

Office of the Director of
Higher Secondary Education,
Housing Board Buildings,
Santhi Nagar, Thiruvananthapuram
Dated: 07/05/2019

CG&AC/2193/2019/DHSE

CIRCULAR

Sub: DHSE-Career Guidance & Adolescent Counselling- Plus One Single Window Admission-Constitution of Help Desk "FOCUS POINT" at each Taluk Centers-guidelines-revised circular -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 Help Desk named FOCUS POINT at each Taluk head quarters with trained teachers as counselors in connection with plus one single window admission 2019-20. The following guidelines are issued regarding the conduct of FOCUS POINT.

1. FOCUS POINT will function from 9th to 16th May 2019 at the listed venues at each Taluk Head Quarters(excluding Second Saturday and Sunday). Trained teachers will provide assistance to students and parents on the above days from 9.30 am to 4.30 pm. Details of venue schools and teachers deputed for assistance in each centers are attached as Annexure -1.2.
2. **As part of the constitution of FOCUS POINT Centers, a general meeting should be arranged and the trained counselors should organize an orientation class for the 10th standard passed students and parents on 9th of May 2019 on single window admission process.**
 - a) Application Submission
 - Selection of course and schools
 - Importance of first option
 - Providing awareness about submitting applications in different quotas (Sports, community, management, other reservations etc)
 - Special care in option submission
 - Temporary admission and permanent admission
 - b) Course Combinations
 - About the available combinations in the taluk.
 - Higher studies options for each combinations
 - c) Career opportunities
 - Career options related to different combinations of each stream.
3. Principals of venue schools shall monitor the whole process and shall make all necessary arrangements for the smooth conduct of the FOCUS POINT.

4. 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.
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.
 - a) Admission related
 - b) Career related
 - c) Course related
 - d) Others
6. Attendance sheet of the two counsellors and Principal of the Centre should be maintained in the format given as Annexure-2
7. 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.

8. Principal of the school shall 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(Acd)

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 COUNSELLING CELL
FOCUS POINT -2019
Attendance Sheet

District :

Taluk:

Name of Centre:

Name and designation	09/05/2019	10/05/2019	13/05/2019	14/05/2019	15/05/2019	16/05/2019

**DIRECTORATE OF HIGHER SECONDARY EDUCATION
CAREER GUIDANCE AND ADOLESCENT COUNSELING CELL
FOCUS POINT 2019**

1. Focus Point Centres should start functioning from 9th may 2019 onwards
2. Focus Point centre should function for Six 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 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 Rs. 200/- for the **Principal** of the Focus Point centre 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 and principal of the centre.
 - g) Abstract of the expenditure - supported by original vouchers pasted on A4 size paper with 'paid certificate'.
 - h) Date wise Activity report in the prescribed format.

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(Acd)**

Focus Point Centers

SL No	District	Taluk	Centre	Name of Teachers	Name of School
1	TVM	TVM	Govt. Model HSS, Thiruvananthapuram	Dr. Sajeena A.J	Govt. HSS koduvally
				Sobharani S L	GB HSS Chalai
2	TVM	Neyyattinkara	Govt Boys HSS, Neyyattinkara	G.R.Anil	PKS HSS,Kanjiramkulam
				Vinod C.L	GB HSS,Neyyattinkara
3	TVM	Nedumangadu	Govt. HSS, Venjaramood	Sreekumar	Govt. HSS, Venjaramood
				Vinu R	G HSS Poonthallur
4	TVM	Kattakkada	P.R Williams HSS Kattakkada	Anupama	P.R Williams HSS,Kattakkada
				Syed Ali. B	GHSS Mylachal
5	TVM	Varkala	Govt. Model HSS, Varkala	Deepa	Govt Model HSS Varkala
				Shihab A	G HSS Poonthallur
6	TVM	Chirayinkeezhu	Govt. Model Boys HSS, Attingal	Rajesh Kumar S	Govt. Model Boys HSS, Attingal
				Soja	GHSS chithra
7	KLM	Kollam	Krist Raj HSS Kollam (2056)	Annie Prameela A.	Krist Raj HSS
				Joseph J.	Vimala Hridaya GHSS Pattathanam (2062)
8	KLM	Kunnathoor	GHSS Sasthamcotta	Reni C	GHSS Sasthamcotta
				Joy. J	Govt.HSS Peringalam
9	KLM	Karunagappally	Boys HSS Karunagappally	Ajith Kumar. K.P	GHSS,Karunagappally
				Jayakumar I. S.	BHSS,Karunagappally
10	KLM	Kottarakkara	GHSS	Mini.S	G HSS Kottarakkara

