

RUHSA DEPARTMENT, CMC, VELLORE

DCHM - ELECTIVES

General Guidelines & Informations

Each student will be attached to individual guides apart from the Elective Coordinator. Since this is more of a self directed learning, the students are expected to take only the guidelines from the elective Coordinator and guides and to put their own efforts. However to give some insight into the Elective Study and to bring in uniformity the following informations are given.

I. Field study/Numerical Data Based ActivityPlanning

1. Identification of a study problem/area
2. Identification of resources (literature, data etc)
3. Literature review and listing related findings
4. Setting goals and objectives
5. Framing hypotheses (if relevant)
6. Listing concepts and variables
7. Defining concepts and variables
8. Identifying the methods of data collection
9. Preparing dummy tables
10. Identifying the scope and limitation of the study
11. Listing tentative chapters and sub-chapters
12. Presentation of plan proposal

Survey

1. Preparation of data collection tool
2. Pretesting and improving (if needed)
3. Data collection
4. Analysis and interpretation
5. Report writing
6. Presentation for comments and suggestions
7. Corrected final report submission

II. ReviewsPlanning

1. Identification of a study problem
2. Identification of resources
3. Setting goals and objectives
4. Preparation of bibliography
5. Preparation of time plan for review
6. Presentation of objectives, classified bibliography and time plan.

Analysis and Interpretation

1. Comparative concepts and variables
2. Differences in methods, definitions and time periods of the respective studies
3. Comparable findings
4. Differences in geographical specifications/characteristics
5. Other informations found relevant by the participant
6. Report writing
7. Presentation for comments and suggestions
8. Corrected final report submission

III. Curriculum Development

Planning

1. Background and introduction
2. Study problem
3. Necessity for the curriculum to be developed
4. How the curriculum will be administered
5. Expected shortcomings and how to overcome them
6. Literature review and discussion with guides
7. Overall time plan framing

Writing Curriculum

1. Overall goals
2. Needs assessment tools forming
3. A systems approach design planning
4. Preassessment tools forming
5. Objectives and sub-objectives forming
6. For each sub objectives content forming
7. For each content methodology framing
8. For each content resource person fixing
9. For each content time allocation
10. For each content review and evaluation fixing
11. Overall evaluation tools framing
12. follow-up ways suggesting

IV. Manuals

Through the manuals follow broadly the same steps as in curriculum development, the content dealing along with diagrams and pictures will be elaborated fully unlike in curriculum development.

The General format for Presenting the Electives report

- * Title Page
- * Acknowledgement
- * List of tasks/Charts/maps and diagrams
- * List of contents
- * Main body
 - Introduction
 - Review of literature and specific inferences drawn
 - Implications of the work to the existing knowledge and also to his/her organisation.
 - References or Bibliography
 - Appendices

Electives Evaluation

The evaluation of the electives will be done as three parts.

1. Evaluation of the process
2. Evaluation of the content/material
3. Evaluation of the presentation

1. Process

Processes includes regularity of meetings with the guides, elective coordinator and discussing about the topic, development of topic and content, development of the techniques of review and development of outline of report etc.

2. Content

Content includes title, objectives, sequence of materials, methodological details, language style, clarity, summary and conclusions etc.

3. Presentation

In presentation

In presentation the following criteria will be considered for evaluation.

- a) Organisation and style of presentation
- b) Logicality of the report and argument
- c) Familiarity with the concepts and ease/confidence in presentation
- d) Openness to ideas and criticisms
- e) Utilisation of A.V. Aids and its appropriateness

11-6-02

RUHSA DEPARTMENT, CMC&H, VELLORE**Training on PGDCHM Course****RUHSA Introduction**

The RUHSA Department, Christian Medical College & Hospital was started in the year 1977 as a community health and development programme away from 25 Kms. CMC&H to serve the needs of the rural developmental block K.V. Kuppam population over 1,00,000. Apart from its multi-dimensional activities to improve the health, nutritional and socio-economic status of the needy, RUHSA undertakes to develop the human resources of voluntary organisations, educational institutions, government service departments and others working on similar lines in rural areas throughout the length and breadth of India. Since its inception, RUHSA has trained over 20,000 personnel in various aspects of health care delivery and development issues.

Resources available for training**1. Faculty:**

Full time Training Consultants, Training Officers, Health Educator, Nutritionist/Psychologists, Public Health Consultants, Doctors, Nurses, Para-medical Workers & Public Health Personnel.

2. Conference Hall & Class Rooms

3. Trainees hostel facilities for over 200 persons, separately for men and women.

4. Canteen

5. Computers for material preparation & documentation.

6. Library**7. Media Centre****Salient Features of RUHSA Training**

- * Well planned curriculum with specific objectives
- * Flexible to accommodate participants desired needs
- * Management Evaluation Team (MET) from participants, to monitor workshop process & provide feedback for improvement
- * Participatory Training methodologies
- * Theory combined with practicals
- * Highly qualified & experienced Resource Persons with different specialisations.
- * Field programmes for observation & practice of learning
- * Visit to other NGOs

PGDCHM

The Diploma in Community Health Management (DCHM) is a course started at RUHSA Department, CMC&H, at it's Campus, in 1983 in association with the Voluntary Health Association of India, New Delhi. Planners of this course saw the need and demand for competent and committed personnel in community health management for developing countries. The lack of personnel and managers with the attitude, knowledge, skills and experience to provide dynamic leadership in this area was also identified. The basic curriculum was developed in the international consultation held at RUHSA in 1982. Subsequently curriculum modifications were made every year on methodology and integration.

The DCHM course is planned to prepare:

Managers, planners and Team Leaders for integrated Community Health and Development projects.

Effective Trainers and Personnel for potential community health and development training and research centres of non-government and government organisations.

OVERALL GOAL

The overall goal of this course is to make available people who have the skills and knowledge to be effective at the management and supervisory level of Community Health and Development programmes, projects and activities; people who are concerned about social justice, health and economic status of the people, willing to work for the oppressed and marginalised and weaker sections of the community and prepared to learn and grow personally with a desire to make health and healthy community life a reality for all people.

CORE SUBJECTS

- Health & Development (HAD)
- Management & Administration in Health & Development (MAD)
- Techniques of studying community (TSC)
- Studies in Society (SIS)
- Effective Change Agent (ECA)

MODULES AND WORKSHOPS

- Primary Health Care
- Society & Culture
- Community Orientation Programme
- Participatory Training Methods
- Reproductive Child Health
- Communicable & Non-communicable diseases
- Community Survey Techniques & Research Methods
- Demography and Computer
- Motivation & Human Relations
- Counselling
- Human Resource Management
- Leadership
- Managerial Skills
- Personality Development
- Accountancy for Managers
- Materials Management
- Strategies of Social change
- Epidemiology
- Designing Training Curriculum
- Project Formulation
- Project Evaluation
- Community Nutrition
- Communication & Behaviour Modification
- Health Education Strategies
- Biodiversity & Environmental Health
- Rural Occupation & Economy
- Community Development
- Government policies, Plans, Programmes in Health & Development

- Role of NGOs in Poverty Eradication
- Pre-school Education
- Community participation & Organisation
- Management of Income Generation Programmes
- Rehabilitation & Social Welfare
- Issues in Health & Development
- Educational Tour
- Elective study
- Practicum

OUTCOMES EXPECTED

On completion of this course, the candidate will have the foundation to:

- Plan, organise, implement and evaluate Community Health and Development programmes.
- Carryout a survey using quantitative and qualitative methods.
- Use skills and techniques of management to ensure efficient and effective use of resources.
- Take leadership in working with team members and community representatives in planning detailed activities required to accomplish health and development goals and objectives.
- Develop an interest to serve the weaker sections of society and take initiative to equip oneself through self-directed learning.
- Determine and provide for the Human Resource Development of the personnel required for the programme.
- Develop a desire to improve one's own personality to function more efficiently as a change agent in the community.

SELECTION CRITERIA

- * Bachelor's degree in any discipline which includes Arts, Science, Social Science, Law, Management, Engineering, Medicine, Nursing etc.
- * Ability to handle English as a medium of learning.
- * Strong motivation and commitment towards working for the underprivileged.
- * Must attend interview conducted at CMCH along with original certificates.
- * Sponsored candidates will be given priority.

For Foreign Students

- English Language
- Health condition
- Provisional selection subject to final selection in the interview and Health Check up
- * The selected students should et a 'Student Visa' valid for the entire duration of the 1 year course.

Medical Fitness

In order to avoid investing in long term training on candidates who may not be able to provide community service, candidates with the following disease condition will not be selected.

1. Chronic heart disease
2. Chronic liver disease
3. Malignant conditions
4. HIV/AIDS
5. Active pulmonary tuberculosis on current treatment
6. Other deliberating conditions

Training Methodologies

Lecture	Programmed-learning
Group work	Quiz
Discussion	Case-study
Field visit	Book-review
Exercises	Problem based learning
Video	Self-directed learning
Demonstration	Field study
Simulation games	Elective
Role play	Practicum
Debate	

COURSE DETAILS

1. Course Duration : 1 year
2. Prospectus & application forms available from : 1st week of April 2002
3. Last date for acceptance of completed application forms : 7th June 2002
4. Date of Interview : 25th July 2002
5. Course commencement : 1st August 2002
6. Course fee : Rs.4,600/- (Including Accommodation & Cost of hepatitis 'B' vaccine)
* Food expenses extra - Rs.1000/month (For South Indian Food)
7. Partial scholarships are available for deserving students to cover the course fees and educational tour. Application for this should be sent to the Head of RUHSA Department.
8. Prospectus and application forms can be obtained by submitting a crossed Demand Draft for Rs.300/- (not refundable) drawn in State Bank of India, payable at Bagayam, Code No.2203, in favour of "CMC VELLORE ASSOCIATION ACCOUNT" from:
The Registrar,
Christian Medical College,
Vellore 632 002 Tamil nadu.

HOW TO REACH RUHSA

Nearest Railway Station : **KATPADI JUNCTION**

From Vellore or Katpadi any bus going to Gudiyatham via K.V.Kuppam will take you to RUHSA or P.K.Puram stopping. From there RUHSA Campus is within ½ k.m walking distance. Few buses come straight into the campus also.

FOR FURTHER DETAILS CONTACT

THE HEAD
RUHSA DEPARTMENT
CHRISTIAN MEDICAL COLLEGE & HOSPITAL
RUHSA CAMPUS P.O 632 209.
VELLORE DISTRICT
TAMILNADU, INDIA

PHONE : 04171 - 46251,46252,46255
FAX : 04171 - 46255
GRAMS : RUHSA, KILVAYATTANANKUPPAM

INTEGRATED HEALTH AND DEVELOPMENT PROGRAMMES (IHAD)

GENERAL AND SPECIFIC OBJECTIVES

1. To describe the role and functions of Health and Development NGOs and the issues involved in developing linkages:
 - 1.1. To state the roles and functions of health and development NGOs.
 - 1.2. To explain the issues related to NGOs dealing only Health Programmes, only development programmes and both Health and Development Programmes (RUHSA).
 - 1.3. To analyse the concept of integrated health and development.
 - 1.4. To list out the components of a NGO involved in health and development programme.
 - 1.5. To discuss the philosophy of different Voluntary Agencies.
 - 1.6. To chart out the history of various development programmes.
 - 1.7. To identify the goals and objectives of the organisations visited.
 - 1.8. To identify the staffing pattern and structure of the various developmental organisations.
 - 1.9. To explain the issues involved in developing linkages among NGOs.
2. To describe and appreciate the various approaches and its advantages of different sections in Health and Development Programmes by GO and NGO
 - 2.1. To explain the health and development activities of the NGOs.
 - 2.2. To describe the various approaches/strategies adopted to implement health and development programmes by NGOs and GO.
 - 2.3. To discuss the merits and demerits of approaches / strategies adopted by NGOs by comparing one with other.
 - 2.4. To state the types of beneficiaries under health and development programmes.
 - 2.5. To list out the sources of funding and the budget plans of the different NGOs.
 - 2.6. To identify the problems faced by NGOs (each organisation) in the achievements of its goals and objectives.
 - 2.7. To list out the achievements and failures of NGOs (developmental organisation).
 - 2.8. To discuss the utilisation of programme by the target population.
 - 2.9. To analyse the level of community participation in the organisational activities.

Introduction, motto.

Objectives -

• Location

Beneficiaries.

Collaboration with other organisations.

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RUHSA DEPARTMENT, CMCH, VELLORE
WORKSHOP "ON COMMUNICATION"
A SYSTEMS APPROACH

1. INTRODUCTION

Communication becomes the key factor in the process of development as the cry of a new born is described as the first act of communication. Communication is a function of life. It is rooted in human existence. If we improve our communicating skills, we can greatly increase the efficiency of our communicating with benefit to the productiveness of our work and the enjoyment of our relationships. At work most jobs have some communication component. Most managerial administrative and professional jobs depend very largely on successful communication. Teaching and the academic world generally, is largely about communicating. The ability to make contact with others to understand them and enable them to understand us is a communication skill of the highest order. Both at work and outside it, the quality of our personal relationship depends heavily on the quality of our communication. Communication can serve to stimulate new thoughts, new feelings and in turn this will help people to choose the behaviour which they feel is the best for them. The goal of this workshop is to enable the participants "To acquire knowledge and skill to use effective media and mass communication".

2. NEEDS ASSESSMENT

Basic needs will be identified through the review of the previous years curriculum.
Participants expressed needs will be identified after distributing the objectives, based on the basic needs through discussion.
Entry level of the participants will be identified through a questionnaire and discussion.

3. GENERAL OBJECTIVES

- a. To describe various basic effective communication skills, required for community development services.
- b. To develop appropriate messages for problem identification and issues related to message formation and education.
- c. To discuss the effective communication in the organisational setting.
- d. To explain the role journalism in mass communication.
- e. To describe the role of media in rural health and development.
- f. To operate atleast three audio visual equipments.

4. METHODOLOGY

Group exercise, group discussion, presentation, role play, field visit, video, slides, lecture and demonstration.

Resource Personnel: Mr. Mathew, Mr. Sekar, Mr. Stalin,
Mr. Asokan, Mr. Alexander.

5. IMPLEMENTATION

Date	.. 20.1.2003 TO 24.1.2003
Venue	.. RUHSA Campus
Medium of Instruction	.. English
Coordinator	.. Mr. S. Stalin

6. EVALUATION

Presentation, group work, attendance, MET presentation, post evaluation.

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$$1500 \times 100 = 150000$$
$$1500 \times 100 = 150000$$

RUHSA DEPARTMENT, CMCH, VELLORE

WORKSHOP ON "COMMUNICATION"

20.1.2003 (MONDAY)

08.30 - 10.30 : Registration, Inauguration, Preevaluation and Needs assessment.

Objectives : 1. To collect filled in application forms
2. To have self introduction by staff and participants.
3. To explain anticipated outcomes.
4. To assess participants' pre-entry knowledge and skill.
5. To listout participants' expectations.

-- MR. STALIN

11.30 - 12.30 P.M.

To describe various basic, effective communication skills required for community development services.

Introduction to communication

- * To explain the importance of communication skills in health and development programmes.
- * To define communication
- * To state atleast four elements of communication.
- * To list atleast four types of communication.
- * To explain atleast three barriers of communication.

-- MR. STALIN

02.00 - 03.30 P.M.

Communication Theories & Principles of Communication

- * To discuss atleast two models of communication
- * To listout atleast ten principles of communication
- * To explain atleast five principles of communication.

-- MR. MATHEW ASIRVATHAM

04.00 - 05.00 P.M.

The Communicator and Public Speaking

- * To explain atleast five qualities of a good communicator.
- * To demonstrate the art of attractive public speaking.

-- MR. STALIN

21.1.2003 (TUESDAY)

09.00 - 10.30 A.M.

Behaviour Modification

- * To define the term Behaviour modification
- * To discuss the concepts of Behaviour Modification
- * To explain the steps in Behaviour Modification
- * To state the importance of Communication in Behaviour Modification.

-- MR. MATHEW ASIRVATHAM

11.00 - 12.30 P.M.

To develop appropriate messages for a problem identified and issues related to message formation and education.

Message & Message formation

- * To explain the importance of messages in Health and development communication.
- * To list atleast five points in formation of correct messages.
- * To discuss the method of message formation.
- * To present the correct messages formed during the group exercise.

- MR. STALIN

02.00 - 04.30 P.M.

To discuss the principles of effective communication in the organisational setting.

Organisational communication

- * To discuss the importance of organisational communication.
- * To analyse the four channels of organisational communication.
- * To describe the principles of organisational communication.
- * To listout the barriers of effective communication in organisation.

- MR.SEKAR

22.1.2003 (WEDNESDAY)

09.00 - 10.30 A.M.

11.00 - 12.30 P.M.

Traditional media or performing arts

- * To identify the traditional types of communication.
- * To explain the advantages of performing arts.
- * To demonstrate atleast two performing arts.
- * To create a story line for a given theme.

- MR. ALEXANDER

02.00 - 03.30 P.M. : Folk Arts - Songs & Stories

04.00 - 05.30 P.M. : - MR.SEKAR

23.1.2003 (THURSDAY)

08.30 - 12.30 P.M.

02.00 - 05.00 P.M.

To discuss the role of media in rural health and development

The Audio Visual Aids

- * To define the audio visual aids
- * To explain types of audiovisual aids
- * To discuss the advantages of AV aids.
- * To explain the low cost AV aids used in community education.
- * To prepare and demonstrate atleast three low cost AV aids for better community education.
- * To explain the multimedia strategy in campaign method.

- MR. STALIN

24.1.2003 (FRIDAY)

09.00 - 10.30 A.M.

11.00 - 01.00 P.M.

02.00 - 03.00 P.M.

Journalism & Mass Communication

- * To define journalism
- * To list atleast 4 principles of journalism
- * To state the qualities of a journalist
- * To explain the method of writing articles.
- * To explain the method of reporting editing of any news.
- * To demonstrate the process of preparing layout for a given new letter

- MR.J.S.ASOKAN

03.00 - 04.30 P.M. : Workshop Review
Post Evaluation
- MR.STALIN

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RUHSA DEPARTMENT, CMCH, VELLORE

WORKSHOP ON HEALTH EDUCATION

A SYSTEM APPROACH

Introduction :

People are suffering and dying from diseases, hunger and accidents. Many of these people are children and many of them are growing maimed or stunted in body and mind. Yet much of these death diseases and suffering could be prevented. This is the challenge for health education. Health education is one of the eight components of primary health care as stated in the historic declaration of Alma-Ata Primary Health care is concerned with establishing a system of health care which meets the essential needs of the majority of people. Health education is a very important part of primary health care. The aim of health education is to enable people to define their own problems and needs. Then with their own resources they decide on the action most appropriate to promote healthy living and community well being.

The workshop on health education would facilitate the participants to plan and implement a need based health education programme.

Needs Assessment and Pre-evaluation

- a. The BASIC NEEDS of the workshop will be identified through the previous experience of RUHSA faculty.
- b. The DESIRED LEVEL of the participants will be identified by administering questionnaire.
- c. The PRE ENTRY knowledge of the participants will be assessed by questionnaire.

General Objectives :

1. To explain the concepts of health education.
2. To plan a model health education programme.
3. To describe suitable methods for evaluating a health education programme in a simulated situation.
4. To implement a model health education programme.

Resource Personnel :

Dr. Rajaratnam Abel, Mr. S. Stalin, Mr. Mathew Asirvatham,
Mr. Sekar, Mrs. Jolly Rajaratnam.

Teaching Methods :

Lecture, discussion, group assignment, presentation and demonstration.

Workshop Implementation : Dates : 27.1.2003 to 31.1.2003
Process : Workshop
Coordinator: Mr. Stalin
Medium : English

Evaluation : Presentation, Group work, attendance, post evaluation questionnaire & MET.

RUHSA DEPARTMENT, CMCH, VELLORE

WORKSHOP ON HEALTH EDUCATION

27.1.2003 (MONDAY)

08.30 - 09.00 : Registration, Pre-evaluation,
Needs Assessment - Mrs. Jayalakshmi

09.00 - 10.30 : 1. Introduction to Health Education

- 1.1. To discuss the definition of Health Education.
- 1.2. To explain the need importance for Health Education.
- 1.3. To discuss the concepts of Health Education.
- 1.4. To describe the role of Health Education in Health Care System.
- Lecture and Discussion
- Dr. Rajaratnam Abel

11.00 - 12.30 : 2. Content of Health Education
Communicable Diseases

- 2.1. To list the eight content of Health Education.
- 2.2. To describe the facts of common communicable diseases.
- 2.3. To review the problems of common communicable diseases.
- Lecture - Mr. Stalin

02.00 - 03.15 : 3. Introduction to the Steps in Planning
Health Education

- 3.1. To list the seven steps in planning a field level health education programme.
- 3.2. To discuss the seven steps in planning a Health Education Programme.
- Lecture & Discussion - Mr. Mathew

03.30 - 04.30 : 4. Content of Health Education
Personal and Environmental Hygiene

- 4.1. To discuss the need and importance of personal and environmental hygiene.
- 4.2. To explain the methods of keeping personal and environmental cleanliness.
- Lecture / Video - Mr. Stalin

28.1.2003 (TUESDAY)

08.30 - 09.00 : MET & Review

09.00 - 10.30 : 5. KAP in Health Education

11.00 - 12.30

- 5.1. To define KAP.
- 5.2. To develop KAP schedules.
- 5.3. To explain KAP administering process.
- 5.4. To discuss the importance of KAP.
- 5.5. To analyse KAP results.
- Lecture/Group Discussion /Presentation
- Mrs. Jolly Rajaratnam

02.00 - 03.15 : 6. Identification of Health Problems,
03.30 - 04.30 Prioritisation and Analysis

- 6.1. To discuss atleast three methods of problems identification.
- 6.2. To prioritise the identified problems.
- 6.3. To analyse the selected health problems.

