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Sadau Asom Gramya Puthibharal Santha
MIDDLE LEVEL TRAINING CENTRE, NAGAON

COURSE REPORT :- Job Training Programme of Supervisors

Batch No. : 44th

Name of the training Centre :- Middle Level Training Centre,
Sadau Asom Gramya Puthibharal Santha, Nagaon.

Name of the training programme with date :- Job Training Programme of Supervisors
w.e.f- 23.6.2014 to 22.7.2014

1. Introduction

Integrated child development services (ICDS) was formulated by the Government of India in 1975, as a comprehensive child survival and development programme for children under the age of 6 yrs. It is the foremost symbol of our Nation's commitment to the millions young Indians living in conditions of poverty and different forms of deprivation. ICDS contributes not only to the achievement of Women and Child goals related to health, nutrition and early child development, but also to other primary health care goals and the goals of universal elementary education, as enunciated in the National Plan of Action for Children, 1992. The challenges before us is promotion and fulfillment of the rights of the children especially the girl to early care for survival, development, protection and participation. The programme provides an integrated approach for converging basics services for improved child care-to ensure the healthy psychological, physical and social development of children. The programme's objectives, set in this direction, include:-

- 1) To improve health and nutritional status of child below six years.
- 2) To lay the foundation for proper physical, social and psychological development of the child.
- 3) To reduce the incidents of Malnutrition, Morbidity, Mortality and School drop out.
- 4) To achieve effective co-ordination of policy and implementation amongst the various department to promote child development.
- 5) To enhance the capability of the mother to look after the normal health and nutritional need of the child through nutrition and health education.

Services provided by ICDS includes-

- 1) Non-formal pre-school education.
- 2) Supplementary Nutrition
- 3) Immunization.
- 4) Referral services.
- 5) Health check up.
- 6) Health and nutrition education.

Supervisors of ICDS are the Middle Level functionaries who provides link between CDPOs and other grass root level workers. They are also responsible for upgrading the knowledge and skills of Anganwadi Workers, identifying beneficiaries and ensuring supply of food to centre and flow of health services, monitoring of the programme and reporting to the CDPOs. They also ensure convergence of services by networking with other government departments and voluntary organizations.

Training of ICDS functionaries is regarded as one of the most vital component of ICDS programme and is acknowledge as the key factor in successfully implementation of the programme. Thus extensive programmes of training for all categories of functionaries of ICDS are being organized right from launching of the scheme. The Supervisors, who are the Middle Level functionaries of the scheme are imparted Job Training by the Middle Level Training Centers (MLTCs) in their own states. However, Middle Level Training Centre, run by Sadau Asom Gramya Santha, Nagaon organized the 43rd batch Job Training for Supervisors of Assam from w.e.f- **23.6.2014** to **22.7.2014**

2. Objectives :

The Course was organized with the following objectives:

1. To train and orient the supervisors to the various components of the schemes of the ICDS.
2. To enable them to understand their roles and responsibilities as well as those of other functionaries of the scheme.
3. To develop in them appropriate skills necessary for supervision, public relation, scheme implementation and general administration.

3. COURSE CONTENTS :

The course was conducted as per the revised syllabus of Job Training Course for Supervisors under UDISHA prepared by NIPCCD, New Delhi. As per revised syllabus prepared by NIPCCD the following contents are introduced in the Training session. Accordingly the faculty members as well as resource persons/guest speakers were engaged and they explained about the contents in details during the session. The contents are as follows:-

- 1) Welcome & introduction.
- 2) Sharing of Experiences
- 3) Situation of children and women in India/States.
- 3) Social issues concerning children and women.
- 4) Constitutional provisions, rights and legislation concerning children & women.
- 5) Programme and policies for development of children and women.
- 6) Status of girl child and the Meena initiative.
- 7) Women Empowerment through self help groups. Film on women empowerment
- 8) Introduction to ICDS programme.
- 9) Training set up and approach to ICDS training.
- 10) Setting up an AWC.
- 11) Role & job responsibilities of a supervisor.
- 12) Class assignment.
- 13) Role & job responsibilities of other ICDS functionaries, health and block functionaries.
- 14) Health infrastructure & set up.
- 15) Interface/coordination with government Ministries/Departments(health, Education, Rural Development and information & Broadcasting) for ICDS programme.
- 16) Communication and counseling skills required by a supevisor.
- 17) Instructions and

