

Manual for

SAKHI AND SAHELI



under the SABLE Scheme



National Institute of Public Cooperation
and Child Development

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Manual for SAKHI AND SAHELI

under the SABLA Scheme



National Institute of Public Cooperation and Child Development







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SABLA-

Rajiv Gandhi Scheme for Empowerment of Adolescent Girls

SABLA scheme aims at empowering adolescent girls aged 11 to 18 years by improving their nutritional and health status, upgrading their home-based and life skills and developing or upgrading their vocational skills.

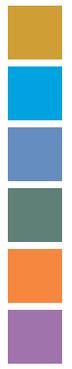
The scheme focusses more on the needs of out-of-school adolescents and promotes learning through *Kishori Samooh* activities. *Sakhi* and *Sahelis* elected by the *Kishoris* are trained to function as peer educators.

Services under SABLA scheme include:

- Nutrition supplement for 11 to 14 years old out-of-school adolescent girls and all adolescent girls aged 14 to 18 years.
- IFA supplement for all adolescent girls.
- Health check-up & referral services.
- Nutrition and Health Education.
- Counselling / guidance on family welfare, ARSH & childcare practices.
- Life Skill Education and accessing public services.
- Vocational training under National Skill Development Programme (NSDP).



Training Modules for
SAKHI AND SAHELI



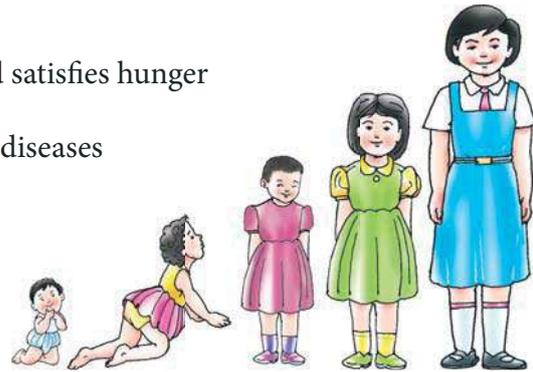
Food for Good Health



Food for Good Health

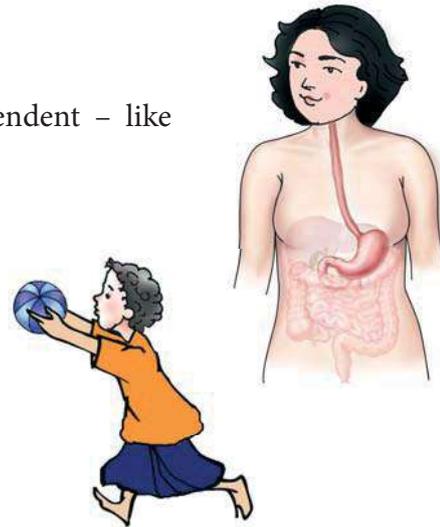
Why do we need food?

- Food is necessary to sustain life
- Food helps the body to grow
- To keep our body healthy and active
- Life cannot exist without food and food satisfies hunger
- Food gives the strength to fight against diseases

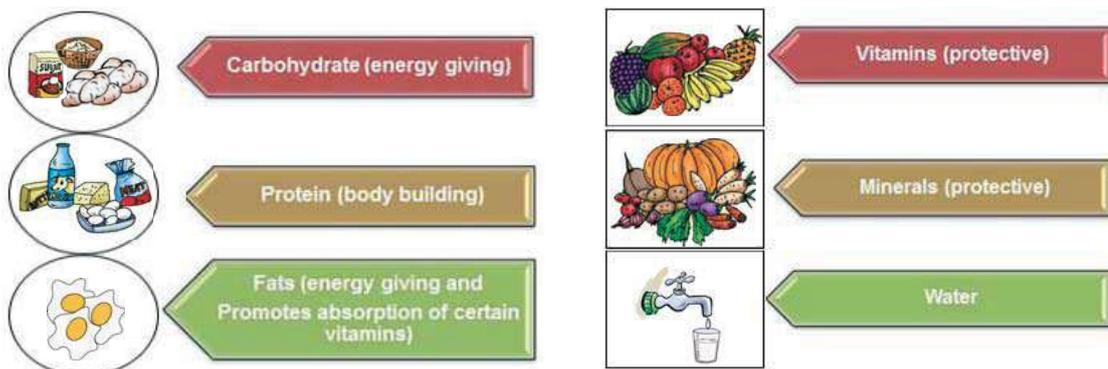


We need food for :

- Development and Growth
- Body functions
Every function of the body is energy dependent – like heart-beat, breathing, digesting food.
- Physical activity
Food gives the supply of energy to do work
- Strength to fight diseases



Activity: Ask adolescent girls to name the foods that support various functions of the body. Use the following diagram:



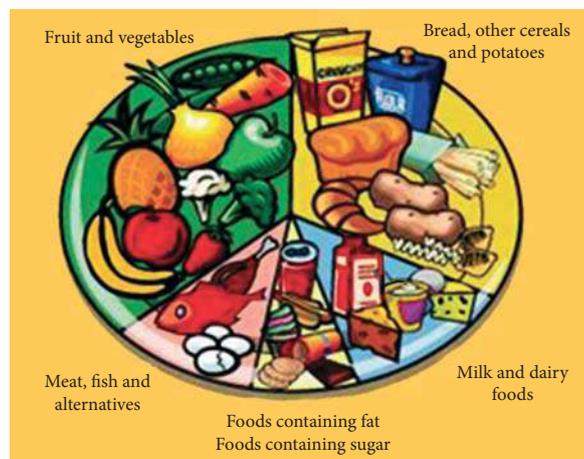
Ask girls to name local –

- Cereals and millets
- fruits
- vegetables
- green leafy vegetables
- pulses
- non-vegetarian foods that are eaten at their homes.

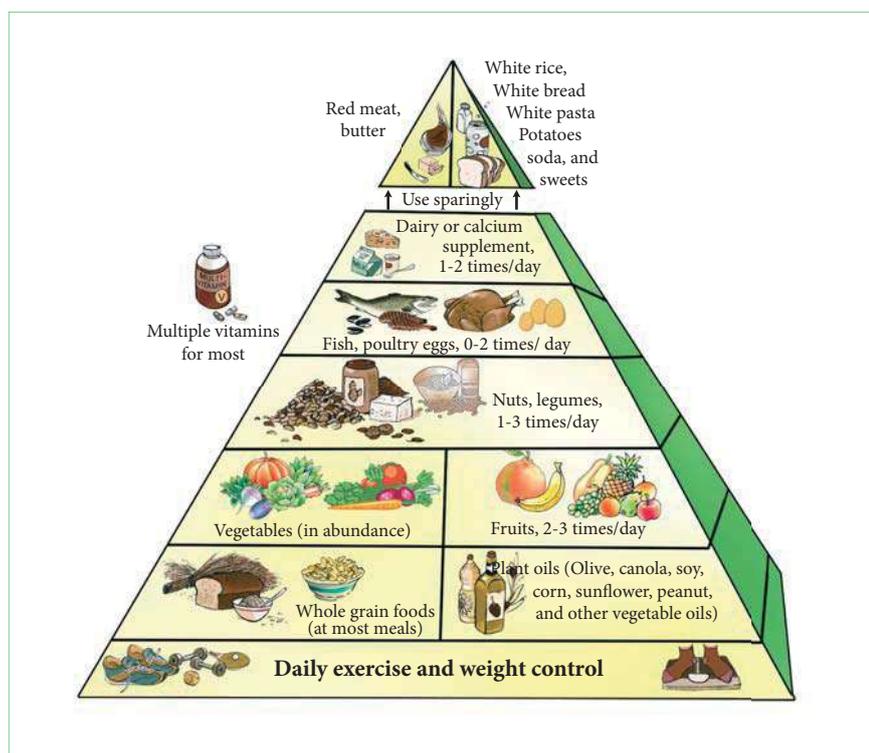


Balanced diet

- A Balance diet is the food of all categories taken regularly in the desired proportion in our meal to fulfill all needs of the body.
- It helps to maintain or improve general health.



Each type of food is essential for body and has to included in meals as indicated below:



Health benefits of food groups

Cereals, roots and tubers

We get starch from food grains that gives us energy for work and play. Food grains also give us fibre that helps us avoid constipation.



Vegetables and Fruits

We get vitamins and minerals from vegetables and fruits that helps us to keep infections away, heal our wounds, keeps our skin and eyes healthy.



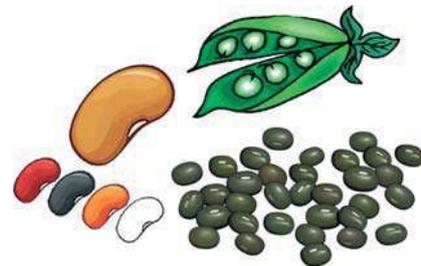
Milk and Milk Products

Milk and milk products like curd and cottage cheese give us proteins that build our muscles for work and play. These foods also give us calcium that makes our teeth and bones strong.



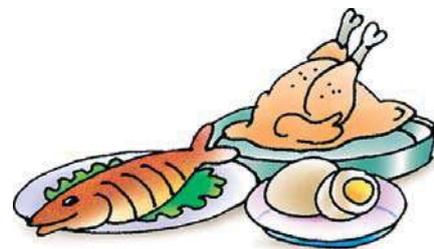
Pulses and beans

Pulses and beans are rich in proteins and minerals and they help in building our muscles and bones strong. Even if we cannot consume milk at times, these foods help us remain healthy and strong. Pulses and beans are important sources of protein in vegetarian diets.



Meat and eggs

Meats and eggs are a good source of proteins and help in muscle-building and therefore, important source of proteins in non-vegetarian diets. Some varieties of fishes from the sea are a good source of vitamin A as well that is important for healthy eyes.



Ghee and oil

Ghee and oil are rich sources of energy in our diets. They make us feel full and satisfied after a meal. Some vegetable oils are fortified with vitamins A and D to make our eyes, skin and teeth healthy.



Sugar and Jaggery

Sugar and jaggery add sweetness to food and give us instant energy.



Activity : Check your meal

- Ask girls to recall everything they ate at their last meal.
- Let one of the girls draw the food and its constituents.
- Circle each food item that is nutritious.
- Cross out food items that are not nutritious.

List out various junk foods and nutritious foods.

Discuss the difference between nutritious foods and junk foods.

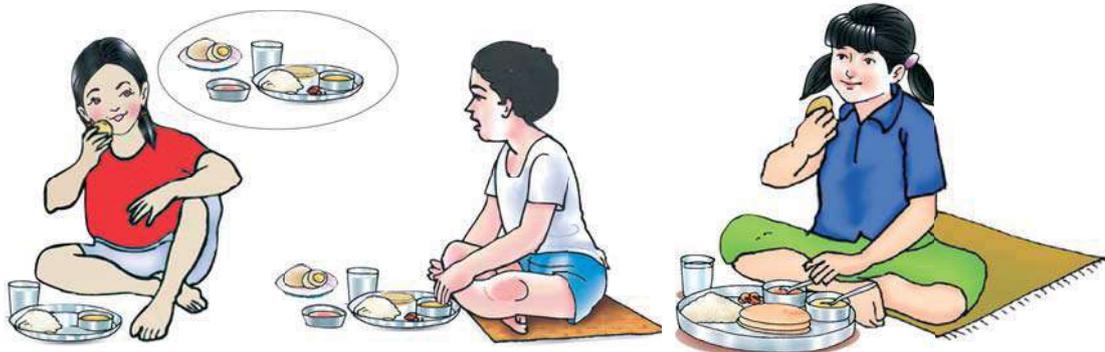


Increased Nutritional Needs during Adolescence

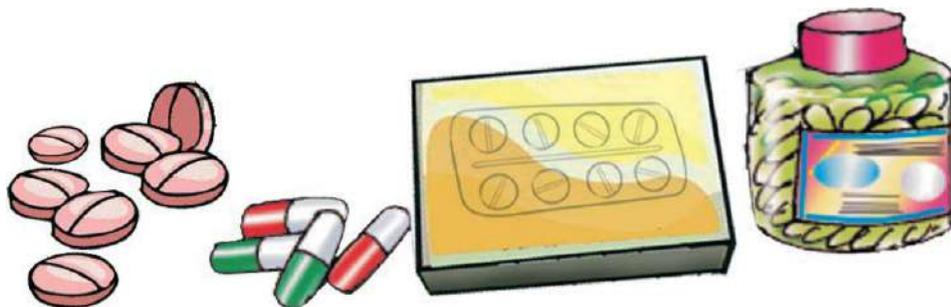
- Adolescence is a phase (post childhood but before adulthood) of rapid and continuous physical, mental and sexual growth and development.



- During Adolescence fast and great physical changes increase the body's nutritional needs.
- Adolescents have increased nutritional need as due to their weight becomes 1 ½ times, height increases by 1/5 times.



- Adolescents need more calcium for increase in length and weight of bones.
- Adolescent girls also need additional amount of iron to compensate for menstrual blood loss.



Reasons for Poor Nutrition of Adolescent girls

- Lack of knowledge in the family and community about the importance of nutrition during adolescence.
- Lack of food because of socio-economic circumstances.



- Poor dietary intake of vegetables and fruits.



- Bad cooking habits.



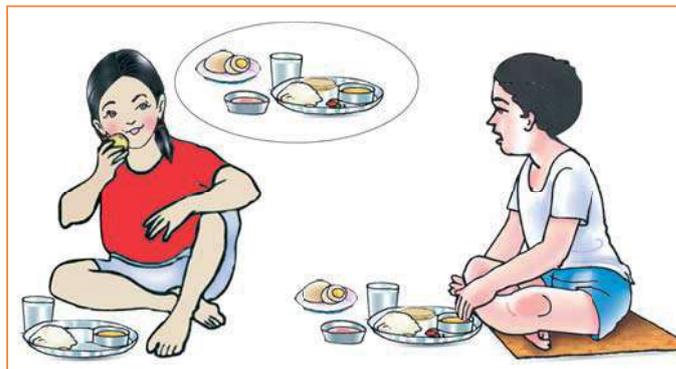
- Consuming less food to avoid having a rounded and curvaceous body.



- Inequitable distribution of food in the family, with adolescent girls getting less or no milk, pulses and vegetables.

- Mostly in rural areas, girl child is less breastfed which may lead to poor nutrition in adolescence.

- Lack of appetite in some adolescent girls due to stress and strain.



The Kishori Card

- *Kishori* Card is a card for all adolescent girl maintained at the *Anganwadi*.



RAJIV GANDHI SCHEME FOR THE EMPOWERMENT OF ADOLESCENT GIRLS (RGSEAG – SABLA)

KISHORI CARD

Section A & B - For both School going & Out of School Girls Age 11-18 years
Section C - Only Out of School Adolescent Girls
Section D - 11 – 14 years : Only Out of School Girls & 14 – 18 years: All Girls

This card is to be filled by the Kishori with help of Sakhi / Saheli. Section C will be filled by the Health worker.

Particulars of the Anganwadi Centre

ID No. of AWC		Village	
Name of AWC		District	

A. Identification Particulars of Adolescent Girl (AG)

Sl. No.*	ID No.						
First Name, Middle Name, Last Name							
Date of Birth	d	d	m	m	y	y	Age (Completed years)
Father's Name							
Mother's Name							
School Status (Tick one)	In school			Out of School			
	Class : _____			Last class studied: _____			
Address							

*Same as the 'Sl. No.' filled for the SABLA Register



- *Anganwadi* worker will help *Sakhi* and *Sahelis* in filling up Parts A, B & D of these *Kishori* Cards and she will countersign these. Part C will be filled by Health Worker.
- Part A of the card is for all *Kishoris*. It gives details of name, dated of birth, parents' name, whether in school or out-of-school, address of *Kishori* and *Anganwadi* Centre providing the services to the *Kishori*.
- Like Part-A of the Card, Part B of the card also relates to all *Kishoris*.
- It keeps a record of number of sessions attended by *Kishori* in each quarter of the year related to the categories: Nutrition & Health Education, ARSH, Life Skills, etc. in reference to the minimum number of sessions prescribed.
- The Part-B of the Card also records the dates of sessions attended in each category mentioned above and the number and details of Exposure visits undertaken by the *Kishori*.

B. Guidance / Counselling Sessions (No. of Sessions attended)**

Topic	Year 1			
	1 st (Apr-June)	2 nd (Jul-Sept)	3 rd (Oct - Dec)	4 th (Jan-Mar)
Nutrition & Health Education sessions (minimum 2 in a quarter)				
Family Welfare, ARSH & child care practices sessions (minimum 3 in a quarter)				
Life Skill Education sessions (minimum 2 in a quarter)				
Exposure visit (attach details) - post offices, bank / police station, etc (minimum 2 to each of them in one year)				

Write date

Topic	Year 2			
	1 st (Apr-June)	2 nd (Jul-Sept)	3 rd (Oct - Dec)	4 th (Jan-Mar)
Nutrition & Health Education sessions (minimum 2 in a quarter)				
Family Welfare, ARSH & child care practices sessions (minimum 3 in a quarter)				
Life Skill Education sessions (minimum 2 in a quarter)				
Exposure visit (attach details) - post offices, bank / police station, etc (minimum 2 to each of them in one year)				

** For each Guidance/ Counselling session attended, put date in the relevant column against the relevant topic.

C. Health Services

Quarters	Year 1			
	1 st (Apr-June)	2 nd (Jul-Sept)	3 rd (Oct - Dec)	4 th (Jan-Mar)
Date of Health Check-up				
Height (in cms.)				
Weight (in Kgs.)				
BMI ***				
Status N – Normal M - Malnourished				
No. of IFA Tablets	Provided			
	Consumed			
Referral Services received	(Write whichever is correct) Yes			
	No			

Write date

Quarters	Year 2			
	1 st (Apr-June)	2 nd (Jul-Sept)	3 rd (Oct - Dec)	4 th (Jan-Mar)
Date of Health Check-up				
Height (in cms.)				
Weight (in Kgs.)				
BMI / Status ***				
N – Normal M - Malnourished				
No. of IFA Tablets	Provided			
	Consumed			
Referral Services received	(Write whichever is correct) Yes			
	No			

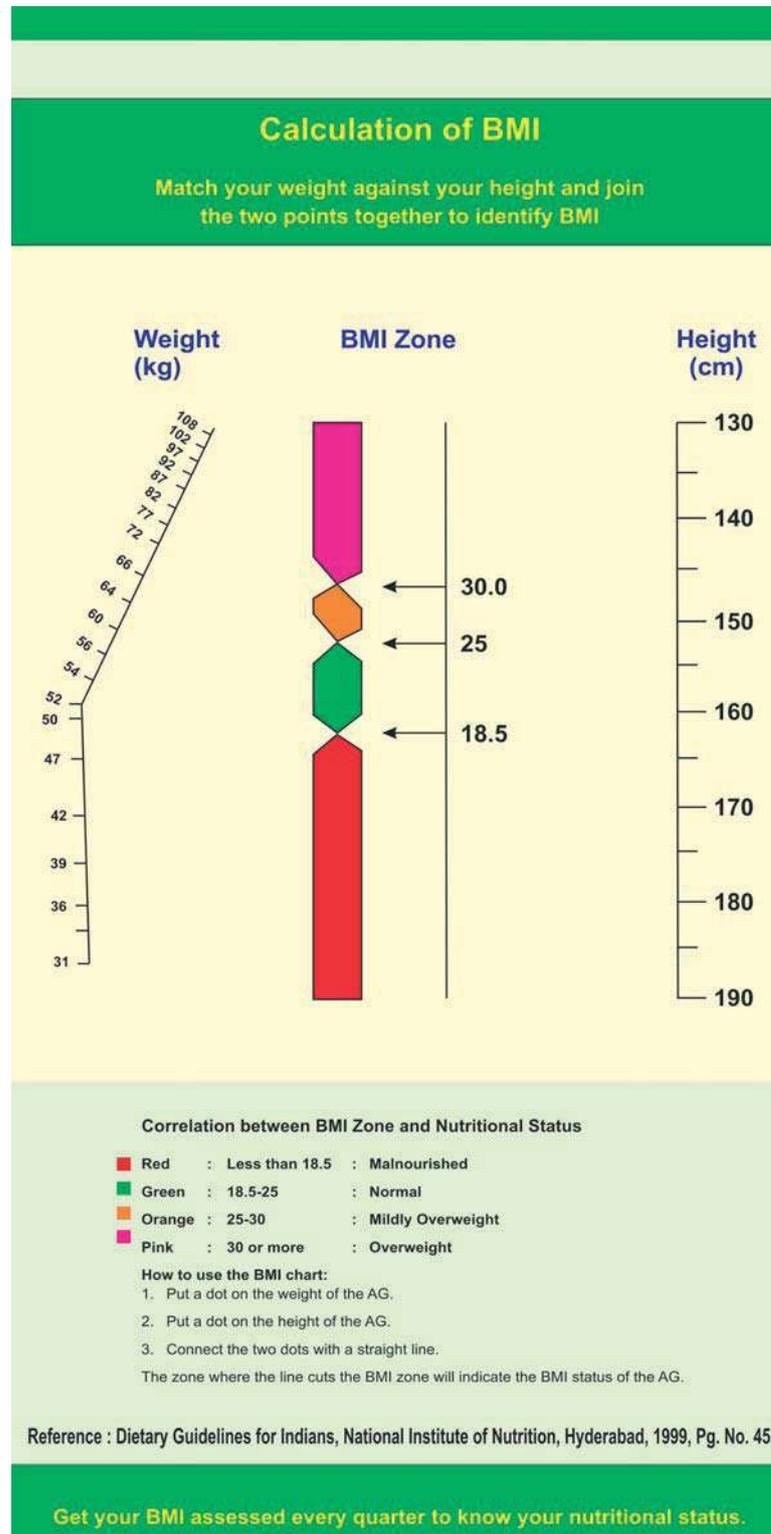
*** Formula : BMI (in kg/m²) = Weight (in kg) ÷ (Height in m)²
(BMI below 18.5 is underweight and BMI between 18.5 & 23.5 is normal – see chart on leaf 6)



- The Health Worker will fill-up every quarter, on the *Kishori Divas*, the height and weight of the *Kishori* in Part-C of the Card. *Sakhi & Sahelis* will take the height and weight under guidance of Health Worker and *Anganwadi* Worker.
- From the BMI Scale on the next page, the BMI reading will be seen and recorded to see if the *Kishori* is normal or malnourished and also if some advice on nutrition or a referral is required.



- The number of IFA tablets provided to and consumed by the *Kishori* will be recorded each quarter.



