

ഭരണഭാഷ-മാതൃഭാഷ

പൊതുവിദ്യാഭ്യാസ ഡയറക്ടറുടെകാര്യാലയം,
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സി.ജി.എ.സി-1//2025/എച്ച്.എസ്.ഇ തീയതി:28-07-2025

സർക്കുലർ

വിഷയം: പൊ.വി.വ-ഹ.സെ.വി-സി.ജി & എ.സി 2025-26 വർഷത്തെ
 കരിയർ ഗൈഡൻസ്- ഗൈഡ് ലൈൻ-സംബന്ധിച്ച്

2025-26 വർഷത്തെ കരിയർ ഗൈഡൻസിന്റെ തുടർ പ്രവർത്തനങ്ങൾ ഇതോടൊപ്പം ഉള്ളടക്കം ചെത്തിട്ടുള്ള കരിയർ ഗൈഡൻസ്- ഗൈഡ് ലൈൻ പ്രകാരം മാത്രമായിരിക്കാൻ ബന്ധപ്പെട്ട പ്രിൻസിപ്പൽമാരും,കരിയർ ഗൈഡുമാരും ശ്രദ്ധിക്കേണ്ടതാണ്.

Signed by

SHANAVAS SHANAVAS S

പൊതുവിദ്യാഭ്യാസ ഡയറക്ടർ
 Date: 28-07-2025 17:23:21

GOVERNMENT OF KERALA
DIRECTORATE OF GENERAL EDUCATION
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL

CAREER GUIDANCE
GUIDELINES 2025-26

Career Guidance is one of the major activities undertaken by the department to guide the students in selecting the apt courses and careers. At present 1680 Career Guidance units are functioning in the State. Principals of the schools are strictly directed to adhere to the following guidelines while implementing the activities of career guidance units.

I. OBJECTIVES OF THE CAREER GUIDANCE PROGRAMMES:

- 1 To help the students identify their strength and weakness so as to set the right goal in their career.
- 2 To enable the students to prudently plan a career of their own by pursuing the right course to attain their aim.
- 3 To keep the students updated on latest trends in career development.
- 4 To make students aware of various competitive examinations – job oriented and course oriented.
- 5 To make students aware of short-term job-oriented courses.
- 6 Help students to be aware of State/ National level Premier of Learning and Research Institutes.
- 7 To help students identify the new career role in local and global Industries.
- 8 Help students to be aware about the various Online Applications for UG Course and Various Scholarships provided by Central and State Government.
- 9 To help the students to develop transferable skills such as effective communication skills, leadership skills, teamwork skills and management skills, so that they will become productive and efficient members of the workforce.

II. ACTIVITIES OF CAREER GUIDANCE UNITS

1. AWARENESS PROGRAMME FOR PARENTS:

Parents are highly involved in the career choice process of their children. Career Guidance programme will not be completed if the messages do not reach the parents also.

“Role of parents in Career Planning” will be conducted for giving awareness about the need of identifying courses and careers that suits the aptitude of students. Programme should be conducted during **the month August**.

2. SETTING UP OF CAREER WALL: A wall in the school will be set up as career wall (Size 6x4 Feet) where students get information regarding the courses and careers. Posters, Career News, Career FM Scripts, Career news items which are beneficial to students will be exhibited in the career wall. Approved format will be provided later by the Department.

3. SPECIAL PROGRAMMES CONDUCTED BY HSE: Career Guide should assist and promote students to prepare and participate in **District and State wise special programmes** such as, Focus Point, Career FM, SITAR etc. conducted by HSE.

4. CAREER DAY CELEBRATION: Every year **August 1** is being celebrated by Department of Higher Secondary Education as Career Day. A Special Assembly has to be convened and Career Guide has to deliver a session on **“Career Goal Setting”**.

Module for Career Goal Setting: - Competitive World, Courses for post millennial, Degeneration of Labour and Careers, Emergence of new courses and careers, Artificial Intelligence, Application of Robotics.

Internal Factors -Aptitude, Interest, Skill, Personality etc, Importance of Aptitude Test: - [Kerala Differential Aptitude Test]

External Factors: - Role of family, financial status, duration of course, gender difference, health and physical fitness etc.

Academic Factors: -Score, long term preparation for competitive exams, Subject Combination etc

In Class rooms, each subject teacher has to give a talk for 20 minutes about the courses available after plus two in their particular subject and the premier institutes offering the courses.

5. Additional Programmes to be conducted

Minimum 3 programmes should be conducted such as : walk with eminent persons, visit to premier institute (state or central Govt.), leadership programme for student coordinators , Career Talks by Alumni, FYUGP orientation, Career Quiz , A Mini DISHA programme at the school level etc)

6. CAREER GUIDANCE CLASS: Separate Classes should be conducted for each stream. One Class for Science students, one for Humanities and one class for Commerce Students. This programme should be conducted by the school Career Guide. The Classes should be taken as per the module given from Edl. Dist. Level Design the Destination Programme. **Private Institutions shall not be permitted to handle career guidance classes without the permission of Director.**

7. CAREER PLANNING SESSION: An amount of Rupees two thousand (Rs 2000.00) will be provided up to three batches for one session and Rupees four thousand (4000.00) for above three batches, to conduct two sessions. This programme should be conducted strictly in accordance with the module **Annexure 1** provided by CG&AC. After the Class, post class evaluation should be made. Career Guide should collect the Post Evaluation Schedule, given as **Annexure-2**. (Minimum 10 Evaluation). Career Guide and Principal should countersign the Post Evaluation Schedule and submit it before the audit team of the department or Accountant General at the time of audit. Expenditure for conducting class not supported with the feedback form duly filled by students will not be considered as valid.

Principals of the Schools where selected special faculty members are working may sanction half day as Other Duty (OD) for taking one class. Maximum number of days that can be allowed by the Principal for taking class is THREE, for SIX classes. Principals are directed not to sanction more than Three days as other duty to trained teachers for taking classes on CAREER PLANNING in other schools.

8. CAREER LIBRARY: Each Career Guidance unit will set up a career library which provides information about the careers, courses and study materials of competitive exams. Periodicals and books related to careers and courses should be made available in the career library.

9. CAREER HANDBOOK: Career Guidance and Adolescent Counselling Cell, HSE has prepared and delivered a “**Hand book on Courses and Careers after Plus Two**” to all Career Guides. Career Guides can refer and inform the details to the students regarding various courses, institutions, entrance exams, and scholarships for Higher Studies. Soft Copy of Hand book will be made available in the portal shortly.

10. DIRECTORY OF SCHOLARSHIPS: Each Career Guidance Unit will prepare a Directory of Scholarships available to students from various Government agencies and Voluntary Agencies: The directory will help the students who are financially challenged, to pursue their studies without much financial burden.

11. KERALA DIFFERENTIAL APTITUDE TEST (K-DAT): Kerala- Differential Aptitude Test Battery is a series of Test Process, designed to measure individual's aptitude in a particular career area. It helps students to identify their ability to learn or to achieve in different areas. It is helpful for students in choosing courses they want to pursue based on their strengths and weaknesses.

K-DAT, is a nearly three-hour test covering six key areas - Abstract Reasoning, Verbal Ability, Verbal Reasoning, Space Relations, Mechanical Reasoning, and Numerical Ability. Students interested in appearing for the exam can contact any Nodal Centers.

12. ONLINE APPLICATION: Career Guidance units will conduct a demonstration to fill Online Applications for various Degree Courses under Universities, CUET, NEET, JEE Main, KEAM and those for other Premier Institutes.

