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NIPCCD

REVISED SYLLABUS

FOR

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THE TRAINING OF CHILD DEVELOPMENT

PROJECT OFFICERS

CDPO

SYLLABUS

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February, 1983

National Institute of Public Cooperation & Child Development
5, Siri Institutional Area, Hauz Khas, New Delhi-110 016.

JOB RESPONSIBILITIES OF CDPOs

The Child Development Project Officer is the key functionary of the schemes of Integrated Child Development Services (ICDS), and Functional Literacy for Adult Women (FLAW). He is responsible for the organisation of services as also for administration and implementation of these schemes at the field level. These CDPOs have to be suitably trained for their role which entails the following job responsibilities:-

The Child Development Project Officer will:

- i. Be the principal executive functionary of the ICDS team at the project level. He will be incharge of the ICDS project and will hold responsibility of implementing the programmes and supervising day-to-day administration.
- ii. Allocate monthly and yearly budgets to each anganwadi centre and will release funds for running anganwadi activities.
- iii. Supervise and guide the work of the entire project team, including supervisors and anganwadi workers. For this purpose, he will undertake field visits and call staff meetings periodically at the project office.
- iv) Help the anganwadi workers in initial stages in carrying out a quick and simple census survey

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of the project. On the basis of these survey report, supplemented by his own collection of information, the CDPO will prepare a project report containing all the necessary and relevant baseline information.

- v. Ensure the proper maintenance of registers and records both at the project and the anganwadi centre levels. He will inspect these records periodically.
- vi. Make necessary arrangements for procurement, transportation, storage and distribution of various supplies indicated in the Integrated Child Development Service Programme. For this purpose, he will maintain necessary links with District and State Officials.
- vii. Ensure that all the equipment and material supplied for the ICDS Programme are accounted for and used and maintained properly.
- viii. Act as the Convenor of the Project Coordination Committee or Functional Committee. He will arrange meetings of the Committee, prepare agenda notes and record the minutes. He will take all necessary steps to ensure a coordinated implementation of project programmes and services.
- ix. Act as an integral part of the Block team. He will arrange functional liaison with the Block Headquarters, Primary Health Centre, Panchayati Raj Institutions and voluntary organisation

functioning in the area.

- x. Incur contingency expenditure on articles, material etc. required by the anganwadi workers and other project functionaries, and would act as the drawing and disbursing officer for the ICDS scheme, excluding the health inputs.
- xi. Make effort to obtain local community's involvement and participation in implementing ICDS programmes and services. He will encourage the local community to contribute to the programme in terms of food supplies, building materials and voluntary services etc.
- xii. Help the anganwadi workers in forming and operating village-level coordination committees. He will also help the anganwadi workers in establishing closer functional links with village level Mahila Mandals and Youth Clubs.
- xiii. Arrange educational programmes such as nutrition and hygiene demonstration with the help and assistance of other Project level functionaries.
- xiv. Be responsible for preparing and despatching periodical progress reports to concerned higher officials. He will also furnish all information as and when required by State and Central ICDS Units.

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- xv. Take all necessary measures for staff recruitment and development in the capacity of incharge ICDS team at the Block level. He will depute supervisors and anganwadi workers for training/orientation, as and when required.
- xvi. Undertake field visits periodically and will submit his monthly tour programme to higher officials. The tour programme should be chalked out in consultation with the Block Development Officer and the Medical Officer Incharge PHC.

TRAINING SYLLABUS

Objectives

In order to equip the CDPO to perform the job responsibilities as listed above, ~~an eight-week Job~~ Training Course has been planned with the following objectives :-

- i. To orient the CDPOs to various components of the ICDS Scheme;
- ii. To make them understand their own role and roles of other functionaries of the project as well as other staff at the block level.
- iii. To equip them to provide on the job orientation and guidance to the Anganwadi workers and Supervisors, as and when needed;

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- iv. To help them acquire adequate knowledge and information to enable them to develop necessary supervisory skills; and
- v. To enable them to develop skills necessary for implementation and administration of the ICDS scheme.