- Reading of BMI of *Kishori* to be taken in presence of and under guidance of Health Worker, who will fill the reading and nutritional status (normal/ malnourished) in the *Kishori* Card.

1st Year of the Card

- Part-D to be filled up under guidance and supervision of *Anganwadi* Worker by *Sakhi/Sahelis/ Kishoris*.

D. Nutrition Type: (Tick one) Hot Cooked Meal (HCM) OR Take Home Ration (THR)												
Year 1												
Months→ Days ↓	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1												
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28												
29												
30												
31		--		--		--			--		--	
Total												

IMPORTANT MILESTONES with Dates like joining school, dropping out, passing class, marriage, child birth, onset of puberty, etc.

- _____
- _____
- _____

- The Part-D of the Card relates to *Kishoris* aged 11-14 years, who are out-of-school as well as all *Kishoris* in the age group of 14-18 years. All such *Kishoris* are entitled to supplementary nutrition either in the form of hot cooked meals of 'Take Home Ration', as per the scheme followed in their *Anganwadi*.
- All the relevant milestones with respect to the *Kishori*, including date of joining school, date of dropping from school, passing the class in that given year, onset of puberty, marriage, child birth, etc. are to be recorded.



2nd Year of the Card

- Part-D to be filled up under guidance and supervision of *Anganwadi* Worker by *Sakhi/Sahelis/ Kishoris*.

D. Nutrition Type: (Tick one)
Hot Cooked Meal (HCM) OR Take Home Ration (THR)

Year 2												
Months-->	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Days ↓												
1												
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28												
29		-										
30		-										
31	-	-	-	--		-	-	--				
Total												

IMPORTANT MILESTONES with Dates like joining school, dropping out, passing class, marriage, child birth, onset of puberty, etc.

1. _____
2. _____
2. _____

- The Part-D of the Card relates to *Kishoris* aged 11-14 years, who are out-of-school as well as all *Kishoris* in the age group of 14-18 years. All such *Kishoris* are entitled to supplementary nutrition either in the form of hot cooked meals of 'Take Home Ration', as per the scheme followed in their *Anganwadi*.
- All the relevant milestones with respect to the *Kishori*, including date of joining school, date of dropping from school, passing the class in that given year, onset of puberty, marriage, child birth, etc. are to be recorded.

Methods to improve the nutritive quality of food

Enrichment: The process of improving the nutrients in foods by special methods is called enrichment.

The nutrient content of food can be improved by:

- Sprouting/ Germination
- Fermentation
- Combination
- Cooking practices

Germination/ Sprouting is a process in which small shoot come out of dal or cereal when these are kept with small amounts of water.

Advantages of Germination:

- Increase digestibility of foods
- Less time to cook
- Increases in nutritive value of foods with no additional cost.



Sprouting is the practice of soaking, draining and then hanging seeds in a wet cloth until they germinate, or sprout. The sproute foods are rich in vitamins and help to prevent constipation and gas formation.



Sprouted Pulses: Moong, Peas, Kala

Activity:

On the first day, wash the green gram well and soak it for a day or in clean water. On second day, tie it in a wet cloth and hang it. On the third day, demonstrate to adolescent girls how the sprouts are formed. While showing the demonstration of other food preparations, offer steamed sprouts to adolescent girls for tasting. Ask girls to prepare chaat and snacks from sprouts at their home and have a community *bhoj* on next *Kishori Divas*.





Spouted Grains: Wheat, Bajra, Jowar

Fermentation is done by grinding cereals and pulses, mixing and keeping it at room temperature over night. It helps in increasing vitamin C and B complex.

Group discussion:

- **How to make bhaturas?**
 - ◆ These are made by mixing a little curd in maida which is kneaded into dough and kept covered for few hours the dough rises.
- **Do you know why?**
 - ◆ When you add curd to maida you introduce micro - organisms which begin to grow at a very fast rate. They start a process called **Fermentation**. **Fermentation makes the dough rise and become almost double in quantity.**

Advantages of Fermentation:

- It improves digestability of foods.
- It improves nutritive value of foods.
- It becomes spongy, soft and delicious.

Examples of fermented foods - Curd, Bread, Khaman- Dhokla, Idli, Dosa

Enrichment of food by combination is done by mixing two or more types of food stuff. It is a method whereby we can increase the nutritive value of food.

A few ways by which we can increase the nutrient content of our food are:

- Mixing soya flour in wheat flour to increase the protein content of wheat flour.
- Mixing ragi flour into wheat flour to increase the calcium content of wheat flour.



Khaman Dhokla Recipe

Ingredients:

- 1 cup rice
- 1 cup urad dal
- 1 cup yellow moong dal
- 3 cups sour buttermilk
- 2 green chillies crushed fine
- 1/4 tsp - ginger grated fine
- 1/2 tsp – Methaa soda (Soda Bicarb)
- 2 tbsp – oil
- 2-3 pinches red chilli powder
- 1/2 tbsp - coriander finely chopped
- Salt To Taste



Preparation:

- Mix the rice and dal, wash, drain and dry on a clean cloth for a few hours.
- The grain should be completely grind to a coarse flour in dry grinder or at the flour mill. This flour should be like very fine soji in texture.
- Store in airtight container and use as required. Will keep good upto 2 months. To make khaman, take 1 cup flour in a bowl.
- Add buttermilk, and mix well. Keep-aside for 4-5 hours. Dissolve meetha soda in the oil. Add to batter.
- Mix all ingredients except red chilli powder and coriander. Pour immediately in a 6” diam. greased plate.
- Steam over water either in a cooker or steamer. Pierce knife, and check, should come out clean if done.
- Sprinkle the chilli powder and coriander, steam again for 2-3 minutes.
- Cut Khaman dhokla into squares or diamonds and serve hot with coconut chutney.



Rawa/ Suji Idli Recipe

Ingredients:

- 2 cup semolina (rawa/suji)
- 1 cup sour curd (khatta dahi)
- 1 tsp salt (namak)
- 1 tsp mustard seeds (rai)
- 10-12 curry leaves (kadi patta)
- 1 tsp meetha soda
- 1 tbsp oil

Preparation:

- Mix salt and dahi in suji and make a thick batter using water.
- Cover it and leave for 1 hour.
- Now heat oil in a pan and crackle rai in it.
- Then add sugar and meetha soda.
- Add this to the idli mixture.
- Now grease idli mould with oil and put the above mixture in it.
- Boil 2 glass water in a pressure cooker and place idli mould in it.
- Cover it and take out the whistle.
- Cook on a medium flame for 10-15 minutes
- Open it and take out idli mould after 2 minutes.
- Serve hot idlis with coconut chutney and sambhar.



Enrichment of food by combination is done by mixing two or more types of food stalt . It is a method where by we can increase the nutritive value of food. A few ways by which we can increase the nutrient content of our food are:

- Mixing bajra flour into wheat flour to increase iron content of wheat flour.
- We can sun dry amlas to be added to any dal or vegetable while preparing to increase the vitamin C content of our food.
- Similarly we can sun dry carrots and use them to increase vitamin A content of our food.
- Iodised salt available in market should be used.

Cooking Practices

Benefits of Cooking

- Cooking makes our food palatable and helps in easy digestion.
- Cooking destroys harmful germs.
- Good cooking practices can increase the nutritional benefits of food items.



Nutrient losses during cooking

- Nutrients are lost when vegetables are washed after cutting into small pieces for cooking.
- Vitamins are lost during washing of cut vegetables and cooking.
- Cooking at high temperature leads to destruction of nutrients.

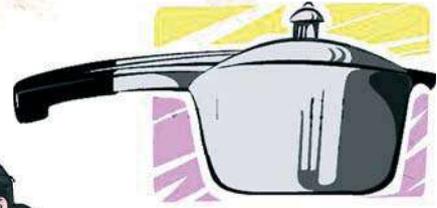


Cooking Tips

- Vegetables or fruits before cutting and peeling. Cut or peel them just before cooking. Rice should be washed in water once or twice only.
- The water used for soaking the rice should be used in cooking.
- The amount of water used to cook rice and vegetables should be adjusted so that it is absorbed and need not be drained.
- Wash before you cook or eat.



- Cooking food in a pressure cooker prevents loss of vitamin C.



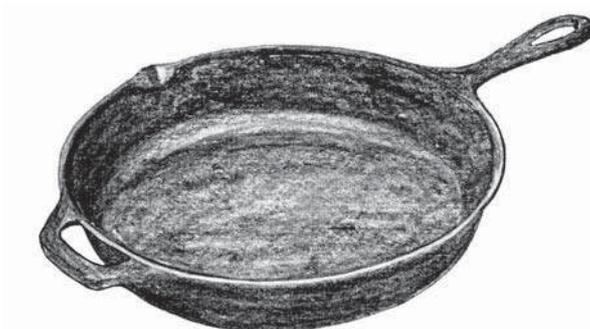
- Peel Vegetables thinly to avoid vitamins and minerals loss.



- Do not use cooking soda to soften foods like Rajmah and Channa.



- Do not over-cook the food as many nutrients will be destroyed.
- Try avoiding Re- heating of food as it destroys most of the vital nutrients.
- Freshly cooked food is more nutritious than food kept for longer period of time.
- Iron pan may be used for cooking food.

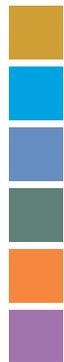


- Cooking time should be short.

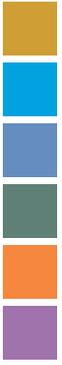
- When we prepare paneer out of milk, the whey water should never be thrown away, rather it should be used in making wheat dough etc.
- We should always cover and cook green vegetables it takes less time and nutrients are not lost.
- Heat can also destroy some of the nutrients, like vitamin C, lemon may be added after cooking.



- Wrap the fruits and vegetables before refrigerating to keep them fresh for long.



Training Modules for
SAKHI AND SAHELI





Care During Pregnancy and after Delivery of the New Born

Care during Pregnancy

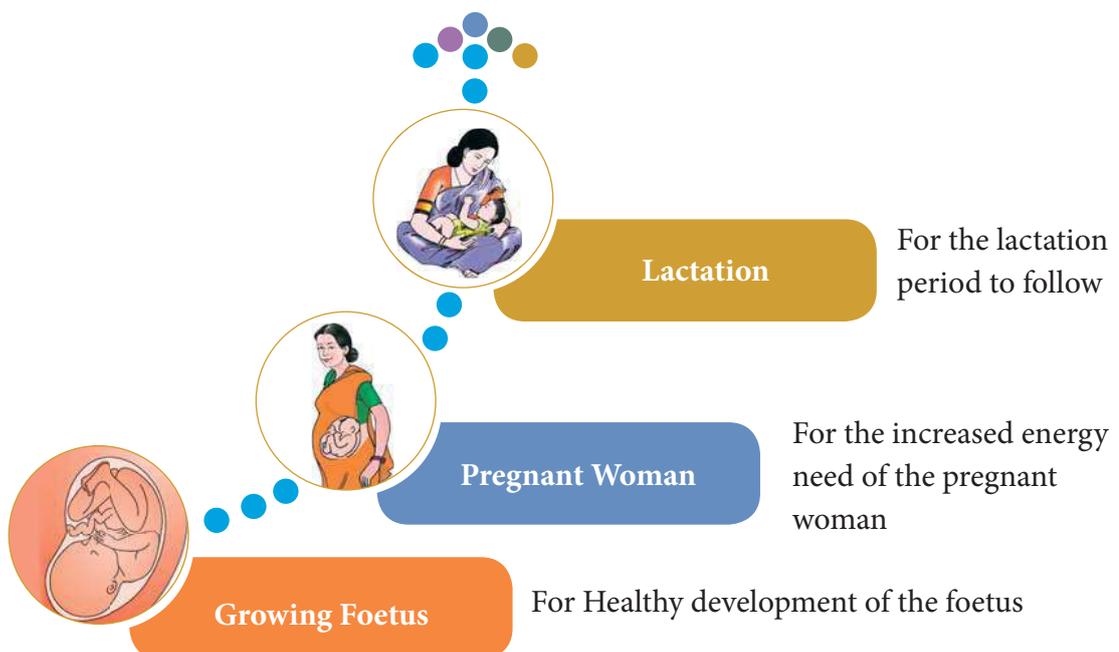
Let us listen to the story of Seema, who is a young woman, living in a village and had been married sometime back.

This story is of Seema of Amarpura village. She got married a year ago to Ram who was working at the nearby dairy. Today Seema is waiting for Ram to return from work as she has to share good news with him. Ram came to home in the evening and Seema first was not able to figure out how she should tell the news.....

In the morning she had informed Ram that she was not feeling well. Feeling concerned about her health, Ram told her to see the doctor at the PHC. During the day she went to the nearby PHC along with her Bhabi.

In the evening, on being back from work, Ram asked if everything was alright and what did the doctor say? Seema said there was some news. Ram asked curiously as to what was the news. Seema broke the news that soon they would have an additional member in the family. Ram jumped with joy and said WAH!!! What a wonderful news! Come we should share the news with Shyam's family (Shyam was their neighbour). Seema looked at him and said "you want to tell the whole village this news?"

Ram said no Shyam's wife is our *Anganwadi* worker and she being more knowledgeable, can guide us better. Remember that we are the parents for the first time. They both went to Rani, the *Anganwadi* worker and she explained to them about nutritional care during Pregnancy. She told them that let's first understand why you need extra nutrition during pregnancy:



She told Seema about six components of balanced diet that all eat in their daily routine but these are also very important during pregnancy for growth of baby and to make mother healthy. These are:

Essential Element	Need	Foods Rich in	Picture
Energy	For the growing foetus and for yourself	Include energy dense foods like cereals, fats and Oils. Wheat, Rice, oil, Ghee	
Proteins	For growth and development of the growing foetus	To have protein rich foods give a pregnant mother pulses, milk and milk products, Meat, Fish , Egg	
Iron	During pregnancy around 50% extra blood is formed a woman needs iron for the same to prevent Iron Deficiency Anaemia	Green leafy vegetables, sprouted channa	
Folic Acid	One of the B complex Vitamins is important for the proper brain development of the child	Fruits vegetables, Meat	
Calcium	It is important for the bone, nerve and muscle growth of the growing foetus	Milk & Milk products, Cheese	
Fibre	It is important for normal bowel movement	Fruits & vegetables	



Activity:

Divide adolescent girls in group of two. Ask them if Ram has to bring Food rich in Energy, Protein, Iron, Folic Acid, Calcium and Fibre what should he bring from the local *bazar*?

Now ask them if Seema had to cook nutritious food for her which is rich in Energy, Iron, Calcium, Iron, Folic Acid what she should make (Three local recipes to be suggested by Adolescent Girls).



Resume the story. Rani told Seema that all she needs during pregnancy is to:

- Eat a well Balanced diet with a variety of foods
- Eat small meals at increased frequency to digest food easily (only ¼ times extra food needed)
- Consume supplementary food given at Anganwadi
- No food should be avoided during pregnancy
- Consume only iodized salt
- Consume Iron and Folic Acid tablet
- Drink lots of water
- Take Rest (2 hours during day & 8 hours in night)

Seema meets the ANM the next day, on the way to the local *haat*. ANM enquires about Seema's health and checks if she is taking care of herself. She says yes it's only been a few weeks since I got to know about my pregnancy. The ANM asks Seema to come along with her mother in law on the Village Health and Nutrition day. Rani showed the Mother and Child Protection Card to Seema and other women who were present on the Village Health and Nutrition day to explain about care during pregnancy.

MCP Card

Integrated Child Development Services
National Rural Health Mission





Mother and Child Protection Card

Photograph of Mother & Child

Family Identification	
Mother's Name _____	Age <input style="width: 40px;" type="text"/>
Father's Name _____	
Address _____	
Mother's Education: illiterate/primary/middle/high school/graduate	
Pregnancy Record	
Mother's ID No. _____	
Date of the last menstrual period	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
Expected date of delivery	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
No. of pregnancies/ previous live births	<input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>
Last delivery conducted at:	Institution <input type="checkbox"/> Home <input type="checkbox"/>
Current delivery:	Institution <input type="checkbox"/> Home <input type="checkbox"/>
JSY Registration No. _____	
JSY payment Amount <input style="width: 60px;" type="text"/>	Date <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/> / <input style="width: 40px;" type="text"/>

This MCPC card is for every Pregnant woman and is used at the AWC and by the health Department like ANM. On the first page we write the details of the expectant mother.

Training Modules for
AKHI AND SAHELI

- Register Pregnancy early with Anganwadi Worker/ANM in this Card.
- Card contains all details about pregnancy, expected date of delivery, etc.
- Janani Suraksha Yojana Registration Number is recorded on this card to help the woman at the time of delivery.
- Card also has provision to record birth details of the child like, the date of birth and birth weight that help in maintaining good health of the child and getting birth certificate made for school admission.
- The card will be given to every pregnant woman.
- The card should be carried along whenever AWC, sub-centre, health centre, private doctor and a hospital is visited.
- The card should be kept in a safe place to prevent it from wear and tear.



Regular health check-up necessary for good health and support during pregnancy:

Regular checkup is essential during pregnancy

Months	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
Registration	Register with the health centre in the first trimester.								
ANC	Have at least 3 antenatal checkups, after registration								
BP, Blood & Urine	Have blood pressure (BP) checked and blood and urine examined at each visit.								

Regular checkup is essential during pregnancy

Months	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
Registration	Register with the health centre in the first trimester.								
Weight	Have weight checkup at each visit. Gain at least 10-12 kg. during pregnancy. Gain at least 1 kg every mth. during the last 6 mths. of pregnancy.								
T.T.Injection	Take two T.T. injections. T.T.1 when pregnancy is confirmed and T.T.2 after 1 month. (Fill in the date)								
Iron Tablets	Take one tablet of iron and folic acid a day for at least 3 months. Take at least 100 tablets. (Fill in quantity and date issued)								



Early Registration in Health care centre and 4 Antenatal check up

Blood pressure and Urine should be checked



A woman should gain 10-12 kgs of weight during pregnancy

Take 2 injections of TT

Iron folic acid tablets atleast for 100 days (3 months)




Referral to PHC/ District Hospital is made by the ANM or Anganwadi Worker in case of pregnant women in need of special medical attention for her own health needs or for normal development of her child. The card also records all such referrals.

ANM explained to everyone that there are other health check-up that would be done and noted in the card. These would be recorded and you would be given counselling regarding the same. Please see the card below:

ANTENATAL CARE

OBSTETRIC COMPLICATION IN PREVIOUS PREGNANCY
(Please tick (✓) the relevant history)

A. APH B. Eclampsia C. PIH
 D. Anaemia E. Obstructed labor F. PPH
 G. LSCS H. Congenital anomaly in baby I. Others

PAST HISTORY
(Please tick (✓) the box of the appropriate response/s)

A. Tuberculosis B. Hypertension C. Heart Disease
 D. Diabetes E. Asthma F. Others

EXAMINATION

General Condition	Heart	Lungs	Breasts

ANTENATAL VISITS

	1	2	3	4
Date				
Any complaints				
POG (Weeks)				
Weight (Kg)				
Pulse rate				
Blood pressure				
Pallor				
Oedema				
Jaundice				

ABDOMINAL EXAMINATION

Fundal height Weeks/cm				
Lie/Presentation				
Fetal movements	Normal/Reduced/ Absent	Normal/Reduced/ Absent	Normal/Reduced/ Absent	Normal/Reduced/ Absent
Fetal heart rate per minute				
P/V if done				

ESSENTIAL INVESTIGATIONS

Hemoglobin				
Urine albumin				
Urine sugar				

Signature of ANM _____

Blood Group & Rh Typing. Date / /

OPTIONAL INVESTIGATIONS

1. Urine pregnancy test. Date / /
 2. Hbs Ag. Date / /
 3. Blood sugar. Date / /



Participate in monthly fixed village Mother Child Health & Nutrition Day

- ### 4 Essential Antenatal Visits
- 1st visit within 12 weeks
 - 2nd visit between 14-26 weeks
 - 3rd visit between 28-34 weeks
 - 4th visit after 36 weeks



Care after Delivery of the Child

AWW asked the elderly women called Amma ji to tell how to take care of the mother after delivery.



Amma ji said: well first of all the new mother needs a lot of rest. She needs good food to eat and someone to take care of the baby and mother. Generally in the village the baby's Bua, Masi, Tai aur chachi come for help.

Yes that is indeed a very good point that we can take help of someone from the family. The ANM explained that:

The first 42 days after the delivery are postnatal period, the first week is the most crucial for the health and survival of the mother and newborn.

Besides this the ANM does a routine check-up and will do entry in the MCP card:

POST NATAL CARE	
Date of delivery	Place of delivery
<input type="text"/>	<input type="text"/>
Type of Delivery	N. <input type="checkbox"/> Instr. <input type="checkbox"/> CS <input type="checkbox"/>
Term/Preterm	If at institution period of stay post delivery
<input type="text"/>	<input type="text"/>
Complications, if any (Specify) <input type="text"/>	
Sex of baby	*Weight of baby
<input type="checkbox"/> M <input type="checkbox"/> F	<input type="text"/> kg. <input type="text"/> gms
Cried immediately after birth	<input type="checkbox"/> Y <input type="checkbox"/> N
Initiated exclusive breast feeding within 1 hour of birth	<input type="checkbox"/> Y <input type="checkbox"/> N
* (Three extra visits if birth weight < 2.5kg)	

POST PARTUM CARE	1 st Day	3 rd Day	7 th Day	6 th Week
Any complaints				
Pallor				
Pulse rate				
Blood pressure				
Temperature				
Breasts				
Soft/engorged				
Nipples				
Cracked/normal				
Uterus Tenderness				
Present/absent				
Bleeding P/V				
Excessive/normal				
Lochia				
Healthy/foul smelling				
Episiotomy/Tear				
Healthy/infected				
Family planning				
Counselling				
Any other complications and referral				

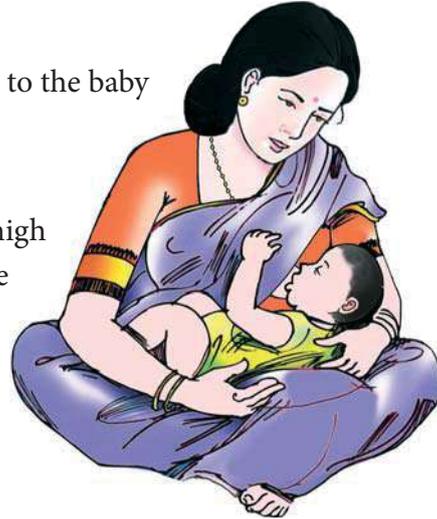
Visit by ANM on stipulated time helps in detecting complications:

- i) First on day 1
- ii) Second on day 3
- iii) Third on day 7
- iv) Fourth at 6th week

➤ On these occasions, the mother can also learn from the ANM/ Anganwadi worker the technique to breast feed the baby if she is facing any problem.