- Lecture, Group work, Presentation
- Mr. Sekar

29.1.2003 (WEDNESDAY)

08.30 - 09.00 : MET & Review

09.00 - 10.30 : 7. Goal & Objectives
11.00 - 12.30

- 7.1. To define the term Goal and Objectives.
- 7.2. To develop Goal for a specific health education session.
- 7.3. To develop objectives for specific health education session.
- 7.4. To discuss the importance of Goal and Objectives to the specific health education session.

- Lecture / Group Work & Presentation
- Mr. Mathew Asirvatham

02.00 - 03.15 : 8. Planning for Health Education on a
03.30 - 04.30 given topic

- 8.1. To plan an health education programme for a given topic.
- 8.2. To plan for different methods and media group work and presentation.

- Lecture & discussion - Mr. Stalin

30.1.2003 (THURSDAY)

08.30 - 09.00 : MET & Review

09.00 - 10.30 : 9. Preparation of Audio Visual Aids for
11.00 - 12.00 Health Education

- 9.1. To plan and prepare a set of Audio Visual Aids for the selected topic.
- 9.2. To discuss the advantages of using multimedia in Health Education.

- Lecture, Group work and Presentation
- Mr. Stalin

02.00 - 03.15 : 10. Evaluation of a Health Education
03.30 - 04.30 Programme

- 10.1. To describe the importance of evaluation in Health Education.
- 10.2. To discuss the methods of preparing evaluation tool.
- 10.3. To develop the evaluation tool for a specific Health Education Session.
 - Lecture, Discussion, Group work
 - Mr. Mathew Asirvatham

31.1.2003 (FRIDAY)

08.30 - 09.00 : MET & Review

09.00 - 10.30 : 14. Implementing Health Education Programme
11.00 - 12.30

- 14.1. To implement a planned Health Education Programme.
- 14.2. To evaluate the health education programme.

Group 1 : Community College Students

Group 2 : Community College Students

- Mr. Stalin

02.00 - 03.15 : Review of the Health Education Programme

03.30 - 04.30 : Post Evaluation
- Mr. Stalin

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Regular informal discussion with the trainees, faculty, observation, group work and presentation, final evaluation questionnaire.

6. EVALUATION:

Process : Self directed learning & Consultation
Co-ordinator : Mrs. Jayalakshmi
Date : 1.2.2003 to 7.2.2003
Venue : RUMSA Campus

5. PROGRAMME IMPLEMENTATION:

Senior staff of RUMSA from different sections.

RESOURCE PERSONNEL:

Group discussion, literature review, Consultation with experts in RUMSA, lecture & interview with beneficiaries.

4. METHODOLOGY:

- To list out the major issues in Health and Development of macro and micro levels.
- To analyse the causes and consequences of the major issues listed out.
- To debate the positive and negative sides of the issues identified.
- To prepare an action plan to sensitise the community on the selected issues.

3. OBJECTIVES:

- Basic needs will be identified through experienced faculty.
- Desired level will be identified through the reflection of the participants after distributing systems approach and through questionnaire.
- Pre entry level will be assessed by administering structured questionnaire to assess the present knowledge, attitude and skills of the trainees.

2. NEEDS ASSESSMENT

Issues in Health and Development as an integrated module of BSc in Health and Development. The health manager/health planner should be able to distinguish and identify the issues in their own working areas of health and development to tackle the situation. One should see the relative merits and demerits of the issues to collect maximum information to analyse its background, without appropriate analysis and adequate preparation any attempt/approach to control the issue may not give the fruitful result. This module will enlighten the participants to look into the various aspects of selected issues in health and development and tackle the problem situations. By the completion of this module, the participants will be able to identify issues and develop suitable action plan to sensitise the issues to the community.

1. INTRODUCTION:

RUMSA DEPARTMENT, CHCH, VELLORE
A SYSTEMS APPROACH TO THE MAJOR ON ISSUES IN HEALTH AND DEVELOPMENT

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ISSUES IN HEALTH AND DEVELOPMENT (GUIDELINES)

Part I

- Identification of issues
- Define the issues
- Historical perspectives of the issues
- Dimensions of the issue
- Magnitude of the issue (Local/National/International)
- Who are affected
- How are they affected
- Relevance of the issues
 - Individual level
 - Organisational level
 - Community level
 - National level
 - International level
- Causes of the issues
- Consequences of issues

Part II

- Personnel opinion on the issue
- Group opinion on the issue

Part III

How are you going to address the issue?

- Statement of the issue
- Components of the issue
- Alternative strategies
- Assumption
- Anticipated out put
- Feasibility

Part IV

- Select appropriate strategies
- Develop Action Plan
- Potential obstacles and alternative approaches to overcome the obstacles
- Methods of implementation

Part V

- Indicators for impact assessment

Part VI

- Presentation of an issue to the group of policy planners/faculty

Part VII

- Report writing and submission to the module coordinator.

RUHSA DEPARTMENT, CMCH, VELLORE

MODULE ON ISSUES IN HEALTH AND DEVELOPMENT

TIME SCHEDULE

3.3.2003 TO 7.3.2003

3.3.2003 (MONDAY)

- 09.00 - 09.30 A.M. : Pre Evaluation - Mrs.Jayalakshmi
- 09.30 - 10.00 A.M. : Workshop Introduction
- Mrs.Jayalakshmi
- 10.30 - 11.30 A.M. : Identifying the Issues prevalent in
the field of Health & Development
- Group Discussion
- Discussion with Senior Staff
of RUHSA
- 11.30 - 12.30 P.M. : Selecting an Issue for Study
- Group Discussion
- Discussion with Experts
- 2.00 - 4.30 P.M. : - Issue Study
- Literature Review
- Consultation with Experts /
RUHSA Faculty
- interview
- Report Presentation

4.3.2003 (TUESDAY)

- 9.00 - 10.00 A.M. : Introduction to Issues in Health
& Development
- Dr.Thasian

4.3.2003 to 6.3.2003
(TUESDAY to THURSDAY)

- Issue Study
- Literature Review
- Consultation with Experts /
RUHSA Faculty
- interview
- Report Presentation

7.3.2003 (FRIDAY)

- 09.00 - 01.00 P.M. : Process Review, Preparation
for Presentation
- 02.00 - 04.00 P.M. : Presentation
- All Faculty
- 04.00 - 04.30 P.M. : Post Evaluation
- Mrs.Jayalakshmi

S.JAYALAKSHMI
CO.ORDINATOR.

RUHSA DEPARTMENT OF CMC, VELLORE

DOHM - ELECTIVES

A Systems Approach

1. Introduction: The DOHM course has got five core subjects to cover widely the needs of Health Planners and Managers. However to specialise in any one particular area in which the participant has been working or the sponsoring agency wants the respective candidate to be moulded into, for which this Elective helps immensely.

By the end of the elective, the DOHM participants will be able to : Plan & implement a study of their interest.

2. Pre-assessment: The respective guides in their discussion will assess the pre-entry knowledge of the participants.

3. Objectives:

1. To identify topics of interest and relevance to the participant's area of work.
2. To write an outline of the selected topic.
3. To describe the methodology to complete the Elective.
4. To implement the elective plan.
5. To present the final report.

4. Methodologies:

- a) Library Review b) Field Study c) Indepth Study of RUHSA'S special programmes d) Planning Specific projects e) Preparation of Manuals f) General expositions g) Combination of any of the above.

5. Implementation:

Date : March 8th - 29th, 2003
 Process : Guided Self-Study
 Venue : RUHSA
 Co-Ordinator : Dr.T.Thasian
 Guides :

6. Assessment:

- * Weekly Review
- * Discussion by guides
- * Observation
- * Periodical submission of reports at different stages by the participants.
- * Final presentation.

RUHSA DEPARTMENT, CMCH, VELLOREIntegrated Health & Development (IHAD) Module of the
DCHM Course 2002 - 2003I. Introduction

Health and Development are closely interlinked. Health programmes will be more effective if they are combined with developmental activities. A holistic human approach to Health Care Delivery is the necessity of the day. RUHSA is an example of the integrated approach. The impact of health interventions are enhanced through socio-economic development programmes. The goal of this IHAD module is to enable the participants "To analyse the models of health and development system of GO, NGO, Quasi Government agencies, its roles and functions, issues of coordination between them and transferability of international health system to Indian System".

II. General Objectives

By the end of this module the participants will be able:

1. To describe the roles and functions of health and development NGOs and the issues involved in developing linkages.
2. To describe and appreciate the various approaches and its advantages of different sections in health and development programmes by GO & NGO.
3. To compare the programmes and activities of NGO, working in HAD in India and debate the issues of coordination between NGO, GO, Quasi Govt. Agencies.

III. Resource Persons:

Dr. Rajaratnam Abel, Mr. Jebaraj

V. Methodology

Field Visits, Observation, Dialogue with Project Staff, Discussion, Group work and Presentation.

VI. Implementation

Co.ordinator : Mr. Jebaraj

6.1.2003 to Schua : HAD Projects RUHSA — Raju
10.1.2003 Tharini : TCT-Ranipet, SMT, Thiruvannamalai — Joshi
Singh : SUCHI, Chittoor — Dem
Tharini : CRUSE, Elagiri — Sr. Teena
Tharini : NSM, Ranipet — Dem

VII. Course Assessment

Submission of Reports

//50.6 SYAP2223.IHD//

0-13.6 SMT — Demis

Elagiri — Sr. Teena

NSM — Tharini

INTEGRATED HEALTH AND DEVELOPMENT (IHAD) MODULE OF PGDCHM COURSE

TIME TABLE

6.1.2003 (MONDAY)

08.30 - 09.00 A.M. : Introduction of IHAD Module
- Mr.V.Jebbaraj

09.00 - 10.30 A.M. : History of RUHSA, Philosophy, Objectives
Approaches, Achievements, Failures &
Awards and Health intervention programme
Panel Discussion - Dr.Rajaratnam Abel

11.00 - 04.30 P.M. : Visit to NSM Project, Ranipet
- Mr.V.Jebbaraj

7.1.2003 (TUESDAY)

09.00 - 04.30 P.M. : Visit to CRHSE, Elagiri
- Mr.Jebbaraj

8.1.2003 (WEDNESDAY)

: Visit to Thirumalai Chemical Trust,
Ranipet
- Mr.Jebbaraj

9.1.2003 (THURSDAY)

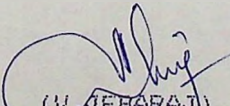
08.30 - 04.30 P.M. : Visit to SUCHI, Chittoor

10.1.2003 (FRIDAY)

08.30 - 04.30 P.M. : Visit to Shanthi Malai Trust
- Thiruvannamalai

10.1.2003 (SATURDAY)

8.30-12.00 Noon : Presentation of Reports


(V. JEBBARAJ)
Co.ordinator.

3. To compare the programmes and activities of NGO, Working in Health and Development in India and debate the issues of co.ordination between NGO, GO, Quassi Government Agencies

3.1. To compare the activities of different NGOs.

3.2. To analyse the issues in Co.ordinating programmes with Government, NGOs, Quasi Government and other organisations.

3.3. To discuss the multi sectorial programme co.ordination.

3.4. To discuss the role of non banking financial intermediaries in Health and Development.



//50.6 ST2223.GBJ//

RUSHA DEPARTMENT, CMCH, VELLOREWORKSHOP ON "PRE-SCHOOL EDUCATION"

INTRODUCTION

"Train up a child in the way he should go, and when he is old, he will not depart from it". (Bible)

Of all wealth that a person can have, the wealth of having a child is the best wealth. Young children are like seedlings in the nursery and education at an young age is like carving a statue. So, creating a proper learning environment during childhood is a key factor in the development of a child's learning performance. The pre-school education that is practiced now-a-days hinders rather than helps the child's development. Dangerous and detrimental trends are increasingly being found in the nursery and pre-primary schools. Lack of knowledge and skills has been a major constraint for those who wish to plan and implement pre-school education programme. RUSHA has responded to this need through its 5 days workshop on "Pre-School Education" with the following goal.

"To Plan and implement appropriate activities in the Pre-School Education Centres effectively for the overall development of children".

NEEDS ASSESSMENT

- The BASIC NEEDS of the workshop will be identified through the previous experience of RUSHA faculty.
- The DESIRED LEVEL of the participants will be identified by administering through discussion.
- The PRE ENTRY knowledge of the participants will be assessed by a questionnaire.

GENERAL OBJECTIVES:

On the completion of the five days workshop, the participants will be able:

1. To discuss the concepts of parenting.
2. To describe the importance of pre-school education for the overall development of children.
3. To recognise the significance of physical and motor development for the healthy growth of a child.
4. To examine the significance of language development as a crucial foundation for all later learning.
5. To discuss the cognitive skills that help children in to knowing the environment.
6. To analyse the role of socio-emotional development for a child's overall development.
7. To admire the need for developing the skills of creative expression and Aesthetic appreciation among children.

8. To plan a suitable pre-school programme for children.
9. To choose suitable methods in assessing children's learning.
10. To analyse the roles of a teacher in effectively managing a pre-school centre.
11. To justify the relevance of play and activity - approach in overall development of a child.
12. To develop the talents of child by conveying simplified science concepts.

METHODOLOGY

Lecture, discussion, group work and presentation, demonstration, internship in pre-school centre, video show & games, role play, field visit.

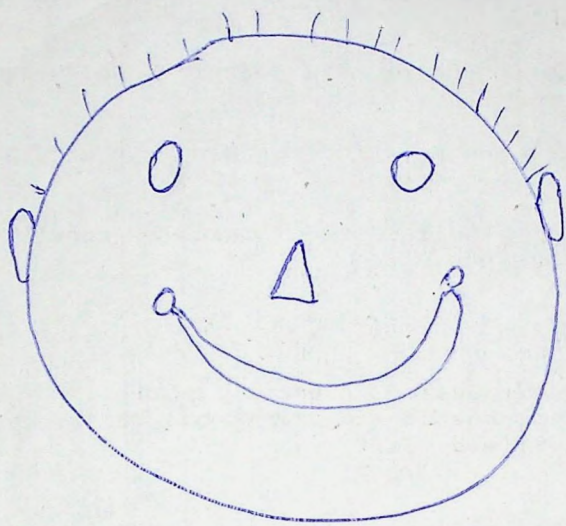
Resource Persons: Dr. Abel Mr. Sekar, Mr. Muniraj,
 Mr. Stalin, Mr. Selvakumar, Mr. Alexander,
 Mr. Solomon K. Mr. Asokan Mr. Govindaraj

IMPLEMENTATION

Duration - 5 Days (11.11.2002 to 15.11.2002)
 Venue - BUISA Campus
 Process - Workshop
 Co-ordinator - Mr. S. Sekar
 Medium - English

EVALUATION

MONITORING - NET PROCESS
 EVALUATION - GROUP WORK PRESENTATION
 - OBSERVATION
 - ADMINISTERING THE QUESTIONNAIRES FOR CONTENT
 AND PROCESS EVALUATION



Look at the englishman with
his leg on the chair.

No doubts please. I am hungry.
I have to do washing.

~~Started lecture at 12.30. I timed her~~

CURRICULUM PLAN - WORKSHOP ON PRE-SCHOOL EDUCATION (11.11.2002 - 15.11.2002)

TIME/DATE	Topic	Objectives	Methodology	Resource personnel
11.11.2002 MONDAY				
08.30-09.00	Registration	- To collect particulars of participants	Filling registration form	Mr.S.Sekar
	MET formation	- To form MET for the each day to monitor the workshop proceedings.	Discussion	
09.00-09.30	Pre-evaluation Needs assessment	- To assess participant's pre-entry level of knowledge attitude and skills. - To assess the participant's expressed needs by conducting needs assessment.	Individual assignment	Mr.Asokan
09.30-10.00	Introductory games (children-PSE teacher)	- To enable the participants get to know each other. - To establish rapport with the participants. - To reduce the participant's inhibitions. - To create a congenial and informal climate through play in which everyone irrespective of age or status will be considered as equal.	Games	Mr.Alexander
10.00-10.30	Workshop introduction	- To explain the anticipated outcomes of workshop. - To discuss all the topics in pre-school education workshop.	Discussion	Mr.S.Sekar
11.00-11.45	Introduction to Parenting and Preschool Education	- To state the meaning of "Parenting" and "Pre School Education". - To describe the four major objectives of pre-school education. - To list the reasons why pre-school education is essential for children.	Lecture Discussion	Mr.S.Sekar
11.45-12.30	Importance of play/ activity approach.	- To recognize the importance of play and activity-approach in pre-school education.	Discussion Lecture	Mr.Alexander
02.00-03.30	Physical Development	- To list the milestones of childhood (upto 6 years) - To define "Physical Development" and "Motor Development". - To discuss on the importance of physical and motor development for the overall development of the child. - To explain three factors that contribute to physical devt.	Lecture Games	Mr.Selvalunar
04.00-05.00	Motor Development	- To describe the basic principles of motor development. - To list the factors that influence physical and motor devt. - To conduct appropriate activities for physical and motor devt.	lecture	Mr. Selva Kumar

12.11.02 TUESDAY

08.30-09.00	MET	- To present the previous day's workshop proceeding & evaluation	Report presentation and Discussion	Previous day's resource persons
09.00-10.30	Challenges of Parenting	- To describe the challenging areas for effective parenting practices.	Lecture & Discussion	Dr. Abel
11.00-12.30	Cognitive Development	<ul style="list-style-type: none"> - To describe the meaning of "cognitive development". - To list the five basic cognitive skills. - To recognise the importance of cognitive development for a child. - To explain the basic steps of concept formation in sequence. - To discuss the major factors influencing cognitive development - To conduct appropriate activities for cognitive development. 	Slideshow Lecture Games	Mr. Sekar
02.00-03.15	Parenting Messages	- To list the messages related to parenting practices.	Group work & Presentation	Mr. Stalin
04.00-05.30	Development of creative expression	<ul style="list-style-type: none"> - To state the meaning of "creativity" and "aesthetic appreciation". - To list four major psychological aspects of creativity. - To discuss the five criteria of a creative product. - To explain the five phases of creative process. - To recognise the factors that hinder creative thoughts. - To narrate the characteristics of the creative person. - To list the factors that contribute to the development of creativity. - To conduct appropriate activities for the development of creative expression. 	Video show Lecture	Mr. Stalin
06.00-07.30	Material preparation for preschool education	- To prepare relevant material to use for each development preparation	Group work	Mr. Stalin Mr. Sekar Mr. Alexander

13.11.02 WEDNESDAY

08.30-09.00	MET	- To present previous day's workshop proceeding and evaluation.	Report presentation & discussion	Previous day's resource persons
09.00-10.30	Socio-emotional development	<ul style="list-style-type: none"> - To state the meaning of "social development" and "Emotional development". - To list the importance of socio-emotional development in the child. - To discuss the two principles of social development. - To explain the objectives to be focussed for the socio-emotional development of the child. - To identify the different emotional problems of pre-school children and the ways of channelising them. - To discuss the role of play in socio-emotional development. 	Lecture Groupwork Role play Discussion	Mr. Mahesh & Mr. Selvakumar

TIME/DATE	Topic	Objectives	Methodology	Resource personnel
02.00-04.30	Language Development	<ul style="list-style-type: none"> - To describe the four objectives of language development - To list the language skills to be fostered among children. - To explain the importance of language development for overall development of the child. - To discuss major speech problems in children and ways of dealing with them. - To conduct appropriate activities for language development. - To list the factors that influence language development among children. 	Lecture Demonstration Games	Mr. Muniraj
04.00-05.00 06.00-07.30	Art and creative art	<ul style="list-style-type: none"> - To explain different ways of involving children in art and creative art. 	Demonstration & individual exercise	Mr. Stalin
14.11.02 THURSDAY				
05.30-07.30	Aesthetic appreciation	<ul style="list-style-type: none"> - To describe the objective of aesthetic appreciation. - To conduct appropriate activities for the development of aesthetic appreciation. 	Field trip (Nature walk)	Mr. Muniraj
	Field trip reflection	<ul style="list-style-type: none"> - To recognise the importance of development of sensitivity among children towards colour and beauty in the environment. - To appreciate the need of stimulating children's thinking, imagination, vocabulary and aesthetic sense. 	Individual presentation & discussion Lecture	Mr. Muniraj
08.00-09.30	MET	<ul style="list-style-type: none"> - To present the previous day's workshop proceeding and evaluation. 	Report presentation & discussion	Previous day's resource persons
09.30-10.30	Material presentation	<ul style="list-style-type: none"> - To present the materials prepared by each group. 	Presentation Discussion	Mr. Solomon & Mr. Alexander
11.00-12.30	Salvadi centre visit	<ul style="list-style-type: none"> - To demonstrate play/activity approach with children. 	Demonstration play/activity with prepared material/without material.	Mr. Solomon & Mr. Alexander
02.00-02.30	Centre's visit presentation	<ul style="list-style-type: none"> - To present the feedback by each group on centre's visit. 	Presentation & Discussion	Mr. Solomon & Mr. Alexander
03.00-03.30	Role of a pre-school teacher	<ul style="list-style-type: none"> - To list the pre-requisites of a dynamic pre-school teacher. - To discuss the importance of safety education in pre-school programme. - To explain the roles of a teacher in creating a conducive atmosphere in the present socio-economic context. - To describe the significance of effective teacher-parent-child-community relationship. 	Lecture Discussion	Mr. Sekar

TIME/DATE	Topic	Objectives	Methodology	Resource personnel
04.00-05.00	Programme planning	<ul style="list-style-type: none"> - To list the different developments characteristic of pre-school children - To Analyse the various needs of pre-school children. - To explain the importance of programme planning in conducting pre-school education. - To describe the major principles to be considered in planning pre-school children programme. - To appreciate the importance of "theme-based" planning. - To prepare a weekly pre-school education programme. - To select appropriate methods to develop the skills of pre-school children. - To use available low cost materials as teaching aids. 	Group discussion Presentation & lecture	Mr.S.Sekar
15.11.02 FRIDAY				
06.00-08.30	NET	<ul style="list-style-type: none"> - To present the previous day's workshop proceeding and evaluation 	Report presentation & discussion	Previous day's resource persons
08.30-10.30	Managing a Pre-school centre	<ul style="list-style-type: none"> - To discuss the ways of handling children at the preschool centre. - To discuss the role of play/ activity in child's wellbeing. 	S.J.C.P.C. visit Observation of children's activities and arrangements. Discussion with teachers/Staff	Mr.Sekar & Mr.Srinivasan
11.00-12.30	Learning assessment	<ul style="list-style-type: none"> - To state the importance of assessing children's learning. - To list different areas that need to be assessed among pre-school children. - To fill the assessment schedule on children's learning. 	Lecture Discussion	Mr.Sekar
02.00-03.00	Post evaluation	<ul style="list-style-type: none"> - To assess the knowledge of the participants at the end of the workshop. - To obtain feedback from the participants about the effectiveness of the workshop. 	Administering content and process evaluation questionnaires.	Mr.Asohan
03.00-03.30	NET	<ul style="list-style-type: none"> - To present the final day workshop proceeding and evaluation. 	Report presentation & discussion	Previous day's resource persons
03.30-04.30	Valedictory programme	<ul style="list-style-type: none"> - To conclude the workshop proceedings formally. 	Brief function	All resource persons & participants.

