

DIRECTORATE OF HIGHER SECONDARY EDUCATION

CAREER GUIDANCE & ADOLESCENT COUNSELLING CELL

Guidelines to the Principals for the implementation of activities of Career Guidance & Souhrida Clubs

FUTURE EMPOWERMENT OF ADOLESCENT STUDENTS (FEAST) (CAREER GUIDANCE PROGRAMME)

1. For the activities of 'FEAST'- Career Guidance during the year 2012-13, an amount of Rs.1800/- is allotted to each school. One class should be conducted for the Future Empowerment of the students (Introducing wide range of contemporary Academic scenario- New courses and National level Institutions) and the other class should be an interactive session with eminent academicians or intellectuals who have declared their eminency in the society through their academic and career field.
2. Before conducting the programme, date, venue and time of the programme with faculty details should be intimated to the Directorate in the attached format to State Co-ordinator, Career Guidance and Adolescent Counselling Cell, Directorate of Higher Secondary Education, Housing Board Building, Santi Nagar, Thiruvananthapuram-1. Details should be forwarded as and when the programme is fixed. If only one programme is fixed during the month, details of one programme need to be sent to Directorate. Details of second programme should be forwarded when the programme is fixed.
3. Non receipt of the details in advance will be treated as non-conduct of the programme.
4. All the programmes should be completed before 31st December 2012. Activity Report should be forwarded to the Directorate before 10/01/2013 in the prescribed format. (Format will be published in the dhse portal during December 2012). . Final settlement of Rs.1250/-(Honorarium to Career Guide) will be reimbursed only after receipt of the consolidated report.

SOUHRIDA CLUBS

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 without the prior permission of the department.

2. Principals should convene a special staff meeting and discuss the aims and objectives of Souhrida Clubs among the staff. Activities of the club should be conducted with support and participation of all staff of the school.
3. 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.
4. 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.
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.
5. 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.
6. 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.
7. Two days training programme for school convenors will arranged in each district. Principals are directed to make arrangements for the participation of School convenors in the training programme.
8. An amount of Rs.1250/- is sanctioned for newly allotted 170 Souhrida Clubs (allotting during 2012-13) for placing of board of Souhrida clubs in front of the school. Format and model of the board is given in the dhseportal.
9. 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.
10. If the problem handled by the Souhrida Co-ordinator is not coming under the limit of School, it can be referred to Mahila Samakhya Society and the matter should be reported to the Career Guidance Cell immediately.
11. If any Club has availed the support of HELP DESK promoted by Kerala Mahila Samakiya Society, details of such interventions made by Mahila Samakiya Society should be recorded in the register.
12. An amount of Rs. 5100/-is sanctioned to Souhrida clubs sanctioned during 2010-11 and 2011-12 to each school as follows:
Expenses related to Health Mela
Rs.1700 x 3 programmes : Rs.5100.00
13. An amount of 6350/- is sanctioned to Souhrida Clubs sanctioned during 2011-12 to each school as follows:
Expenses related to Health Mela
Rs.1700 x 3 programmes : Rs.5100.00
Expenses for placing the board of Souhrida Clubs : Rs. 1250.00
Total : Rs. 6350.00

Principals are directed to draw the amount and remit it into the PD Account of the school.

14. Before conducting the programme, date, venue and time of the programme with Faculty details should be intimated to the Directorate in the attached format to State Co-ordinator, Career Guidance and Adolescent Counselling Cell, Directorate of Higher Secondary Education, Housing Board Building, Santi Nagar, Thiruvananthapuram-1. If only one programme is fixed, details of one programme need to be sent to Directorate. Details should be forwarded as and when the programme is fixed.
15. Non receipt of the details in advance will be treated as non-conduct of the programme.
16. After the programme, Co-ordinator should submit bills and vouchers to the Principal. He/ She should verify and pass vouchers and expenses should be reimbursed from the PD Account. No advance should be drawn from PD Account for the programme. Expenditure should be met from the PD Account on passed vouchers only. Complete account of the scheme should be kept separately at school and produce for audit.
17. Amount should be fully utilized before 31st December and the utilization certificate should be submitted to the Director within 10-01-2013.
18. A Consolidated Report of the activities of the Souhrida Club for the year 2012-13 should be submitted to the Director before 10th January 2013. Final settlement of Rs.1250/- (Honarium to Co-ordinator) will be reimbursed only after receipt of the consolidated report.
19. Principal should arrange room facility together for Career Guidance and Souhrida Club in the school (Subject to availability). Principal will be the custodian of the room and arrangements may be made by the principal for conducting the activities inside the room.

DIRECTOR

DIRECTORATE OF HIGHER SECONDARY EDUCATION

CAREER GUIDANCE & ADOLESCENT COUNSELLING

PROGRAMME PLANNING

1. Unit : Career Guidance/Souhrida Club
2. Name of School :
3. District :
4. School Code :
5. Name of Principal &
Mobile number :
6. Name of Co-ordinator/
Career Guide & Mobile number :

| Sl.No. | Programme | Date & Time | Name of Faculty & Designation |
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Signature of Principal

(Seal)

Signature of Co-ordinator/
Career Guide