

Office of the Director of
Higher Secondary Education,
Housing Board Building,
Santhi Nagar,
Thiruvananthapuram.
E-mail: cgacdhse@gmail.com
Ph : 0471-2713238
Dated: 24/03/2022

CG & AC/1578/2022/HSE

Circular

Sub:- Souhrida Club -Forwarding of Annual Activity Report of the year 2021-22
-reg.

Ref:-G.O.(Rt) No. 3151/2021/Gl.Edn. dated: 26/06/2021.

As per reference cited, Government have accorded administrative sanction to implement Souhrida Club programme in Higher Secondary Schools for the year 2021-22. Accordingly fund was allotted to each school for conducting school level activities.

Principals/Souhrida Co-ordinators of these schools are hereby directed to forward the report of the activities so far conducted, and utilization certificate before **31st of March 2022** to the following address.

State Co-ordinator
Career Guidance and Adolescent Counselling
Directorate of General Education
Higher Secondary Wing
Housing Board Buildings,
Santhi Nagar, Thiruvananthapuram-1.

Format of report and utilization certificate is enclosed. Reports should be in A4 size paper. Vouchers/Receipts of the expenditure incurred in conducting the programme should **NOT** be forwarded along with the Report. A soft copy of the report forwarded to the e-mail :- arucdhse2022@gmail.com. The unutilized amount should be surrendered and reported

Fund for School level Activities for the year 2021-22 will be allotted to Schools that have submitted Annual Activity Report and Utilization Certificate in time.

Sd/-
State Co-ordinator(CG&AC)

To

- 1. The RDD's**
- 2. The Principals (through DHSE portal)**
- 3. Souhrida Coordinators**

DEPARTMENT OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL
SOUHRIDA CLUB
Annual Activity Report
2021-22

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 2021-22

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	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. 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

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

13. Whether Souhrida Co-ordinator has attended the Introductory/any other residential Training Programme. If so, name of the centre at which attended

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

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

16. 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

ACCOUNTS

17. Finance

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

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 2021-22

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 2021-22. The balance amount of Rs..... has been refunded vide chalan
No.dated atTreasury.

Place

Dated Signature

Name of the Principal

Mobile No.

(Seal)