13. CAREER Hub: Career Guide should provide specific time on each week for students to clarify their doubts in a particular place

14. Monthly Magazine: A soft copy of a magazine containing career articles will be provided and the career Guide should make arrangements for taking the hard copy and to paste it in the career wall

15. DAILY DOSE: Department will provide General knowledge and current affairs tip on each working day except Exam time and this should be circulated among all class groups daily. A monthly online test should be conducted on the last working day of each month, allowing students to assess their own progress. (test link will be provided on last working day)

16. Career FM : A voice clip related to career will be provided twice in a week and should broadcast it through school public address system and its poster should be shown in the career wall

17. INTRODUCTORY TRAINING: Introductory training will be provided to the selected career guides to enrich and strengthen their efficacy

18. CAREER PORTAL: the Career portal must be introduced to all students to help them clarify their doubts and guide them towards informed choices. Website of Career Prayanam Portal is <https://careerprayanam.education.kerala.gov.in/>

III. EXPECTED OUTCOME FROM THE CAREER GUIDANCE UNITS

1. The students are able to select their courses based on their mental ability, aptitude and interests.
2. Students are equipped with scientific career planning and strategies.
3. The students are well informed with multiple career options after Higher Secondary Courses.
4. Students will be able to resolve conflicts among various aspects of career decision making.

5. The units will ensure that students are placed on right course or right career at the right time.

IV. ROLE OF CAREER GUIDES

The school level activities of Career Guidance units will be conducted through Career Guide in the school. The role of the Career Guide is,

1. Help students to identify and achieve their career goals.
2. Help students to develop the qualities that are needed to develop a successful career.
3. Identify sources of information and disseminate information on careers and life skills.
4. Develop career ambitions among students.
5. Enable the student to plan and chalk out their education and career path.
6. Guide the students to collect, organize and analyze information related to various courses and careers.
7. Recognize and respond to diverse needs students related to education and career planning.
8. Assessment of mental ability, aptitudes and interests of students.
9. Provide support for preparing for various entrance examinations.

V. RESPONSIBILITIES OF CAREER GUIDES

1. Conduct Career Awareness programme for Parents.
2. Setting Career Board/Corner in schools.
3. Conduct Career Day Celebration on August 1.
4. Conduct School wise test for District and State Level special programmes conducted by HSE
5. Utilize **Career Handbook**.
6. Conduct Career Guidance Class for Science, Commerce and Humanities by Career Guide.
7. Broad Cast Career FM Voice Clip on prescribed time and Script of the same should be pasted on the Career Board.
8. Prepare students for Competitive Exams like CUET
9. Conduct at least 3 unique programmes at School level, other than the mandatory programmes
10. Maintain Records
 - a) Activity Register
 - b) Account Register
 - c) Document File

d) Career Hub Register

11. Prepare and send Annual Report and Utilization Certificate to HSE on time; both e-mail and post.

12. Attend District and Educational-District Career Meeting Conducted by CG & AC.

A teacher who is selected as Career Guide of the Career Unit 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.**

Principal of the school should convene a special staff meeting and discuss the aims, objectives and activities of Career Guidance units among the staff. Activities of the unit should be conducted with support and participation of all staff of the school.

Principal can utilize the service of the trained persons for taking classes. Module of Class to be taken under Career Guidance is given as **Annexure -1**. Career Guide should provide the module to the faculty in advance and ensure that all the areas in the module are covered in the class.

After the conduct of the class, a detailed Report has to be made in the Activity Register. Career Guide has to fill the Activity sheet and should be kept for audit and monitoring purpose. Remarks and Signature of the Faculty is obligatory. Format of the Activity Sheet is attached as **Annexure -2**

The honorarium of the Career Guide has been issued along with school level activities. Principal should disburse the honorarium only after the completion of all programmes in the school.

List of schools with Career Guidance units and allotted fund along with the name of district is given in DHSE Portal. If any errors are noted in the name of district, the matter has to be informed to the Career Guidance and Adolescent Counselling cell through email: cgacdhse@gmail.com.

Allotments for school level activities have been issued in BIMS. Any school not received the allotment within 30th September should inform the matter to Career Guidance and Adolescent Counselling Cell through a letter or e-mail of the Principal before September 30.

Amount allotted to school should be fully utilized before 31 December. If the sanctioned amount was not fully utilized due to unavoidable circumstances, the balance amount should be refunded before 28th February and matter has to be reported to the State Co-ordinator with an explanation for not utilizing the amount.

A Consolidated Report of the activities of the Career unit should be submitted to the Director. Format of the Report will be published in the HSE portal.

All Career Guides should maintain following registers/Files

- a. Activity Register- To record the details of the programmes conducted by the unit.
- b. Accounts Register-To record all the accounts of the unit.
- c. Document File: To file important documents related to the Career units.

A monitoring team will be constituted in each district to monitor the activities of the Career unit. Any misuse of fund reported by the monitoring team will be viewed seriously.

Regional Deputy Directors are directed to monitor the activities of Career Guidance in each school.

A Monitoring team under the State Co-ordinator with staff of Higher Secondary Directorate will conduct monitoring of activities at selected schools.

SCHOOL CO ORDINATORS MUST REPORT ALL THE ACTIVITIES OF CAREER GUIDANCE TO THE Edl. Dt. CONVENOR PRIOR TO THE PROGRAMME

VI. DESIGN THE DESTINATION

Educational District Level Meeting

In higher secondary schools, Career guidance units are functioning to support the students for setting their goals and selecting proper career options. To equip and support the career guides in schools in the state who are leading the programmes, CG&AC is providing a one day orientation program in all educational district level.

Objectives:

- 1) To equip the career guides in guidance and counselling.
- 2) To provide information of different career options in humanities, commerce and science.
- 3) To provide information about short-term courses and new generation courses
- 4) To familiarise premier institutes, entrance examinations, admission procedure and various scholarships.
- 5) To familiarise career guidance activities of CG&AC.
- 6) To familiarise exemplary model activities in Kerala.

7) To equip the career guide for organising various career guidance

Programmes in school level.

8) To monitor the school level activities by state level team.

9) To help students for applying various entrance examinations.

Target group: Higher Secondary School Career Guides of the State.

Training method: One day Training programme with participatory approach.

Implementation: Educational District Level

Expected Outcome:

School Career Guide will be equipped to guide their students in a proper way for higher studies

Career Guides should be aware on various programmes and facilities provided by CG&AC.

Module and schedule of Design the destination:

Training module: Session 1- 10.00 – 1.00 (3.00 hrs)

Part A- Career Planning and Goal setting (20 mts)

Rapid changing world, Technological advancement, Diversity in options, Future changing career opportunities, Career mapping

Lead points: Aptitude, Interest, Ability, Personality, Skills, Values, SWOT Analysis, SMART Goal etc

Part B -Higher Studies Options in Various Disciplines (60 mts)

Science - Pure Science, Medicine and Allied courses, Allied and Healthcare courses, Engineering and Technology, Information Technology, Architecture, Marine Engineering, Pilot etc

[NEET, JEE, CUET, KEAM, IISER, NISER, IISC, CUSAT, IMU, ISI, CMI, AIISH, NISH, AFCAT, Integrated programs)

Commerce - Accounting, Finance, Management, Administration, Computer application, Actuarial science, Banking, Insurance, Logistics etc

(B.Com, CA, CMA, CS, ACCA, CIMA, BCA, BBA, IPM, Banking, Insurance etc)

[CSEET, IPMAT, JIPMAT etc]

Humanities - History, Economics, Political science, Sociology, Geography, Geology, Language studies, Designing, Hotel management, Social work, Travel and Tourism, Law, Journalism and Mass Communication, Fine Arts etc

Short term courses - (10 mts)

Polytechnic, ITI, Food Craft Institute, Homeo Pharmacy, Marine Courses, Ayurveda Pharmacy, Nursing, JDC, HDC, Paramedical Diploma courses, Aviation, Library science, Hand loom Technology, Printing Technology, Leather Technology, Plastic Technology, Computer Courses, etc.)

