

CG & AC 17150/2014

Office of the Director of
Higher Secondary Education,
Housing Board Building,
Santhi Nagar, Thiruvananthapuram.
Dated: 24/02/2015

Circular

Sub:- Career Guidance-Forwarding of Activity Report -reg

Ref:- : G.O (Rt) No.3369/2014/Gl.Edn dated 22/08/2014

As per reference cited, Government have accorded administrative sanction to implement Career Guidance programme in Higher Secondary Schools for the year 2014-15. Accordingly Rs.4500/- was 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 **10th March 2015** 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, neatly typed 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.

**State Co-ordinator
FOR DIRECTOR**

To

1. The Principals (through dhseportal)
2. Career Guide

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

CAREER GUIDANCE

Activity Report 2014-15

1. Name of School
2. District
3. School Code
4. Phone No. of the School
5. Details of Career Guide during the Academic Year 2014-15

Sl.No	Name and Designation	From	To

6. Mobile No. of the Present Career Guide

7. Details of Mandatory Programmes Conducted :

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

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

8. List of students attended the Path Finder District Level Selection Test

Sl.No	Name	Class

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

Sl.No	Name	Class	Venue at which attended

10. Whether Career Guide has attended One Day Refresher Training Programme conducted at the district level. If so centre at which attended

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

12. Details of the Registers and Files maintained by the Career Guide in the School.

13. 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

14.Abstract of Accounts

Amount received from the Directorate	Amount received from other Sources	Total Receipts	Total Expenditure	Balance amount	Details of Refund
Rs. 4,500.00					

15. Details of other programmes conducted in the school by the Career Guidance Unit

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

Give descriptive details of innovative programmes conducted in your school (in separate sheet) with photos

16. Your suggestions for improving career Guidance programme in the next year. Suggest any innovative programmes 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 : Rs. 4,500/-
Date of Encashment :
Name of Treasury :

**UTILISATION CERTIFICATE
2014-15**

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 2014-15

Place

Dated Signature
Name of the Principal
Mobile No.

(Seal)