A Systems Approach to the workshop on Community Participation and Organisation

DCHM 2002-2003

1. INTRODUCTION

People participation means the involvement of local population in the decision making concerning with development projects or in their implementation and evaluation. Project managers should realise the need and importance of community participation at planning, implementation and evaluation of health and development programmes. Community development can be envisaged by working through community organisation. Community organisation enables people to plan systematically for collective action to meet the basic needs. For implementing a successful health and development projects, project managers as change agent should be equipped with the theory and skills of both community participation and community organisation. Hence, a five day workshop is planned with the following goal:

"To acquire knowledge and skills in community participation and organisation".

2. NEEDS ASSESSMENT

The BASIC NEEDS of the workshop will be identified through the previous experience of RUHSA faculty.

The PRE ENTRY knowledge of the participants will be assessed by a questionnaire.

3. GENERAL OBJECTIVES

1. To describe the importance of community participation at different stages.
2. To describe different methodologies of community participation.
3. To analyse the indicators of effective community participation.
4. To analyse the problems, in community participation.
5. To describe the basic concepts of community organisation.
6. To analyse the approaches, phases and steps in community organisation.
7. To describe the roles of a community organiser as a change agent.
8. To analyse the successes and failures in community organisation.
9. To develop a model constitution for an organisation.
10. To discuss the interrelationship between community participation and community organisation in community development.

4. METHODOLOGY

Lecture, Group work, Video show, Field visit, Panel discussion and social games.

Resource Personnel: Mr.Jebareaj, Dr.Thasian, Mr.Jambulingam, Mr.Sekar, Mr.Solomon K, Mr.Jothimurthy, Mr.Asokan, Mr.Kalaimani, Mr.Ganesan, Mr.Subash, Mr.Joseph.

5. IMPLEMENTATION - Duration : 5 days
Coordinator : Mr.R.Jambulingam

6. EVALUATION

Monitoring - MET Process
Evaluation - Group work presentation, Observation
Content and process evaluation.

RHWA DEPARTMENT, KCMH, VELLORÉ

WORKSHOP ON COMMUNITY PARTICIPATION AND COMMUNITY ORGANISATION

12.8.2002 to 17.8.2002

Time	Topic	Objectives	Methodology	Resource Personnel
12.8.2002 (Monday)				
08.30-09.30	Pre-evaluation Needs Assessment Workshop Introduction	To assess participants pre entry level. To fill the participants expressed need by conducting needs assessment.	Filling in questionnaire	Mr.A.Jambulingam Mr.Jethisurthy
09.30-10.30	Introduction to community participation	To define community participation. To explain atleast ten important needs for community participation. To list all four stages of community participation. To discuss on the importance of involving the community in each stage. To list atleast seven advantages of community participation To state the pre requisites for community participation. To explain different criteria for effective community participation.	Serial ques Lecture Group work	Mr.A.Jambulingam
11.00-12.30	Methodology of community participation	To discuss the different ways and methods of community participation. To explain atleast four principles/issues of methodology of participation To state atleast four key features which appear to give methodology of participation some shape and purpose To discuss the three approaches to methodology of participation. To discuss the stages in each methodology of participation To select a suitable methodology of community participation for a given programme.	Lecture & Group work	Mr.Asokan
02.00-03.15	Indicators of community participation	To discuss the different types of indicators To discuss atleast three qualitative and three quantitative indicators	Lecture with QMP	Mr.Sekar

Time	Topic	Objectives	Methodology	Resource Personnel
03.30-04.30	Approaches in community participation	To discuss various approaches and its relevance in community participation.	Simulation exercise Group discussion Lecture	Dr. Jhasian
13.8.2002 (Tuesday)				
08.30-09.00		Review	Presentation Discussion	Mr. R. Janbulungan
09.00-10.30	Techniques of mobilizing people	To explain atleast four techniques for mobilizing people for effective participation.	Group drawing, exercises & lecture	Mr. Solomon K.
11.00-12.30	Problems in community participation	To explain atleast ten problems in community participation.	Discussion and lecture	Mr. Sekar
02.00-04.30	Success & failure in community participation	To analyse the different ways and methods of community participation in specific health care services and development programme. To analyse factors responsible for success and failures of community participation in specific different health care services and development programme.	Presentation & Panel discussion	Mr. Janbulungan Mr. Ganesan Mr. Subash Mr. Solomon K.
14.8.2002 (Wednesday)				
08.30-09.00		Review	Presentation discussion	Mr. R. Janbulungan
09.00-10.30	Introduction to community organisation	To define community organisation To state atleast four principles of community organisation To discuss the important of community organisation To explain atleast five factors to be considered in organising a community To state atleast five problems in community organisation.	Lecture & Discussion	Mr. R. Janbulungan
11.00-01.00 02.00-03.15	Success and failure in community organisation	To discuss atleast ten conditions favourable for the success of community organisation. To explain atleast ten conditions lead to failure in a community organisation.	Field visit Group discussion & Presentation	Mr. R. Janbulungan Mr. Kalaiseni Mr. Sekar

Time	Topic	Objectives	Methodology	Resource Personnel
23.30-24.30	Success and failure in community organisation		Lecture, Video	Mr.R.Jambulingam Mr.Stalin
15.8.2002 (Thursday)		Gram Panchayat Meeting		Mr.Asokan
16.8.2002 (Friday)				
28.30-29.30		Review	Presentation discussion	Mr.R.Jambulingam
09.02-12.30	Approaches to community organisation	To describe three types of approaches for organising a community. To discuss the various outcomes of each approach. To select a suitable approach for community organisation.	Lecture & Discussion	Mr.Jebaraaj
11.02-12.30	Phases/steps in community organisation	To describe all three phases of a community organisation. To explain the various steps involved in community organisation.	Group designing Exercise Lecture	Mr.Jothimuthy
02.03-04.30	Role and Qualities of a Community Organizer Workstyle and life style of a community organizer & Community Organizer as a Catalyst	To list atleast five equivalent name for a community organiser. To list atleast three roles of a community organiser in each phase. To explain atleast four important qualities of a community organiser as a change agent and as a popular community organiser. To state atleast four characteristics pertaining to the work style of life style of a community organiser. To discuss the roles of an external catalyst/ community organiser in working with people. To list atleast five problems for an external catalyst and for an internal catalyst. To explain atleast three criteria in selecting an internal catalyst.	Presentation Panel discussion	Mr.Kalaiselvan Mr.Ganesan Mr.Subash Mr.Joseph

Time	Topic	Objectives	Methodology	Resource Personnel
17.8.2002 (Saturday)				
08.30-09.00		Review	Presentation discussion	Mr.R.Jambulingan
09.00-10.00	Inter relationship between community participation and community organisation	To state the relationship between community participation and community organisation. To discuss the importance of community participation and community organisation in community development.	Lecture & Discussion	Mr.R.Jambulingan
10.30-11.30	Model constitution of community organisation	To discuss all the components in developing a model constitution for an organisation. To develop atleast one model constitution.	Lecture Group Work & Presentation	Mr.Jambulingan
11.30-12.00	Post evaluation	To administer content evaluation questionnaire. To administer process evaluation questionnaire.	Administering questionnaire	Mr.Jothimurthy

Coordinator : Mr.R.Jambulingan

// 49.9 CURR02.CP //

RUSA DEPARTMENT, CHRISTIAN MEDICAL COLLEGE, VELLORE
GOVERNMENT POLICIES, PLANS, PROGRAMMES FOR HEALTH AND DEVELOPMENT

Before implementing any community based intervention programme, the planners need to take stock of different government/non-governmental intervention programmes available in the country to see how best the projects can avail/facilitate the people. The success and failures of the selected programmes are to be reviewed by the planners to learn and develop a good community based programmes. There is a need for Health planners to know how much resources are allocated by the government for health and development programmes and the role of International agencies to promote the welfare of the people. In view of this, the integrated module on Government Policies, Plans programmes for Health and Development is incorporated. The overall goal of this module is to enable the participants to acquaint themselves with government policies/programmes on health and development for better planning.	Needs Assessment
The current knowledge related to the National plan/policies and programmes will be assessed through a questionnaire.	Assessment
<u>General Objectives:</u> 1. To analyse various Plans of the Indian Government in terms of health and development of the people 2. To identify the policies and programmes of various states and blocks in health and development planning and implementation. 3. To summarise the impact of the Government plans and programmes on health and development of people. 4. To analyse budget allocation for health and to know how the money has been spent in various sectors. 5. To discuss the implementation of programmes by international Agencies through Indian Government.	Design
<u>RESOURCE PERSONNEL:</u> Dr. Abel, Dr. Thasian, Mr. Jambulingam, Mr. Jebaraj, Mr. Sekar, Mrs. Greeda, Mr. Stalin, Mrs. Vijayakumari, Mr. Muniraj, Mr. Jothimurthy.	Dr. R. J. J.
<u>METHODOLOGY:</u> Visit to Government departments, Debate, Discussion, Question & Answers session, Group work and presentation, Lecture, Assignment, Video Show, Literature Review.	
<u>PROGRAMME IMPLEMENTATION:</u> Process : Workshop Duration & Date : 5.11.2002 - 9.11.2002 (5 Days) Venue : RUSA Campus, Medium : English Coordinator : Dr. T. Thasian	Implementation & Evaluation
<u>EVALUATION:</u> Post evaluation will be administered through structured questionnaires to assess their knowledge and process. <u>Follow up:</u> Participants/faculty recommendation and co-ordinator's observation.	Evaluation

CURRICULUM PLAN - WORKSHOP ON "GOVERNMENT POLICIES, PLANS, PROGRAMMES FOR HEALTH AND DEVELOPMENT"

(5.11.2002 TO 9.11.2002)

TIME	TOPIC	OBJECTIVES	METHODOLOGY	RESOURCE PERSONNEL
5.11.2002 (TUESDAY)				
08.30-09.30 AM	Pre Evaluation	To assess the participants pre entry knowledge.	Questionnaire	Mr. Jothimurthy
	Workshop Introduction & Negotiation	To introduce the workshop process and content for Negotiation and discussion.	Brief Introduction Discussion	Dr. Thasien
09.30-11.00 AM	Features of UDC	To describe the term under development To listout atleast 3 basic features of UDC. To discuss the effects of under development in H & D.	Lecture & Group work	Dr. Thasien
11.30-01.00 PM	Types of Govt. Indian Constitution Fundamental Rights	To listout various types of Govt. prevailing in modern world. To describe the basic features of different types of Governments. To describe the term constitution. To listout 4 preambles of Indian Constitution. To listout 6 fundamental rights guaranteed under Indian constitution.	Lecture and Group work	Mr. Sekar
02.00-03.15 PM	Panchayat Raj &	To state the importance of Panchayats in Rural Development.	Lecture & Group work	Mr. Jothimurthy
03.30-04.30 PM	Block Administration	To listout the functions of Panchayats To list out the ways and means of mobilizing resources by the Panchayats. To list out the block level functionaries who are involved in P.D. To state the role and responsibilities of Block functionaries. To express the need of Block functionaries for Rural Development. To explain gram sabha meetings.	Lecture & Group work	Mr. Jothimurthy
6.11.2002 (WEDNESDAY)				
08.30-09.00 AM	NEI Review	To present previous days proceedings and evaluation	Report reading and discussion.	Co.ordinator
09.00-12.30 AM	Budget	To define the term budget To describe the importance of budget in Indian Context. To listout various types of budgets adopted by Central & State Govt. To listout the ways of mobilizing resources for budget allocations.	Lecture & Group work	Mr. Jashulingam
11.00-12.30 PM	WHO Cares	To recognize that health is right for all individuals.	File show	Mr. Stalin

— housing, professional, state Govt. loans.
Central Govt. loans.

TIME	TOPIC	OBJECTIVES	METHODOLOGY	RESOURCE PERSONNEL
02.00-03.30 PM	Historical Perspectives of Health Policies and Plans (National & State)	To describe the historical perspectives of Health Policies and Plans. To describe the Health Planning in India. To list out various health planning committees and its roles.	Lecture Using OHP	Dr. Rita
04.00-04.30 PM	Introduction to Visit of Govt. Departments	To orient the students on Government department visit. To discuss the difficulties involved in meeting the Government Officials.	Brief Discussion	Mr. Muniraj
7.11.2002 (THURSDAY)				
08.30-09.30 AM	NET Review	To present previous day's proceedings and evaluation.	Report reading and discussion	Co-ordinator
09.30-10.30 AM	National and State Current Health Policies	To describe the current health policies and plans. To list the steps involved in implementing the health policy.	Lecture & Discussion	Dr. Abel
11.00-12.30 PM	Health Administration	To discuss the health system at the National, State and District levels. To explain the organisation of Central, State and District. To list out the functions at each level.	Lecture Discussion	Mrs. Brenda Alexander
01.00-03.15 PM	Indian 5 Year Plans	To define the term planning To list out the types of planning. To describe the functions of Planning Commission. To analyse the objectives and fund allocated for various 5 year plans. To list out the ways of mobilizing fund for 5 year plans.	Short Lecture Discussion and Literature Review	Dr. Thasian
03.30-04.30 PM	Govt. Role in Rural Development and Limitations of Govt. Schemes	To state the role of Government in Rural Development. To list out at least 5 limitations of Government schemes.	Lecture Group Discussion	Mr. Jacobulinas
8.11.2002 (FRIDAY)				
08.30-09.30 AM	NET Review	To present previous days proceedings and evaluation.	Report reading and discussion	Co-ordinator
09.00-05.00 PM	Visit to Govt Departments DIO, TMC, ERDA, Animal Husbandry Dept, TAMDC, KVIC, TAMDC District T.R. Centre, Cold Chain Maintenance Workshop	To discuss the role of various Govt departments in promoting health and development of the people. To list out the issues / problems involved in resource allocation for various health / development activities. To review various efforts taken by the Government in promoting people's development.	Visit Discussion	Mr. Muniraj & Dr. Thasian

TIME	TOPIC	OBJECTIVES	METHODOLOGY	RESOURCE PERSONNEL
9.11.2002 (SATURDAY)				
08.30-09.30 AM	NET	To present previous days proceedings and evaluation.	Report reading and discussion	Coordinator
09.30-10.30 AM	International Organizations	To analyse the involvement of international organisations in health policies and plans. To compare various health systems of other countries. To review the Government Welfare / Health / Development programmes in the context of globalisation.	Short lecture Discussion, Debate and Literature Review	Dr. Theban
10.45-11.45 AM	Impact of Govt. Schemes.	To identify the procedures in availing benefits through Govt. Schemes. To identify the existing problems in availing Government schemes. To discuss the techniques used for tackling the problems.	Brief Introductory, Question & Answers	Mr. Aniraj Mr. Jethara Mr. Jambulingam Mrs. Vijayakumari Mr. Selva Moderator Dr. Theban
11.45-12.15 PM	Post-Evaluation	To assess the knowledge gained by the participants.	Questionnaire	Mr. Jothiwarthy

RUHSA DEPARTMENT, CMCH, VELLOREROLE OF NGOS IN POVERTY ERADICATIONSYSTEMS APPROACHI. INTRODUCTION

Poverty is acknowledged to be our fundamental Economic problem. But its eradication measure at different plans have not adequately reached to the poor especially among the vulnerable groups. The biggest challenge the 20th Century has raised to human conscience is the staggering growth of poverty in the midst of plenty. Academic discussions of poverty often treat this phenomenon as a matter of economic and statistics, bereit of the deeply human dimension of injustice perpetuated by man against his fellow beings. Development strategies and poverty eradication programmes have proved their intrinsic inadequacy to tackle the problem effectively whether they are attempted by voluntary agencies or Government plans. A thorough understanding of the problems of poverty and its magnitude would help managers to sort out appropriate and meaningful poverty alleviation programme. Keeping this points in mind a five days workshop on "Role of NGOS in poverty Eradication" Organising by RUHSA for NGOS. The goal of the workshop is "To analyse the causes for Poverty, the importance of planning and implementing, appropriate poverty eradication programmes".

II. NEEDS ASSESSMENT

Basic needs of the participants is listed based on the experience of RUHSA facilities.

Desired level will be listed through discussion.

Entry level of knowledge and skills will be assessed through a Questionnaire.

III. OBJECTIVES

At the end of the workshop the participants will able to

1. Analyse the concept, problems, causes and consequences of poverty.
2. Determine the variations in the incidence of poverty across socio Economic groups.
3. Identify to magnitude and method followed to measure poverty
4. Discuss the different strategies to eliminate poverty including overcoming the imbalance of vulnerable groups.
5. Describe community based poverty allevation programmes.
6. Describe the type, role, profile of successful and Development of NGOS. (Sustainability, Accountability, financial sources and Evaluation.

IV. METHODOLOGY

Lecture, Discussion, Group work, Presentation field visit, Video show, Panel discussion, Games etc.

V. RESOURCE PERSONNEL

Dr. Abel, Dr. Thasian, Mr. Selvakumar, Mrs. Vijayakumari, Mr. Sekon.
Mr. Mathew, Mr. Muniraj & 2 RCOs.

