



TOYOTA ANGANWADI DEVELOPMENT PROGRAMME (TADP)



Standard Operating Procedures
for Anganwadi Centres



Preface

Pre-school education for children is important as it lays the foundation for physical and intellectual development. Providing comprehensive preschool education, adequate infrastructure, skilled Anganwadi workers and learning materials are also equally important.

The initiative of Toyota Kirloskar Motor Company, for the transformation of 30 selected Anganwadi centres through the 'Toyota Anganwadi Development Programme' envisages child-friendly Anganwadi centres, activity-based learning, teachers' capacity building and health and hygiene, to upgrade them into model Anganwadi Centres.

Recognizing the critical role of Anganwadi centres in providing quality preschool education to children from underprivileged sections of society, the results of this initiative are promising, with immense potential for replication. The model Anganwadi centres have been possible with the combined efforts of the TKM, government, community, and SNEHA-NGO.

I appreciate the remarkable work undertaken by Toyota Kirloskar Motor Company for the development of Anganwadi Centres, which can serve as a reference for creating much-needed, many more Model Anganwadi centres. I am sure that these Standard Operating Procedures (SOP) enable the transformation of other Anganwadi centres benefitting the children and their families.

Digvijay Bodke I.A.S
Chief Executive Officer
Zilla Panchayath, Ramanagara



Preface



Every child needs to be nurtured in this environment with careful handholding by providing a nutritious and conducive environment to grow. This becomes a key element that the first six years of life are critical in children's development.

The Toyota Anganawadi Development Programme (TADP) initiative is driven in the right direction to ensure optimal development for all children between the age group of 3 and 6 years. During these years, a child grows in a pre-school, therefore pre-school education makes a positive contribution to children's long-term development in terms of learning, providing a stimulating environment. As children grow and learn, they explore, enquire, make discoveries, and apply their understanding to become self-regulated lifelong learners.

Toyota Kirloskar Motor Private Limited (TKM) designed and developed Model Anganwadi centers (AWC). It was expected that the Anganwadi centers not only be a part of the project but also take ownership of the entire process of change. Therefore the tripartite—TKM, SNEHA NGO, and Women and Child Development department [Govt of Karnataka] believed that Anganwadi centers will function as catalysts of change for children and society by paving a path to progress for future generations. In this context, capacity building of Anganwadi teachers: activity-based learning to ensure the assimilation of quality preschool education to enable the children to become empowered and resourceful citizens of the country.

This Standard Operating Procedure (SOP) is designed to serve as a point of reference for authorities and groups inclined to adopt or replicate (YOKOTEN) the Model Anganwadi approach to revamp Anganwadi centers. This document contains the various activities that were implemented as a part of the Model Anganwadi project at the selected 30 Anganwadi Centres in Ramanagara District as a ready reckoner for replication.

This document details each step of the project from the baseline survey to handing over the project to the Women and Child Welfare development department. Referring to the booklet from time to time will help all stakeholders of the Model Anganwadi centers to independently sustain the positive changes that were achieved because of this project. This process will instill a sense of ownership and belongingness and foster a brighter wave of learning in the Anganwadi Centres.

R Venkatakrishnan
Vice- President, TKML



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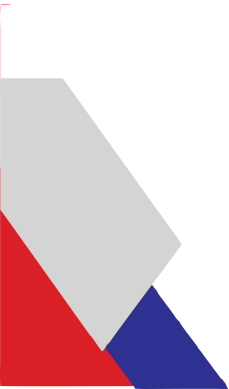
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Part - 1

Background



Background

The first six years of life are critical years in a child's development stage since the rate of development in these years is more rapid than at any other stage of development. Global brain research¹ also informs about the significance of the early years for brain development. Pre-school education makes a positive contribution to children's long-term development and learning by facilitating an enabling and stimulating environment in these foundation stages of lifelong learning. It views children as happy, healthy, and confident; each child with a unique identity, grounded in their individual strengths and capacities; and with respect for their unique social, linguistic, and cultural heritage and diversity. As children grow and learn, they explore, enquire, make discoveries, and apply their understanding to become self-regulated lifelong learners. Furthermore, they are sensitive to diversity and are communicative, caring, and creative in their relationship with people and the environment. A package of services for pregnant women, nursing mothers, adolescent girls, and children below six years is provided to the beneficiaries through the Anganwadi Centres managed by an Anganwadi worker and Helper at the village level and in urban slums. The Toyota Anganwadi Development Programme (TADP) aims to ensure optimal and holistic development for all children between 3 and 6 years. Therefore, this project promotes quality and excellence in preschool education by providing guidelines for early educational practices in the Ramanagara District of Karnataka.