Always remember that care of the mother of a new born by ensuring:

- Rest to the mother
- Help her breast feed the child
- Ensure that the mother is able to feed colostrum to the baby
- Provide adequate nutrition to the mother
- A nursing mother needs more proteins (high quality) for milk production. She should have more of whole grain cereals, pulses/dals, milk, curd, green leafy vegetables and fruits.
- Only iodised salt should be used.
- A nursing mother should take plenty of fluids.
- A nursing mother should not eat spicy and high calorie food such as ghee, nuts, etc. in excessive amount so as to avoid undesirable gain in weight.



- If a nursing mother does not consume required amount of food, her own body stores will be used for production of milk, thus affecting her health.
- No food is forbidden during lactation.
- A nursing mother should consume the supplementary food provided at the Anganwadi Centre for six months after delivery to meet the increased nutritional requirements of breastfeeding.



Myths /Customs	Facts
Baby should not be given Colostrum as it is stale milk	Colostrum is liquid gold for the baby, it is the first immunization given by the mother to the baby. Hence it is important to start breast feeding within one hour of delivery and continued feeding up to six months.
<i>Ghutti</i> is essential part of our custom. Pre lacteal feeds help infants gain the traits of the person who gives the <i>ghutti</i> .	Well <i>ghutti</i> is not required at all. Mother's milk is the most important requirement for the baby. To keep the baby healthy is in our hand so do not encourage such practices.
If the baby cries then it means that it means there is not sufficient milk for the baby.	Babies cry due to different reasons and not just because they are hungry.
Breastfeeding mothers should wash their nipples each time before feeding the child.	This will only make the breastfeeding an irritating and tiring process for the mother. There is no need to do so as it will only cause the nipples to eventually lose their essential oils.
Pain during breastfeeding is absolutely normal	Some mothers may experience tenderness during the initial days of breastfeeding, but there must not be any pain. Mild pain that lasts for a day or two is acceptable, but if a mother has severe pain for a few days, immediate medical consultation is required.

Care of the New Born:



Keep the Baby warm
(Skin to Skin Contact)

Don't Bathe the baby for
first seven days



Start breastfeeding within
one hour

Keep the baby away from
people who are sick



Get your child weighed
regularly

Keep the cord dry and do
not apply anything on the
cord

At Birth:

- Initiate breastfeeding as early as possible, preferably within half hour.
- Do not give pre-lacteals such as water, honey or any milk, other than breast milk.
- Do not discard colostrum



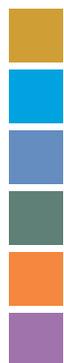
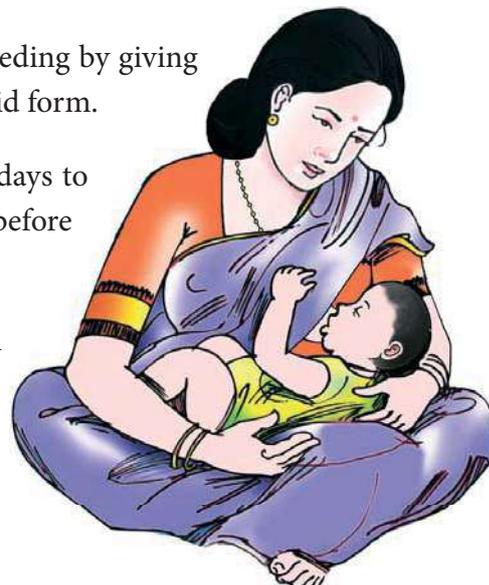
Birth to 6 Months

- 'Exclusive' breastfeeding until the child is 6 months old. Not to give the child anything other than breast milk, not even water.
- Breastfeed as frequently as the child wants during day and night, atleast 8 times in 24 hours.
- When a child begins to fuss, sucks fingers or moves lips, it indicates that he/she is hungry.
- Ensure that one breast is emptied completely, before shifting to the other.
- The child does not require water or any other fluids, as breast milk quenches 'thirst' as well as 'hunger'.



6 months to 1 year

- Continue breastfeeding as often and as long as the child wants.
- At 6 months age, initiate complementary feeding by giving 'other foods' in small quantities, in semi-solid form.
- Start with one type of food, wait for a few days to be sure that the child tolerates the same before introducing another type of food.
- Give food that has cereals, pulses, fruits, green leafy vegetables and yellow coloured vegetables, oils and fats, groundnut paste, and animal foods such as meat, fish, liver, egg, milk products such as curd, cheese, etc. wherever culturally acceptable.



- Feed from a cup with spoon, both of which are thoroughly cleaned.
- Do not give left over foods, milk and milk products.

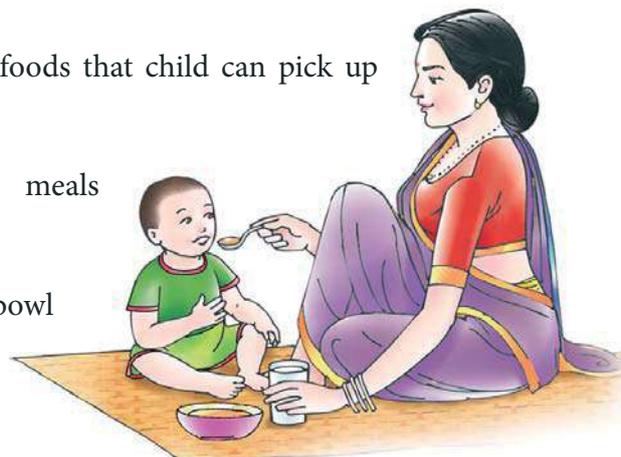
At 6-9 months

- Start by offering 2-3 tablespoons of thick porridge/ mashed food 2-3 times a day.
- Gradually increase the quantity to 125 ml.
- At 8 months help the child to feed him/herself with his/her fingers.
- Avoid foods, such as nuts, grapes, raw carrots etc., as they can cause 'choking'.
- Give 1-2 snacks in between meals, depending on the appetite.



At 9-11 months

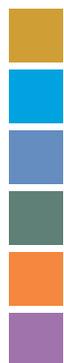
- Offer finely chopped or mashed foods that child can pick up about ½ cup, 3-4 times a day.
- Give 1-2 snacks in between meals depending on his appetite.
- Feed him/her from his/her own bowl patiently, talking to him/her and looking into his/her eyes lovingly.



- Remove distractions, if any, to keep the child interested in meals.
- Do not force feed. Do not feed left-overs.
- To increase energy density of foods, add 1-2 tsp of ghee/oil to the food. If the preparation is thin, then 2/3 to 3/4 cup should be given each time.

1-2 years

- Breastfeed as often as the child wants, upto the age of 2 years or beyond.
- Continue to give 3-4 meals of nutritious foods chopped/ mashed if necessary, $\frac{3}{4}$ - 1 cup (250 ml) at each meal. Also give 1-2 snacks in between meals.
- Give variety of foods.
- Actively help the child to eat.



There are certain danger signs that we should recognize that can affect the health of the baby:



Baby is not able to breast feed



Baby is unable to cry and has difficulty in breathing



Yellow Palms and soles



Baby is cold to touch



Convulsions

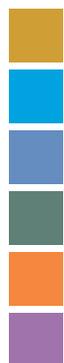


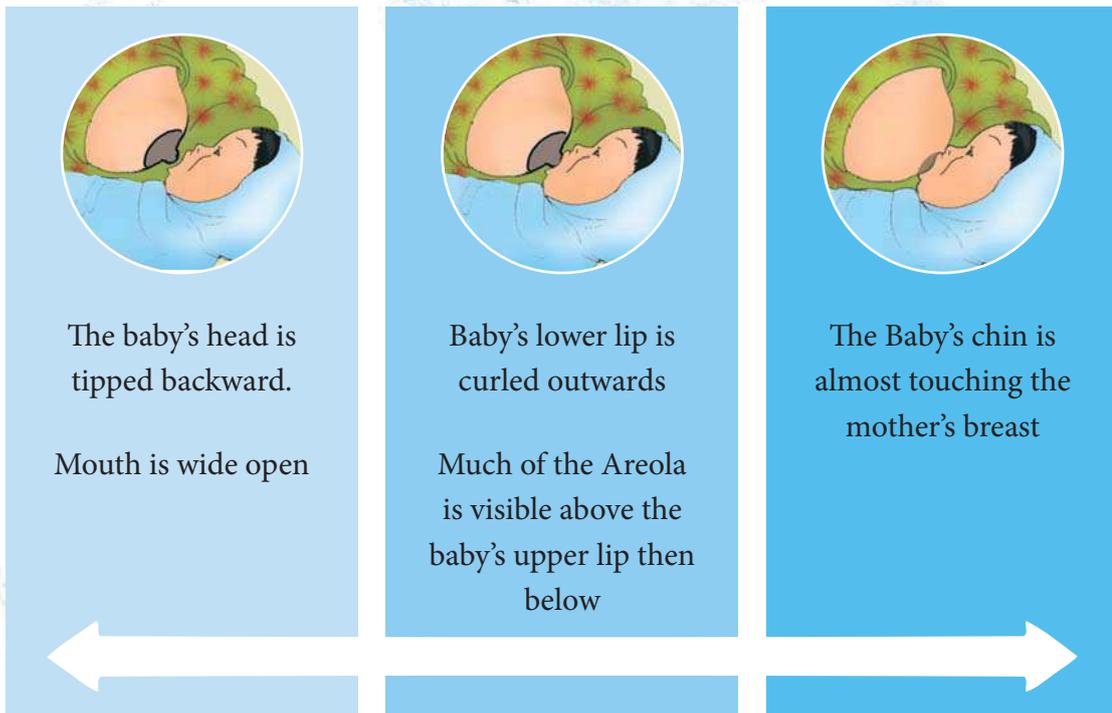
Lethargic and unconscious

Advantages of breast feeding to mother and baby :

Mother	Baby
<ul style="list-style-type: none"> • Breastfeeding reduces the risk of excessive bleeding after delivery. • Breastfeeding makes mother feel emotionally satisfied and her self-image is enhanced. • Breastfeeding protects mother from breast and ovarian cancers and delays onset of menstrual cycle. • There is no hassle of boiling bottles this is the most convenient way to feed the baby. 	<ul style="list-style-type: none"> • Breast milk is easy to digest. • Breast milk contains substances which protect the child from many types of infections like diarrhoea, respiratory infections etc. • Suckling helps in the development of jaws and teeth of the child. • Early skin to skin contact with the mother gives warmth to the child. • Helps the mother and child to develop a close and loving relationship. • Breast milk is readily available, quiet safe at right temperature and free of cost. 

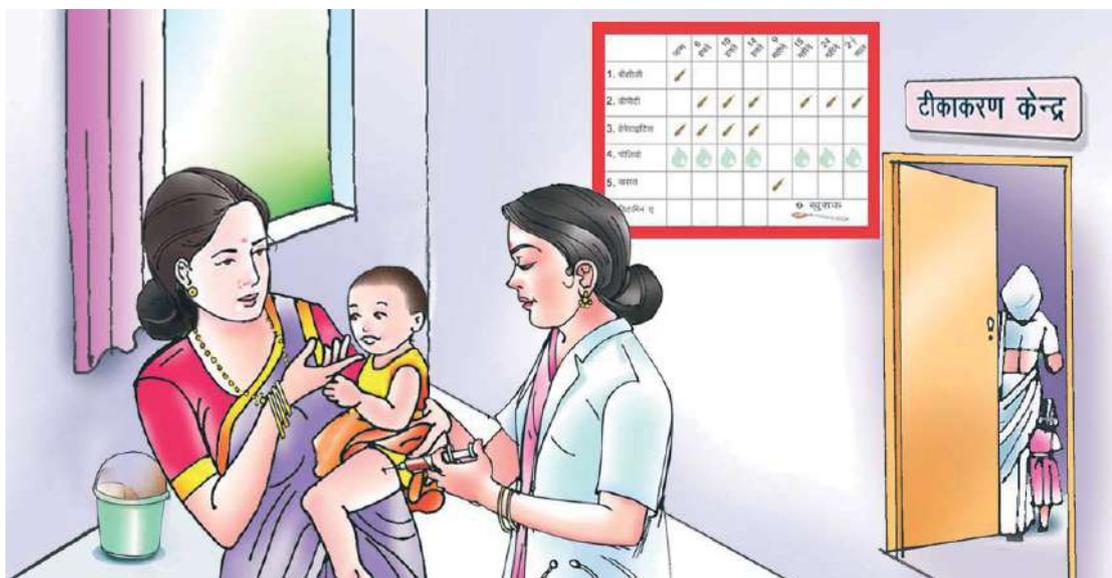
AWW said Amma you can assist the Bahus of your village in breastfeeding. Amma said breastfeeding is simple but since you are talking about it tell us now what is the best way.



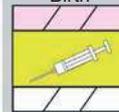
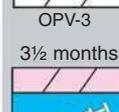
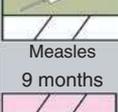


When Seema had her baby, Rani (Anganwadi worker) visited Seema's house in the night to celebrate the sixth day of the baby in the world. Women sang traditional songs and danced. Rani took this opportunity to tell her that immunization of is important. Get the child on Village Health and Nutrition day for:

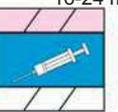
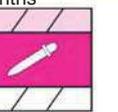
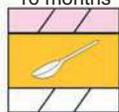
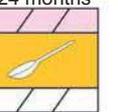
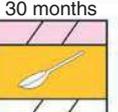
- Immunization to prevent six life-threatening diseases.
- Weighing child to check if child is growing well.
- Get information on sound feeding practices and child care.
- Advise on issues on health and nutrition of mother and young child.



Mother and Child Protection Card help in remembering dates of child immunization:

 Details of Immunization				
Birth to 3 Years				
Birth  B.C.G.	Birth  OPV-0*	Birth  Hepatitis B-0*	* For Institutional Delivery	
1½ months  OPV-1	2½ months  OPV-2	3½ months  OPV-3		
1½ months  DPT-1	2½ months  DPT-2	3½ months  DPT-3		9 months  Measles
1½ months  Hepatitis B-1	2½ months  Hepatitis B-2	3½ months  Hepatitis B-3		9 months  Vitamin A

- ✓ At birth the child is given BCG, OPV + Hepatitis B vaccine
- ✓ At birth or upto 14 days polio drops (called the zero dose which is given before the first dose)
- ✓ At 1½ months for first dose of DPT, polio and Hepatitis B
- ✓ At 2½ months for second dose of DPT, polio and Hepatitis B
- ✓ At 3½ months for third dose of DPT and polio
- ✓ At 9 months for measles, third dose of Hepatitis B and Vitamin A supplement
- ✓ Full course is completed for each vaccination

16 to 24 months			
16-24 months  DPT Booster	 Polio Booster	16 months  Vitamin A	24 months  Vitamin A
24 to 36 months		Remember <ul style="list-style-type: none"> ◆ Give Iron & Folic Acid syrup to children over 6 months as prescribed ◆ Deworm children over 1 year biannually as prescribed 	
30 months  Vitamin A	36 months  Vitamin A		

Developed by the Ministry of Women & Child Development and the Ministry of Health & Family Welfare, Government of India in collaboration with NIPPCD and UNICEF, India

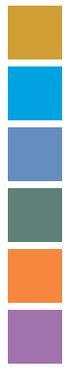
- ❖ Child is taken for immunization even if there is mild fever, cough, cold and diarrhoea.
- ❖ Deworm children over 1 yr biannually as prescribed.
- ❖ Give iron and folic acid syrup to children over 6 months.
- ❖ Child to be given OPV or pulse polio drops in addition to routine Immunization.

Activity:

Tell girls to demonstrate the use of Mother and Child Protection Card for nutrition and health education of nursing mothers. Discuss the experience.



Training Modules for
SAKHI AND SAHELI





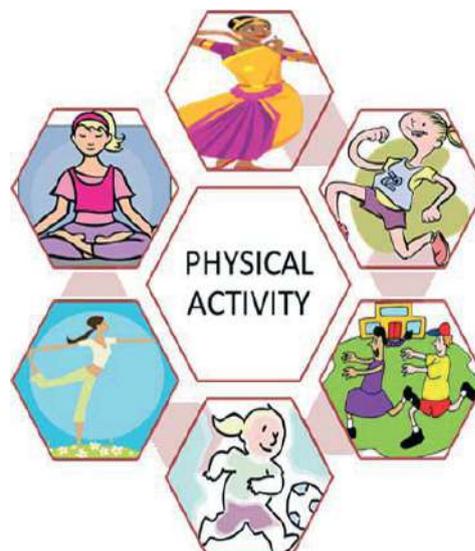
Health Issues Concerning Adolescent Girls

Physical Exercise

- Physical exercise is any activity of the body that helps build healthy bones and muscles and enhances overall health.
- Regular physical activity is essential for good health as:
 - it improves strength and endurance
 - helps control weight
 - reduces anxiety and stress
 - increases self-esteem
 - reduces chances of illness
 - reduces chances of chronic diseases
 - improves concentration and alertness in studies and work.



- Adolescents should do at least one hour of physical activity daily, as a routine.
- Walking to school, market, friend's house, workplace and being active at home like performing household chores-washing, mopping etc. can make a significant contribution to an adolescent's activity level.
- Activities like brisk walking, kicking ball in the playground, skipping, dancing, yogasanas and active play are all counted as exercise.





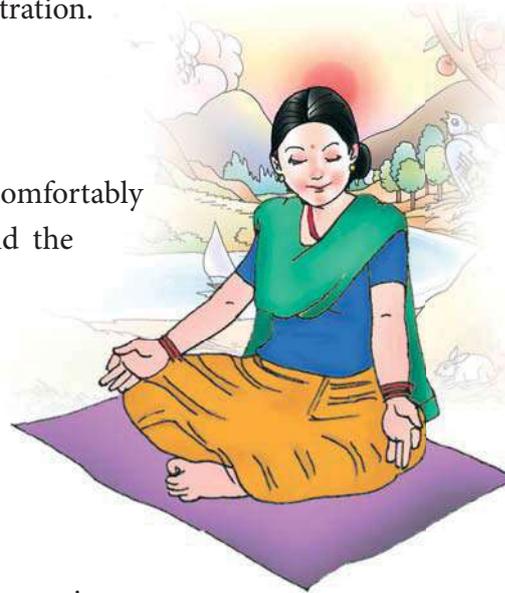
Yoga is one of the activity which if practiced regularly can help in avoiding ailments like obesity, diabetes, back pain, etc.

Similarly, **Meditation** is one of the forms of Yoga and a mental exercise by which the adolescents can create mental clarity, calmness, relax the mind, centres attention and sharpens concentration.

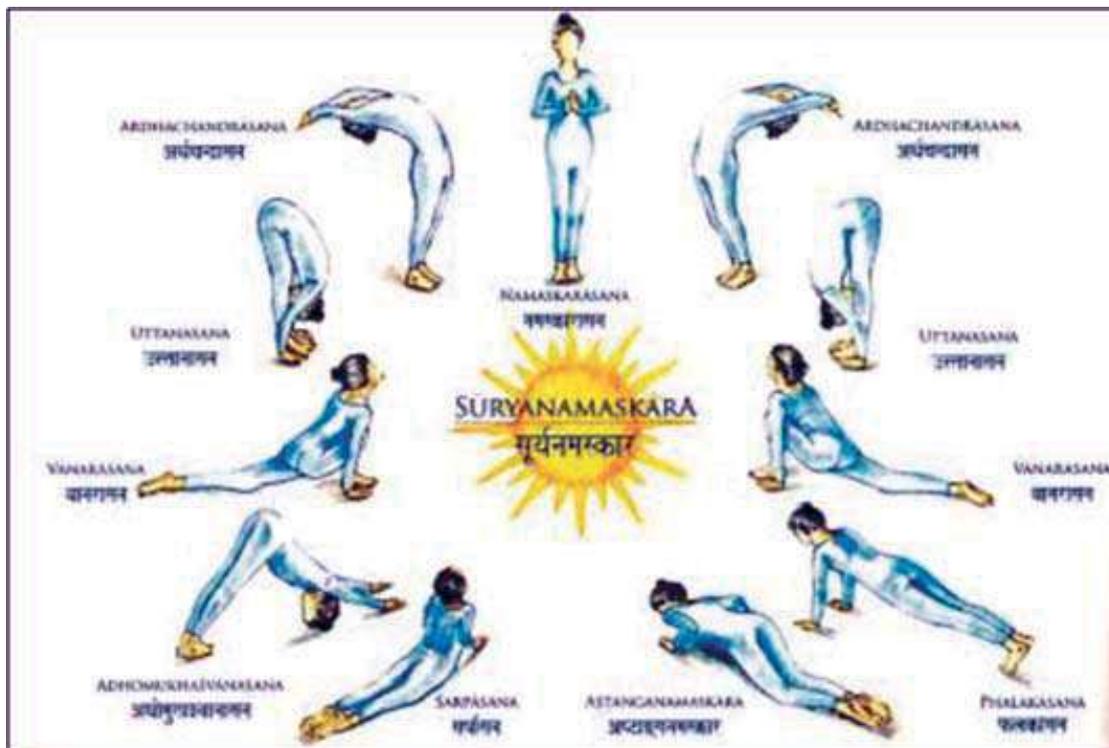
Activity:

The adolescent girls can be asked to sit comfortably and breathe slowly to make them understand the importance of **meditation**.

Yogasanas are easy to perform and can be done alone or in a group, at home or in a park. They help in making mind and body strong and healthy.



Show adolescent girls various postures of Yoga exercises:



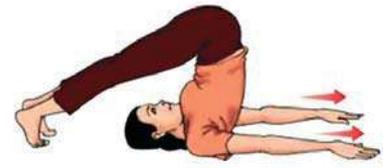
Demonstrate a few simple yogasanas and ask girls to perform those. Some simple asanas that may be selected for initiating the girls include “Suryanamaskar, Padmasana, Sarvangasana, Halasana.



Padmasana



Sarvangasana



Halasana

Personal Hygiene and Sanitation

Personal Hygiene

- Take bath atleast once a day
- Wear clean clothes
- Change your undergarments daily to avoid infection
- Cut nails regularly and keep them clean
- Use clean cloth or sanitary pads during menstruation
- Dry sanitary cloth in the sun and not in shade/dark place



Start with these good habits:

- Brush teeth regularly: every morning after waking up every night before going to sleep



- You may use *daatun* for brushing teeth

- Take bath everyday and wear clean clothes.



