CG & AC/1578/2022/HSE  

Circular  


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](mailto: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

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name and Designation</th>
<th>PEN</th>
<th>From</th>
<th>To</th>
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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)

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Name and Designation of Resource Person</th>
<th>Subject of the programme</th>
<th>Date of the programme</th>
<th>Whether Resource Person is a teacher of Higher Secondary</th>
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<tbody>
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</table>
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

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Target/Beneficiary Group</th>
<th>Type of Programme</th>
<th>Date and Venue of Programme</th>
<th>Name and Designation of Resource Person</th>
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</table>

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

<table>
<thead>
<tr>
<th>Amount received from the Directorate</th>
<th>Amount utilized</th>
<th>Balance amount</th>
<th>Details of Refund</th>
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Signature of Souhrida Co-ordinator

Counter Signature of the Principal

Place
Date

(Seal)
DEPARTMENT OF HIGHER SECONDARY EDUCATION

CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL

SOHRIDA 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 at ………………………………………………………..Treasury.

Place

Dated Signature

Name of the Principal
Mobile No.

(Seal)