

Office of the Director of
Higher Secondary Education,
Housing Board Buildings,
Santhi Nagar, Thiruvananthapuram
Dated: 05/05/2017

CG&AC/71505/2017 /DHSE

CIRCULAR

Sub: Career Guidance and Adolescent Counselling- Constitution of FOCUS POINT at each TalukCentres-guidelines -reg

In order to impart guidance to students and parents on selection of subjects to Plus One Courses, higher studies and career opportunities, it is decided to constitute FOCUS POINT(Help Desk) at each Talukheadquarters with trained teachers. Principals of the Schools where Focus Point Centres are working are directed to strictly adhere following guidelines.

1. FOCUS POINT will function from 8th to 19st May 2017 at selected venues at each TalukHeadQuarters(excluding Second Saturday and Sunday). Trained teachers will provide assistance to students and parents on above days from 9.30 am to 4.30 pm. Details of schools and trained teachers in each centers are attached as Annexure -1.
2. Principals of schools where FOCUS POINT CENTERS working are directed to make necessary arrangements for the smooth conduct and monitoring the programme.
3. The Focus Point Centres should give guidance to students and Parents on filling of application form, selection of subject combination and schools, career opportunities and higher studies options.
4. Details of assistance given should be entered in the activity report form and signature of the applicant should be obtained. The purpose of the visit should be categorized under three options.
 - a) Admission related
 - b) Career related
 - c) Course related
 - d) Others
5. Attendance sheet of the two counsellors and Principal of the Centre should be maintained in the format given as Annexure-2
6. Following arrangements are made for the monitoring of Focus Point Centres throughout the State.

State Level Monitoring – Joint Director (Academic) & State Co-ordinator, CG&AC

Regional Level Monitoring - Regional Deputy Directors of the concerned jurisdiction.

District Level Monitoring-

Thiruvananthapuram – Superintendent, DHSE

Kollam – Fr.Thomson Grace, Dist Co-ordinator, CG&AC

Pathanamthitta- Smt. Ambili SVGV HSS Kidanganoor PTA

Alappuzha- Sri. Salam .A, District Co-ordinator, CG&AC

Kottayam – Smt.Fousiya , Joint Co-ordinator, CG&AC

Ernakulam- Dr. Bijoy C.A, District Co-ordinator, CG&AC

Thrissur- Sri. Bharatharajan K.C, District Co-ordinator, CG&AC

Palakkad- Smt. Lissy P Joseph, Joint Co-ordinator, CG&AC

Malappuram – Sri. AbdussalamSalmani, Joint Co-ordinator, CG&AC

Kozhikkode – Sri. Nizar, District Co-ordinator, CG&AC

Wayanad- Sri. Philip C.E, District Co-ordinator, CG&AC

7. Monitoring staff should sign on the Activity Report kept at the Focus Point Centre and forward a detailed report to the Directorate of all the Centres visited.
8. Principal of the school should personally verify the attendance of the counsellors and monitor the working of the Focus Point Centre.
9. After the completion of the programme following documents should be forwarded to the directorate within ten days.
 - a) A detailed report of the programme – report should contain details of Inauguration, date wise analysis of enquiry, subject wise analysis of enquiry, any special cases, evaluation and suggestions for improvement of the programme.
 - b) Attendance sheet of teachers duly counter signed by the Principal of the centre.
 - c) Abstract of the expenditure - supported by original vouchers pasted on A4 size paper with 'paid certificate'.
 - d) Date wise Activity report in the prescribed format.
10. All the documents should be duly countersigned by the Principal of the Centre and forwarded to the following address.

The State Co-ordinator
Career Guidance & Adolescent Counseling Cell
Higher Secondary Education
Santhi Nagar
Housing Board Building
Thiruvananthapuram-1

Sd/-
Joint Director (Academic)

To,

1. The Regional Deputy Directors concerned
2. The Principals of the schools concerned
3. The Persons concerned

**DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE AND ADOLESCENT COUNSELING CELL
FOCUS POINT 2017**

1. Focus Point Centres should start functioning from the date of starting of admission process for the plus one class for 2017-18
2. Focus Pointcentre should function for ten days.
3. If possible an Inauguration of the Focus Point centre should be conducted on the first day.
4. The Focus Point centre should give guidance to students and parents on filling of application form, selection of subject combination and schools, career opportunities and higher studies options.
5. Details of assistance given should be entered in the activity report form and signature of the applicant should be obtained. The purpose of the visit should be categorized under three options.
 - e) Admission related
 - f) Career related
 - g) Course related
 - h) Others
6. The Focus Point centre should function from 9.30 am to 4.30 pm on all ten working days.
7. Expenditure in respect of stationery, banner and other contingency met by the centre will be refunded limited to the maximum amount of Rs.1000/-
8. An honorarium of Rs 400/- for each day will be paid to **each counsellor** and **Principal** of the school on submission of the report and details.
9. After the completion of the programme following documents should be forwarded to the directorate within ten days.
 - e) A detailed report of the programme – report should contain details of Inauguration, date wise analysis of enquiry, subject wise analysis of enquiry, any special cases, evaluation and suggestions for improvement of the programme.
 - f) Attendance sheet of teachers duly counter signed by the Principal of the centre.
 - g) Abstract of the expenditure - supported by original vouchers pasted on A4 size paper with 'paid certificate'.
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**Sd/-
Joint Director (Academic)**