guidelines issued by DWCD. 18) Feedback on ICDS component. 19) Child development-Definitions childhood stimulation, Concept, Need & process. 20) Film on child development. 21) Film on child development 22) Early childhood care & education in ICDS. 23) Activities for early childhood stimulation Demonstration. 24) Importance of PSE and characteristics of a preschool child. 25) Activities for physical and motor development of children in a preschool. 26) Nature Walk. 27) Activities for development of creative, aesthetic expression and science exposure of children in a preschool 28) Organization and arrangement of AWC for PSE activities. 29) Preparation and use of low cost PSE material +Class assignment+ Demonstration. 30) Planning and organizing PSE programme at AWC+Class assignment. 31) Common Behavioral problems among children. 32) Feedback of ECCD. 33) Importance of healthy living & good nutrition.34)Nutrition and health services in ICDS programme.35)Nutrition and health care of expectant and nursing mothers.35)Nutrition and health care of new-borns, infants and young children.36)Nutrition and health care of adolescent girls. 37) Protein energy malnutrition among children causes, symptoms, prevention and management. 38) Micronutrients deficiencies among children-causes, symptoms, prevention and management. 39) Organizing supplementary nutrition at an AWC. 40) Introduction to integrated management of Neonatal & childhood illness. 41) Classification of childhood illness. 42) Treatment f childhood illness. 43) First aid treatment with home case & advice. 44) Practice exercise(visit of community for assessment, classification & treatment of common childhood illness. 45) Nutrition counseling . 46) Need importance and scope of community participation in ICDS. 46) How to know your community. 47) Role of community in ICDS programme. 47) Personal Hygiene and safe drinking water. 48) Role of panchayts in implementation of ICDS project. 48) Preparing community for implementation of ICDS project. 49) Information ,education & communication in ICDS programme & need for social marketing.50)Communication process. 51) Use of folk and traditional media and street play in ICDS programme. 52)Preparing community for implementation of ICDS project. 53) Formation of Mahila Mandals in the community. 54) Formation of village level coordination committee. 55) Conducting a survey in a community.56)Techniques for mobilizing community participation. 57) Community based monitoring for ICDS. 58) Information, education& communication in ICDS programme & need for social marketing.58)Use of folk and traditional media and street play in ICDS programme. 59) use of interpersonal and group communication in ICDS. 60) Preparation of social messages &communication material for use in community related to crucial issues concerning children & women. 61) Preparation of social messages and communication material for use in community related to crucial issues concerning children & women. 62) Communication behavior change.63)Planning & organization of Balmelas, exhibition and advocacy/Awareness campaigns for issues concerning children and women. 64) Supervision and monitoring of AWC-tools & techniques. 65) Supervision & management of material supplies for AWCs. 66) Planning & organizing sectoral meetings/VLCC meeting. 67) preparation of training plan for induction training of AWWs and presentation of training plan. 68) Maintenance of records and registers and office procedures. 69) MIS in ICDS & MPR proforma. 70) Planning activities of AWC and management of service delivery. 71) Techniques for self development and self approval.72)Act as an AWW in the community. 73) Act as a supervisors at an AWC. 74) Act as a CDPO in CDPO's office. 75) Issues of National importance. 76) Evaluation of trainees. 77) Feedback & bridging the learning gaps etc.

4.PROFILE OF PARTICIPANTS:

Out of deputed 31 Nos. of Supervisors 20 Nos. have joined for Job Training Programme from different ICDS Project of Assam. The list of participants is enclosed in Annexure – I. The profile of the participants is furnished below:

Sex distribution

Sl. No.	Sex	No. of participants
1	Male	Nil
2	Female	20
	Total	20

Age distribution

Sl. No.	Age group	No. of participants
1	20 – 25 yrs.	Nil
2	26 – 30 yrs.	1 No.
3	31 – 35 yrs.	10 Nos.
4	36 - 40 yrs.	Nil
5	40 & above	9 Nos.
	Total	20 Nos.

