

Office of the Director of  
Higher Secondary Education,  
Housing Board Building,  
Santhi Nagar,  
Thiruvananthapuram.  
E-mail:cgacdhse@gmail.com  
Ph 0471-2323198  
**Date: 08/02/2016**

**CG&AC/4473/2016**

## **Circular**

**Sub:** Career Guidance/Souhrida Club Activities-Documentation of Best Practices/innovative Programmes -reg

**Ref:** G.O.(Rt)2927/2015/Gl.Edn dated 20/07/2015

It is learnt that many schools have undertaken different innovative programmes under Career Guidance and Souhrida Clubs in addition to the mandatory programmes. Department wish to document all the best practices under taken by each school through Career Guidance unit/Souhrida Club.

Career Guides /Souhrida Co-ordinators are directed to submit the report of the best practices under taken by them in the attached format. Career Guides /Souhrida Co-ordinators are requested to ensure following while submitting the report.

1. Details of mandatory programmes (Career Classes, Know Thyself, Amma Ariayan, Souhrida Day) need not be reported through this format, since all the units are doing the same activities in their schools.
2. Only innovative programmes need to be reported in the given format.
3. Report should be in abstract form.
4. Report should be completed within two pages of A4 size paper.
5. Details of only one programme should be given in one A4 sheet paper. If more than one programme has been conducted by the school, details of each programme should be given in separate sheets.
6. Separate sheet should be used for Career and Souhrida
7. If photographs have been taken, a copy of the photograph should be attached.

8. Only programmes organized by the Career Guidance unit or Souhrida Clubs individually should be reported. Programmes conducted in association with other clubs of the school should not be reported.
9. Report should be countersigned by the Principal and seal of the school should be affixed.
10. Report should reach in the following address before **24<sup>th</sup> February 2016**.

**State Co-ordinator**

Career Guidance and Adolescent Counselling Cell  
Directorate of Higher Secondary Education  
Housing Board Buildings,  
Santhi Nagar, Thiruvannathapuram-1

11. A copy of the report should also be forwarded to the concerned Education district convenor of the Career Guidance/Souhrida Club.
12. The Educational District Convenor should consolidate the activities and report it the District Co-ordinator before 29<sup>th</sup> February 2016.
13. The District Co-ordinator should present the report of the district in powerpoint in the Annual Evaluation Meeting

**Sd/-**  
**K.V MOHANKUMAR, IAS**  
**DIRECTOR**

**To,**

1. The Regional Deputy Directors
2. The Principals
3. Souhrida Co-ordinators
4. Career Guides

# DEPARTMENT OF HIGHER SECONDARY EDUCATION

## CAREER GUIDANCE AND ADOLESCENT COUNSELLING CELL

### DOCUMENTATION OF BEST PRACTICES

Name of School :  
School Code :  
Educational District :  
Type of Unit : Career /Souhrida  
Name of Career Guide/  
Souhrida Co-ordinator :  
Mobile No. :

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Name of Programme :  
Aim of the Programme :  
Activities Conducted : *state the different activities conducted  
by the students with date of the programme*  
Beneficiaries : *State the number of people benefited  
from the programme  
who have benefited from the programme  
Mode of selection of beneficiaries*  
Source of resource for  
the programme : *State the method of procurement of  
resources such as finance, materials (if any)*

Achievement of the Programme: *Output of the Programme*

Signature of the  
Career Guide/Souhrida Co-ordinator

Countersignature  
of the Principal

Seal