opinion by writing the appropriate number in the box against each statement.

5. Strongly agree 4. Agree 3. Neutral 2. Disagree 1. Strongly disagree

- 11) The career guidance class was organised and conducted very well.
- 12) Content of the training is relevant, important and useful for me.
- 13) The presentation of the content by the trainer was effective, clear and interesting.
- 14) Trainer attended all questions by the participants and answered satisfactorily.
- 15) After this class I am confident in setting my career goal and preparing action plan.

Place:

Signature of Student

Date:

Name of Student:

Annexure-3 (c)
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 themselves and to find out wide varieties of career opportunities in the ever changing current world scenario. Higher secondary course is a period of career decision making in a student's life. This three hour session will help a student to identify himself/ herself and to plan his/her career.

Aims and Objectives

1. To enable the student to identify the need and importance of career planning, empower one to set a meaningful goal and make an action plan to achieve it.
2. To help the student to identify the personal factors, strengths and weaknesses significant in career planning.
3. To make the student aware of the future career options and educational opportunities after HSE (Special emphasis to opportunities in Science).
4. To introduce various Competitive Examinations for Jobs and Courses after Plus two.
5. To make the student aware on various short term job oriented courses after HSE.
6. To help students to be aware of State/ National level Premier Institutes.
7. To explain the new career roles in local and global Industries.
8. To make the student aware of the Online Applications procedure for different courses and Entrance examinations.
9. To introduce various scholarships provided by Central Government, State Government and other agencies.
10. To impart knowledge about the globalised Career Industry.

Methodology: Interactive Presentation, Lecture method, Case study, Group discussion, Role Model presentation etc.

Suggested tools: Career Guidance worksheet, Laptop, Power point/Impress presentations, Video clips, Handbook of career guidance, Periodicals etc...

Duration of the session : 3 Hours

Schedule of the session:

- 1 Career Planning & Goal Setting – 25 minutes
2. Types of Universities and Colleges-5 minutes
3. Educational and Career openings after HSE Science :-40 minutes
4. Competitive Examinations :-20 minutes
5. National/ Premier/ Research Institutes:-20 minutes

6. Career Options- - General -Open to all steam: - 20 minutes
7. Short term courses: 10 minutes
8. Scholarships and Online Applications : 10 minutes
9. Discussion: 20 minutes- Students clarify their doubts about the topics or related careers
10. 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. Factors to be considered during career decision making i. Aptitude ii. Interest iii. Ability iv. Personality Type v. Strengths vi. Weaknesses vii. Moral values

C. Future career prospects

D. Family back ground , Finance/ Scholarships

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

F. SMARTER GOAL (Specific, Measurable/Meaningful, Adjustable/Attainable, Realistic, Time Bound, Evaluative and Rewarding)

2. A. Types of Universities (Central, State, Deemed to be, Private and Open Universities)

B. Types of Colleges (Govt., Govt Aided, Autonomous, Self Financing, Private)

C. Institutions of National Importance.

3. CAREER OPENINGS AFTER HSE SCIENCE:-

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

Integrated MSc, BS-MS Programmes

B. MEDICINE:- Bachelor of Medicine Bachelor of Surgery (MBBS), Bachelor of Dental Surgery(BDS), Bachelor of Ayurvedic Medicine Surgery(BAMS), Bachelor of Homeopathic Medicine and Surgery (BHMS), Bachelor of Siddha Medicine Surgery(BSMS), Bachelor of Unani Medicine and Surgery(BUMS), Bachelor of Naturopathy and Yogic Science (BNYS) National Eligibility cum Entrance Test. , Kerala Engineering Architecture Medical (NEET, KEAM)

C. ALLIED SCIENCES:- Bachelor of Veterinary Science & Animal Husbandry (BVSc & AH), BSc Agriculture, Forestry, Fisheries, Dairy Science. (NEET, KEAM, ICAR)

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

E. PARAMEDICAL COURSES:- BSc Nursing, Bachelor of Pharmacy (B Pharm), Bachelor of Physiotherapy

(BPT), Bachelor of Audiology Speech Language Pathology(BASLP) Medical Laboratory Technology, (BSc MLT), Bachelor of Cardiovascular Technology(BCVT), Pharm D, BSc Optometry, Ophthalmology, Perfusion Technology, Neuro Technology, Dialysis Technology etc.

F. ENGINEERING:- Bachelor of technology (B Tech)/ Bachelor of Engineering (BE), Bachelor of Architecture (B Arch)/B.Planning, Indian Institute of Technology, National Institutes of Technology, Indian Institute of Information Technology , Indian Institute of Space Science and Technol (IIT, NIT, IIIT, IIST),

4. COMPETITIVE EXAMINATIONS

A. Course Oriented:- National Eligibility cum Entrance Test (NEET), All India Institute of Medical Sciences (AIIMS), Jawaharlal Institute of Postgraduate Medical Education & Research (JIPMER), ALIGARH, Kerala Engineering Architecture Medical is an entrance (KEAM), JEE Main & Advanced, JEE-2, Marine Engineering, Council for Agricultural Science and Technology (CUSAT), National Aptitude Test in Architecture (NATA) Architecture Aptitude Test,(AAT), KEAM, CUSAT, Lateral Entry Tests.

B.Job Oriented: Civil Service, Union Public Service Commission (UPSC), Staff Selection Commission(SSC), Service Selection Board (SSB), Karnataka Public Service Commission(KPSC), Railway Recruitment Board (RRB), Institute of Banking Personnel Selection (IBPS).

