



शिक्षा का अधिकार

सर्व शिक्षा अभियान  
सब पढ़ें सब बढ़ें  
SAMAGRA SHIKSHA

OFFICE OF THE U.E.E. MISSION

(A Society Under Education Department, Govt. of NCT of Delhi)

Lucknow Road, Delhi - 110054

Ph.23810361, 23810647, Tele Fax:-011 23811442

Email:-spd\_delhi@rediffmail.com

No: DE 29(3)UEEM/OSD/SS/2019 (250)/4764-84

Dated:- 03.02.2021

### CIRCULAR

**Sub: Adolescent & Menstrual Health and Hygiene workshop cum counseling session for the students in Elementary & Secondary schools under Major Component -Gender & Equity and Sub Component-Special Projects for Equity under Samagra Shiksha FY 2020-21.**

Menstrual Hygiene Day is celebrated on 28<sup>th</sup> May every year. This year, the theme is "It's Time for Action!" and the goal is:

- to enable better school attendance and learning outcomes
- greater mobility and opportunities,
- greater self-determination and well-being
- a healthier and more confident adolescent.

**Implementation Level-School Level**

**Total Schools-** 610 schools

**Total Students-** 2, 22,000 Approximately

- In the year 2020-21, it is proposed to conduct workshops in an online mode keeping in mind the COVID-19 situation.

ii. **The approved physical and financial outlay is as under:**

Level	Activity	Physical Target (No. of schools)	Unit Cost (Rs. In Lac)	Financial (Rs. In Lac)
Elementary	Adolescent Health and Hygiene	14	0.07000	0.98
Secondary	Menstrual Health & Hygiene	596	0.07000	41.72
<b>Total</b>		<b>610</b>		<b>42.7</b>

*MHP*  
01/02/2021

## 1. Guidelines for conducting the activity:

- i. It is proposed to conduct workshops in an online mode keeping in mind the COVID-19 situation.
- ii. Online workshop sessions will be organized in 610 schools of DOE for classes VII to VIII to inform the children about menstruation and puberty changes and provide effective management of menstrual health and hygiene. List of schools at **Annexure-A & B.**
- iii. Through this project overall 610 schools including 425 only girls' schools and 185 co-ed schools will be covered, and approximately 220000 students will be sensitized.
- iv. 20 Resource persons from NGO-Sachhi Saheli will conduct the sessions in selected 610 schools.
- v. 350 students will participate in one online session.
- vi. **Nodal officer of Kishori Yojana** will be the nodal officers for this workshop in each school.
- vii. HoS to attend the workshop and provide the feedback form after completion of the workshop and ensure that the booklets are distributed to only girls of class VIII who will attend the session and Surplus books will be kept in Library Section of the School.

### 1.1 Instructions for Nodal Officers:

The Nodal Officer shall-

- i. Play a pivotal role as they will be in direct communication with students, VII and VIII class teachers of respective school and Resource Persons at **Annexure A & B.**
- ii. Ensure 100% participation of girls of classes VII and VIII in the workshop.
- iii. Ensure smooth conduct of the workshop by addressing issues that may occur during the virtual session.
- iv. Ensure all the girls of participating schools join the online session on time.
- v. Provide the feedback and suggestions after the completion of the workshop to concerned CRCC.

### 1.2 Instructions for Class Teacher of VII and VIII

The Class Teacher will-

- i. Also attend the workshop along with the girls of her respective class.

*mbh*  
*01/09/2021*

- ii. Maintain a class wise list of student details including their contact number and their attendance report in workshop.
- iii. To take the feedback from the students after the completion of the workshop.
- iv. Coordinate and provide the Nodal Officer with all the required details.
- v. Provide the feedback and suggestions after the completion of the workshop to concerned CRCC.

### 1.3 Instructions for CRCCs:

CRCC of the respective school will –

- i. Also join the online workshop and monitor the session.
- ii. Take care of the issues and report them timely to respective DURCCs for resolution.
- iii. Provide the feedback and suggestions after the completion of the workshop to concerned
- iv. Handover the feedbacks of Class teacher and Nodal Officer to concerned DURCC.

### 1.4 Instructions for DURCCs:

- i. DURCCs to connect one of the online workshop sessions when being conducted in their respective district.
- ii. To provide their feedback and suggestions after the completion of the workshop to SS HQ.

#### NOTE:

The feedback formats for HoS, Class Teacher, Students, Nodal Officer and CRCC are placed at Annexure C,D,E,F and G respectively.

The Details of the Online Session is as below:

Details of the Online Sessions	Class VII and VIII
Total Resource Persons	20
Total Number of students to Participate	Approx. 2,22,000
Total Number of Online Sessions Required to cover total students.	630
Total Number of Students to attend 1 Session	350
Duration of one Session	1 Hour Approx.