- Cut nails and keep them clean.

- Wash hair regularly.



- Comb hair daily.



➤ Clean ears and eyes.



➤ Wash hands with soap before and after eating food and after using the toilet.

Habits for Good Health



For good health one should eat fruits, vegetables, cereals, pulses and balanced diet daily. Drink at least 8-10 glasses of water in a day.



Exercise for at least 1 hour in a week, Workout regularly if possible.
Complete 8 hours of sleep to relax your mind and soul.



For good health wash your hand with soap and clean water. Wash your hands for atleast 15 seconds.



Clean your teeth regularly to keep your self away from bad odour and tooth decay.



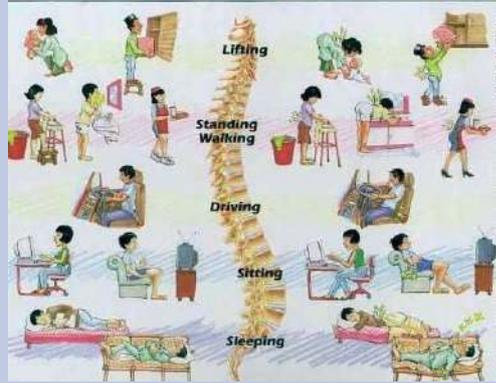
Always visit a doctor whenever you fall sick or have any physical problem.



Use toilet for defecation for safe and protective health.



Exercise your brain with puzzles, reading books etc.



Use correct posture for good bone health

Sanitation

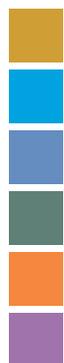
- Do not defecate in the open
- Use latrines
- Toilets need to be cleaned regularly.



- Wash hands with soap and water: before eating after defecation after handling animals disposing off rubbish to help protect against illnesses.

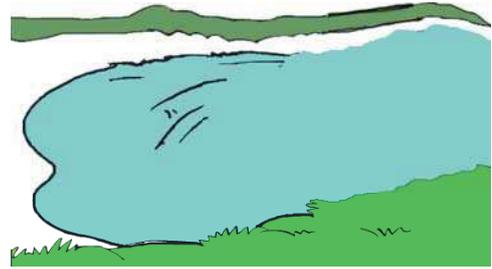


- Wear footwear. Don't walk bare foot.



Keep your surroundings clean to avoid illness

- Dispose of waste water away from living area.
- Household waste water can be disposed off safely by making a soak pit or a channel to the kitchen garden or the field.
- Reduce indoor air pollution by using of smokeless *chulhas*.
- Prevent stagnation of water around houses and hand pumps to prevent breeding of mosquitoes.



- Use a covered dustbin for garbage.
- Open bins and littered garbage invites flies, cockroaches, rats and mice, which thrive on refuse.



Chemicals and pesticides

➤ Chemicals such as:

- pesticides
- insecticides
- fertilizers
- herbicides



can be dangerous, if even small quantities get into:

- water supply
- food
- hands or feet



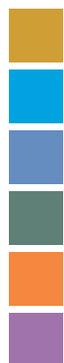
➤ Clothes and containers used for handling/storing chemicals should not be washed near a household water source.



➤ Pesticides and other chemicals should not be used around the household or near a water source.



➤ Chemicals should not be stored in or near drinking water containers or near food.



Water is Essential for us

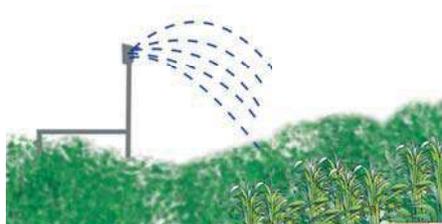


We must know that:

- Water is essential for life. We can live without food for some days but we cannot live without water.
- Water accounts for 70% of our body weight.
- We should only consume drinking water which is safe. Water should be free from any kind of pollutants, like mud, twigs, algae, harmful chemicals, etc.
- Water suitable for domestic use should be taken from a spring, deep well or upland surface water.

Water is used for:

- Drinking
- Bathing
- Washing
- Cooking
- Irrigation



Purification of water

- We can easily purify the water at our home and without any special requirements like expensive equipments.
- Most of the suspended impurities can be removed by filtration.
- Boiling of water kills all the disease causing germs.
- Chlorination of water is done to kill some of the disease causing germs. It can be done using bleaching powder. In case of stored water, chlorination can be done using chlorine tablets.
- One tablet of chlorine (0.5 gram) is sufficient for chlorination of 20 litres of water. Take 20 litres of water in a large clean container after filtering through a clean cloth. Put one tablet of chlorine in it and stir vigorously for few seconds. Leave this water for half an hour and consume afterwards.



Demonstration:

- Demonstrate one method for purification of water.
- Materials required- A vessel, a gas stove, a muslin cloth and a lid.
- Methodology- Boil water for 20 minutes. Let it cool down covered with a muslin cloth. As it cools down, transfer it into any suitable container and then cover it with a lid.



Storage of Water

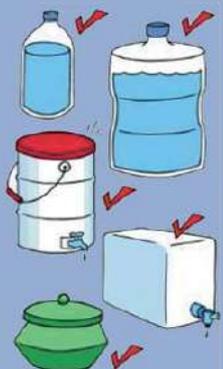
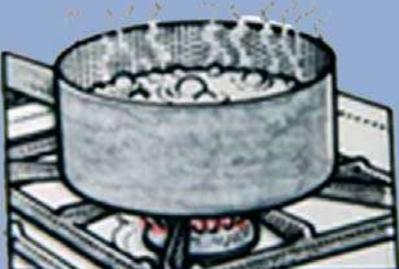
- After purifying the water, it is also very important how we store it.
- Improper storage can re-contaminate the water.
- Water should be stored in a container which has a tight lid on it, or if the container with lid is not available, we can simply tie a clean muslin cloth on the mouth of the container and then cover it with a plate.

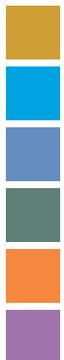


Activity Cards

- *Sakhi/ Saheli* may revise points related to Dos and Don'ts related to safety of water and correct practices related to water usage and storage with *Sablas* using activity cards shown below.
- Even listing of cards as correct and incorrect practices on a flannel charts helps in revising these practices as correct and incorrect practice. In case flannel chart is used, some bits of sand paper may be required to stick the cards on flannel board/ flannel cloth fixed to a wall.

Activity Cards

Right ✓	Wrong ✗
	
	
	
	



Proper Handling of Water

- One must take care while handling water to avoid contaminating it.
- One should never dip one's hands in the container, so as to avoid contamination.



- To avoid contact of hands in the water container, one should always use a ladle to take out water.



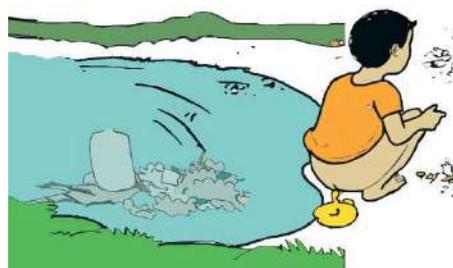
- One should wash the water containers daily before filling them.



Diarrhoea Management

- The number of stools normally passed in a day varies with the diet and the age of the child.
- In diarrhoea, stools contain more water than normal - they are often called loose or watery stools.
- A child has diarrhoea if he/she passes three or more watery stools per day. Diarrhoea means either the consistency of a stool or frequency of passing stools change to more than normal habit of the child.
- Diarrhoea makes child's condition vulnerable by draining liquid from the body thus dehydrating the body.
- In Diarrhoea the origin of the disease causing microorganisms is through the stool of the infected person.
- The main routes of transmission of diarrhoeal infection are:

➤ Contaminated water



➤ Soil contaminated with faeces

➤ Flies

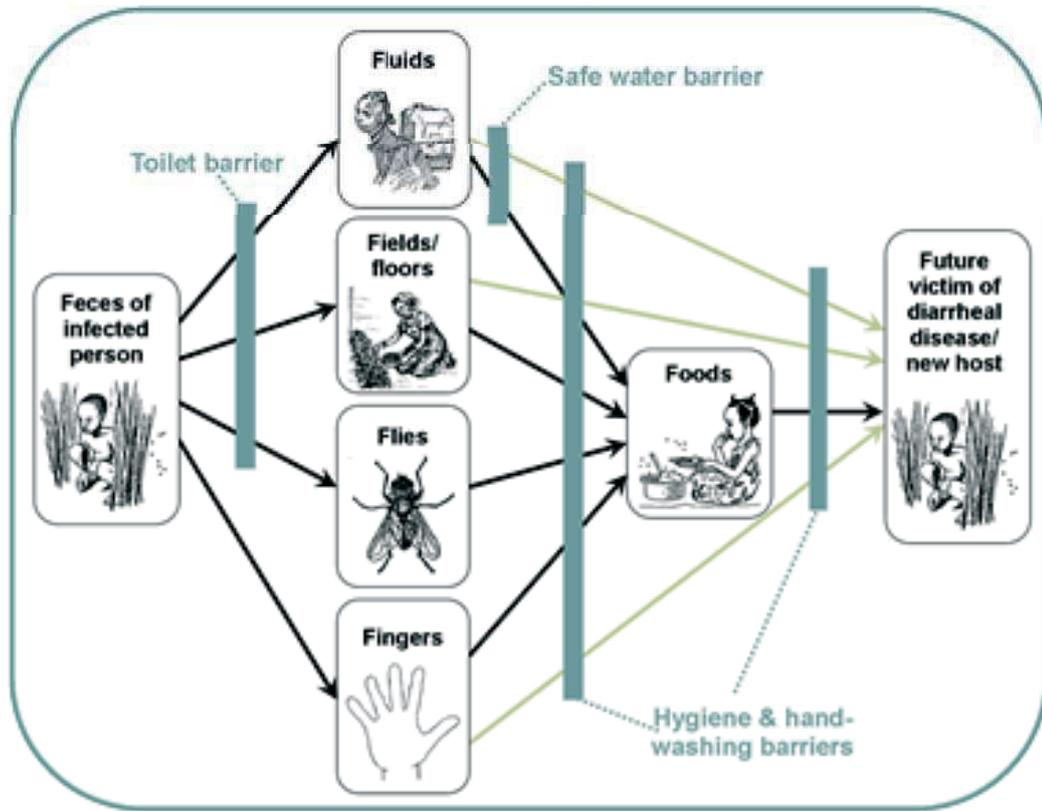


➤ Unwashed hands preparing food or going into the mouth

➤ Eating contaminated food



How infection of diarrhoea spreads:



Diarrhoeal Management/ Management of Diarrhoea

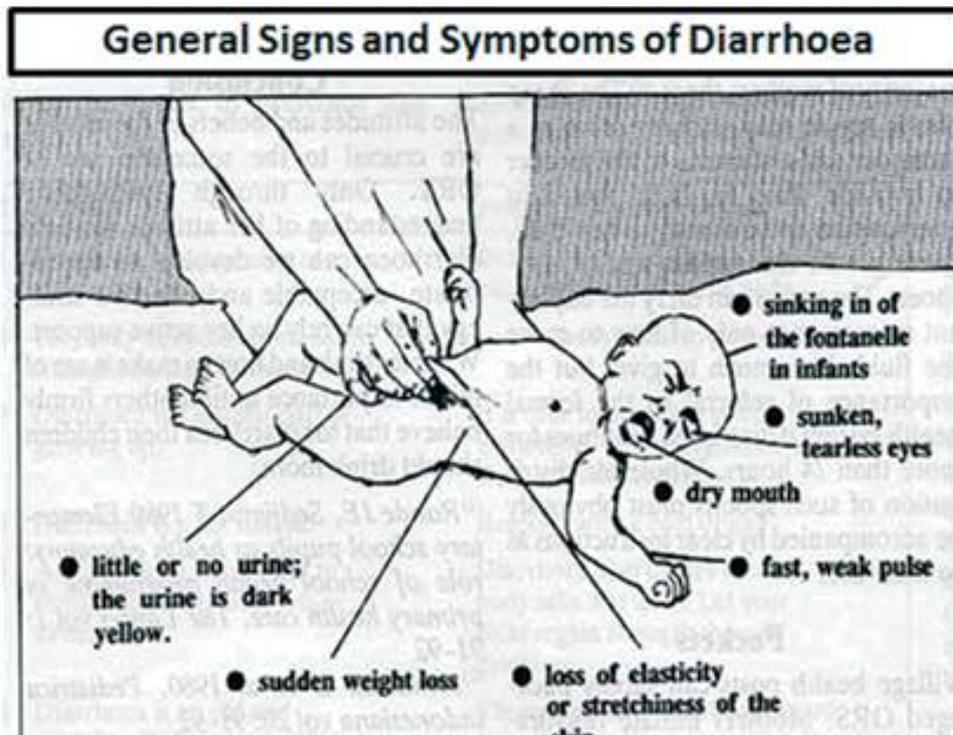
Symptoms of Diarrhoea

Diarrhoea may be accompanied by following general symptoms:

- Watery stools are frequently passed
- Vomiting, fever and abdominal pains
- Urine is dark and output is reduced
- Wrinkled skin with muscle cramps
- The soft spot on the head is sunken
- If the skin is pinched it regains its original shape slowly.
- The eyes are sunken and dry
- Breathing is deep and rapid
- There may be abdominal pain, which may reduce after a stool is passed.



General symptoms of diarrhoea :

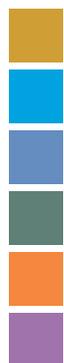


Prevention of Diarrhoea

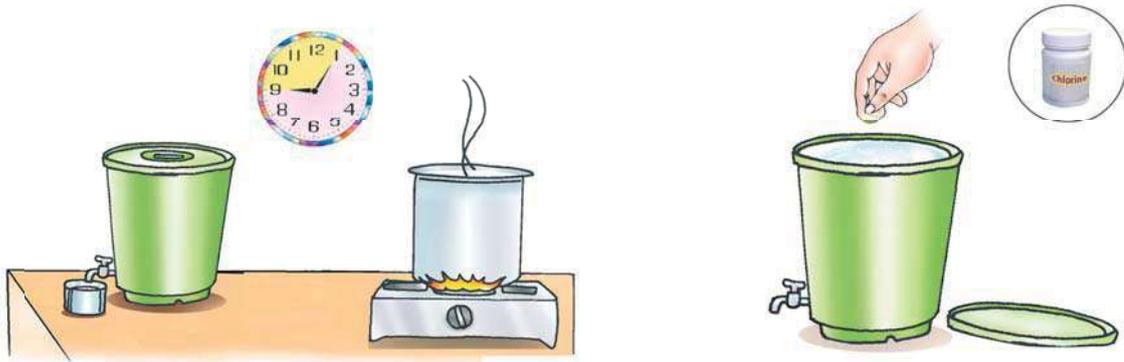
- Use toilets
- Maintain good environmental hygiene
- Keeping drinking water and food safe from flies, insects and rodents



- Washing one's hands with soap and water:
 - after using the toilet
 - after cleaning a child's bottom
 - before handling (cooking/ serving/feeding) food



- Treatment of household water with: chlorination, filtration, and boiling



To keep away flies and prevent the spread of germs:

- (1) Dispose of faeces safely in a latrine or toilet
- (2) Keep the latrine or toilet clean
- (3) Cover food and drinking water



Hygiene in kitchen to prevent diarrhoea:

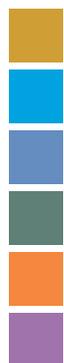
- Wash the fruits and vegetables thoroughly with clear water thoroughly
- Cook food just before eating (After few hours, cooked foods are not safe unless kept very hot or very cold)
- Bury/burn or safely dispose of all food refuse to stop flies from spreading diseases



Activity:

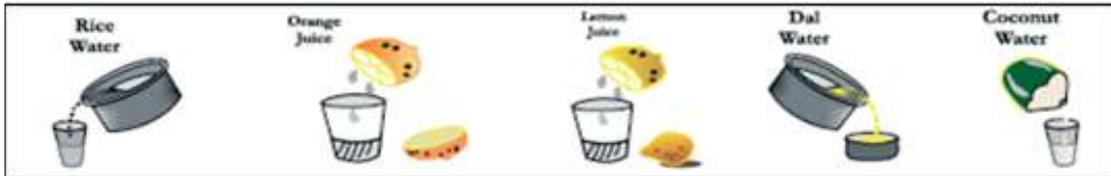
Demonstration on “correct steps of washing hands” followed by practice of the same activity by the trainees by washing their own hands followed by washing hands of preschoolers at the *Anganwadi*.

Material required: Soap, Water, Mug and Towel



Home treatment for Diarrhoea

- Oral Rehydration Solution (ORS)
- Intake of available home fluids like rice kanji (mand), Buttermilk (lassi), lemon water with sugar and salt (shikanji), dal soup, vegetable soup, fresh fruit juice (unsweetened) plain clean water or other locally available fluids.



- Continued breastfeeding

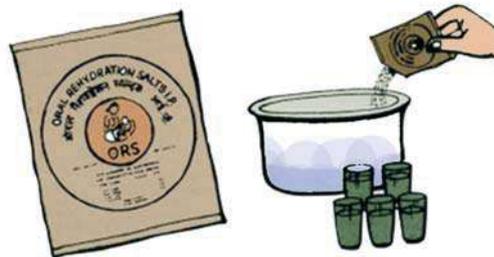
What is ORS?

ORS (Oral Rehydration Solution) is a life saving special combination of dry salts that is mixed with safe water. It helps in replacing the essential body fluids lost due to diarrhoea.



How is the ORS prepared?

1. Put the contents of the ORS packet in a clean container. Check the packet for directions and add the correct amount of clean water. Too little water could make the diarrhoea worse.
2. Add water only. Do not add ORS to milk, soup, fruit juice or soft drinks. Do not add sugar.
3. Stir well, and feed it to the child from a clean cup. Do not use a bottle



Activity:

A demonstration on step by step preparation of ORS

Material Required: boiled water, Vessel, clean stirrer, ORS-packet, Table, clean bottle for storage (with a cap)

FIRST AID

What is First Aid?

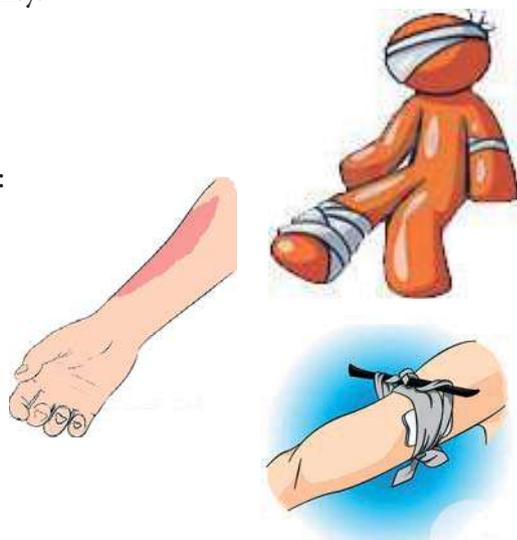
- First aid is the initial care that is provided for an accident or injury.
- Activities related to first aid are simple effective techniques to help save lives or to minimize effect of injury.
- First aid may be given by a person who is present at the time of the injury, until proper medical treatment can be provided.
- The training in first aid techniques is simple and common people can learn these easily to help family, friends and community.



What are the common injuries?

The most common accidents and injuries are :

- Falls leading to fractures
- Burns
- bleeding via cuts and minor wounds
- bites and stings
- drowning
- road accidents



**Emergency Trauma Care Helpline:011-23981099/23971099 OR
(Centralised Accident Trauma Services or CATS) – 1099 OR 102**



What can you do?

- Assess the situation, immediately remove the victim from the danger zone to a safe place.
- Check to see if the person is responding. If the victim is responding, check for other injuries.
- Poisons, chemicals and pesticides, medicines, bleaches, acid and liquid fuels should be kept in clearly marked bottles/containers.



Call - 24 hours emergency helpline for poison treatment : 1066

- In case of medical emergency/accidents, immediate action should be taken, call ambulance at 102 and fire station at 101.



Call - Blood Bank/ volunteer blood donor :+91-9894636731

The Do's and Don'ts in Case of an Emergency



DO'S

DON'TS



BURNS



- ✓ Use plenty of cold water to cool the burned area if the burn is on the skin.
- ✓ The victim should be taken to the nearest referral / health centre.
- ✓ If the victim's clothing catches fire, quickly wrap the person in a blanket to stop the fire.

- ✗ Remove any thing like a piece of cloth or anything that is sticking to the burnt area.
- ✗ Do not immerse large serious burns in cold water as this could cause shock.

POISONING



- ✓ If the poison is on the person's skin or clothes, remove the clothing and pour large amounts of water.
- ✓ Wash the skin thoroughly several times with soap and water.
- ✓ Take the person immediately to a health centre or hospital along with the sample of poison and/or its container.

- ✗ In case a person has swallow poison, do not try to make the person vomit as it may result in greater illness.



SNAKE BITE



- ✓ Tie a cloth tightly a little above the snake bite and give a cut on the bitten area to squeeze out blood to remove the poison.
- ✓ Take the person immediately to a health centre or hospital.
- ✗ Do not let the person sleep
- ✗ Do not consult snake charmers, ojhas & traditional healers

CUTS AND WOUNDS



- ✓ For a minor cut, wash the wound with clean (boiled & cooled) water, dry and then cover with a clean cloth or bandage.
- ✓ In case of heavy bleeding, raise the injured area and press firmly until bleeding stops.
- ✓ Take the person to health centre to get a Tetanus Toxoid injection or if the bleeding does not stop.
- ✗ Do not put any herbal plant or animal products on the wound, as this can lead to infections.

CHOKING



- ✓ If a person gets something stuck in his throat and is unable to breath or is coughing, rub the back of the person to help try to cough up the stuck object.
- ✗ Avoid eating food which is hard to cut such as small bones etc.
- ✗ Don't swallow food, chew it to make it easy to swallow.

- ✓ Stand behind the person and wrap arms around his waist. Make a fist with one hand and wrap the other around it. Put some pressure just above the navel and beneath the breast bone and put pressure like small thrusts to help throw the object out.
- ✓ If the person is unconscious, act immediately take him/her to the nearest health centre.

DROWNING



- ✓ Clean the face and mouth with a cloth available if it is blocked with mud or froth to clear the passage.
- ✓ Lie down the person and press the stomach. Then turn the person over and press the back of stomach to take out water from the body.
- ✓ If the person is having difficulty in breathing or is not breathing, lie the person flat on the back and tilt his/her head back slightly; close the nostrils of the person with your fingers and blow into mouth; blow hard enough to



Figure A

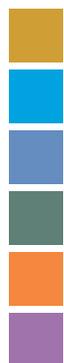


Figure B



Figure C

- ✗ Do not put any herbal plant or animal products on the wound, as this can lead to infections.



make the person's chest rise; count up to three and blow again and continue till the person begins breathing.

