



ANUPAMA T. V. IAS
DIRECTOR



MESSAGE

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

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Date **08.11.2021**.....



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



RANI GEORGE IAS
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**

**JOB TRAINING OF
ICDS SUPERVISORS**

ICDS SUPERVISOR JOB TRAINING

DAY:1 TIME:9.00-9.30 AM TOPIC:Registration		
LEARNING OUTCOME	TRAINING CONTENT	METHODOLOGY
	<ul style="list-style-type: none"> Registration of Participants and distribution of Kit (entitlements of trainees at training centre shall be a part of the training kit) 	
DAY:1 SESSION:I TIME:9.30-10.30 AM TOPIC: Introduction		
<ul style="list-style-type: none"> To familiarize the schedule, objectives and aims of the training programme. To assign duties and responsibilities to the participant, for efficient running of the programme. To familiarize the participant with the process and the significance of the process envisaged in the training. 	<ul style="list-style-type: none"> Welcome the participants Introductory Address by Head of the Institution/ Division <p>Introduction to the Training Programme</p> <ul style="list-style-type: none"> Briefing on objectives, programme schedule, working hours, theory sessions, practicals, supervised practice, field visits and resource persons <p>Introduction to the Training Institute</p> <ul style="list-style-type: none"> Rules and regulations of the training centre – hostel, classroom, outstation leave permission, medical, TA etc. Facilities available in and around training centre like medical, market, post office, bank etc. Self introduction by participants and sharing of information about family, home and place of work 	<ul style="list-style-type: none"> Discussion Lecture Method Grouping

	<p>Instruction by Course Director</p> <ul style="list-style-type: none"> • Course Director may assign responsibilities to participants by rotation for classroom management – Physical exercise/games, attendance, punctuality, assignment collection, giving vote of thanks to resource persons etc. • Every day one trainee should be given the responsibility of preparing the report of the day which should be read in the class and put on the board the next day • Participants may be divided into groups of 4-5 for class assignments during the programme 	
<p>Time- 10.30- 10.45 AM TEA BREAK</p>		
<p>DAY:1 SESSION:II & III TIME:10.45- 1.00 PM TOPIC: Sharing of experiences</p>		
<ul style="list-style-type: none"> • To develop reflective thinking among the participants in the light of shared field experience of the participants. 	<p>Each trainee shares her experiences in implementing ICDS Programme</p> <ul style="list-style-type: none"> • As per the discussions in the class, the Course Director should list: <ul style="list-style-type: none"> ➤ Expectation of Trainees 	<ul style="list-style-type: none"> • Discussion

	<ul style="list-style-type: none"> ➤ Assessment of Training needs ➤ Constraints and problems in the field <p>Note: Information regarding this session should be sent to Director WCD and POs.</p>	
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TIME- 1.00- 2.00 PM			LUNCH BREAK		
DAY:1					
SESSION: IV					
TIME: 2.00-3.00 PM					
TOPIC: Situation of Children and Women in India/States					
Learning Objective		Training Content		Methodology	
<ul style="list-style-type: none"> • To initiate the reflection and insight among the participants regarding the current status of women and children in rural and urban areas in India and Kerala in particular. • To get informed about the demographic data pertaining to the health status and the factors influencing the wellness of women and children, with special reference to the data of state and district-based data. 		<ul style="list-style-type: none"> ➤ Discussion on situation of children, adolescent girls and Women in urban, rural & tribal areas on following <p><i>Indicators:</i></p> <ul style="list-style-type: none"> ➤ Central, State and District. ➤ Demography, vital statistics ➤ Total population ➤ Population of children (0-6 yrs) by sex, adolescent girls and women in country/states ➤ Population growth rate 		<ul style="list-style-type: none"> • Ppt 	

	<ul style="list-style-type: none"> ➤ Sex ratio ➤ System of registration of birth and death ➤ Death and birth rate by sex and age group ➤ Health status – BMI ➤ Mortality among children (0-6yrs) by age group and by sex ➤ Crude death rate ➤ Low birth weight babies ➤ Morbidity-definition, incidence ➤ Prevalence of common childhood diseases ➤ Maternal mortality rate ➤ Immunization status of children and expectant mothers ➤ Nutritional Status ➤ Malnutrition among children and women ➤ Number of under nourished, wasted and stunted children by age and sex ➤ Number of children suffering from micro - nutrient deficiencies i.e. blindness due to vitamin A deficiency, nutritional anemia, and iodine deficiency disorders ➤ Shift in focus from welfare to rights based ➤ Major FHS in the country NFHS, DLHS an introduction ➤ Malnutrition - its relation to food safety 	
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	<p>and security</p> <ul style="list-style-type: none"> ➤ Obesity: the other face of malnutrition ➤ Role of ICDS functionaries in improving the situation of children and women 	
<p>DAY:1 SESSION : V TIME: 3.00- 4.00 PM TOPIC: Social Issues Concerning Children and Women</p>		
<ul style="list-style-type: none"> • To list out the emerging issues related to children and women and the programmes, schemes and legislations in force to address and combat the issues identified. 	<ul style="list-style-type: none"> ➤ List emerging social issues related to children and women, their causes, associated factors and preventive measures ➤ <i>Discuss the following Social Issues:</i> <ol style="list-style-type: none"> 1. Trafficking of children and women <ul style="list-style-type: none"> ➤ Prevention and role of ICDS functionaries ➤ Schemes and Programmes 2. Child labour <ul style="list-style-type: none"> ➤ Definition, causes and prevalence ➤ Effects of child labour on development ➤ Prevention of child labour ➤ Govt. initiatives to reduce the child labour 	<ul style="list-style-type: none"> ➤ Brain Storming ➤ Videos ➤ Short films ➤ Power point presentation.

	<p>3. Child Marriage</p> <ul style="list-style-type: none"> ➤ Definition, causes and prevalence <p>4. Child Abuse</p> <ul style="list-style-type: none"> ➤ Definition ➤ Magnitude of the problem <p>5. Substance abuse</p> <ul style="list-style-type: none"> ➤ Drug abuse & alcoholism ➤ Definition and magnitude of the problem. <p>6. Cyber Crimes</p> <ul style="list-style-type: none"> ➤ Definition ➤ Its implications on women and children <p>7. Gender Based Violence</p> <p>8. Declining Child Sex Ratio</p> <p>9. Problems of migrant women & children</p> <ul style="list-style-type: none"> • Programmes for migrant women and children • Health and hygiene • Shelter. <p>10. ECCE, school enrolment, retention</p> <p>11. Disability of women and children</p>	
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	12. Self delve, gender issue, mobility and decision making	
TIME- 4.00- 4.15 PM	TEA BREAK	
DAY:1 SESSION: VI TIME: 4.15- 5.30 PM TOPIC: Social Issues Concerning Children and Women		
		(Continues)
DAY:2 TIME : 9.15- 9.30 AM TOPIC: Feedback of the previous day		

SESSION : I DAY:2 TIME : 9.30- 10.30 AM TOPIC : Constitutional Provisions, Rights and Legislation concerning Children and Women		
Learning Objectives	Training Content	Methodology
<ul style="list-style-type: none"> • To familiarize various constitutional provisions and legislations to ensure the rights of women and children 	<ul style="list-style-type: none"> • Constitutional Provisions for children and women <ul style="list-style-type: none"> ➤ UN Convention on Right of the Child (CRC) • Provisions in articles and discussion on child rights: <ul style="list-style-type: none"> ➤ Right to survival ➤ Right to protection, ➤ Right to development • Participation • Convention on Elimination of all forms of Discrimination Against Women (CEDAW) • Provisions in articles for gender equality • Legislations concerning children and women: <ul style="list-style-type: none"> ➤ Child Marriage Prohibition Act ➤ Dowry Prohibition Act ➤ Protection of Children from Sexual Offences Act ➤ Juvenile Justice Act ➤ CARA guidelines ➤ Protection of women from Domestic Violence Act ➤ Sexual Harassment of Women at 	<ul style="list-style-type: none"> • PPt.