VI. IMPLEMENTATION

Process : Workshop
Duration : 13.1.2003 to 18.1.2003
Co.ordinaotor : Dr. Rajaratnam Abel

VII. EVALUATION

- MET Process
- Group work / Observation / Presentation
- Post Evaluation Questionnaire

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RHMSA DEPARTMENT, CMC, VELLORE
WORKSHOP ON "ROLE OF NGOs IN POVERTY ERADICATION"

Date & Time	Topic	Objectives	Methodology	Resource Person
13.1.2003 (MONDAY)				
08.30 - 09.00	Registration	- To collect particulars of participants.	Filling Registration Forms.	Mr. Alexander
	MET Formation	- To form MET to monitor the each day proceedings.	Discussion	
	Pre Evaluation	- To assess the participants pre entry level of knowledge attitude and skills.	Individual assignment	
	Needs assessment	- To assess the participants expressed needs. - To reduce the participants inhibitions. - To establish rapport with the participant.		
09.00 - 09.30	Workshop Introduction	- To explain the anticipated outcomes of workshop. - To discuss the topics in Poverty Eradication.	Lecture Discussion	Dr. Abel
09.30 - 10.00	Inequality and Poverty	- To describe the concept of poverty - To discuss four major causes of Inequality. - To relate the efforts of inequality which leads to poverty. - To define the term poverty line. - To specify the magnitude of Poverty. - To explain the various dimensions of Poverty.	Lecture & Discussion	Mr. Muniraj
11.00 - 12.30	Causes & Consequences of Poverty	- To discuss atleast ten major causes of poverty. - To explain atleast five major consequences of Poverty.	Lecture Video & Discussion	Mr. Sekar
02.00 - 04.30	Purchase of food articles by the poor.	- To analyse the quality of food articles purchased by the poor.	Weekly Market Visit	Mr. Alex Mr. Muniraj
14.1.2003 (TUESDAY)				
08.30 - 09.00	MET	- To present previous days proceedings and Evaluation	Report reading and Discussion	
09.00 - 09.30	Review	- To present the report prepared on weekly market visit	Presentation & Discussion	
09.30 - 10.30	Indicators of Poverty	- To list twelve important indicators of poverty. - To discuss on interlink cycle with indicators, causes and consequences of poverty.	Lecture Discussion	Dr. Abel
11.00 - 12.30	Methods of Measuring Poverty	- To list two methods of measuring poverty. - To choose suitable methods to measure poverty. - To explain the method wealth ranking in PRA to classify to community in different economic groups.	Lecture & Discussion	Mr. Sekar

Date & Time	Topic	Objectives	Methodology	Resource Person
12.00 - 1.00 02.00 - 5.00	Wealth Ranking & Variation of Poverty	<ul style="list-style-type: none"> - To use the technique of wealth ranking in PRA to classify the community into different Socio Economic groups. - To identify the existing consequences of poverty in a given family. - To use the indicators to confirm the standard of living of a given family. - To differentiate the variations of poverty among different socio economic groups. - To compare the reasons of variations in the incidence of poverty among different socio economic groups. 	Field visit Group work & Discussion	Mr. Mathew Mr. Alex
<u>15.01.2003 (WEDNESDAY)</u> PONGAL HOLIDAY				
<u>16.1.2003 (THURSDAY)</u>				
08.30 - 09.30	NET	- To present previous day proceedings and evaluation	Report reading & Discussion	Resource Persons
09.30 - 10.00	Variation of Poverty	- To present the report on the variations identified among the different levels of poor families.	Presentation	
10.30 - 11.30	Poverty & Problems of- Vulnerable group Handicapped and Welfare Programme	<ul style="list-style-type: none"> - To define vulnerable group. - To discuss the extent of the problem faced by vulnerable groups. - To discuss the disability process & general causes for disability. - To analyse the consequences of individual family and society. - To recognise the need for having programme for vulnerable groups. 	Lecture	Mr. Selvakumar
11.30 - 12.30	Poverty & problems of aged	<ul style="list-style-type: none"> - To list out problem of aged. - To discuss the solution for problems of aged. 	Lecture	Mr. Jebaraj
02.00 - 03.15	Poverty and Widows & Orphans	<ul style="list-style-type: none"> - To discuss the prevalence of widows. - To list out atleast 5 problems faced by widows. - To describe atleast 3 rehabilitative measure to widows. - To discuss the problem of Orphans. - To list out 3 solutions for problems of Orphan. 	Lecture	Mrs. Vijayakumari
03.30 - 04.30	Strategies of Poverty eradication	<ul style="list-style-type: none"> - To list out the various strategies for poverty eradication - To describe each strategies 	Lecture	Mr. Sekar

17.1.2003 (FRIDAY)

08.30 - 09.00	NET	- To present previous day proceeding & Evaluation.	Report reading & Discussion	Resource Persons
09.00 - 10.00	SHG and Role of women in Poverty Eradication	- To review the present role of women in Poverty Eradication. - To describe the different role of women SHG that has to be played in the family and society. - To analyse the successful outcome of SHG and failure.	Lecture	Mr. Sekar
10.30 - 11.30	NGOs and their role	- To describe the term NGO - To discuss the types of NGOs - To discuss the difference between NGO & GO. - To describe the role of NGO in NAB - To analyse the profile of successful NGOs and criteria for assessing the successful NGO.	Lecture	Dr. Thasian
11.30 - 12.30	Collaboration between NGOs & Government	- To list the various issues facing by Government in collaboration. - To discuss the Major issues facing by NGOs in collaboration. - To briefly describe the various financial sources for NGOs.	Lecture	Mr. Jambulingam
02.00 - 03.15	Sustainability & Accountability of NGOs.	- To define sustainability - To describe factors affecting sustainability - To discuss issues relating the sustainability - To state the importance for periodic evaluating NGO. - To express the need for accountability in the functioning of NGO.	Lecture	Dr. Thasian
03.30 - 4.30	Role of Govt & Banks in Poverty Eradication.	- To state the role of Government and Bank in Eradicating poverty.	Lecture Discussion	Mr. Muniraj

18.1.2003 (SATURDAY)

09.00 - 10.00	Poverty Eradication programme	- To tabulate atleast five Poverty Eradication programme of Government, Voluntary Agencies and other Agencies. - To analyse atleast two Poverty Eradication programme adopted by RUHSA.	Panel Discussion	Mr. Solomon K.
10.00 - 10.30	Post Evaluation	- To assess the knowledge gained by the participants.	Questionnaire	Mr. Alexander

RUHSA DEPARTMENT, CMC&H, VELLORE

WORKSHOP ON "PROJECT EVALUATION"

SYSTEMS APPROACH

Introduction:

It is important for project holders involved in Community Health and Development work to pause once a while and assess the value of what they are doing. This evaluation feed back will help them to know the impact of their programmes and provide vital guidelines to change strategies for better effectiveness. It is worthwhile for health and development workers to improve their skills in evaluating the terminal benefits of programme interventions objectively. In order to provide these skills, RUHSA has developed a 5 day workshop on 'Project Evaluation'. This workshop is designed to provide a step-by-step approach to 'Project Evaluation' with the goal.

"To plan, implement and evaluate a health and development project".

Needs Assessment:

Basic needs of the workshop will be identified from the experience of RUHSA staff who involved in various evaluation and coordinated workshops on evaluation.

Participants expressed needs : A questionnaire will be administered to identify the needs of the participants after distributing the objectives developed based on the basic needs.

Entry Level: A preevaluation questionnaire will be administered to identify the participants entry level.

Objectives:

1. To analyse the concepts and components of a Project Evaluation.
2. To prepare the 'Terms of Reference' to evaluate a project.
3. To collect the information necessary to 'know a project'.
4. To formulate a set of evaluation questions, evaluation objectives of the selected project.
5. To select suitable indicators to measure the achievements of evaluation objectives.
6. To develop appropriate evaluation methodology for evaluating the project.
7. To prepare a plan of action to implement the evaluation and a budget.
8. To analyse the evaluation information.
9. To interpret the findings of the evaluation including value judgements.
10. To recommend suitable changes to be made based on the findings.
11. To discuss on the "utilization of evaluation".
12. To prepare an evaluation report.

Teaching Methodology:

Lecture, Group work, Presentation, Exercises, Field visit, Games, Discussion with project staff, reviewing the project data.

Resource Personnel : Dr.Abel, Dr.Thasian, Mr.Mathew,
Mr.Jambulingam, Mr.Muniraj,
Mr.Immanuel, Mr.Selvakumar,
Mrs.Jayalakeshmi & Mr.Solomon K.

Implementation:

Date : 16.12.2002 to 20.12.2002
Venue : RLMSA Campus
Process : Workshop & Presentation
Coordinator : Mrs.Jayalakeshmi

Evaluation

Post evaluation questionnaire will be administered.

A process evaluation will be held to assess the effectiveness of the process.

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16.12.2002 (MONDAY)

TIME	TOPIC	OBJECTIVES	METHODOLOGY	RESOURCE PERSONNEL
08.30-10.00 AM	Registration, Pre evaluation Needs Assessment & KET Formation	To assess participants needs and pre-entry knowledge & skills.	Answering questions.	Mrs. Jayalakshmi
10.30-11.30 AM	Introduction to Evaluation	To state the concept of evaluation and participatory project evaluation. To discuss the need and uses of evaluating a project To identify the different personnel who will initiate the evaluation of a project. To discuss on "who can evaluate" To describe the different types (stages) of evaluating a project. To list out the steps involved in evaluating a project. To differentiate monitoring from evaluation.	Lecture using OHP	Dr. Thasian
11.30-01.00 PM	Terms of Reference - STEP 1	To define the word, "The Terms of Reference" of an evaluation. To list the personnel who frame The Terms of Reference. To explain the contents in The Terms of Reference. To state the importance of Terms of Reference. To list the questions in order to frame the Terms of References.	Lecture & Group work	Mr. Muniraj
02.00-03.15 PM 03.30-04.30 PM	Knowing the Project - STEP 2	To list out the major information to be collected. To state the methods of collecting information about a project. To use atleast one technique to write the summary of the project to be evaluated. Collecting information about the project.	Lecture Discussion with Project Staff	Mrs. Jayalakshmi Mr. Selvakumar Mr. Selasoon K.

17.12.2002 (TUESDAY)

08.30-09.30 AM	KET Review	To present previous days proceedings and evaluation	Report reading and discussion	Co.ordinator
09.30-10.30 AM	Project Description	To write the description of the project to be evaluated	Group work and presentation	Co.ordinator
11.00-01.00 PM 02.00-03.15 PM	"Formulate evaluation questions and evaluation objectives STEP - 3	To discuss the importance of formulating evaluation questions. To write evaluation objectives. Presenting evaluation objectives	Lecture Group work Presentation	Mr. Mathew

TIME	TOPIC	OBJECTIVES	METHODOLOGY	RESOURCE PERSONNEL
03.30-04.30 PM	Choosing Indicators -STEP 4	To state the meaning of an indicator To discuss on the different kinds of indicators To develop appropriate indicators for: a. adequacy, effectiveness, appropriateness, efficiency. b. input, process, output, outcome c. logical frame work technique	Lecture & Group work	Dr. Abel
<u>18.12.2002 (WEDNESDAY)</u>				
08.30-09.00 AM	KEF Review	To present previous days proceedings and evaluation.	Report reading and discussion	Co.ordinator
09.00-10.30 AM	Indicators	To select suitable indicators for measure the achievements of evaluation objectives.	Group work presentation	Dr. Abel
11.00-01.00 PM	Deciding evaluation methodology - STEP 5	To list all the methods that could be used to evaluate a project. Discussion To explain atleast 5 important methods to evaluate a project. To state the major evaluation designs that could be incorporated at the project planning stage itself. To discuss on its techniques participatory rural appraisal (PRA), PAID & SWOT. To discuss on the method "Survey" To define sample, sampling and sampling techniques. To discuss on the four major sampling techniques. To explain about the instruments to be prepared. To discuss on the data collection process. To explain how far they can involve the community and other project implementers to use these methods. To discuss on the interview techniques to be adopted for collecting the information.	lecture & Discussion	Mrs. Jayalekshmi
02.00-03.15 PM	Statistical Analysis plan	To list the statistical methods that are frequently used by evaluators. To explain atleast 3 statistical methods.	Lecture & Group work	Dr. Theban
03.30-04.30 PM	Action Plan Step 6	To list out the activities for which they need plan of action. To discuss on the components in preparing the plan of action. To prepare and present one model action plan. To list the resources necessary for the evaluation.	lecture Group work & Presentation	Mr. Jaathulingam

19.12.2002 (THURSDAY)

08.30-09.00 AM	MET Review	To present previous days proceedings and evaluation.	Report reading and discussion	Co.ordinator
09.00-10.00 AM	Budgeting	To prepare the cost for the evaluation.	Lecture and Group work	Mr. Ismael
10.30-11.00 PM	Preparing instruments-STEP 7	To develop instruments	Group work	Mrs. Jayalakshmi
11.00-01.00 PM	Collecting Evaluation Information -STEP 8	To collect information	Field Visit Data Collection	Mr. Muniraj Mr. Selvakumar
03.30-04.30 PM	Analysis, Interpretation and Recommendation - STEP 9	To explain interpretation, value and judgement in the content of evaluation. To compare the data in relation to effectiveness, efficiency, adequacy and appropriateness. To interpret based on the evaluation findings. To list the kinds of recommendations. To discuss on the guidelines to be followed on making recommendations. To write recommendations of the evaluation.	Lecture Group work	Mr. Jambulingam

20.12.2002 (FRIDAY)

08.30-09.00 AM	MET	To present previous days proceedings and evaluation.	Report reading and discussion	Co.ordinator
09.00-10.00 AM	Application of findings - STEP 10	To explain the importance of presenting a draft report to project personnel. To discuss on the utility of the recommendations. To explain the need for making modifications in the draft report based on the feed back.	Lecture	Dr. Abel
11.30-01.00 PM	Prepare evaluation Report-STEP 11	To list the outline of an evaluation report To write each component of an evaluation report. To finalise the evaluation report.	Lecture and Group work	Dr. Theban
02.00-03.15 PM	Evaluation Report	To present the evaluation report.	Presentation	Mrs. Jayalakshmi
03.30-04.00 PM	Workshop Assessment	To collect feed back from the participants about the teaching learning process.	Filling post evaluation & process questionnaire	Mrs. Jayalakshmi

S. JAYALAKSHMI
Workshop Co.ordinator.

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RUHSA DEPARTMENT OF CHRISTIAN MEDICAL COLLEGE, VELLOREWORKSHOP ON 'CURRICULUM DEVELOPMENT'A SYSTEMS APPROACH TO THE WORKSHOP ON "CURRICULUM DEVELOPMENT"**1. INTRODUCTION**

In our attempt to achieve the objectives of "Health for all", the place for basic training and continuous education of health and development personnel is a crucial one. The success of any development service depends on effective and systematic human resources development. Staff involved in development work should be socially and technically trained and motivated to serve the community. Due attention should be paid to the preparation of trainers of health and development functionaries. Developing a relevant need based curriculum and conducting systematic teaching learning process is a skill needed for trainers. Keeping this in mind RUHSA has designed a five day workshop with the following goal: "To plan and develop a need based curriculum for a training at any level"

2. NEEDS ASSESSMENT

- a) Basic Needs of the workshop will be identified by utilising the knowledge and experience of training staff and reviewing the documents developed during curriculum development workshops conducted earlier in RUHSA.
- b) Participants expressed need will be identified through a discussion after distributing the prepared objectives.
- c) The present level of knowledge and skill will be identified through a questionnaire

3. GENERAL OBJECTIVES

1. To explain the concepts of education, educational technology and curriculum development.
2. To analyse various issues involved in conducting successful training programme.
3. To develop one model systems approach for a training programme.
4. To Prepare one model task analysis form for a selected category of participants to be trained.
5. To prepare one model needs assessment package for a training programme.
6. To develop goal, general objectives and related specific objectives for a training programme.
7. To select appropriate training methodologies to be used in a training programme.
8. To develop one model instrument for evaluating the learning outcome and teaching learning process of a training programme.

4. METHODOLOGY

Lectures with appropriate use of A.V.Aids, working with the same group to prepare model curriculum, experience based groups exercises, group discussions and presentation, Exercise, Game.

Resource Persons: Dr. Abel, Dr. Thasian, Mr. Mathew, Mr. Jambulingam,
Mr. Muniraj, Mrs. Jayalakshmi, Mr. Asokan

5. WORKSHOP IMPLEMENTATION

Venue : RUHSA

Date/Duration: 09.12.2002 - 13.12.2002 (5 Days)

Coordinator : Dr. Thasian

Medium : English

Process : Workshop

6. EVALUATION

a) Monitoring - MET Process

b) Final Evaluation - Learning Outcome - Questionnaire (k)
- Model curriculum
Package (s).

Learning process - Questionnaire



//27.1 SYSAPP02.CUR//

WORKSHOP ON "CURRICULUM DEVELOPMENT"

CURRICULUM PLAN

TIME	TOPIC	OBJECTIVES	METHODOLOGY	RESOURCE PERSON
09.12.2002 (Monday)				
09.30-10.30	Pre-test	- To assess participants pre-entry knowledge.	Questionnaire	Mr. Asokan
	Workshop Introduction	- To introduce workshop content.	Brief Talk	"
	Needs Assessment	- To identify participants desired needs.	Discussion	"
11.00-12.30	Introduction to concepts	- To explain the concepts of education, educational technology, curriculum, curriculum development and systems approach. - To list the essential steps necessary to develop curriculum.	Lecture Discussion	Mr. Mathew
02.00-03.15	Training administration	- To list out atleast five conditions which facilitate effective learning. - To indicate atleast five important roles of a trainer in motivating/facilitating effective learning process. - To explain atleast five important guidelines to be prepared for organising successful training program.	Lecture Discussion	Mr. Mathew
03.30-04.30	A systems approach to curriculum	- To list all the six major components of a systems approach. - To explain atleast three advantages of a systems approach to curriculum Devpt. - To review atleast 2 systems approach already prepared. - To prepare atleast one model systems approach out line for a selected training programme. - To present the systems approach model prepared for the selected training programme.	Lecture Group work & Presentation	Dr. Abel
10.12.2002 (Tuesday)				
09.45-09.50	NET	- To present the report of the previous day's proceedings.	Presentation	Mr. Asokan
09.00-10.30 11.00-12.30	Task Analysis	- To define the term task analysis. - To explain all the stages in making a task analysis. - To discuss atleast three importance of task analysis. - To review atleast one task analysis form prepared for one task. - To develop a task analysis form for atleast one task to identify the basic needs of a selected training programme. - To present the task analysis form prepared for a selected training programme.	Lecture Group work & Presentation	Mrs. Jayalakshai

02.00-03.30 03.45-04.30	Needs Assessment	<ul style="list-style-type: none"> - To explain the concepts of needs, basic needs and discrepancy needs. - To list the methods that could be used to assess the needs of the participants of a training programme. - To identify the appropriate methods of establishing the learning needs of a training programme. - To review the needs assessment package already prepared for a training programme. - To develop atleast two instruments which will determine the needs of participants of the selected training. - To present the learning assessment prepared for the selected training programme. 	Lecture Discussion Group work & Presentation	Mr. Munira
11.12.2001 (Wednesday) 03.45-04.00	NET	<ul style="list-style-type: none"> - To present the report of the previous day's proceedings. 	Presentation	Mr. Asokan
09.00-10.30	GOAL	<ul style="list-style-type: none"> - To define the concept of goal for a training programme. - To review the model goal already prepared for a training programme. - To write the goal for a selected training programme. - To present the goal for a selected training programme. 	Lecture Discussion Group work & Presentation	Mr. Nathan
11.00-12.30 02.00-04.30	General & Specific Objectives	<ul style="list-style-type: none"> - To list all the three domains of learning. - To define general objectives and specific objectives. - To list all the steps involved in specifying learning out-comes. - To select relevant action verbs to trace objectives. - To discuss the four critical elements in preparing a specific objective. - To review a set of general objectives prepared for a selected training programme (from the listed tasks). - To prepare a set of general objectives from the tasks for a selected training programme. - To present the general objectives prepared for a selected training programme. - To review atleast one set of specific objectives prepared for a general objective of a training program. - To develop specific objectives related to a general objective of a selected training program. - To present the specific objectives prepared for a selected training programme. 	Lecture Discussion Group Work & Presentation	Dr. Theasian
12.12.2002 (Thursday) 03.45-04.00	NET	<ul style="list-style-type: none"> - To present the report of the previous day's proceedings. 	Presentation	Dr. Theasian
09.00-10.30 11.00-12.30	Teaching Methods	<ul style="list-style-type: none"> - To explain atleast five indicators of effective teaching methods. - To list out atleast five effective teaching methods that can be adopted in teaching learning process. - To indicate atleast three teaching methods to be followed in training programmes. - To review the teaching methods that were selected for a training programme. 	Lecture Discussion Exercise Game	Dr. Theasian

TIME	TOPIC	OBJECTIVES	METHODOLOGY	RESOURCE PERSON
02.00-03.30 03.45-04.30	TIME PLAN	<ul style="list-style-type: none"> - To discuss on the techniques of preparing time plan to be followed during implementation. - To choose appropriate teaching methods for topics of the selected training programme. - To prepare the time plan to be followed during the training programme. - To present the training methods chosen to achieve objectives of a training programme. 	Lecture Group work & Presentation	Mr. Asokan
13.12.2022 (Friday)				
08.45-09.00	NET	<ul style="list-style-type: none"> - To present the report of the previous day's proceedings. 	Presentation	Dr. Theasian
09.00-10.30 11.00-12.30	Evaluation of a training programme	<ul style="list-style-type: none"> - To define educational evaluation. - To explain the different stages at which the evaluation is to be performed of a trg. programme. - To list the different methods of evaluation. - To state the advantages and limitations of a system of evaluation of a training by trainees and trainers. - To review atleast one instrument used to evaluate the learning outcome of the trainees in a training program. - To prepare atleast one instrument to evaluate the learning outcome of the trainees of the selected training programme. - To present the model instrument prepared to evaluate the learning outcome of the trainees in a training programme. - To review atleast one instrument used to evaluate the teaching learning process of a training programme. - To prepare atleast one model instrument to evaluate the teaching learning process of a training programme. - To present the model instrument prepared for evaluating the teaching learning process of a selected training programme. - To discuss the method of analysing an evaluation report. - To discuss the steps in writing an evaluation report. 	Lecture Group work & Presentation	Mr. Jambulingam
02.00-03.30	Systems Approach	<ul style="list-style-type: none"> - To develop final system approach paper. 	Group work & Presentation	Dr. Abel
04.00-04.30	Workshop Assessment	<ul style="list-style-type: none"> - To collect feedback from the participants about the teaching learning process. 	Filling Post assessment questionnaire	Mr. Asokan

RUHSA DEPARTMENT, CMCH, VELLORE

WORKSHOP ON "MANAGERIAL SKILLS FOR DEVELOPMENT MANAGERS"

SYSTEMS APPROACH

I. INTRODUCTION

There are many Voluntary agencies involved in community health and development work throughout the length and breadth of India. Some of these programmes have performed well and others not so well. This difference in performance is primarily due to lack of adequate managerial skills among the staff in the programmes.

RUHSA believes it has a role to play in upgrading the managerial skills of staff involved in community work in order to hasten the process of development in our country. This module on managerial skills is an attempt at filling this gap.

By the end of this module, the participants will be equipped with the necessary managerial skills "To work with team members and community representatives in planning detailed activities required to accomplish health and development programme goals and objectives.

II. NEEDS ASSESSMENT:

1. Basic needs of the workshop were identified from the DCHM Curriculum plan and the past experiences of RUHSA STAFF.
2. The desired level of the participants will be identified through a discussion.
3. The pre-entry knowledge of the participants will be assessed through a test.

