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Higher Secondary Education,
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Dated: 25/05/2018

CG &AC/77525/2017/HSE

Circular

Sub:- Souhrida Club-Non Submission of Annual Activity Report and Utilization Certificate-reg

Ref: G.O.(Rt) No. 1335/2017/Gl.Edn.dated: 10/05/2017.

As per reference cited, all the Principals and Souhrida Co-ordinators of the schools where Souhrida Clubs are working were directed to submit Annual Activity Report and Utilization Certificate before 13th March 2018. But 109schools have not submitted the report so far.

Principals and Souhrida Co-ordinators are hereby directed to forward the Annual Activity Report and Utilization Certificate before **31 .05.2018**. **Any delay in this regard will be viewed seriously and lead to stoppage of fund for the year 2018-19 and cancellation of units.**

List of Schools not submitted the Annual Report and Utilization Certificate are attached.

Format of Annual Activity Report and Utilization Certificate is attached.

Sd/-
State Co-ordinator

To

All Principals

All Souhrida Co-ordinators

List of Schools not submitted Annual Report and Utilisation Certificate

SL.NO	District	School Code	School Name
1.	TVPM	1014	GOVT. HSS, PIRAPPANCODE
2.	TVPM	1023	GOVT MODEL BOYS HSS THYCAUD
3.	TVPM	1039	GOVT HSS, NEEYARDAM
4.	TVPM	1048	S.S.V HSS, CHIRAYINKIL
5.	TVPM	1058	R.K.D.N.S.S HSS, SASTHAMANGALAM
6.	TVPM	1065	S.N.V HSS, NEDUNGANDA
7.	TVPM	1073	NSS HSS, PALKULANGARA
8.	TVPM	1082	MUSLIM HSS,EDAVA,TRIVANDRUM
9.	TVPM	1084	DVMNNM HSS, MARANALLUR
10.	TVPM	1087	ST XAVIER S HSS, PEYAD
11.	KLM	2025	GOVT HSS,SASTHAMKOTTA,KOLLAM
12.	KLM	2035	GOVT HSS,PARAVUR,KOLLAM
13.	KLM	2037	AMRUTHA SANSKRIT HSS, PARIPPALLY, KOLLAM
14.	KLM	2046	S V HSS CLAPPANA KOLLAM

15.	KLM	2108	GOVT. HSS, OACHIRA, KOLLAM
16.	PTA	3039	NSS BOYS HSS, PANDALAM
17.	APA	4001	GOVT HSS, ALA, CHENGANNUR
18.	APA	4006	GOVT BOYS HSS, KAYAMKULAM,
19.	APA	4011	GOVT DVHSS, CHARAMANGALAM,
20.	APA	4034	ARAVUKAD HSS, PUNNAPPRA
21.	APA	4040	BISHOP HODGES HSS, MAVELIKKARA
22.	APA	4045	S N M HSS, PURAKKAD, ALAPPUZHA
23.	APA	4096	GOVT. VHSS, ARYAD, ALAPPUZHA
24.	APA	4103	SN TRUST HSS, PALLIPPAD
25.	KTM	5009	GOVT. HSS, THRIKKODITHANAM,
26.	KTM	5013	GOVT. BOYS HSS, VAIKOM
27.	KTM	5024	GOVT HSS , KULASEKHARAMANGALAM
28.	KTM	5042	ST.SEBASTIAN S HSS, KADANAD
29.	KTM	5046	JJMM HSS, YENDAYAR, KOTTAYAM
30.	KTM	5058	SKM HSS, KUMARAKAM
31.	KTM	5077	EMMANUEL S HSS ,KOTHANALLOOR