	Workplace (Prohibition, Prevention and Redressal) Act ➤ Immoral traffic (Prevention) Act ➤ Right to Education Act	
TIME- 10.30- 10.45	TEA BREAK	
DAY:2 SESSION:II TIME : 10.45- 11.45 AM TOPIC : Constitutional Provisions, Rights and Legislation concerning Children and Women (Continues)		
DAY:2 SESSION:III TIME : 11.45- 1.00 PM TOPIC : Status of Children in India		
<ul style="list-style-type: none"> • To reflect on the academic, emotional, social and developmental status of children in reference to the nutritional and health scenario prevailing in the state 	<ul style="list-style-type: none"> • Education <ul style="list-style-type: none"> ➤ Number of 3-6 years old children enrolled for preschool education at AWC ➤ Number of children enrolled in primary schools ➤ Number of dropouts at preschool and primary level ➤ Literacy rate of adolescent girls and women 	<ul style="list-style-type: none"> • Statistical presentation on power point • Ref: NFHS, www.wed.nic.in • State economic review

	<ul style="list-style-type: none"> • Problems of Adolescent girls in tribal areas Children in Difficult Circumstances i.e. <ul style="list-style-type: none"> ➤ Children with disabilities ➤ Child labour ➤ Vulnerability ➤ Street children ➤ Destitute children ➤ Juvenile delinquents ➤ Drug addicts ➤ Child sex worker and children of sex workers ➤ Children of prisoners, dowry victims and drug addicts ➤ Broken family ➤ Slum and migrant children ➤ Children suffering from HIV/ AIDS • Crime against children and women • Sex Ratio • Child Marriage • Enrolment and retention of ECCE • Nutritional status by sex and age • Children in different circumstances. Low birth weight babies, number in rise of obese children, alcohol and substance abuse. • Prevalence of Anaemia. Physical fitness and pressure of education • Addiction to social media and technologies • Status of girl child (including adolescent girls) in India 	
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	<ul style="list-style-type: none"> • Needs and rights of a girl child • Causes and factors associated with gender discrimination • Govt. schemes/programmes and policies for development of girl child 	
<p>TIME: 1.00-2.00 PM LUNCH</p>		
<p>DAY: 2 SESSION : IV& V TIME: 2.00- 4.00 PM TOPIC: Programmes and policies for development of children and women</p>		
<ul style="list-style-type: none"> • To familiarize the objectives and implementation process of various national programmes and policies for women and children in India 	<ul style="list-style-type: none"> • Brief introduction of National programmes for children and women <ul style="list-style-type: none"> ➤ Discuss objectives, services, and beneficiaries of programmes like Reproductive and Child Health, Kishori SakthiYojana. ➤ Beti Bachavo Betti Padhavo (BBBP) <ul style="list-style-type: none"> - Aim - Strategies - Scheme guidelines 	<ul style="list-style-type: none"> • Ppt • Discussion • Meena initiative by UNICEF

	<p style="text-align: center;">IGMSY, PMSMA, SABLA, NHM, RBSK, ARSH, PMMVY, MSK</p> <ul style="list-style-type: none"> • Discussion on provisions for children and women in National Policies/Policy documents <ul style="list-style-type: none"> ➤ National Policy for children 2013 ➤ National Nutrition Policy ➤ National curriculum Frame work ➤ National Policy for women 2016(revised) ➤ National ECCE Policy ➤ All state policies <ol style="list-style-type: none"> 1. NGO Policy 2. Transgender Policy 3. Disabled Policy 4. NIRBHAYA 5. State Policy for Senior Citizen 6. State Nutrition Policy 7. State Policy for children 8. Gender equality and women empowerment policy 	
<p>TIME- 4.00- 4.15 TEA BREAK</p>		

DAY:2 SESSION : VI TIME:- 4.15- 5.30 PM TOPIC: Women empowerment -breaking gender based role.		
<ul style="list-style-type: none"> To construct own ideas regarding the scope, significance and practical possibilities for women to emerge as empowered social change makers. 	<ul style="list-style-type: none"> Area and scope of empowerment - economic, social and empowerment through education The SHG saga - Kudumbasree Active participation, in all area apart from reservation, Property ownership Participation of women in politics 	<ul style="list-style-type: none"> Group discussion Film on women empowerment PPt
DAY: 3 TIME: 9.15-9.30 AM TOPIC: Feed back of the previous day		
DAY: 3 SESSION: I TIME:- 9.30- 10.30 AM TOPIC: Introduction to ICDS Programme		
<p>To familiarize the participants with</p> <ul style="list-style-type: none"> The significance, scope and objectives of ICDS programme The functions, functionaries and management pattern of ICDS programme 	<ul style="list-style-type: none"> Introduction to ICDS program–History Vision, goals, objectives, services and beneficiaries. coverage of population and reach of ICDS Programme Indicators of achievements - Core strategies & Service standards. APIP at state, district and project level 	<ul style="list-style-type: none"> PPt

	<ul style="list-style-type: none"> • ICDS functionaries • Institutional arrangements at central/ state/district/block and project level • Role of Department of Women & child Development and State in implementing ICDS • Successful programme management in collaboration with PRI' community based intervention 	
<p>TIME- 10.30- 10.45 AM TEA BREAK</p>		
<p>DAY: 3 SESSION : II TIME:- 10.45- 11.45 AM TOPIC: Introduction to ICDS Programme</p> <p style="text-align: right;">(Continues)</p>		

DAY: 3 SESSION : III TIME:- 11.45-1.00 PM TOPIC: Core Components of Umbrella ICDS		
<ul style="list-style-type: none"> To familiarize anganwadi services as the implementing agency of ICDS to realize the visions of PMMVY, NCS, Poshan Abhiyan and other schemes for child and adolescent protection 	<ul style="list-style-type: none"> Anganawadi Services scheme PMMVY National Crèche Scheme Poshan Abhiyan Scheme for Adolescent Girls Child Protection Scheme 	<ul style="list-style-type: none"> Ppt Refer ICDS Mission, the Broad Framework: www.wcd.nic/icds
TIME:1.00-2.00 PM LUNCH		
DAY: 3 SESSION : IV TIME:- 2.00- 3.00 PM TOPIC: Setting up an AWC		
<ul style="list-style-type: none"> To familiarize the infra structural requirements to be complied with while setting anganwadies 	<ul style="list-style-type: none"> Population norms Minimum need for an anganwadi building with adequate indoor and outdoor space for cooking and washing. Space for storage of food. Equipments and utensils Pure drinking water facilities Space for mothers meeting Toilets ECCE corners Essential equipments, materials, food and medicine at AWC Audio-Visual aids and equipments 	<ul style="list-style-type: none"> ➤ Ppt ➤ Video presentation

	<ul style="list-style-type: none"> ➤ Film projector, video player and computers. • Setting up an AWC as per population norms • How to identify areas of AWC • How to divide population among AWC • Different type of AWC –as per requirement • Setting up of AWC Special needs • Appointment of AWW & AWH on permanent /temporary basis (Selection procedure) 	
<p>DAY: 3 SESSION : V TIME: 3.00- 4.00 PM TOPIC: Role & Job responsibilities of Supervisor</p>		
<ul style="list-style-type: none"> • To construct collective ideas regarding the rules and responsibilities of supervisors as the implementing officer in LSGD, WCD and SJD schemes and programmes 	<ul style="list-style-type: none"> • Discuss role and job responsibilities of supervisor as an – <ul style="list-style-type: none"> ➤ Organizer ➤ Coordinator ➤ Communicator ➤ Counselor ➤ Administrator ➤ Educator • Role of supervisor as an implementing officer in LSGD. • Role of supervisor with respect to the WCD and SJD schemes and programmes. 	<ul style="list-style-type: none"> • Ppt • Discussion

TIME:- 10.30- 10.45 AM			TEA BREAK		
DAY: 4					
SESSION : II					
TIME:- 10.45- 11.45 AM					
TOPIC: Services provided by Health Services Department					
(Continues)					
DAY: 4					
SESSION : III					
TIME: 11.45- 1.00 PM					
TOPIC: Interface / coordination with Govt. ministries/ departments					
<ul style="list-style-type: none"> • To foster insightful reflection on the co-ordination, linkages and the significance of convergence of various state and national level schemes in the areas of health and education, for diseases control and health 		<ul style="list-style-type: none"> • Need and importance of convergence of various departments <ul style="list-style-type: none"> ➤ SJD ➤ Health Services ➤ LSG ➤ Education ➤ Rural Development ➤ Water Authority ➤ Agriculture ➤ Food safety ➤ Akshaya ➤ Kudumbasree ➤ NHM 			<ul style="list-style-type: none"> ➤ Ppt

	<ul style="list-style-type: none"> • Dept. of Health Services <ul style="list-style-type: none"> ➤ Discuss coordination and linkages with schemes and programmes of health and family welfare at the state level like RCH, National AIDS Control Programmes, RBSK etc. Integrated Disease Surveillance project, National vector borne disease control programme, RNTCP, National programme for control of blindness ➤ Role of ASHA in health services ➤ Referral Service ➤ VHSND • Ministry of Rural Development <ul style="list-style-type: none"> ➤ National Social Assistance Programme ➤ National Family Benefit Scheme ➤ Indira Gandhi Oldage Pension ➤ Widow Pension ➤ Disabled Pension ➤ PMAY ➤ National Rural Drinking Water Programme. ➤ Swach Bharath Mission ➤ MGNREGS ➤ National Rural livelihood mission ➤ NULM 	
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	<ul style="list-style-type: none"> • Department of Education <ul style="list-style-type: none"> ➤ Samagra Shiksha Abhiyan ➤ SCERT ➤ Mid-day Meal Programme • Information and Broadcasting <ul style="list-style-type: none"> ➤ Field publicity • State Schemes <ul style="list-style-type: none"> ➤ Life Mission ➤ KSSM ➤ Kerala State handicapped Persons Welfare Corporation ➤ Kerala State Women's commission ➤ State pension schemes 	
<p>LUNCH BREAK TIME:- 1.00- 2.00 PM</p>		
<p>DAY: 4 SESSION : IV TIME: 2.00- 3.00 PM TOPIC: Interface / coordination with Govt. ministries/departments</p> <p style="text-align: right;">(continues)</p>		