Duration of the Course

Eight weeks

Total number of working days

46

Total number of working hours

46 x 6 = 276

Content Area	Theory	Practical/ Field Visits	Total
i. General Orientation	12	-	12
ii. Orientation to the ICDS Schemes	18	6	25
iii. Child Development & Non-formal pre-school education	18	16	34
iv. Health	28	11	39
v. Nutrition	19	17	36
vi. Functional Literacy	8	12	20
vii. Communication and community participation	18	-	17
viii. Organisation and management	42		37
ix. Field Placement		42	42
x. Feed-back		10	10
Total	163	113	276

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1. GENERAL ORIENTATION (12 hours)

It would include orientation to the training programme, training Institute and sharing of experiences with the participants.

ORIENTATION TO THE ICDS SCHEME (25 hours)

Instructional Goals

- CDPO should:
- / develop proper understanding of the background, basic philosophy and approach to ICDS;
- have basic information about programme components, coverage and target groups; and
- develop an understanding of his/her own role and that of other functionaries.

Curriculum Contents

Classroom and Group Discussion Session (20 hours)

1. Perspectives on Social problems. (1 hour)
2. Child situation in India (demographic profile, health, nutrition and pre-school education). (3 hours)
3. Historical development of early childhood services leading to the

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- philosophy of ICDS—role of Governmental and Non-Governmental agencies. (2 hours)
4. Programmes for women and children in rural areas. (1 hour)
5. Basic philosophy, approach and objective of the ICDS (2 hours)
6. Programme package, coverage, intended beneficiaries, criteria for selection of beneficiaries, importance of identifying and reaching the vulnerable groups. (2 hours)
7. Organisational and administrative set up at the Central, state, Distt./ city Block and village levels. (1 hour)
8. Specific role and responsibilities of CDPOs, Supervisors and Anganwadi Workers in ICDS & FLAW Schemes. (2 hours)
9. Role and responsibilities of Block and village level functionaries. (2 hours)
10. Linkages of Minimum Needs Programme with ICDS. (1 hour)
11. Role of Medical Colleges, Home Science Colleges and Schools of

Social Work in survey, on-the-job training/education and monitoring of ICDS programme. (1 hour)

FIELD WORK

Visit to ICDS Project (6 hours)

III CHILD DEVELOPMENT AND NON FORMAL PRE-SCHOOL EDUCATION (34 hours)

Instructional Goals

CDPO should be able to:

- Understand the basic principles of growth and development of children;
- understand the basic needs of children;
- understand need and importance of pre-school education and be acquainted with various models of pre-school education; and
- guide supervisors and AWWs in organising pre-school activities and developing suitable educational aids.

Curriculum Contents

Classroom and Group Discussion Sessions (18 hours)

1. Principles of growth and development, genetic and environmental factors, affecting development. (1 hour)

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2. Stages of development, importance of early childhood years for later development, milestones of development. (3 hours)
3. Needs of children at different stages such as physical, emotional, social and cognitive. (2 hours)
4. Common behaviour problems and ways and means of handling the same. (2 hours)
5. Mental retardation-causes, symptoms and referral services. (2 hours)
6. Need, importance and objectives of pre-school education. (1 hour)
7. Different models of pre-school education eg. kindergarten, Montessori, Balwadi, Nursery, Vikaswadi, Prebasic, Laboratory method, anganwadi etc. (1 hour)
8. Functional pre-requisites of an Anganwadi Centre. (1 hour)
9. Need, and importance of play for overall development of the child. (1 hour)
10. Activities for physical, social, emotional and intellectual development of the child (4 hours)

<u>Practicals and Field Work</u>	(16 hours)
1. Visits to nursery school, balwadi/ anganwadi and other types of pre-school institutions.	(6 hours)
2. Planning and preparation of model plan for an anganwadi.	(2 hours)
3. Preparation of aids for pre-school activities, story telling aids, toys from locally available resources etc.	(2 hours)
4. Placement at a preschool centre/ Anganwadi	(3 hours)
5. Visit to a Child Guidance clinic/ Institution for mentally retarded children.	(3 hours)
IV <u>HEALTH</u>	(39 hours)

