

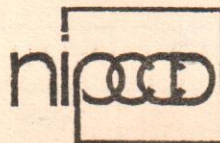
Dec 1985

Dec 85

# PROFORMA FOR MONITORING ANGANWADI WORKERS TRAINING CENTRES

## AUGUST, 1985

प्रलेखन एवं सूचना केंद्र  
Documentation & Information Centre  
परिग्रहण सं०...  
ACC No. *Amr106*  
दिनांक .....  
Date .....  
ॐ नि प सि ड ॐ  
★NIPCCD★



NATIONAL INSTITUTE OF PUBLIC COOPERATION  
AND CHILD DEVELOPMENT



NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT

PROFORMA FOR MONITORING ANGANWADI WORKERS TRAINING CENTRES

I. Baseline information on the Anganwadi Workers Training Centre (AWTC)

1.1 Name and Address of the Training Centre

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pin Code \_\_\_\_\_ Telephone No: \_\_\_\_\_

1.2 Name and address of the Parent Body \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

1.3 Distance (Km.) between the Parent Body and AWTC \_\_\_\_\_

1.4 i) Name of the nearest interstate bus stand

\_\_\_\_\_

ii) Name of the nearest local bus stand \_\_\_\_\_

iii) Name of the nearest railway station \_\_\_\_\_

1.5 Approximate Distance of AWTC from

i) Interstate Bus Stand \_\_\_\_\_

ii) Local Bus Stand \_\_\_\_\_

iii) Railway Station \_\_\_\_\_

प्रलेखन एवं सूचना केंद्र  
Documentation & Information Centre  
परिग्रहण सं०... ..  
ACC No. ....  
दिनांक .....  
Date .....  
कृनि व सि डके  
★NIPCCD★

1.6 Year of Establishment of the AWTC. \_\_\_\_\_

1.7 Year of Starting the training of AWWs \_\_\_\_\_

1.8 Number of Courses Conducted till date

Course	No. of Courses	No. of AWWs Trained
i) Job training course for AWWs		
ii) 11 day Refresher Course for AWWs		



1.9 Date of completion of the last course (AWWs) \_\_\_\_\_

1.10 Date of commencement of the next course (if the dates have not been finalized, tentative dates may be given)

\_\_\_\_\_

1.11 Programmes/Activities conducted by the agency other than the training of AWWs during 1984-85

i) \_\_\_\_\_ ii) \_\_\_\_\_

iii) \_\_\_\_\_ iv) \_\_\_\_\_



II. Staff

2.1 Particulars of teaching staff (Full time & Part time) of AWTC

Sl: No.	Name	Designation	Date of Joining	Qualifi- cation	Field of speciali- zation	Subject taught	Attended Orienta- tion course for Ins- tructors		Nature of Appoint- ment	Pay Scale/ total emoluments
							Yes	No		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	
i)										
ii)										
iii)										
iv)										
v)										
vi)										

Column (7) is not applicable for part time staff. Also, in this column indicate the name of the MLTC where the Instructor was trained.



2.2 Particulars of Administrative (non teaching) Staff

Sl. No.	Name	Designation	Date of Joining	Pay Scale/ total emoluments	Nature of Appointment	
					Full time	Part time
(1)	(2)	(3)	(4)	(5)	(6)	
i)						
ii)						
iii)						
iv)						

- 2.3
- i) Does the AWTC has a separate warden? Yes No
  - ii) If yes, what is her salary?
  - iii) What facilities is she provided with?
  - iv) If no, whether one of the Instructors is also working as warden?
  - v) If yes, what facilities are provided to the Instructor who is also working as the warden?

Free Board  
 Free Accommodation  
 Honorarium/Special pay Rs. (p.m.)