DAY: 4 SESSION : V TIME: 3.00- 4.00 PM TOPIC: Communication and counseling skills required for a supervisor		
<ul style="list-style-type: none"> • To empower the trainees with adequate communication skills to help them to emerge as efficient counselors 	<ul style="list-style-type: none"> • Definition of communication • Need and importance of effective communication for ICDS programme • Communication skills required by Supervisors <ul style="list-style-type: none"> ➤ Ask, Listen, Probe advice and confirm. ➤ Points to remember while talking to mothers ➤ How to communicate through words, expressions, gestures, dress, attitude • Communication for advocacy and convergence • Public speaking • Counselling skills <ul style="list-style-type: none"> ➤ What are counselling skills? ➤ Importance and need of counselling skills ➤ Steps and skills required for counselling a mother, father and elders in a community 	<ul style="list-style-type: none"> • Ppt • Role play on communication
TIME: 4.00- 4.15 PM TEA BREAK		
DAY: 4 SESSION : VI TIME: 4.15- 5.30 PM TOPIC: Role play by trainees on counselling		

NATIONAL ECCE POLICY

DAY- 5

Time: 9.15- 9.30 AM

Feed back of the previous day

DAY: 5

SESSION: I

TIME:- 9.30- 10.30 AM

TOPIC: Child development – definition, concept, need and process

- To develop conceptual and practical awareness about the characteristic of early childhood, with reference to growth and development
- To equip the trainees with adequate skills and conceptual knowledge to device and implement projects for early childhood development

- Early childhood- definition
- Concept of definition of growth and development.
- Importance of first 1000 days
- Process and pattern of child development and the characteristics.
- Developmental milestones. Prenatal, At birth, Infancy, 1-2 years, 2-3 years & 3-6 years
- Enhancing early childhood learning, personality development and associated factors
- Early detection of developmental delay
- Process of implementation and project preparation

- PPT

TIME: 10.30- 10.45 AM			TEA BREAK		
DAY: 5					
SESSION : II & III					
TIME:- 10.45- 1.00 PM					
TOPIC: Role of family in child development					
<ul style="list-style-type: none"> • To foster the skills required for effective parenting and child care practices in the back-drop of acquired knowledge and awareness about the role of family in the comprehensive development of child. 		<ul style="list-style-type: none"> • Parenting skills • Role of family in child development <ul style="list-style-type: none"> ➤ Home environment ➤ Family structure – advantages and disadvantages of nuclear and joint family, single parent or women headed households ➤ Family – socio-economic status ➤ Family size and birth order, gender family relationships ➤ Relationship among family members • Traditional child care practices • Rituals, traditions and superstitions • Film on child development 		<ul style="list-style-type: none"> • Film show on child development and experience sharing by local experts 	
TIME: 1.00-2.00 PM			LUNCH		

DAY: 5 SESSION : IV TIME: 2.00- 4.00 PM TOPIC: ECCE in ICDS		
<ul style="list-style-type: none"> To develop awareness about the scope and significance of ECCE in reference to the theoretical foundations of the National ECCE programme 	<ul style="list-style-type: none"> Vision for an Indian child Rationale for ECCE Objectives and theoretical foundation for ECCE National ECCE policy and its scope ECCE council- center and state level 	<ul style="list-style-type: none"> PPT
TIME- 4.00- 4.15 PM		TEA BREAK
DAY: 5 SESSION : V TIME:- 4.15-5.30 PM TOPIC: ECCE in ICDS		
		(Continues)
DAY :6 TIME: 9.00- 9.15 AM TOPIC: Feedback of the previous day		

DAY: 6 SESSION: I TIME: 9.30- 10.30 AM TOPIC: Curricular issues and concerns		
<ul style="list-style-type: none"> • To identify and frame strategies to address the problems affecting ECCE 	<ul style="list-style-type: none"> • Multilingualism • Inclusion • Multi age grouping • Gender equality • Harms of early formal instruction • Unscientific institutions 	<ul style="list-style-type: none"> • Ppt • Brain storming
TIME: 10.30 – 10.45 AM TEA BREAK		

DAY: 6 SESSION : II TIME: 10.45 - 11.45 AM TOPIC: Programme planning from birth – three years		
<ul style="list-style-type: none"> • To create awareness on developing appropriate practices to support early childhood development. • To develop conceptual and practical understanding on various domains of development pertaining to development of early childhood. 	<ul style="list-style-type: none"> • Birth – three years <ul style="list-style-type: none"> ➤ Domain of developments ➤ Guiding principles of program planning for birth to 3 years ➤ Focus on care , stimulation and interaction at ECCE centre ➤ Suggestive developmentally appropriate practices for birth to three years ➤ Creche scheme 	<ul style="list-style-type: none"> • Ppt
DAY: 6 SESSION : III TIME: 11.45 - 1.00 PM TOPIC: Programme planning from birth – three years		
(continues)		
TIME: 1.00- 2.00 PM	LUNCH	

DAY: 6 SESSION : IV TIME: 2.00- 3.00 PM TOPIC: Programme planning for 3-6 years		
<ul style="list-style-type: none"> To frame effective activities for ECCE leading to school readiness and socio-emotional development 	<ul style="list-style-type: none"> Developmental domains for 3-6 years What is play? what is activity ? Suggestive developmentally appropriate activities for 3-6 years which focus on care, early learning and school readiness 	<ul style="list-style-type: none"> PPT Demonstration Video presentation
DAY: 6 SESSION : V TIME: 3.00- 4.00 PM TOPIC: Setting up of ECCE class room		
<ul style="list-style-type: none"> To equip the trainees with effective strategies to setup child friendly ECCE class rooms 	<ul style="list-style-type: none"> Early learning environments <ul style="list-style-type: none"> ➤ Indoor ,outdoor concepts of BALA (Building As Learning Aid) Class room arrangements Learning and activity corners Displays on the wall Furniture and mats, shelves Grouping – multi-age small, large group interactions Learning and play materials Guidelines for purchase and use of pre-school kit-blocks, manipulated toys, books, sound boxes, touch cards, feel bag, musical art material such as 	<ul style="list-style-type: none"> Video Presentation Discussion

	<p>paints,crayons,sketches,brushes,individual play materials and outdoor equipments</p> <ul style="list-style-type: none"> • Periodical disposal of used materials • Portfolio & assessment card 	
TIME: 4.00- 4.15 PM	TEA BREAK	
<p>DAY: 6 SESSION:VI TIME: 4.15- 5.30 PM TOPIC: Setting up of ECCE class room</p> <p style="text-align: right;">(continues)</p>		
<p>DAY: 7 TIME: 9.15- 9.30 AM TOPIC: Feedback of the previous day</p>		
<p>DAY: 7 SESSION:I TIME: 9.30- 10.30 AM TOPIC: Model presentation of ECCE class</p>		
<ul style="list-style-type: none"> • To foster the skills of the trainees to frame and implement objective-oriented, child friendly class room ECCE sessions. 	<ul style="list-style-type: none"> • Demonstration of model pre-school session based on a theme in the chart by the trainers 	<ul style="list-style-type: none"> • Role play

TIME: 10.30- 10.45 AM			TEA BREAK		
DAY: 7					
SESSION:II					
TIME: 10.45- 11.45 AM					
TOPIC: Planning for an ECCE Programme					
<ul style="list-style-type: none"> To develop practical strategies to plan effective ECCE classes to ensure effective child development 		<ul style="list-style-type: none"> Long , medium, short term planning Yearly plan , weekly schedule (activity based, theme based and age appropriate) Preparation of sample weekly schedules Daily planning for ECCE activities 		<ul style="list-style-type: none"> PpT 	
DAY: 7					
SESSION:III					
TIME: 11.45- 1.00 PM					
TOPIC: Planning for an ECCE Programme					
(Continues)					
TIME:1.00-2.00 PM			LUNCH		
DAY: 7					
SESSION:IV					
TIME: 2.00- 3.00 PM					
TOPIC:Assessment of ECCE activity					
<ul style="list-style-type: none"> To create conceptual and practical awareness on the significance and scope of continuous and 		<ul style="list-style-type: none"> Why assessment is needed Principles of assessment and reporting What,when and how to assess: <ul style="list-style-type: none"> > Process assessment 		<ul style="list-style-type: none"> PpT 	

DAY: 8 TIME: 9.15 – 9.30 AM TOPIC: Feed back of the previous day		
DAY: 8 SESSION: I TIME: 9.30 – 10.30 AM TOPIC: Non-negotiable indicators in ECCE		
<ul style="list-style-type: none"> • To create in-depth awareness on the significance of non-negotiable indicators in ECCE 	<ul style="list-style-type: none"> • Non-negotiable indicators • Underlying principles <ul style="list-style-type: none"> ➤ Developmentally / age appropriate ➤ Ensuring holistic development relevant to child’s context ➤ Partnership with family and community ➤ Centrality of child learning ➤ Equity inclusion and diversity ➤ Accreditation ➤ Continuous quality improvement 	<ul style="list-style-type: none"> • Ppt
TIME: 10.30 – 10.45 AM		
TEA BREAK		
DAY: 8 SESSION : II TIME: 10.45 – 11.45 AM TOPIC: Non-negotiable indicators in ECCE		
(Continues)		