Education qualification

Sl. No.	Education qualification	No. of participants
1	HSLC	Nil
2	HSSLC	Nil
3	Graduate	17
4	Post graduate	3
	Total	20

Length of experience

Sl. No.	Length of experience	No. of participants
1	Below 2 yrs	20
2	2 - 5 yrs	Nil
3	6 – 8 yrs.	Nil
4	9 – 11 yrs	Nil
5	12 yrs. and above	Nil
	Total	20

Religion :

Sl. No.	Religion	No. of participants
1	Hindu	15
2	Islam	5
3	Christian	Nil
	Total	20

Social status

Sl. No.	Caste	Total
1	SC	Nil
2	ST	1
3	OBC	8
4	Gen.	11
5	MOBC	Nil
	Total	20

5. INAUGURAL SESSION

After registration of the participants, the Inaugural session was held on 23/6/2014. Like previous batch under the presidentship of Sri. Balladev Sarmah, General Secretary of Santha. Sri Sarmah offered welcome address to the participants and stated about the role of Supervisors and explained about the objectives of the ICDS programme and Govt. policies for the development of women and child. He welcomes the participant and stated that ICDS is the biggest child welfare scheme in the country. He also explained about the organization. Mrs. Sagarika Borah, Principal, Middle Level Training Centre on her speech explained about the aims and objectives of the Training Programme of Supervisors under ICDS Scheme and mentioned that the Supervisors should know their Job responsibilities, the services provided in ICDS and about the needs of community participation.. The personal introduction and trainees experienced was collected by Mrs Sagarika Bora Principal MLTC. The necessary teaching and learning materials were distributed among the trainees. The trainee shared their service experiences and about the needs of training.

6. ACADEMIC SESSIONS:

As per schedule of training Course the Academic Session started from 23/6/2014 to 22/7/2014 excluding reporting and departure days. As per Schedule of the Training Course the academic session started from 9.am and ended at 5.30 pm. every day. During the 26th days there are 153 Nos. of Academic Session where 195 hours of classes were conducted by regular faculty members, resource persons and guest speakers. Details of training components are mentioned separately as per programme schedule.

De-freezing

The de-freezing component was the first component which started from 23/6/2014. In this component the participants were briefed about the rules of the training programme and the programme schedule of the training programme was also discussed in brief. Some games were carried out to make the trainees feel comfortable and at ease. Efforts were also made to make the environment conducive for training. The entire behaviour of the trainees was checked by asking a few questions on ICDS.

In the 2nd session sharing of experiences among the trainees was done. Each trainees shares his/her experiences in implementing ICDS programme. The course director listed down the expectation of trainees, assessment of training needs and constraints and problems in the field.

The Foundation

This component was started w.e.f- 23/6/2014 & 24/6/2014 Subjects/topics like situational analysis of children and women, social issues concerning women and child, constitutional provisions and legislations to protect child and women from various forms of abuse and exploitation, programmes and polices of various ministries for development of women and child, status of girl child with specific reference to health, nutrition and education and importance of

self help group (SHGs) for empowerment of women were thoroughly discussed. Short films like Meena were screened for better understanding of Social issues.

ICDS Programme

The second component was on ICDS programme which started from 25/6/2014 to 28/6/2014. This component was initiated with the sessions on introduction to ICDS where participants were appraised about its objectives, philosophy and norms/guiding principles to manage the projects. In this component sessions like setting up of AWC job responsibilities of supervisors, CDPO/ACDPO, block and health functionaries and population norms for PHC, CHC were taken up and emphasis was also laid on interface/coordination with other departments such as health, education, rural development & information and broad casting for popularizing ICDS. Important instructions and guidelines issued by Ministry of Women and Child Development were shared with the participants. The session on communication and counseling skills required for supervisors dealt with need, process and stages of counseling. The difference between communication and counseling were discussed and emphasis was given on role-play so that it will be easier for the participants to understand its importance for everyday work sphere.