[KELTRON, CDIT, CAPT, LBS, RUTONICS, IIIC etc]

New generation courses- AI, Robotics, Cloud Computing, Cybersecurity, Data Science, Ethical hacking etc

Premier institutions and entrance examinations– (20 mts)

Central universities, IIT, NIT, IIIT, IISC, IIM, IISER, NISER, ISI, CMI,

IISC, IIST, NISH, AIISH, AIIMS, JIPMER etc

CUET, NEET, JEE, KEAM, CLAT, NCHM-JEE, NID DAT, NIFT, UCEED, IPMAT, NATA, KLEE, IMU-CET, CUSAT-CAT etc

University admission, ITI, Polytechnic, Nursing and Allied Health Care admission etc

Entrepreneurship – (10 mts)

Mindset/Skill development/Strategic planning/Networking/Govt. Agencies – Start up India, Kerala start up mission, MSME, PMKVY, SVEP, YIP etc

Scholarships - (10 mts)

Types of Scholarships, Scholarships Examinations, Eligibility, Scholarships Portals etc

Study abroad - (10 mts)

Country based best Universities – Admission procedure, Scholarships, Challenges, Recruiting agencies [ex: ODEPEC]

Competitive examinations – (10 mts) UPSC,

SSC, KPSC , RRB, IBPS, NDA&NA etc

Four year undergraduate programmes - (10 mts)

NEP 2020/Flexibility/Multi-disciplinary learning/Multiple exit options/Academic bank of credits/Pause and Resume education.

DISCUSSION (20 mts)

Session 2- Inauguration (1.45 – 2.30)

Session 3- [Handled by Educational District Convenor] (2.30–4.00)

1. Activities of CG&AC

Educational District Level Planning Meeting, Introductory Training for new career guides, Trainers Training Programme, K-DAT Nodal Teachers Training, National Level Training Programme, Key To Entrance, QIP, DISHA, Mini DISHA etc.)

2. Activities of CG&AC at School Level:

Focus Point [After SSLC &+2], K-DAT – Test Administration And Counselling, Career Day Celebration, Career Planning- Orientation Programme, Career Classes For Science, Commerce, Humanities Batches By Career Guide, Career Club, Introduction To CG&AC YouTube Channel, Career Hub, Career FM, Formation Of Career Student Co Ordinators, School Level Expo, Career Magazine, Career Hand Book, Career Wall, Daily Dose, Monthly Magazine, SITAR, ,Innovative Programmes.

3. In August month two students group must be equipped by giving a project work with at least two areas from the following list. One students group consists of 5 students.

1. Medical, 2. Architecture and Designing, 3. Engineering, 4. Polytechnic and ITI
5. Short term Courses, 6. Paramedical Degree & Diploma Courses, 7. Science
Research and Institutions, 8. Commerce, Chartered and Management Courses
9. Humanities and Higher study Options, 10. Uniform Forces in State and Career, 11.
Competitive Examinations, 12. Entrance Examinations after +2, 13. Abroad Studies,
14. Art and Physical Education, 15. Livelihood Opportunities for Differently abled
Students

Documents: MONITORING AND EVALUATION

Activity Register

Accounts Register

Document File (Feed Back Forms, Programmes Circular, Posters Etc)

Career Hub Register

Minutes Book

Annexure - 1

MODULE FOR CLASS ON SCHOOL LEVEL CAREER GUIDANCE (Class to be handled by Career Expert) CAREER NAVIGATION

Introduction

Choice of Career plays an important part in one's life. Career is not a chance but a choice. Students must be able to explore themselves and to find out wide varieties of career opportunities in the ever changing current world scenario. Higher secondary course is a period of career decision making in a student's life. This session will help a student to identify himself/ herself and to plan his/her career.

An amount of Rs. 2000/ will be provided up to 3 batches for one session and Rs. 4000/ for above 3 Batches, to conduct Two Sessions.

Aims and Objectives

1. To enable the student to identify the need and importance of career planning.
2. To help them to understand the significance of Career Development.
3. Career trend Analysis.

4. To help students to identify the factors like aptitude, interest, values and personality.
5. To help students to connect the educational and career opportunities with their goals
6. To set a meaningful goal / goals and make an action plan to achieve it.
7. To provide information on services by CG&AC
8. To Enable students to be self-motivated.

Methodology: Interactive Presentation, Lecture method, Case study, Group discussion, Role play etc.

Suggested tools & Resources: Career planning worksheet, Slide presentation, Video clips, Handbook of career guidance, Periodicals, CG&AC YouTube channel, Career Prayanam Portal etc...

Duration of the session: 2.30 Hours

CONTENT

1 Need and Importance of Career Planning . 15 Mts

- a. **World of Opportunities** – Multiple choices in careers/Opportunities for personal and professional development/Ability to investigate and discover new possibilities
- b. **Dynamic Mindset** – Adaptability/Resilience/Open mindedness/Flexibility
- c. **Prioritisation** – Career Goal alignment/Focus/Optimise work life balance
- d. **Ever Changing Career Scenario** – Shifting job requirement/Changing Skill Demands/Network and Build relationship
- e. **Portfolio Career**- Managing multiple streams and roles
- f. **Upskilling and Reskilling** - Skill Acquisition for better Career

2. Career Trend Analysis 10 Mts

- a. What is Career?
- b. Recent trends in Career – Continuous learning/Rise soft skills along with technological proficiency/gig economy and Entrepreneurial mindset/Hybrid work model/Flexible work arrangement.

3. Identifying Personal Factors for Career Decision making-

20 Mts

a. **Aptitude:** Inner potential of an individual

(K-DAT -Aptitude Measuring Tool: - Abstract Reasoning, Verbal Ability, Verbal Reasoning, Space Relations, Mechanical Reasoning, Numerical Ability) **[List out the K-DAT centers of nearby schools]**

b. **Interest:** Inclination towards a particular Job

c. **Skill match:** Align skills and abilities with specific careers

d. **Blissipline** – Happiness and Fulfillment

e. **Personality Traits** – Howard Gardner, RIASEC Test by Holland

f. **Needs and Deeds-** Requirements and Actions [Ex:Family background]

g. **Values:** Social/Cultural/Moral values

h. **Scholarship/ Knowledge on Opportunities** (To be handled by Career Guide/ gathered by students)

4. Steps in Career Planning

10 Mts

Self-assessment, Career exploration, Goal selection, Decision-making, Taking action

5. SWOT Analysis

15 Mts.

Matching students personal factors with the educational and career opportunities

6. SMART GOAL - Specific, Measurable, Achievable, Relevant, Time Bound

Short term, Long term career goal, Alternate goal, Career path

15 Mts

7. Introduction to Career Options in Various Disciplines

40 Mts

Science - Pure Science, Medicine and Allied Courses, Paramedical Courses, Engineering and Technology, Information Technology, Architecture, Marine Engineering, Pilot, Teaching etc

Commerce - Accounting, Finance, Management, Administration, Computer Application, Actuarial Science, Banking, Insurance, Teaching etc

Humanities - History, Economics, Political Science, Sociology, Geography, Geology
Civil Service, Designing, Hotel management, Social work, Tourism, Law, Journalism and Mass Communication, Language Studies, Teaching etc

Short term courses- Polytechnic, ITI,GCI,Food Craft Institute, Pharmacy, Nursing, JDC,HDC,
Paramedical Diploma courses, Computer Courses etc

