

Office of the Director of
Higher Secondary Education,
Housing Board Building,
Santhi Nagar, Thiruvananthapuram.
E-mail :cgacdhse@gmail.com
Phone: 0471-2323198
Dated: 03/03/2017

CG & AC/44330/2016

Circular

Sub:- Career Guidance-Forwarding of Activity Report 2016-17-reg.
Ref:-: G.O (Rt) No.2912/2016/Gl. Edn. dated 06/09/2016 .

As per reference cited, Government have accorded administrative sanction to implement Career Guidance programme in Higher Secondary Schools for the year 2016-17. Accordingly fund for schools were allotted to each school for conducting school level activities.

Principals/Career Guides of these schools are hereby directed to forward the report of the activities so far conducted, and utilization certificate in the enclosed format before 13th of March 2017 to the following address.

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

Report should be furnished in A4 size paper. Vouchers/Receipts of the expenditure incurred should **NOT** be forwarded along with the Report.

Allotment of Fund for the next academic year will be made only to Schools that have submitted the Activity Report in time.

Sd/-
DIRECTOR

To

1. The Principals (through dhse portal)
2. Career Guide

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

CAREER GUIDANCE

Activity Report 2016-17

1. Name of School :
2. District :
3. Educational District :
4. School Code :
5. DDO Code (10 digits) :
6. Phone No. of the School :
7. Year of starting the Career Guidance unit :
8. Details of Career Guide during the Academic Year 2016-17

Sl. No.	Name and Designation	PEN	From	To

9. Mobile No. of the Present Career Guide :

MANDATORY PROGRAMMES

10. Details of Mandatory Programmes Conducted :

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

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

11. List of students attended the Path Finder District Level Selection Test (Civil Service Programme)

Sl. No.	Name	Class

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

Sl. No.	Name	Class	Venue at which attended

13. Whether Career Guide attended Educational district level meeting. If so centre at which attended

14. Whether Career Guide attended District Level Refresher Training Programme. If so centre at which attended

INITIATIVES OF CAREER GUIDE

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

16. Whether Career Guide has arranged Career Information Board in the school.

17. Details of other programmes organized by the Career Guide in the School.

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

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

18. Whether Activity Register is maintained by the Career Guide?
19. Whether Account Register is maintained by the Career Guide
20. Whether documentation file consisting of all the Circulars/orders issued by DHSE regarding career guidance unit is maintained.

ACCOUNTS

21. 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

22. Abstract of Accounts

Amount received from the Directorate	Amount received from other Sources	Total Receipts	Total Expenditure	Balance amount	Details of Refund

23. Your suggestions for improving career Guidance programme in the next year. Suggest any innovative programme 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 :
Date of Encashment :
Name of Treasury :

**UTILISATION CERTIFICATE
2016-17**

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 2016-17.

Place

Dated Signature
Name of the Principal
Mobile No.

(Seal)