



ANUPAMA T. V. IAS
DIRECTOR



MESSAGE



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Date **08.11.2021**.....

Umbrella ICDS Scheme encapsulates Anganwadi Service Scheme, Pradhan Mantri Mathru Vandana Yojana, National Creche Scheme, Scheme for Adolescent Girls, Child Protection Scheme and Poshan Abhyaan. These services aim at providing strength and support to children and women for their development and protection. Anganwadi centre is the basic structural unit of ICDS. Anganwadi centre is functioning as a resource centre of the community and the ICDS network of officials ensures the implementation of nutrition, development, protection, empowerment initiatives of the Government.

Effective service delivery of the ICDS system has been instrumental in Kerala achieving the enviable position in Human Development Index. Status in many of these indicators are comparable with the achievements of a developed society. It is important to build on the momentum and also make changes in strategy in implementation to meet the new challenges. Anganwadi functionaries and ICDS officials need to be kept abreast of the changes and also trained effectively to meet the targets and goals of ICDS

This training module will help in equipping the ICDS team.

Best wishes

Anupama.T.V, IAS
Director

Department of Women and Child Development



VEENA GEORGE
MINISTER FOR HEALTH
WOMEN AND CHILD DEVELOPMENT
GOVERNMENT OF KERALA



Date....24.01.2022.....

MESSAGE

Integrated Child Development Scheme (ICDS) under the Department of Women and Child Development, aims at the holistic development of children. Anganwadi centres established under the ICDS scheme provide a platform at the grassroots level for integrated service delivery of departments of Women and Child Development, Health, Education and Local Self Government among others. Anganwadi functionaries (anganwadi workers and helpers) are the frontline social workers of the Department.

Anganwadi functionaries play a pivotal role in implementing all schemes related to development and protection of children and women, Right from identification of beneficiaries for different schemes to ensuring the successful implementation of programmes and activities for nutrition, immunization, vaccination, early childhood care and protection, anganwadi functionaries are the liaison officers of the Department.

Even as the government initiates and develops new schemes and programmes in response to the needs of the citizen, it is important to ensure that the knowledge base of anganwadi functionaries is constantly updated. It is towards this end that we have designed this training module.


Veena George

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PRINCIPAL SECRETARY TO GOVERNMENT



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Message

ICDS scheme launched in 1975 is the nation's commitment for all round development of children. Anganwadi centre is the basic unit of the ICDS scheme under the Department of Women and Child Development. Following the 'life cycle approach', the scheme, through the activities of Anganwadi functionaries, tracks the development of a child right from conception to infancy to adolescence and finally to adulthood.

The training module prepared by the experts will help in sharpening the professional skills of Anganwadi functionaries to strengthen the core of ICDS schemes and thus appropriately intervene to create a brighter future for each beneficiary.

Hope the training would enhance the performance of the Anganwadi centres and contribute to the development of each child.

Rani George

RANI GEORGE
Principal Secretary
Department of Women and Child Development



**Women and Child
Development Department**

**Refresher Training of
ICDS Supervisors**

ICDS SUPERVISORS REFRESHER TRAINING

DAY-1 TIME: 9.00-9.30 am TOPIC: Registration		
Learning Objective	Contents	Methodology
DAY-1 SESSION- I TIME: 9.30- 10.30 am TOPIC: Welcome & Introduction		
	<ul style="list-style-type: none"> • Distribution of kits(copy of entitlement of trainees at the training centre shall be given to the participants) • Introductory address by Head of institution. • Rules and regulations of training centre. • Ice breaking activities 	<ul style="list-style-type: none"> • Game : Self-introduction
TIME : 10.30 -10.45 am Tea Break		
DAY-1 SESSION- II & III TIME: 10.45 - 1.00 pm TOPIC: Pre- test & feedback		
<ul style="list-style-type: none"> • To evaluate the existing knowledge of trainees 	<ul style="list-style-type: none"> • Pre test(Using pre-structured questionnaire developed by the State) • Sharing of experiences in implementing ICDS programmes. • Listing of training needs, constraints & problems 	<p>Group Work Trainees may be divided in to 5 groups for the status presentation of the following subjects</p> <p>G1:Revised objectives & services under ICDS</p> <p>G2:Integrated packages of services under ICDS</p> <p>G3:Job responsibilities of supervisors with special reference to field experience.</p> <p>G4:Periodic maintenance and upgradation of AWC as vibrant ECD centre and management of service delivery.</p> <p>G5:Linkages and coordination in line with various departments.</p> <p>➤ Resource person shall appraise the awareness of the participants regarding the emerging</p>