EARLY CHILDHOOD CARE AND EDUCATION (ECCE)

This component was started immediately after the component of ICDS programme from 30/6/2014 to 3/7/2014. The component oriented and sensitized the participants and also imparted skills in dealing with children from birth to 6 yrs. The broad areas of the component included- concept, need and principles of child development, importance of ECCE in ICDS and characteristics of Pre-school child, activities of various development- physical & motor cognitive, psychosocial, creativity & scientific exposure, language, need and importance of early childhood stimulation; organization of pre-school activities in AWC; preparation of low cost PSE materials; common behavioural problem in children, etc. At the end of the component feedback was taken through quiz. In addition to quiz, the trainees were also evaluated on teaching AIDS that they had prepared. The participants were taken to Khagorijan ICDS Project for conducting PSE and other activities per training to AWCs.

NUTRITION & HEALTH

The components started on 4/7/2014 to 11/7/2014. The topics covered in this component were importance of healthy living and basics of good nutrition; functions and sources of nutrients; nutritional and health care requirements at various stages of life- new born, adolescent girls, pregnant and nursing mothers; management of nutritional deficiency disorders; organization of supplementary nutrition at AWC; growth monitoring- its step & processes, new WHO child growth standard its rationale, implications and how it is different from the old one. Other topics of the component were early detection and prevention of childhood disabilities. Integrated Management of Neonatal & Childhood Illness- assessment & classification of common problem like cough, cold, fever, Acute Respiratory infection, edema etc. Personal hygiene and safe drinking water, etc. Besides, the group was also taught about community growths chart. The participants were taken to Urban ICDS Project Nagaon to carry out field practice on IMNCI- assessment and treatment. At the end, importance of NHED techniques like Role-play, puppet show, Story-telling and folk songs were deliberated. A quiz session was held at the end of the component to get the feedback on nutrition and health.

Communication, Advocacy and Community Participation

From 12/7/2014 to 16/7/2014 the Communication, Advocacy and Community Participation component was held. Community participation in ICDS, role of village development council/board and other local bodies in ICDS, techniques of mobilizing community including participatory Learning and Action (PLA), How to conduct survey in the Project; information education and communication in ICDS – its importance, skills and budgetary provisions, Communication process and behaviour change, advocacy awareness programme etc. were the major subject matters covered in this component. Feedback was taken by conducting a test on the component.

Supervision, Training & management

The Supervision, Training and AWC component was held from 17/7/2014 to 18/7/2014. In this component the supervisors were oriented about various administrative matters relating to their job. The major areas of this component were supervision and monitoring of AWC- its tools and techniques; supervision and management of materials and supplies for AWCs, planning and organizing sectoral meetings, leadership, motivation and team building, planning and organizing meetings office management, preparation of training plans, office procedures, maintenance of records and registers etc. The trainees in small groups, were also assigned to training plan for conducting training of AWWs & AWHs at the ICDS Project. The action plans were evaluated and supplemented as required. The feedback was taken by discussion and asking questions to the participants.

Supervisory Practice

Supervised Practice Programme started w.e.f- 19/7/2014 to 21/7/2014. For supervised practice programme different ICDS Project namely – Khagorijan ICDS Project, Barhampur ICDS Project, Raha ICDS Project, Rupahi ICDS Project, Kapili ICDS Project, Pakhimoria ICDS Project and Urban ICDS Project of Nagaon Dist. are selected. In this batch supervise practice programme was conducted at Urban ICDS Project, Nagaon. Two AWC were allotted under Urban ICDS Project namely –Amlan Gusti 22 No. ward AWC, 22 No. Ward Jiten Saikia path AWC. This Anganwadi Centre were allotted by the CDPO of Urban ICDS Project of Nagaon. During the supervised practice programme the trainees were made into two groups and the name of the group were Kolong and Kapili. Correspondence was made with Divisional Programme Officer ICDS Cell Nagaon regarding supervised practice programme.

The Supervise practice programme was conducted for three days in these centers.