प्रलेखन एवं सूचना केंद्र  
Documentation & Information Centre  
पत्र ग्रहण सं. ....  
ACC No. ....  
दिनांक .....  
Date .....  
कृषि विज्ञान केंद्र  
ANIPCCD★

III. Physical Infrastructure

Class Rooms

3.1 Number of Class room(s) available \_\_\_\_\_  
3.2 Approximate size of the class room(s) \_\_\_\_\_

3.3 Seating arrangement in the classroom for trainee AWWs  
(tick the relevant choice)

- i) Table & Chair
- ii) Benches
- iii) Chair with Writing Platform
- iv) Any other(specify) \_\_\_\_\_

3.4 Indicate the facilities available for the display of the following:

	<u>Where is it displayed?</u>	<u>Language</u>
i) Programme Schedule		
ii) Posters		
iii) Display of Aids		

3.5 Is the writing on the blackboard clearly visible from the last row of the class?

Yes/No

Facilities for Practicals

3.6 Is there a separate demonstration room for conducting practicals ?

Yes/No

3.7 If no, where are the demonstration sessions conducted?

\_\_\_\_\_



3.8 Facilities/equipment available for conducting practicals/  
demonstrations

Health and Nutrition:

<u>Items</u>	<u>Number Suggested</u>	<u>Number avail- able at AWTC</u>
i) Stove/Chulha	2	
ii) Karahi	2	
iii) Patila/Pan (Medium size)	3	
iv) Patila/Pan (Large)	3	
v) Metal Plates big with cover	3	
small with cover	3	
vi) Parat (Basin)	2	
vii) Tumblers	5	
viii) Katoriēs (Small bowls)	10	
ix) Ladle (Karachhi)	5	
x) Table Spoons	5	
xi) Tea Spoons	5	
xii) Sieves	2	
xiii) Spice Containers	3	
xiv) Knives	3	
xv) Measuring Glass	3	
xvi) Chop Boards	3	
xvii) Grinding Stones	2	
xviii) Mortar and Pestle (Imam Dasta)	2	
xix) Containers for storing dry ingredients		
large	2	
medium	2	
small	2	
xx) Tawa	3	



xxi)	Serving Trays	
	large	2
	medium	2
xxii)	Dusters	5
xxiii)	Chakla Belan	2
xxiv)	Frying Pan	1
xxv)	Spatula <sup>Tongs</sup> (Chimta)	1
xxvi)	Large size working table with lockers	3
xxvii)	Buckets	5
xxviii)	Weighing Machine to be used in cooking room	1
xxix)	Smokeless Chulha	1
xxx)	Janta Fridge	1
xxxi)	Hay Box	1
xxxii)	Growth Cards (Per trainee)	2
xxxiii)	Health Cards	1 (Set)
xxxiv)	Registers/Records at AWC	1 (Set)

b. Material used for preparing Aids for pre-school education and nutrition and health education

i)	Scissors	5
ii)	Cello Tapes	5 rolls
iii)	Sketch pens	5 sets
iv)	Glazed coloured sheets	50
v)	Coloured chart papers	50
vi)	Coloured Crayon/Pencils	5 sets
vii)	Transparent sheets (Coloured)	50
viii)	Coloured Crape Paper Sheets	50



- ix) Card Board sheet 25
- x) Glue Bottles 5
- xi) Fevicol 5 bottles
- xii) Poster colours 5 sets
- xiii) Brushes thick 5  
                  medium 5  
                  thin 5
- xiv) Mugs 5
- xv) Aluminium trays 5
- xvi) Drum (Dholak) 1
- xvii) Selected Musical Instruments 1 each
- xviii) Durries 2
- xix) Mates (Cane) 2
- xx) Any other (specify)

3.9 Remarks: (This space may be utilized to note down the reasons given by the Instructors, for the non-availability of the items listed above).

---

---

---

---

---

---



3.10 a) Equipment (Tick in the relevant column)

Sl.No.	Equipments	Is in working condition?	Not working	Used in Training	
				Yes	No
i)	Slide Projector				
ii)	Film Projector				
iii)	Epidiascope				
iv)	Tape Recorder				
v)	Sewing Machine				
vi)	Weighing Scale				
vii)	Cyclostyling Machine				
viii)	Type Writer				
	a. English				
	b. Hindi				
	c. Regional Language ( )				
ix)	Any other (specify)				

b) Aids

i) Projected aids: slides, films, film strips

S.No.	Title of the slide	Source of procurement	Used in training situation Yes/No	If yes for which topic/talk
-------	--------------------	-----------------------	--------------------------------------	-----------------------------

