

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

**SOUHRIDA CLUBS**

Guidelines to the Principals for the implementation of activities of Souhrida Clubs

1. Adolescent counseling and Health Care Programme is a unique, novel and innovative programme conceived and launched by the Department of Higher Secondary Education. This programme is implemented in schools through Souhrida Clubs. A teacher who is selected as Co-ordinator of the club has been given training for conducting the activities of the club. Principals are directed not to change the trained Co-ordinator without the prior permission of the Director.
2. Principals should convene a special staff meeting and discuss the aims and objectives of Souhrida Clubs among the staff. Activities of the club should be conducted with support and participation of all staff of the school.
3. Two students from each class should be selected as Class Convenors. If the Class contains both the boys and girls, one Convenor from boys and one from girls should be selected from each class. Two School Convenors should be selected for each school from Class convenors. One of the School Convenor should be male and other should be female.
4. Souhrida Vedi should be constituted with following members  
Principal – Chairman  
Trained teacher ( Co-ordinator)- Convenor  
Class convenors- members  
PTA President- Member  
Staff Secretary of Higher Secondary – Member  
Two teachers nominated by the Principal- One should be male and other should be female.  
Souhrida vedi will work as the executive committee of the Souhrida Clubs. Souhrida Vedi should be convened in every third Saturday of the month. Souhrida Co-ordinator should keep the minutes of each meeting.
5. A Drop Box should be arranged at school for students to drop their grievances / problems in their home, class or any other area. The Drop Box should be placed in the school at a place which is easily accessible to all students. There should also be facilities for students to use Drop Box unnoticed by other students or staff members. Co-ordinator in the presence of the principal should open the Drop Box once in a fortnight. Grievances/problems of the student received from drop box should be entered in a register with date and signature of the Principal and Co-ordinator. Principal should ensure that the problems raised by the students through Drop Box are not discussed openly among the staff and students.

6. Health Mela should be convened in each Souhrida Club. Rs.6400/-will be provided for conducting the Health Mela in the school. Class of four doctors should be arranged in the School. Doctors should be of following disciplines- Psychiatry, Gynecology, General Medicine, Pediatrics, etc  
Sanctioned amount for conducting one programme is - Rs.1600/-  
Expenses for four programme- Rs.1600 x 4 = 6400/-
7. An amount of Rs.1000/- is sanctioned for placing of board of Souhrida clubs in front of the school. Format and model of the board is given in the dhseportal.
8. If the Co-ordinator conducts counseling or any other intervention, details of such intervention should be recorded in a register. Co-ordinator is the sole custodian of the Register
9. If any Club has availed the support of HELP DESK promoted by Kerala Mahila Samakiya Society, details of such interventions made by Mahila Samakiya Society should be recorded in the register.
10. An amount of Rs. 7400/-is sanctioned to each school as follows:

Expenses related to Health Mela	
Rs.1600 x 4 programmes	: Rs.6400.00
Expenses for placing the board of Souhrida Clubs	Rs. 1000.00
<b>Total</b>	<b>: Rs. 7400.00</b>

Principals are directed to draw the amount and remit it into the PD Account of the school.

11. After the programme , Co-ordinator should submit bills and vouchers to the Principal. He/ She should verify and pass vouchers and expenses should be reimbursed from the PD Account. No advance should be drawn from PD Account for the programme. Expenditure should be met from the PD Account on passed vouchers only. Complete account of the scheme should be kept separately at school and produce for audit.
12. Amount should be fully utilized before 31<sup>st</sup> March 2012 and the utilization certificate should be submitted to the Director within 10 days after the close of the financial year
13. A Consolidated Report of the activities of the Souhrida Club for the year 2011-12 should be submitted to the Director before 20<sup>th</sup> February 2012. Final settlement of Rs.1000/-(Honarium to Co-ordinator) will be reimbursed only after receipt of the consolidated report.

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