On the first day (19th July /14):- The trainee (supervisors) performed the duties of Anganwadi Workers, run the Centre and conducted different pre-school activities for all round development of the children. Cognitive activities like Dominoes/Discrimination Chart, Colour concepts/Small big concepts were taught to the Children. Physical activities like Jumping, Running and Hoping etc were given. Drawing and painting, Clay modeling, Puppet play, Doll play etc were also taught to the children. For languages development rhymes, action song, story telling, chart reading etc. have give to the children. Growth monitoring of children were also done. The trainees fill up the MPR form also. Survey and Home were also conducted by the trainees.

On the second day (20th July/14):- The trainees performed the duties of supervisors at the Centre. They observe location, space and cleanliness of Anganwadi Centres. Supervised Pre-school Education activities conducted by Anganwadi Workers and guide them, observed distribution of supplementary nutrition and gave guidance. They also observed and guide AWW in filling up records and registers and MPR and checked records and registers maintained at AWC. They

observed AWW in conducting Survey/Home visit. The Supervisors conducted mothers meeting. In the meeting they perform Role Play, Songs about ICDS etc. In the meeting women of the village, Adolescent Girls, Supervisors of the project were present.

On the third day (21st July/14):- The trainees performed the duties of CDPO. They discussed the functioning of AWC and the problems faced by AWW. They also Supervised AWC and checked availability of equipment, food, medicine, PSE material etc and conducted community meeting. The trainees were taken to Urban ICDS Project of Nagaon. They act as a CDPO in the CDPO's office and observed records and register maintained in the CDPO's office also their management system etc. In the community meeting President of the AWC, Member of Panchayats, Members of Mohila Mondal & Local people were present.

Evaluation/ Examination: Both written & Viva examination was conducted among the trainees to evaluate them and thereby result with gradation was done. Result sheet is enclosed herewith.

Yoga & Music Classes: The trainees were trained about yoga classes daily & music classes.

The trainees visited Borduwa Than, the holi place of Srimanta Sankar Dev on Holiday.

Sri. Balladev Sarmah, General Secretary of the Santha also imparted classes at MLTC.

7. Training Methodology

A participatory approach was adopted during the training. As per programme schedule various topics were imparted during practical and theory classes through various techniques like lecture-cum-discussion, audiovisual presentations, group discussion, brainstorming, quiz, demonstration, mock session, role-play, questionnaire method, observational visits as well as supervised practice. The respective Day officer appointed amongst the participants presents the report of the previous day and a brief feedback was taken by the course director everyday prior to the day's sessions.

8. Reading materials:

The reading materials comprised both hard and soft copy materials covering most of the subject matters of the syllabus to the participants. The list of reading materials is enclosed at Annexure – II.

9. Resource persons

The resource faculty included both teaching staffs of MLTC, Nagaon as well as outside resource persons. The guest resource persons were invited from Deptt. of Social Welfare, Joint Director of Health Services, Judiciary Branch. The list of resource persons are enclosed in Annexure III.

10. ASSESMENT OF THE TRAINEES

The course faculty regularly assessed the trainees after each component. They were assessed regularly by conducting oral and written tests, quiz, assignments and a comprehensive examination at the end of the training programme. Assignments given to the trainees are as follows-

- a) A write up on ICDS project and managing delivery of services at AWC.
- b) Preparation of low cost PSE material.
- c) Preparation of report card for a child.
- d) Planning for conducting PSE activities in an AWC (group work)
(Timetable preparation for a day/week).
- e) Training to write two nutritious recipes of complementary foods for children. One for children under 2yrs. of age and another for children 2-6 yrs. of age.
- f) Growth monitoring and promotion of a child.
- g) Mock session by trainees on organizing Nutrition and Health Education session on selected topic.
- h) Preparation of Social messages and communication materials.

The result sheet is enclosed in Annexure IV.

11.VALEDICTORY SESSION

The valedictory session was held on 22 July/14 afternoon with the Presidentship of Sri Balladev Sarmah, General Secretary, Sadau Asom Gramya Puthibharal Santha. A brief report of training programme was presented by Smt Sagarika Borah, Principal of Middle Level Training Centre and urged the supervisors to take extra effort to make the Anganwadi Centres interesting by giving on the spot guidance to the AWWs and asked to made each AWC a modal centre. She told them to contact with the Training Centre by telephone whenever they are in doubt and face problems in the field. Sri Balladev Sarmah, General Secretary of Sadau Asom Gramya Puthibharal Santha delivered on his speech that the Supervisors should maintain relationship with the community and try to get support from the various groups in the community as it will help them in implementing the programme.