			Kottarakkara (2005)	Abhilash S S	K NM HSS Pavithreswaram
11	KLM	Punalur	GHSS Anchal East	Shanavas Khan M.	GHSS Kalpakkamchery
				Jyothish Kumar B.	GHSS Karapuzha
12	KLM	Pathanapuram	St.Stephen's HSS, Pathanapuram (2057)	Regi G.	St.Stephen's HSS, Pathanapuram
				Mathew Prakash . K.A	St. Goretti HSS Punalur (2065)
13	PTA	Adoor	GBHSS Adoor (3001)	Anilaj. B	NSS HSS Adoor
				Felix Lourdu Swami	GBHSS Adoor
14	PTA	Konni	GHSS Konni (3009)	Smitha. N	GHSS Konni
				Abraham K.J	Nethaji HSS Pramadam
15	PTA	Kozhenchery	Marthoma HSS Pathanamthitta	Sheeba Varghese	Marthoma HSS Pathanamthitta
				Suma M.S	GHSS Konni
16	PTA	Ranni	MSHSS Ranni	Sasikala	SC HSS Ranni
				Sheeja Gopinath	MS HSS Ranni
17	PTA	Mallappally	CMS HSS Mallappally	Leena Mary	CMS HSS Mallappally
				Asha Binu	CMS HSS Mallappally
18	PTA	Thiruvalla	Balika Madam HSS, Thiruvalla	Seema A K	KSG HSS Kadappara
				Nisha Mathew	Balika Madam HSS, Thiruvalla
19	ALP	Chengannur	GHSS Budhanoor	Dhanya.B	Swami Vivekananda GHSS Pandanadu
				Rubeena Nasar	G HSS Angadickal South
20	ALP	Mavelikkara	GG HSS Mavelikkara	Suja M.S	PKKSM HSS Kayamkulam
				Nisha Ann Jacob	Bishop Hodges HSS, Mavelikkara
21	ALP	Karthikappally	GGHSS	Shilaja E.J	GGHSS Kayamkulam

			Kayamkulam	Shihabudeen R.	VaduthalaJamath HSS, Nadavathunagar
22	ALP	Kuttanadu	NSHSS Nedumudi	Narayanan Namboothiri	NSHSS Nedumudi
				Suresh P.V	NSHSS Nedumudi
23	ALP	Ambalappuzha	Mohammedans Boys HSS Alappuzha	Reshma R	GG HSS Alappuzha
				Ambika R.	GHSS Puthuperamba
24	ALP	Cherthala	GGHSS Cherthala	Sreekumar K.P	GGHSS Cherthala
				Raju. C	SN HSS Poochakkal
25	KTM	Changanassery	SB HSS, Changanacherry	Joby P.C.	SB HSS Changanacherry
				Prabash S R	G HSS Thottakkad
26	KTM	Kottayam	GM HSS, Kottayam	Bincy P Iype	JM HSS Kottayam
				Tessy Luke	St. Epheram's HSS Mannam
27	KTM	Vaikom	SMSN HSS,Vaikom	Reji S. Nair	SMSN HSS Vaikom
				John T. V.	St.Little Therasas HSS, Vaikom
28	KTM	Meenachil	St. Marys HSS Bharanganam	Priju. P.R	MGHSS Erattupetta
				Mini Das	CMS HSS Melukavu
29	KTM	Kanjirappally	St. Dominic HSS, Kanjirappally	Sonny Joseph	AM HSS kalaketty
				Suja N G	CKM HSS Koruthode
30	IDI	Peerumadu	CPM HSS Peerimedu	Jils P Jose	SJ HSS, Peruvamthanam
				Paul Raj	G HSS Vandiperiyar
31	IDI	Udumbanchola	SX HSS, Chemmannar(60 34)	Manoj Thomas	SX HSS, Chemmannar
				Sumamole Chacko	G HSS Kallar