III. OBJECTIVES

1. To recognise the importance of planning and its impact on task completion.
2. To analyse the general principles of management.
3. To describe the essential features of office management.
4. To analyse the dynamics of delegation in an organisation.
5. To analyse the concepts and applications of the MBO approach.
6. To analyse the dynamics of management of conflicts.
7. To appreciate the importance of creativity in management.
8. To conduct successful group deliberations.
9. To appreciate the importance of managing time more effectively for greater accomplishment.
10. To discuss the essential requirements in planning conferences, meetings etc.
11. To realise the importance of maintaining good interpersonal relations in organisations.
12. To recognise the scope of public relations in an organisation.
13. To deliberate on the strategies to be followed when responding to emergencies.

IV. METHODOLOGY

Lecture, Group work, Discussion, Exercises, Games, Videos etc.

RESOURCE PERSONS: Dr.Abel, Dr.Thasian, Mr.Mathew, Mr.Munirajulu & Mr.Sekar

V. IMPLEMENTATION:

Dates	: 02.12.2002 to 06.12.2002
Venue	: RUHSA Campus
Process	: Workshop
Coordinator	: Mr.Mathew Asirvatham
Medium	: English

VI. EVALUATION:

1. Daily monitoring through Management Evaluation Team (MET)
2. Post-test to assess knowledge gained by participants.
3. Process-evaluation to get feedback from participants about the workshop.

//SYSAPP.MSD 33.8//

RUMSA DEPARTMENT, CMCH, VELLORE
WORKSHOP ON "MANAGERIAL SKILLS FOR DEVELOPMENT MANAGERS"
CURRICULUM PLAN

Date & Time	Topic	Objectives	Methodology	Resource Person
<u>22.12.82 (MONDAY)</u>				
09.00 - 10.30	Pre-test	- To assess the participants pre-entry knowledge.	Questionnaire	
	NET	- To form Management Evaluation Team	Selection of Team	
	Workshop Introduction	- To introduce the workshop content	Brief talk	
	Needs assessment	- To identify the participants desired needs	Discussion	Mr. Mathew
11.00 - 01.00	Planning	- To define the concept of 'planning'	Tower Building game, Discussion, Lecture	Mr. Mathew
02.00 - 04.30		- To appreciate the value of effective planning - To list the advantages of planning - To state the limitations of planning	Video	Mr. Stalin
<u>23.12.82 (TUESDAY)</u>				
09.30 - 09.00	NET	- To present previous days proceedings and Evaluation	Report reading	Mr. Mathew
09.00 - 10.30	Principles of Management	- To explain Hendry Fayol's 14 principles of Management. - To justify the relevance of certain general principles in Management.	Exercise Discussion & Lecture	Mr. Muniraj
11.00 - 12.30	Office Management	- To discuss the purpose & importance of Office Management. - To explain the steps and advantages of planning office systems. - To list the problems that prevent smooth flow of work.	Lecture	Mr. Muniraj
02.30 - 03.15	Delegation	- To discuss the 3 essential aspects of delegation.	Lecture & Video	Dr. Abel
03.30 - 04.30		- To describe the different forms of delegation - To state the hindrances to delegation - To discuss the principles of delegation.		Mr. Stalin
<u>24.12.82 (WEDNESDAY)</u>				
09.30 - 09.00	NET	- To present previous day's proceedings and evaluation	Report reading	Mr. Mathew
09.00 - 10.30	Management by Objectives	- To define MBO. - To list the steps in implementing MBO - To state the gains from MBO applications - To classify the managerial skills needed for effective implementation of MBO. - To specify the situations where MBO will fail.	Lecture & Discussion	Dr. Thasian

Date & Time	Topic	Objectives	Methodology	Resource Person
11.00 - 01.00 02.00 - 03.00	Conflict Management	<ul style="list-style-type: none"> - To distinguish between cooperation and competition. - To discuss the 4 forms of cooperation and competition. - To analyse the 3 conflict management styles. 	Game, Exercise, Lecture & Discussion	Mr. Mathew
03.00 - 05.00	Creativity	<ul style="list-style-type: none"> - To describe the concept of creativity. - To discuss the need for creative thinking. - To analyse the process of creative thinking. 	Lecture & Discussion Video	Dr. Abel Mr. Stalin
<u>05.12.02 (THURSDAY)</u>				
08.00 - 09.00	NET	<ul style="list-style-type: none"> - To present previous day proceeding & Evaluation. 	Report reading	Mr. Mathew
09.00 - 12.00	Group dynamics	<ul style="list-style-type: none"> - To state the guidelines for conducting effective group discussions. - To identify and deal with problem members in a group discussion. 	Group discussion & lecture	Mr. Sekar
02.00 - 03.15	Time Management	<ul style="list-style-type: none"> - To discuss the practical steps in organising one's job functions more effectively. - To list the common time problems 	Lecture & Video	Mr. Maniraj Mr. Stalin
03.00 - 04.00	Planning Conferences & Meetings	<ul style="list-style-type: none"> - To list the logistics to be arranged for a Conference/meeting. - To prepare an 'agenda' for a meeting - To discuss activities to be planned in organising a Conference/Meeting. 	Lecture	Dr. Thasian
<u>06.12.02 (FRIDAY)</u>				
08.00 - 09.00	NET	<ul style="list-style-type: none"> - To present the previous days proceedings and Evaluation. 	Report reading	Mr. Mathew
09.00 - 10.00	Human Relations in Management	<ul style="list-style-type: none"> - To discuss the guidelines for effective human relations in Management. 	Lecture & Video	Mr. Mathew Mr. Stalin
11.00 - 12.00	Public Relations	<ul style="list-style-type: none"> - To define the concept of Public Relations - To discuss the 4 stages in a Public Relations programme. 	Lecture	Dr. Thasian
12.00 - 01.00	Disaster Management	<ul style="list-style-type: none"> - To list different types of emergencies - To discuss methods of adapting to unforeseen events like epidemics, flood, draught, price escalation etc. - To describe the precautions to be followed during emergencies. 	Lecture	Dr. Thasian
02.00 - 03.00	Post Test	<ul style="list-style-type: none"> - To assess the knowledge gained by the participants. 	Questionnaire	Mr. Mathew
	Process Evaluation	<ul style="list-style-type: none"> - To collect feedback from participants about workshop process. 	Questionnaire	"
04.00 - 04.30	Closing Session	<ul style="list-style-type: none"> - To formally wind up the workshop 	Reflections by Participants	Faculty

A SYSTEMS APPROACH MODEL FOR THE WORKSHOP ON

"PROJECT FORMULATION"

INTRODUCTION: In recent years many rural development programmes have been started in our country by voluntary agencies. It is estimated that there are more than 20,000 voluntary agencies actively involved in rural development work. This is an expression of their faith in democracy and their commitment to serve people. Successful implementation of health and development services requires appropriate and systematic formulation of projects. The project planned should be aimed and focussed on the needs and problems of the community. Lack of knowledge and skills to systematically plan and implement rural development projects has been a major constraint for those who wish to start community based programmes. This workshop is designed to provide a step-by-step approach to "Project Formulation" for persons interested in starting new projects.

NEEDS ASSESSMENT:

- a) Basic needs of the workshop will be identified through RUHSA Faculty discussion and review of previous batch participants' reflection.
- b) The desired level of the participants would be studied through individual and group work.
- c) The present level of knowledge, attitude and skill of the participants would be determined through the help of pre-assessment questionnaire.

OBJECTIVE:

- a) To discuss the methods of selecting an appropriate community to start a project.
- b) To conduct community diagnosis of the selected project areas.
- c) To identify, prioritise and analyse the problems of the community.
- d) To develop goal and objectives of the project.
- e) To develop Log Frame for a defined project.
- f) To develop an action plan and time plan for the entire duration of the project.
- g) To plan for the manpower requirement of the project.
- h) To writeup an appropriate budget for the proposed project.
- i) To state the steps in registration of trust/society.
- j) To discuss the sustainability of the proposed project.

RESOURCE PERSONNEL : RUHSA Faculties

METHODOLOGY:

Field visit, group work, simulation games, problem based learning Video show and lecture with suitable audio-visual presentation.

IMPLEMENTATION:

Process : Workshop
Coordinator : R. Jambulingam
Date : 25th - 29th November 2002
Venue : RUHSA

EVALUATION AND FOLLOW-UP

- a) Daily process of the workshop assessed through MET
- b) Training content and process assessment through discussion and questionnaire.

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//24.8 SYSAPP02.PF//



WORKSHOP ON "PROJECT FORMULATION AND STRATEGIC PLANNING"

TIME	TOPIC	OBJECTIVES	METHODOLOGY	RESOURCE PERSONNEL
<u>25.11.2002 (MONDAY)</u>				
09.00-10.30 AM	Registration	- To enroll the participants name in the workshop.	Individual Assignment	Mr. Asokan
	Pre-evaluation	- To assess participants' pre-entry knowledge.	Individual Assignment	"
	Needs Assessment	- To assess individual learning needs / expectations.	Individual Assignment	"
	Formation of NET	- To involve the participants in workshop management.	Brief introduction & discussion	"
	Workshop orientation	- To introduce workshop content.	Discussion and Brief introduction	Mr. R. Janbulingan
11.00-12.30 PM	Selection of a community	- To analyse the major factors to be considered while selecting a community.	Lecture and discussion	Mr. Asokan
	Community diagnosis	- To explain the concept of community diagnosis. - To list out the steps in conducting a community diagnosis. - To analyse issues in conducting a community diagnosis	Lecture Discussion	
02.00-04.30 PM	Identification of community problem	- To identify the community problems.	Field visit Group Work	Mr. Joseph Mr. Asokan Mr. Janbulingan
<u>26.11.2002 (TUESDAY)</u>				
08.30-09.00 AM	NET Presentation	- To present previous day's proceeding and evaluation.	Presentation Discussion	Co-ordinator
09.00-10.30 AM	Prioritization	- To prioritise the community problems.	Delbecq process	Mr. Sekar
11.00-12.30 PM	Problem Analysis	- To recognise the importance of Problem Analysis. - To analyse the selected problem. - To prepare and present a model problem tree.	Lecture & Group work	Mr. Mathew
02.00-03.00 PM	Cartography Technique	- To recognise the importance of Cartography for project planning. - To discuss the techniques of using cartography in P.P. - To recognise the utilities of cartography in P.P.	Lecture & Group work	Mr. Jeevankumar
03.30-04.30	PRA - Video			Mr. Stalin

TIME	TOPIC	OBJECTIVES	METHODOLOGY	RESOURCE PERSONNEL
27.11.2002 (WEDNESDAY)				
08.30-09.00 AM	MST Presentation	- To present previous day's proceeding and evaluation.	Presentation Discussion	Co-ordinator
09.00-09.30 AM	Introduction to Log Frame Technique	- To list the content of Log Frame Technique. - To discuss the utility of Log Frame Technique.	Lecture	Mr. Mathew
09.30-10.30 AM	Objectives and	- To define the concept Objectives.	Lecture	Mr. Mathew
10.30-12.30 PM	Strategies	- To discuss the basic qualities of an effective objective. - To use the guidelines for developing objectives. - To analyse the techniques of identifying strategies. - To develop a set of alternative strategies for the objectives set. - To present the objectives and the strategies developed by the participants during group process.	Programmed Instruction Discussion Group work and Presentation	
02.00-03.15 PM	Process /	- To list the activities to be implemented to achieve each output objective.	Lecture	Mr. Janbulinas
03.30-04.30 PM	Activities	- To discuss the relevance of the activities to achieve the given output. - To discuss the technique of developing Action Plan and Time Plan. - To present a model action plan and time plan developed in the group work.	Discussion Group work and Presentation	
28.11.2002 THURSDAY				
08.30-09.00 AM	SET Presentation	- To present previous day's proceeding and evaluation.	Presentation Discussion	Co-ordinator
09.00-10.00 AM	Indicators	- To define objectively verifiable indicators. - To discuss the qualities of a good indicator (SMART). - To explain various type of indicators. - To develop a set of input and output indicators.	Lecture Group work and Presentation	Dr. Rajaratnam Abel
10.00-10.45 AM	Means of Verification	- To define means of verification. - To discuss the method of determining the Means of Verification. - To identify an appropriate means of verification for the developed indicators.	Lecture Group work and Presentation	Dr. Rajaratnam Abel
11.00-12.30 PM	Risks and Assumptions	- To list out the external forces that may impede the successful achievement of programme output. - To discuss the probable conditions without which project activities will fail to achieve results. - To discuss the strengths and limitations of LFA.	Lecture Group work and Presentation	Mr. Janbulinas

02.00-03.15 PM	Staff Structure	- To discuss the guidelines of staff structure required for a project.	Lecture Discussion	Mr. Munirajulu
03.30-04.30 PM	Sustainability and Project Appraisal	- To define the concept sustainability. - To identify the areas of sustainability. - To discuss atleast four parameters for project appraisal.	Lecture Discussion	Dr. Thesien

19.11.2002 FRIDAY

08.30-09.00 AM	NET Presentation	- To present previous day's proceeding and evaluation.	Presentation Discussion	Co.ordinator
09.30-10.30 AM	Budget	- To analyse various issues involved in developing an appropriate budget. - To prepare and present a model budget for the proposed project.	Lecture Group work & Presentation	Mr. Emmanuel
11.00-12.30 PM	Formation of trust/Society & Executive Summary	- To facilitate the registration of trust / society - To explain the purposes of preparing an executive summary. - To list the content of an executive summary. - To listout the necessary enclosures.	Lecture Discussion	Mr. Jambulingam
02.00-03.45 PM	LFA Matrix	- To prepare and present a model LFA Matrix.	Group work & Presentation	Mr. Mathew
04.00-04.30 PM	Workshop Assessment	- To collect feedback from the participants about content / process.	Individual Assignment	Mr. Asokan

R. JAMBULINGAM
Workshop Co.ordinator.

RUHSA DEPARTMENT, CMC&H, VELLORE

SYSTEMS APPROACH TO WORKSHOP ON "LEADERSHIP"

INTRODUCTION

The underlying goal of all rural health and development work is human development. Staff involved in promoting rural development services need positive, constructive and committed leadership qualities. Every community development worker will find himself or herself in leadership roles in a variety of situations - facilitating a meeting, coordinating with a team of grassroots level volunteers, planning and discussing with a group of members of village associations, etc. There will also be times when they need to play an active role in promoting and increasing the participation of people and groups. Workers involved in carrying out different health and development programmes also need to work together as "Team" for greater success. To achieve this, it is important for all staff to have an understanding of the dynamics of working together and the skills necessary to achieve this end. Keeping these valuable points in mind, RUHSA Department conducts a 5 days workshop on "Leadership" for those who are going to play a dynamic role as leaders in Community Health and Development. By the end of the workshop the participants will be equipped with the knowledge attitude and skills to plan and implement programmes through effective leadership.

NEEDS ASSESSMENT

1. Basic needs of the workshop were identified from the DCHM curriculum plan and past experiences of RUHSA Staff.
2. The desired level of the participants will be identified through a discussion.
3. The pre-entry knowledge of the participants will be assessed through a test.

OBJECTIVES

By the end of the training, the participants will be able:

1. To discuss the meaning, importance, characteristics and approaches of Leadership.
2. To appreciate the importance of leadership in group activities.
3. To describe the traits and styles of effective leadership.
4. To distinguish between task and people based Leadership.
5. To analyse the behaviour of a successful Leader.
6. To elaborate on the role of a leader in Supervision.
7. To analyse the 'influence' processes in leadership.
8. To differentiate the effectiveness of various forms of 'power' used by leaders.
9. To discuss the elements, methods and guidelines of leadership development.
10. To discuss the importance and steps in decision-making for effective Leadership.
11. To analyse the components of leadership communication.
12. To narrate the roles and functions of a 'Community' leader.
13. To analyse the dynamics of teams and factors that promote and hinder team work.
14. To discuss methods of handling crisis situations in organisations.

METHODOLOGY

Lecture, Discussion, Group work, Presentation, Games, Exercise.

RESOURCE PERSONS: Dr.Abel, Dr.Thasian, Mr.Mathew, Mr.Sekar, Mr.Muniraj, Mr.Jambulingam, Mr.Solomon K., Mr.Kalaamani, Mr.Joseph.

IMPLEMENTATION

Date	:	18.11.2002 to 22.11.2002
Venue	:	RUKSA Campus
Process	:	Residential Workshop
Co.ordinator	:	Mr.S.Sekar

EVALUATION

1. Daily monitoring through Management Evaluation Team (MET)
2. Post-test to assess knowledge gained by participants.
3. Process-evaluation to get feedback from participants about the workshop.

//SYSAPP21.LDP 45.4//

RINSA DEPARTMENT, CMCH, VELLORE
WORKSHOP ON "LEADERSHIP" - CURRICULUM PLAN

TIME/DATE	TOPICS	OBJECTIVES	METHODOLOGY	RESOURCE PERSON
<u>18.11.2002 MONDAY</u>				
09.00-10.00	Pre test & needs assessment	<ul style="list-style-type: none"> - To assess participants pre-entry knowledge - To identify the participants desired needs 	Questionnaire Discussion	Mr. Solomon K.
10.00-10.30	NET formation	<ul style="list-style-type: none"> - To discuss the review procedures. 	Discussion	
	Workshop introduction	<ul style="list-style-type: none"> - To introduce the workshop 	Introduction	Mr. S. Sekar
11.00-12.30	Introduction in Leadership	<ul style="list-style-type: none"> - To define leadership. - To state 3 major importance of leadership. - To list the 5 characteristics of leadership. - To differentiate between 'a leader' and 'a Manager' - To discuss the four approaches in leadership. 	Lecture & Discussion	Mr. S. Sekar
02.00-03.15	Basic leadership styles	<ul style="list-style-type: none"> - To dramatise three basic styles of leadership and their merits & demerits. 	Role Play Discussion	Mr. Sekar
03.15-04.30	Leadership Traits	<ul style="list-style-type: none"> - To describe the concepts and traits for successful leadership. 	Self directed Learning & Lecture	Mr. Mathew
<u>19.11.2002 TUESDAY</u>				
08.45-09.00	NET	<ul style="list-style-type: none"> - To review previous days proceedings and evaluation 	Discussion	Mr. Sekar
09.00-10.30	Task Vs people based leadership	<ul style="list-style-type: none"> - To recognise the strengths and limitation of task based and people oriented leadership style. - To assess oneself in terms of his/her leadership style. 	Exercise & Discussion	Mr. Sekar
11.00-12.30	Situational determinants of leader Behaviour	<ul style="list-style-type: none"> - To discuss the factors for comparing managerial jobs with behavioural requirements. - To explain the guidelines for determining the relevance of specific leadership behaviour. 	Lecture Discussion	Dr. Abel
02.00-03.15	Situational leadership	<ul style="list-style-type: none"> - To realise the importance of situational leadership. 	Lecture Discussion & Sharing	Mr. Mathew
03.30-04.30	Leadership development	<ul style="list-style-type: none"> - To describe the five elements of leadership training skills. - To discuss the six methods of leadership development. - To list the five guidelines for developing effective leaders. 	Exercise & Discussion	Mr. Jankulingan

Mr. Sekar

TIME/DATE	TOPICS	OBJECTIVES	METHODOLOGY	RESOURCE PERSON
<u>20.11.2007 WEDNESDAY</u>				
08.45-09.00	MET	- To review previous days proceedings & evaluation	Discussion	Mr.Sekar
09.00-10.30	Leadership Influence Processes	- To distinguish between different form of leadership influence process. - To discuss the processes used by subordinates to influence leaders.	Exercise, Lecture & Discussion	Mr.Mathew
11.00-12.00	Leadership behaviour	- To analyse the behaviour of a successful leader.	Lecture Discussion	Dr.Abel
12.00-01.00 & 02.00-03.15	Concepts and Components in Decision making	- To discuss the basic concepts in leadership Decision - making - To discuss the four components of analysing a management problem.	Lecture Discussion & Case Study	Mr.Sekar
03.30-04.30	Supervision	- To state the meaning of Supervisor. - To explain the functions of a supervisor. - To describe the qualities of an effective supervision.	Lecture Discussion	Mr.Muniraj
<u>21.11.2007 THURSDAY</u>				
08.30-09.00	MET	- To review previous days proceedings & evaluation	Discussion	Mr.Sekar
09.00-10.30	Politics and Power	- To discuss the meaning of politics and power. - To list political strategies for attaining power in Organisations. - To choose appropriate political strategies for organisational development.	Lecture & Discussion	Dr.Abel
11.00-12.30	Community Leadership	- To identify the qualities that facilitate community leadership. To discuss the functions of a Community Leader. To analyse the problems faced & solved by Community Leaders.	Sharing Experience & Discussion	Facilitators Mr.Jambulingam Mr.Joseph Mr.Kalaisani
02.00-03.15	Leadership Communication.	- To discuss the importance of effective communication. - To analyse the four components of effective communication.	Lecture & Discussion	Dr.Abel
03.30-04.30	Crisis Management	- To discuss the methods of handling crisis in the team.	Lecture & Discussion	Dr.Abel

TIME/DATE	TOPICS	OBJECTIVES	METHODOLOGY	RESOURCE PERSON
<u>22.11.2002 FRIDAY</u>				
08.30-09.30	NET	- To review previous days proceedings & evaluation.	Discussion	Mr. Setar
09.30-12.30	Team work	- To recognise the importance of team work. - To discuss the four steps in developing an integrated team. - To analyse those factors which promote and hinder team work.	Broken squares game, Brain storming and presentation	Dr. Thasian
02.30-03.15	Post test & process evaluation	To assess the knowledge gained by the participants To collect the feedback from the participants about the workshop process.	Questionnaire	Mr. Solomon K.
03.30-04.00	Winding up Session	To formally windup the workshop and plan for follow up.	Reflection by Participants	Faculty

WORKSHOP ON "PERSONALITY DEVELOPMENT"

SYSTEMS APPROACH

INTRODUCTION

Without understanding oneself it is difficult to bring about change in the society. Staff involved in community health and development programmes should have a positive and dynamic personality and understand various stages of human life. The techniques of understanding and analysing oneself would help the individuals to reflect on their own personality. The goal of the workshop is "To enable the participants to be motivated to understand, accept and to change one's own behaviour so as to be an effective change agent".

