



Guidelines to be followed by District Training Centre (Mother NGO) for ASHA training on 6th and 7th module

In order to maintain the standards and quality of ASHA training, the following norms need to be strictly followed at the District Training Centre:

A. Training Norms:

- A.1:** Each batch of training should comprise of 20-25 trainee ASHAs. The BMOH, in consultation with the representative of the District training Centre will draw up a list of trainee ASHAs keeping in mind that all ASHAs belonging to a Gram Panchayat has to be accommodated in the same batch.
- A.2:** If any ASHA is pregnant or lactating at the time of her scheduled training, she can't participate in the training. However, she will be accommodated in other batches scheduled for training later at the District training Centre. The BMOH needs to keep this in mind while preparing the list of trainee ASHAs in his/her block.
- A.3:** ASHAs are to report at the training venue in the morning of the first day of the training. Delay or absence without any valid reason will lead to cancellation of her name for training in that particular round. No travelling or training allowance will be provided in such case.
- A.4:** The resource persons deputed for the training will have to report at the District Training Centre well in advance before commencement of the training session.
- A.5:** Training schedule should be displayed at the training venue/classrooms.
- A.6:** Training should be conducted as per the approved training schedule.
- A.7:** All ASHAs will have to undergo a skills test on the fifth day of the training. The checklists for conducting the test will follow the standard format provided by the State ASHA Cell. The skills test will be conducted by the District Trainers and marking will be done as per instructions provided in the checklist.
- A.8:** Banner of the training should be displayed in the District Training Centre and the classrooms as well.
- A.9:** During the training separate daily attendance registers for both trainers and trainees are to be maintained by the District Training Centre and kept at the training venue/classroom itself. Other records and registers as listed in **Section B** also need to be maintained by the District Training Centre.
- A.10:** The cleanliness of the classroom needs to be maintained and adequate provision of drinking water should be available.
- A.11:** Batch wise training reports in formats, as specified by the State ASHA Cell, should be sent to the DH&FWS and State ASHA cell monthly.

B. Records and Registers:



- B.1:** The following records and registers need to be maintained by the District Training Centre as per specified formats provided by the State ASHA Cell:
- B.1.1:** Attendance Register for Trainees at the Hostel / Unit where the trainee ASHAs will stay
 - B.1.2:** Register for Registration of Trainees
 - B.1.3:** Trainees' Profile
 - B.1.4:** Material Distribution Register
 - B.1.5:** Daily Attendance Register for Trainees in the classroom
 - B.1.6:** Daily Attendances Register for Trainers
 - B.1.7:** Pre - Post Questionnaire
 - B.1.8:** Session Feedback Form
 - B.1.9:** Checklist for skill testing on wrapping a newborn, hand washing, techniques of breast feeding, weighing a newborn and administration of paracetamol.
 - B.1.10:** Visitors Register
 - B.1.11:** Suggestion Book
 - B.1.12:** Batchwise Training Report
- C. Other Administrative Norms:**
- C.1:** As mandated by GOI, ASHA training is strictly residential. No ASHA will be allowed to leave the training institute without written permission of the coordinator of the District Training Centre who in turn will take a written permission from the BMOH of the concerned block.
 - C.2:** On reporting at the District Training Centre, all ASHAs are to sign in the register for registration which will be maintained by the District Training Centre in the specified format provided by the State ASHA Cell.
 - C.3:** District Training Centre will depute one person as the organizational representative who will be responsible for maintaining all liaison and linkage with the concerned block, district and state authorities.
 - C.4:** All trainers of the District Training Team needs to be intimated vide a letter stating the no. of days they will be engaged for the training sessions as per schedule.
 - C.5:** A daily register of all Resource persons/trainers taking session during each round needs to be maintained at the District training Centre. This register will also be used for making payments to the Resource persons concerned and signed regularly.
 - C.6:** The approved and budgeted rates for this training should be displayed at the notice board of the office of the District Training Centre.



- C.7:** The daily food chart should be displayed in the notice board of the office of the District Training Centre.
- C.8:** There should be adequate arrangement for providing First Aid, if required, at the District Training Centre.
- C.9:** There should be adequate arrangement for providing Fire Safety at the District Training Centre.
- C.10:** Each classroom should have a white board, markers, a standing board for clipping on chartpapers and other training materials, and a wall clock.
- C.11:** Sufficient electric lights and fans should be provided in the classrooms as well as in rooms where accommodation has been arranged for the trainees.
- C.12:** The rooms and toilets should be cleaned twice daily.
- C.13:** Cooking and dining space should be maintained in a hygienic manner with proper drinking water facilities.
- C.14:** The District Training Centre should have a waiting space for the visitors of the trainee ASHAs. The visiting hour should be displayed in the walls of the waiting space and the notice board as well. The District Training Centre should maintain a Visitors Register as per specified format which will be available during the training period in the office.
- C.15:** Suggestion book for documenting the remarks of the authorities visiting the District Training Centre should be maintained in the District Training Centre.
- D. Financial norms:**
- D.1:** A separate savings bank account needs to be maintained for training of ASHAs in 6th & 7th modules, with two mandatory signatories.
- D.2:** All payment vouchers should be printed with a serialized number in place. All such vouchers and cash memos will be marked on the face with a rubber stamp as "ASHA Training – 6th and 7th Module".
- D.3:** All payments above Rs. 3,000.00 to be made by cheque.
- D.4:** The payment to ASHA regarding Training Allowance and Travelling Allowance should be completed on the last day before the trainees leave the training centre.
- D.5:** All payments to the resource persons who are part of the District Training Team should be done on a daily basis.
- D.6:** Cash book and ledger should be updated daily.
- D.7:** Cash advance taken for any activity must be approved in writing by the competent authority and maintained in a file. Any advance should not exceed an amount of Rs. 10,000.00 (Rupees Ten Thousand only). All advances taken must be cleared within the next two days.



- D.8:** All administrative and financial records and registers should be available at the District Training Centre during any point of time during normal office hours.
- D.9:** Timely submission of SOE and UC as per NRHM norms to the District Health and Family Welfare Samity needs to be strictly adhered to.