

FINAL REMINDER

CG&AC/46778/2014

Office of the Director of
Higher Secondary Education,
Housing Board Buildings,
Santhi Nagar, Thiruvananthapuram
Dated: 24.06.2015

CIRCULAR

Sub: Career Guidance: Non Submission of Activity Report and Utilization Certificate of the year 2014-15-reg

Ref: G.O.(Rt) 3369/2014/Gl.Edn dated 22/08/2014

It is seen that 49 Schools have not forwarded the Activity Report and Utilization Certificate of Career Guidance for the year 2014-15 so far. 19 Schools have forwarded the Report but not attached utilization certificate. List of schools not submitted the Activity Report and Utilization Certificate are given below. Principals of the schools are directed to furnish the Activity Report and Utilization Certificate in given format before **30th June 2015** to the following address:

State Co-ordinator
Career Guidance and Adolescent Counselling Cell
Directorate of Higher Secondary Education
Housing Board Building
Santhi Nagar
Thiruvananthapuram-1

Career Guidance units of the Schools that have not submitted the Activity Report and Utilization Certificate before **30th June 2015** will be **CANCELLED** and fund will not be disbursed for school level activities from the year 2015-16 without any further communication.

**State Co-ordinator
CG &AC**

LIST OF SCHOOLS NOT SUBMITTED ACTIVITY REPORT AND UTILIZATION CERTIFICATE

Sl. No.	School Code	Name of School
1	01011	GOVT. GIRLS HSS, NEYYATTINKARA, TRIVANDRUM
2	01016	SMV GOVT MODEL HSS, TRIVANDRUM
3	01023	GOVT. MODEL BOYS HSS, THYCAUD, TRIVANDRUM
4	01046	NKM GOVT HSS, DHANUVACHAPURAM, TRIVANDRUM
5	01087	ST XAVIER'S HSS, PEYAD, TRIVANDRUM
6	02056	KRIST RAJ HSS, KOLLAM
7	02080	CSI VOCATIONAL HS&HSS FOR DEAF, VALAKOM, KOLLAM
8	02105	GOVT. HSS, CHITHARA, KOLLAM
9	03032	S N D P HSS, CHENNEERKKARA, PATHANAMTHITTA
10	03045	MT HSS, PATHANAMTHITTA
11	04091	GOVT. VVHSS, KODENTHURUTHU, ALAPPUZHA
12	04096	GOVT. VHSS, ARYAD, ALAPPUZHA
13	05008	GOVT. HSS, THAZHATHUVADAKARA, KOTTAYAM
14	05040	SMV HSS, POONJAR, KOTTAYAM
15	05073	HOLY FAMILY HSS, MUTTAMBALAM, KOTTAYAM
16	05079	ST MARY'S HSS, KIDANGOOR, KOTTAYAM
17	06022	ST MARY'S HSS, ARAKULAM, IDUKKI
18	06030	ST MARY'S HSS, VELLARAMKUNNU, IDUKKI
19	06065	MODEL RESIDENTIAL HSS MUNNAR COLONY P.O
20	06069	GHSS ANAKKARA
21	07160	GOVT. HSS, PAZHAMTHOTTAM, ERNAKULAM
22	07162	GOVT. HSS, VAZHAKULAM, ERNAKULAM
23	08019	GOVT MODEL BOYS HSS, IRINJALAKKUDA, THRISSUR
24	09037	C G HSS, VADAKKENCHERRY, PALAKKAD
25	10014	GOVT HSS, VALAYAM, KOZHIKKODE
26	10015	GOVT BT HSS, VADAKARA, KOZHIKKODE

27	10031	HSS,PAVANDOOR,KOZHIKKODE
28	10032	PERAMBRA HSS,PERAMBRA,KOZHIKKODE
29	10035	NADUVANNUR HSS,VAKAYAD,KOZHIKKODE
30	10041	NOCHAT HSS,NOCHATH,KOZHIKKODE
31	10045	FEROK'S HSS,FEROKE COLLEGE P O,KOZHIKKODE
32	10056	ST JOSEPH'S HSS,KODENCHERY,KOZHIKKODE
33	10103	GOVT. HSS, PANNUR, KOZHIKKODE
34	10105	GOVT. ACHUTHAN GIRLS HSS, CALICUT, KOZHIKKODE
35	10155	POILKAV HSS, EDAKKULAM, KOZHIKKODE
36	11013	GOVT HSS,VAZHAKKAD,MALAPPURAM
37	11038	IKT HSS,CHERUKULAMBA,MALAPPURAM
38	11050	HMY HSS MANJERI
39	11055	SS HSS,MOORKANAD,URANGATTIRI P O, MLPM
40	11124	GOVT. GIRLS HSS, PERINTHALMANNA, MALAPPURAM
41	11140	GHSS, NELLIKUTH, MANJERI, MALAPPURAM
42	11213	CHM HSS POOKKOLOTHOOR, MALAPPURAM
43	12012	GOVT HSS, VALAT, WAYANAD
44	12031	GOVT. HSS, THRISSILERY, WAYANAD
45	12057	GOVT. VHSS, KALPETTA,WAYANAD
46	13068	MATTANNUR HSS, MATTANNUR, KANNUR
47	13144	KARIYAD NAMBIYARS HSS KARIYAD
48	14023	CHATTANCHAL HSS,THEKKIL, KASARGODE
49	14060	GOVT. HSS, BELLA, KASARGODE