- ✓ After giving First Aid, immediately take the person to the nearest health centre.

BITES AND STINGS



- ✓ Remove the stinger if stuck to the skin. Wash area with soap and antiseptic solution.
- ✓ Fill some ice cubes in a cloth and apply at the site of the sting.
- ✓ If the inflammation still continues, take to the doctor.

- ✗ Do not press the sting.
- ✗ Do not wash with warm or hot water.
- ✗ Do not apply herbal medicines.

What supplies should be in a First Aid Kit?

Certain things should be kept within reach and made available in every household.

- Adhesive bandages / Dressings 
- Sterile gauze pads 
- Cotton 
- Cotton clothes 
- Roller bandage/ Triangular bandages 
- Saline 
- Antiseptic 
- Antibiotic creams 
- Scissors 
- Blades 
- Alcohol 
- Thermometer 
- Soap 
- Medicines for fever 
- Medicines for pain 





Adolescent Reproductive and Sexual Health

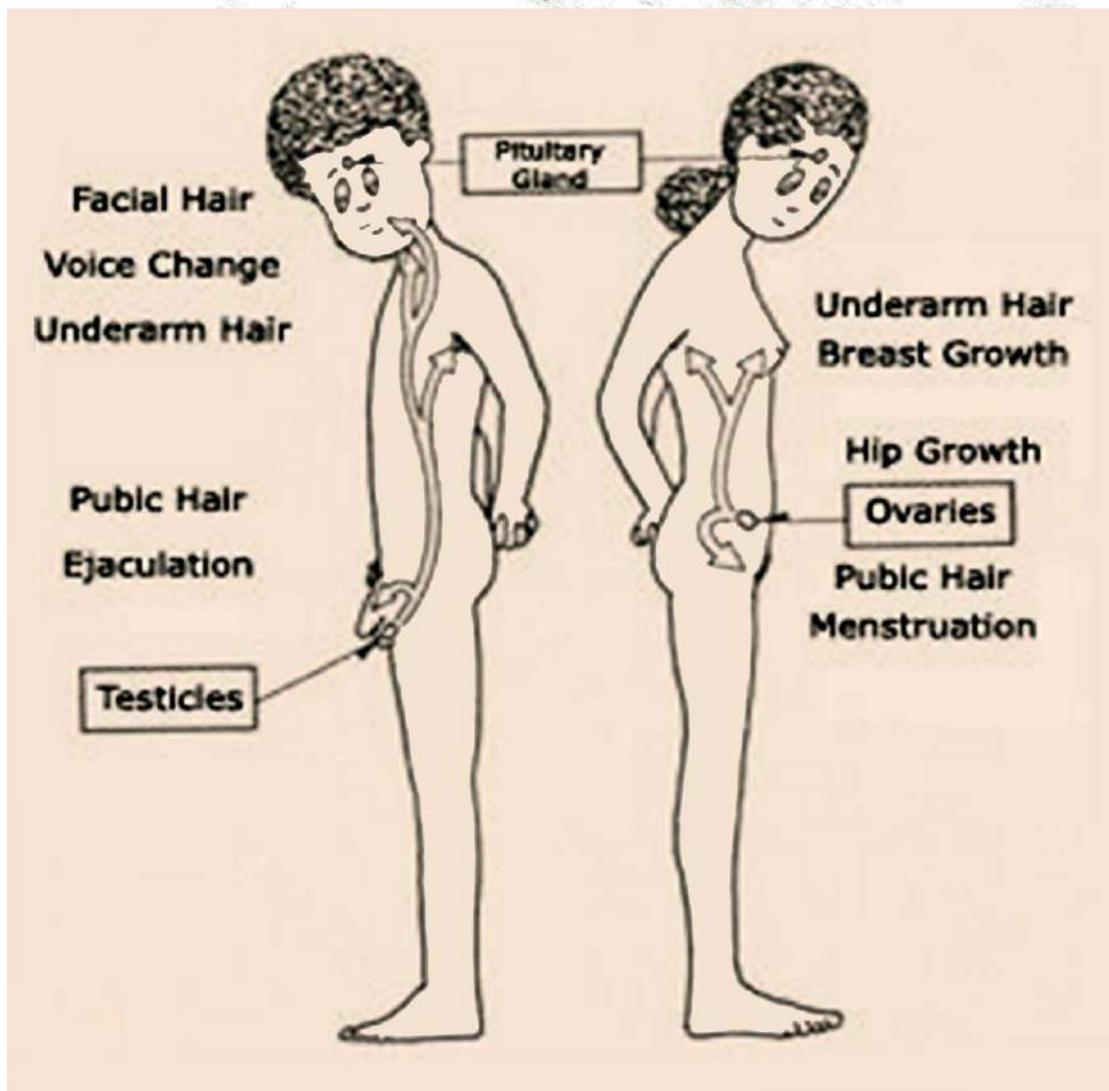
Physical and Reproductive Development and Menstrual Hygiene

Physical changes during Adolescence

Adolescence starts from 10-19 years. The body changes occur during adolescence as follows:

Girls	Boys
<ul style="list-style-type: none"> ➤ She feels herself growing taller and bigger. ➤ Hips become larger. ➤ Breasts becomes noticeable (there may be tenderness/ pain in breasts). ➤ Hair starts growing in the armpits and in the pubic area. ➤ Their sweat and oil glands become active. Acne may appear on face. 	<ul style="list-style-type: none"> ➤ Like girls they become taller. ➤ Hair grows in their armpits, pubic area, chest and legs A slight beard and moustache is seen. ➤ Their sweat and oil glands become active. Acne may appear on the face. ➤ They become more muscular. ➤ Their genitals (the penis and the testicles) become bigger. ➤ Their voice may sound funny because it starts breaking.





Female Reproductive System

In the female reproductive system some parts are present inside the body and some are outside.

The parts which can be seen on the outer side include :

Inner lips, Outer lips, Clitoris, Vaginal opening and Urinary opening.

Internal parts include the :

Vagina, Fallopian tubes, Womb and Ovaries (egg sacs).

The egg sacs contain eggs which start maturing between 12 to 16 years of age. This is known as **menarche**. The fallopian tubes are narrow through which the mature egg passes to reach the womb.

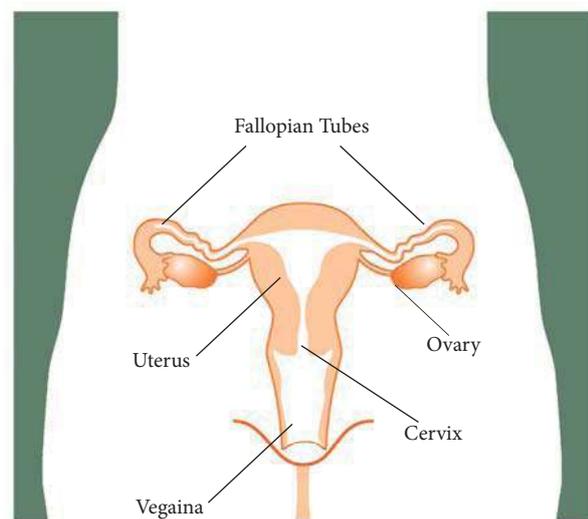
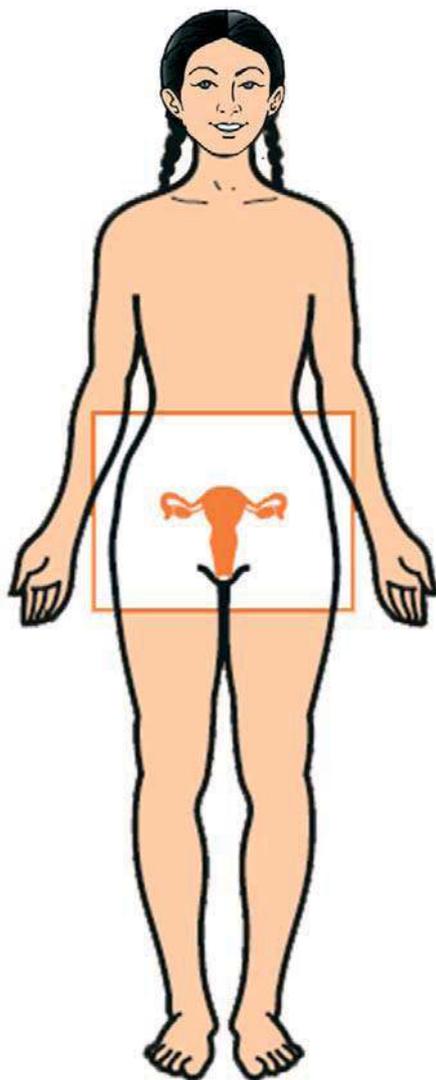


The womb is a pear shaped bag. Its function is to nourish and keep the foetus and give the foetus room for growth for nine months.

The passage which joins the outer reproductive organs to the inner organs is called the vagina (birth canal).

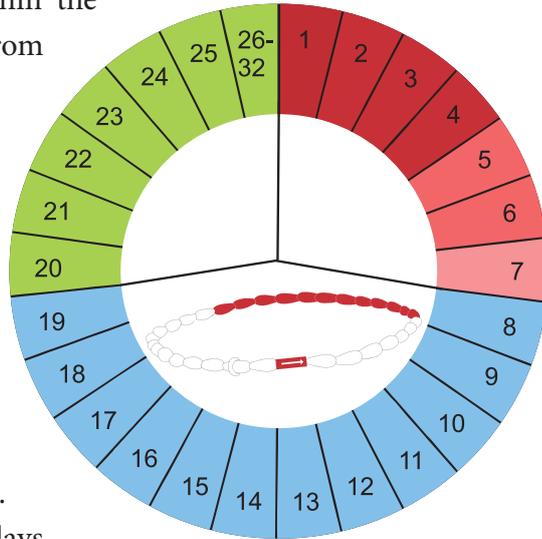
Body Mapping – to understand the reproductive system in a girl/woman

- Body mapping can be done on the floor using chalk or on a large sheet of paper/ news paper spread on the floor, using pen/pencil.
- The adolescent girls should be instructed to fill in the sexual/ reproductive organs. The facilitator should encourage all group members to actively participate in this group activity.



Menstruation in girls and women

- Menstruation is a normal activity within the body of a girl or woman as she matures from being a girl child and being a woman.
- Different girls start menstruating at different ages. Do not worry.
- It is neither an illness nor a dirty condition.
- It occurs once a month (28 days) in all growing girls and women and prepares her womb for child bearing. The bleeding period, as a part of 28 days cycle lasts for about 5 days.
- An egg is released from the ovaries around the 14th day of cycle.
- It takes place regularly, month after month, upto the age of 45 to 50 years in the woman.
- We need to eat normal healthy diet, including green leafy vegetables and iron & folic acid tablet given by Anganwadi worker to make up for the blood loss during menstruation.



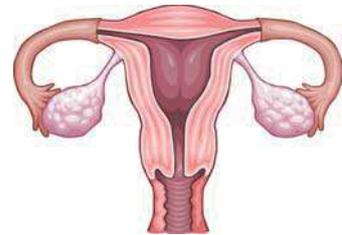
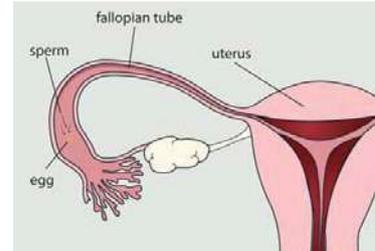
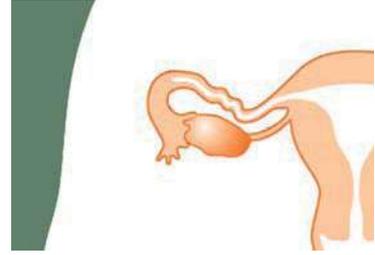
- Do not worry if menstrual periods are not regular at initial stages.



The stages of a menstrual cycle are:

(Use Apron to demonstrate)

- Release of egg from 1 of the 2 Ovaries (egg sacs)
- Movement of egg in the fallopian tube towards the womb
- Preparation of the walls of the womb
While the egg descends towards the womb
- Thickening of the wall of womb to support development of placenta for feeding and attachment of the unborn child (after egg is fertilized by the sperm)
- The lining of wall of womb starts breaking at places if there is no conception of child and blood with broken pieces of wall come out of body as menstrual flow



Menstrual Hygiene Practices :

- Take bath morning and evening, and always wear neat, sun dried cottonclothes and undergarments.



- After attending toilet, wash hands with soap and water; the inner thighs should also be cleaned properly in squatting position.
- If clothes are used then this cloth should be cleaned and sun dried before re-use, and do not use them for more than three months. Cloth should not be too tough or too thick as it may cause irritation and change more frequently according to the flow.



Use of Sanitary Pads/Cloth

- It's very important to maintain hygiene and cleanliness when girl has periods. When blood comes out, one should use sanitary pads.
- Make a sanitary pad by folding a clean old piece of cloth a few times or use available sanitary napkin.
- Change the pad every time it gets soaked.
- Wash the cloth properly with soap and dry them in the sun.
- Wash yourself with water every time you go to urinate or you change the pad.
- Store the washed and dry pads in a clean plastic bag till the next menstrual cycle.
- Adolescent girls can prepare Sanitary Napkins at home itself for better hygiene.

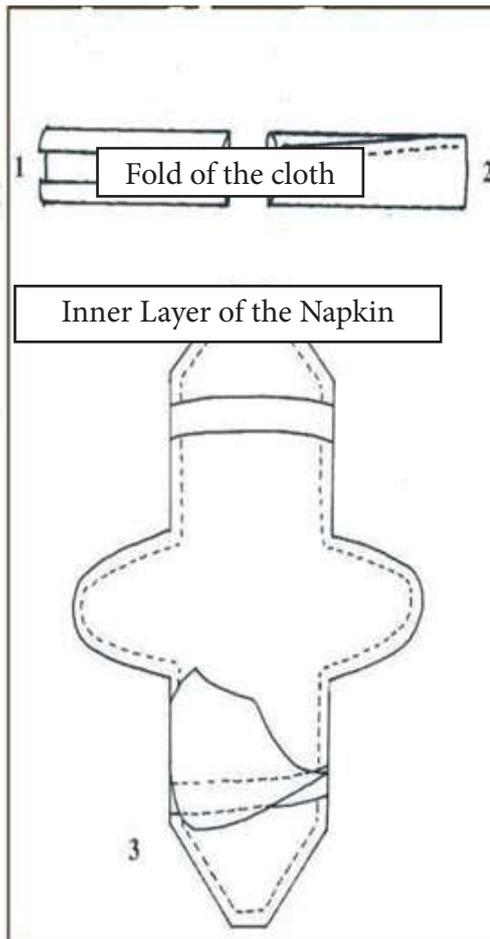


Method of Preparing Home Sanitary Napkin

➤ To make Sanitary napkin you need-

- Cotton Cloth – ½ meter
- Scissors
- Needle & Thread

Steps:

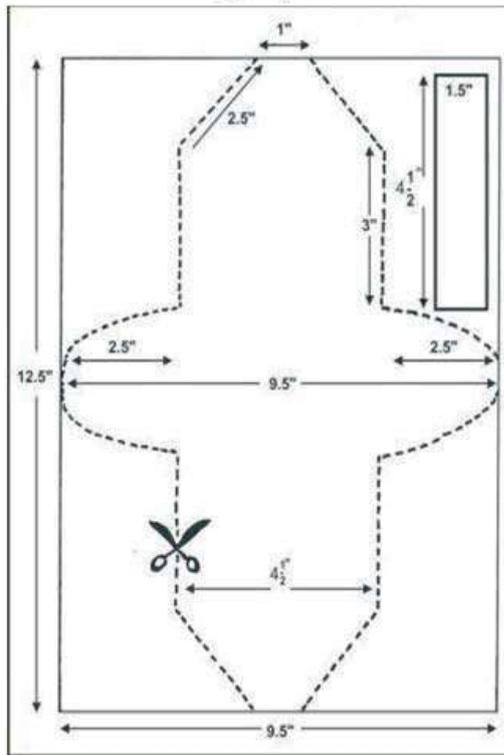


Sanitary Napkin is made in two parts
(1) Inner Part and (2) Outer Part

1. First wash the cotton cloth to make it starch free.
2. For outer Part take any thick cotton cloth 19"X 12.5".
3. For Inner part take any thin cotton cloth according to your choice. Length of the inner cloth is dependent on thickness of the outer cloth.

Figure 1





Stitching of the outer layer

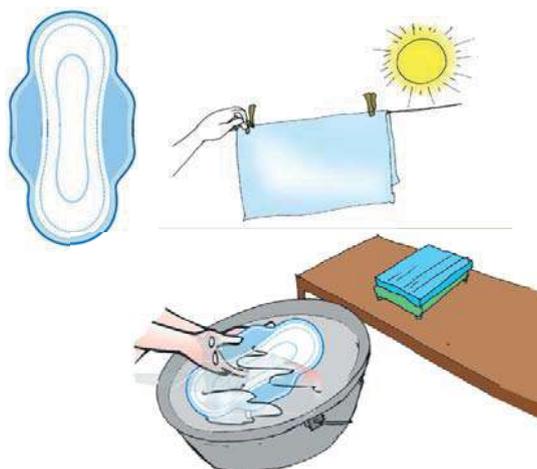
4. Refer to Fig. 1 further specifications-

- Fold cloth length wise.
- Make the markings with chalk/ pen as shown in figure.
- Stitch from all sides except the top end
- Now reverse the cloth to get the finished product.
- Place the bands on the ends
- Use Velcro/ stitch button on the side panels

5. **Inner Part** Take cloth 19”X12.5” fold it into 6-8 layers and stitch. Place it in between the bands

Use of home-made sanitary napkin

- Always keep sanitary napkins ready for use before the date on which menstrual period is to begin
- Always wash the home-made sanitary napkin with soap and water
- Dry home-made sanitary napkin in sunshine



Myths about Menstruation :

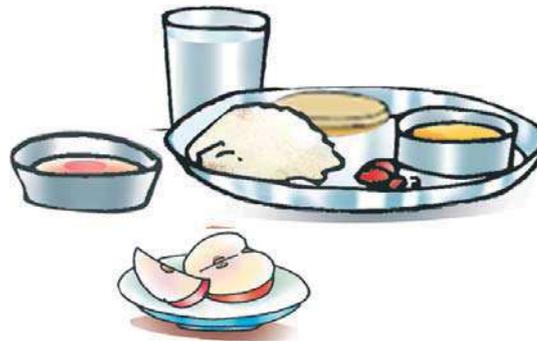
1. Menstruation is unclean.
2. It is unhealthy for a girl to bathe during her periods.
3. A girl having periods should not enter kitchen or temple or touch food.

Always Remember the Following during Menstruation:

Normal routine of work to be followed



Normal balanced diet



Adequate rest



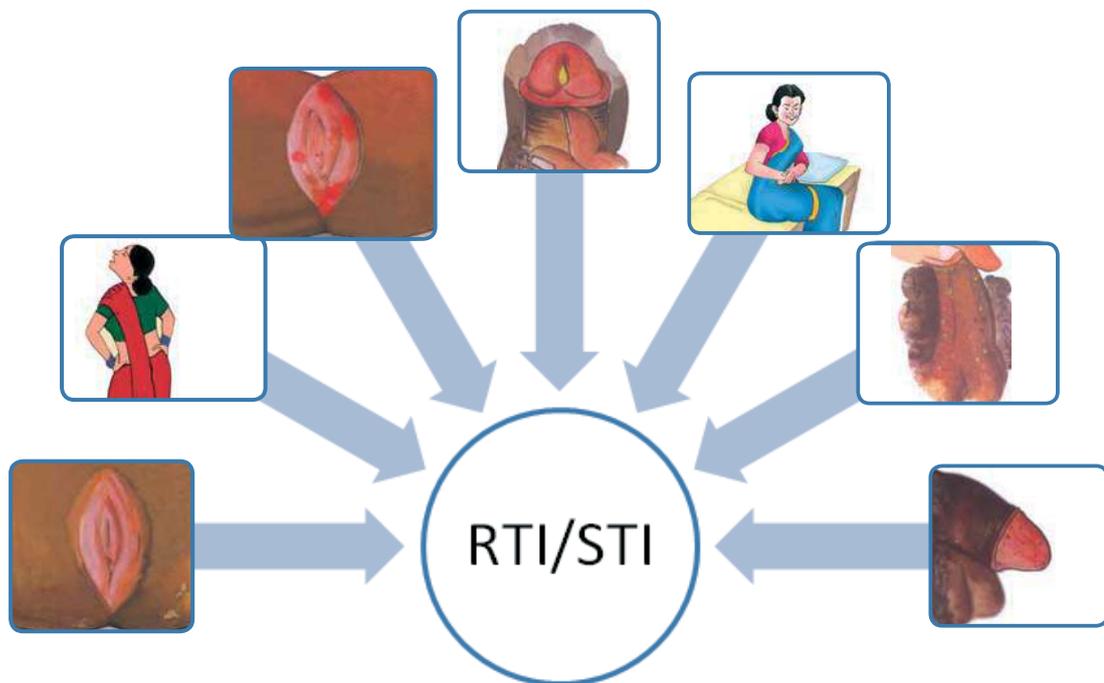
Some Common Problems during Menstruation

Problem	Symptoms	What can be done
Painful periods	<ul style="list-style-type: none"> • Pain in lower abdomen • Muscular cramps 	<ul style="list-style-type: none"> • Keeping hot water bottle • Seeking help of ANM/ Doctor
Heavy bleeding	<ul style="list-style-type: none"> • Using more than four/ five sanitary pads in a day • The flow is over 7 days or the interval between two periods is less than three weeks • Blood clots get released • Symptoms of anaemia 	<ul style="list-style-type: none"> • Relax • Eat iron-rich wholesome food to combat anaemia and take IFA tablet • Keep the genital area clean • Consult a doctor if the girl cannot carry on routine tasks due to tiredness
Pre menstrual stress	<p>Before menstruation:</p> <ul style="list-style-type: none"> • Irritability • Mood swings • Depression • Anxiety 	<ul style="list-style-type: none"> • Try to be active and involve self in some interesting work
<p>Irregular periods or less amount of blood :</p> <ul style="list-style-type: none"> • First menstruation is followed by some irregularity due to hormonal imbalance • The body weight is too low, mental tension • Anaemia can cause less bleeding 	<p>The interval between two periods is too long (more than 42 days)</p> <ul style="list-style-type: none"> • Periods last only one or two days and the bleeding is very little • May be symptom of anaemia 	<ul style="list-style-type: none"> • Consult a doctor if the irregular period persists or reappear after one year of menarche • If other associated problems are present consult a doctor • Eat iron-rich food and supplement it with IFA
<p>Cessation of menstruation</p> <ul style="list-style-type: none"> • Menstruation continues till a woman is 45-50 years old and stops only at menopause 	<p>If menstruation stops before menopause it may be due to: Pregnancy, acute emotional stress, malnutrition, diseases or psychiatric problems, or endocrinal disorders</p>	<p>Essential to consult a doctor for checkup and diagnosis</p>



Reproductive Health Issues

- Like other parts of the body, health of our private parts and organs of our body concerned with menstruation and involved in child birth is important.
- We need to maintain proper personal and menstrual hygiene to avoid infection in these parts of the body.
- There can be infections of the reproductive tract due various reasons like poor menstrual hygiene (Reproductive Tract Infections or RTIs) or infections caused due to unsafe sex with an infected partner (Sexually Transmitted Infections or STIs).
- All infections of reproductive organs should be treated by a doctor immediately.
- The Symptoms of infection in reproductive organs are:

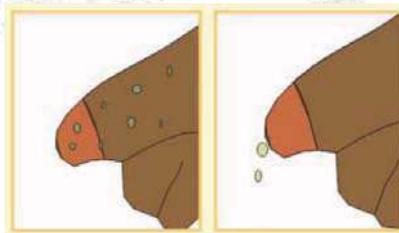


How to prevent and manage infection of reproductive organs?