DAY: 8 SESSION : III TIME: 11.45-1.00 PM TOPIC: Quality standards and framework		
<ul style="list-style-type: none"> • To equip the trainees to observe the quality standards and frame-work envisaged in the organization and management of ECCE 	<ul style="list-style-type: none"> • Quality standards and frame works <ul style="list-style-type: none"> ➤ Standard 1: Interaction ➤ Standard 2: Health nutrition personal care and routine ➤ Standard 3: Protective care and safety ➤ Standard 4: Infrastructure and physical environment ➤ Standard 5 : Organization and management ➤ Standard 6: Experience and opportunity ➤ Standard 7 : Managing to support quality system 	<ul style="list-style-type: none"> • PPt
TIME: 1.00- 2.00 PM		
LUNCH		

DAY: 8 SESSION : IV TIME: 2.00-3.00 PM TOPIC: Model pre-school kit		
<ul style="list-style-type: none"> To familiarize ways to use pre-school kits to ensure effective child development. 	<ul style="list-style-type: none"> Demonstration and discussion of relevance of each items in ECCE Age appropriate Theme based Low cost Locally available Safe Model kit at anganawadi and at home. 	<ul style="list-style-type: none"> Presentation Demonstration Listing of locally available, age appropriate items that can be used as learning materials in ECCE sessions.
DAY: 8 SESSION : V TIME: 3.00- 4.00 PM TOPIC:Activity bank		
<ul style="list-style-type: none"> To familiarize repertoire of ECCE activities which can be adopted in ECCE classrooms 	<ul style="list-style-type: none"> Discussion on different ECCE activities 	<ul style="list-style-type: none"> Discussion Consolidating
TIME: 4.00- 4.15 PM		TEA BREAK
DAY: 8 SESSION : VI TIME: 4.15- 5.00 PM TOPIC:Activity bank		
		(Continues)
DAY: 8 TIME: 5.00- 5.30 PM TOPIC: Feedback of the day		

NUTRITION AND HEALTH SERVICES IN ICDS

Learning Objective	Training Content	Methodology
DAY: 9 SESSION: I TIME: 9.30- 10.30 AM TOPIC: Importance of healthy living and good nutrition		
<ul style="list-style-type: none"> • To understand basic concept of Nutrition 	<ul style="list-style-type: none"> • Definition of food, nutrient and nutrition • Importance of good nutrition • Functions of food • Source of food and nutrients • Need and importance of balanced diets • Healthy cooking practices 	<ul style="list-style-type: none"> • PpT
TIME: 10.30- 10.45 AM TEA BREAK		
DAY: 9 SESSION : II TIME: 10.45- 11.30 AM TOPIC: Nutrition and health services under ICDS		
<ul style="list-style-type: none"> • To create conceptual and practical awareness on ways to promote IYCF, maternal care, child care and community care with special reference to nutrition, health and hygiene 	<ul style="list-style-type: none"> • Nutrition <ul style="list-style-type: none"> ➤ IYCF promotion and counselling ➤ Care, nutrition , health and hygiene education ➤ Maternal care and counselling ➤ Community based care and management of underweight children • Health services under ICDS programmes <ul style="list-style-type: none"> ➤ Immunization and micro nutrient supplementation 	<ul style="list-style-type: none"> ➤ PpT ➤ Video Presentation

	<ul style="list-style-type: none"> ➤ Health check up ➤ Referral services • CAS phone ➤ Immunization updation 	
<p>DAY: 9</p> <p>SESSION : III</p> <p>TIME:11.30- 1.00 PM</p> <p>TOPIC:Nutrition and health care of expectant and nursing mothers</p>		
<ul style="list-style-type: none"> • To develop constructive ideas to frame and implement support plans to carryout healthcare services for pregnant ladies 	<ul style="list-style-type: none"> • Nutritional care of expectant and nursing mothers <ul style="list-style-type: none"> ➤ Need for additional food during pregnancy and lactation ➤ Effects of inadequate diet and physical stress on birth weight of new born baby ➤ Good practices, fads and beliefs associated with intake of supplementary food during pregnancy and lactation • Health care during pregnancy <ul style="list-style-type: none"> ➤ Early registration at AWC/PHC ➤ Ante natal and post natal care ➤ Ante natal care – health check up, food and nutritional supplements, immunization , personal hygiene, care of breast, exercise and rest ➤ Intake of supplementary food and 	<ul style="list-style-type: none"> • PPt

	<ul style="list-style-type: none"> ➤ Breast feeding ➤ Early initiation and colostrum feeding • Hind & fore milk, milk bank • Problems of breast feeding <ul style="list-style-type: none"> ➤ Importance and advantages of breast feeding ➤ Why exclusive breast feeding for six months? ➤ Correct position of mother and child during breast feeding ➤ Disadvantages of bottle feeding ➤ Problems related to breast feeding ➤ IYCF guidelines ➤ Nutrition and health care of children from 6 months to 2 years ➤ Nutritional requirements of children below 2 years • Complimentary feeding – need and type of foods • Guidelines on complimentary feeding <ul style="list-style-type: none"> ➤ Timely introduction ➤ Frequency, quantity and consistency ➤ Modification of family food for children ➤ Handling of complimentary food during preparation and feeding • Active feeding 	<p>feeds one for under 2years and one for 2-6 years</p>
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	<ul style="list-style-type: none"> • Supplementary feeding • Age specific nutritional requirements of children 2-6 years • Value addition of foods <ul style="list-style-type: none"> ➤ Prevention of nutrient loss during cooking ➤ Fortification • Dietary practices fads and fallacies, traditional beliefs associated with feeding children 	
TIME: 4.00- 4.15 PM TEA BREAK		
DAY: 9 SESSION : VI TIME: 4.15- 5.30 PM TOPIC: Nutrition and health care of AGs		
<ul style="list-style-type: none"> • To develop awareness on the various issues affecting the nutrition and wellness of adolescent girls and strategical plans to address these issues. 	<ul style="list-style-type: none"> • Definition of adolescence – Physical, emotional and social change • Body changes during adolescence <ul style="list-style-type: none"> ➤ Menstruation –maintaining personal hygiene during menstruation • Nutritional and health needs of AGs <ul style="list-style-type: none"> ➤ Diet during adolescence ➤ Nutrition based adolescent general feeding ➤ Need for increased amount of iron 	<ul style="list-style-type: none"> • PPt • Discussion • Practical session

	<ul style="list-style-type: none"> during adolescence <ul style="list-style-type: none"> ➤ Anaemia assessment methods ➤ Supplementation of IFA to AGs • Understanding adolescent girls – role of parents • Schemes and programmes of DWCD of Centre and State for adolescent girls – KSY, SABLA, psychosocial services • Physical fitness/BMI • Life skill education • Career guidance 	
<p>DAY: 10 TOPIC: Feedback of the previous day TIME: 9.15- 9.30 AM</p>		
<p>DAY: 10 SESSION: I TIME: 9.30- 10.30 AM TOPIC: Supplementary nutrition</p>		
<ul style="list-style-type: none"> • To create awareness regarding the need, scope and significance of supplementary nutrition programmes in reference to the THR concept. 	<ul style="list-style-type: none"> • Concept • SNP as the gap between recommended dietary allowances • Calorie, protein norms for SNP, micro nutrients for SNP (1/2 of RDA) • Cost norms for SNP- cost pattern (Central & State) • Rules for SNP under food security act 	<ul style="list-style-type: none"> • Ppt • Menu- examples

	<ul style="list-style-type: none"> • Preparation of menu chart as per nutritional norms(Menu can be diverse) • THR concept 	
TIME: 10.30 – 10.45 AM	TEA BREAK	
DAY: 10 SESSION : II&III TIME: 10.45 – 1.00 PM TOPIC:Supplementary nutrition		
(continues)		
TIME:1.00- 2.00 PM	LUNCH	
DAY: 10 SESSION : IV&V TIME: 2.00- 4.00 PM TOPIC:Supplementary nutrition programme – guidelines		
<ul style="list-style-type: none"> • To familiarize the trainees with the operational guidelines for effective implementation of SNP. • To equip the trainees with skills required for effective production, management and monitoring of THR 	<ul style="list-style-type: none"> • Guidelines for SNP • Operational guideline of food safety and hygiene for supplementary nutrition under ICDS • Role of supervisors in monitoring THR units • Production protocol for THR • Standard operation procedure of THR 	<ul style="list-style-type: none"> • PPt • Field visit- THRS unit • Discussion