Instructional Goals

- The CDPO should be able to:
- assess the growth and development of
children under six in relation to
weight, mid-arm circumference and
developmental milestones in order to
guide and educate the AWW and Supervisor;

- Identify deficiency diseases, communicable diseases and common ailments in children;
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- help the AWW and Supervisor in identification and referral of cases of early childhood impairments.
- help the AWW and Supervisor in identifying and referring 'at-risk' cases.
- help the AWW and Supervisor in maintaining health records.
- learn the techniques of imparting health education; and
- understand his/her role and develop skills of coordinating with health personnel in achieving the health targets in the area.

Curriculum Contents

Classroom and group discussion sessions

(28 hours)

National Health Schemes and Programmes

- i. MCH programme
- ii. Family welfare programme
- iii. School Health Programme
- iv. National Programmes of eradication and control
 - Malaria
 - Filaria

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- Tuberculosis
 - STD
 - Trachomia
 - Leprosy
 - Blindness
- v. EPI
- vi. MPW, TBA, CHG, Training Schemes (2 hours)
2. Vulnerability of children (1 hour)
3. Growth and physical (motor) development of children 0-6 years (2 hours)
4. Developmental Milestones (1 hour)
5. Minor ailments in children and their management
- i. Common Cold, sore throat and fever
 - ii. Skin, eye, ear infections
 - iii. Worm infestations
 - iv. Umbilical sepsis
 - v. Diarrhoea with particular reference to oral rehydrations solution(ORS) (2 hours)
6. Common Childhood Diseases
Measles, Chicken pox, polio, whooping cough, tetanus, typhoid, diphtheria, cholera, tuberculosis, jaundice, mumps, malaria, pneumonia. (2 hours)

7. Prevention and treatment of simple accidents and injuries, wounds, burns poisoning, bites and stings etc. (2 hours)
8. Immunization BCG, DPT, Polio, measles, typhoid, cholera, Immunization Schedules (including for expectant mothers), dosage, side effects and contra-indications, storage of vaccines. (2 hours)
9. Pregnancy-Physiology and importance of ante-natal, natal and post-natal care; common causes of morbidity and mortality during pregnancy and child birth (2 hours)
10. Personal and environmental hygiene and sanitation, importance of safe-water supply, purification and storage of water, sources of water, excreta disposal, refuse disposal, housing, building and maintainance of latrines, rodent and insect control, (2 hours)
11. Health infrastructure in rural and urban areas-staffing pattern (1 hour)
12. Available health and referral services and role of MOs, BEE, LHV, MPW, CHG, TEA in developing effective linkages in the health infrastructure (2 hours)
13. Family welfare and planning methods (1 hour)

14. Population education-concept, need importance and linkages with ICDS (2 hours)
15. Health component of ICDS. (1 hour)
16. Detection of disabilities
a) Physical/orthopadic b) Visual
c) Auditory (3 hours)

Practicals and Field Work

1. Taking weight and mid-arm circumference and plotting on growth cards (1 hour)
2. Visits to PHC and subcentre (3 hours)
3. Visit in MCH Centre (3 hours)
4. Preparation of rehydration mixture (1 hour)
5. Visit to hospitals in city (3 hours)
6. Field Practice in the detection of common childhood diseases, deficiency states and impairments (during field placement) (12 hours)

NUTRITION

(36 hours)

Instructional Goals

CDPO should:-

- have knowledge and understanding of basic principles of nutrition and food requirements of the vulnerable groups;
- understand how to assess the nutritional status by monitoring growth of children and identifying malnourished and 'at risk' children and mothers;

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- be able to supervise the supplementary and and thereapeutic feeding activities at the anganwadi;
- understand the importance of nutrition education and acquire skills to impart nutrition and health education to women;
- be able to provide continous on the job guidance and supervision in nutrition to AWWs and Supervisors.