The trainees also explained their experiences of the training programme. Some of the trainees perform songs & dances in the valedictory session, the certificates were distributed to the trainees in the valedictory session.

12. COURSE EVALUATION:

The participants evaluated the training programme and gave their comments on the last day in a prescribed performa which are mentioned below:

- i) **Quality of Instruction:** Among the group 100% found the quality of Instruction Excellent.
- ii) **Training Methodology :** According to 100% participants, the training methodology was highly participatory.
- iii) **Reading material given:** 95% found it to be very good and good according to 05%.
- iv) **Extent of help from the course:** 100% of the trainees opined that the course would held to a large extent.

- v) **Class room:** 90% participants mentioned the classroom to be very good, 10% mentioned it to be good.
- vi) **Food:** Among the group 90% mentioned it to be very good and 10% mentioned good.
- vii) **Rating of overall programme:** 100% participants rated the programme as excellent.
- viii) **Stay arrangement:** 100 % of the participant mentioned it to be very good.

Participants impression about the course

The impression of the participants (Trainees) toward the course is very good.

13.Experience of the Principal:

Through out the training period most of the participants were found to be active and punctual. The trainees cooperated and participated in all the sessions and their hard work and enthusiasm make the programme a successful one.

(Sagarika Borah)
Principal
Middle Level Training Centre
Sadau Asom Gramya Puthibharal Santha
Nagaon :: Assam

(Balladev Sarmah)
General Secretary
Sadau Asom Gramya Puthibharal Santha
Nagaon :: Assam

Annexure-II**List of reading materials**

Sl. No.	Name of materials
1	Leaf let – Anaemia, goitre, marasmus, kwashiorkor for nutrition & health education
2	Folders – a) complementary food, b) childhood illness, c) HIV/AIDS, d) malaria etc
3	Booklet on different messages on health, nutrition, child development, ICDS and social issues.
4	Charts on – Concept of colour, matching object, identification of objects, naming object, concept of shape- like square, circle, rectangle triangle etc. Concept of pre number like big, small and thin, long & short, tall & short, heavy & light etc. Concept of number like 1-10 numbers, many-few etc. use for cognitive development
5	Posters on social messages related to crucial issues concerning children and women.
6	Flash card on Storytelling – for language development
7	CD
8	Roller graph
9	Printed copy (Covering most of the subject matters of the syllabus)

(Sagarika Borah)
Principal
Middle Level Training Centre
Sadau Asom Gramya Puthibharal Santha
Nagaon :: Assam.

Sadau Asom Gramya Puthibharal Santha

Middle Level Training Centre

Sl. No.	Name of faculty member	No. of session
1	Smt. Sagarika Bora, Principal, MLTC, SAGPS, Nagaon	65
2	Sri. Mostafa Md. Kamal Hussain, Instructor, MLTC, SAGPS, Nagaon	41
3	Smt. Goutom Bordoloi, Instructor, MLTC, SAGPS, Nagaon	42
4	Dr. Tridiba Nanda Talukdar, Rtd. SDMO, Nagaon	04
5	Smt. Ujjwala Biswas, Music Teacher, Nagaon	04
6	Smt. Monisha Sharma, Craft Teacher	02

List of Resource Person

Sl. No.	Name of Guest speaker	No. of session
1	Sri. Chidananda Nath, Rtd. DSWO, Morigaon	01
2	Sri. Jintu Phukan, CDPO, Juria ICDS Project, Nagaon	01
3	Smt. Sangita Borthakur, CDPO, Jugijan ICDS Project	01
4	Sri Sachindra Borthakur, Advocate, Nagaon	01
5	Runjun Bora, Project Director, SAGPS, Nagaon.	01
6	Daisy Senapati, Counselor, Short Stay Home, SAGPS, Nagaon, Assam	01

(Sagarika Borah)
 Principal
 Middle Level Training Centre
 Sadau Asom Gramya Puthibharal Santha
 Nagaon :: Assam