Slide

Film Strip

Film



ii) Non-projected aids

Sl.No.	Items	Title/topic of the aid	Source of procurement	Used in training situation Yes/No	If yes, in which class
(1)	(2)	(3)	(4)	(5)	(6)
A.	Flash Cards/ Flip Books	(a) (b) (c) (d)			
B.	Flannel graph	(a) (b) (c) (d)			
C.	Puppets	(a) (b) (c) (d)			
D.	Posters	(a) (b) (c) (d)			
E.	Charts	(a) (b) (c) (d)			
F.	Handouts	(a) (b) (c) (d)			
G.	Any other (specify)	(a) (b) (c) (d)			

3.11 Library

i) Does the training centre have a library?

Yes/No

11/11/2011, 11:11:11 AM



ii) If yes, on which subjects books are available ?

Books	No. of Books	
	English	Regional Language
ICDS related documents (Scheme, Manual, Guidebook)		
a) Pre-school education/ Child Development		प्रलेखन एवं सूचना कन्द्र Documentation & Information Centre
b) Nutrition		परिग्रहण सं०.....
c) Health		ACC No. ....
d) Social Work		दिनांक .....
e) Any other (specify)		Date .....
		ॐ नि प सि इ ॐ
		*NIPCCD*

Indicate the amount of money spent on books in the last financial year Rs. \_\_\_\_\_

3.12 Hostel

i) Is the hostel located

- a) On the premises of the training centre
- b) Outside the premises of the training centre
- c) If outside, indicate distance between the hostel and the training centre \_\_\_\_\_ k.m.

3.13 Please indicate:

- i) Number of rooms in the hostel
- ii) Approximate size of the rooms
- iii) Number of trainees accommodated in one room

3.14 List out the furniture/facilities available in the hostel rooms

<u>Item</u>	<u>Number</u>	<u>Item</u>	<u>Number</u>
i)		iv)	
ii)		v)	
iii)		vi)	

(encircle those facilities and furniture which are shared by the trainees)



- 3.15 i) Number of bathrooms \_\_\_\_\_  
ii) Number of toilets/latrines available \_\_\_\_\_

3.16 Water supply

i) For how many hours and during what time of the day does the hostel have water supply?  
\_\_\_\_\_

ii) What is the source of the water supply?  
\_\_\_\_\_

Mess Facilities

3.17 i) Size of the kitchen

ii) Cleanliness/hygienic condition of the kitchen  
(Observations of the visiting Instructor)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

iii) Arrangement for management of mess

- a) Managed entirely by the trainees
- b) Managed by trainees with the help of cooks
- c) Managed by the AWTC

iv) Is there separate dining halls                      Yes                      No

- a) If yes, indicate size of the dining room
- b) If no, where do trainees take their meals?

3.18 i) Is there a separate recreation room available in the hostel ?

Yes/No

ii) If yes, list out the facilities available in the recreation room

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_
- f) \_\_\_\_\_



3.19 i). Are Medical facilities available for trainees?

Yes/No

ii) If yes, what facilities are available ?

---

---

iii) If no, what alternate arrangements are made to provide medical care to trainees?

---

---



IV Monitoring the Academic aspect of Training

NOTE: The following information is to be filled in for the last Job Training Course for AWWs conducted by the Centre

Profile of the AWWs

4.1 Age-wise distribution of trainees

Age	Number
Below 20 Years	
21 to 25 years	
26 to 30 years	
31 to 35 years	
36 onwards	
Total	

4.2 Educational Level:

Education	Number
Below 10th Standard	
S.S.C.	
Graduates	
Total	

4.3 Marital Status

	Number
Married	
Unmarried	
Widow	
Divorced	
Total	



Programme Schedule

4.4 i) Does the AWTC follow the programme schedule prepared by NIPCCD? Yes No

ii) If no what is the pattern of programme schedule they have followed?