		<p>trends in ICDS programmes.</p> <p>➤ Identify and list out the training needs through discussions.</p> <p>(Refer ICDS mission document and LSGD guidelines. Participants are expected to be with them. All the required details may be made available for the trainees)</p>
<p>TIME: 1.00- 2.00 pm LUNCH</p>		
<p>DAY-1 SESSION- IV TIME: 2.00- 3.00 pm TOPIC: Review of early childhood care and education</p>		
<ul style="list-style-type: none"> • To understand the importance of early childhood stimulation. • To equip trainees to conduct early childhood stimulation activities. 	<ul style="list-style-type: none"> • Early childhood stimulation • PSE activities based on the domains of child development • Age specific Early childhood stimulation activities 	<ul style="list-style-type: none"> • Group Discussions • Demonstration of early childhood stimulation and activities by participants • After the discussion, ask 2-3 participants to demonstrate selected age specific early childhood stimulation activities. <ul style="list-style-type: none"> ➤ Demonstration of PSE activities with low cost PSE material. ➤ Demonstration of PSE kit. ➤ PSE activities as per each domain of child development. ➤ Demonstration of selected ones with the help of low cost PSE materials. ➤ Demonstrate use of PSE kit available at AWC ➤ Participants to be divided into 4 groups to prepare an action plan for an advocacy

		<p>campaigns. Each group can opt any topic of their choice.</p> <ul style="list-style-type: none"> ➤ Participants present the action plan in groups followed by critical discussions. ➤ Participants may be divided into 4 groups to prepare a plan for organizing PSE activities at AWC for a day. ➤ Group presentation of the plan and discussion.
<p>DAY-1 SESSION- V TIME: 3.00- 4.00 pm TOPIC: Emerging issues and social problems concerning survival and development of children and women</p>		
<ul style="list-style-type: none"> • To familiarise the emerging issues and social problems concerning survival and development of children and women 	<ul style="list-style-type: none"> • Status updates of population wise details and vital statistics • Declining child sex ratio-programme BBBP,PCPNDT Act • Vital statistics of nation & comparison • Comparison of current data with the previous year figures • New Government programmes and policies concerning children and women and ICDS instructions and guidelines issued by DWCD,GOI 	<ul style="list-style-type: none"> • Ppt. • Group discussion.
<p>TIME : 4.00 - 4.15 pm Tea Break</p>		

DAY-1 SESSION- VI TIME: 4.15 – 5.30 pm TOPIC: Emerging issues and social problems concerning survival and development of children and women <p style="text-align: right;">(continues)</p>		
Learning Objectives	Training content	Methodology
DAY-2 TIME: 9.15-9.30 am TOPIC: Feedback of the previous day		
DAY-2 SESSION- I TIME: 9.30 – 10.30 am TOPIC: Review of early childhood care and education, National ECCE Policy		
<ul style="list-style-type: none"> • To supplement the knowledge of trainees about developmental milestones, ECCE curriculum etc. 	<ul style="list-style-type: none"> • IEC in ICDS Programme and advocacy for ICDS issues concerning children and women • Developmental milestones, prenatal infancy and significance of first 1000 days • ECCE Policy, curriculum framework, importance aspects and domain of child development 	<ul style="list-style-type: none"> • Each participants shall submit a write up on review of last three months of the IEC ,ECCE & innovative activities • Group discussion • Class assignment • Role play by participants based on ECCE day
TIME : 10.30 -10.45 am Tea Break		
DAY-2 SESSION- II TIME: 10.45 – 11.45 am TOPIC: Review of early childhood care and education, National ECCE Policy <p style="text-align: right;">(continues)</p>		
DAY-2 SESSION- III TIME: 11.45 – 1.00 pm TOPIC: Review of early childhood care and education, National ECCE Policy <p style="text-align: right;">(continues)</p>		
TIME: 1.00- 2.00 pm LUNCH		

DAY-2 SESSION- IV TIME: 2.00- 3.00 pm TOPIC: Planning and organizing preschool education programme		
<ul style="list-style-type: none"> To construct ideas regarding the procedure for organizing pre-school education programme. 	<ul style="list-style-type: none"> Organizing pre-school education programme at AWC Activities of pre- school education Portfolio & assessment cards Model pre-school session(theme chart and activity book) 	<ul style="list-style-type: none"> Participants may be divided into 5 groups to prepare a plan for organizing PSE activities at AWC for day Prepare a low cost PSE material(class assignment) Demonstration by trainers
DAY-2 SESSION- V TIME: 3.00- 4.00 pm TOPIC: Planning and Organizing Preschool Education programme <p style="text-align: right;">(continues)</p>		
TIME : 4.00 - 4.15 pm Tea Break		
DAY-2 SESSION- VI TIME: 4.15-5.30 pm TOPIC: Child Rights		
<ul style="list-style-type: none"> To develop acquaintance with the working of ICPS. 	<ul style="list-style-type: none"> ICPS Relative provisions of JJ Act Guidelines for child adoption, foster care, CARA,SARA, CWC, JJB, sponsorship Nirbhaya Child marriage restraint Act POCSO Child Rights Act Child Labour Prohibition Act 	<ul style="list-style-type: none"> Ppt.
Learning Objectives	Training content	Methodology
DAY-3 TIME-9.15-9.30 am Games/feedback of previous day		