Competitive examinations -UPSC,SSC,KPSC,RRB,IBPS,NDA&NA etc

New generation courses – AI,Robotics,Cloud Computing, Cybersecurity, Data science,
Ethical Hacking etc

Important Entrance Examinations – CUET, NEET, JEE, KEAM, CLAT, NCHM-JEE, NID ,DAT,
NIFT,UCEED, IPMAT, NATA, KLEE, IMU CET, CUSAT CAT etc

7. Introducing Key Initiatives of CG&AC - K -DAT, Career FM, SITAR, DISHA, MINI DISHA, Career
Prayanam portal[www.careerprayanam.education.kerala.gov.in], **YouTube channel**, Career
Wall, Career Hub, Daily Dose, Monthly Magazine, Career Handbook, Career Library etc

8. Working with Career Planning Worksheet **5 Mts**

9. Stay motivated- Conclusion **5 Mts**

10. Discussion, Clarification of doubts and Evaluation: **15 Mts**

ANNEXURE. II

**GOVT OF KERALA - DIRECTORATE OF GENERAL EDUCATION
HIGHER SECONDARY WING
CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL
Student Evaluation Sheet for Career Planning Session in Schools**

Name of School with School Code :

Name of Faculty :

Date of Class :

1. What are the factors you will consider while selecting a career?

1.

2.

3.

4.

2. List out the steps to develop your Career?

1.

2.

3.

3. What is your Career Goal?

4. From where you will collect career information?

1.

2.

.....

5. Rate the Training programme?

a. Presentation by faculty

Excellent ☐

Very good ☐

Good ☐

Satisfactory ☐

b. Process of career planning

Excellent ☐

Very good ☐

Good ☐

Satisfactory ☐

6. Write an overview of the program in brief:

Name of Student :

Class

Place:

Date:

VII. കരിയർ ഡേ ദിനാഘോഷം

എല്ലാവർഷവും ഓഗസ്റ്റ് ഒന്നാം തീയതി സംസ്ഥാനത്തെ എല്ലാ ഹയർസെക്കന്ററി സ്കൂളുകളിലും കരിയർ ഡേ ആയി ആഘോഷിക്കുന്നു.

കരിയർ ദിനാഘോഷത്തിന്റെ ഭാഗമായി സംസ്ഥാനത്തെ എല്ലാ ഹയർസെക്കന്ററി വിദ്യാലയങ്ങളിലും ജൂലൈ 30 ആം തീയതി ചൊവ്വാഴ്ച സ്റ്റാഫ് മീറ്റിംഗ് നടത്തുകയും കരിയർ ഡേ യുടെ മുന്നൊരുക്കം നടത്തേണ്ടതുമാണ്. അന്നേദിവസം വിപുലമായ രീതിയിൽ കരിയർ ഡേ സെലിബ്രേഷൻ നടത്താൻ ആവശ്യമായ കാര്യങ്ങൾ ചുവടെ ചേർക്കുന്നു.

1) അന്നേദിവസം മുഴുവൻ വിദ്യാർത്ഥികളെയും ഉൾപ്പെടുത്തി കൊണ്ട് സ്കൂളിൽ കരിയർ ഡേ ആഘോഷം നടത്തേണ്ടതാണ്.

2) ഒന്നാംവർഷ വിദ്യാർത്ഥികൾക്ക് കരിയർ ഗോൾ സെറ്റിംഗ് എന്ന വിഷയത്തിൽ കരിയർ ഗൈഡ്/നിശ്ചയിച്ച ആൾ, ഒരു മണിക്കൂർ നീണ്ടു നിൽക്കുന്ന ഒരു ക്ലാസ്സ് നൽകേണ്ടതാണ്.

3) ഏതെങ്കിലും ഒരു വിഷയത്തിൽ, അതുമായി ബന്ധപ്പെട്ട ഒരു വിദഗ്ധൻ അല്ലെങ്കിൽ കരിയർ മേഖലയിൽ വിജയം വരിച്ച ഒരു പൂർവ്വ വിദ്യാർത്ഥിയെ ക്ഷണിക്കുകയും ആ മേഖലയെപ്പറ്റി അവബോധം കുട്ടികൾക്ക് കൊടുക്കേണ്ടതുമാണ്.

4) കരിയർ ഗൈഡ്, CG&AC യുടെ വിവിധ പ്രവർത്തനങ്ങളെപ്പറ്റിയും ലക്ഷ്യങ്ങളെപ്പറ്റിയും അവബോധം നൽകേണ്ടതാണ്. (K -DAT, Career FM, SITAR, DISHA, MINI DISHA, Career portal, YouTube channel, Career Wall, Career Hub, Daily Dose, Monthly Magazine, Career Handbook, Career Library etc)

പ്രിൻസിപ്പൽമാർ മേൽ പറഞ്ഞ കാര്യങ്ങൾ ശ്രദ്ധിക്കേണ്ടതും എല്ലാ സ്കൂളുകളിലും നടത്തിയെന്ന് ഉറപ്പുവരുത്തേണ്ടതുമാണ്. ഏതെങ്കിലും സ്കൂളുകളിൽ ഈ പ്രോഗ്രാം നടക്കാത്ത പക്ഷം അക്കാര്യം ഡയറക്ടറേറ്റിൽ അറിയിക്കേണ്ടതാണ്.

VIII. Innovative Programmes

1. Project : Industry/Service Sector Research

The Students selected at the school level, visit the industries under the supervision of teachers and study their work and submit a detailed report to enhance them.

Introduction:

In today's rapidly evolving world, we believe that students deserve more than just a traditional education. They deserve opportunities to explore, create and innovate. Our innovative programs are designed to unlock the full potential of young minds, fostering a community of curious, creative and critical thinkers.

Objectives :

- * Develop critical thinking, creativity and problem solving skills
- * Foster entrepreneurship, innovation and risk-taking mindset
- * Enhance collaboration, communication and teamwork skills
- * Provide mentorship and guidance from industry experts and professionals

Outcome

- * A pitch presentation or exhibition showcasing innovative business ideas, products, or services developed by student entrepreneurs.
- * A written business plan or executive summary outlining market research, target audience, marketing strategies, financial projections, and operational plans.
- * A reflective journal or portfolio documenting the entrepreneurial journey, including challenges, lessons learned, and achievements.

Committee formation : Form a committee with the leadership of Principal and PTA. Career guide and two teachers should be included in the committee.

Introduce at the Staff meeting : The programme should be presented at the staff Meeting and get approval.

Visit Industries : Teachers visit and list any one industry.

Topic Explanation at The Class level

Aptitude Test : conduct an aptitude test on entrepreneurship for needy students. Tools will be provided by CG & AC state cell.

Team Formation: Select 5 students based on the aptitude test.

First Visit by Students : Students visit and observe the works of concerned industries.

Evaluation : after 10 days, students evaluate their works in the presence of concerned teachers.

Expert Class : conduct a class on an innovative project by an expert in this field

Second Visit : Students visit a second time and evaluate their works based on the information given by the expert class.

Third Visit : Students conduct a final visit to the industries and provide suggestions for improvement.

Final Presentation : After the third visit, the students present their final report in the presence of representatives from the concerned industries. It helps the students and industries to enrich themselves.

Award : The district selects the best project and gives an award.