C. Course & Job oriented :- Nicotinamide-Adenine Dinucleotide (NAD), Controller General of Defence Accounts (CDA), Combined Defence Services (CDS), Graduate Aptitude Test Engineering (GATE) etc.....

5. PREMIER INSTITUTES: Indian Institute of Science(IISc), Indian Standard Institute. (ISI), Indian Institute of Science (IISc), The National Institute of Science Education and Research(NISER), Indian Institute of Space Science and Technology (IIST), Indian Institute of Technology (IIT), India's National Institutes of Technology (NIT), All India Institute of Medical Sciences.(AIIMS), Jawaharlal Institute of Postgraduate Medical Education & Research (JIPMER) , Chennai Mathematical Institutes, etc. Maritime University, CUSAT

6. Career Options- General :- Designing, Fashion Technology, Plastic Engineering. Food Technology, Leather Technology, Aviation, Chartered Accountant (CA), Company Secretary (CS), Content Management System (CMA), Business Administration, Social Work, Psychology, Geology, Journalism, Literature, Library Science, Law, Teaching.....

7. Short Term Courses:- Para medical Diploma Courses : D Pharm, Diploma in Medical Laboratory Technology (DMLT), Dead on Arrival(DOA), District Heating And Cooling. (DHC), Diploma in Cardio Vascular Technology (DCVT), Domestication Of Thunnus Thynnus (DOTT), Diploma in Poly Techniques, Indian Institute of Technology. (ITI), Central Leather Research Institute(CLRI) etc.

8. A. Scholarships:- Inspire Scholarship, SHE (Scholarships for Higher Education),Kishore Vaigyanik Protsahan Yojana (KVPY), e-grantz, Postmatric scholarship, Central sector Scholarship, Merit cum Means Scholarship, Snehapoorvam Scholarship, (www. Scholarships.gov.in, <http://e-grantz.kerala.gov.in/>)

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

9. Clarification of doubts from students

10. Evaluation

Annexure-2(c)
DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL

Worksheet

Name of Trainer:

Phone:

1. Major steps of Career Planning are:

2. My personal factors: a. Interest: i. ii.

b. Aptitude: i. ii.

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d. weaknesses i. ii.

3. Further options for my study : i.

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5. Examinations I Can write for further study/ career: i.

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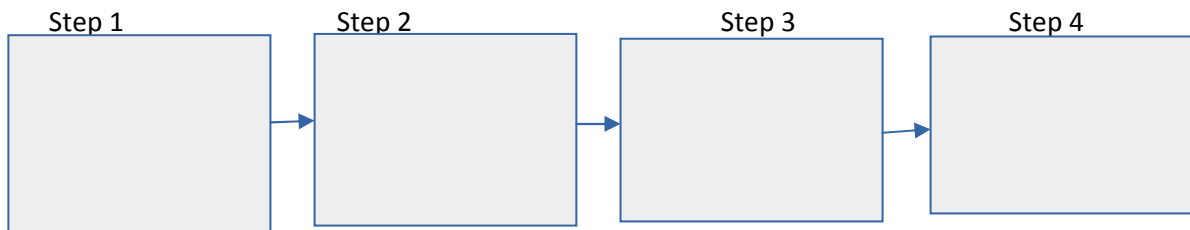
ii. iii.

7. Major job providers for me are: i.

ii. iii.

8. My career goal:

9. Action plan to reach at this goal:



Place:

Name of Student:

Date:

Signature:

ONLINE APPLICATION AND SCHOLARSHIPS

AIMS & OBJECTIVES:-

Time : 90 minutes

1. To make aware of Online Admission Process of Various Universities and Institutions
2. To equip students to submit Online Application
3. To make students aware of Higher Education system in India
4. To equip students to apply Scholarships through Online

CONTENT

PART I

1. Introduction to future course and study

2. **ADMISSION TO COLLEGES AND COURSES**

Government College, Aided College, Self Financing Courses of Aided Colleges, Un Aided Colleges, Un Aided Colleges but Recruitment fully Controlled by Government or Other Agencies,...

Admission to Universities

Admission to Autonomous Colleges

Admission to Institutions of National Importance

3. **ELIGIBILITY CRITERIA :**

4. **FEES STRUCTURE**

5. **7. WEBSITE OF VARIOUS COLLEGES, UNIVERSITIES AND PREMIER INSTITUTES**

6. **UNIVERSITY SYSTEM IN INDIA :** Central University, State University, Deemed to be University, Private University,

7. **Institutes of National Importance**

PART II

Detailed explanation of Online Registration

1. Demonstration of Application filling, Time Schedule for Application, Stages of Online Process, Mandatory Columns, Pass word, Security Key, Remittance of Fees, Option Registration, Re arrangement of Options, Conformation of Options and Admission, Taking of Admission,.....
2. CEE KERALA, NEET, JEE, ICAR,
3. University of Calicut, University of Kerala, Mahatma Gandhi University, Kannur University, Central University,

PART III

Introduction to Various Scholarships

1. National Scholarship Portal : Postmatric Scholarship, Merit Cum Means Scholarship, Central Sector Scholarship,.....
2. DCE SCHOLARSHIP : District Merit Scholarship, Hindi Scholarship, Muslim Girls Scholarship,.....
3. Maulana Azad Scholarship

4. KVPY Scholarship
5. Inspire Scholarship
6. E-Grantz for SC,ST, OEC, OBC
7. BPL Scholarship
8. Vidhya Samunnathi Scholarship
9. Snehapoorvam Scholarship
10. Private Scholarships,.....

How to Apply, Eligibility to Scholarships, Online Application for Scholarships, Documents to be Produced,

Websites of various Scholarships