DAY-3 SESSION- I TIME: 9.30 - 10.30 am TOPIC: Review of nutrition services		
<ul style="list-style-type: none"> To develop own ideas regarding the need and importance of SNP To create awareness among the trainees regarding the possible gaps happening during the implementation of SNP Projects. 	<ul style="list-style-type: none"> State nutrition policy LSGD Plan projects- SNP Convergence mechanism Preparation of action plan 	<ul style="list-style-type: none"> Briefing of State Nutrition policy Introducing Panchayath Level action plan format Preparation of action plan <ul style="list-style-type: none"> * Before attending the training all the participants have to go through the state nutrition policy. (available on website) * Participants should attend training with all required data relating to state norms. Participatory session analysing the gaps and suggesting remedial measures in respective sectors.
TIME : 10.30 -10.45 am Tea Break		
DAY-3 SESSION- II TIME: 10.45- 11.45 am TOPIC: Review of Gender equality and women empowerment policy		
<ul style="list-style-type: none"> To develop constructive ideas regarding the vision of gender equality and women empowerment policy 	<ul style="list-style-type: none"> Women legislations (DV, POSH etc.) Govt. initiatives Role of LSGI Preparation of action plan PCPNDT Act (Pre- Conception and Pre- Natal Diagnostics Techniques) 	<ul style="list-style-type: none"> Briefing gender equality and women empowerment policy. Introducing Panchayath level action plan format Preparation of action plan <ul style="list-style-type: none"> * Before attending the training all the participants have to gone through the Gender equality and women empowerment policy. (Available on website) * Participants should attend the training with all required data. Participatory session : Identification of gaps to suggest remedial measures in respective sectors.

DAY-3 SESSION- III TIME: 11.45 - 1.00 pm TOPIC: New initiative on Disability		
<ul style="list-style-type: none"> To create awareness about New initiative on Disability 	<ul style="list-style-type: none"> Rights of person with disabilities Act (Amendment)-2016 Early detection of disability: Govt. initiatives Idea of disabled friendly society Referral centres Possibility of Convergence State and Central schemes for welfare of the disabled State policy on differently abled 	<ul style="list-style-type: none"> Briefing of rights of persons with disabilities act. <ul style="list-style-type: none"> * Identify the areas in which specific roles have been assigned to local bodies. * Preparation of action plan. Before attending the training all the participants have to go through the Rights of Persons with disabilities Act.(Available on the website of Ministry of Social justice & empowerment GOI) Participants should attend the training with all required data Participatory session : Identification of gaps and suggesting remedial measures in respective sectors
TIME: 1.00- 2.00 am LUNCH		
DAY-3 SESSION- IV TIME: 2.00- 3.00 pm TOPIC: Service matters of Supervisors,AWWs & AWHs		
<ul style="list-style-type: none"> To develop awareness regarding service matters of Supervisors, AWWs & AWHs 	<ul style="list-style-type: none"> Appointment Transfer of charge Full additional charge- charge allowance Salary Honorarium Increment Types of leave TA,DA, PF,NPS 	<ul style="list-style-type: none"> Lecture class Discussion <ul style="list-style-type: none"> * Copies of important circulars may be provided to the trainees.

	<ul style="list-style-type: none"> • Pay fixation • Promotion • Retirement • Pension • Welfare fund • LIC for AW Functionaries • Welfare schemes for AWWs & AWHs etc. 	
DAY-3 SESSION- V TIME: 3.00 - 4.00 pm TOPIC: Local Plan implementation		
<ul style="list-style-type: none"> • To refresh the understanding of Local Plan implementation 	<ul style="list-style-type: none"> • Shared plan scheme with State Govt, Central Govt & Local bodies (Nutrition, Honorarium etc.) • Procedure for plan proposal/modification • Divergence of fund • Liaison with LSGI & PRI members 	<ul style="list-style-type: none"> • Group discussion • Lecture class
TIME : 4.00 - 4.15 pm Tea Break		
DAY-3 SESSION- VI TIME: 4.15– 5.30 pm TOPIC: Local Plan implementation		
<ul style="list-style-type: none"> • To refresh the understanding of Local Plan implementation 	<ul style="list-style-type: none"> • Shared Plan scheme with vertical and horizontal Integration of Panchayath Raj Institution- Convergence with other department Schemes • Schemes using own fund of local bodies, store purchase manual • Audit –State audit, AG audit, Performance audit, etc • Audit related rules 	<ul style="list-style-type: none"> • Lecture class • Group discussion to identify the areas based on the domains of ICDS, CPS, Women, Children, Old Age & differentially abled, nutrition policy and gender policy • Identification of areas for innovative activities

