

Government of Odisha

Department of Women & Child Development

No. WCD-ICDS-G-MISC-0111-2024 /29755 /WCD, Date 19/12/2024

From

Sri Durga Prasad Maharana, OAS (SAG)
Additional Secretary to Govt.

To

DSWOs (Dhenkanal/ Ganjam/ Koraput/ Mayurbhanj)/
CI, SIWC, Bhubaneswar

Sub: Standard Operating Procedure (SOP) for functioning of Anganwadi Worker Training Centres (AWTCs) under the administrative control of W&CD Department.

Ref: This Deptt. Notification No. 21383 dated 24.09.2024/
This Deptt. Notification No. 22306 dated 04.10.2024

Madam,

In inviting reference on the subject cited above, I am directed to enclose herewith a copy of Standard Operating Procedure (SOP) for functioning of eight nos. of Anganwadi Worker Training Centres (AWTCs) under the administrative control of W&CD Department.

Further, concerned DSWOs are entrusted with following responsibilities:-

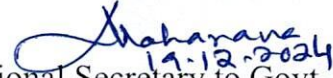
1. Establishment matters of AWTCs will be undertaken by the concerned DSWO.
2. Funds towards training cost as well staff honorarium & maintenance charges will be sanctioned to the concerned DSWOs. Further, DSWO will place funds to Mahila Vikash Samabaya Nigam (MVSN) towards staff honorarium only for providing manpower for AWTCs through their empaneled outsourcing service provider.
3. RTI, Court matter, grievance, budget & any other misc. matters relating to the AWTCs will be dealt by the respective DSWOs.

Yours faithfully,


19.12.2024
Additional Secretary to Govt.

Memo No. 29756 /WCD, date 19/12/2024

Copy forwarded to the Administrative Officer, MVSN for information & necessary action.


19.12.2024
Additional Secretary to Govt.



Government of Odisha

Women & Child Development Department

Standard Operating Procedure for functioning of Anganwadi Worker Training Centres AWTCs (earlier managed by OSCCW)

The eight Anganwadi Worker Training Centres (AWTCs), earlier managed by OSCCW functional at Bhubaneswar, Berhampur, Dhenkanal, Koraput (2 Units) and Baripada (3 units) have been notified to be kept under direct administrative control of the Government in W&CD Department.

Following are some of the essential requisites which are to be maintained by AWTCs.

1. Staffing Pattern of AWTCs

- i. **DSWO/ SWO of the concerned District/ area will be in overall charge of the AWTCs.**
- ii. As per the Government of India instructions, the academic staff includes 3 Instructors (Full time) and Administrative Staff includes Assistant Accountant, Peon, Chowkidar, Typist, Lady Warden and a Cook. Besides this, provisions have been made for the appointment of part-time instructors as Craft Teacher, Music Teacher and visiting Doctor in the Training Centres as detailed at Annexure-I.
- iii. The senior most Instructors with minimum of three years' experience in the AWTC may be the Senior Instructor to coordinate day-to-day functioning of Training Centre.
- iv. Visiting Doctor for medical check-up of Trainees

2. Selection process of Staff of AWTCs

The existing Staff of AWTCs have been engaged by OSCCW, Bhubaneswar. As the W&CD Department has taken over these AWTCs, it is now proposed for engagement of manpower through outsourcing agency at district level by DSWO concerned / at central level by MVSN, Bhubaneswar.

3. Hostel and Building Maintenance

- i. Committee to be constituted for Hostel and Building maintenance
- ii. Committee to hold monthly meetings to discuss on issues related to hostels, buildings and other infrastructure.
- iii. DSWO/ Chief Instructress/ SWO in-charge to ensure cleanliness of entire

- premises including the hostel.
- iv. DSWO/ Chief Instructress/ SWO in-charge to ensure quality of food being served to the trainees.
 - v. DSWO/ Chief Instructress/ SWO in-charge to ensure safety & security of the trainees accommodated in the hostel.
 - vi. Procurement Committee to be constituted by SWO with other members of AWTCs. Procurement of Services and goods to be made as per Finance Dept guidelines.
 - vii. DSWO/ Chief Instructress/ SWO in-charge to submit annual budget estimate to the Dept. by end of February every year as per the MWCD training guidelines.
 - viii. Cash Book, Stock Registers & other documents to be maintained properly and to be verified by CI on regular interval.
 - ix. DSWO/ Chief Instructress/ SWO in-charge to ensure well equipped classroom in consultation with AIs and Training Coordinator.
 - x. Library to be maintained upgraded and updated.
 - xi. DSWO/ Chief Instructress/ SWO in-charge to ensure proper impart of training with other activities as mentioned in the curriculum.
 - xii. Training of teaching staff to be organised at regular interval for their knowledge upgradation with approval of W&CD Dept.

4. Extra-curricular activities:

The following extra-curricular activities may be planned & ensured for the participants for their wellbeing and edutainment.

- i. Kitchen garden/gardening
- ii. Yoga/meditation/self-care classes
- iii. Health check ups
- iv. Cultural programmes/competitions
- v. Indoor and outdoor activities (Open air gym, play etc)
- vi. Short cultural program in Amphitheatre after completion of each job course.

5. Responsibility of Course Coordinator

- i. Overall planning and execution of training courses as per annual training calendar.
- ii. Evaluation of the Trainees and award certificates
- iii. Exposure field visit and Report
- iv. Coordination with State and District personnel.
- v. Ensuring full attendance of training participants.
- vi. Ensuring completion of the training modules.
- vii. Ensuring quality in consultation with committee and recommendation for

improvement.

- viii. Revision of course curricula at regular interval as per recommendation of the committee.
- ix. Coordination and networking with external resource person/institutions.
- x. Documentation of reports (input, video; photos) and best practices.
- xi. Organizing events, workshops etc. on different themes.

6. Responsibility of DSWO/ Chief Instructress/ SWO in-charge in-charge of AWTC

- i. Monitor smooth and quality execution of training.
- ii. Monitor and process the financial matters like preparation of budget, expenditure and timely disbursement of TA/DA, UCs.
- iii. Monitor the functioning of the hostel, redress issues on a regular basis
- iv. Monitoring the maintenance & repair/renovation of academic block, hostel, auditorium, canteen and other such establishment.
- v. To ensure maintenance of cleanliness and hygiene of hostel, canteen and building premises.
- vi. To constitute a committee to monitor and execute the activities (if any).
- vii. Maintenance of records and registers.
- viii. Supervise the overall wellbeing of the trainees and ensure safety and diversity.
- ix. Undertake the process of digitization of data and records

ANNEXURE- I

Sl. No.	Type of Staffs	Name of the positions	No. of positions	Qualification
1	Academic/ Teaching Staff (Principal post changed to Course Coordinator) (Instructor post changed to Course Supervisor)	Instructor in Child Development	1	Master's Degree in Home Science/ Human Development/ Psychology/ Education (ECCD)
2		Instructor in Nutrition	1	Master's Degree in Home Science/ Food and Nutrition
3		Instructor in Social Work	1	Master's Degree in Extension Education/ Community resource management/ Social Work/ Sociology/ Human Development
4	Administrative Staff	Accounts Clerk	1	Graduation in any discipline
5		Typist	1	10+2/ Graduation with Typing
6		Lady Warden	1	10+2
7		Cook	1	10th
8		Peon	1	10th
9		Chowkidar	1	8 th / 10th
10	Instructors (Part time)	Craft/ Art Teacher	1	Diploma/ experience of having worked in schools or art and craft institutes
11		Music Teacher	1	
12	Part time	Sweeper	1	
13	Part time	Visiting Doctor	1	