- a) Block wise
- b) Sequential pattern
- c) Any other pattern

4.5 If block pattern was not followed, reasons given by the Instructors for not doing so

---

---

---

4.6 A set of programme schedule for all the blocks may be collected. The following information may be culled out from the programme schedule:

Component	Number of Hours	
	Theory Class	Practical Observational visit
i) General Orientation		
ii) Child Development/Pre-school education		
iii) Nutrition		
iv) Health		
v) Community Contact and Communication		
vi) Organization and Management		
vii) Population education and Family Planning		
viii) Parent and Community Education		
ix) Evaluation and Examination		



4.7 Whether all topics prescribed in the syllabus were included in the programme schedule?

Yes/No

ii) If no, list out the topics which were not covered

- a)
- b)
- c)
- d)
- e)

4.8 Reasons given by the Instructors for not covering these topics:

---

---

---

List additional topics (if any) covered in the training courses which were not included in the syllabus.

4.9 Enclose a programme schedule followed in the last course with the proforma, indicating the method/aids used to cover different topics

4.10 Guest/Visiting Lecturers (Tick the ones who took the classes)

Guest/Visiting Lecturers	No. of talks given	Remarks*
i) ICDS Health Consultant		
ii) Medical Officer		
iii) District Medical Officer		
iv) Lady Health Visitor		
v) CDPO		
vi) Supervisor		
vii) Programme Officer		
viii) Faculty of Health and Family Welfare Training Centre		
ix) Faculty of Extension Training Centre		
x) District Field Publicity Officer		



Guest/Visiting Lecturers	No. of talks given	Remarks*
xi) District Nutrition Officer		
xii) Field Officer from CARE		
xiii) Any other (specify)		

4.11 Comments/suggestions of the visiting Instructor on the coverage of syllabus (content, training methods, training aids, utilization of guest faculty etc.)

---

---

---

(\* The column for remarks may be used to state reasons, for not utilizing a particular guest faculty)



Field Work

Observational Visits

4.12 Observational Visits conducted by the training centre

S.No.	Agency	Distance from AWTC	Mode of Transport	Time spent in travel	Time spent at the Agency
i)					
ii)					
iii)					
iv)					
v)					
vi)					
vii)					
viii)					



Field Placement in an ICDS Project

4.13 Nature of the Project  
Rural/Urban/Tribal

4.14 The year in which the project started functioning i.e. the year of appointment of CDPO

4.15 i) Distance of the ICDS Project from the AWTC  
ii) Mode of transport

4.16 Nature of field placement organized

Duration (Number of days)

i) Block field work  
ii) Concurrent field work  
iii) Any other(specify)

4.17 Was the work for each day of field placement planned and discussed with trainees?

Yes/No

4.18 Comments of the Instructors of AWTC on the planning of field work

4.19 Number of AWWs placed in one Anganwadi Centre

4.20 How many instructors accompanied the trainees and stayed with them during field placement?

4.21 Method adopted by the Instructors of the AWTC to supervise the field placement

4.22 Did the trainee AWWs prepare report on the daily work done during field placement?

Yes/No

ii) Did the trainee AWW prepare a consolidated report of the field work

Yes/No

4.23 Were the observations/experience of the field work discussed in the class

Yes/No



- 4.24 Where did th trainees stay during field placement?
- 4.25 Who helped in getting the accommodation?
- 4.26 What was the rent paid, if any?
- 4.27 Comments/Suggestions given by the visiting Instructor on
- i) Class room Practicals
  
  - ii) Observational visits.
  
  - iii) Block Field Placement

Evaluation of the Trainees:

4.28 In which of the following areas were the trainees evaluated

- i) Assignments during the course; indicate the number of assignments used for final assessment (Tick the relevant item)
- ii) Classroom practicals; indicate the number of practicals conducted by trainees in each component and used for assessment

No. of Practicals conducted by trainees in the areas of

No. of practicals used for assessment

Pre-school Education

Nutrition

Health

Community Participation

iii) Field Work

iv) Written test; Indicate duration of test

v) Preparation/maintenance of records/diary work done during training



- vi) Preparation of kit material
- vii) Participation in the classroom discussion
- viii) Viva Voce