- Girls should maintain good menstrual hygiene



- Avoiding sexual contact if either of the partner has an STI



- Practicing safe sex



- Practicing responsible sexual behaviour. Be faithful to one partner



- Opt for institutional delivery



- Do not ignore/ neglect any unusual discharge



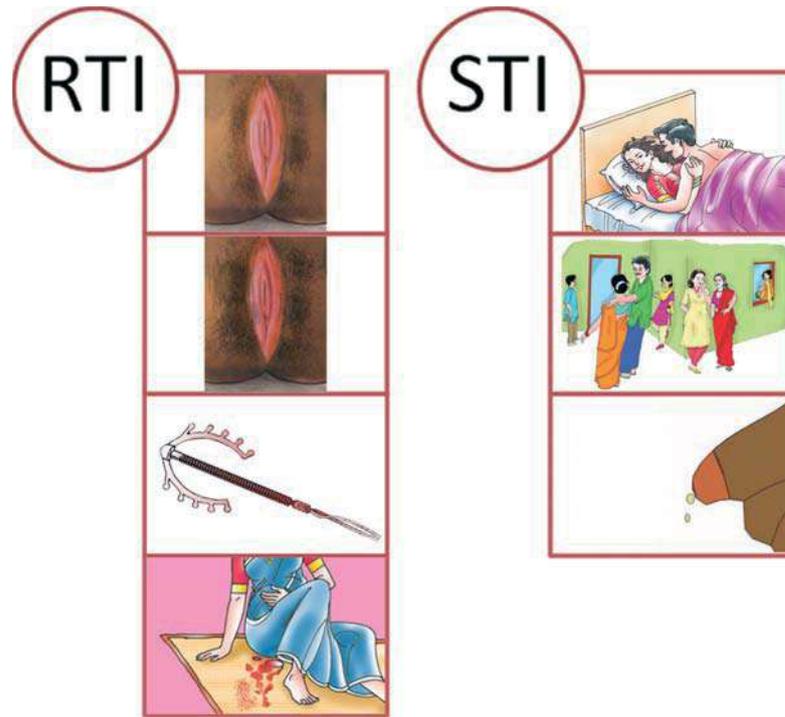
- Availing safe abortion services at hospital



- Ensuring complete treatment of self and sexual partner by a doctor



Factors that increase the risk of contracting RTIs/STIs



What is vaginal discharge?



- Vaginal discharge is a common secretion of the body.
- It helps to protect vagina from infection. The discharge is nature's way of keeping the genitals clean.
- Sometimes girls may have vaginal discharge which smells or stains clothes. This could be the indication of an infection. In such case one should contact doctor.

Role Play Activity:

Neha and Megha were adolescent friends. Megha was associated with the Anganwadi Centre of the village. Both were talking about their activities over the past few days. Suddenly Neha was very uncomfortable and said she will be back in a while. Upon her return, Neha looked very worried and Megha decided to ask her what was wrong.

Megha: What happened Neha? Why are you looking so tense?

Neha: hesitated for a while but responded to her friend's question.

Neha: I will tell you something but promise me that you will not tell anyone about this.

Megha : Of course Neha! I am your best friend. Right?

Neha: Lately when I pass urine, it hurts and the entire groin region is red and inflamed.

Megha: Neha, it seems that you have an infection. You should go to the *Anganwadi vali Didi*. I had such a problem, a while back and I went to her. She helped me.

Neha: Really? What has happened to me? Will you come with me to the *Anganwadi*?

That afternoon Megha took Neha to the Anganwadi and they met Rekha didi who was the Anganwadi worker.

Rekha Didi: Namaste Megha, What brings you here today?

Megha : Namaste Didi. I have come here today with my friend Neha. She is having the same problem that I had last time.

Neha: Didi, what is wrong with me? Is everything alright?

Rekha Didi: Yes Neha, but tell me something. Do you use the same cloth during menstruation each time?

Neha: Yes Didi, but I wash it well.



Training Modules for

AKHI AND SAHELI

AKHI AND SAHELI

AKHI AND SAHELI



Rekha didi: No Neha, you should change the cloth frequently and dry it in direct sunshine. You seem to have an infection of reproductive tract. I will teach you how to make a sanitary napkin yourself and use the sanitary napkins during periods. Anyway, the doctor will give the medication and your infection will go within days. You should treat each infection seriously and consult doctor immediately.

Neha: Ok Didi. I will go to doctor tomorrow as suggested by you.

Focus Group Discussion

- Ask the adolescent girls about symptoms of RTIs known to them
- Ask them about what they do about the symptoms?
- Whom do they inform about such symptoms?
- Do they go for a treatment?
- Where do they go for treatment?
- Is it essential to visit a doctor for a checkup and medication?
- What shall happen if RTIs are not treated?

Helplines for Sexuality and related issues

- **TARSHI - 011-24372229**
- **Parivar Seva Sanstha – 011-24335055**



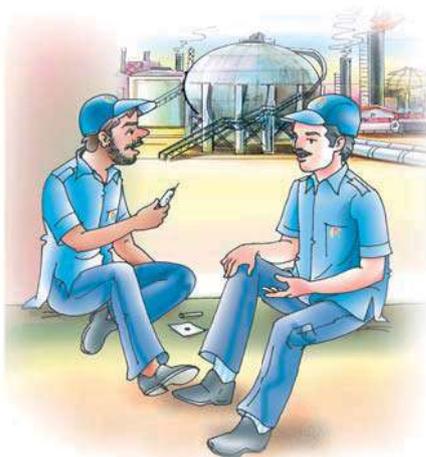
HIV/ AIDS

HIV Infection/AIDS

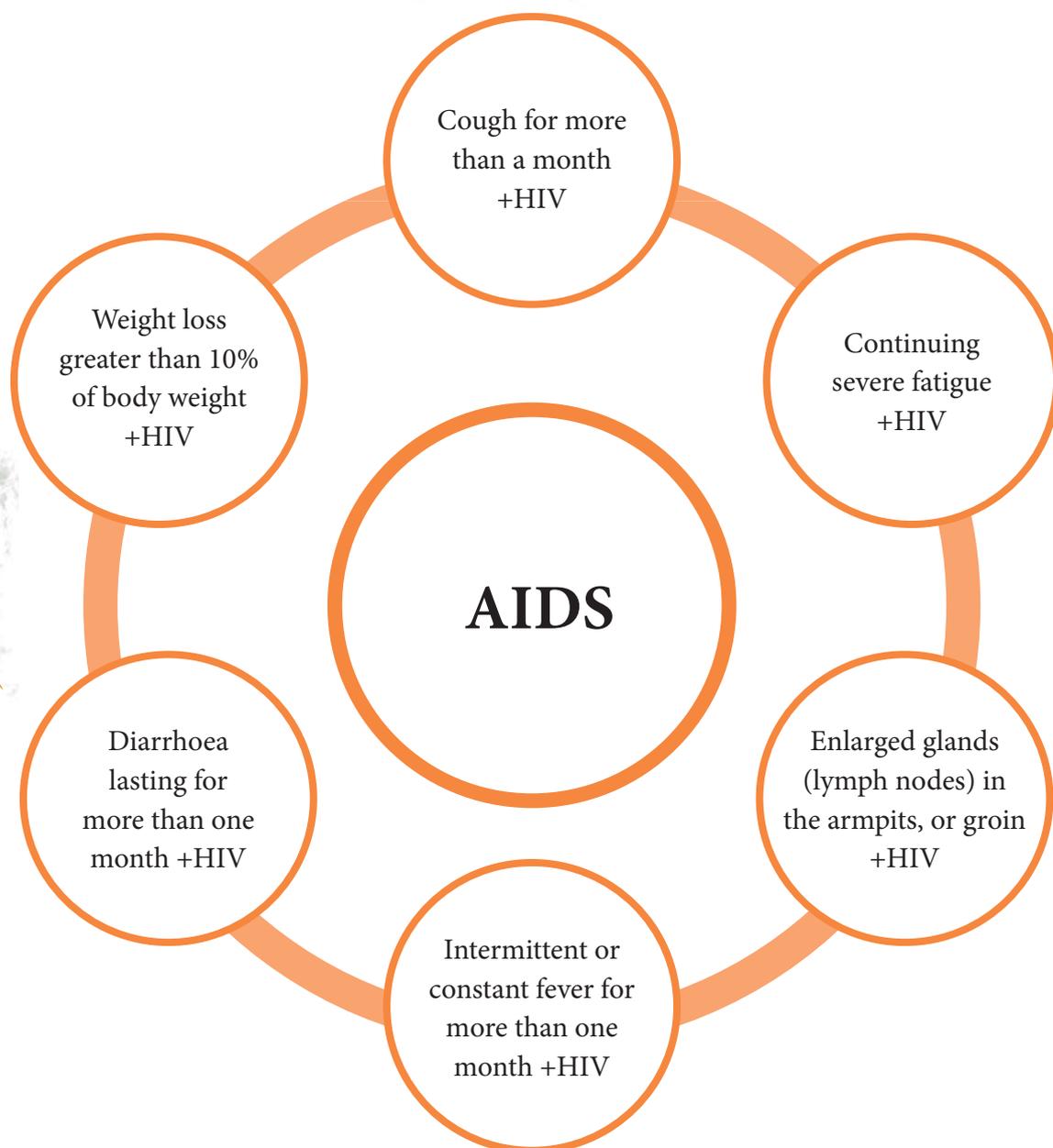
- HIV is an infection that can be detected by the blood test.
- A person having HIV in the blood is called HIV positive.
- HIV causes Acquired Immuno Deficiency Syndrome (AIDS), a condition in which the system of the body that fights infections begins to fail, leading to repeated infections.

How do you get HIV infection?

- Unprotected sexual contact with people of same sex or opposite sex (anal, vaginal or oral sex) when one of them is infected.
- Transfusion of infected/unsafe blood or blood products
- From an infected mother to child –during pregnancy, delivery or breastfeeding
- Sharing of infected syringes and needles and skin-piercing instruments



What are the signs and symptoms of AIDS?



- However, when several of these occur at the same time and they are persistent, this may indicate the development of AIDS.

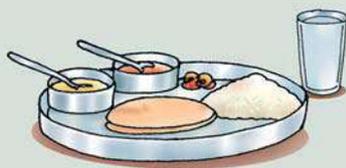
➤ What is safe contact in HIV?

Shaking hand, playing or traveling with an HIV-infected person



Shared use of towels, linen, crockery, utensils and clothes

Use of common toilets, bathing in a pond/lake/canal or river



It does not spread through air, water or food

Hugging and Healthy kissing



Caring for and touching a person infected with HIV

Mosquito bites



Donating blood with new/sterile needles

Eating and drinking from the same plate or cup



Helplines related to HIV/AIDS

AIDS Awareness Group (AAG) : 011-26187953; 011-26187954

Shubhchintak Helpline (AIIMS) : 011-26588333

Myths about HIV/AIDS infection

Myth: The top partner during vaginal and anal sex is at low risk for HIV.

Fact: HIV can enter his body through microscopic cuts/abrasions on the head of his penis that normally occur during intercourse. Having another sexually transmitted disease (like syphilis and herpes) that causes open lesions can further increase this risk. During unprotected intercourse, neither partner is at low risk.

Myth: Oral sex has low risk for HIV.

Fact: This is only half truth. Receiving oral sex (which would expose you only to saliva) has very low risk for HIV. But giving oral sex is risky for HIV. The more of these body fluids that a person gets into their mouth, the greater is the risk. The risk is less than intercourse, but one can also get other sexually transmitted diseases (like gonorrhea) by giving someone oral sex.

Myth: If you have an STI, you'll see it and know it.

Fact: No, many STIs are silent. They don't show any symptoms at all.

Myth: Skin to skin contact isn't enough. You can only get an STI from semen.

Fact: No, not true. While semen and blood can spread some STIs, but infections like herpes and syphilis can be spread with **skin to skin** contact. For example, when herpes flares up, an active sore appears. When this sore comes into contact with your skin or other moist areas like the mouth, throat, and areas with cuts or rashes, it can spread. It can also be spread before the blisters actually form.

Myth: The pill prevents STIs.

Fact: Birth control pills prevent babies, not sexually-transmitted infections.

Planning Your Family and Safe Motherhood

Avoid early marriage

The legal age for marriage is 18 for girls in India. But it is better if marriage is postponed at least until 21 years. There are various reasons to support marriage of girls after 18 years:

- Completing education
- Learning skills to support family economically
- Being mature to take decisions in life
- Avoiding risks to your and baby's health due to early pregnancy



Responsible Parenthood - Avoid Early or Unplanned Pregnancy

- Becoming a parent is a big responsibility.
- Starting a family should be a joint decision of both spouses.
- You should be able to look after a child

Physically

Economically

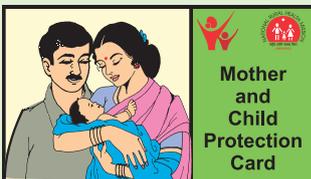
Emotionally

- Use Mother and Child Protection Card for all your benefits, monitoring your pregnancy, growth of your child, etc.
- Whenever you plan a second child, ensure proper spacing between both children so that you are healthy, you can look after the needs of both children and the family.



MCP Card

Integrated Child Development Services
National Rural Health Mission



Photograph of Mother & Child

Family Identification	
Mother's Name _____	Age _____
Father's Name _____	
Address _____	
Mother's Education: illiterate/primary/middle/high school/graduate	

Pregnancy Record	
Mother's ID No. _____	
Date of the last menstrual period	____ / ____ / ____
Expected date of delivery	____ / ____ / ____
No. of pregnancies/ previous live births	____ / ____
Last delivery conducted at:	Institution <input type="checkbox"/> Home <input type="checkbox"/>
Current delivery:	Institution <input type="checkbox"/> Home <input type="checkbox"/>
JSY Registration No. _____	
JSY payment Amount	_____ Date ____ / ____ / ____

Birth Record	
Child's Name _____	
Date of Birth ____ / ____ / ____	Birth Weight _____ kgs _____ gms
Girl <input type="checkbox"/> Boy <input type="checkbox"/>	Birth Registration No: _____

Institutional Identification

AWW _____ AWC/Block _____

ASHA _____ ANM _____

SHC / Clinic _____

PHC / Town _____ Hospital / FRU _____

Contact Nos. ANM _____ Hospital _____

Transport Arrangement _____

AWC Reg. No _____ Date ____ / ____ / ____ Sub-centre Reg. No _____ Date ____ / ____ / ____

Referral _____

Ministry of Women & Child Development, Government of India
Ministry of Health and Family Welfare, Government of India



Possible health consequences – Teenage pregnancy

Mother Health	New Born Baby's Health
<i>During Pregnancy</i>	
<ul style="list-style-type: none"> • Inhibited physical growth • Malnutrition and anaemia aggravates • Possibility of abortion • Bleeding during first 7 months of pregnancy • Pre-term labour • Obstructed labour • Complicated delivery 	<ul style="list-style-type: none"> • Premature • Low birth weight baby • More chances of new born baby dying • More chances of birth defects
<i>Post Delivery</i>	
<ul style="list-style-type: none"> • Hypertension • Excessive Post-partum bleeding • Genital and/or urinary tract infections resulting in increased illness 	<ul style="list-style-type: none"> • Inability of mother to provide appropriate care to the new born, leading to higher illness and death of baby

Socio-economic consequences of teenage pregnancy

Adolescent girl	Family and Community life
<ul style="list-style-type: none"> • Denial of childhood and adolescence • Curtailment of personal freedom and mobility • Dropping out of school • Reduced opportunities for gaining livelihood skills • Lack of opportunities to develop to full potential as a person • Low self esteem 	<ul style="list-style-type: none"> • Not fully mature to take responsibility of motherhood • Inadequately prepared for child care • Increased health expenditure due to poor maternal and child health • Reduced income earning potential due to illness and early motherhood • Inability to provide food health and education opportunities • Poor quality of life and stunted growth

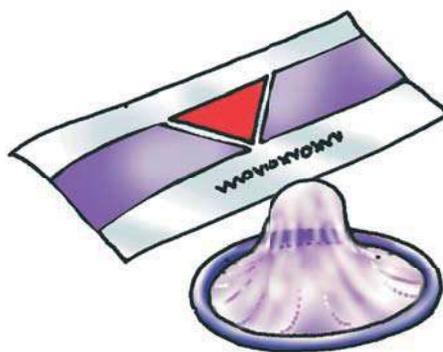


Means of having small and planned family

There are many different types of contraceptive measures which one can resort to for having a planned family. Family planning methods can be chosen with the mutual consent of both partners. Some of the commonly used methods are:

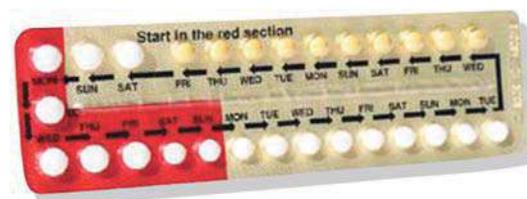
Male Condom

- It is effective and easy to use
- Readily available and inexpensive
- Convince your male partner to share responsibilities in safe sex and family planning
- Store safely and dispose of carefully



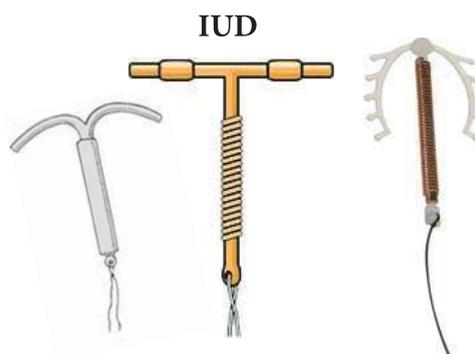
Oral Contraceptive Pills

- Consult a doctor before taking pills
- Very effective when taken daily
- Ensure being regular in taking the pill
- Convenient and easy to use
- Can be discontinued when a baby is desired
- Fertility regained in a few months
- Side-effects seen in some girls, like headache, nausea, spotting, breast tenderness



Intra-Uterine Contraceptive Device (IUCD/IUD/Copper-T)

- Can prevent pregnancy for 3 years or more (long-term option for contraception needs)
- Can only be used by woman who has given birth to a child.
- Some women may have heavy/prolonged menstrual flow or cramps for a few months on insertion of IUD.
- Can be removed at any time by a trained nurse/doctor when required.



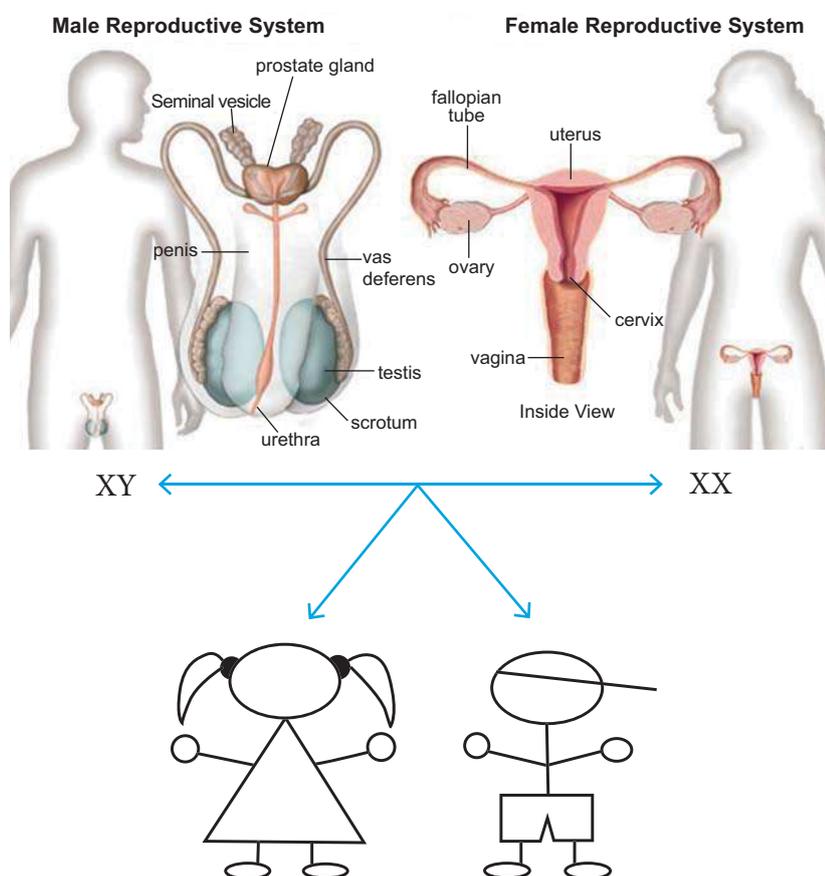
What is emergency contraception?

- Emergency Contraceptive Pills (ECPs), available with chemists is not a contraceptive method. It should not be used as a contraceptive on a regular basis.
- In case of unprotected sex, emergency contraceptives can prevent pregnancy.
- Emergency Contraceptive Pills (ECPs) are to be taken within 72 hours of unprotected sex, preferably under medical supervision.



Who determines gender of the unborn baby?