Curriculum Contents

Classroom and Group Discussion Sessions (19 hours)

1. Major nutrition programmes in the country SNP, MIM, BNP, ANP etc. and utilization of existing services in the area. (1 hour)
2. Nutrition component of ICDS Scheme (1 hour)
3. Importance of nutrition, functions of food, basic food groups, sources and functions of various nutrients. (2 hours)
4. Food requirements and importance of adequate diets for the vulnerable groups - infants, preschool children, pregnant and nursing mothers. (2 hours)
5. Importance of breast feeding, disadvantages of artificial feeding and its common problems. (1 hour)

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6. Introduction of supplementary food for infants. (1 hour)
7. Common nutritional deficiencies-PEM, anemia, vitamin A deficiency, goitre, B complex deficiency, rickets etc. their causes, symptoms, identification, prevention and management. (2 hours)
8. Locally available food stuffs, their nutritive value and their use in enriching the daily diet. (1 hour)
9. Prevalent feeding practices, local food habits, fads and fallacies. (1 hour)
10. Proper methods of cooking and processing for maximum retention of food value. (1 hour)
11. Food hygiene, preservation, spoilage and proper methods of food storage. (1 hour)
12. Assessment of nutritional status (weight for age and mid-arm circumference measurements), identification of 'at risk' children and mothers. (1 hour)
13. Organisation and management of supplementary feeding with special emphasis on 0-3 years age groups-Role of CDPO, Supervisor, AWW and Community. (1 hour)

14. Care and Management of severely malnourished children and referral. (1 hour)
15. Importance of health and nutrition education, planning and organisation of health and nutrition education. (2 hours)

Practical and Field Work (17 hours)

1. Preparation and use of local events calendar to assess the age of children below 6 years. (1 hour)
2. Taking weight and plotting it on the growth chart and its interpretation. (2 hours)
3. Use of mid-arm circumference tape to assess nutritional status of children. (1 hour)
4. Preparation of adequate diets for infants, pre-school children, pregnant and nursing mothers - display and discussion. (2 hours)
5. Preparation of low cost nutritious weaning foods and snacks based on locally available foods. (2 hours)
6. Preparation of therapeutic feeds for severely malnourished children using locally available foods stuffs. (2 hours)

7. Planning for health and nutrition education preparation of simple nutrition messages and communication aids for nutrition education. (3 hours)
 8. Conducting health and nutrition education in class room/field situation. (2 hours)
 9. Visit to hospital/field to see cases of nutritional deficiency diseases and common childhood diseases. (2 hours)
- VI FUNCTIONAL LITERACY FOR ADULT WOMEN (24 hours)

Instructional Goals

CDPO should be able to:

- understand the concept, importance and objectives of functional literacy and its linkage with ICDS programme;
- to organise functional literacy classes, motivate women to attend classes and sustain their interests;
- develop simple teaching aids for functional literacy classes; and
- plan and organise socio economic activities.

CLASSROOM AND GROUP DISCUSSION SESSIONS (8 hours)

1. Functional literacy for Adult Women and its relationship with ICDS programmes. (1 hour)
2. Motivating adult women for attending functional literacy programme by community education, socio-economic programme etc. and tackling the problems of dropouts. (2 hours)
3. Course contents of the curriculum for functional literacy, inclusion of need-based subjects. (2 hours)
4. Techniques of teaching adult women, (1 hour)
5. Mobilization of technical and material resources for functional literacy programme. (2 hours)

Practicals (12 hours)

1. Visits to functional literacy or non-formal education classes and critical examination of available material (6 hours)
2. Preparation of teaching aids. (3 hours)
3. Demonstration of teaching methods, etc. (3 hours)

VII COMMUNICATION & COMMUNITY PARTICIPATION (17 hours)

CDPO should be able to:

- guide Supervisors and AWWs in Surveys for collecting baseline data and identification of targets groups;

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- guide supervisors and AWW in establishing family contacts and conducting home visits;
- guide project functionaries in mobilising community support and participation through involvement of local groups and institutions;
- organise general community education programmes; and
- maintain liaison and close functional links with local institutions and groups.

