

Office of the Director of
Higher Secondary
Education, Housing Board
Building, Santhi Nagar,
Thiruvananthapuram.

Dated: 29/01/2014

CG & AC 38959/2013

Circular

Sub:- Souhrida –Direction to Principals for the implementation of the programme in schools -reg

Principals are directed to ensure following guidelines in the implementation of the Souhrida club activities in the school

1. Adolescent counseling and Health Care Programme is a unique, novel and innovative programme conceived and launched by the Department of Higher Secondary Education. This programme is implemented in schools through Souhrida Clubs. A teacher who is selected as Co-ordinator of the club 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. Any change in the Co-ordinators should be made only with the prior permission of the department.
2. Two students from each class should be selected as Class Convenors. If the Class contains both the boys and girls, one Convenor from boys and one from girls should be selected from each class. Two School Convenors should be selected for each school from Class convenors. One of the School Convenor should be male and other should be female.
3. Souhrida Vedi should be constituted with following members
Principal – Chairman
Trained teacher (Co-ordinator)- Convenor
Class convenors- members
PTA President- Member
Staff Secretary of Higher Secondary – Member
Two teachers nominated by the Principal- One should be male and other should be female.
Career Guide of the School.
Souhrida vedi will work as the executive committee of the Souhrida Clubs. Souhrida Vedi should be convened in every third Saturday of the month. Souhrida Co-ordinator should keep the minutes of each meeting.
4. A Drop Box should be arranged at school for students to drop their grievances / problems in their home, class or any other area. The Drop Box should be placed in the school at a place which is easily accessible to all students. There should also be facilities for students to use Drop Box unnoticed by other students or staff members. Co-ordinator in the presence of the principal should open the Drop Box once in a fortnight. Grievances/problems of the student received from drop box should be entered in a register with date and signature of the Principal and Co-ordinator. Principal should ensure that the problems raised by the students through Drop Box are not discussed openly among the staff and students.

5. KNOW THY SELF -Health Mela should be convened in each Souhrida Club. **Rs.5100/-** will be provided for conducting the Health Mela in the school. Three Classes should be arranged in the School.
 1. One Class should be on Reproductive Health. Class should be preferably handled by a gynecologist. If gynecologist is not available for taking class, a doctor who can handle the subject can be engaged for the class.
 2. One Class should be on Mental Health of Adolescents. Should be handled by a Psychiatrist or a Psychologist.
 3. Third Class should be on Physical Health which should be handled by a doctor of General Medicine discipline. If the service of the doctor is not available for taking class, a class on Life Skill can be arranged.

Rs. 1700/- is earmarked for one class which can be utilized for the expenses relating to one class such as faculty honorarium and other expenses.
6. An amount of Rs.1300/- is sanctioned for newly allotted 170 Souhrida Clubs (Sanctioned during the year 2013-14) Format and model of the board is given as appendix
7. If the Co-ordinator conducts counseling or any other intervention, details of such intervention should be recorded in a register. Co-ordinator is the sole custodian of the Register.
8. If the problem handled by the Souhrida Co-ordinator is not coming under the limit of School, it can be referred to Child Line or Mahila Samakhya Society and the matter should be reported to the Career Guidance Cell immediately.
9. If any Club has availed the support of HELP DESK promoted by Kerala Mahila Samakiya Society or CHILD LINE, details of such interventions made by Mahila Samakiya Society or CHILD LINE should be recorded in the register.
10. Amma Ariyan should be conducted for the mothers of the first year students. A medical doctor or any other person who can discuss the adolescent issues which needs attention of the mothers has to be discussed in the programme. An amount of Rs.2000/- is allotted to each school for the conduct of the programme. Programme should be conducted with the full support of the PTA.
11. Amount should be fully utilized before 10th February
12. A Consolidated Report of the activities of the Souhrida Club for the year 2012-13 should be submitted to the Director before 15th February 2013. Final settlement of Rs.1250/- (Honorarium to Co-ordinator) will be reimbursed only after receipt of the consolidated report. The format for the consolidated report will be issued later.
13. All Career Guides and Souhrida Co-ordinators should maintain following registers/Files
 - a. Activity Register- To record the details of the programme conducted by the unit
 - b. Accounts Register-To record all the accounts received by the unit for conducting various programmes
 - c. Document File: To file all the documents related to the Souhrida/Career units.

14. The Help Desk Numbers when an urgent situation is arised are

1. Child Line - 1098
2. Kerala Mahila Samakhya Society - 0471-2913212, 2348666
3. Nirbhaya - 18004251400

15 Allotment to each school having Souhrida club have been despatched from the Directorate. Any schools that have not received the allotment letter so far, should forward a request for duplicate allotment letter at the earliest to the State Co-ordinator, Career Guidance and Adolescent Counselling Cell, DHSE.

DIRECTOR

To

All Principals
All Souhrida Co-ordinators

Format of the Board

DIRECTORATE OF HIGHER SECONDARY EDUCATION
സൗഹൃദ ക്ലബ്ബ്
SOUHRIDA CLUB
Help Line Numbers

1. Child Line	- 1098
2. Kerala Mahila Samakhya Society	- 0471-2913212, 2348666
3. Nirbhaya	- 1800 425 1400

CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL

Description

Size

Length -75 cm Width-45 cm

Colour :

Base -Lemon Yellow

Types-Dark Blue