32	IDI	Idukki	St.George HSS Kattappana	Sebastain Mathew	St. Thomas HSS Thankamany
				K.J Joseph Koyickal	St.George HSS Kattappana
33	IDI	Thodupuzha	NSS HSS Macaud, Tdpa	SHIBU N	GOVT.HSS KUDAYATHUR
				Gayathri Devi	NSS HSS Mancaud
34	IDI	Devikulam	SNDP HSS Adimaly(6033)	Abheesh	SNDP HSS Adimaly
				Ajeesh K T	SNDP HSS Adimaly
35	EKM	Kothamangalam	Mar Basil HSS Kothamangalam	Ruby Varghese	Mar Basil HSS , Kothamangalam
				TejiPaulose	Mar Basil HSS Kothamangalam
36	EKM	Muvattupuzha	St .Augustin Girl HSS Moovattupuzha	Rigi Poulose	Govt. HSS Manded
				Prabhavathy	G HSS Ooramana
37	EKM	Kunnathunadu	MGM HSS Kuruppampady	Boban K Paul	MGM HSS Kuruppampady
				Varghese T V	MGM HSS Kuruppampady
38	EKM	Kanayannur	ST. Albert HSS Ernakulam	Dr. Sreekala	NSS HSS Manikkamangalam
				Anu Cletes	AlFaorkhiya HSS Cheranalloor
39	EKM	Kochi	EM HSS , Fort Kochi	Anish Varghese	St marys HSS Thalkodu
				Sairabhanu	SMHSS Cherai
40	EKM	North Paravur	GBHSS North Paravur	Goodson C.J	GBHSS Aluva
				Joseph C.M	GHSS Vadakara
41	EKM	Aluva	GBHSS Aluva	Smt. UshaDevi Antharjanam	GBHSS Aluva
				Ameer Faizel	GHSS Airanikulam
42	TSR	Chalakkudy	GMB HSS Chalakkudy (8018)	George Chacko	G HSS Kodakara
				Shibu P.V	St. Sebastian's HSS Kuttikad

43	TSR	Mukundapuram	GM Girls HSS Irinjalakuda (8003)	Liji. T.C	HDPS HSS Edathirinji
				Sushita	HDPS HSS Edathirinji
44	TSR	Kodungallur	GGHSS Kodungallur (8024)	Saritha T.S	MARM GHSS Santhipuram
				Saleesh	AFG HSS Kaippanamgalam
45	TSR	Thrissur	GMB HSS Thrissur(8012)	Sudha M	SDV HSS Peramangalam
				Prince K G	GMBHSS Thrissur
46	TSR	Chavakkad	GHSS Chavakkad (8022)	Jofy Jose	MASM HSS Venmanadu
				Pradeep	G HSS Chavakkad
47	TSR	Kunnamkulam	GHSS Erumapetty (8039)	Babu V.J	GHSS Kallingapadam
				Bijumon. A.V	GHSS Konni
48	TSR	Thalappilly	GSMTHSS Chelakkara (8001)	Binoj M.U	GHSS Machad
				CM AnanthaKrishnan	SMTHSS Chelakkara
49	PKD	Alathoor	GGHSS Alathoor	Surendran	G HSS Thenkurussi
				Sowmya M.K	SMHSS Ayilur
50	PKD	Chittoor	Govt.Victoriya GHSS Chithoor	Rejitha N.R	PGP HSS Polpully
				Geetha V P	BSS HSS Kollemkode
51	PKD	Palakkad	PMJ HSS Palakkad (9008)	Manikandan P.K.	GHSS Big Bazaar
				Sajitha T.C	GMGHSS Palakkad
52	PKD	Pattambi	GJHSS Naduvattom	Kuthubudeen	G O HSS Pattambi
				Hashim T	H SS Ananganadi
53	PKD	Ottappalam	SSOHSS Lakkidi	Anooj. P.B	SSOHSS Lakkidi
				Murali	SSOHSS Lakkidi