Curriculum Contents

(17 hours)

Classroom and group discussion sessions

1. Methods of conducting Community Surveys (1 hour)
2. Need, scope and nature of community participation in ICDS (1 hour)
3. Methods of working with groups (1 hour)
4. Methods of working with community (1 hour)
5. Methods and principles of extension education (1 hour)
6. Application of Extension Education Methods in the fields of health, nutrition, child development, non-formal education. (1 hour)
7. Formation and strengthening of functional groups. (1 hour)

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| 8. | Organisation of Mahila Mandals, Youth Clubs, Adult Education Centre and their role in ICDS Programmes. | (1 hour) |
| 9. | Organisation, resources and functions of Pancayats and their role in ICDS. | (1 hour) |
| 10.11.
12. | Community participation in ICDS group discussion. | (3 hours) |
| 13.14 | Principles of Organising Community Meetings Role Play | (2 hours) |
| 15. | Principles of communication | (1 hour) |
| 16. | Communication system and its infrastructure in India. | (1 hour) |
| 17. | Management of communication and audience participation at the grassroots. | (1 hour) |
| <u>Organisation and Management</u> | | (42 hours) |

Instructional Goals

CDPO should:

- understand the organisation and management of ICDS and FLAW Schemes;
- be able to apply modern management techniques for effective implementation of ICDS project;
- be able to co-ordinate both vertically and horizontally with the ICDS functionaries;

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- know some basic concepts and principles of office management;
- know the relevant financial rules and regulations and financial provision for the ICDS and FLAW Schemes;
- learn the techniques of supervision;
- be able to guide the ICDS functionaries in day to day activities of the project;
- help training and development of staff for effective implementation of ICDS and FLAW Schemes;
- be able to monitor and evaluate the ICDS and FLAW schemes;

Classroom sessions and practicals. (42 hours)

Project Management

1. Concepts and principles of organisation and management (1 hour)
2. Project planning and implementation (with role play) (1 hour)
3. Application of project management techniques and preparation of project profile (with practicals) (2 hours)
4. Staff recruitment, training, service conditions and staff development (2 hours)

5. Delivery and utilisation of supplies. (2 hours)
6. Supervising project activities (with exercise) (1 hour)
7. Making Supervision effective (case discussion) (1 hour)
8. Performance Appraisal (with exercises) (1 hour)
9. Motivation at work. (1 hour)
10. Superordinate-subordinate relationship in Administration (with exercises) (2 hours)
11. Interpersonal Communication (2 hours)
12. Process and Mechanisms of Co-ordination. (1 hour)
13. Conducting co-ordination committee meetings preparing agenda notes and preparation of minutes (Role Play) (2 hours)
14. Reporting and Record keeping (with practicals) (2 hours)
15. Monitoring and Evaluation of ICDS projects in relation to Health and Nutrition inputs. (1 hour)
16. Monitoring and evaluation of ICDS projects in relation to Social inputs (1 hour)
17. Discussion on operational problems of ICDS (2 hours)

II. Office Management

18. Office Management-Some basic principles (2 hours)
19. Principles of financial management, financial accountability and control at various levels. (3 hours)
20. T.A. and leave rules of the respective states and relevant financial rules and regulations. (3 hours)
21. Budgeting with expenditure statement, savings and excess statement(with practicals) (2 hours)
22. Duties & responsibilities of a Drawing & Disbursing Officer. (2 hours)
23. Maintenance of Accounts with practicals (2 hours)
24. Correspondence and Maintenance of files (with practicals) (2 hours)
25. Purchase of stationery and maintenance of store(with practicals) (2 hours)

FIELD PLACEMENT

Field Placement of the participants would be utilised for observations and discussions in the following:

1. **Studying** the records of existing ICDS projects at all levels
2. Preparing out lists of various records and reports at all levels
3. Actual filling up of the records and preparing reports etc.
4. Actual conducting of the programme.