- When a child is conceived by a woman, its gender is already determined by nature through selection of best option for a healthy baby.
- It is only the sperms of the man which have either the factor to develop a boy (Y) or girl (X), while combining with the egg of a woman.
- The egg of a woman has only the common factor (X) that is essential to develop the baby into a boy or a girl.



Signs of Pregnancy

- Menstruation stops
- Nausea or vomiting in the morning
- Frequent urination
- Enlargement of breasts



Seek immediate medical help when:

Danger Signs



Bleeding during pregnancy, excessive bleeding during delivery or after delivery



Severe Anaemia with or without breathlessness



High fever during pregnancy or within one month of delivery



Headache, blurring of vision, fits and swelling all over the body



Labour pain for more than 12 hours



Bursting of water bag without labour pains

Needs of a Pregnant Women

Nutritious food



Enough rest, sleep and relaxation

Good personal hygiene



Safe delivery preferably at a PHC or nursing home

Regular visits (at least 3) to an antenatal clinic for check-ups, iron folic acid tablets (at least 100 tablets) and two doses of tetanus toxoid injection



Training in motherhood and in the care of the new born

Emotional support



Comfortable clothing and footwear



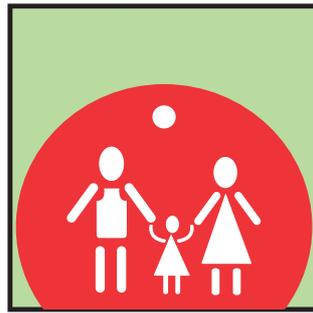
List of Do's and don'ts for a Pregnant Woman

✓ Dos	✗ Don'ts
<ul style="list-style-type: none"> • Getting registered with the AWW/ ANM/at PHC/nursing home • Regular antenatal check-up as soon as she knows about her pregnancy • Taking two TT injections (4-6) weeks apart and 100 IFA tablets • Sleeping for 8 hours • Resting or sleep for 2 hours during the day • Maintaining personal and genital hygiene • Regular light exercise, for example by walking for half an hour every day • Wearing loose, comfortable clothing and low-heeled chappal to support feet • Drinking plenty of fluids and eating enough food • More green leafy vegetables and fruits and milk in diet • Visiting the health facility immediately, if danger signs develop • Going for institutional delivery 	<ul style="list-style-type: none"> • Lifting or carrying heavy loads • Drinking alcohol – it can cause serious problems for the baby • Smoking - smoking cigarettes or bidi and chewing tobacco can harm the baby and the mother • Taking medicine or herbs without a doctor's prescription • Exposure to chemicals such as pesticides or herbicides • Ignoring danger signs • Delivery by untrained persons • Don't walk without sleeper/shoes

After Delivery



Initiated Breastfeeding
within 1 Hour of Birth



Family Planning
Counselling

Pregnancy – Myths and Facts

Myth: It is bad to talk about pregnancy because it may attract witches or evil people who will harm the baby.

Fact: Pregnancy does not attract witches or evil people. A woman should tell about her pregnancy as soon as possible and seek early antenatal care, in order to have safe pregnancy and a healthy baby.

Myth: A pregnant woman should continue performing heavy physical labour.

Fact: Too much heavy/laborious work like picking heavy loads or working in the fields can cause problems such as miscarriage, premature delivery or underweight babies. Therefore, pregnant women should avoid heavy/ laborious physical work.

Myth: A pregnant woman should not do any work at all.

Fact: A pregnant woman should do normal household work, unless advised by the doctor, as it is a form of daily exercise that keeps her healthy and her muscles toned.

Myth: A pregnant woman need not go for antenatal check-up if she does not have any complaint.

Fact: Even if she has no complaint, a pregnant woman should go for antenatal checkup, so as to receive quality care and remain healthy.

Myth: A pregnant woman should remain indoors and should not step out of the house.



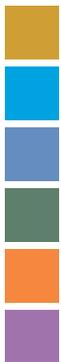
Fact: Pregnancy is not an illness. Like other people, pregnant woman can also go out from time to time. In fact, remaining indoors may deprive her from getting fresh air, sunshine, exercise, recreation, antenatal check-ups, etc. However, she should avoid jerks and heavy strain, if traveling by a vehicle. Walking for some distance is a good exercise for her.

Myth: A man and his family members can do nothing to help a pregnant woman.

Fact: The family can give a lot of emotional support and ensure essential care to a pregnant woman by providing her with nutritious food, sharing her workload, taking her to regular health check-ups, encourage her to look after herself, etc.

Myth: Healthy mother's milk comes after 3 days.

Fact: You may say that it actually starts flowing freely by the third day but the yellowish milk (colostrum) starts coming out as early as baby starts sucking and whatever milk is secreted by mother, it is sufficient for meeting the baby's demands for the first 3 days. Also, colostrum has many benefits for the baby, including providing protection from infections.





Life Skills and Issues Affecting Women and Girls

Communication – Telling others what you say, feel or want

- Effective communication helps a person to tell others through talking, gestures and behaviour.
- We convey to others not only through speaking, talking and listening. We also communicate using expressions, gestures and body language.
- All relationships are based on our communication skills.
- Good ways of communicating helps others to know opinions, needs and fears without hurting them.
- Good communication requires listening skills. Poor listening often means that messages are distorted, and are not heard or heard only partially and are misinterpreted.
- Sometimes we give “mixed” messages; we say one thing and our non-verbal behaviour conveys a different message. It is important that verbal (what we are saying) and non-verbal behaviour (as gestures or our body language) need to convey the same message, otherwise the listener can exploit the situation to his/her advantage. So, be very clear while talking and express yourself only after being sure of what you say and what effect it can have on others.



- Be **polite** but **firm**.
- **Assert** yourself **without offending** others.
- You need **not try to dominate** others to have your way.
- You need **not be submissive** on every issue if you are a girl.
- You can **convince others** over a period of time, if not immediately.
- You can convince others if you **have sound information, good examples** and **reasoning** to support your views.

Activity:

Our Behaviour – Passive, Aggressive or Assertive

1. Role play each behaviour (passive, aggressive or assertive) in front of *kishoris*. Ask them to list when do they behave similarly. Ask them to think if they can achieve what they want without showing aggression, anger or asserting themselves? Discuss options of behaviour that can be useful in life.
2. The *sakhi/ saheeli* acting as a facilitator says, “Can I go to the *Mela*?” and “Why did you not allow me to go out?” ask each one to enact this communication and discuss their tone and volume of speech, their facial expression and how their body displays their expectation, followed by resentment, dissatisfaction and agitation on being disallowed to go to the *Mela*.
3. Make *kishoris* think and tell what they do, when they do not want to do something (without confronting the person involved to whom they convey their unwillingness).

The list may look like this:

- Refuse or state unwillingness in a low tone
- Giggling
- Refuse or state unwillingness in a hesitant voice
- Hiding the face in the hands
- Sounding irritable
- Not talking to anyone
- Pretending having not heard
- Showing having forgotten about it
- Pretending to have fallen ill



Tell the girls that this is **passive behaviour**. Explain that when you act like this, you do not clearly express your own decisions and you depend on other person to understand your wish. This carries the danger of your will to not do thing being ignored and you may be forced to do the thing against your wish. Clearly express yourself and give proper reason for your decision without sounding offensive or hurting the other person.

4. Make *kishoris* think and tell what they do, when they do not want to do something (without behaving in passive manner as listed above).



The second list may look like this:

- Shouting
- Frowning
- Speaking ill of someone or insulting the person
- Talking behind their back
- Pointing fingers in a threatening manner ('I will show you what I do next time')
- Complaining about the other person – “does not understand, never lets me do it”
- Physically showing force or pushing



Inform the *kishoris* what they saw was **aggressive behaviour**. Explain that in such behaviour, while conveying what you want or feel, you do not think or care about what the other person feels. This is because you do not think it is important or do not realize that you are hurting others or causing anger in others that may cause others to not agree with you at all.

5. Point out that people respond to you based on the opinion they form about what words, actions, or gestures you use to express yourself and what influence these have on the person. The other person may be convinced by you into agreeing with your view or may totally disagree with you, being not happy and convinced by what you said or how you behaved.
 - Tell *kishoris* to be confident in voice and by face.
 - Remind the girls that it is important to have the right tone.
 - Tell them to practice being persuasive and assertive without annoying others.
 - Help them to practice negotiating for their rights and needs in an amiable manner.
 - Help them in developing reasoning for their decisions, views and demands.

Questions for Discussion

Tell one *kishoris* to act in a passive and another in an aggressive way in a similar situation.

- Ask other *kishoris* to tell the difference?

- How did it feel to change the behaviour to handle the same situation?
- Can they spot and change to assertive behaviour themselves, without being aggressive?

Linking Learning with Life

Divide the group into three, calling them number 1, 2 and 3. Number 1 plays an assertive character, Number 2 a passive character and Number 3 an aggressive character. Have them act out two different role plays.

- Give information on reproductive health to the other two groups.
- Persuade them to do something (like, going to the clinic or chewing *gutka*).
- Ask them to seek permission for taking things from a friend, or to go out.
- To apologize for a mistake or for having lied or stolen.

Discuss each role play and help kishoris to communicate in a better way.



Stress Management

- Stress is the manner in which body responds to an unpleasant situation.
- Stress affects both our bodies as well as our mind.
- It affects thinking and decision making process and reduces concentration in work.
- Many *kishoris* face events and situations in life that cause stress. It is important to see what causes stress in our lives and how it affects our body, feelings and behaviour.
- The events that happen may not be under our control but how we react to them manage them is definitely under our control.

Stages of Stress build-up :

1. **Stress:** can be caused by thoughts in our mind or due to someone around us.
2. **Multiple Stresses:** Several things may cause tension at the same time (e.g. how do I tell mother that I want to go out with friends to Mela in nearby village?; I did not do my homework; and my friend is angry with me)
3. **Physically visible effects of Stress:** Health problems due to stress. (a headache or cold may make things worse).
4. **Excessive Stress:** Too much of stress can lead to a person behaving in an unreasonable manner and appear irritable or may rebel. May drink, smoke or use drugs, fight with others without a reason.
5. **Aggression Peak:** The point when all the stresses have built up to explosion point. The person may take extreme steps of hurting himself/ herself or others.

Give example of boiling water in a tight lid pan which causes the steam to blow the lid eventually, spilling the hot water all over. Similarly, if stress is not managed, it can lead to emotional outburst (as anger or depression) or may even cause emotional imbalance.



Questions for Discussion

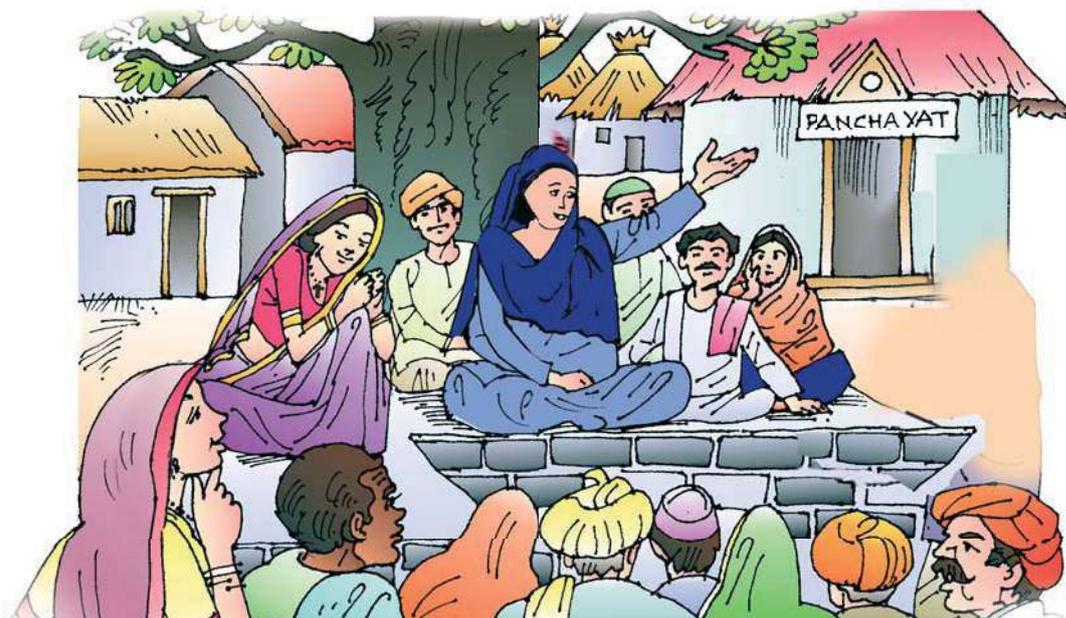
Ask *kishoris* to discuss the following based on their personal observation:

What signals are there that stress is starting to build up?

How can you reduce stress when it begins to build up?

What happens when people reach their aggression peak?

Leadership



Training Modules for

AKHI AND SAHELI

➤ Leadership is the art of influencing and directing people in such a way that will win their confidence, respect and cooperation in achieving goals.

➤ Leadership is about managing things effectively.

➤ One way to define leadership is that leaders use their leadership skills strategically to appreciate, influence and manage towards shared goals

➤ Each *kishori* has hidden leadership potential which she needs to realize and appreciate within her own self. Through her leadership skill, she can influence society as a whole.



We can say that leaders:

- are able to appreciate and develop the strengths within others.
- understand how to work with others.
- manage available material and people for best results.



- each one of us can be a good leader as :
 - ◆ We are born with some qualities of a leader; and
 - ◆ We can develop some qualities to become a good leader

Activity:

- **Read the qualities of a good leader listed below** and mark the quality you have with a ✓ And the quality you lack in as X.
- You may have some qualities listed below that need little bit of improvement, circle them.
- Practice these qualities when you are with *Kishori Samooh* and review your behaviour in the *Samooh*.
- Remind yourself every now and then, not to repeat your mistakes.
- Improve your behaviour of dealing with other kishoris of the group and you fellow leaders (*Sakhi/ Saheli*).

Qualities of a Good Leader

- Self respect & respect for others
- Great self confidence and good knowledge about several things
- Do not discriminate against anyone
- Good listener
- Appreciates others' strengths and weaknesses and encourages others to give their best
- Easily understand other's view point
- Effective in communicating ideas, thoughts and needs
- Convince others easily
- Honest, strong and bold in thought and action
- Humble
- Great sense of responsibility
- Stands firmly behind group members and supports them in the hour of need
- Does not hesitate to apologize to others
- Does not forget to thank others

Issues Affecting Women and Girls

- Nature has made us as boys and girls.
- We grow up to become men and women.
- Men and women are different physically.



- There is no difference in girls and boys or men and women as far as brain is concerned.



- Girls can study and play as boys do.
- Girls can take up all jobs that boys can take up.



- In our homes and the society, it is the people who have created the idea about what is the work of a girl, a boy, a woman or a man.



- In our homes and the society, it is the people who have created the idea about how women/girls should behave and how men and boys should behave.



Activity :

1. Ask *kishoris* what are the tasks they do, their mothers do and what are the tasks done by their brothers/father. Note these on the blackboard or chart paper and discuss if tasks note for one cannot be done by the other. Let them also give reason for their answer.



2. Ask *kishoris* what are the roles of girl, women, boys and men at home and in society. Note these on the blackboard or chart paper and discuss if tasks noted for one cannot be done by the other. Let them also give reason for their answer.



Some Issues that Affect Girls and Women

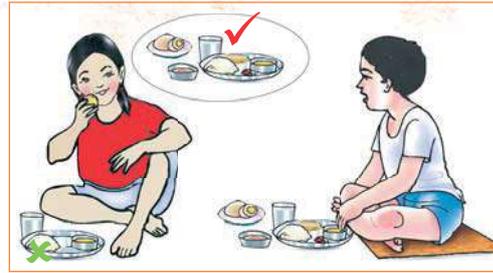
- Killing girls before birth, in the womb of the mother



- Killing girl of few months by:
 - ◆ not feeding her properly
 - ◆ keeping her hungry
 - ◆ not taking her to doctor when ill



- Discriminating against girls in quantity and types of food given as compared boys in the family



- Not allowing girls to study like boys in the family



- Child marriage



- Child prostitution



- Girls engaged as housemaids in cities



- Eve-teasing, molestation and rape



- Domestic violence

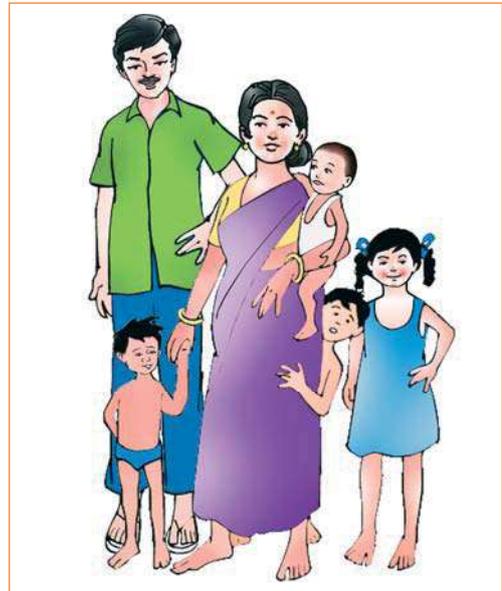


- Harassment by husband and his family members and relatives for dowry



- Unplanned parenthood:

- ◆ Early motherhood in teenage
- ◆ Small gap in between birth of children
- ◆ More than two children
- ◆ Having children when you are not able to take care of their needs



- Desertion by husband



- No means of support for widows, deserted women and old women, if do not have source of income or good amount of money saved



Laws to help Girls and Women

1. Say 'No' to child marriage
2. What is Domestic Violence?
3. Machinery for Handling cases related to Domestic Violence
4. How Protection Officer can help victim of Domestic Violence
5. Dowry Prohibition Act, 1961
6. What is "The Protection of Children from Sexual Offence (POCSO) Act, 2012
7. Abortion and the law on abortion
8. Law to prevent female foeticide
9. Citizen's Right to Information
10. Right of Every child to Free & Compulsory Education
11. What to do in cases of Rape?
12. Marriage among Hindus
13. Maintenance of dependents under section 125, code of criminal procedure
14. Arrest
15. Reporting Crime to Police
16. Muslim Marriage & Divorce
17. Rights of Women and Girls to Property
18. Maintenance of wife and children during court proceeding for divorce, judicial separation and restoration of conjugal rights (i.e. matrimonial cases)

Discuss these laws with *kishoris* using fliers given to *sakhis/ sahelis* as part of the kit.

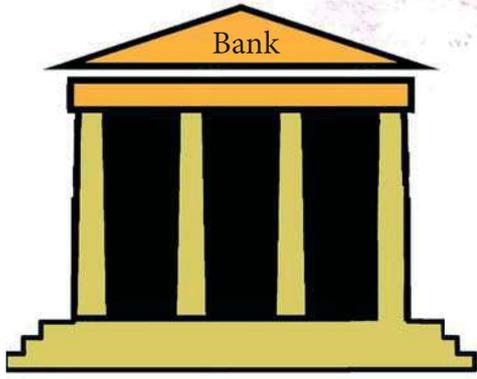
- **National Human Rights Commission** 011-23385368
9810298906
- **IFSHA Helpline (for emotional and relationship problems):** 011-26253289



Helplines to help women in distress:

- **Central Social Welfare Board (Police Helpline):** 1091
1291
011-23317004
- **Shakti Shalini Helpline:** 10920
- **Shakti Shalini – women’s shelter Helpline:** 011-24373736
011-24373737
- **Sakshi (Violence Intervention Centre) Helpline:** 0124-2562336
0124-5018873
- **Madhyam Helpline (for legal aid) :** 011-24316922
011-24324503
- **National Commission for Women:** 011-23237166/ 23236203/
23236204
- **National Human Rights Commission:** 011-23385368
9810298900
- **IFSHA Helpline (for emotional and relationship problems):** 011-26253289





Accessing Public Services

Accessing Public Services

- Using Services at a Bank
- Post Office
- Reporting Crime to Police

Exposure Visits for Kishoris

SABLA scheme provides for Exposure Visits for *Kishoris* enrolled under the scheme to gain knowledge about and be aware of various services that may be utilised by *Kishoris*, their family members and other families in the village. These visits may be arranged by ICDS functionaries in collaboration with NGOs and Government Officials. Using services and schemes available at nearby Banks and Post Offices is an essential part of life these days and *Kishoris* can be a guide to family members and village community in accessing these services and schemes, besides using these services themselves. In addition, *Kishoris* should also be familiar with the Police Station and the process of lodging FIRs/ Police complaints and should not feel hesitant in reporting crime. There can also be visits planned to local Panchayat Bhawan, PHC, Railway Station, etc.



Using Services at a Bank

Bank

A bank is a place where you can keep your money safely and withdraw a part of it from time to time, as per your needs. Your money is kept in an account bearing your name and you can deposit or withdraw money from this account within the time that the bank is open on working days of the bank. Generally, bank works from Monday to Thursday for full working hours written on the notice board and it works for half a day on Saturday. You can earn some interest on your money lying in the bank.



A Bank



These days, some banks allow you to withdraw money from an automatic machine by use of a card called debit/ credit card/ kisan card that is issued in your name that can enable you to withdraw money at anytime of the day or night. This machine is called ATM (Automatic Teller Machine). You have to use this card carefully and keep it safely. There is a secret number given to you for using the card to withdraw money, which you should not tell anyone to avoid misuse of your card.

In which Bank to open an account?

While selecting a bank to open an account you have to keep in mind :

- The distance of bank/ATM from your home or place of work
- The ease of travelling to the bank
- The facilities and schemes available in the bank
- Someone known to you should have an account in that bank, who can recommend you to the bank



How to open a bank account?

To open any account in a bank or to put your money in any scheme of the bank you need to fill a form and give 2 photographs of yourself for record of the bank. An account can be opened in the name of a child also, which is operated through a parent/guardian. After filling up the form completely you have to sign it or give your thumb impression on it. You may like to write the name of a person, as your nominee alongwith his/ her details, for giving your money to him/ her in case you are no more.