IX. MINI DISHA

GUIDELINES 2025-26

Preliminary Planning and Various Committee Formation must be done at the Educational District Level Meeting of Career Guides

Committees to be formed

1. Publicity Committee
2. Seminar and Faculties Management
3. Institution and Stall Allocation
4. Registration and Management of Participants
5. Reception, Refreshment and Food
6. Certificates and Finance
7. K DAT
8. Career Counsellors Committee
9. Transport Accommodation and Discipline
10. Stall Arrangement, Light and Sound

Registers to be maintained

1. Accounts- Bills and Vouchers
2. List of Participating Institutions
3. Visitors Diary
4. Minutes Book

Seminar Schedule

Day 1

1. Recent Trends in Career
2. Study Abroad

Day 2

3. Twenty-first Century Skills
4. entrepreneurship

Budget

₹ 75000.00

Changes to be noted

1. 16 Stalls to be run by CG&AC
 1. Medical
 2. Architecture and Designing
 3. Engineering
 4. Polytechnic and ITI
 5. Short term courses
 6. Paramedical Degree and Diploma
 7. Science – Research Institutes
 8. Commerce - Management and Chartered Courses
 9. Humanities
 10. Uniform forces
 11. Competitive Exams
 12. Entrance exams – After Plus Two

- 13.Study Abroad
- 14.Art & Physical Education
- 15.Options for Differently Abled
- 16.CG & AC Stall

2. Each Stall to be Managed by one Trained Teacher, assisted by trained students
3. Ensure the Participation of at least one student from the concerned field College NSS Units help can be sought
- 4 Online training will be given to the concerned teachers
- 5 Opportunities for presenting Research papers in each Edl Districts
- 6 K-DAT should be done for minimum 40 students
- 7 Monitoring team comprising Educational District convener and two senior career guides from other Educational District must visit the venue and submit the report to CG & AC state cell
- 8 Tentative Date

| Date | Sub District |
|--------------------|--|
| 12,13 Sept 2025 | Neyyattinkara, Kanjangad, Ernakulam, Tirur, Wayanad |
| 19,20 Sept 2025 | Thiruvananthapuram, Alappuzha, Thodupuzha, Mannarkad, Kozhikkode |
| 26,27 Sept 2025 | Attingal, Maveilkkara, Kanjirappalli, Aluva, Kannur |
| 03,04 Oct 2025 | Kollam, Iringalakkuda, Cherthala, Muvvattupuzha, Malappuram |
| 10,11 Oct 2025 | Punalur, Kottayam, Chavakkad, Taliparamba, Palakkad |
| 17,18 Oct 2025 | Pathanamthitta, Pala, Thirurangadi, Ottappalam, Kasargod |
| 24,25 Oct 2025 | Kuttanad, Kattappana, Wandoor, Vatakara, Kothamangalm |
| 31Oct, 01 Nov 2025 | Thrishur, Thamarassery, Thalasseri, Kaduthuruthi |

9. Checklist for Educational Dist conveners

July

1. Preliminary discussion and various committee formation during the Design the Destination meeting of career guides
2. Fix the venue
3. Assign the duties to each committee

August

1. Student volunteer preparation with the help of career guide
 - Give assignment to students group, One group five students, One school two topics
 - Ensure that all the 15 Stall topics have been taken by the schools
 - Handpick sufficient volunteers from schools
2. Handpick a current student from the respective field for 15 stalls, The help of NSS unit in the respective institutions may seek
3. Handpick sufficient career Guides to Manage 15 stalls and K-DAT
4. Ensure that all the committees are functioning in proper way and in time

September

1. Final review should be done in the first week

X. DISHA

HIGHER STUDIES EXPO

Introduction

DISHA is a prestigious educational exhibition organized by the Directorate of General Education, Government of Kerala. It stands as a landmark initiative in the field of career guidance and related domains. A wide range of premier institutions from the government sector participate in this exhibition, setting up stalls and engaging with visitors through their representatives. Students from across Kerala visit the exhibition to explore diverse career opportunities in various fields and to gain familiarity with renowned institutions from across India.

In order to strengthen and diversify the opportunities offered through DISHA, we are proposing the addition of more institutions and activities that reflect the evolving aspirations of students and young professionals. This expansion aims to provide comprehensive exposure to various career paths, both within India and out side India.

Proposed New Institutional Stalls

In addition to the existing stalls, the following institutions are proposed to be included, considering their relevance and popularity in the current career scenario:

- All India Institute of Medical Sciences (AIIMS)

- Armed Forces Medical College (AFMC)
- JIPMER pondicherry
- Civil Service Academy, Mussoorie
- Commercial Institute
- Fire Service College
- Railway Institute
- Air Force
- Footwear Design & Development Institute (FDDI)
- One specifically designed stall for internationally reputed Universities with live sessions in virtual mode from abroad.

Topics to be Covered – DISHA Seminar Hall (500 capacity)

The following career domains and emerging fields will be covered through interactive sessions and expert talks.

- Cinema
- Media
- Civil Services
- Cyber Security and Investment
- Children with Special Needs
- Design
- Career Opportunities Abroad
- Liberal Arts
- Defence – All Three Wings
- Pilot, Air Traffic Control (ATC) & Crew Careers
- Chartered Courses
- Emerging Trends in Career
- Fitness Industry
- 21st Century Career Skills
- B.Voc Courses

New Seminar Topics

In addition to the above seminar topics, the following new items are proposed to enrich the sessions:

1. A Talk Show — featuring a pilot, an Air Traffic Controller (ATC), and a cabin crew member to provide insights into aviation careers.
2. Radio Jockey Session — for students interested in media and communication.
3. Marine Courses Overview — introducing opportunities in the marine and shipping industries.

XI. INTERNATIONAL CAREER CONCLAVE (ICC)

Introduction

To mark a significant milestone, we propose the launch of the International Career Conclave (ICC), a new chapter in the history of DISHA. The ICC is designed as an academic platform to encourage research, knowledge sharing, and career exploration at an international level.

Program Details

- Duration: Three days (excluding the starting and closing days of DISHA).
- Sessions: Six sessions in total — two sessions per day.
- Morning Session: 10:00 AM to 1:00 PM
- Afternoon Session: 2:00 PM to 5:00 PM

Paper Presentations

Total Presentations: 30 academic papers will be presented.

Category-wise Breakdown:

- 5 Research Scholars from Kerala
- 5 Higher Secondary Students
- 5 Career Guides
- 5 Teachers (other than Career Guides)
- 10 Presenters from outside Kerala (including 2 from abroad)

Presentation Time

- 20-minute presentation + 5-minute discussion for each paper.

Keynote Presentations

In addition to the academic presentations, six keynote speeches will be organized:

- 4 Keynote Speakers from Kerala
- 2 Keynote Speakers from outside Kerala

Time Frame:

- 45-minute presentation + 15-minute discussion per keynote.

Venue

The conclave will be hosted in a soundproof hall with a capacity to accommodate 100 delegates. The venue will feature a professional presentation stage ensuring a high-quality experience for both presenters and attendees.

Certification & Awards

- Certificates: All participants of the conclave will receive certificates.
- Awards: The best presentations in each category will be selected by an expert jury and awarded accordingly.

Important Dates

- Last Date for Submission of Synopsis: 31st July 2025
- Last Date for Submission of Final Paper: 15th August 2025

Seminar and Paper Presentation Details – International Career Conclave

Suggested Topics for Paper Presentations

Participants may submit research papers under the following broad themes:

1. Technology and Data
Data Science, Artificial Intelligence, Machine Learning, Cyber
Security and Cloud Computing
2. Sustainable and Green Industries
3. Entrepreneurship and Start-up Ecosystem

4. One Health and Healthcare
5. Sports and Fitness
6. 21st Century Career Skills
Professional Networking, Human-centric Skills in the Age of AI,
Continuous Learning and Upskilling.
7. Digital Transformation Across Industries
FinTech, Industry 4.0, IoT, HealthTech, EdTech
8. Gig Economy and Alternative Work Models
9. Content Creation
10. Agri-Tech

Keynote Addresses

Renowned industry leaders, entrepreneurs, academicians, and policy experts will deliver keynote addresses.