DAY: 10 TIME: 9.15- 9.30 AM TOPIC: Feedback of the previous day		
TIME: 10.30 – 10.45 AM TEA BREAK		
DAY: 11 SESSION: I TIME: 9.30 – 10.30 AM TOPIC: Growth Monitoring and new WHO Growth Standards		
<ul style="list-style-type: none"> To create awareness among the trainees regarding the relevance, scope and significance of growth monitoring with reference to the standards put forth by WHO 	<ul style="list-style-type: none"> Growth Monitoring concept Relevance Steps of Growth Monitoring Introduction to WHO growth chart Plotting Real Time growth monitoring using ICT Introduction to CAS phone Growth Monitoring Field Visit for Practice session 	<ul style="list-style-type: none"> PPT Practice session
TIME: 10.30 – 10.45 AM TEA BREAK		
DAY: 11 SESSION : II&III TIME: 10.45 – 1.00 PM TOPIC: Growth Monitoring and New WHO Growth Standards		
(continues)		
TIME: 1.00-2.00 PM LUNCH		

DAY: 11 SESSION : IV&V TIME: 2.00 – 4.00 PM TOPIC:WHO Growth Chart		
<ul style="list-style-type: none"> To transfer adequate skills to carry out effective growth monitoring 	<ul style="list-style-type: none"> Field visit for practice session 	<ul style="list-style-type: none"> Field visit
TIME: 4.00-4.15 PM TEA BREAK		
DAY: 11 SESSION : VI TIME: 4.15 – 5.30 PM TOPIC:WHO Growth Chart		
(continues)		
DAY: 12 TIME: 9.15- 9.30 AM TOPIC:Feedback of the previous day		

DAY: 12 SESSION: I TIME: 9.30- 10.30 AM TOPIC:Organizing Care, Nutrition, health and hygiene education		
<ul style="list-style-type: none"> To create awareness, on the need, significance and scope of care, nutrition, health and hygiene and the inter relationship of these factors leading to child development 	<ul style="list-style-type: none"> ILA & E- ILA-concept, and importance Introduction to NNM ,ILA,E ILA Need and importance of care, nutrition, health and hygiene education Points to remember while planning and organizing a session Takeaways,modules 	<ul style="list-style-type: none"> Ppt
TIME: 10.30 – 10.45 AM		TEA BREAK
DAY: 12 SESSION : II&III TIME: 10.45 – 1.00 PM TOPIC:Organizing Care, Nutrition, health and hygiene education		
TIME: 1.00-2.00 PM		LUNCH
(continues)		

DAY: 12 SESSION : IV&V TIME: 2.00- 4.00 PM TOPIC:Organizing Care, Nutrition, health and hygiene education		
(continues)		
		<ul style="list-style-type: none"> • Mock session by trainees organizing education session on a selected topic • Trainees may be divided into 5 groups for the mock session
TIME: 4.00-4.15 PM TEA BREAK		
DAY: 12 SESSION : VI TIME: 4.15 – 5.30 PM TOPIC:Instructions for field visit &feed back of the day		
<ul style="list-style-type: none"> • To aware trainees on field visit 	<ul style="list-style-type: none"> • Instructions for Field Visit 	<ul style="list-style-type: none"> • Detailing

<p>DAY: 13 SESSION: I, II&III TIME: 9.30- 1.00 PM TOPIC: Visit to AW Centre for conducting Preschool Education Activities and Organizing Nutrition counselling</p>		
<ul style="list-style-type: none"> • To develop practical knowledge regarding AW functioning and AW services. 	<ul style="list-style-type: none"> • Each trainee may be placed to run an Anganwadi for a day • Trainers to prepare a Time plan of activities for a day. The following time may be adopted • ECCE Activities (9 am – 11 am) <ul style="list-style-type: none"> ➤ Organize preschool education activities for two hours as per the Time Table given by the Trainers ➤ Time Table may include activities from all the domain of child development • Nutrition Services (11 am – 11.40 am) <ul style="list-style-type: none"> ➤ Each trainee to monitor growth of two children ➤ Each trainee will organize nutrition and health education session for mother along with teaching aids (Topic to be selected by trainee) • Distribution of Supplementary Nutrition by trainee (11.40 am – 12 noon) • Distribution of medicines from medicine kit for sick children (12 noon- 12.30 pm) • Filling up of records and registers using CAS phone (12.30 pm – 1 pm) 	<ul style="list-style-type: none"> • Field visit • Check list • CAS phone

Time: 1.00- 2.00 PM		LUNCH	
DAY: 13			
SESSION : IV&V			
TIME: 2.00- 4.00 PM			
TOPIC:Prevention of Emerging & Endemic diseases among children			
<ul style="list-style-type: none"> • To create awareness on ways to prevent various epidemics that affect children 	<ul style="list-style-type: none"> • Causes, general symptom and prevention of following diseases <ul style="list-style-type: none"> ➤ Jaundice ➤ Hepatitis B ➤ HIV/AIDS ➤ Malaria and Dengue fever ➤ Tuberculosis ➤ Pneumonia ➤ Diarrhea ➤ Life Style Disease ➤ Japanese Encephalitis ➤ Rubella ➤ Leprosy ➤ Covid-19 ➤ Shigella 	<ul style="list-style-type: none"> • Ppt Session by MOs 	
TIME: 4.00-4.15 PM		TEA BREAK	

DAY: 13

SESSION : VI

TIME: 4.15 – 5.30 PM

TOPIC: Children with special needs, Rights of persons with Disability (with special reference to children)

- To develop constructive ideas on addressing the developmental needs of children with special needs.
- To equip the trainees with adequate skills to detect disabilities of children in the early stages.
- To create awareness about the rights of children with special needs.
- To explore and device classroom learning plans with focus on inclusive education.

- Children with special needs- challenges- family, medical and social.
- Rights of Disabled
- Role of State govt. and LSGD
- Special Anganwadis (New Initiative)
- Definition, Causes and type of disability among children
- Early detection and prevention of disability among children
- Needs, rights and legal safe guards for children disabilities
- Guidelines for early identification and prevention of disability among children
- Linkages with line departments for early screening
- Existing service provisions for children with special needs
- Inclusive ECCE
- Role of ICDS functionaries under RPwD

- Ppt
- Video presentation

DAY: 14

TIME: 9.15- 9.30 AM

Feedback of the previous day

DAY: 14 SESSION: I TIME: 9.30- 10.30 AM TOPIC: Introduction of IMNCI Assessment of childhood illness		
<ul style="list-style-type: none"> To develop ideas regarding the need, scope and significance of IMNCI 	<ul style="list-style-type: none"> IMNCI – concept, strategies and need in ICDS 6 killer diseases- Diphtheria, Pertussis, Hib diseases, Polio, Tetanus, Hepatitis B Discussion on common causes of death among children Assessment of general danger signs Assessment of diarrhea, anemia 	<ul style="list-style-type: none"> Ppt
TIME: 10.30 – 10.45 AM		
TEA BREAK		
DAY: 14 SESSION : II&III TIME: 10.45- 1.00 PM TOPIC:Assessment of malnutrition and community based care		
<ul style="list-style-type: none"> To explore ways to assess malnutrition among children effectively. To develop ideas regarding community based care to combat malnutrition. 	<ul style="list-style-type: none"> Malnutrition- Concept, Types of malnutrition. Assessment of malnutrition in children Concept of SAM, MAM, NRCs , Sneha shivir Marasmus Kwashiorkor Rickets 	<ul style="list-style-type: none"> Ppt Video presentation

	<ul style="list-style-type: none"> ➤ Optimal breast feeding practices linked with Growth monitoring ➤ Complementary feeding ➤ Food intake ➤ Early registration of pregnancy ➤ Institutional delivery ➤ Diet, rest and IFA ➤ Monitoring the weight of pregnant women and children ➤ Spacing ➤ Antenatal and Post natal check-ups. ➤ Lactational support ➤ Nutrition clinic at ICDS office. 	
TIME: 4.00-4.15 PM		
TEA BREAK		
DAY: 14 SESSION : VI TIME: 4.15 – 5.30 PM TOPIC: Immunization and micronutrient supplementation		
<ul style="list-style-type: none"> • To understand importance of immunization and micronutrient supplementation in women and children 	<ul style="list-style-type: none"> • TD for pregnant women • Vitamin A supplementation • IF A Supplementation • Importance of Deworming • Recommended micronutrients and its sources of locally available food materials 	<ul style="list-style-type: none"> • PPt • List of locally available food materials

	<ul style="list-style-type: none"> • Mission Indradhanush • Vaccination- Rubella, Covid-19 etc. 	
<p>DAY: 15 TIME: 9.00- 9.30 AM TOPIC: Feedback of the previous day</p>		
<p>DAY: 15 SESSION: I TIME: 9.30- 10.30 AM TOPIC:Health checkup and referral services</p>		
<ul style="list-style-type: none"> • To facilitate the participants with adequate skills to carryout health-checkups for detection of childhood diseases and disabilities. • To create awareness among the participants on how to detect fatal diseases like cancer and to refer the patients for specialist's interventions 	<ul style="list-style-type: none"> • Scope of health checkup and referral services in ICDS in the present scenario • Early detection of child hood disabilities and reference to ICONS, NISH, DEIC and other referral institutions. • Identification of persons suffering from Cancer, TB and other fatal diseases and referring them for assistance under KSSM, Karunya scheme etc. • Reference to various insurance pension and welfare schemes. • Referral services- DCPU, ORC, CWC,PCPC (convenor roles) 	