LIST OF SCHOOLS NOT SUBMITTED
UTILISATION CERTIFICATE-2014 – 2015

1	01018	GHSS KULATHUR,THIRUVANANTHAPURAM
2	01064	UNDENCODE ST JOHNS HSS, CHERIYAKOLLA, TRIVANDRUM
3	01067	IQBAL HSS PERINGALAMA, THIRUVANANTHAPURAM
4	02036	GUHANANDAPURAM HSS, CHAVARA SOUTH, KOLLAM

5	02113	GHSS PORUVAZHY, KUNNATHOOR, KOLLAM
6	03075	GHSS ELIMULLUMPALAKKAL, PATHANAMTHITTA
7	03080	KULANADA PANCHAYATH HSS , KULANADA, PATHANAMTHITTA
8	08010	GHSS PEECHI, THRISSUR
9	08012	GOVT. MODEL HSSS FOR BOYS , THRISSUR
10	08084	SN TRUST HSS, NATTIKA, THRISSUR
11	08123	GHSS THANNYAM, THRISSUR
12	09024	GOVT. VICTORIA GHSS, CHITTOOR, PALAKKAD
13	09033	GOVT. HSS, CHERPULASSERRY, PALAKKAD
14	09038	PTM YATHIMKHANA HSS, EDAPPALAM, PALAKKAD
15	09054	CBKM PANCHAYATH HSS, PUTHUPARIYARAM, PALAKKAD
16	09091	GOVT. GIRLS HSS ALATHOOR, PALAKKAD
17	10150	CMM HSS, THALAKKULATHUR, KOZHIKKODE
18	11067	BROTHER'S HSS MAVANADIYOOR, EDAYUR. P.O, MALAPPURAM
19	14017	GHSS UDUMA, KASARAGODE

Format of Activity Report and Utilization Certificate given below:

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

CAREER GUIDANCE

Activity Report 2014-15

1. Name of School
2. District
3. School Code
4. Phone No. of the School
5. Details of Career Guide during the Academic Year 2014-15

Sl.No	Name and Designation	From	To

6. Mobile No. of the Present Career Guide

7. Details of Mandatory Programmes Conducted :

Sl.No	Target Group	Subject of the Programme	Date and venue of Programme	Name and Designation of Resource Person
1.	Students of Science Batch			

2.	Students of Humanities Batch			
3.	Students of Commerce Batch			

8. List of students attended the Path Finder District Level Selection Test

Sl.No	Name	Class

9. List of Students attended 4 days Residential Path Finder Programme

Sl.No	Name	Class	Venue at which attended

10. Whether Career Guide has attended One Day Refresher Training Programme conducted at the district level. If so centre at which attended

11. Whether Career Guide attended FOCUS POINT Programme organized by the DHSE. If so name the centre at which attended.

12. Details of the Registers and Files maintained by the Career Guide in the School.

13. Details of amount received from other Sources (other than the Directorate) for conducting Career Guidance Programme in the School. If so. Give details

Sl.No.	Name of Source	Purpose	Amount Received

14.Abstract of Accounts

Amount received from the Directorate	Amount received from other Sources	Total Receipts	Total Expenditure	Balance amount	Details of Refund
Rs. 4,500.00					

15. Details of other programmes conducted in the school by the Career Guidance Unit

Sl.No	Target/Beneficiary Group	Type of Programme	Date and venue of Programme	Name and Designation of Resource Person
1				
2				
3				
4				
5				
6				

Give descriptive details of innovative programmes conducted in your school (in separate sheet) with photos

16. Your suggestions for improving career Guidance programme in the next year. Suggest any innovative programmes to be included in the next year.

Signature of Career Guide

Counter Signature of the Principal

Place
Date

(Seal)

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

Name of School :
District :
School Code :
Amount Sanctioned : Rs. 4,500/-
Date of Encashment :
Name of Treasury :

**UTILISATION CERTIFICATE
2014-15**

Certified that an amount of Rs.....(Rupees.....
.....) has been utilized for conducting Career
Guidance activities in the 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 2014-15.

Place

Dated Signature
Name of the Principal
Mobile No.

(Seal)