54	PKD	Mannarkkad	MES HSS Mannarkkad	Habeebulla P T	MES HSS Manarkkad
				Aneesh Muhammed	G HSS Karimba
55	MLP	Perinthalmanna	GGHSS Perinthalmanna	Abhrham. P.T	GMHSS Perinthalmanna
				Thomas P.T	GGHSS Peruthalmana
56	MLP	Kondotty	GVHSS Omanoor	Abussamad T.P	PPMHSS Kottukara
				Shamsudheen K	GV HSS Omanoor
57	MLP	Eranad	GGHSS Manjeri	Ali Moolakadavan	GHSS Kuzhimanna
				Shaju. V.P	GBHSS Malappuram
58	MLP	Nilambur	GHSS Moothedathu	Anil Kumar V.	GHSS Moothedathu
				Abdul Gafoor	GHSS Moothedathu
59	MLP	Ponnani	GHSS Thrikavu	Ibrahim Kutty	GHSS Thrikavu
				Shaji.K.P	MI GHSS Puthu Ponnani
60	MLP	Tirur	GGHSS Tirur	Abdul Muneem	GGHSS Tirur
				Luqumon. K.P	KHM HSS Alathoor
61	MLP	Thirurangadi	GHSS Thirurangadi	Ibrahim Menattil	GHSS Othukungal
				Fazl M P	GHSS Thirurangadi
62	KKD	Kozhikkode	Sree Rama Krishna Mission HSS Kozhikkode	Madhavananad .P	RKM HSS Meenchantha
				Abhilash. K	CMM HSS Thalakkalathur
63	KKD	Thamarassery	GHSS Nileswaram (10109)	Ajas	GHSS Nileswaram
				T M Shaji	G HSS Koduvalli
64	KKD	Koyilandy	Nochat HSS	Mohammed Siraj	Nochat HSS

				Sreejith P	Nochat HSS
65	KKD	Vadakara	GVHSS Madapally (10008)	Sheejeesh Kumar	GVHSS Madapally
				Jaffer	G HSS Kuttiyadi
66	WND	Vythiri	SKMJ HSS Kalpetta	Prasad	SKMJ HSS Kalpetta
				Sajid P.K	GHSS Tharuvanna
67	WND	Sulthanbathery	Govt. Sarvajana HSS Sulthanbathery	Rajendren M.K	GHSS Meenangadi
				Manoj John	Govt. Saravajana HSS
68	WND	Mananthavady	GHSS Thalapuzha	Simil K.B	GHSS Thrissilery
				Abdul Rasheed K.	GHSS Thalapuzha
69	KNR	Thalassery	BEMP HSS Thalasserry	Abdul Shukkoor	St. Joseph HSS Thalasserry
				Sabith	KNHSS Kariyadu
70	KNR	Iritty	GHSS Chavassery	Jyothis Paul	GHSS Chavassery
				Anoop Kumar P J	Sivapuram HSS
71	KNR	Kannur	Govt.Town HSS Kannur	Reeja.R	Govt HSS Azhicode
				Sundas	Govt Town HSS Kannur
72	KNR	Thaliparamba	Moothedath HSS Thalipparamba	Asha.K	Moothedath HSS Thalipparamba
				Purushothaman O.V	GVHSS Kuzhimathoor
73	KNR	Payyanur	G GHSS Payyannur	Rajeevn K	SSG HSS Payyannur
				Rajesh M	Tagore M HSS Vellora
74	KSGD	Hosdurg	GHSS Hosdurg (14049)	Praveen kumar.C	Dr. Ambadkar GHSS kodoth
				Prasana kumari. V.K	Sri Sharadaba HSS Sheni
75	KSGD	Vellarikundu	St.Jude HSS Vellarikundu	Joshy Joseph	St.Jude HSS Vellarikundu

			(14030)	Shini George	St. Thomas HSS Thommapuram
76	KSGD	Kasaragodu	TIHSS Naimarmoola (14027)	Chandran	G HSS Iriyanni
				Sumesh Munambath	TIHSS Naimarmoola
77	KSGD	Manjeshwar	GHSS Kumbala (14003)	Lokesh .K	Sri Vidhya VardhakaHSS Miyappadviv
				Madhu V	GHSS Kumbala