TIME: 10.30 – 10.45 AM			TEA BREAK		
DAY: 15					
SESSION : II& III					
TIME: 10.45- 1.00 PM					
TOPIC:Personal and environmental hygiene and safe drinking water					
<ul style="list-style-type: none"> • To create awareness on the need, scope and significance of personal and environmental hygiene to promote community and personal wellness. • To construct collective ideas on methods for conservation of water and management of waste water 		<ul style="list-style-type: none"> • Need and importance of personal hygiene • Safe drinking water a pre requisite to nutrition • Relation between drinking water and absorption of nutrients • Methods of making water safe for drinking at AWCs and home • Water Quality Monitoring • Waste management • Innovations and best practice 			<ul style="list-style-type: none"> • Ppt • Videos • Documentaries • Group Discussions
TIME: 1.00 – 2.00 PM			LUNCH		

<p>DAY: 15 SESSION : IV&V TIME: 2.00 – 4.00PM TOPIC: Nutrition and SNP</p>		
<ul style="list-style-type: none"> To understand the role and function of LSGD in planning, procurement and distribution of food items to Anganawadis 	<p>Function of LSGD with regard to SNP</p> <ul style="list-style-type: none"> Role of supervisors Sensitization of PRIs Supplementary Nutrition for ICDS beneficiaries Providing additional nutrition Supplementary food for other beneficiaries Plan preparation and approval Procurement and distribution Monitoring and supervision Ensuring safe drinking water in anganwadies and house holds Sanitation Preparing plan for equipment, utensils, furniture and other necessary materials Annual maintenance Providing fund for celebrations. Preparing IEC materials and documenting best practices on nutrition 	<ul style="list-style-type: none"> Brain storming Documentation Exhibition of best practices Interactive sessions with PRIs implemented innovative projects.
<p>TIME: 4.00-4.15 PM TEA BREAK</p>		

<p>DAY: 15 SESSION : VI TIME: 4.15 – 5.00 PM TOPIC: Nutrition and SNP</p> <p style="text-align: right;">(continues)</p>
<p>DAY: 15 TIME: 5.00 - 5.30 PM TOPIC: Feedback of the day</p>

COMMUNITY MOBILISATION, AWARENESS, ADVOCACY & IEC

<p>DAY: 16 SESSION: I TIME: 9.30- 10.30 AM TOPIC: Need, importance and scope of community mobilization in ICDS – Civil Society Partnership</p>		
<ul style="list-style-type: none"> • To equip the trainees with strategies for effective community mobilization for creating sensitization regarding ICDS programmes 	<ul style="list-style-type: none"> • Definition of community participation, community mobilization and organization • Enlistment of various entitlements for women, children, disabled and disadvantaged awareness generation and information dissemination 	<ul style="list-style-type: none"> • PPt • Discussion

DAY: 16 SESSION : III TIME: 11.30- 1.00 PM TOPIC:How to mobilize your community?		
<ul style="list-style-type: none"> To develop awareness on the need, scope and significance of ensuring community mobilization for the effective implementation of various ICDS programmes 	<ul style="list-style-type: none"> Why and how to build rapport with your community Maintaining contact with your community Understanding local customs beliefs and practices Understanding problems and finding solutions with the community 	<ul style="list-style-type: none"> Skit Role play by the participants Discussions Groups work Mock session PLA Techniques (Participatory Learning and Appraisal) Film show
TIME: 1.00 – 2.00 PM		
LUNCH		
DAY: 16 SESSION : IV TIME: 2.00 – 3.00 PM TOPIC:Existing community organizations their roles in ICDS		
<ul style="list-style-type: none"> To identify the role of supervisors in planning, implementation and monitoring of various ICDS programmes 	<ul style="list-style-type: none"> Role of the following in planning, implementation and monitoring of ICDS Programme: <ul style="list-style-type: none"> ➤ Monitoring and support committee ➤ Mother group ➤ Adolescent Girls 	<ul style="list-style-type: none"> Ppt Discussion

	<ul style="list-style-type: none"> ➤ Kudumbasree ➤ Youth clubs, libraries ➤ Primary schools ➤ Religious organisations ➤ CBOs and NGOs ➤ Residence Associations 	
<p>DAY: 16 SESSION : V TIME: 3.00 – 4.00 PM TOPIC: Role of ICDS Supervisor as a transferred functionary in the context of Panchayath Raj Act</p>		
<ul style="list-style-type: none"> • To identify the role of supervisors as functionaries of schemes and programmes envisaged by Panchayati Raj System 	<ul style="list-style-type: none"> • Role under panchayath Raj Act • The three tier system • Functions of ICDS Supervisor as a transferred officer. • Working group convenor in decentralized planning on women and children and social security • Role in planning, formulating and implementing projects • Administrative and disciplinary power of panchayath over transferred officers. • Role as enquiry officer of pensions (widow, unmarried women above 50 years etc.) • Liasioning with other functionaries of Panchayath • Liasioning with panchayath committee 	<ul style="list-style-type: none"> • PPt • Discussion • Group activity

	<ul style="list-style-type: none"> • Financial regulations and record keeping in implementation 	
TIME: 4.00 – 4.15 PM		
TEA BREAK		
DAY: 16 SESSION : VI TIME: 4.15 – 5.30 PM TOPIC: Role of ICDS Supervisor as a transferred functionary in the context of Panchayath Raj Act (continues)		
DAY: 17 TIME: 9.15- 9.30 AM TOPIC:Feedback of the previous day		
DAY: 17 SESSION: I TIME: 9.30- 10.30 AM TOPIC:Project Implementation		
<ul style="list-style-type: none"> • To identify the roles of supervisors as implementing officers with special reference to utilization of funds and maintenance of records as per the guidelines and norms for the implementation of the project. 	<ul style="list-style-type: none"> • Fund utilization, procedure • Maintenance of records • Risk and responsibilities • Norms and rules of Project Implementation • Plan guidelines and subsidy guidelines and related orders • Bill Procedures 	<ul style="list-style-type: none"> • PPt • Practical Exercises • Lecture Class

TIME: 10.30 – 10.45 AM
TEA BREAK

DAY: 17
SESSION : II&III
TIME: 10.45 – 1.00 PM
TOPIC: Audit

- To develop conceptual and procedural awareness on procedures related to various kinds of audits.

- Different types of Audit
 - Performance audit
 - Local Fund
 - AG Audit
 - Inspection by Finance wing
 - Clearance of Audit Objection

- PPt
- Discussion

TIME: 1.00 – 2.00 PM

LUNCH

DAY: 17
SESSION : IV&V
TIME: 2.00 – 4.00 PM
TOPIC: Introduction to service rules and office procedures

- To familiarize the participants with service rules and office procedures on various topics of significance

- KSR, MOP, Kerala Govt. Servants conduct Rules
- Probation declaration
- Different leaves
- Increment
- Time bound grade

- PPt
- Discussion

	<ul style="list-style-type: none"> • Pay fixation • Joining Time • Leave surrender • Charge allowance • Medical Reimbursement • TA, DA • GPF, SLI, GIS, GPAI, NPS • LIC • Medical Insurance • Administrative Tribunal 	
<p>TIME: 4.00 – 4.15 PM TEA BREAK</p>		
<p>DAY: 17 SESSION : VI TIME: 4.15-5.30 PM TOPIC: RTI & Right to Service Act</p>		
<ul style="list-style-type: none"> • To create awareness regarding the spirit of RTI and RTS in reference to the procedures envisaged by the acts. 	<ul style="list-style-type: none"> • Rules, Act and provisions of RTI and Right to Service Act <ul style="list-style-type: none"> ➤ Procedures ➤ Challenges 	<ul style="list-style-type: none"> ➤ PPT
<p>DAY: 18 TIME: 9.15- 9.30 AM TOPIC:Feedback of the previous day</p>		

DAY: 18 SESSION: I TIME: 9.30- 10.30 AM TOPIC: LSGD – Procurement Manual		
<ul style="list-style-type: none"> To create understanding about the procedures to undertake tenders and quotations. 	<ul style="list-style-type: none"> Tender Different types of tenders Quotation procedures Different committees relating to purchase and implementation Tender procedure Tender Register Auction Procedure Store Purchase Manual-Recent 	<ul style="list-style-type: none"> PPt Discussion
TIME:10.30- 10.45 AM TEA BREAK		
DAY: 18 SESSION : II&III TIME: 10.45 – 1 PM TOPIC:Introducing the method and need of community survey		
<p>To equip the participants with strategies and procedures for conducting community surveys</p>	<ul style="list-style-type: none"> Need and importance of conducting a survey in a community Steps in conducting a survey – Area Mapping <ul style="list-style-type: none"> ➤ Social Mapping and Resource Mapping ➤ Contacting people 	<ul style="list-style-type: none"> Class assignment Role Play