Learning Objectives	Training content	Methodology
DAY- 4 TIME: 9.15 - 9.30 am Games/Feedback of previous day		
DAY- 4 SESSION- I TIME: 9.30-10.30 am TOPIC: Essentials of managing, monitoring, and supervising AWCs.		
<ul style="list-style-type: none"> To reflect and revisit on the essentials of managing, monitoring, supervising AWCs and to refamiliarise the functions of AWWs and AWHs 	Essentials for managing:- <ul style="list-style-type: none"> Preschool activities Growth monitoring Store, stock and material management Nutrition services Focus on under 3s-Nutrimix coordination with Kudumbasree unit Community interventions Public participation ALMSC, mothers committee, AG club General supervision and monitoring of AWCs 	<ul style="list-style-type: none"> Using check list for Supervisors Training centre to give a checklist to participants for supervision and monitoring of an AWC, AWW and AWH, which will also be used during the supervised practice.
TIME : 10.30 -10.45 am Tea Break		
DAY- 4 SESSION- II TIME-10.45- 11.45 am TOPIC: ICT, NNM,ILA,E-ILA, POSHAN ABHIYAN <div style="text-align: right;">(Continues)</div>		
<ul style="list-style-type: none"> To foster the awareness regarding the use and importance of ICT, NNM,ILA,E-ILA and POSHAN ABHIYAN 	<ul style="list-style-type: none"> CAS phone, dash board evaluation Training through E-ILA Awareness programmes through various CBE's 	<ul style="list-style-type: none"> Practical session
DAY- 4 SESSION- III TIME: 11.45- 1.00 am TOPIC: ICT, NNM,ILA,E-ILA, POSHAN ABHIYAN <div style="text-align: right;">(Continues)</div>		

TIME: 1.00- 2.00 pm Lunch		
DAY- 4 SESSION- IV TIME: 2.00 – 3.00 pm TOPIC: Planning & Organizing various meetings		
<ul style="list-style-type: none"> To explore ways to undertake planning & organizing of various meetings 	<ul style="list-style-type: none"> Planning & Organizing sector meeting, ALMSC, adolescents club meeting, parents meeting, Jagratha Samithi, CBE, ECCE meetings etc. Pre planning of the meeting including time schedule and agenda Upgradation of the subject knowledge Preparation of the material to be distributed Maintaining meeting protocol minutes 	<ul style="list-style-type: none"> Role play Lecture class Group discussion
DAY- 4 SESSION – V & VII TIME: 3.00 - 5.30 pm TOPIC: Exposure visit		
<ul style="list-style-type: none"> To develop hands on experiences by visiting institutions 	<ul style="list-style-type: none"> Exposure visit 	<ul style="list-style-type: none"> Visit welfare institutions, special schools, AWC's, Home science school, food craft institutes etc.

Learning Objectives	Training content	Methodology
DAY- 5 TIME: 9.15 – 9.30 pm TOPIC Games/Feedback of previous day		
DAY- 5 SESSION- I TIME: 9.30- 10.30 pm TOPIC: Leadership and Management skills		
<ul style="list-style-type: none"> To foster leadership and management skills 	<ul style="list-style-type: none"> Leadership and management skill of a supervisor Crisis management skill Communication skills Counselling skills Problem identification and decision making 	<ul style="list-style-type: none"> Role play Lecture class Group discussion
TIME : 10.30 -10.45 am Tea Break		
DAY- 5 SESSION- II TIME: 10.45- 11.45 am TOPIC: Leadership and Management skills <p style="text-align: right;">(Continues)</p>		
DAY- 5 SESSION- III TIME: 11.45 – 1.00 pm TOPIC: Growth monitoring		
<ul style="list-style-type: none"> To construct ideas to elaborate the concept and importance of Growth monitoring 	<ul style="list-style-type: none"> Growth Monitoring (Including theory & practical) for bridging the gaps Maintenance of registers Updation through CAS phone Dashboard verification CBE data updation Report generation 	<ul style="list-style-type: none"> Practical session
TIME: 1.00- 2.00 pm Lunch		
DAY- 5 SESSION- IV TIME: 2.00 – 3.00 pm TOPIC: SPARK,SULEKHA,SAKARMA etc.		
<ul style="list-style-type: none"> To familiarize SPARK,SULEKHA,SAKARMA etc. 	<ul style="list-style-type: none"> SPARK entry and reports E-Jeevika RRS Saankhya BIMS BAMS 	<ul style="list-style-type: none"> Discussion PPT. Demo