4.29. Did the training centre invite CDPO/Programme Officer/any other State Government Officer to evaluate the trainees?

Yes/No

ii) If yes, indicate who was invited

4.30. Indicate the time spent by each Instructor on evaluation of trainees

Instructor in Child Development

Instructor in Nutrition

Instructor in Social Work



V. Kit for Anganwadi Workers

5.1 Reading and Reference material (Book, Pamphlet, Booklet, Folders, Cyclostyled notes etc.) included in the AWW kit.

S.No.	Materials	Priced (If priced indicate cost)	Unpriced
	i)		
	ii)		
	iii)		
	iv)		
	v)		
	vi)		
	vii)		
	viii)		
	ix)		
	x)		

5.2 Material prepared by the Trainees:

Aid	Topic/Description of Material
i) Flash Cards/ Flip books	a)
	b)
	c)
ii) Charts	a)
	b)
	c)
iii) Posters	a)
	b)
	c)



Aid	Topic/Description of Material
iv) Flannel graphs	a) b) c)
v) Pre-school aids	
vi) Scrap book/file	
vii) Puppets	a) b) c)
viii) Book of Rhyme	
ix) Book of Stories	
x) Any other (specify)	

Note : Separate sheet may be used if the space provided above is not enough to list out all the items).

5.3 Total cost of kit (for one trainee AWW) Rs. \_\_\_\_\_

5.4 Comments/Suggestions of Instructor of MLTC on the kit materials given to AWWs



VI. Finance

- 6.1 Release of funds: funds were released
- i) for one year i.e.  $3\frac{1}{3}$  course at one time
  - ii) released on course basis
- 6.2 i) Are the grants released in time
- Yes/No
- ii) If no, indicate the problems arising out of delay in release of funds
- 6.4 i) Has the non recurring grants been released
- Yes/No
- ii) If yes, indicate
- Amount
- Date of receipt
- 6.4 Do the staff get salary paid for
- i) All the 12 months of the year
  - ii) On the course basis
- 6.5 Time taken for submission of accounts after completion of course to
- i) Ministry of Social & Women's Welfare
  - ii) State Government
  - iii) Parent Organization.
- 6.6 Any other general comment/observation on finance of the visiting Instructor.



VII General Information

7.1 Indicate the date of the last visit of the following State Government Official/NIPCCD faculty to the training centre

- i) CDPO
- ii) Programme Officer
- iii) District Officer
- iv) Deputy Director
- v) Additional Director
- vi) NIPCCD Faculty
- vii) Any other (specify)

7.2 Nature of help received for the improvement of the quality of training from the following:

- i) Parent Body
- ii) NIPCCD
- iii) State Government
- iv) UNICEF
- v) CARE
- vi) MLTC
- vii) Any other (specify)

प्रलेखन एवं सूचना केंद्र  
Documentation & Information Centre  
परिग्रहण सं०.....  
ACC No .....  
दिनांक .....  
Date .....  
निप सि डी  
★NIPCCD★

7.3 List major problems of AWTC



NATIONAL INSTITUTE OF PUBLIC COOPERATION & CHILD DEVELOPMENT

Documentation and Information Centre

CLASSIFICATION NO. 12.1.3.4134-33.4 - AWC - NIPCCD 8.2.2.8 monitoring	SOURCE OF INFORMATION AP - CW NIPCCD, New Delhi	KEY WORDS S U B J E C T Main - ICDS - TRAINING CENTRES - TRAINING OF AWW - MONITORING - <del>AWW</del>	TYPE OF DOCUMENT PROFORMA Crosby letter cyclostyled
EDITOR X	ILLUSTRATOR X	DATE OF ARRIVAL 16.04.1986	PRICED/UNPRICED X ✓
TITLE Proforma for Monitoring of Anganwadi Workers Training Centres April 1985	PLACE OF PUBLICATION N. Delhi	LANGUAGE English	COUNTRY India
PUBLISHER The author	YEAR 1985	ABSTRACT	
NO. OF PAGES 26		Eng / GPO / AO - CW / Ford / DIC	

NOTES