DAY: 19 TIME: 9.15- 9.30 AM TOPIC: Feedback of previous day		
DAY: 19 SESSION: I TIME: 9.30- 10.30 AM TOPIC: Social Audit		
<ul style="list-style-type: none"> To familiarize the participants with the idea of social audit, its scope and significance 	<ul style="list-style-type: none"> Concept, procedure and impact of Social Audit Provisions under Panchayath Raj Act Feed back on the pilot project – Thirunelli Introduction to the revised social audit frame work 	<ul style="list-style-type: none"> Presentation Discussion
TIME: 10.30 – 10.45 AM		TEA BREAK
DAY: 19 SESSION : II&III TIME: 10.45 – 1.00 PM TOPIC: IEC		
<ul style="list-style-type: none"> To familiarize the participants with the concept of IEC advocacy, its need and significance. To familiarize the guidelines for preparation of communication strategy and action plan for ICDS 	<ul style="list-style-type: none"> Concept and need of IEC advocacy, behavioural change communication Guidelines for preparing communication strategy and action plan for ICDS Concept, need, principles and scope of social marketing in ICDS 	<ul style="list-style-type: none"> Mock session

TIME: 1.00 – 2.00 PM		LUNCH
DAY: 19		
SESSION : IV		
TIME: 2.00 – 3.00 PM		
TOPIC:Use of Information Communication Technologies		
<ul style="list-style-type: none"> • To equip the participants with adequate ICT skills to work with various online softwares like spark, BIMS, Sakarma, Sankhya 	<ul style="list-style-type: none"> • Strengthening ICDS using ICT <ul style="list-style-type: none"> ➤ Real Time Growth Monitoring System (Jathak initiative) ➤ Mother Child Tracking System ➤ Web based MIS ➤ Rapid Reporting System ➤ 11 digit coding ➤ Smart ECCE Class room ➤ E – tender • Scope of ICT in Training • SPARK • BIMS • BAMS • SULEKHA, • SANKHYA • Sevana • Nireeksha • Sakarma 	<ul style="list-style-type: none"> • Class Assignment • Role Play

DAY: 20

SESSION: I

TIME: 9.30 – 10.30 AM

TOPIC: Supervision and monitoring of AWCs – Tools & Techniques

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| <ul style="list-style-type: none">• To create awareness regarding the need, scope and significance of supervision and monitoring of AWC programmes.• To familiarize the participants with the tools and techniques for supervision and monitoring of AWC programmes. | <ul style="list-style-type: none">• Supervision<ul style="list-style-type: none">➤ Definition of Supervisor➤ Types of Supervision – Direct and Indirect➤ Tools & Techniques➤ Observation checklist, Guidelines, Proforma etc.➤ CAS Phone➤ Checklist for supervision of AWC➤ Follow up action on the basis of supervisory visits➤ Area of supervision➤ Establishing AWC➤ Delivery of services at AWC➤ Supply of equipment, material and food at AWC➤ Skills of AWWs in delivery of services and during interaction with caregivers➤ Sanitation➤ Hygiene➤ Waste management➤ Safe drinking water➤ Cleanliness of AWC premises, children functionaries➤ Infrastructure➤ Qualities of good supervisor➤ Grading of AWC➤ | <ul style="list-style-type: none">• Class Assignment: Supervision of delivery of services at AWC• Trainees to be divided into 2 groups to exhibit• Supervisory skill on following :<ul style="list-style-type: none">➤ Group A : Distribution of Supplementary Nutrition➤ Group B:Organizing PSE activities at AWC• Trainers to observe and discuss• Planning and organizing supervisory visits |
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<p>DAY: 20 SESSION : IV&V TIME: 2.00 – 4.00 PM TOPIC: Planning & organizing sector meeting and other meetings</p>		
<ul style="list-style-type: none"> • To help the participants to identify the role of supervisors in planning, organizing and implementing meetings in sector and other levels. 	<ul style="list-style-type: none"> • Steps in planning & conducting meetings <ul style="list-style-type: none"> ➤ Planning: <ul style="list-style-type: none"> - Identification of issue & purpose of the meeting - Preparing agenda for the meeting - Identification of facilitator & audience - Finalization of venue, time & duration - Selection of materials, teaching aids & messages - Inviting influential people/leader if required - Informing people /mothers about the meeting - Ensuring sitting and other arrangements for the meeting. - Arrangements for demonstration / films /role play, if any ➤ Organizing : <ul style="list-style-type: none"> - Organization of meeting as per the agenda 	<ul style="list-style-type: none"> • Class assignments: <ul style="list-style-type: none"> ➤ Mock session by participants on organizing a monthly meeting, village level committee meetings • Participants to be divided into 2 groups to do the mock session on the following: <ul style="list-style-type: none"> ➤ Group I: organizing a monthly meeting ➤ Group II: organizing VLC meeting • Presentation by participants followed by discussion

DAY: 21 TIME: 9.15- 9.30 AM TOPIC: Feedback of the previous day		
DAY: 21 SESSION: I TIME: 9.30- 10.30 AM TOPIC: Leadership, Motivation & Team Building, Time Management, Stress Management and Relaxation Techniques		
<ul style="list-style-type: none"> • To help the participants to identify the role of supervisors as teams leader, equipped with motivation and team building techniques. 	<ul style="list-style-type: none"> • Leadership – definition and importance • Qualities of a leader • Role and responsibilities of Leader • Motivation techniques • Team building • Concept importance and advantages of working in groups • Importance of time management for ICDS Supervisors • What is stress • Techniques and methods of stress management and relaxation • Personnel management • Interpersonal relationship • Yoga and meditation 	<ul style="list-style-type: none"> • Group exercise • Games
TIME: 10.30 – 10.45 AM		TEA BREAK

DAY: 21

SESSION : II&III

TIME: 10.45 – 1.00 PM

TOPIC:Role of supervisor as a trainer

To familiarize the participants with various training strategies to emerge as effective trainers.

- Job responsibilities of supervisor as a trainer
- Types of training to be given for
 - Women and child development
 - Women protection and empowerment
 - Child Protection and child rights
 - Empowerment of adolescent girls
 - Rights of disabled, old age and transgenders
 - Preschool
 - Nutrition
 - Schemes and programmes of the above subjects implemented by WCD and LSGD's
- Target Groups
 - AWWs and Helpers
 - School teachers
 - Special school teachers and parents of special school students
 - Nursery teachers
 - Jagrathasamithi members
 - Community organizations
 - Police
 - PRI Members

- PPT

	<ul style="list-style-type: none">- Kudumbasree- Parents • Qualities of a trainer supervisor<ul style="list-style-type: none">- Professional knowledge- Communication skills- Managerial skills- Team building and leadership skills • Training methods and techniques - type, use, advantage and disadvantages of<ul style="list-style-type: none">- Lecture cum discussion- Group discussion- Role play- Mock Session- Field visit etc. • Training need assessment, preparation of schedule preparation of training plan, implementation and evaluation, use of different types of training materials and importance of feedback from participants and resource persons.	
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TIME: 1.00 – 2.00 PM			LUNCH		
DAY: 21					
SESSION : IV&V					
TIME: 2.00 – 4.00 PM					
TOPIC: Introducing Registers					
<ul style="list-style-type: none"> To familiarize the participants with the registers and updation of data using CAS phone and other techniques. 		<ul style="list-style-type: none"> Introduction to 11 Registers. Data updation Marking of growth chart Using CAS phone in growth monitoring 		<ul style="list-style-type: none"> Practical session 	
TIME: 4.00 – 4.15 PM			TEA BREAK		
DAY: 21					
SESSION : VI					
TIME: 4.15 – 5.30 PM					
TOPIC: Introducing Registers					
(continues)					
DAY: 22					
TIME: 9.15- 9.30 AM					
TOPIC: Feedback of the previous day					
DAY: 22					
SESSION: I					
TIME: 9.30- 10.30 AM					
TOPIC: Maintenance of Records and Register					
<ul style="list-style-type: none"> To equip the participants with skills and methods to maintain various registers at CDPO's office. 		<ul style="list-style-type: none"> Records and Registers at CDPO's Office <ul style="list-style-type: none"> - Attendance, Punching Register - Cash Book - AWW's & AWH's service book - Honorarium Register 		<ul style="list-style-type: none"> Discussion PPt 	

DAY: 22 SESSION : II&III TIME: 10.45 – 1.00 PM TOPIC:MIS for ICDS and MPR, ASR, QPR, SOE		
<ul style="list-style-type: none"> To equip the trainees with skills to interpret MPR data using ICT tools 	<ul style="list-style-type: none"> MIS in ICDS – Importance and set up Registers as per MIS Preparation of MPR, QPR, NMMR Need for correct and timely reporting Interpretation of MPR data Using ICT 	<ul style="list-style-type: none"> Filing of MPR forms by the participants Presenting reports
TIME: 1.00 – 2.00 PM		LUNCH
DAY: 22 SESSION : IV TIME: 2.00 – 3.00 PM TOPIC:MIS for ICDS and MPR, ASR, QPR, SOE		
(continues)		
<ul style="list-style-type: none"> To facilitate the participants with skills to arrive at logical policy decision by interpreting MPR data 	<ul style="list-style-type: none"> Identify gaps and follow up Use of MPR data for Policy decision and interventions at various levels. Comparing the data relating to population, death, birth, immunization and nutrition with Panchayath and Health department. 	<ul style="list-style-type: none"> Discussion
DAY: 22 SESSION : V TIME: 3.00 – 4.00 PM TOPIC:Techniques for Self- development and Self-Appraisal		