About the District

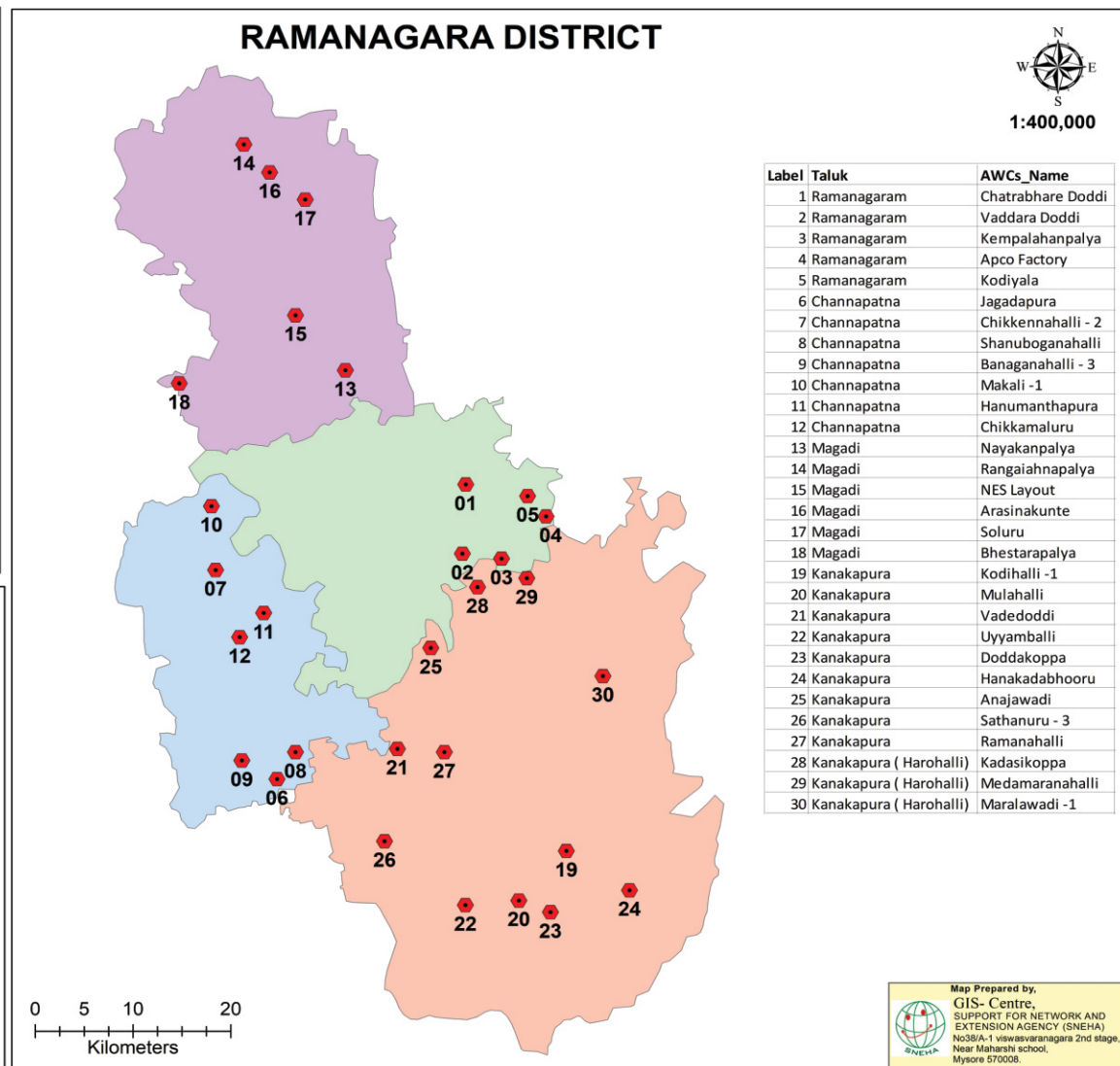
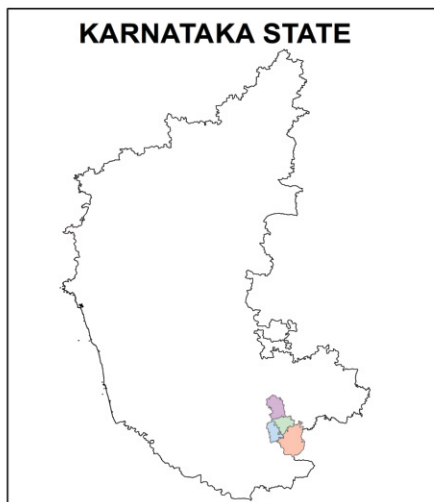
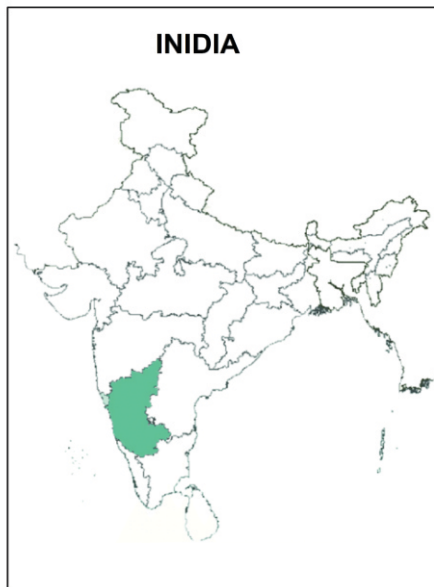
Ramanagara district in Karnataka was carved out of the erstwhile Bengaluru Rural district on August 23 August, comprising Ramanagara, Channapatna, Kanakapura and Magadi taluks. According to the 2011 census, the Ramanagara district population is 1,082,636 of which males and females were 548,008 and 534,628, respectively. At present, in the state there are 61,187 Anganwadi centres and 3,331 mini Anganwadi centres functioning in 204 ICDS projects in the State, covering all the 175 taluks (181 rural projects, twelve tribal, and eleven urban projects). The district is having 1,543 Anganwadi centres out of which thirty centres are selected across the district in this project.

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3722610/>

http://developingchild.harvard.edu/resources/reports_and_working_papers/science_of_early_childhood_development

<https://azpbs.org/2017/11/early-childhood-brain-development-lifelong-impact/>





Baseline survey Findings

With the aim to develop the Government Anganwadi Centres into a model Anganwadi Centres, a baseline survey was conducted in 2020-21 covering around 30 Anganwadi Centres in Ramanagara District. The collective view of the stakeholders helped Toyota Kirloskar Motor and SNEHA-NGO to understand the perspective of Anganwadi Teachers, parents, Balvikas Samithi members, and Grama Panchayath authorities towards the current Anganwadi functions and their expectations from a model Anganwadi Centres. Accordingly, the implementing partners derived a plan to upgrade the Anganwadi Centres with improved teaching, learning methodologies, and related developmental interventions to boost the overall environment of the Anganwadi Centres.

- Non-availability of basic facilities and child-friendly toilets
- Poor quality wall writings and inner paintings
- Inadequate capacity to follow government Curriculum
- Lack of daily activity schedule
- AWW has low competency
- Absence of subject training
- Lack of performance monitoring
- Lack of reviews on preschool education
- Inadequate storage facility
- Poor hygiene practices

Concept of Model Anganwadi Centres

Based on the situational analysis, Toyota Kirloskar Motor developed a 360-degree approach to address the issues and concerns of the community and their affirmative opinion on developing the Anganwadi Centres into model Anganwadi Centres. The core concept behind the Model Anganwadi Project is to demonstrate the positive and tangible change that can be achieved in the overall quality, functioning of Anganwadi Centres with the support and collaboration of key stakeholders. This is to achieve a sustainable and replicable model that will cast a positive light on Anganwadi Centres across the country at large.



TOYOTA Anganwadi Development Programme TADP

Objectives

Child-Friendly AWC

- Upgrade aesthetics % infrastructure
- Provide dedicated wall for exploring writing and drawing skills
- Provide hygienic and usable washrooms



Activity-based learning

- Provide age specific playing materials
- Activity based learning tools
- Pleasant & congenial environment to boost attendance in Anganwadi Centres



Capacity Building for AWW

- Development of training module
- Conducting training
- Enable trainer's training



Health & Hygiene

- Awareness on basic health & hygiene practices
- Educate on healthy & hygienic cooking process
- Promote kitchen garden concept for nutritious & fresh fruits & vegetables



The Model Anganwadi Project has been devised with the objective to transform the overall teaching of quality of preschool education at Anganwadi Centres. In view of this, we look forward to achieving the following outcomes and impacts as a result of our strategies and implementations



Tripartite Partnership

With an objective to improve the quality of preschool education in the selected 30 Anganwadi Centers in Ramanagara District, Toyota Kirloskar Motor partnered with SNEHA NGO in Oct '20 to upgrade teaching methodologies and therefore enhance the joy of learning. The purpose of this partnership was to implement the concept that Toyota Kirloskar Motor had designed and developed Model Anganwadi Centers. At the same time, it was expected that the Anganwadi Centers not only be a part of the project but also take ownership of the entire process of change. The tri-party believed that Anganwadi Centers act as catalysts of change not just for children, but for the entire society and therefore pave path to progress for future generations. In this context, capacity building of Anganwadi teachers and activity-based learning in the Anganwadi Centers were done to ensure the assimilation of quality preschool education to enable the children to become empowered and resourceful citizens of the country.