NEEDS ASSESSMENT

- a. BASIC NEEDS of the module were identified through the review of the contents followed in the previous DCHM curriculum.
- b. DESIRED LEVEL of the participants will be assessed by group discussion after distributing the prepared systems approach and curriculum plan.
- c. ENTRY LEVEL of knowledge will be identified through a questionnaire.

OBJECTIVES

By the end of the workshop the participants will be able:

1. To recognise the importance of understanding oneself.
2. To discuss different theories of personality and behaviour in order to understand oneself better.
3. To describe issues in psycho-social development in each stages of human life.
4. To explain role of self concept in personality development.
5. To understand emotion and deal with them in an effective manner.
6. To demonstrate various methods for understanding, accepting and changing oneself.

METHODOLOGY

Group exercises, games, discussions, personality tests and lectures.

Resource persons: Mr. Mathew, Mr. Selvar, Dr. Thasian & Mr. Selvalumar

IMPLEMENTATION

Coordinator	..	Mr. Mathew Asirvatham
Venue	..	RUMSA
Duration	..	28.10.2002 - 1.11.2002

EVALUATION

1. Daily monitoring through Management Evaluation Team (MET)
2. Post-test to assess participants gain in knowledge.
3. Process-evaluation to get feedback from participants.

WORKSHOP ON "PERSONALITY DEVELOPMENT"

Date & Time	Topic	Objectives	Methodology	Resource Person
28.10.2002 (MONDAY)				
08.30 - 09.30	Pre-evaluation Needs Assessment NET Formation	<ul style="list-style-type: none"> - To assess entry level knowledge - To assess training needs - To form management team for workshop 	Questionnaire Discussion Selection	Mr. Mathew
09.30 - 10.30	Understanding Ourselves	<ul style="list-style-type: none"> - To analyse one's personal qualities. 	Games	Mr. Mathew
11.00 - 01.00	Understanding a Person	<ul style="list-style-type: none"> - To define meaning of Personality Development. - To discuss the importance of understanding and accepting oneself and others. - To recognise the importance of adapting oneself in day today life. - To share information about one self to others. - To discuss the theories of personality & behaviour. - To list out determinants of personality. - To discuss heredity and environment in personality Development. - To discuss different approaches in personality development. 	Lecture Discussion Exercise Sharing	Mr. Selvakumar
02.00 - 04.30	Emotions	<ul style="list-style-type: none"> - To describe different types of emotions. - To discuss effects of emotions on personality. - To recognise the importance of handling troublesome emotions. 	Lecture Discussion	Mr. Mathew
29.10.2002 (TUESDAY)				
08.30 - 09.00	NET			
09.00 - 10.30	Behaviour Modification	<ul style="list-style-type: none"> - To define behaviour modification. - To discuss the ways of modifying undesirable behaviour. 	Lecture	Dr. Tharion
11.00 - 01.00	Childhood Experience & Personality Devt.	<ul style="list-style-type: none"> - To describe characteristics child. - To identify development task in childhood. - To recognise social environment which will be helpful for growth of healthy personality. 	Lecture Discussion	Mr. Sekar
02.00 - 04.30	Self Concept	<ul style="list-style-type: none"> - To define self concept - To describe kinds of self concept - To explain factors that shaping self concept. - To recognise effects of self concept in Personality Development. - To describe activities that build strong esteem. 	Lecture Exercise	Mr. Mathew
30.10.2002 (WEDNESDAY)				
08.30 - 09.00	NET			
09.00 - 10.30	Self Awareness	<ul style="list-style-type: none"> - To state the meaning of self awareness. 	Lecture	Mr. Mathew
11.00 - 12.30		<ul style="list-style-type: none"> - To appreciate the importance of self awareness. 	Discussion	

Date & Time	Topic	Objectives	Methodology	Resource Person
07.00 - 07.30	Psycho Social Devt of Adolescents	<ul style="list-style-type: none"> - To describe characteristics of adolescence. - To identify development task in adolescence. - To discuss psychosocial crisis (identity vs role confusion) - To recognise importance of social environment which will be helpful for growth of healthy personality. 	Lecture Discussion	Dr. Theasian
08.45 - 09.30	Organisational Commitment	<ul style="list-style-type: none"> - To list the 3 dimension of Organisational commitment. - To discuss the nature of organisational commitment. - To assess one's commitment to the organisation where one works. 	Exercise Lecture & Discussion	Mr. Mathew
31.10.2002 (THURSDAY)				
08.30 - 09.30	NET			
09.00 - 10.30	Stages of Psychosocial Development	<ul style="list-style-type: none"> - To discuss the psycho social crisis in all stages of human life. 	Lecture Discussion	Mr. Selvakumar
11.00 - 12.30	Stress	<ul style="list-style-type: none"> - To describe types of psychological stress. - To explain strategies for coping with stress. 	Lecture Discussion	Mr. Mathew
02.00 - 04.30	Transactional Analysis	<ul style="list-style-type: none"> - To use the method of Transactional analysis for self understanding and change 	Lecture Discussion Exercise	Mr. Selvakumar
1.11.2002 (FRIDAY)				
08.30 - 09.00	NET			
09.00 - 10.30	Characteristics of a healthy personality	<ul style="list-style-type: none"> - To define healthy personality - To describe qualities of healthy personality 	Lecture Discussion	Mr. Mathew
11.00 - 12.30	Life-Coping Skills	<ul style="list-style-type: none"> - To discuss skills necessary for effectively coping with life. 	Lecture & Discussion	Mr. Selvakumar
02.00 - 03.15	Intra-personal Problems	<ul style="list-style-type: none"> - To analyse one's own intra-personal problems. - To recognise the importance of identifying and resolving intra-personal problems. 	Exercise & Discussion	Mr. Mathew
03.30 - 04.30	Post Test & Process Evaluation	<ul style="list-style-type: none"> - To assess learning outcome gained from the workshop. - To collect feed back from participants about the process of workshop. 	Questionnaire	Mr. Mathew

RUHSA DEPARTMENT, CMCH, VELLORECOMMUNITY DEVELOPMENT PROGRAMMESYSTEM APPROACH**INTRODUCTION**

Community Development is recognised as an effective and powerful device for promoting rural development in underdeveloped and developing countries. community development aims at bringing about an overall development of the community in the spheres of economic, political, social cultural and moral aspects. Keeping in view this Module is planned with the following goal: "To analyse the principles and strategies of community development in developing countries.

NEEDS ASSESSMENT

The BASIC NEEDS of the participants will be identified through the previous experience of RUHSA faculty.

The PRE ENTRY KNOWLEDGE of the participants will be assessed by questionnaire.

OBJECTIVES

By the end of the training, the participants will be able:

1. To describe the basic concepts of community development in development perspectives.
2. To analyse the critical perspectives of rural development experiments in India.
3. To critically analyse the approaches, methods, and alternative programme strategies to community development.
4. To analyse the success and failure in community development.
5. To compare different approaches of health and development programme.

METHODOLOGY

Lecture, Group work, Field visit, Library Assignment.

RESOURCE PERSONNEL: Dr.Thasian, Mr.Jebaraj, Mr.Jambulingam, Mr.Vijayakumari, Mr.Asokan, Mr.Jothimurthy, Mr.Solomon K.

IMPLEMENTATION

Dates	:	22.8.2002 to 24.8.2002
Venue	:	RUHSA
Co.ordinator	:	Mr.Solomon Kirubakaran
Process	:	Workshop

EVALUATION

Monitoring : Discusion with Participants
Evaluation : Group work, Presentation, Post evaluation.

RUNSA DEPARTMENT, CHEN, VELLORE
WORKSHOP ON "COMMUNITY DEVELOPMENT"
CURRICULUM PLAN

Date & Time	Topic	Objectives	Methodology	Resource Person
22.8.2002 (THURSDAY)				
08.30 - 09.00	NET	- To form Management Evaluation Team	Selection of Team	Mr. Solomon K.
	Pre-test	- To assess the participants pre-entry knowledge.	Questionnaire	
09.00 - 10.30	Community Development - Definition - Principles - Importance - Essential elements	- To define community development - To state four fundamental principles of Community Development. - To discuss the importance of community development. - To list atleast four essential elements of community development.	Lecture Discussion	Mr. Jebaraj
11.00 - 12.30	Approaches Merits & demerits	- To describe the three types of approaches in community development. - To discuss the merits and demerits of each type of approach.	Group discussion/ Lecture	Mr. Jacoblingam
02.30 - 04.00	Alternative Strategies method	- To explain the alternative strategies to development. - To describe two methods in community devt.	Lecture & Discussion	Mrs. Vijayakumari
23.8.2002 (FRIDAY)				
08.30 - 09.00	NET	- To present previous day proceeding & Evaluation.	Report reading	Resource Persons
09.00 - 10.30	Dimensions of Development	- To analyse different dimensions of development. - To list the areas of Community Development Programs.	Lecture & Discussion	Mr. Asokan
11.00 - 01.00	Factors Contributing for the success and failures	- To list all the four major factors contributing to Community Development. - To list atleast four major obstacles in Community Development. - To state the importance of development workers working with the community. - To describe the ways of working with the community by development workers.	RDO Office Visit & Discussion	Block Development Officer & his Team & Mr. Solomon K.
02.00 - 04.30	Community Development Experiments	- To explain atleast four community development experiments launched in India.	Assignment work presentation/ Discussion/ Lecture	Mr. Jothimurthy
24.8.2002 (SATURDAY)				
08.30 - 09.00	NET	- To present the previous days proceedings and Evaluation.	Report reading	Resource Persons
09.00 - 10.30	Role of NGO	- To discuss the role of voluntary agency in Community Development and Sustainable Development.	Lecture & Discussion	Dr. Thasian
11.00 - 12.00	Post Test	- To assess the knowledge gained by the participants.	Questionnaire	Mr. Solomon K.

RUHSA DEPARTMENT, CMCH, VELLORE

WORKSHOP ON "MANAGEMENT OF INCOME GENERATION PROGRAMME"

INTRODUCTION

Unemployment and under employment are serious problems in developing countries. India, as a developing country, this problem is very high due to high dependancy on primary sector as well as population growth. The increasing population on one hand and the limited absorption capacities in agriculture on the other force India to go for industrilization in a big way as an alternative source of income, employment and expansion. It is very difficult to start heavy industries due to lack of adequate resources particularly capital and skilled manpower. Further the rural based economy of India calls for a different type of approach which makes use of the available local resources. In this context to develop small income generating activities, India needs efficient promoters. To fulfil this requirement, RUHSA is organising this workshop with a Goal of "enabling the participants to acquire knowledge and skill to plan, implement and manage income generating schemes in the Community".

NEEDS ASSESSMENT

- BASIC NEEDS of the participants is listed based on the experience of RUHSA faculties.
- DESIRED NEEDS will be listed through discussion.
- PREENTRY knowledge and skills will be assessed through a questionnaire.

OBJECTIVES:

At the end of the workshop, the participants will be able:

- To compare the current business opportunities with personal skills to engage in the same.
- To describe the concept, purpose and the essential elements in the development of a business plan.
- To discuss the relevant legislations and regulations affecting the small business.
- To develop a comprehensive marketing plan including marketing research and strategies relevant to the small business venture.
- To demonstrate pricing and costing of product / service so as to control budget and maximise the output of the small business.
- To analyse the steps involved in Project Formulation.
- To discuss the simple system of record keeping to provide information from day to day management of the business.
- To describe various forms of organizations and develop strategies to promote income generation activities.

METHODOLOGY:

Lecture, Group discussion, field visit; Sharing experience,
Panel discussion, Games; Group work and presentation.

RESOURCE PERSONNEL:

Mr.Jambulingam, Dr.Thasian, Mr.Muniraj, Mr.Mathew, Mr.Sekar,
Mr.Alexander, Mr.Jothimurthy.

IMPLEMENTATION

Process	:	Workshop
Duration	:	22.10.2002 to 26.10.2002
Medium of Instruction	:	English
Co.ordinator	:	Mr.A.Alexander

EVALUATION - MET Process - Group work
- Post evaluation questionnaire

//51.6 SYSAPP02.IGP//

CURRICULUM PLAN - WORKSHOP ON 'MANAGEMENT OF INCOME GENERATION PROGRAMME

(22.10.2002 TO 26.10.2002)

Date/Time	Topic	Objectives	Methodology	Resource persons
22.10.2002 (TUESDAY)				
08.30 A.M.	Registration	- To collect particulars of participants	Filling Registration	Mr. Alexander
	Pre-Test	- To assess the participants pre entry knowledge.	Questionnaire	Mr. Johnmuri
	NET formation	- To form Management Evaluation Team	Selection process	
	Introductory game	- To enable the participants to get to know each other. - To reduce the participants inhibitions - To establish rapport with the participants.		
	Workshop introduction	- To introduce workshop content		Mr. Alexander
	Needs assessment	- To identify the participants desired needs.	Discussion	Mr. Alexander
10.30-11.30	Introduction to income generating schemes & its role in national economy.	- Describe the term MS/Small Business. - Discuss the main features of small business. - Discuss the difference between business & small scale industries. - Analyse the role of MS in National Economy. - List out the importance of MS. - List out the keys for success.	Lecture	Mr. Munira
11.30-12.30	Assessing the Personal Factors	- To discuss the ways to make a better decision about going into business. - To list out the skills need to operate a small business successfully. - To discuss the importance of the better preparation to start a business. - To list out the characteristics of good entrepreneur.	Discussion & lecture	Mr. Johnmuri
02.00-03.15	Identify the Possible Activities & Business Plan	- To list out the possible activities in the respective areas. - Describe the business plan. - List out the benefits of having a business plan. - Discuss the sources of information. - To discuss the basic qualities of effective objectives. - To develop the skill of writing the business plan.	Exercise & Presentation Lecture Exercise Group work	Mr. Munira
03.30-04.30	Basic Steps in Setting up the Business	- Discuss the various steps in setting up a small business.	Sharing Experience & Lecture	Mr. Munira

23.10.2002 (WEDNESDAY)

00.00-09.00	SET	- To present the previous days proceedings and evaluation.	Report reading	Co.ordinator
09.00-12.30	Field Visit & Presentation	- To list out the reasons for success and failures. - To discuss the techniques used for tackle the problems.	Visit various Existing activities / Report reading	Mr. Alexander Mr. Johnsenby
02.00-03.15	Managing Operation	- To discuss the ways to increase the high output. - To state the reasons for reduce the production cost. - To discuss the importance of quality control. - To discuss the importance of equipment.	Case & Lecture	Mr. Mathew Mr. Munira
03.30-04.30	Support Services	- To list out the various Government department helping for small business. - To list the various Government schemes. - To discuss the bank procedures related with business.	Lecture & Sharing Experience	Mr. Janabalingam

24.10.2002 (THURSDAY)

00.00-09.00	SET	- To present the previous days proceedings and evaluation.	Report reading	Co.ordinator
09.00-10.30	Finance Management & Book Keeping	- Discuss the strategic & financial planning. - To discuss the financial problems and business failure. - To discuss the information systems and book keepings. - To discuss the essential of financial management.	Case & Lecture Exercise	Mr. Mathew
11.00-12.30	Legal procedures licence, tax and insurance	- To discuss the importance of legal procedures in business. - To list out the various licences. - To list out the various taxes related with business. - To discuss the various insurance policies and importance of insurance in small business.	Sharing Experience & Lecture	Mr. Munira
02.00-03.15	Business Relationship	- To discuss the importance of relationship in business.	Sharing Experience & Lecture	Dr. Theodor
03.30-04.30	Decision Making	- To discuss the importance of decision making. - To list out the steps involved in decision making.	Lecture & Case Study	Mr. Selar

ON THURSDAY

ON WEDNESDAY

25.10.2002 (FRIDAY)

00.30-01.00	NET	- To present the previous days proceedings and evaluation.	Report reading	Co.ordinator
09.00-10.15	Form of Organisation	<ul style="list-style-type: none"> - To list out the various approaches used to promote small business. - To list out the different types of organisation. - To list out the advantages and disadvantages of each organisation. 	Lecture & Discussion	Mr. Jambulingam
10.30-12.30	Marketing	<ul style="list-style-type: none"> - To discuss the importance of strategic and marketing planning. - To discuss the difference between sales and marketing. - To discuss the importance of marketing research. - To list out the importance of branding, packing selecting the channels etc. 	Case & Lecture	Mr. Muniraj
02.00-04.30	Project Formulation & Project Preparation	<ul style="list-style-type: none"> - To discuss the basic qualities of effective objectives. - To discuss the various steps involved in project preparation. - To develop the skill of writing project. 	Lecture & Group work	Mr. Muniraj

26.10.2002 (SATURDAY)

00.00-00.30	NET	- To present the previous days proceedings and evaluation.	Report reading	Co.ordinator
08.30-09.30	Role of Communication	<ul style="list-style-type: none"> - To discuss the importance of effective communication. - To analyse the four components of effective communication (advertisement) - To discuss the importance of innovation and creativity. 	Lecture Exercise	Mr. Stalin
09.30-10.30	Pricing Strategies	<ul style="list-style-type: none"> - To discuss the various pricing strategies in business. - To discuss the method of costing. 	Lecture Case Study	Mr. Muniraj
11.00-12.00	Handling the Crisis	<ul style="list-style-type: none"> - To list out the various crises will occur in small business. - To discuss the ways to avoid the crises. 	Lecture & Sharing Experience	Dr. Theodor
12.00-12.30	Post Evaluation	- To assess the knowledge gained by the participants.	Questionnaire	Mr. Jothimurthy

28.8.2002

Ms. Vartika Jaini
Programme Officer
Sir Ratan Tata Trust
Bombay House
Homi Mody Street
MUMBAI - 400001.

Fax: 022 285 4633

Dear Ms. Vartika Jaini,

Thank you very much for your fax dated August 23. I would like to confirm that the conference is being carried out from September 12-14 at Bhubaneswar.

While we had budgeted for a simple conference in NGO style, while I visited Bhubaneswar recently there is more interest in this conference. The Health Secretary is coming. Besides other officials are also coming and UNICEF representatives are also participating.

The Health Secretary suggested that I invite other leading NGOs of Orissa who are not ROAM partners. Besides UNICEF suggested that we organise the conference in a good venue. They have also indicated their willingness to contribute for this conference which was not budgeted by us. Therefore I am ~~excluding~~ a budget for this change with additional inputs from other sources. I am now sending this by Fax and confirm over phone later. would

We are following with the report of Keerti and inviting different organisation for the conference. I will send a response to the same separately. I am also enclosing a statement of account separately by courier.

I would be thankful if you will permit us to seek the extra funding for UNICEF.

Thanking you,

Yours sincerely,

Dr. Rajaratnam Abel,
Head of RUHSA Department.

INTRODUCTION

Indian agriculture is the back bone of the rural economy. Without agricultural development, the rural economy of the country cannot progress. Besides agriculture there are other rural occupation which contribute for the development of rural economy. 80% of families in India are mainly depending upon agriculture and allied industries. Since the agriculture is said to be the gamble in the monsoon during harvest failures people migrate to other places in search of their livelihood. So there is a need to think of an alternative source of employment other than agriculture and allied sectors. In this context the income generation schemes, rural cottage industries and also crafts play a vital role in eradication of poverty. Keeping this in view this module is planned with the following goal:

"To analyse rural economy and occupation to help the programme planners to eradicate the poverty.

NEEDS ASSESSMENT

The BASIC NEEDS of the participants will be identified through the previous experience of RUHSA faculty.

The PRE ENTRY KNOWLEDGE of the participants will be assessed by questionnaire.

OBJECTIVES

By the end of the training, the participants will be able:

1. To discuss the role of rural occupation in economic development.
2. To analyse the status and conditions of various occupational groups commonly seen in the villages.
3. To discuss and specify the different rural occupations.
4. To analyse the economic benefits acquired by the various occupational groups through Government/NGOs in developing countries.
5. To analyse the concept, causes of migration and its consequences on nation's development.

METHODOLOGY

Lecture, Group work, Field visit, Library Assignment.

RESOURCE PERSONNEL: Dr.Thasian, Mr.Jambulingam, Mr.Jebharaj, Mr.Muniraj, Mr.Sekar, Mrs.Vijayakumari, Mr.Jothimurthy, Mr.Asokan.

IMPLEMENTATION

Dates	:	19.8.2002 - 21.8.2002
Venue	:	RUHSA
Co.ordinator	:	Mr.Muniraj
Process	:	Workshop

EVALUATION

Monitoring : Discussion with Participants
Evaluation : Group work, Presentation, Post evaluation.