<ul style="list-style-type: none"> • To equip the participants with techniques for self development and self appraisal 	<ul style="list-style-type: none"> • Importance of self appraisal • Formats /checklist for self-appraisal; adequate subject knowledge, audience fright, speech, anxiety, delivery of message, credibility presentation skills, effective attitude, use of training aids, visual information, audience relations etc. • SWOT Analysis: Meaning and use 	<ul style="list-style-type: none"> • Class assignment on SWOT Analysis
<p>TIME: 4.00 – 4.15 PM TEA BREAK</p>		
<p>DAY: 22 SESSION : VI TIME: 4.15 – 5.30 PM TOPIC:Feedback of Supervisors: Training and Management, Instructions for supervisory practice at AWC</p>		
<ul style="list-style-type: none"> • To understand the learning gaps and to bridge the gaps 	<ul style="list-style-type: none"> • Feedback through quiz /brainstorming • Bridging learning gaps • Trainers to give instructions for supervised practices. • Trainees to be divided into groups of 2-3 to be placed at an AWC • Trainers: Trainee ratio for supervised practice is to be 1:6 (Couse director may take the help of other) 	<ul style="list-style-type: none"> • Quiz • Brain storming • Preparatory for field visit

	<p><i>Faculty members for supervised practice depending on the number of participants.</i></p> <ul style="list-style-type: none"> • Trainers may give Time Plan to all trainees for 3 days • Trainees may be instructed to carry PSE material, charts etc. for the activities to be undertaken during these 3 days 	
<p>DAY: 23 TIME: 9.15 – 9.30 AM TOPIC: Feedback of the previous day</p>		
<p>DAY: 23 SESSION: I,II&III TIME: 9.30- 1.00 PM TOPIC: Acts as an AWW in an AWC</p>		
<ul style="list-style-type: none"> • To get first-hand experience about the roles and responsibilities of AWW in AWC 	<ul style="list-style-type: none"> • Trainees to undertake the role and responsibilities of an AWW at an AWC for a day • Placement of participants in an AWC • Suggested Time Plan based on the theme of the day is: <ul style="list-style-type: none"> - Organise the AWC before it opens - Prayer and checking personal hygiene of children (20 mts) - Free conversation with the help of teaching aids (10 mts) - Cognitive activities in small and 	<ul style="list-style-type: none"> • Field placement

	<p>large groups (20mts) (Dominoes/ discrimination chart/ colour concept / small, big)</p> <ul style="list-style-type: none"> - Physical activities: outdoor games like (20 mts) jumping / running/ hopping/ rope /other games (Break – 10 mts) - Drawing and painting / Clay modelling / sand or water games/ drama, dance / Puppet Play, doll Play / Science activity (20 mts) - Language Activities in large groups (Rhymes / Action songs, Alphabets, Number & Picture / Chart Reading / Story telling – (20mts) - Distribution of supplementary nutrition to children, pregnant & nursing mothers (30 mts) - Treatment of common childhood illness /alignments (20 mts) - Sending children home (10 mts) <ul style="list-style-type: none"> • Fill up records and registers at AWC • Fill up MPR form • Mother’s meeting and growth monitoring session 	
TIME: 1.00 – 2.00 PM	LUNCH	

<p>DAY: 24 SESSION: I,II&III TIME: 9.30- 1.00 PM TOPIC: Act as a Supervisor at AWC</p>		
<ul style="list-style-type: none"> • To familiarize the participants about the rules and responsibilities of supervisor to act in various roles to promote community health and development 	<ul style="list-style-type: none"> • Trainee in a group of 2 undertake role & responsibilities of a Supervisor for a day <ul style="list-style-type: none"> - Observe location, space and cleanliness of AWC • Supervise Preschool Education Activities conducted by AWW and guide them • Monitor growth of 3-4 children <ul style="list-style-type: none"> - Take weight, plot and interpret the growth curve - Counsel mothers • Observe distribution of supplementary nutrition and give guidance • Check the stock position of food items available at AWC, its storage and cleanliness • Observe and guide AWW in filling up records and registers and MPR • Check Records and registers maintained at AWC (<i>Trainees should prepare a report on the developmental domains achieved on each activity in detail and furnish a copy to the Programme officer through the training institute.</i>) 	<ul style="list-style-type: none"> • Field placement • Discussion

TIME: 1.00- 2.00 PM			LUNCH		
DAY: 24					
SESSION : IV&V					
TIME: 2.00- 4.00 PM					
TOPIC:Programme planning for 3-6 years – Reorientation based on the field visit and feed back					
<ul style="list-style-type: none"> • Developing skill for planning various programs for 3-6 age groups 		<ul style="list-style-type: none"> • Developmental domains for 3-6 years • What is play, what is activity • Suggestive developmentally appropriate activities for 3-6 years with focus on care early learning and school readiness 		<ul style="list-style-type: none"> • PPt • Demonstration 	
TIME: 4.00 – 4.15 PM			TEA BREAK		
DAY: 24					
SESSION : VI					
TIME: 4.15 – 5.30 PM					
TOPIC:Programme planning for 3-6 years – Reorientation based on the field visit and feed back (continues)					
DAY: 25					
TIME: 9.15- 9.30 AM					
TOPIC:Feedback of the previous day					

DAY: 25 SESSION : IV&V TIME: 2.00 – 4.00 PM TOPIC:Social Legislations		
<ul style="list-style-type: none"> To create awareness among the participants about the various legislations including RTI, PCPNDT, CMP and JJ Acts. 	<ul style="list-style-type: none"> PCPNDT Act Infant milk Substitute. Feeding bottle and Infant Food Act Adoption Laws JJ Act Child Labour Prohibition Act RTI Act Child Marriage Prohibition Act Dowry Prohibition Act POCSO Act <ul style="list-style-type: none"> -Objectives -Sections POSH Act <ul style="list-style-type: none"> -Objectives - Internal Complaints Committee -Members PWDV Act MWPSC Act RPwD Act Orphanages and other Charitable homes (Supervision and Control) Act 	<ul style="list-style-type: none"> PPT
TIME: 4.00 – 4.15 PM		TEA BREAK

DAY: 25 SESSION : VI TIME: 4.15 – 5.30 PM TOPIC:Social Legislations			(continues)
DAY: 25 TIME:9.15 – 9.30 AM TOPIC: Feedback of the previous day			
DAY: 26 SESSION: I TIME 9.30- 10.30 AM TOPIC:Central Schemes			
<ul style="list-style-type: none"> To build an idea about central schemes of WCD 	<ul style="list-style-type: none"> Central Schemes and Programmes as per the website of WCD and Ministry of Social Justice and Empowerment 	<ul style="list-style-type: none"> PPT Discussions 	
TIME: 10.30 – 10.45 AM		TEA BREAK	
DAY: 26 SESSION : II & III TIME 10.45 – 1.00 PM TOPIC: Role of supervisor in intervening social issues faced by women & children			
<ul style="list-style-type: none"> To create awareness among the trainees regarding the various roles to be taken up to address the issues faced by women and children in the community. 	<ul style="list-style-type: none"> Relevance and role of supervisors in intervening social issues faced by women and children in society 	<ul style="list-style-type: none"> Discussion 	

TIME: 1.00- 2.00 PM			LUNCH		
DAY: 26					
SESSION : IV&V					
TIME 2.00– 4.00 PM					
TOPIC: Visit to Welfare Institutions					
<ul style="list-style-type: none"> To create awareness among the participants about the functioning of various welfare institutions for women and child development 		<ul style="list-style-type: none"> Mahilamandiram, Girls Home, Special Homes, Children’s Home, Special Schools, Home for Disabled, Adoption Centre, Foundling Home etc. 		<ul style="list-style-type: none"> Field visit 	
TIME: 4.00 – 4.15 PM			TEA BREAK		
DAY: 26					
SESSION : VI					
TIME: 4.15 - 5.30 PM					
TOPIC: Visit to Welfare Institutions					
(continues)					
DAY: 27					
TIME: 9.15- 9.30 AM					
TOPIC:Feedback of the previous day					

DAY: 27 SESSION : IV TIME: 2.00 – 3.00 PM TOPIC: Examination		
<ul style="list-style-type: none"> To estimate the effectiveness of the programme with reference to the skills, knowledge and ideas acquired by the participants. 	<ul style="list-style-type: none"> 1 hour (copy of the answer sheets with valuation sheet should be sent to Programme Officers) 	<ul style="list-style-type: none"> Questionnaire
DAY: 27 SESSION : V TIME: 3.00- 4.00 PM TOPIC: Feedback		
TIME: 4.00 – 4.15 PM		
TEA BREAK		
DAY: 27 SESSION : VI TIME: 4.15 – 5.30 PM TOPIC: Valedictory function, Distribution of certificates		