Infrastructure

- Suggest the department construct, repair and renovate the Anganwadi Centers.

Activity-based learning

- Development of activity-based tools as per themes with locally available materials

Capacity of Teachers

- Development of training manual
- Development of teaching-learning methods
- Handholding and training

Community activities

- Engaging Stakeholders
- Involving the Women and Child Development Department and corporates
- Parents, Bal Vikas Samithi, community members, and Gram Panchayat authorities



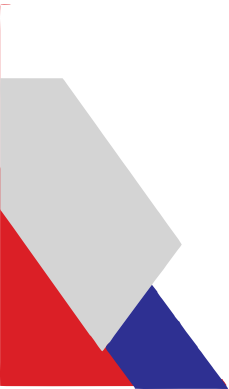


The objective of the standard operating procedure booklet

The SOP booklet is designed to serve as a point of reference for authorities and groups inclined to adopt or replicate (YOKOTEN) the model Anganwadi approach to revamp Anganwadi Centers. This booklet documents the various strategies and activities that were implemented as a part of the model Anganwadi project at the selected 30 Anganwadi Centres in Ramanagara District as a ready reckoner for replication.

It details each step of the project, from the baseline survey to handing over the project to the Women and Child Welfare Development department. Following this booklet from time to time will help all stakeholders of the Model Anganwadi Centers to independently sustain the positive changes that were achieved because of this project. It will also insist on a sense of ownership, and belongingness, which will promote, and foster a better and brighter wave of learning in Anganwadi Centres. The booklet contains guidelines on infrastructure, activity-based learning capacity building, community engagement and sustainability.





Part - 2

Standarded Operating Procedures



2.1 Child-Friendly Anganwadi Centre



The focus is to:

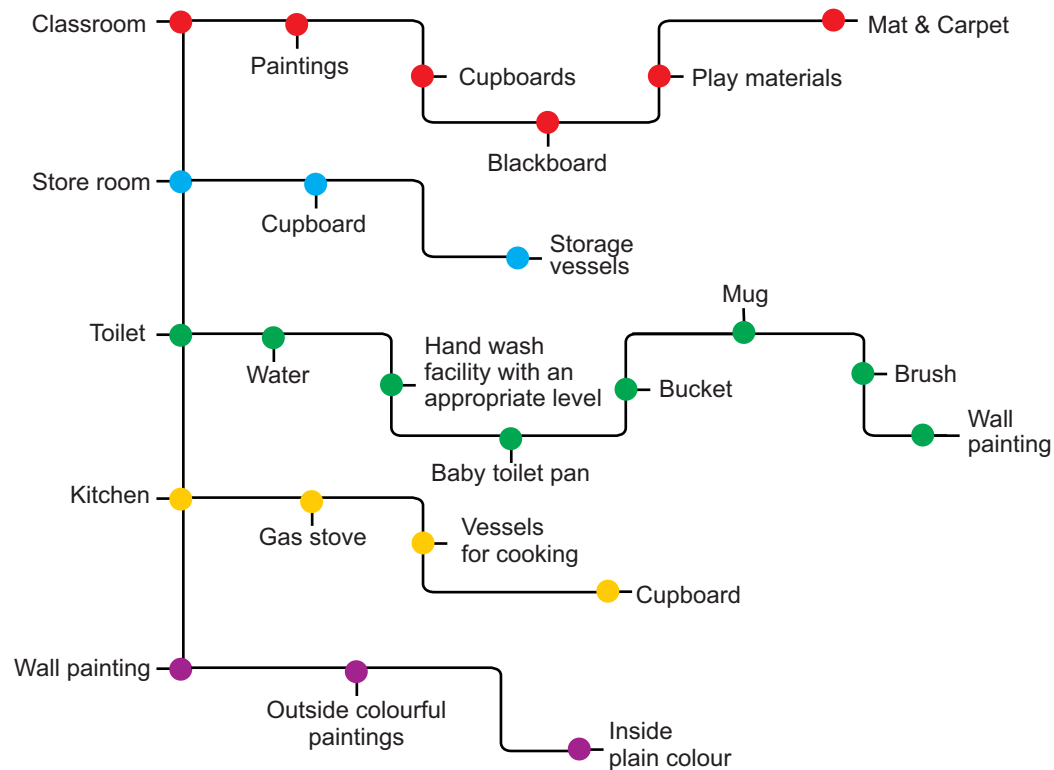
- Upgrading existing Anganwadi centre's aesthetically
- Provide a dedicated wall for exploring writing and drawing skills
- Provide hygienic and usable washroom

Children	Area in Sqm					Toilets (Nos)
	Class room	Kitchen	Store room	Outside play area	Total	
01-15	25	10	8	30	73	1
16-30	35	10	8	30	83	1
31>	45	10	8	30	93	2

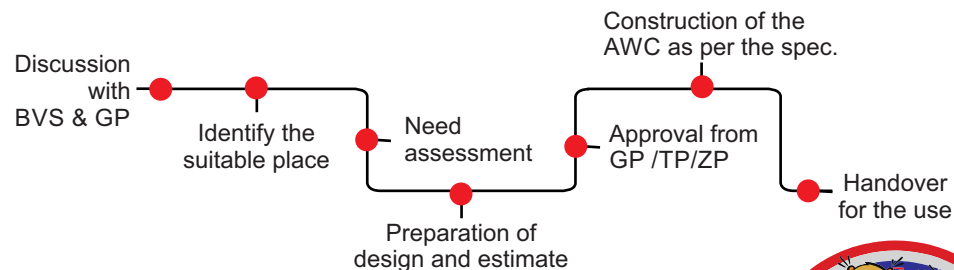
Note: As per the tripartite agreement the role of infra development is the responsibility of the government. The above criteria development is based on the Baseline survey and field experience. It may change according to the locations.