Proposed list of Guests.

Mr. Murali Thummarukudi, Mr. Santhosh George Kulangara, Mr. M.A. Yousuf Ali, Mr. PC Musthafa (ID Fresh), Mr. Javed K. Hassan (Nest Group), Ajmi Group Representative, Mr. Faisal Kuttikolan(**KEF Holdings**), Dr. Ravi Pillai, Mr. Omar Abdul salam (EDAPT), Mr. Raul Aju John, Prof. Pulleppra Balakrishnan, Dr. Aneesh V. Pillai (Law), Faculty from IIIT/Digital University, Mr. Shubhanshu Shukla, Dr. K. Jayakumar, Mr. Benyamin, Ms. Vasuki IAS, Experts from ISRO/IIST/IISER, Mr. Joby Mathew

GUIDELINES FOR FINALISING THE ABSRACT AND FULL PAPER

The author of the paper are requested to adhere to the following as applicable to their paper.

1. Kindly avoid putting the Conference 'theme or sub-theme as your Paper Title'. You may choose a specific title according to your context and activity/inputs.
2. Limit your abstract to 120 words (not more than 2 pages) and the full paper to 1000-2000 words (not more than 10-12 pages) in MS Word with Times New Roman 12 font size, 1.5 line spacing and alignment left.
3. Avoid sending PDF document.
4. The abstract should reflect the purpose, aims/objectives, target group.

5. The full paper should be organised in the following format: Title, introduction, aim/objectives, target group, content conclusion, references and acknowledgement.
6. Proper language editing may be done before finalising and sending.
7. Avoid repetition of the statements/paragraphs in the text, unless it is essential in the paper.
8. All the paper presenters should provide a self-declaration regarding the originality of the papers and free of plagiarism at the end of the paper. Authors are requested to kindly finalise the paper fully aligned with the above guidelines.

Participants are encouraged to maintain originality and relevance, and to align their work with the theme of the National Career Conclave.

Conclusion

This proposal aims to position DISHA as a dynamic, relevant, and future-ready platform that provides students and professionals with exposure to a wide range of career opportunities and academic insights. The addition of the International Career Conclave (ICC) will set a new benchmark and open avenues for cross-border collaboration and knowledge exchange. A separate committee should be formed for ICC by state Coordinator.

XII. SITAR 2025-26

Area : DESIGNING

Steps: 1. School level screening

Select two students from each school using the tool provided.

Steps:2. Educational District level screening (One day programme)

F N: Orientation Session: Designing, Its scope, Opportunities Institutes and entrance exams(NID, UCEED, NIFT, KSID BDes, BA Multimedia, BA Animation etc.). Short term designing courses like Garment, Footwear, Interior designing etc.

AN: Screening Test

(Selects 10 students from each educational district with the help of expert)

Steps: 3. District level screening:

- Orientation Session on Designing
- Selection Process

Select one student from each educational district with the help of expert team.

Steps:4. State level programme of 5 days in state level institute

Steps:5. National level programme of 5 days in national institute.

XIII. INTRODUCTORY TRAINING FOR CAREER GUIDE - 2025-26

In Higher Secondary Schools, Career Guidance units are functioning to support the students in setting their goals and selecting proper career options. To equip and support the career guides who are leading the programs in schools, CG&AC is providing 3-day Introductory Training programme for Career Guide. This Academic year we plan to give introductory training for 40 career guides in 4 regions. A total of 160 Career Guides will be equipped in this academic year.

Objectives:

- 1) To realise the need and importance of career guidance in higher secondary schools.
- 2) To equip the career guides in guidance and counselling.
- 3) To familiarise career planning and goal setting.
- 4) To provide information on different career options in Humanities, Commerce, and Science.
- 5) To familiarise career guidance activities of CG&AC.
- 6) To familiarise exemplary model activities in Kerala.
- 7) To equip the career guide for organizing various career guidance programmes at school level.
- 8) To enable the career guide for proper documentation of school level activities.

Target Group:

Higher Secondary School Career Guides of the State.

Training Method:

Three Day residential training programme with participatory approach.

TRAINING MODULE:

Pre Activity:

Prepare a brief note on “Role of a teacher as a career guide”. (Maximum two pages). Submit it at the time of registration.

Day 1

9.30 – 10 AM Registration & submission of pre activity report.

10.00 -10.30Inauguration

Session: 1. Need and Importance of Career Guidance Units in Higher Secondary Schools & Career Guidance and Counselling.

10.30 – 1.00 (2.30 Hrs)

(Group-wise discussion method)

Lead Points: Rapid changing world, Technological Advancement, Complexity in options, Changing career opportunities, Career Mapping, etc.)

Guidance, Counselling, Guidance v/s Counselling, Do's and Don'ts of Career Counselling

Session 2 : Career Planning and Goal Setting

02.00 – 05.00 Session (3 Hrs)

(Activity Oriented method):

Lead Points: Career Planning, Career v/s Job, Factors affecting career choice- Aptitude, Interest, Skills, Personality, Family, Values, Financial requirements, A systematic SWOT Analysis (with a proper document), Goal setting etc.

Session: 3. Short Term Courses

6.00 – 8.30 (2.30 Hrs)

ITI, Polytechnic, Food Craft Institute, Ayurveda and Homeo Pharmacy, Ayurveda and Homeo Nursing, JDC, CIPET, Library Certificate, Handloom Technology, Printing Technology, Leather Technology, Footwear Technology, Fire and Safety, Animation, IIC, C-APT, KELTRON, LBS, PMKVY, RUDSET, Computer Courses etc

DAY 2

Session : 4. Career Options in Science

08.30 – 11.00 AM (2.30 Hrs)

(Topics: Medical, Allied Courses, Nursing and Allied Health Courses, Engineering, Integrated Programs, Related Entrance Exams, FYUGP, ITEP, CUET etc.)

Session 5: Study Abroad

11.00 – 01.30 (2.30 Hrs)

(Countries, Universities, Courses, Admission Procedure, Scholarships, VISA, Qualifying Test, Challenges etc)

Session: 6. Career Options in Humanities

2.30 - 5.00 (2.30 Hrs)

(Topics: Law, Journalism and Mass Communication, Language Studies, Economics, History, Political Science, Social Work, Sociology, Psychology, Archaeology , Travel and Tourism etc.. Integrated Courses, ITEP, Premier Institutes like JNU, Delhi University, EFLU, GIPE, TISS, BHU, AMU, JMI, NDA, RIE, National Law Universities, and Related Entrance Exam etc.)

Session: 7. School Level Innovative Activities

6.00 – 8.00 (2 Hr)

(Presentation of slides/videos of various innovative activities of Specific Schools)

Assignment: Prepare 10 slides on job oriented competitive exams such as KPSC, UPSC, SSC, IBPS, RRB etc.

8.30 – 9.30 Cultural Programs

Day 3

Session 8. Career options in Commerce

8.30 – 11.00 (2.30 Hrs)

(Eg: B.Com, BBA, CA, CMA, CMA-US, CS, ACCA, IPM, Aviation, Logistics, Travel and Tourism, Hotel Management, Banking, Insurance, Stock marketing, National and Premier institutes like IIM, IIFT, IIM, IITTM, KITTS etc. Related Entrance Exams: IPMAT, NCHM JEE.....)