*MHP*  
01/02/2021

The Online sessions will commence from **February 05, 2021** and will be conducted in two batches including Saturdays. The Details of batches are:

Batches	From Time	To Time
Morning Batch	7:30 am	9:00 am
Evening Batch	6:30 pm	8:00 pm

### 1.5 Distribution of Menstrual Awareness Books:

- i. An informational handbook called Maahvari ki Kahani will be provided to the 610 selected schools for distribution to girls of Class VIII.
- ii. This book will have easy and understandable language with pictorial illustrations to provide sufficient information about puberty, menstruation, and hygiene management.
- iii. The DURCCs will collect the handbooks from SS-HQ for further distribution to the selected schools. The Date and Time will be intimated by mail.
- iv. The nodal officers will keep a record of the distribution of books to girls of class VIII.
- v. Samagra Shiksha In-charge of the concerned schools will make relevant entries in the stock registers of SS.
- vi. **Total of 102971 books shall be distributed to only girls of class VIII who will attend the session.**
- vii. Surplus books will be kept in Library Section of the School.

### 1.6 Expected Outcome:

The workshop will:

- i. Ensure that the participant understands that her opinion is valued.
- ii. Use ice breakers and participatory methods (drawing, brainstorming, games and drama) to engage girls and make the activity fun.
- iii. Maintain neutrality – do not react to their comments with negative or positive emotions that may influence their responses.
- iv. Ensure that the participant knows where to find more information on Menstrual Hygiene Management.
- v. Thus it will be supportive space for girls to talk about menstruation and menstrual hygiene without inhibition.
- vi. Disposal of menstrual waste is of major concern as it affects health and environment .They shall also guide about the correct way of disposing used

*Map*  
*01/02/2021*

Sanitary Napkins in Sanitary Napkin Incinerator installed in schools through Samagra Shiksha.

- vii. Resource Persons will be able to sensitize teachers and students and give them a better understanding and knowledge on the menstrual health & hygiene, adolescent health issues .
- viii. Menstruation will no longer be a stigmatized subject in schools where orientation workshops will be held.

Program activities would enable the students to learn to overcome fears; it will make them confident and self-caring.

## 2. Financial Norms

The approved physical and financial outlay for “**Adolescent & Menstrual Health and Hygiene workshop cum counselling session for the students in Elementary & Secondary schools** are given below:

S. No	Level	Activity	Physical Target (No. of schools)	Unit Cost (Rs. In Lac)	Financial (Rs. In Lac)
1.	Elementary	Adolescent Health and Hygiene	14	0.07000	0.98
2.	Secondary	Menstrual Health & Hygiene	596	0.07000	41.72
<b>Total</b>			<b>610</b>		<b>42.7</b>

**Budget Bifurcation for on-line training workshop is as below:**

S. No	Particulars	Physical Target	Amount in Rs.
1	Honorarium for Resource Person @1000 per session.	630 Sessions	630000
2	Zoom connections @ 1800 (including GST)per connection	20 connections for 1 month	36000
3	Procurement of books named "Mahawari Ki Kahani" @35 per book	102971 books	3604000
<b>Total</b>			<b>42,70,000</b>

*Handwritten signature and date: 01/02/2021*

All the Heads of concerned schools mentioned in the list placed at **Annexure A** will initiate the workshop and get it accomplished and submit a compiled report of the workshop undertaken w.r.t **"Adolescent & Menstrual Health and Hygiene workshop cum counseling session for the students in Elementary & Secondary schools"** in schools along with **online recorded sessions** given to students to concerned DURCCs of their respective district through mail.

This is issued with the prior approval of the Competent Authority.

*Mohinder Pal*  
01/02/2021

**(Mohinder Pal)**  
**Deputy Director of Education**  
Samagra Shiksha-Delhi

**Encl:- As Above**

No: DE 29(3)UEEM/OSD/SS/2019 (250)/4764-84

Dated:- 03.02.2021

**Copy to:-**

1. All DDE (District), Directorate of Education, GNCTD
2. FCA (Samagra Shiksha)
3. P.S to Secretary (Education), GNCT of Delhi.
4. P.A to SPD (Samagra Shiksha), Directorate of Education, Delhi.
5. All Concerned HoS
6. All DURCCs are directed for smooth conduct of the activity through CRCCs
7. Guard File.

*8- So (IT) Up Loading*

*Mohinder Pal*  
01/02/2021

**(Mohinder Pal)**  
**Deputy Director of Education**  
Samagra Shiksha-Delhi