The chart depicts the step-by-step process to be followed to establish a child-friendly Anganwadi Centre:

Upgrading the existing Anganwadi Centre



New Anganwadi Construction



2.2 Activity-Based Learning

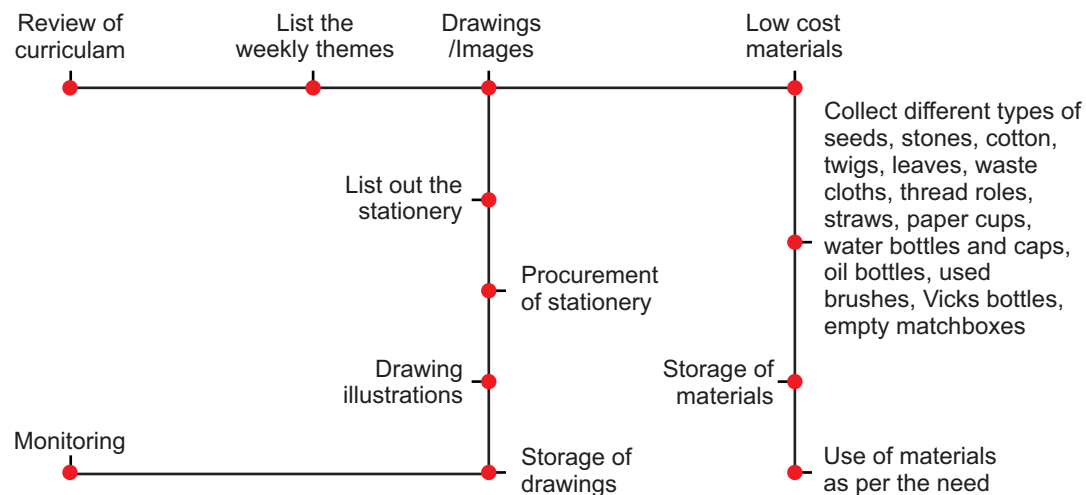


Activity-Based Learning is a methodology where children learn at their own pace through various activities. It is a more engaging and interactive way of teaching children. It allows different factors such as speech, coordination, social skills, and motor skills, amongst other key factors. The focus is to:

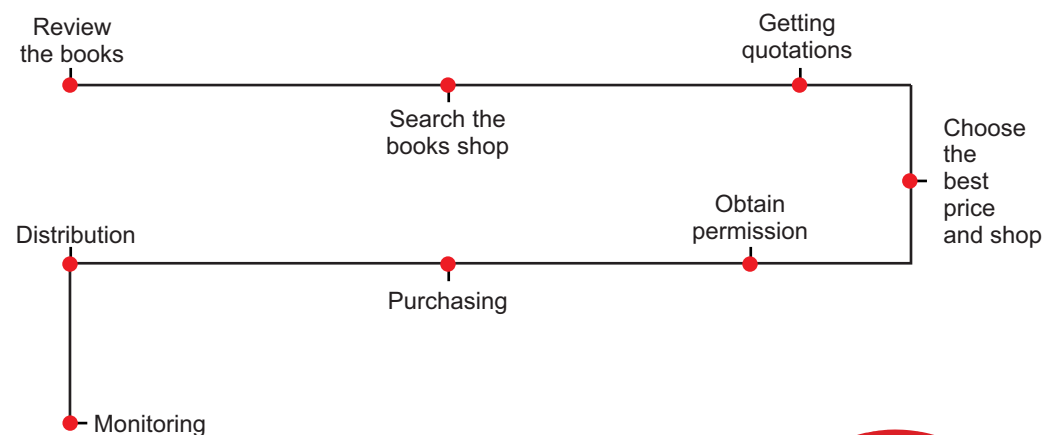
- Provide age-specific playing materials
- Activity-based learning tools
- Pleasant & congenial environment to boost attendance in Anganwadi Centre

The chart depicts the step-by-step process to be followed to prepare one week theme. The same process is to be followed for all 42 themes:

Developing learning materials:



Supply of Books



2.3 Capacity Building for Anganwadi Teachers

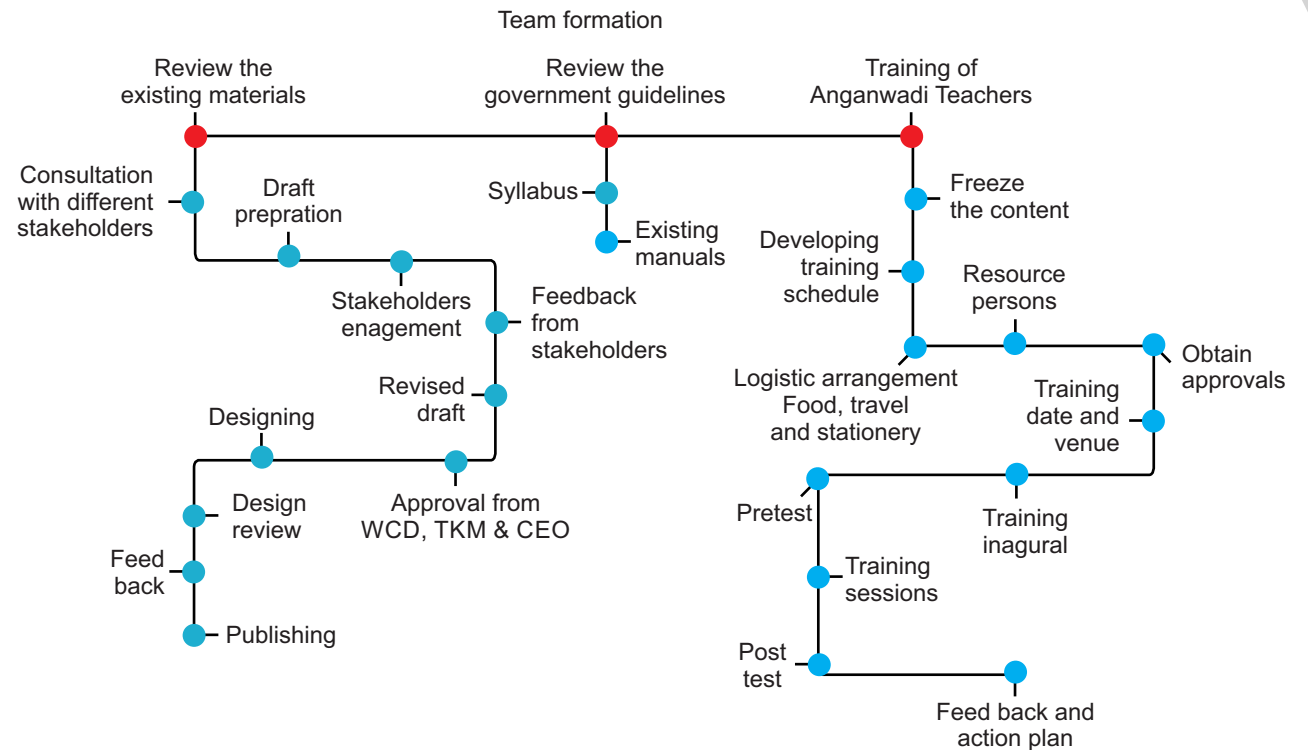


The capacity building focused to:

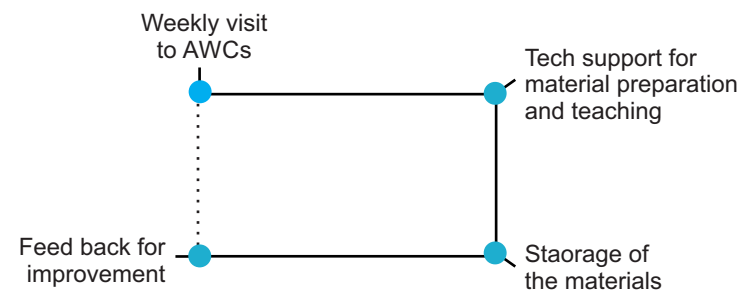
- Development of training module
- Conducting training
- Enable trainer's training

The chart depicts the step-by-step process to be followed for capacity building of AWWs.

Training Manual development



Hand holding support



2.3.1 Children Assessment



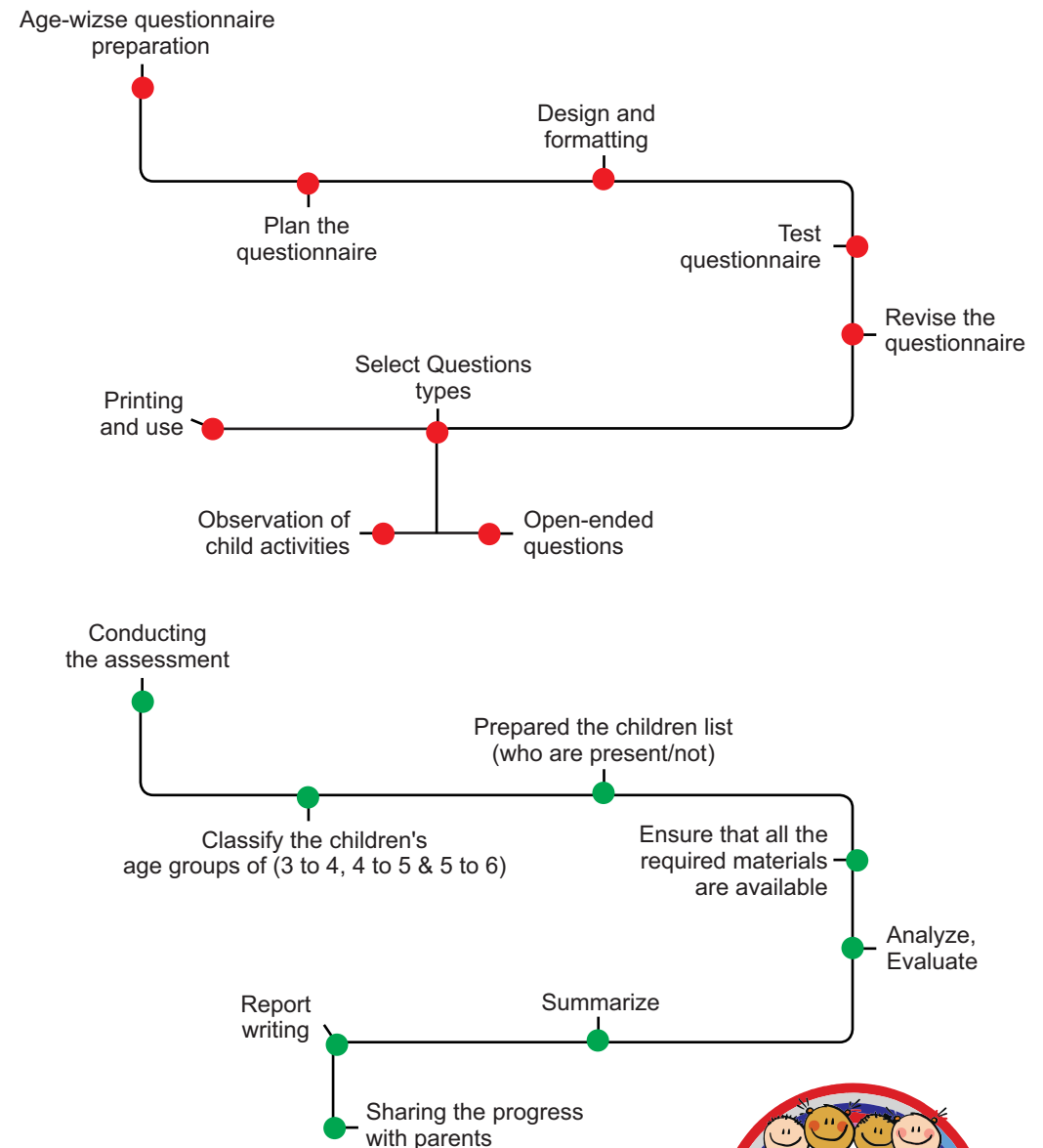
Children assessment focus to:

The assessment provides Anganwadi workers and parents, with critical information about a child's development and growth.

- Providing a record of growth in all developmental areas.
- Identifying children who may need additional support.
- Helping Anganwadi workers plan individualized instruction for a child or for a group of children.

The chart depicts the step-by-step process to be followed for children's assessment:

Children Assessment



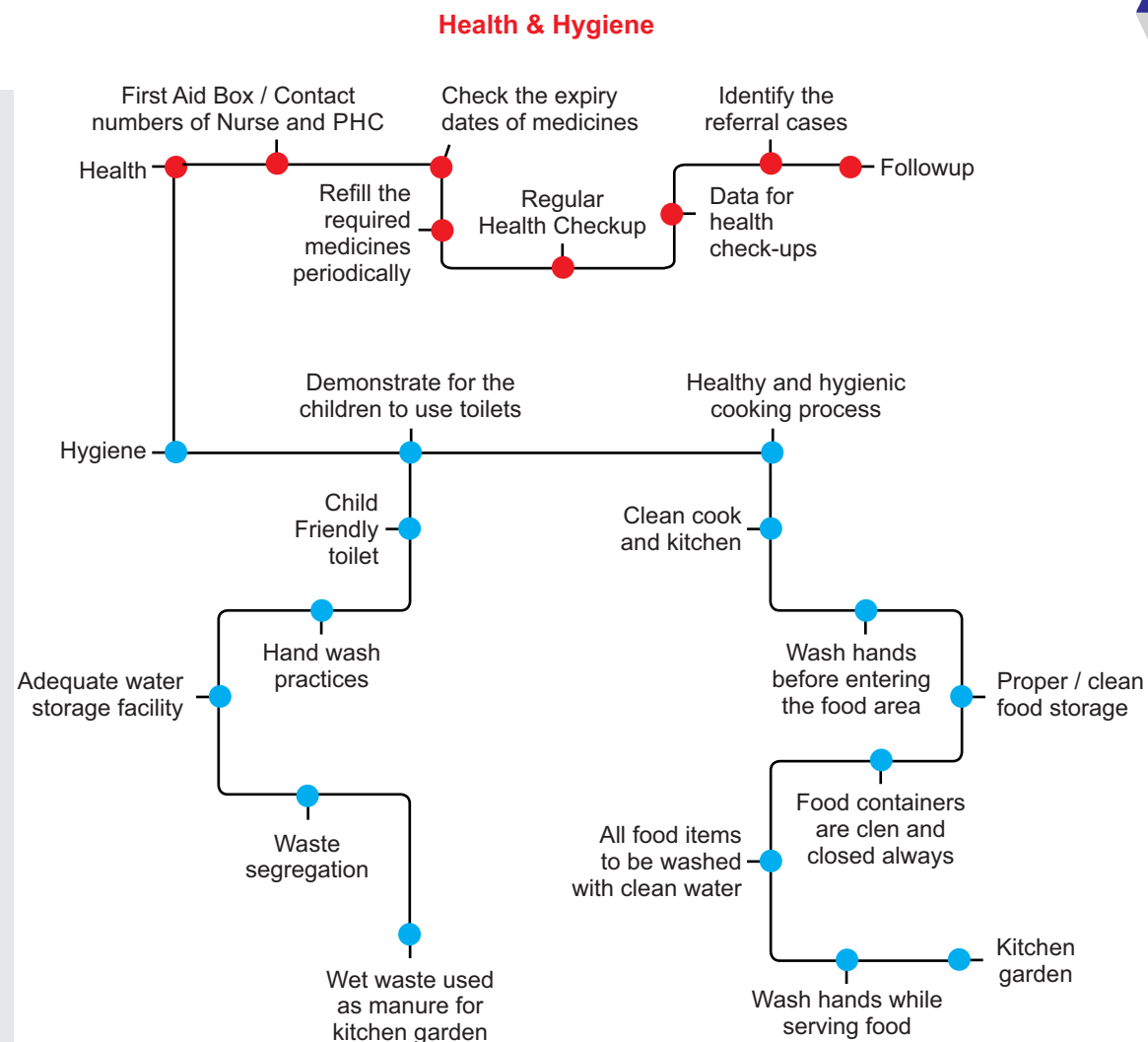
2.4 Health and Hygiene



Health hygiene focus to:

- Awareness of basic health & hygiene practices
- Educate on healthy & hygienic cooking process
- Promote kitchen garden concept for nutritious & fresh fruits & vegetables

The chart depicts the step-by-step process to be followed for health and hygiene



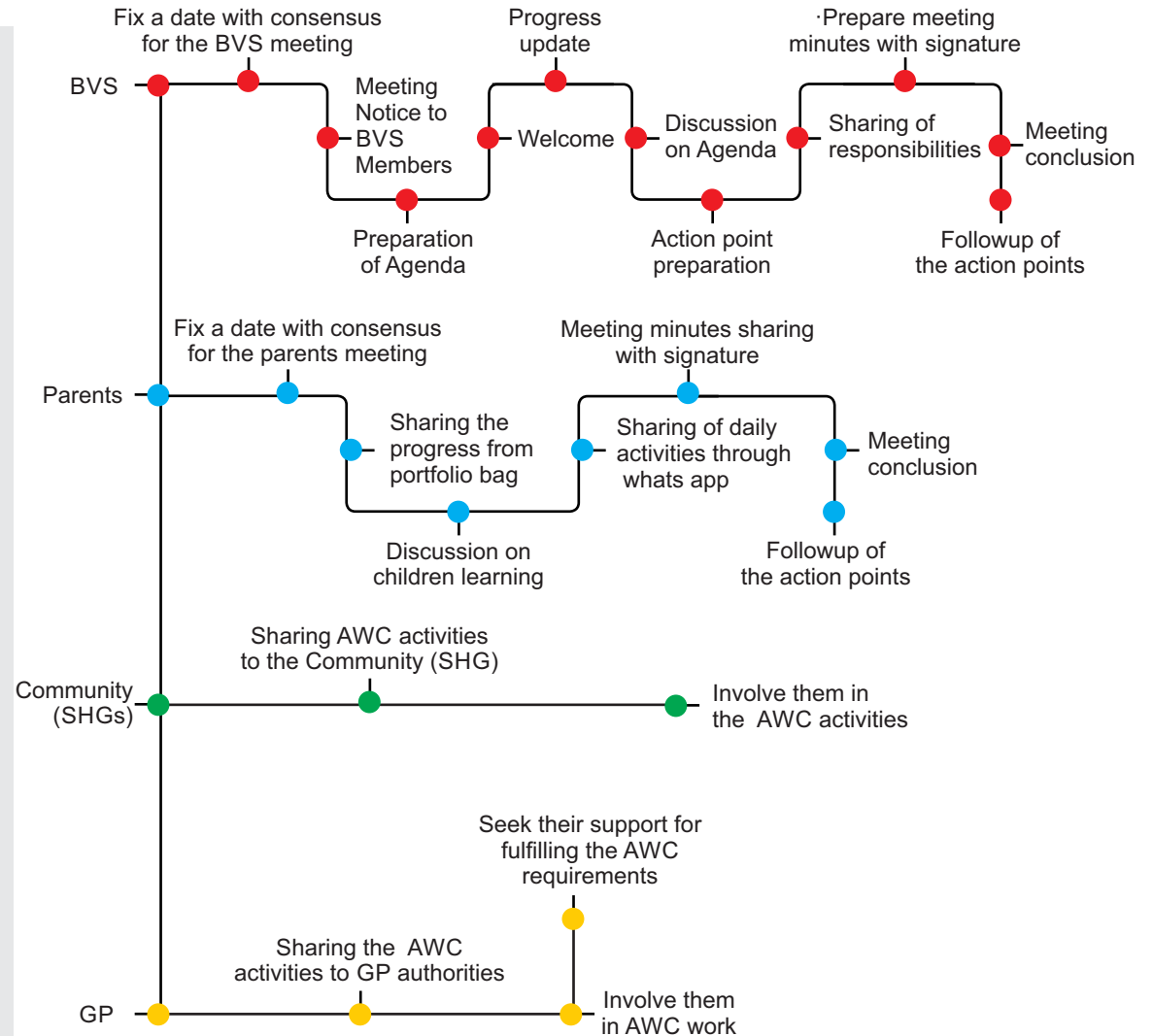
2.5 Stakeholders Engagement



We are a part of the community in which we learn and do more to benefit society. In addition, it is equally important for the members of the community to support preschool education and the development of children. With this in mind, we created linkages to encourage interaction with the community.