WORKSHOP ON "RURAL OCCUPATION AND ECONOMY"

CURRICULUM PLAN

Date & Time	Topic	Objectives	Methodology	Resource Person
<u>19.03.2002 (MONDAY)</u>				
08.30 - 09.30	NET	- To form Management Evaluation Team	Selection of Team	Mr. Ankan
	Pre-test	- To assess the participants pre-entry knowledge.	Questionnaire	"
	Workshop Introduction	- To introduce the workshop content	Brief talk	Mr. Muniraj
	Needs assessment	- To identify the participants desired needs	Discussion	"
09.30 - 10.30	Characteristic features of Rural economy, Role of Agriculture in Rural Economy.	- To discuss the five characteristic features of Rural Economy. - To analyse the contribution of Agriculture to Rural Economy.	Lecture and Group discussion	Mr. Muniraj
11.00 - 12.00	Classification of Agricultural economy	- To discuss sund's classification. - To identify agricultural occupation and classify them. - To list the various types of agriculture and identify problems of unemployment. - To discuss the inequality in asset distribution and the measures taken against it. - To describe problem of small farmers and agricultural labourers.	Lecture & Discussion	Dr. Thasien
12.00 - 01.00	Rural indebtedness	- To discuss the causes of borrowing credit, sources, utilisation and repayment problems. - To discuss the agriculture development measures taken and its impact on the various sectors of the society.	Lecture & Discussion	Dr. Jankalingam
01.00 - 04.30	Agricultural Marketing	- To describe agricultural marketing and related problems. - To list the no. of agricultural marketing activities.	Field Visit & Case Study (K.V. Kuppam Sandy)	Mrs. Vijayakumari & Mr. Muniraj
<u>20.03.2002 (TUESDAY)</u>				
08.30 - 09.00	NET	- To present previous days proceedings and Evaluation	Report reading	Resource Persons
09.00 - 10.30	Rural Occupation	- To discuss about the previous day's field visit and classify the rural occupation.	Group work Presentation	Mrs. Vijayakumari & Mr. Muniraj
11.00 - 01.00				
02.00 - 04.30	Migration	- To analyse the concept and the causes of migration. - To list the consequences of rural migration.	Lecture Discussion Case Study Field Visit	Mrs. Vijayakumari & Mr. Muniraj

Date & Time	Topic	Objectives	Methodology	Resource Person
<u>21.08.2002 (WEDNESDAY)</u>				
08.30 - 09.00	MET	- To present previous day's proceedings and evaluation	Report reading	Resource Persons
09.00 - 10.30	Rural Occupation Issues / Problems	- To identify the different issues of rural occupation. - To discuss the functions of rural occupation.	Lecture Group work & Presentation	Dr. Thasine
11.00 - 01.00	Training for Upgrading the occupational skills	- To discuss the relevance of training for getting employment. - To discuss the training skills required for upgrading the occupation.	Lecture Discussion	Mr. Sekar
02.00 - 03.30	Rural Industries	- To list out the types of rural industries and functions. - To describe the problems of Rural Industries. - To discuss the role of rural industries in community development.	Lecture Discussion	Mr. Muniraj
03.45 - 04.30	Post Evaluation	- To assess the knowledge gained by the participants.	Questionnaire	Mr. Jothimurthy



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RUHSA DEPARTMENT, CNC, VELLORE

RUHSA ORIENTATION PROGRAMME

ST. OLAF COLLEGE STUDENTS (2 Nos)

11 - 13 November 2002

TIME PLAN

11.11.2002 (MONDAY)

- 10.30 - 11.00 AM : Arrival & Registration
- 11.00 - 11.30 AM : RUHSA Video Programme - Mr. Stalin
- 11.30 - 12.00 Noon : Discussion with the Head, RUHSA
- Dr. Rajaratnam Abel
- 12.00 - 12.30 PM : Health Unit Visit
- Mrs. Greeda Alexander
- 12.30 - 1.00 PM : SED Unit Visit - Mr. Jambulingam
- 2.00 - 2.30 PM : CERT Activities - Dr. Thasien
- 2.30 - 3.15 PM : Community College - Mr. Solomon
- 3.30 - 4.30 PM : Parenting / AIDS Programme - Mr. Stalin

12.11.2002 (TUESDAY)

- 9.00 - 12.30 PM : Mobile Clinic Observation
Discussion with RCO
Community Volunteers
- Letteri
- Mr. Asokan, Mr. Amalan, RCO
- 2.00 - 2.30 PM : Rehabilitation Programme
- Mr. Selvakumar
- 2.30 - 3.15 PM : Self Help Group - Mr. Sekar
- 3.30 - 4.30 PM : Previous Studies - Library work

13.11.2002 (WEDNESDAY)

- 9.00 - 2.30 PM : Field Visit - Panamadangi / K.V. Kuppam
Self Help Group Activities
Poverty Eradication Programmes
Watershed Management, Biogas Programme
Village Industries
- 2.30 - 6.00 PM : Hike - Bairava Hills

A. ALEXANDER
Co.ordinator.

RUHSA DEPARTMENT, CMC, VELLORE

WORKSHOP ON "EPIDEMIOLOGY" - DCHM - 2002 - 2003

SYSTEMS APPROACH

INTRODUCTION:

Epidemiology is a tool developed in the discipline of community medicine. However with the wide application of epidemiology it has moved beyond community medicine into clinical medicine, social sciences etc. However epidemiology is also being increasingly used by health managers. Therefore epidemiology is included in this course, with a Goal of orienting the students to the concepts of epidemiology so that they can utilise this tool for managerial decision making.

NEED ASSESSMENT:

- Basic Needs review of the previous epidemiology workshops conducted in RUHSA and abroad and consulting with expertise.
- Entry level knowledge will be assessed through a questionnaire.

OBJECTIVES:

1. To describe the basic concepts of epidemiology.
2. To calculate selected measures used in epidemiology.
3. To discuss the various epidemiological study design.
4. To explain the application of epidemiology in screening tests, programme evaluation and disease control.

METHODOLOGY:

Lecture, Exercises, Group Work

RESOURCE PERSONNEL : Dr.Rajaratnam Abel, Dr.Rita Aaron

IMPLEMENTATION:

Venue	: RUHSA Campus.
Date	: 14.10.2002 to 19.10.2002
Co.ordinator	: Dr.Rajaratnam Abel

EVALUATION:

- Outcome evaluation - Pre-post questionnaire
- Process evaluation - Questionnaire
- Necessary modifications will be incorporated in the next workshop based on the evaluation results.

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MUNSA DEPARTMENT, CDC, VELLORE

BCNM - CLASSES - TIME PLAN

DATE/DAY	8.00-9.00 AM	9.00-10.00 AM	10.30-11.30 AM	11.30-12.30 PM	2.00-3.15 PM	3.30-4.30 PM
14.10.02 MONDAY	Pre Evaluation	Introduction to Concept of Strategies of Social Change - Mr.Sekar	Structural Analysis - Dr.Thasian	Dynamics of Planned Social Change - Dr.Thasian	Introduction to Epidemiology - Dr.Abel	Measures in Epidemiology - Dr.Abel
15.10.02 TUESDAY	NET	Types of Changes - Dr.Thasian	Study Design - Dr.Abel	Descriptive Study Design - Dr.Abel	Practical	Introduction to Social Problems - Mr.Sekar
16.10.02 WEDNESDAY	NET	Social Legislation - Mr.Jothimurthy	Social Change in India - Mr.Jothimurthy	Strategies of Social Change - Mr.Jambulingam	Case Control Study Design - Dr.Rita	Cohort Study Design - Dr.Abel
17.10.02 THURSDAY	NET	Counselling for Children - Mr.Selvakumar	Clinical / Community Trials - Dr.Abel	Epidemiological Basis of Programme Evaluation - Dr.Abel	HIV & AIDS Counselling - Mr.Selvakumar	HIV & AIDS Counselling - Mr.Selvakumar
18.10.02 FRIDAY	NET	Epidemiological Approaches to Diseases Control - Dr.Abel	Planned Changes Vs Evaluation Changes - Dr.Thasian	Counselling for Youth (Mr.Muniraj)	Screening Test and Surveillance - Dr.Rita	Post Evaluation Counselling - Mr.Selvakumar
19.10.02 SATURDAY	NET	Ethical Issues - Dr.Rita	Post Evaluation Epidemiology & Strategies of Social Change	Weekly Review - Mr.Muniraj	-	-

Counselling for Youth.
Cohort study design
HIV & AIDS Counselling

INTRODUCTION:

In everyday life social and psychological problems, stresses on the individual, family and community are apparent. Counselling is a process of helping a person to attain and maintain a healthy life. The goal of this module is "To equip community health and development manager to develop basic skills in counselling to guiding people for their problems in the given community."

NEEDS ASSESSMENT:

- BASIC NEEDS of the module counselling will be identified through the review of the contents followed in the previous years curriculum.
- DESIRED LEVEL of the participants will be assessed by group discussion and questionnaire after distributing the prepared learning objectives.
- ENTRY LEVEL of knowledge will be identified through questionnaire.

OBJECTIVES:

- To recognise the need for counselling to various problems in the community.
- To discuss the various theories / approaches of counselling.
- To describe all the stages in counselling process.
- To demonstrate the skills of counselling in a given situation.
- To discuss the method of crisis counselling.
- To explain the process of group counselling.
- To describe the method of marriage and family counselling.
- To explain the method of counselling for sick & dying and AIDS/HIV Victims.
- To explain the method of counselling for Alcoholic, Drug addict and suicidal victims.
- To demonstrate the method of guiding and counselling Adolescent, Children, Unemployed youth, people with disabilities and elderly.

METHODOLOGY:

Lecture, experience sharing, group work, individual work, group work, skill practice, Role play, Hospital visit.

Resource persons : Dr.Rajaratnam Abel, Dr.Thasian, Mr.Mathew, Mr.Muniraj, Mr.Selvakumar, Mrs.Jayalakshmi

CMC : Rev. Immanuel, Mr.Surunagaraj,
~~Mr. Ilango~~ Mr. Natesan

CCC : Mrs.Meena Prasantham

Govt. : Mr.Natesan, Dist. Employment Officer.

IMPLEMENTATION:

Coordinator .. Mr.Selvakumar
Venue .. RUHSA
Date .. 7.10.2002 to 11.10.2002 (5 days)

EVALUATION:

- * MET for monitoring
- * Process evaluation
- * Observation during sessions/skill practice
- * Post evaluation questionnaire

CURRICULUM PLAN

Date & Time	Topic	Objectives	Methodology	Resource Person
7.10.2002 (MONDAY)				
08.30 - 09.30	Pre-test	- To assess the participants pre-entry knowledge.	Questionnaire	Mr. Aschan
	Needs Assessment NET Formation	- To identify desired needs of participants - To form Management Evaluation Team	Discussion Selection of Team	
09.30 - 10.30	Introduction to Counselling	- To define counselling - To explain the purpose of counseling. - To discuss 3 types of counselling. - To listout atleast 3 characteristics of an effective counsellor. - To recognise the need for counselling, counselling for various problems.	Lecture Discussion Game	Mr. Mathew
11.00 - 12.30	Counselling Approaches	- To describe different approaches/theories of counselling. - To discuss the use of TA method in counselling.	Lecture Exercise	Mr. Selvakumar
02.00 - 03.15	<i>Suicidal</i> Counselling	- To recognise the importance of physical and psychological attention in pre helping phase.	Lecture	Mr. Selvakumar
03.30 - 04.30	Stages/Skills	- To recognise the importance in the process of making individual to respond in stage 1.	Discussion Sharing, Role play Skill practice	Mr. Mathew
8.10.2002 (TUESDAY)				
08.30 - 09.00	NET	- To present previous days proceedings and Evaluation.	Report reading Discussion	Resource Persons
09.30 - 10.30	Counselling Stages/Skills	- To recognise the importance in the process of making individual to have integrated understanding in stage II. - To recognise the importance in the process of facilitating action plan to the individual in stage III. - To demonstrate the skills of counselling in given situation. - To describe the change take place in each stage.	Lecture Discussion Role Play	Mr. Selvakumar
11.00 - 12.30	Counselling for Adolescent	- To discuss problems of Adolescents. - To describe the strategies to cope with psycho social problems of adolescents.	Lecture	Mrs. Jayalakshmi
02.00 - 03.15	Counselling the Alcoholic & Drug Addict victim	- To describe the steps in counselling the alcoholic/Suicidal/Drug Addict victim.	Lecture Discussion Practice	Dr. Thasian
03.30 - 04.30	<i>Group</i> Suicidal Counselling	- To list out the problem that lead to suicide. - To describe method of counselling suicidal.	Lecture	Mr. Mathew

Date & Time	Topic	Objectives	Methodology	Resource Person
9.10.2002 (WEDNESDAY)				
08.15 - 09.30	NET	- To present previous days proceedings and Evaluation.	Report reading Discussion	Resource Persons
09.30 - 10.30	Guiding & Counselling Disabled	- To discuss the problems of disabled. - To describe the method of guiding and counselling disabled.	Lecture Discussion Visit	Mr. Gupta Mr. George Mr. Nathan Dist. employment officer
11.00 - 12.30	Marriage & Family Counselling	- To define marriage & family counselling - To discuss the issues in marriage - To listout different intervention in marriage counselling.	Lecture Discussion Practice Role Play	Mr. Selvakumar
02.00 - 03.15	AIDS/HIV Counselling	- To recognise the importance of counselling for AIDS/HIV patient. - To describe the guidelines for pre-test and post-test counselling. - To explain the method of behaviour change communication techniques. - To demonstrate counselling method in given situation.	Lecture Discussion Game	Mr. Selvakumar
03.30 - 04.30	Crisis Counselling	- To describe the method of crisis counselling.	Lecture Discussion	Mr. Selvakumar
10.10.2002 (THURSDAY)				
08.15 - 09.30	NET	- To present previous days proceedings and Evaluation.	Report reading Discussion	Resource Persons
09.00 - 12.30	Counselling the sick and dying	- To describe the method of counselling the sick and dying. - To demonstrate skill with the patients in the hospital.	Lecture Discussion Hospital visit	Rev. Inmanuel
02.00 - 04.30	CCC Visit	- To describe activities of CCC.	Lecture, Discussion	Mrs. Meena Prasanthan
11.10.2002 (FRIDAY)				
08.30 - 09.00	NET	- To present previous days proceedings and Evaluation.	Report reading Discussion	Resource Persons
09.00 - 10.30	Group Counselling	- To define "group counselling" - To listout types of group counselling - To define characteristics of a group. - To demonstrate style of group devpt. - To discuss the role of counsellor in the group counselling process.	Lecture Discussion Practice	Mr. Mathew

Date & Time	Topic	Objectives	Methodology	Resource Person
11.00 - 12.30	Counselling the aged	<ul style="list-style-type: none"> - To list out the problems of aged. - To describe the strategies that will meet the psycho social needs of the elderly. 	Lecture Discussion	Dr. Abel
02.00 - 03.15	Counselling and guiding unemployed youth	<ul style="list-style-type: none"> - To discuss the problems of youth. - To describe the method of counselling youth. 	Lecture Discussion	Mr. Maniraj
03.30 - 04.30	Counselling for Children's Problems	<ul style="list-style-type: none"> - To discuss problems of children. - To describe methods of counselling dealing with behaviour problems for the children. 	Lecture Discussion	Dr. Abel / Mr. Selvakumar
12.10.2002 (SATURDAY)				
08.30 - 09.30	Post Test/ Process Evaluation	<ul style="list-style-type: none"> - To assess the knowledge gained by the participants. - To collect the feedback from participants about workshop process. 	Questionnaire	Mr. Asokan



// CURR02.COU 49.8//

WORKSHOP ON "SOCIAL WELFARE REHABILITATION"

SYSTEMS APPROACH

INTRODUCTION

In India Social Welfare and Rehabilitation programmes aim at enabling the deprived sections of the population and vulnerable segments of society to overcome their physical, socio-economic, vocational and psychological handicaps and improve the quality of life.

Social Welfare and Rehabilitation programmes are implemented with the active co-operation of voluntary organisations all over the country. So it is essential task of health manager to have thorough knowledge on Social Welfare and Rehabilitation programme which will help them to plan and facilitate various schemes and services.

Keeping this in mind, RUHSA has planned this 5 day workshop with the goal, to equip PGDCHM participants with knowledge, attitude and skills in planning social welfare and rehabilitation programmes.

NEEDS ASSESSMENT

- a) Basic needs of the workshop were identified from the field experiences of RUHSA faculty, review of book and journals.
- b) Desired level of the participants will be identified through discussion with the participants at the beginning of the workshop.
- c) The entry level of the participants will be assessed through a pre-test questionnaire.

OBJECTIVES

1. To discuss the need for planning a Social Welfare and Rehabilitation Programme.
2. To explain the different types of Rehabilitation Services.
3. To describe the different schemes and services available for vulnerable groups in the community.
4. To state the barriers in availing Government schemes.
5. To discuss the role of NGO's in Rehabilitation and Social Welfare Programmes.

METHODOLOGY

Lecture, Group discussion, Field visit, Demonstration, Discussion with the beneficiaries, Presentation.

RESOURCE PERSONS:

External: Mr.Charles Prabakaran, Dist. Rehab. Officer, Vellore
Ms.Geetha Vinnarasi, NORTH Trust, Katpadi
Dr.Chithra, CP Home, Sainathapuram, Vellore
District Social Welfare Officer, Vellore
District Harijan Welfare Officer, Vellore

RUHSA : Dr.T.Thasian, Mr.Jebaraj, Mr.Muniraj, Mr.Selvakumar,
Mr.Govindaraj, Mrs.Vijayakumari Mr.Alexander, Mr.Selam.

IMPLEMENTATION

Co.ordinator	:	Mrs.Vijayakumari
Venue	:	RUHSA
Dates	:	30.9.2002 to 5.10.2002

EVALUATION

- Daily monitoring through Management Evaluation Team (MET)
- Participants evaluation through Post-test questionnaire.
- Participants feedback about workshop through process-evaluation.

//SYSAPP22.SMR 23.10//

CURRICULUM PLAN - WORKSHOP ON "SOCIAL WELFARE AND REHABILITATION"


(30.9.2022 TO 5.10.2022)

Date/Time	Topic	Objectives	Methodology	Resource persons
30.9.2022 Monday				
08.30-09.30	NET formation	- To form NET for each day to monitor and document workshop proceedings.	Discussion	Mrs.Vijayakumari
	Pre-evaluation	- To assess the participants pre-entry level of knowledge, attitude and skill.	Individual assignment	Mr.Alexander
	Needs Assessment	- To assess the participants expressed needs.	Discussion	Mrs.Vijayakumari
09.30-10.30	Workshop Introduction	- To explain the anticipated outcomes of the workshop. - To discuss the topics in SWR.	Lecture/ Discussion	Mrs.Vijayakumari
11.00-12.30	Introduction to Disability & Rehabilitation	- To define disability. - To list out common disabilities prevalent in the community. - To define rehabilitation. - To describe various approaches in rehabilitation.	Lecture Discussion Demonstration	Mr.Selvakumar
02.00-03.15	Introduction to Social Welfare	- To state the meaning of Social Welfare - To describe the five main objectives of SW & R. - To describe the importance of Social Welfare programmes.	Lecture	Mrs.Vijayakumari
03.30-04.30	Schemes for Children	- To discuss atleast 5 Government schemes for the welfare of children. - To list the documents required, eligibility criteria, methods of referring and followup for each of the schemes.	Lecture	Mr.Sekar
1.10.2022 Tuesday				
08.30-09.00	NET	- To present previous day's proceedings and evaluation.	Report reading & Discussion.	Resource Person
09.00-12.30	Successful / Unsuccessful schemes	- To discuss the problems in availing benefit. - To describe the impact of welfare schemes.	Discussion with the benefici- aries Visit to Veppaneri PSU	Mrs.Vijayakumari Mr.Govindaraj
02.30-03.15	Schemes for Harijan/Tribals	- To discuss at least 5 Government schemes for Harijans/Tribals. - To list the documents required, eligibility criteria, methods of referring and followup for each of the schemes.	Lecture	Mr.Muniraj ✓
03.30-04.30	Problems and possible solution of aged	- To list out the problems of aged. - To identify the possible solution.	Lecture Discussion	Mr.Jeboraj

Date/Time	Topic	Objectives	Methodology	Resource persons
3.10.2002 Thursday				
08.30-09.30	NET	- To present previous day's proceedings and evaluation.	Report reading & Discussion.	Previous day Resource persons
09.30-04.30	Visit to various Departments	- To describe the activities/programmes in different Departments.	Visit Discussion	Mrs.Vijayakumari Mr.Selvakumar
4.10.2002 Friday				
08.30-09.00	NET	- To present previous day's proceedings and evaluation.	Report reading & Discussion.	Previous day Resource Person & Participants
09.30-10.30	Presentation of Field Visit	- To present different activities of various departments.	Presentation Discussion	Mr.Selvakumar Mrs.Vijayakumari
11.00-12.30	Schemes and Services for the people with disabilities	- To discuss the various schemes and services available in Government / NGOs.	Lecture Discussion	Mr.Charles Prabhakaran Dist. Rehab. Officer
02.00-03.15	Role of NGOs in SW & R	- To discuss the role of NGOs in SW & R.	Lecture Discussion	Dr.Thazian
03.30-04.30	Community based Rehabilitation	- To define CBR. - To discuss the advantages of CBR.	Lecture Discussion	Ms.Geetha Vinnarasi WORTH Trust
5.10.2002 Saturday				
08.30-09.00	NET	- To present previous day's proceedings and evaluation.	Report reading & Discussion.	Previous day Resource Person & Participants
09.00-10.30	Need for Planning SWR Programmes	- To discuss the importance of planning SWR. - To describe various programmes available in the different States.	Lecture & Discussion	Mr.Selvakumar
11.00-12.00	Post evaluation Process evaluation	- To assess the knowledge gained by the participants. - To collect feedback from participants about workshop process.	Questionnaire	Mr.Alexander

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French

La rose est une fleur. — 

La violette est une fleur.

Une orange est un fruit.

Une banane est un fruit.