Session : 9 : Scholarships and Educational loans

11.00 – 1.30 (2.5 Hrs)

(E-Grantz, Jilla Merit, State Merit, Inspire Scholarship, Snehapoorvam, Prathibha, Merit Cum Means etc)

Session : 10. Activities of CG & AC in schools : Familiarising Career Prayanam Portal and Hand Book

2.00 – 4.00 (2. Hrs)

(A Session on Career Planning, Classes on Science, Commerce, Humanities, Career Hand Book, Yojana, SITAR, Focus Point, K-DAT, DISHA, Career Club, Career FM, Career Wall, Ednl Dt Level Mini DISHA, etc.)

Method of proper documentation of school level activities

4.00 – 4.30 Evaluation and Feed Back

4.30: Closing Ceremony

Post activity:

Prepare a document on any one premier institute/competitive exam and share in the concerned trainers Whatsapp group within two weeks.

XIV. MODULE FOR CAREER ToT

**(Only for Career Guides who completed Introductory Training)
(4 DAYS RESIDENTIAL WORKSHOP)**

AIMS AND OBJECTIVES:

1. Developing the Presentation skill among Career Guides.
1. Equip Career Guides to guide students on different scholarships and Online Registration process.
2. Improve career information among Career Guides
3. Transforming Career Guide as a Trainer.
4. Develop the Career Guide as motivator among students and coworkers.
5. Improve communication skills.
6. Equip Hunting of Digital Information.
7. To Ensure individual Career Counselling capacity
8. To identify the benefits and challenges of study abroad and procedures of admissions.

Target Group:

Higher Secondary Career Guides of the State only those who completed 3 days introductory training conducted by CG&AC.

Training Method:

Four Days residential training program with participatory approach.

Pre Activity:

Prepare a brief note on “Innovative career programs in Schools”. (maximum two pages). Submit it at the time of registration.

Day 1

9.30am – 10 am Registration & Submission of Pre Activity report.

10.00am -10.30am Inauguration

10.30 - 10.45 Tea break

Session: 1. 10.45 am- 1.15 pm (2.30 Hrs)

Advance Courses & Premier Institutes, Competitive Examinations for Science:

Course Oriented, Job Oriented, Premier Institutes, Career Options- General, Short-Term Courses, Allied Health Science Courses, New Generation Courses, Recognition of Courses and Statutory Bodies such as AIIMS, IITs’, NITs’, NISER, IISER, IISc, IIIT, IIST, CMI, ISI, JAM, JEST.....

Furnish Application Submission, Allotment process of each in detail

Session: 2 . 2 pm- 5 pm (3 Hrs)

Advance Courses & Premier Institutes, Competitive Examinations for Commerce & Humanities:

Pure Social Science, Specific Subjects, Language Studies, Entrance Examinations- Course Oriented, Job Oriented, Premier Institutes, Career Options, Short Term Courses, Recognition of Courses and Statutory Bodies, such as Central Universities, Deemed Universities, IIMs, IPMAT, JIPMAT, CLAT, KLEE, AILET, NCHMCT, ITEP, NID DAT, UCEED, NIFT,....

Furnish Application Submission, Allotment process of each in detail

Session: 3. 6.00 pm- 8.30pm (2.30 Hours)

FYUGP, Central universities and CUET – Exam pattern, admission process, opportunities and challenges

8.30 PM. Dinner
Day 2

Session 4. 9.00 am- 11.30 am (2.30 Hours)

Abroad Studies:

Country based best Universities, Ranking & Ranking Methods, Admission procedure, Scholarships, Challenges (elaborate details like financial security statements to be produced,)

IVY LEAGUE UNIVERSITY, Q 9 UNIVERSITIES, THE GUARDIAN UNIVERSITY RANKINGS, QS WORLD UNIVERSITY RANKING, TIMES WORLD EDUCATION RANKING, CREDENTIAL EVALUATION SYSTEM, SOP PREPARATION, US MEDICAL ADMISSION, LICENSING BODIES, MEDICAL (SPECIFY COUNTRIES AUSTRALIA, US, NEWZEALAND, CANADA, UK), NCLEX, OET, TOEFL, IELTS, GRE, GMAT, SAT, ACT....

Session 5 : 11.30 am- 1.30 PM (2.00 Hours)

TECHNOLOGY FOR CAREER GUIDANCE

Effective use of AI Tools & Career websites in Career Guidance

Session: 6 2.30 pm- 5.00 pm (2.30 Hours)

Effective Presentation:

Body Language, Opening body and conclusion of presentation, Verbal aspects of an effective presentation, know Your Audience.....

Session 7 . 6.00 pm- 8.30 pm (2.30 Hours)

Scholarships & Loans: -

Need and Importance, Types of educational loans in India & Abroad ,Scholarships , Scholarships Examinations, Eligibility, Familiarizing Scholarship portals

8.30 pm Dinner

Day 3

Session 8. 9.00 am -11.30 (2.30 Hours)

Training cycle: - Various aspects related to soft skill Training, Effective communication, Decision making, Creative thinking.....

Session 9. 11.30 am -1.30 pm (2.00 Hours)

Training Techniques: Ice breaking, Games, Use of Audio Visuals and ICT in Training,

Session 10 2.30 pm -5 pm (2.30 Hours)

Trainer Vs *Speaker*: - Transformation of a speaker into a Trainer, The image of Trainer, Interactive approach, Audience engagement, assessment and feedback.

Session 11. 6.00 pm -8.00 pm (2 Hour)

Assignment (Individual Activity):

Prepare a PPT on a Career (Topic will be Given by RPs)

9.00 pm Cultural Programme

Day 4

Session 12. 9 am-11.30 am (2.30 Hours)

Training Methods: Group Discussion, Discussion leading, case study, role play...

Session 13 11.30 am – 1.30 pm (2 Hours)

Presentation :

Presentation of PPT Given as assignment on the Previous Day

**Session 14
2.30 pm -4.30 pm (2 Hour)**

Evaluation & feedback, Closing Ceremony

Post Activity :

Collect Information Brochure (IB) of Premier/National Institutions and prepare and present in an online session (Google/Zoom meet)

XV. MODULE: K-DAT ADMINISTERING NODAL TEACHER'S TRAINING (3 Days)

Pre requisite:

1. Introductory Training Attended Career Counsellors
2. A Google form based Quiz on career information and counseling

Objectives :

1. Comprehend the holistic assessment paradigm in career counseling.
2. Differentiate between aptitude, personality, and vocational interest constructs.
3. Familiarize with the concept of psychometric assessments
4. Grasp the KDAT's purpose, structure, Test batteries and their interpretations
5. Master KDAT administration protocols including pre test & post-test counseling.
6. Develop proficiency in KDAT score interpretation.
7. Effectively communicate KDAT results to stakeholders.
8. Synthesize KDAT results with other assessment data, such as personality traits and vocational interests, to inform comprehensive career counseling.

