

Annual career panchang – session checklist

Kept by the career teacher – tick after each session is held

Dates, classes, session titles and worksheet numbers are taken verbatim from the annual panchang in order 7458.

September 2026

DATE	CLASS	SESSION	WORKSHEET	HELD ✓	PRESENT / TOTAL
05.09.2026	Class 9	My Vision	9.1		
12.09.2026	Class 9	Knowing Myself	9.2		
19.09.2026	Class 9	My Interests	9.3		
26.09.2026	Class 9	My Aptitudes	9.4		
12.09.2026	Class 10	My Vision	10.1		
26.09.2026	Class 10	Choosing a Career	10.2		
05.09.2026	Class 11	My Future	11.1		
12.09.2026	Class 11	Connecting Career to Yourself	11.2		
19.09.2026	Class 11	Choosing a Career	11.3		
26.09.2026	Class 11	Skills and Qualifications	11.4		
12.09.2026	Class 12	A Letter to Myself	12.1		
26.09.2026	Class 12	My Career Choice	12.2		

October 2026

DATE	CLASS	SESSION	WORKSHEET	HELD ✓	PRESENT / TOTAL
03.10.2026	Class 9	Career Discovery – 1	9.5		
10.10.2026	Class 9	Career Discovery – 2 (Rajasthan)	9.6		
24.10.2026	Class 9	Career Projects	9.7		
31.10.2026	Class 9	My Realities	9.8		
10.10.2026	Class 10	After Class 10 – Academic Paths	10.3		
31.10.2026	Class 10	After Class 10 – Vocational Paths	10.4		
03.10.2026	Class 11	Ways to Experience a Career	11.5		
10.10.2026	Class 11	My Career Experience Project	11.6		
24.10.2026	Class 11	Work Opportunities Nearby	11.7		
31.10.2026	Class 11	Communication and Collaboration	11.8		
10.10.2026	Class 12	Paths After Class 12	12.3		
31.10.2026	Class 12	Exploring Your Career Paths	12.4		

November 2026

Diwali break and the half-yearly examinations — no career sessions are scheduled this month.

December 2026

DATE	CLASS	SESSION	WORKSHEET	HELD ✓	PRESENT / TOTAL
05.12.2026	Class 9	Choosing a Career	9.9		
12.12.2026	Class 9	Researching the Careers I Like	9.10		
19.12.2026	Class 9	Talking With Parents	9.11		
26.12.2026	Class 9	Personal Development Plan	9.12		
12.12.2026	Class 10	My Next Steps	10.5		
26.12.2026	Class 10	My Career Plan	10.6		
05.12.2026	Class 11	Time Management and Problem Solving	11.9		
12.12.2026	Class 11	Making Your CV	11.10		
19.12.2026	Class 11	Interview Skills	11.11		
26.12.2026	Class 11	Making a Career Plan	11.12		
12.12.2026	Class 12	Entrepreneurship	12.5		
26.12.2026	Class 12	My Career Plan	12.6		

January 2027

DATE	CLASS	SESSION	WORKSHEET	HELD ✓	PRESENT / TOTAL
09.01.2027	All classes 9–12	Parent session 60 min	—		
09.01.2027	Classes 10 and 12	One-to-one conversation 10 min प्रति विद्यार्थी · per student	—		
23.01.2027	All classes 9–12	Career fair 1 day	—		

Training Report Template

Filled by the SRG trainer, after a DIET-level career teacher training

1. Basic training information

Date of training	
Venue	
Name of trainer	
Total participants	
Participants teach which classes	☐ Teachers of classes 9 and 10 ☐ Teachers of classes 11 and 12

2. Data mastery observation

CRITERION	BASELINE	ENDLINE
Average mastery – questions 1 to 15		
Participants scoring 70% or above – questions 1 to 15		
Change in confidence (form section 4)		
How satisfied are you with the training?	NA	
Would you recommend this training to colleagues? (1 = lowest, 10 = highest)	NA	

3. Training feedback

What went well

Resources used

Areas of improvement

Other comments

4. Photographs, video or press clippings

ARP Monthly Report

Filled by the ARP each month and submitted to the Chief Block Education Officer

Name of ARP	
Month	
District	
Block	

#	INDICATOR	NUMBER
1	How many schools did you visit this month?	
2	How many career sessions did you observe?	
3	In how many of the schools visited was a trained career teacher in post?	
4	How many career teachers were given on-site academic support?	
5	How many students were referred by career teachers?	
6	With how many students was a 1:1 career conversation held? (boys ____, girls ____)	
7	In how many of the schools visited was the career education material (SAFAR workbook, career cards, posters etc.) fully available?	
8	In how many was the panchang's scheduled activity actually running?	

Signature — Chief Block Education Officer

Key programme indicators for district and state review meetings

For use in the district and state review meetings

#	INDICATOR	WHAT IS MEASURED	DATA SOURCE
1	Availability of career education material	____% of schools have the full career education kit (SAFAR workbook, career cards, posters and other material).	Material distribution records
2	Programme progress	Last month, ____% of schools ran the sessions scheduled in the annual career panchang.	Head of school's monthly report
3	Student attendance	In ____% of schools, 70% or more students attended the career sessions.	Head of school's monthly report
4	Programme observation	Last month, ____% of schools were visited or observed.	School visit tool
5	Academic support by the ARP	In ____% of schools the ARP provided academic support and on-site guidance against the target.	ARP monthly progress report
6	Trained career teachers	____% of schools have at least one trained career teacher.	Training records and attendance
7	Student progress	In ____% of schools at least 70% of students completed their career choice and 'My Career Plan'.	Endline — My Career Plan report

Monthly report — preparation sheet

Filled by the head of school before opening the Google form, every fourth Saturday

This is not a government format. This is not a government annexure. Submission still happens through the Google form — this page exists only so the answers are ready first. The boxes below are the questions seen on the form's FIRST page on 04-09-2026; the form continues past that page, and saving needs a Google sign-in.

Questions on the form's first page

District	
Block	
School name	
UDISE code	
Career teacher's name	
Reporting month (July to January)	

Figures to have at hand — from what the order itself requires

Sessions held this month (2nd and 4th Saturday)	
Classes 9 / 10 / 11 / 12 — separately	
Students present / total enrolled	
Worksheets completed	
Sessions missed, and why	

Monthly school-visit log

ARP, block office, district office and DIET — the monthly visit count

This is not a government format. This is SAARTHI's own working sheet, not a government annexure. The quotas below are the order's own. Annexure 5, the visit-monitoring format, accompanies the original order — use that for submission.

Month	
Visitor's name and post	
Block / district	

Minimum schools per month: Block office — **10** · District office (per officer) — **08** · DIET — **08**

#	DATE	SCHOOL	UDISE	CLASS AND SESSION OBSERVED	CAREER TEACHER PRESENT	REMARK / FOLLOW-UP
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Career session register – working copy

This is not a government format. This is SAARTHI's own working sheet, not a government annexure. The order's Annexure 2 (career session register) accompanies the original order – use that for submission. This page exists only to carry into the classroom, because the order requires the teacher to keep a record of sessions, one-to-one conversations and attendance.

[illegible]