The account-opening form asks for some information about the account holder, like:

- Full name
- Address
- Telephone/ Mobile number
- PAN number, if you pay income tax or have a PAN card
- Details of account in any other bank or same bank
- What work do you do?
- Type of bank account you want to open (current/ savings/ agriculture/remittance from friends, relatives & family/ pension/ share trading/ hose rent)

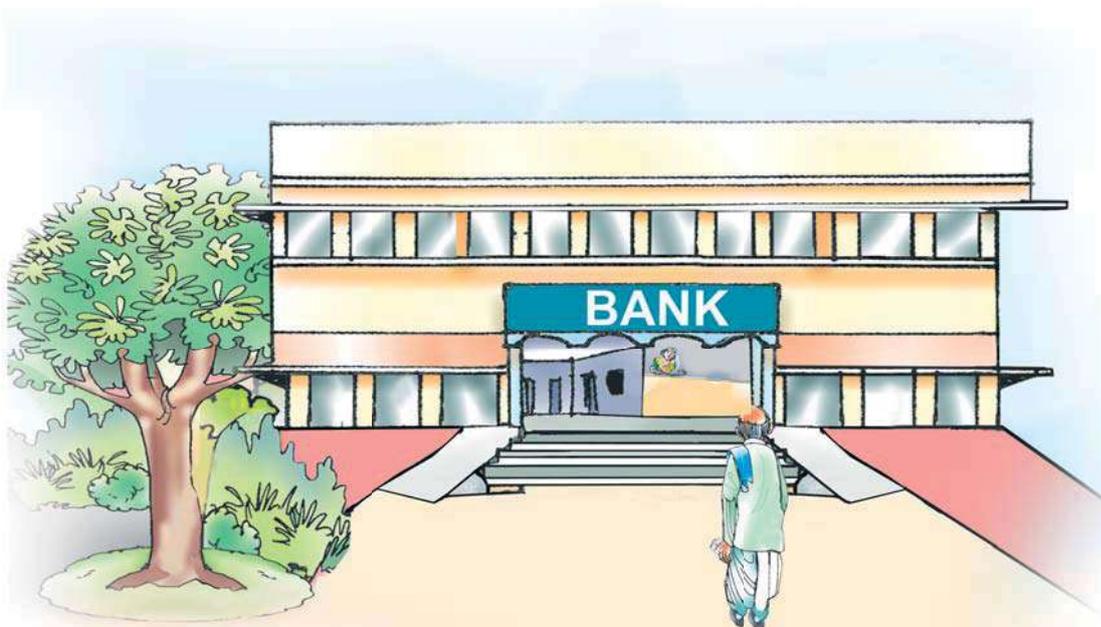


Types of Accounts/ Schemes/ Services in a Bank

- **Savings Account** - It is an account in which you can deposit money saved by you and withdraw part of it in case of need.
- **Recurring Deposit Account** – You deposit a fixed amount every month in this account for a fixed number of months and you get back the amount saved and interest earned on that amount.
- **Flexi-Term Deposit Account** – You deposit some amount of money in this account in lumpsum, for a fixed time period of few weeks to few years to earn more interest (like Term Deposit Schemes) than a savings account. In case of any emergency you may withdraw a part of the money, as per you need without deduction of any amount as a penalty.
- **Personal Provident Fund (PPF)** – You can open a PPF account in a nationalised bank. A minimum yearly deposit of Rs. 500 is required to open and maintain a PPF account, and a maximum deposit of Rs. 1,00,000 can be made in a PPF account in any given financial year. The investments can be made in multiples of Rs. 5, either

as a whole sum, or in installments (not exceeding 12 instalments in a year, though more than one deposit can be made in a month).

- **Term Deposit Schemes** – Under this scheme, you deposit a lumpsum amount of money that you do not need immediately, for a fixed time period of few weeks to few years for earning more money as interest, in comparison to Savings account. In case you need the money or a part of the money deposited, you have to close the deposit totally and some money is deducted a penalty before you get the money and interest earned on it till that time.
- **Loan schemes** – Banks offer loans for various needs of urban and rural people in the country on interest according to your capacity to pay the loan after fulfilling your basic needs. Loans are available for purchase of house, vehicle, agricultural needs like seed, fertilizers and implements, tractors, small & large business needs, higher education of children and personal needs.
- **Safe Deposit Lockers** – These lockers are operated by you with a key provided to you by the bank, to be kept safely by you. Valuables like ornaments, property related documents, will, and other things you feel that need to be kept safely may be kept in the locker hired by you on rent.
- **Deposit of income tax/ other taxes to be paid to Government** – in case of some nationalized banks.



Post Office

A Post Office offers us many services. These include:

- i) Mail Services
- ii) Money Related Services

MAIL SERVICES - enable us to send letters, important papers and parcels.

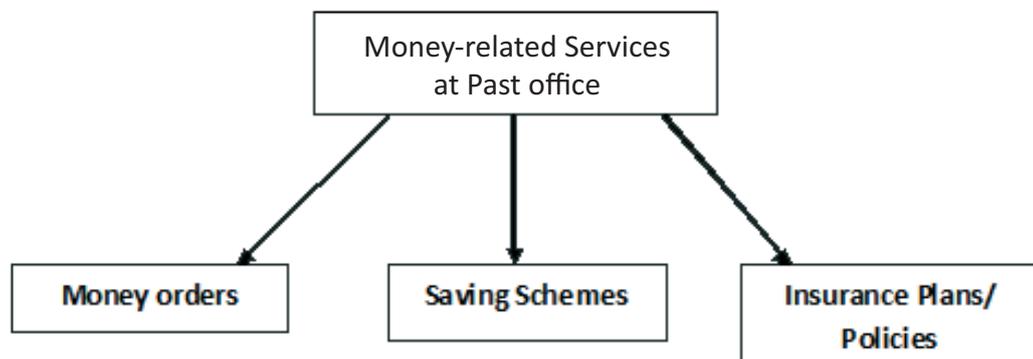


We can send these by:

1. **Ordinary post** - as a post card, inland letter or in envelope by fixing postal stamp and putting it in a nearby letter box.
2. **Speed post** - The service is available in some post offices for sending urgent letters fast to cities and towns in the country. The address on letter or packet of documents should have the 6 digit number in front of the name of the city or town (called the **PIN CODE NUMBER**) assigned by Postal Department.
3. **Registered letter**- A letter can be registered at a post office for record of having sent the letter. You can also attach an **“Acknowledgement Due” Card** to be signed by the receiver of the letter which shall be given back to you by post office after the letter has been received and Acknowledgement Card has been signed by the person receiving the letter.
4. **Parcel post** - You may send a parcel packet/box weighing upto 35 kg. in any part of the country through postal services. It is a door-to-door service.



A Letter Box



5. **Money order** - Money order is a simple means of sending and receiving money between the amounts of Rs.1000/- to Rs. 50,000/-. To send money through money order you have to fill-up a form (TRP-1) giving your, as well as, receiver's name and address and amount of money being sent. You shall inform the receiver of the money the 16 digit confidential number through phone/SMS/e-mail after tearing the seal of the receipt given to you by post office. The receiver of the money shall fill a form (TMP-1) in his close-by Post Office and receive the money after giving a photo identity proof and the 16 digit number told by you.

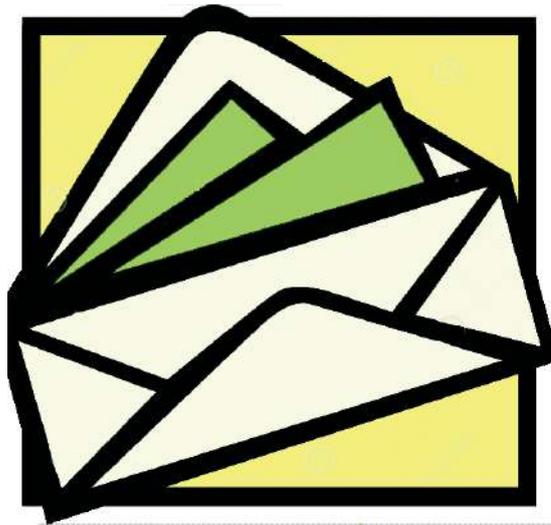


Photo identity proof can be given as a photocopy of any one of these:-

1. Voter's Identity Card
2. PAN Card
3. Ration Card with photo of receiver of money.
4. Post Office Identity Card
5. Driving License
6. Passport
7. School/College Identity Card
8. Official Identity Card



Remember that- if photo identity Card has an expiry date, that date should be mentioned in the TMP-1 form by the receiver of money.



Post Office Savings Schemes

These schemes are very useful for persons in rural and urban areas who do not have a bank near them or find it difficult to follow Bank Rules due to their economic condition.

- 1. Post Office Saving Account** This account serves the basic needs of depositing money safely as savings and withdrawing some amount, as needed from time to time. The saving account can be opened individually or jointly. The money saved in this account earns an interest of 4 percent each year. The table below guides the details of the scheme:

How to invest	Who can invest	Amount of Investment
One can invest in any Head Post Office/Sub-Post Office by cash, demand draft or local cheque	<ul style="list-style-type: none"> • An adult • 2 - 3 adults jointly • A minor of minimum ten years • A guardian on behalf of a minor or a person of unstable mind 	<ul style="list-style-type: none"> • Minimum invested amount has to be Rs. 1500. Maximum amount can be Rs. 4.5 lakh for a single account and Rs. 9 lakh for a joint account. • Minors have a separate limit of investment of Rs. 3 lakh.

Savings Account

- 2. Post Office Recurring Deposit Account**

This scheme helps you to save specific amount of money each month over a period of 5 years. At the end of 5 years you may withdraw the money saved, along with the interest paid at the rate of 8.4% per year by Post office on this saved money. You may extend the saving plan further to continue saving in the same manner. You can even close the savings in Recurring Deposit Account at the end of 3 years. In case you failed to pay the deposit for a month, you can continue in the scheme by paying it within 2 months.

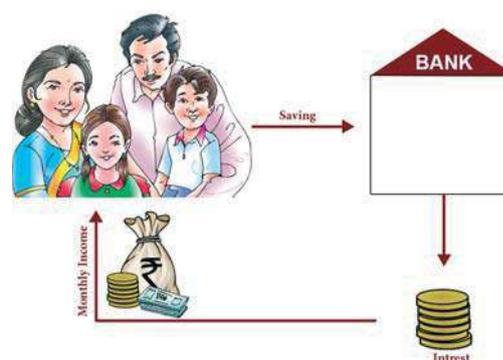


Recurring Deposit



- 3. Monthly Income Scheme (MIS) Account** Whenever we have a big amount of money we tend to spend it fast and find it difficult to retain it for a long period of time to meet our needs. An easy way to save big amount of money and spend only a reasonable amount of money to support our needs is to open a Monthly Income Scheme at the nearby Post Office to earn an interest at the rate of 8.5% per year over the 5 years period, during which monthly income shall be credited to our Savings Account in the Post Office which may be withdrawn to our support needs. In case the Savings Account is of an individual, a minimum amount of Rs1500/- should be retained in it and at the most Rs.4.5 lakhs can be retained in it. In case of a Joint Account, atleast Rs 1500/- should always be retained in the account and at the most Rs. 9 lakhs may be held in this account.

The Monthly Income Scheme is very useful for persons who retire from Government or Private Service and who have received huge amounts of money as retirement benefits. The scheme also supports the needs of people who have received compensation on account of disability, accident claim, land acquisition compensation and lumpsum claim of maintenance on divorce or separation in case of married women.



- 4. Time Deposit Account-** An amount of Rs. 200/- or multiples of Rs. 200/- can be deposited in the Post Office Time Deposit Account by any person singly or jointly with another person for a period of 1, 2, 3 or 5 years period. The money deposited in this account shall earn an interest at the rate of 8.2-8.5%, depending upon the duration of deposit. This is a good way of saving and multiplying money during the time you do not need it. You may extend or renew the deposit if you do not need it at the end of the period of deposit.



5. Public Provident Fund Account-

This is a flexible savings scheme where you may deposit a minimum of Rs.500/- in a year, in one or more installments (upto 12 installments). At the most, upto Rs1 Lakh may be deposited in this account in a year. The accounts can be opened in the name of an adult or a child. The interest earned is added to your deposit amount over a 15 year period and at the end, you receive the money with interest earned on it and you are not required to pay any tax on the whole amount. This is a good saving scheme for those who do not have a regular monthly income or who can not save in a regular manner every month. This Scheme is also useful for those who have regular income and want to save something every month. The account can be extended after 15 years for another 5 years on maximum 2 occasions. Therefore, you can save in this scheme for 15, 20 or 25 years.



6. National Savings Certificates (NSCs)- The Post Office issues National Savings Certificates for a minimum amount of Rs100/- and the person can get the Certificate by paying any amount like Rs. 100/-, 500/-, 1000/- 5000/- and 10,000/- for a period of 10 years or upto Rs1 lakh for a period of 5 years. The amount of money paid for the Certificate and interest earned on it shall not be taxed by Government.



7. Senior Citizen Savings Scheme Account-

The scheme is for old persons aged 60 years or above. Those persons who have retired from service before 60 years on their own request and are above 55 years of age can also avail benefit under the scheme. Any person, along with wife or husband, can open this account with at least Rs1000/- or more and can deposit at the most Rs15 lakh for a period of 5 years. The deposit may be further continued for another 3 years, after the initial 5 years. The interest on the amount deposited may be asked to be credited every 3 month in the savings credited every 3 months in the Savings Account opened in the same Post Office for withdrawing the money to support needs of the person.

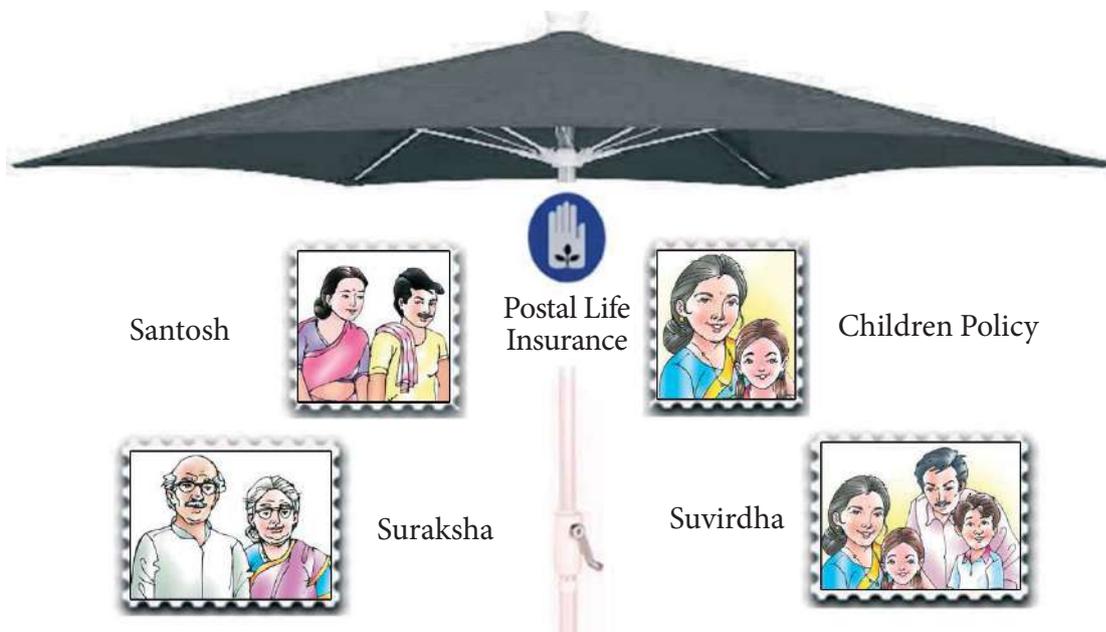


Postal Life Insurance Plans

- All Insurance Plans are there to support your needs during old age or to support the needs of your family in case of your early or accidental death.
- Medical examination of the person taking these plans is compulsory.
- No money is received by your family/ dependants in case you have an insurance plan in your name and you put an end to your life.

You can put your money in any of the following Insurance Plans:

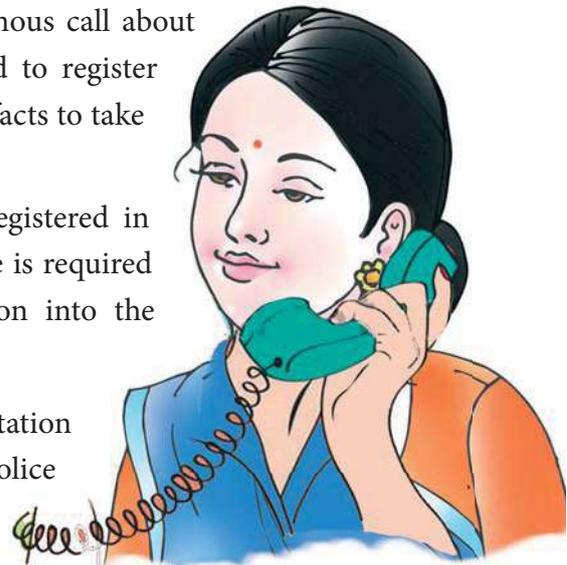
1. SURAKSHA (Whole Life Assurance)
2. SUVIDHA (Convertible Whole Life Assurance)
3. SANTOSH (Endowment Assurance)
4. SUMANGAL (Anticipated Endowment Assurance)
5. YUGAL SURAKSHA (Joint Life Assurance)
6. Scheme for Physically Handicapped persons
7. Children Policy



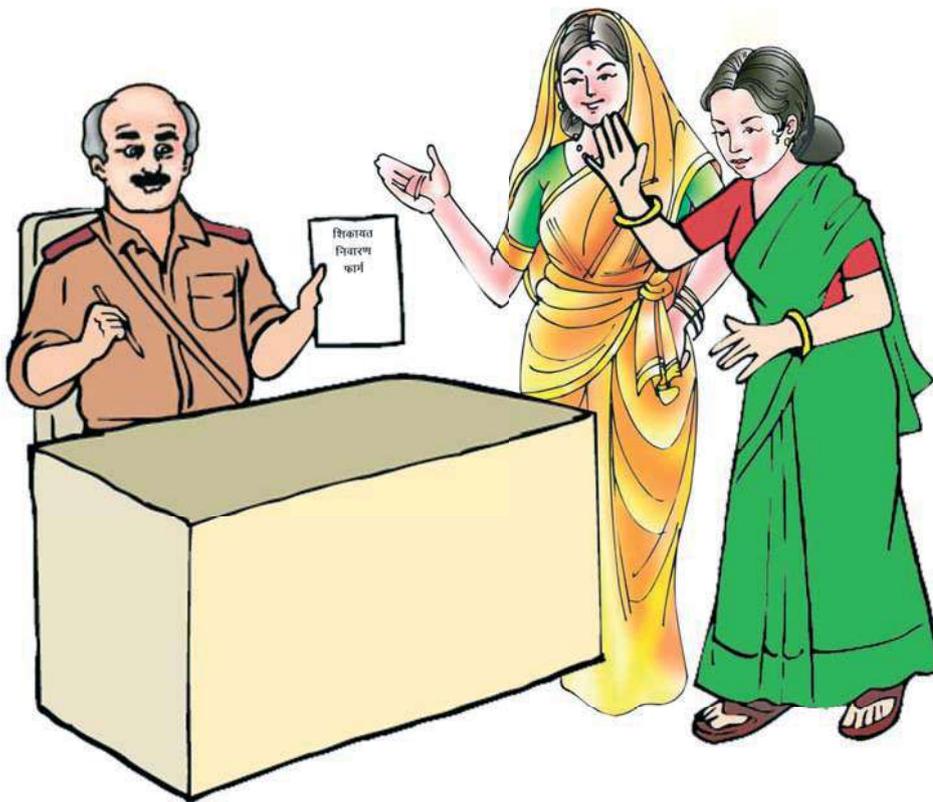
Reporting Crime to Police

Reporting Crime to police:

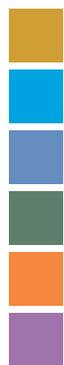
- To report a crime to Police, we can go to the nearest Police Post or Police Station or make a report crime on phone.
- Who can report a crime to Police?
 - Person against whom a crime is committed OR
 - Family member/ Friend/ Neighbour/ Passer-by who has seen the crime happening
 - Anyone who comes to know about the crime having been committed, which includes common public and a police officer.
- What happens when you report the crime to “Duty Officer” in Police Station?
 - The “Duty Officer” may only make a daily diary record of crimes that are not very serious.
 - The Police shall record the “First Information Report” called “FIR” in cases of very serious crimes like murder, rape, theft, causing grievous hurt, abduction, kidnapping dowry death, dowry demand, etc.
 - FIR mentions the name and details of the person lodging the FIR.
 - Even if police receives an anonymous call about any serious offence, it is required to register the complaint and investigate the facts to take action.
 - In all such cases where FIR is registered in cases of reported crime, the Police is required to immediately begin investigation into the crime.
- You need not always go to Police Station to report a crime. You can inform Police about the crime even on take phone for recording the FIR.



- When ever you report a crime to Duty Officer in Police Station and he writes down your report, demand that the information recorded be read out to you before you sign it. In case of any wrongly recorded information get it corrected before you sign it.
- Always ask for a copy of the FIR. It is your right and it is the duty of the Police Officer to give you a copy of the FIR registered at your instance, free of cost.
- Essential Information to be recorded in F.I.R :
 - Your name and address.
 - Date, time and location of the crime reported by you.
 - Clear and accurate narration of facts of the incident of reported crime.



- Names and other details related to identify of persons involved in the incident to the extent you know. It doesnot matter if the identify of persons involved in the crime is not known to you as FIR shall be recorded against unknown persons and Police will identify the individuals involved while investigating the crime/ incident.
- Names & details of other persons who had seen the incident.
- A police officer has a duty of recording FIR of any crime that comes to his knowledge or is reported to him by any person.



- What should be done if Police Officer does not record the FIR of the crime reported by any person?
 - Meet the senior officers of Police like the area Superintendent of Police with a request to record FIR based on your information.
 - Alternatively, send your complaint in writing to the Superintendent of Police by Registered Post with “Acknowledgement Due” card. Keep safely the proof of such a dak sent by you.
 - If the senior Police officers too do not order registrations of FIR in the Police station for investigations, you may file a written complaint with Magistrate of the area.

- Even if the Police Officer says that the crime/ incident falls within the area of another Police Station in order to avoid recording it, tell him to record “Zero F.I.R”. Later on, the “Zero FIR” is transferred to the relevant Police Station, as decided by senior Police Officers alongwith the records of investigation done upto the date of transfer of F.I.R.



- Never file a false complaint with Police, as you can be punished by the Court for doing so.
- Do not exaggerate or distort facts while reporting to Police, as it will delay and mislead the investigation by Police.
- The “Daily Diary Register” and “F.I.R” form are two different documents. On your exposure visit to a Police Station alongwith other *Sakhis/ Sahelis/ Kishoris* see both documents.
- F.I.R. is a permanent record at the Police Station.
- A copy of the F.I.R. is to be given to the complainant by the police station lodging F.I.R.

DELHI POLICE HELPLINE: 1091

Other States also have Police Helplines



National Institute of Public Cooperation
and Child Development