The chart depicts the step-by-step process to be followed for stakeholders' engagement

Stakeholders Engagement



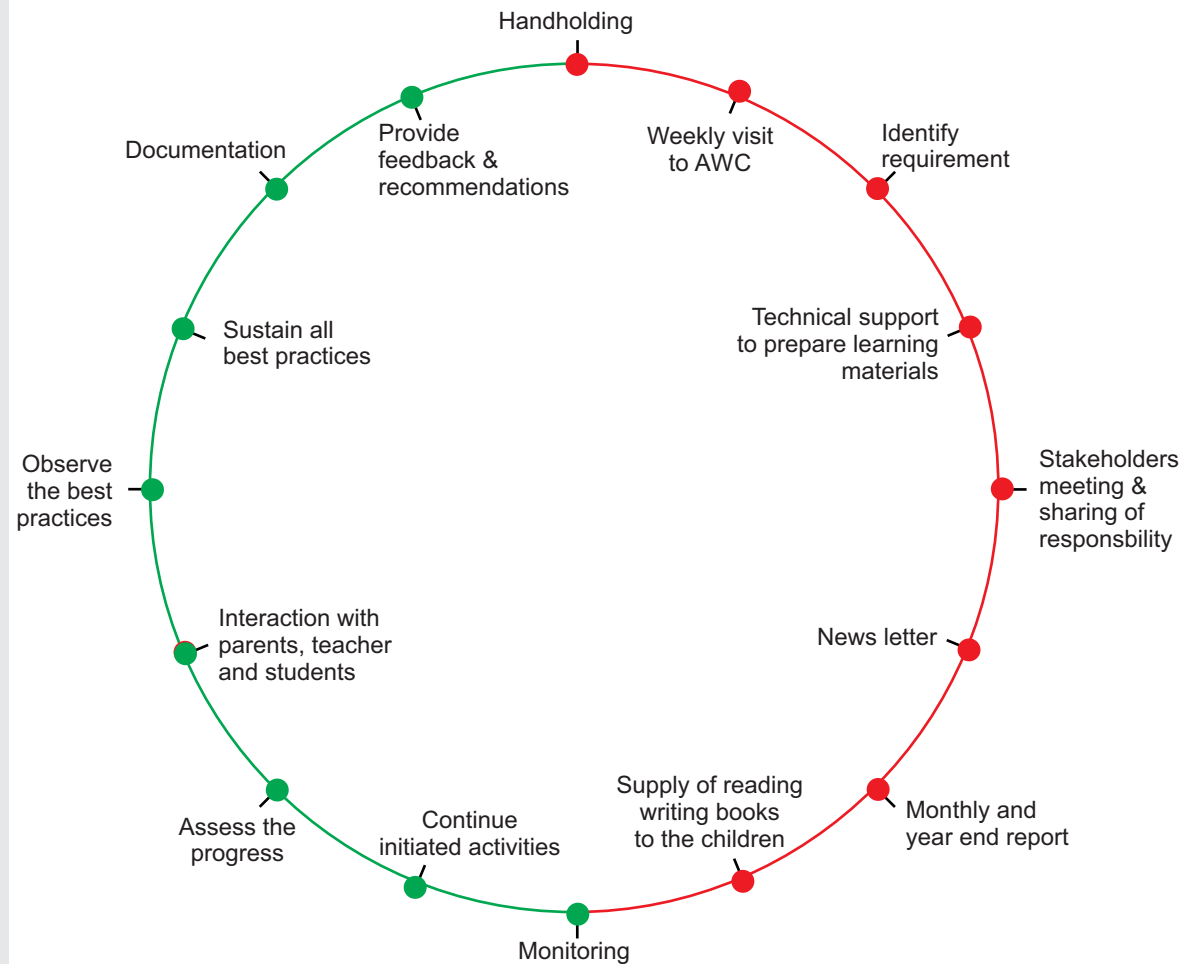
The chart depicts the step-by-step process to ensure sustainability

2.6 Sustainability



The real success of a project is determined by the way it is sustained and how it progresses from the point of handover. In order to ensure the sustainability of the model Anganwadi project in Anganwadi Centers, we have touched upon four main aspects – stakeholder engagement, training, handover and monitoring.

Sustainability



Part - 3

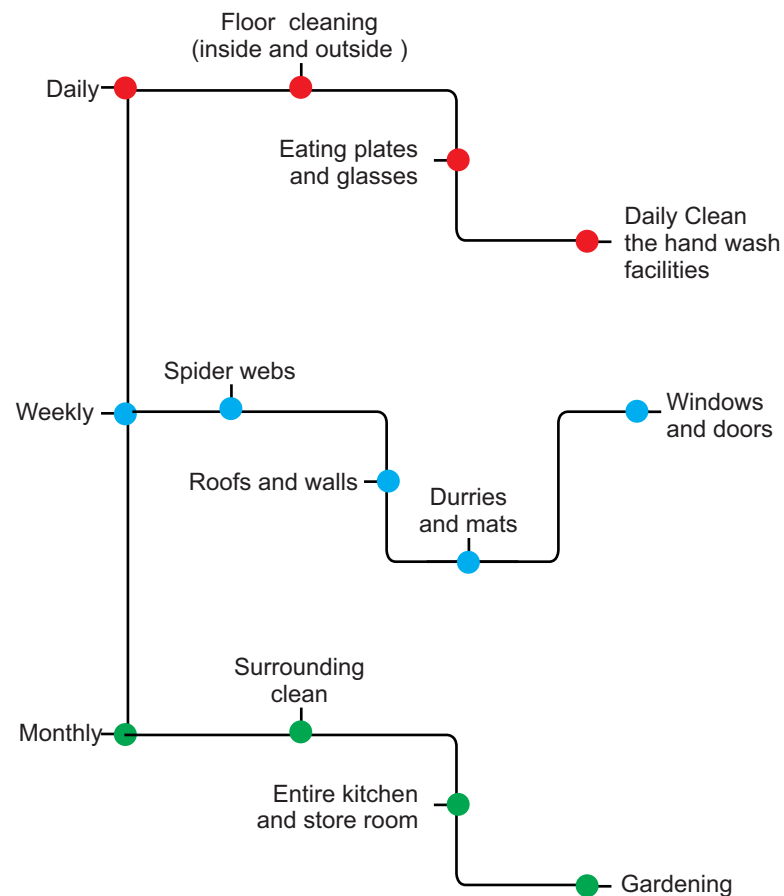
Best Practices



3.1 Clean Anganwadi



Clean Anganwadi



3.2 Clean Surroundings



Dispose of the wet waste in the compost pit

Store the dry waste in the bin and dispose periodically

Ensure proper drainage of wastewater to drainage, kitchen garden or soak pit



3.3 Personal Hygiene



Ensure cleaning the teeth morning and before sleeping

Ensure bathing, comb hair every day

Ensure to wear clean cloths

Wash hands before eating and after use of toilets

Ensure fingernails trimming



3.4 Clean Food



All utensils used for preparing & serving food should be washed with water using a suitable detergent