32.	KTM	5118	GHSS, PAIPPAD, KOTTAYAM
33.	KTM	5122	GHSS, CHANGANACHERRY
34.	IDI	6002	GOVT TAMIL HSS, DEVIKULAM
35.	IDI	6005	GOVT HSS,KUNCHITHANNI,IDUKKI
36.	IDI	6032	FATHIMA MATHA GIRLS HSS, ADIMALI
37.	IDI	6059	GOVT. HSS, VAGAVARRAI, IDUKKI
38.	IDI	6060	GOVT. HSS, CHANDUVARAI
39.	EKM	7021	GOVT GIRLS HSS,ALUVA,ERNAKULAM
40.	EKM	7040	SNM HSS, MOOTHAKUNNAM
41.	EKM	7056	ST STEPHEN S HSS, KEERAMPARA
42.	EKM	7141	MTM HSS, PAMPAKUDA
43.	TSR	8017	GOVT HSS,PATTIKKADU,THRISSUR
44.	TSR	8033	GOVT HSS, KATTILAPOOVAM
45.	TSR	8057	ST ANTONY S HSS,MALA,THRISSUR
46.	TSR	8076	ST THOMAS COLLEGE HSS,THRISSUR
47.	TSR	8181	MIC AL AMEEN HSS KECHERY
48.	TSR	8184	ST.JOSEPH HSS, MATHILAKOM

49.	PKD	9017	GOVT HSS, PATTAMBI, PALAKKAD
50.	PKD	9043	T.R.K. HSS, VANIAMKULAM
51.	PKD	9050	MNKM HSS, CHITTILENCHERRY
52.	PKD	9051	VALLAPUZHA HSS
53.	PKD	9078	GOVT. HSS, ALANALLUR, PALAKKAD
54.	PKD	9085	GOVT. TRIBAL HSS, PUDUR
55.	PKD	9090	GOVT. SM HSS, THATHAMANGALAM
56.	PKD	9122	CA HSS COYALMANNAM
57.	PKD	9126	SMM HSS, PAZHAMABALACODE
58.	PKD	9127	CA HSS, PERVEMBA
59.	KKD	10010	GOVT VHSS,MEPPAYUR,KOZHICKODE
60.	KKD	10019	GOVT HSS. MEDICAL COLLEGE CAMPUS, CHEVAYOOR
61.	KKD	10035	NADUVANNUR HSS, VAKAYAD
62.	KKD	10043	ZAMORIN S HSS,CHALAPPURAM
63.	KKD	10055	IRINGANNUR HSS, IRINGANNUR,
64.	KKD	10058	UMBICHIY HAJI HSS, CHALIYAM

65.	KKD	10093	GOVT. BOYS HSS, KOYILANDY
66.	KKD	10102	GOVT. HSS, KAKKODY
67.	KKD	10106	GOVT. GANAPAT HSS, KALLAI
68.	KKD	10115	GOVT. HSS, NEDUVANNUR
69.	KKD	10153	KUNHALI MARAKKAR HSS, IRINGAL
70.	KKD	10156	VELOM HSS, CHERAPURAM
71.	KKD	10177	KR HSS, PURAMERI
72.	MLP	11009	GOVT HSS ,MUTHEDATHU
73.	MLP	11013	GOVT HSS, VAZHAKKAD
74.	MLP	11023	GOVT HSS, KOTTAPPURAM
75.	MLP	11050	HMY HSS MANJERI
76.	MLP	11054	ORIENTAL HSS, THIRURANGADI
77.	MLP	11064	VPK MM HSS, PUTHUR
78.	MLP	11067	BROTHER S HSS,MAVANDIYOOR
79.	MLP	11079	J.N.R. HSS, EDAVANNA
80.	MLP	11137	GOVT. HSS, EDAKKARA
81.	MLP	11143	GVHSS, PARAVANNA, MALAPPURAM
82.	MLP	11149	GOVT. HSS, MANKADA, PALLIPPURAM
83.	MLP	11156	GOVT. GIRLS VHSS, VENGARA