KERALA DIFFERENTIAL APTITUDE TEST (K DAT) PROGRAM SCHEDULE

DAY – 1

| | |
|------------------|--|
| 9.30 – 10.00 AM | REGISTRATION |
| 10.00 – 10.30 AM | INAUGURATION |
| 10.30 – 1.00 PM | ICE BREAKING, APTITUDE BASED CAREER PLANNING |
| 1.00 – 1.30 PM | K DAT – TEST INTRODUCTION, CREATING USER ID |
| 02.00 - 5.00 PM | K DAT TEST PROCESS FAMILIARISATION – PRACTICAL |
| 06.00 – 8.30 PM | K DAT –THEORIES, HISTORY AND DEVELOPMENT |

DAY – 2

| | |
|-----------------|---|
| 8.30 -10.30 AM | PLANNING FOR TEST AMONG STUDENTS, MOCK TEST |
| 10.45 – 1.00 PM | K DAT TEST ADMINISTRATION - PRACTICAL SESSION IN DIFFERENT SCHOOLS |
| 02.00 – 5.00 PM | K DAT – RESULT ANALYSIS, TEST INTERPRETATION |
| 06.00 – 8.30 PM | CAREER COUNSELLING – BASIC SKILLS, MODEL COUNSELLING |

DAY – 3

| | |
|-----------------|--|
| 8.30 – 10.30 AM | K DAT –MOCK COUNSELLING |
| 11.00 – 1.30 PM | K DAT PRACTICAL COUNSELLING SESSION with Students at Schools |
| 2.00 – 4.00 PM | K DAT – IMPLEMENTATION IN SCHOOLS, DOCUMENTATION |
| 4.00 – 4.30 PM | EVALUATION, VALEDICTORY |

- **Follow Up** : Conduct minimum 5 K-DAT and submit report.

One day Refresher gathering for K – DAT Nodal officers at a Nodal Center

XVI. RIE MYSORE -TRAINING PROGRAMME

Contents

Career Tools And Techniques

- Aptitude
- Interest inventory
- Personality test
- Multiple intelligence

Counselling Technique And Practice

Education for children with special needs

Entrepreneurship development

Soft skills

Use of AI tools for career guidance.

Institutional visit

കരിയർ പ്ലാനിങ്ങുമായി ബന്ധപ്പെട്ട നിർദ്ദേശങ്ങൾ

- 1 2025-26 വർഷത്തെ മോഡ്യൂളിൽ വന്ന മാറ്റങ്ങൾ അനുസരിച്ചാണ് ഈ വർഷം ക്ലാസുകൾ നടത്തേണ്ടത്.
- 2 ഈ വർഷം മൂന്ന് ബാച്ച് വരെ ഒരു session 2000 രൂപയും, നാലോ അതിൽ കൂടുതലോ ബാച്ച് ഉള്ള സ്കൂളുകൾക്ക് രണ്ട് session നടത്തുന്നതിനായി 4000 രൂപയും അനുവദിക്കുന്നതാണ്.
- 3 സ്കൂൾതല ക്ലാസുകൾ നടത്താനുള്ള മൊഡ്യൂൾ മാനുവലിൽ ഇതിനോടൊപ്പം തരുന്നതാണ്
- 4 പ്രസ്തുത ക്ലാസുകളിൽ Recent Trends in Career എന്ന ഭാഗം കൂടുതൽ ശ്രദ്ധ കൊടുത്ത് പറയേണ്ടതാണ്.
- 5 Short term courses പ്രതിപാദിക്കുന്ന സമയത്ത് സെൻട്രൽ ഗവൺമെന്റ്, സ്റ്റേറ്റ് ഗവൺമെന്റ് സ്ഥാപനങ്ങൾക്ക് പ്രാധാന്യം കൊടുക്കേണ്ടതാണ്.
- 6 TOT Training കഴിഞ്ഞ HSST/ Career expert ആയിരിക്കണം ക്ലാസുകൾ കൈകാര്യം ചെയ്യേണ്ടത്. അവർക്ക് ഈ മോഡ്യൂൾ മുൻകൂറായി നൽകേണ്ടതാണ്.

മിനി ദിശ നടത്തുന്നതിനായുള്ള നിർദ്ദേശങ്ങൾ

- 1 എല്ലാ വിദ്യാഭ്യാസ ജില്ലകളിലും, സ്റ്റേറ്റിൽ നിന്നുള്ള നിർദ്ദേശം അനുസരിച്ച് കൃത്യസമയത്ത് തന്നെ മിനി ദിശ നടത്തേണ്ടതാണ്
- 2 വിദ്യാഭ്യാസ ജില്ലയിലെ മുഴുവൻ ഹയർ സെക്കൻഡറി സ്കൂളുകളിൽ നിന്നും Students മിനി ദിശയിൽ പങ്കെടുക്കേണ്ടതാണ്
- 3 ഹൈസ്കൂൾ തരത്തിലുള്ള 9, 10, ക്ലാസുകളിലെ കുട്ടികളെ മിനി ദിശയിലേക്ക് എത്തിക്കാനുള്ള പദ്ധതികൾ ആവിഷ്കരിക്കേണ്ടതാണ്
- 4 വിദ്യാഭ്യാസ ജില്ലയിലെ വിവിധ സ്കൂളുകളിൽ നിന്ന് 10 കുട്ടികളെ തെരഞ്ഞെടുത്ത്, ഓരോ കരിയർ മേഖലകളെ കുറിച്ച് വിശദമായി പഠിച്ച്, മിനി ദിശയിൽ അവതരിപ്പിക്കാനുള്ള അവസരം നൽകേണ്ടതാണ്
- 5 ഹയർസെക്കൻഡറി ഡിപ്പാർട്ട്മെന്റ് നൽകുന്ന കരിയർ ചാർട്ടുകളാണ് മിനി ദിശ സ്റ്റോളുകളിൽ ഉപയോഗിക്കേണ്ടത്
- 6 മിനി ദിശ നടത്തുന്നതിനായി 75000 രൂപ ഓരോ വിദ്യാഭ്യാസ ജില്ലയ്ക്കും നൽകുന്നതാണ്.
- 7 ഓരോ സ്കൂളുകളിലെയും കരിയർ ഗൈഡുമാർ, സൗഹൃദ കോഡിനേറ്റർമാർ എന്നിവരുടെ സേവനം ഉറപ്പാക്കേണ്ടതാണ്

പ്രിൻസിപ്പൽ മാർക്കും കരിയർ ഗൈഡ് മാർക്കും കൊടുക്കേണ്ട നിർദ്ദേശങ്ങൾ

- 1 CG & AC യുടെ പ്രവർത്തനങ്ങളായ K-DAT, Career FM, SITAR, DISHA, MINI DISHA, Career Portal, YouTube channel, career wall, career Hub, എന്നിവയുടെ ലക്ഷ്യങ്ങളെക്കുറിച്ച് കരിയർ ഗൈഡുമാർ അറിഞ്ഞിരിക്കേണ്ടതും അത് വിദ്യാർത്ഥികളിൽ എത്തിക്കേണ്ടതുമാണ്.
- 2 കരിയർ ദിനാഘോഷവുമായി ബന്ധപ്പെട്ട ഗൂഗിൾ ഫോം പ്രിൻസിപ്പൽമാർക്ക് നൽകേണ്ടതാണ്.
- 3 കരിയർ ദിനാഘോഷവുമായി ബന്ധപ്പെട്ട photos/videos വിദ്യാഭ്യാസ ജില്ലാ വാട്സ്ആപ്പ് ഗ്രൂപ്പിലേക്ക് അയക്കേണ്ടതും അത് വിദ്യാഭ്യാസ ജില്ലാ കോഡിനേറ്റർമാർ മോണിറ്റർ ചെയ്തു, ജില്ലാ കോഡിനേറ്റർക്കും, ജില്ലാ കോഡിനേറ്റർ, വിശദമായ റിപ്പോർട്ട് സ്റ്റേറ്റ് സെല്ലിനെ അറിയിക്കേണ്ടതുമാണ്.
- 4 കരിയർ ദിനത്തിൽ ഓരോ അധ്യാപകരും അവരവരുടെ വിഷയങ്ങളിലെ തൊഴിൽ സാധ്യതകളെക്കുറിച്ച്, ഒരു 15 മിനിറ്റ് എങ്കിലും ക്ലാസ്സിൽ അവതരിപ്പിക്കേണ്ടതാണ്.