Cereals like wheat and rice should be stored in gunny bags or containers

The food grains should be sundried and stored in a clean place by covering them with plastic sheets

Older stocks should be used before the use of fresh stock

A wooden plank should be used for stacking food materials away from the walls

Chemical containers must not be used for storing food, oil & water

Toxic chemicals /disinfectants should not be stored within the kitchen

Ensure that ingredients used for cooking should be free from adulteration & pest infestation

Foods should be served using spoons with a long ladle.



3.5 Clean Drinking Water



Use clean water for cooking

Safe drinking water should be made available

Avoid touching hands in drinking water

Strict adherence to filter and purifier procedures



3.6 Clean Toilets



·Ensure child friendly toilet

The toilet should be cleaned and must be kept tidy at all times

Ensure regular water supply for the toilet

Water and soap should be placed at convenient place near the toilet



3.7 Management



Digital Documentation and records maintenance

Parent involvement

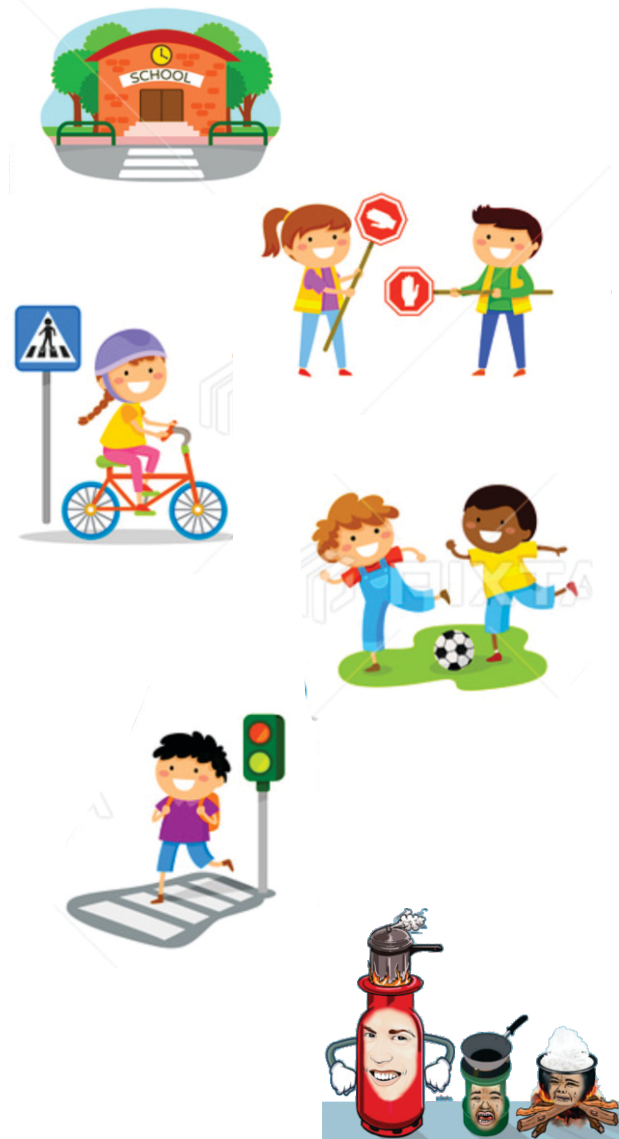


Community involvement-
Monthly BVS meetings

Children's progress monitoring



3.8 Safety of Anganwadi Centres



Part - 4

Teams Behind Model Anganwadi Project.



Teams Behind Model Anganwadi Project

Government Officials



S. Narayanaswamy

Deputy Director
WCD Ramanagara District



Siddalingaiah M K

CDPO
Channapatna Taluk



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CDPO
Kanakapura and Harohalli Taluk



Surendra B L

CDPO
Magadi Taluk



Kantharaju

CDPO
Ramanagara Taluk

TKM Execution Team



Roshan R

Deputy General Manager, TKM



Eswar Babu Soppa

Senior Manager - CSR



Prasad Kumar. A

Deputy Manager - CSR



SNEHA - NGO - Model Anganwadi Implementation Team



Ramasamy Krishnan
Executive Director



H Hema
Secretary



Latha K.C
Consultant -ECCE



Mangalagowri.H
Field Trainer



Mahalakshmi
Field staff



Chaitra
Field staff



About

Toyota Kirloskar Motor

Toyota Kirloskar Motor is in the business inter alia of manufacturing and sale of automobiles and automobile components in India and has undertaken a number of local community development activities in furtherance of its Corporate Social Responsibility (CSR) in Ramanagara District and other places in Karnataka. In this range of CSR activities, was the project to transform Anganwadi Centres in Ramanagara into Model Anganwadi Centres.

In this spirit, Toyota Anganwadi Development Programme (TADP) was initiated that intends to transform 30 Anganwadi Centres in the district. Toyota Kirloskar Motor also entered into an MoU with the Department of Women and Child Development, the Government of Karnataka and SNEHA NGO for the implementation of the Toyota Anganwadi Development Project.

The project has delivered a comprehensive and replicable model for revamping Anganwadi Centres by focussing on creating an environment for creative learning, boosting physical and cognitive development in children with child-centric infrastructure and quality education along with improving health and hygiene standards. To replicate these processes and standards this standard operating procedure is developed.



About

SNEHA - NGO

Established in 1999, Support for Network and Extension Help Agency (SNEHA) is a non-governmental organisation that has been providing extensive support towards empowering the poor by networking with different development agencies with similar objectives. The organisation works towards its vision of perking up the living conditions of the poor and the vulnerable by directing the resources towards the lawful needs of the community. SNEHA collaborates with like-minded organisations to carry out activities focused on:

- Livelihood
- WASH
- Education
- Environment

SNEHA has been working in the backward areas of Mysuru, Ramanagara, Chamarajanagar in Karnataka; Erode, Coimbatore, and Nilgiris in Tamil Nadu; and Siddhipet and Medak in Telangana. SNEHA is a member of Mysore and Chamarajanagar District NGOs Federation and FANSA (Fresh Water Action Network).





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