84.	WYD	12005	GOVT HSS, THARIODE, WAYANAD
85.	WYD	12010	GHSS, MEPPADI, WAYANAD
86.	WYD	12040	GHSS, KOYILERY, ARATTUTHARA
87.	WYD	12056	SARVODAYA HSS EACHOME
88.	WYD	12057	GOVT VHSS, KALPETTA
89.	KNR	13014	GOVT HSS, THOTTADA, KANNUR
90.	KNR	13026	GOVT HSS, MATHIL, KANNUR
91.	KNR	13039	GOVT HSS, VADAKKUMPAD, KANNUR
92.	KNR	13046	PR MEMORIAL HSS, PANOOR
93.	KNR	13052	ST MARYS HSS, EDOOR
94.	KNR	13066	NAM MEMORIAL HSS, PERINGATHUR
95.	KNR	13112	GOVT. HSS, KAVUMBHAGAM
96.	KNR	13141	GHSS, THIRUMENI
97.	KNR	13152	KAMBIL MOPLA HSS
98.	KNR	13165	SACRED HEART GIRLS HSS, THALASSERRY
99.	KNR	13168	GHSS PADIYOOR
100.	KSGD	14005	GOVT HSS, MOGRALPUTHUR
101.	KSGD	14006	GOVT HSS, PILICODE, KASARGODE

102.	KSGD	14009	GOVT HSS,MADIKKAI,KASARGODE
103.	KSGD	14014	GOVT HSS, PAIVALIKA NAGAR
104.	KSGD	14023	CHATTANCHAL HSS,THEKKIL, KASARGODE
105.	KSGD	14024	SS HSS,KATTUKUKKE,KASARGODE
106.	KSGD	14038	GOVT. HSS, BANGARA
107.	KSGD	14042	GOVT. HSS, SOUTH THRIKKARIPPOOR
108.	KSGD	14051	GOVT. HSS, ANGADIMUGAR
109.	KSGD	14055	GOVT. HSS, CHANDRAGIRI
110.	KSGD	14058	GOVT. HSS, ADHOOR
111.	KSGD	14081	GHSS, PAIVALIKE, KASARAGOD,

**DEPARTMENT OF HIGHER SECONDARY
EDUCATION
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL
SOUHRIDA CLUB
Annual Activity Report
2017-18**

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 2017-18

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. Details of **AmmaAriyan** Programme conducted:

Date and Venue	Name of Faculty and Designation	No. of Mothers attended the meeting

12. 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

13. Details of Students attended Two Days Student's Residential Training Programme.

Name and class of Students attended the training Programme	Venue at which students attended the programme

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

15. Whether Souhrida Co-ordinator has attended the District Level Refresher Training Programme. If so, name of the centre at which attended

ACTIVITIES

16. List of Class Convenors

Sl.No.	Name	Class

17. Name of School Convenors

Sl.No	Name	Class

18. Whether volunteers have been selected in your school. If so number of volunteers selected. Give the name of volunteers and class (in separate sheet).

19. Details of activities taken up by the volunteers.

Sl.No.	Name of Programme	Date and venue of Programme	No. of volunteers participated

20. Whether Drop Box have been placed in the school. Number of issues received from the Drop Box and mention the general issues

21. Whether Board of the Souhrida Club is placed in the school

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

23. Number of cases reported to Kerala Mahila Samakhya Society/Child Line/Others. Specify the main issues of students for which the case was reported.

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

25. Whether SourhidaVedi Meeting have been convened. If so, give following details

Sl.No.	Date of Meeting	No of persons attended the meeting	Major decisions taken

INITIATIVES OF SOUHRIDA CO-ORDINATOR

26. Whether Souhrida Co-ordinator attended the FOCUS POINT Programme organized by the DHSE. If so name the centre at which attended.

27 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

DOCUMENTATION

28. Whether Activity Register is maintained by the Souhrida Co-ordinator
29. Whether Minutes of Souhrida Vedi is recorded and maintained in a register
30. Whether Intervention Register is maintained by the Souhrida Co-ordinator
31. Whether Drop Box Register is maintained by the Souhrida Co-ordinator
32. Whether Account Register is maintained by the Souhrida Co-ordinator

ACCOUNTS

33. **Finance**

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

34. Your suggestions for improving Souhrida Club programme in the next year.

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
2017-18**

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 2017-18. The balance amount of Rs..... has been refunded vide chalan
No.dated atTreasury.

Place

Dated Signature
Name of the Principal
Mobile No.