You want to learn?

Spend time usefully.

Sister learning to draw rangoli.

MODULE ON "BIODIVERSITY AND ENVIRONMENTAL HEALTH"

SYSTEMS APPROACH

1. INTRODUCTION

The world population is growing very rapidly. In India, in the last 40 years the population has doubled. As the population is increasing at such a rapid rate the economic and other demands of human beings is increasing simultaneously. In order to meet this demand, new inventions have come out of scientific research. On the other hand because of these scientific inventions the natural environment ~~is~~ ^{are} getting destroyed. If the same trend continues, in a short duration, the whole of human society itself may start to get destroyed. In order to save the natural resources and protect the environment which is vital to human life, it is our duty to protect these resources. Keeping these important points in mind RUHSA is organising this five days module. The goal of this workshop is "To highlight the importance of biodiversity and environment in the health and development of mankind".

2. NEEDS ASSESSMENT

BASIC NEEDS of the participants is listed based on the experience of RUHSA faculties.

DESIRED NEEDS will be listed through discussion.

PRE ENTRY knowledge skills will be assessed through a discussion.

3. OBJECTIVES

At the end of this module, the participants will be able :

1. To explain the concept of biodiversity conservation and its importance.
2. To explain the concept of environmental problems in health and development.
3. To describe the importance of community participation in biodiversity conservation.
4. To discuss the role of NGOs in protecting the natural resources.
5. To explain the importance of herbs in day to day life.
6. To discuss the major environment problems faced by mankind.
7. To discuss the Govt policies and programmes on environment sanitation.
8. To analyse strategies in the promotion of a healthy environment.

4. CONTENTS

- Introduction on biodiversity conservation.
- Importance and role of community in biodiversity conservation.
- Kitchen garden and nursery practices.
- Agro forestry and wasteland management.
- Role of species in nature.
- Medicinal plants uses and protection.
- Pollution.
- Health problems related with poor environment.
- Solid and waste water disposal.
- Environment and energy
- Race to save the planet
- Govt policies and programmes
- Issues in Promoting Environmental Health.
- Strategies for a healthy environment.

5. METHODOLOGY

Lecture, video, field visit, discussion, Group work, Presentation.

RESOURCE PERSONNEL:

Dr.Rajaratnam Abel, Dr.Rita Aaron, Dr.Thasian, Mr.Muniraj, Mr.Donald, Mr.Stalin, Mr.Solomon Kirubakaran, Mr.Aeckan

6. IMPLEMENTATION

Process	..	Sessions
Duration & date	..	5 days 23.9.2002 to 27.9.2002
Coordinator	..	Mr.Donald

7. EVALUATION

- Post evaluation through a questionnaire
- Process evaluation through questionnaire

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WORKSHOP ON BIO-DIVERSITY AND ENVIRONMENTAL HEALTH

CURRICULUM PLAN

Date & Time	Topic	Objective	Methodology	Resource person
23.09.2002 Monday				
08.30-09.00	Prevaluation	- To assess participants pre-entry knowledge	Questionnaire	Mr. Gordon
	NET formation	- To form management evaluation team	Selection of team	
09.00-10.30	Introduction to Bio-Diversity & Environmental Health	- To explain the concepts, needs, problems in bio-diversity and environmental health.	Lecture/ Discussion	Mr. Donald
11.00-12.30	Importance of Bio-diversity Conservation	- To explain the need for Bio-diversity conservation.	Lecture/ Discussion	Mr. Muniraj
02.00-03.15	Role of species in Nature	- To define the role of species in nature. - To discuss the importance of preservation of species. - To explain the role of the Community in bio-diversity conservation.	Lecture/ Discussion	Mr. Robinson K.
03.30-04.30	Health problems related with poor environment	- To list out atleast 5 diseases caused by poor environment. - To state the consequences of poor environment.	Lecture/ Discussion	Dr. Rita Aaron
24.09.2002 Tuesday				
06.15 AM	Natural Walk	- To observe the nature.	Walk	Mr. Donald
08.30-09.00	NET presentation	- To present previous day's proceedings.	Presentation	Mr. Donald
09.00-10.30	Medicinal plants uses & protection.	- To list atleast 10 medicinal plants. - To state the uses of medicinal plants. - To describe the methods of protecting medicinal plants.	Lecture/ Discussion	Mr. Muniraj
11.00-12.30 03.00-03.15	Pollution	- To analyse the situation factors that cause pollution. - To identify the cause of pollution. - To analyse the consequences of pollution. - To discuss the laws on Pollution.	Library Review/ Group work / Presentation & Discussion	Mr. Donald

Date & Time	Topic	Objective	Methodology	Resource person
05.30-04.30	Pollution	- To list the types of Pollution and its causes and consequences.	Video	Mr. Stalin
25.09.2002 Wednesday				
06.15 AM	Morning Walk	- To observe the nature.	Walk	Mr. Donald
08.30-09.00	NET presentation	- To present previous day's proceedings.	Presentation	Mr. Donald
09.00-10.30	Kitchen Garden and Nursery Practices	- To discuss the role of nursery / kitchen garden in bio-diversity conservation.	Lecture / Discussion	Mr. Muniraj
11.00-12.30	Solid & waste water disposal	- To define the terms - To explain the sources and method of disposal.	Lecture / Discussion	Mr. Donald
02.00-03.15	Agro-forestry and waste land development	- To explain the importance of agro-forestry. - To describe the methods for developing waste land.	Lecture / Discussion	Mr. Solomon K.
03.30-04.30	Pollution	- To observe the process involved in treating the Waste water in RMCA Campus.	Visit	Mr. Donald
26.09.2002 Thursday				
06.15 AM	Morning Walk	- To observe the nature.	Walk	Mr. Donald
08.30-09.00	NET presentation	- To present previous day's proceedings.	Presentation	Mr. Donald
09.00-10.30	Issues in Framing Environment & Health	- To list atleast 5 issues and analysing the same.	Lecture / Discussion	Dr. Abel
11.00-12.30	Role of NGO in Bio-diversity Conservation	- To discuss about the role of NGO.	Lecture / Discussion	Dr. Thasian
02.00-04.30	Pollution	- To visit Sewage treatment plant in CMCM and observing the different process involved in treating the waste water.	Field Visit	Mr. Donald

Date & Time	Topic	Objective	Methodology	Resource person
27.09.2002 (Friday)				
08.15 AM	Morning Walk	- To observe the nature.	Walk	Mr. Donald
08.30-09.00	MEP presentation	- To present previous day's proceedings.	Presentation	Mr. Donald
09.00-10.30	Govt. policies programme on environment.	- To list the Govt programme for protection of environment. - To explain the policies of government in the protection of environment.	Lecture/ Discussion	Dr. Thasian
11.00-12.30	Environment & Energy	- To describe the relationship between environment and energy. - To list alternate energy sources and its importance in environment.	Lecture/ Discussion	Mr. Donald
02.00-03.15	How to save the plant	- To analyse the strategies of environmental protection.	Video	Mr. Stalin
03.30-04.30	Post evaluation	- To assess the knowledge gained through the workshop.	Questionnaire	Mr. Asokan

(DONALD K. JOSEPH)
Coordinator.

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MODULE ON "HUMAN RESOURCE MANAGEMENT"

A SYSTEM APPROACH

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INTRODUCTION

" Man is the key to our problems, not money. Competent people can work miracles even with small resources and draw wealth out of barren land"

Success or failure of an Organisation is determined by "How well an organisation attains, maintains and retain its human resources". Any organisation whether big or small, business or service needs an optimum combination of money, machines, men and materials. Of all these the management of men is most challenging because every man differs from the other. All the other factors should also be handled by men to get the results. Therefore the human resources have to be tactfully handled by the management. The Human Resource Manager is concerned with obtaining the best possible staff for an organisation and, having got them, looking after them, so that they will want to stay and give their best to their jobs. There is a need for manager's of NGO's in the voluntary sectors to be abreast of the systematic procedures of developing the human resources in their organisation. Keeping this in mind RUHSA is organising a module on Human Resource Management. By the end of the module the participants will be equipped with the knowledge, attitude and skills "To plan, recruit and maintain the personnel required for an organisation".

NEEDS ASSESSMENT

BASIC NEEDS - were identified through discussion with experts and senior RUHSA staffs.

DESIRED NEEDS will be identified through discussion with participants.

ENTRY LEVEL of knowledge of the participants will be identified through a questionnaire.

OBJECTIVES

By the end of the module the participants will be able:

1. To determine and provide for the personnel resources required for the programme.
2. To explain the roles, functions, selection and training of village level volunteers in health and development.
3. To discuss the various approaches and strategies of human resources development.
4. To state the need for staff development.
5. To discuss atleast 2 issues in HRD.
6. To describe the ways of developing man power infrastructure.
7. To identify methods for team building and conduct training activities and continuing education needed to prepare personnel for their task.
8. To discuss strategies for improving the quality of work life.
9. To assess the level of job satisfaction of different staffs in an organisation.

METHODOLOGY

Lecture, Video, Quiz & Exercise.

RESOURCE PERSONS : Dr.Thasian, Mr.Mathew, Mr.Muniraj,
Mr.Immanuel, Mrs.Jayalakshmi & Mr.Jothimurthy

IMPLEMENTATION

Process	..	Sessions
Duration	..	5 days (5.8.2002 to 9.8.2002)
Venue	..	RUHSA
Coordinator	..	Mr.Immanuel

EVALUATION

- Post test will be conducted to asses the knowledge of the participants by the end of the module.
- Process evaluation will be done at end of the programme.

//SYSAPP02.HRM 49.8//

CURRICULUM PLAN - MODULE ON "HUMAN RESOURCE MANAGEMENT"

Date & Time	Topic	Objectives	Methodology	Resource Personnel
5.8.2002 MONDAY				
09.00-10.00	Pre-evaluation Needs Assessment	<ul style="list-style-type: none"> - To assess the participant's pre-entry level of knowledge, attitude & skills. - To assess the participants expressed needs. 	Individual assignment	Mr. Jothimuthy
10.30-11.30	Module introduction	<ul style="list-style-type: none"> - To explain the anticipated outcomes of workshop. - To discuss the topics in PM 	Lecture & Discussion	Mr. Immanuel
	Introduction to PM	<ul style="list-style-type: none"> - Define Personnel Management - State the functions of PM - Discuss the qualities of a good Personnel Manager — 	Lecture Discussion	Mrs. Jayalakshmi
11.30-12.30	Manpower planning	<ul style="list-style-type: none"> - Define Manpower planning. - Discuss the need of Man Power Planning. — - Outline the responsibilities of the HRD department in manpower planning. 	Lecture Discussion	Dr. Thasian
12.30-01.00	Personnel rules and regulation	<ul style="list-style-type: none"> - Review the staff service rules of CMCH. — - List the contents of personnel files. 	Reading	Mr. Immanuel
02.00-03.15	Selection of VLV	<ul style="list-style-type: none"> - To define the need for VLV in Health Development. - To discuss the selection methods of community volunteers. - To discuss the training methodology of VLV. - To discuss the methods of supervision of CVs/ - To discuss the rewards/financial support remuneration/incentives to the CVs. 	Lecture Discussion	Mr. Selvakumar
03.30-04.30	Personnel rules and regulation	<ul style="list-style-type: none"> - Review the staff service rules of CMCH. — - List the contents of personnel files. 	Reading and Discussion	Mr. Immanuel
6.8.2002 TUESDAY				
08.30-09.00	NET	<ul style="list-style-type: none"> - To review previous day's classes. 		Mr. Immanuel
09.00-10.00	Recruitment	<ul style="list-style-type: none"> - List the sources of recruitment. - Analyse the merits & demerits of promotion from within, campus recruitment, advertisement, employment exchange etc. — 	Lecture	Mr. Muniraj

Date & Time	Topic	Objectives	Methodology	Resource Personnel
10.30-11.30	BHUSA's HRD System and Issues in HRD	<ul style="list-style-type: none"> - Describe the philosophy of HRD - Describe the various strategies for introducing HRD. - Discuss the various approaches in HRD. - State the rules in planning a good HRD. - State the need to give orientation to the new recruits. - Examine the methods of increasing training needs of staff. - Discuss the various issues in HRD - Define selected issues in HRD 	Lecture Discussion	Mrs. Jayalakshmi
11.30-12.30	Selection	<ul style="list-style-type: none"> - Discuss the steps in the selection process. - Analyse the tests used in employee selection. 	Lecture	Mr. Maniraj
02.00-03.15	Job analysis	<ul style="list-style-type: none"> - Define the terms used in the job analysis. - Describe the contents of a job description. - List the human requirements to be included in job specification. 	Lecture	Mrs. Jayalakshmi
03.30-04.30	Improving performance	<ul style="list-style-type: none"> - List the symptoms of poor performance - State the causes of poor performance - Examine the procedures for dealing with poor performance. - Suggest remedies for improving poor performance. 	Lecture	Mr. Mathew
7.8.2002 WEDNESDAY				
08.30-09.00	MET	<ul style="list-style-type: none"> - To review previous day's classes. 		Mr. Emanuel
09.00-10.30	Morale & Job Satisfaction	<ul style="list-style-type: none"> - Define morale and job satisfaction - Discuss the factors that determine morale and job satisfaction - To assess the job satisfaction of employees. 	Lecture Discussion Exercise	Dr. Thasian
11.00-12.00	Wage administration	<ul style="list-style-type: none"> - List the consequences of poor wage administration. - State the principles of a sound wage system. - Name the factors that determine levels of pay. - Define job evaluation. - Discuss the systems of job evaluation. - Describe the provision of the minimum wage act. 	Lecture & exercise	Mr. Mathew
12.00-12.30	Video			

Date & Time	Topic	Objectives	Methodology	Resource Personnel
02.00-03.15	Quality of Work Life	<ul style="list-style-type: none"> - Define QWL - List the benefits of QWL - State the barriers to QWL - Discuss strategies for improvement in QWL 	Lecture Discussion Video	Dr. Thasian
03.30-04.30	Promotion, Transfer and Devotion	<ul style="list-style-type: none"> - State the meaning of promotion, devotion & transfer. - List the purposes of promotion - Analyse the criteria used for promoting an employee. - Name the types of transfer - Explain the difficulties in transfer. 	Lecture	Mr. Maniraj
8.8.2002 THURSDAY				
08.30-09.00	MET	<ul style="list-style-type: none"> - To review previous day's classes. 		Mr. Immanuel
09.00-10.00	Performance appraisal	<ul style="list-style-type: none"> - State the meaning of performance appraisal. - List the purpose of performance appraisal. - Discuss the technique of reviewing employee performance. - Specify the errors of judgement in performance appraisal. 	Lecture & Case Study	Mr. Mathew
10.30-11.30	Fringe benefits	<ul style="list-style-type: none"> - Define fringe benefits - Describe the types of fringe benefits. - List common fringe benefits given in any organisation. 	Exercise & discussion	Mr. Immanuel
11.30-12.30	Retirement	<ul style="list-style-type: none"> - List the reasons for retirement of system. - Name the theories of retirement benefits. - Discuss the retirement age for an employee. - Narrate the factors determining fairness of dismissal. - List the causes of resignation. 	Lecture	Mr. Mathew
02.00-04.30	Legal matters in personnel management	<ul style="list-style-type: none"> - Discuss the procedures for handling disputes under the industrial disputes Act. 1947. - Specify the legal aspects of strike, lockout, lay off and retrenchment. - Describe the various process of taking disciplinary action on an employee. 	Lecture Discussion	Personnel Officer CMCH

Date & Time	Topic	Objectives	Methodology	Resource Personnel
9.8.2002 FRIDAY				
08.30-09.00	MET	- To review previous day's classes.		Mr. Immanuel
09.00-10.00	Labour relations	<ul style="list-style-type: none"> - Identify the purpose of maintaining good labour relations in the organisation. - Specify the role of trade unions in an organisation. - Point-out methods of recognising trade unions. 	Lecture	Mr. Muniraj
10.30-11.30	Grievances and discipline	<ul style="list-style-type: none"> - State the meaning of grievances and discipline. - List the causes of employee grievances. - List the guidelines for maintaining discipline. - Analyse the essentials of disciplinary action. 	Quiz	Dr. Theasian
11.30-12.30	Forms of employment	<ul style="list-style-type: none"> - List the various forms of employment. - Discuss the advantages and disadvantages of shift working. - Part-time working, flexible hours, compressed hours and annual hours. 	Lecture	Mr. Muniraj
02.00-03.15	Staff Development & Career Planning	<ul style="list-style-type: none"> - To discuss the important staff development. - To describe the various methods of Staff Development. - To discuss the important career planning. - To describe the various methods of career planning. 	Lecture	Mr. Mathew
03.30-04.30	Post and Process evaluation	<ul style="list-style-type: none"> - To assess the level of knowledge and skill of the participants at the end of the workshop. - To obtain feed back from the participants about the effectiveness of the workshop. 	Filling Questionnaire	Mr. Jethiaurthy

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1494.

RUNSA DEPARTMENT, CMC, VELLORE

WORKSHOP ON "ACCOUNTANCY"

CURRICULUM PLAN

TIME	TOPIC	OBJECTIVES	METHODOLOGY	RESOURCE PERSON
02.09.2002 (MONDAY)				
08.30 - 09.00	Pre-Test	- Assess the expectation of the Participants	Questionnaire	Mr. Ankan
09.00 - 09.30	Fundamentals of Book-keeping		Video	Mr. Stalin
09.30 - 10.30	Fundamentals of Book-keeping	- To discuss the fundamental of Book-keeping.	Lecture Discussion	Mr. Mathew
11.00 - 12.00	Journal	- Specify the 3 rules of double entry. - Write Journal Entries for transactions affecting personal, real & nominal accounts. - To list the books of Accounts. - To discuss objective of Accountancy & General Principles involved in maintenance of double entry system.	Lecture Exercise	Mr. Sanjeevi
12.00 - 01.00	Cash Book	- Describe different types of Cash book. - Make entries in simple cash book. - Enter transaction in Analytical petty cash, by imprest system.	Lecture & Exercise	Mr. Sanjeevi
02.00 - 03.00	Cash Book	- Record cash and Bank transaction in double column cash book.	Lecture Exercise	Mr. Mathew
03.30 - 04.30	Ledger	- Post entries from journal and cash book to ledger.	Lecture Exercise	Mr. Mathew
03.09.2002 (TUESDAY)				
09.00 - 10.30	Trial Balance	- Extract the Ledger balance and prepare a trial balance. - Explain the reasons why the Trial balance may not agree. - List the function of Trial Balance.	Lecture & Exercise	Mr. Mathew
11.00 - 12.00	Bank Reconciliation & Subsidiary Books	- Bank Reconciliation. - List the subsidiary books. - To describe the different kinds of subsidiary books and their needs. - Distinction between subsidiary and principal books.	Lecture Exercises	Mr. Parandanan
12.00 - 01.00	Depreciation	- Justify the need for providing Depreciation. - Explain the basis of providing Depreciation. - Calculate depreciation using atleast two methods.	Lecture & Discussion	Mr. Muniraj

02.00 - 03.00	Budget	<ul style="list-style-type: none"> - To define Budget. - To state the need for the preparation of budget. - To discuss different types of budget. - To prepare a budget. - To discuss the different components of salaries, payments & recoveries. - To discuss the utilisation of grants in foreign currency. 	Lecture & Exercise	Mr. Immanuel
03.30-04.30	Insurance	<ul style="list-style-type: none"> - Describe the basic concept and different type of Insurance. - Discuss the process to be followed in claiming insurance, benefit of Insurance & Foreign exchange. 	Lecture	Development Officer
04.09.2002 (WEDNESDAY)				
09.00-10.30	Auditing	<ul style="list-style-type: none"> - Discuss the method of internal check internal audit and external audit. 	Lecture	Internal Audit Staff
11.00-12.30	Deductions	<ul style="list-style-type: none"> - Discuss the calculation of statutory deductions, PF, LIC, Gratuity and other department deductions. - Prepare statement of income tax deduction at sources for individuals. - List the retirement and superannuation benefits. 	Lecture Discussion Exercise	Mr. Serlian
02.00-03.30	Cash & Fund Flow	<ul style="list-style-type: none"> - Discuss general principles involved in cash control system. - Prepare a cash flow and fund flow statement 	Lecture Discussion Exercise	Mr. Pinto
03.30-04.30	Computerisation of Accounts	<ul style="list-style-type: none"> - Discuss the method to be followed before computerisation of accounts. - Justify importance of classification of account codes. - Explain methods used for preparation of subsidiary statements. - Discuss the use of computer during the final audit. - Discuss the advantages of computerisation of accounts. - Distinguish between computerized accounts and manually maintained accounts. 	Lecture Discussion Exercise	Mr. Jayavelu
05.09.2002 (THURSDAY)				
09.00-10.30	Costing	<ul style="list-style-type: none"> - Apply the techniques of cost planning and cost control. - Discuss some of the cost benefit analysis. 	Lecture Discussion Exercise	Mr. Serlian
11.00-12.30	Cash Verification	<ul style="list-style-type: none"> - Describe the process of cash verification. 	Lecture	Internal Audit Staff
02.00-03.15	Budgetary Control	<ul style="list-style-type: none"> - Discuss the method of budgetary control. 	Lecture	Internal Audit Staff
03.30-04.30	Foreign Fund Account	<ul style="list-style-type: none"> - Describe the process to be followed before receiving funds from other countries. - Discuss the importance and maintenance of separate accounts and records for external funding. - Discuss the method of preparing foreign fund statements. 	Lecture Discussion	Mr. Benzil

06.09.2002 (FRIDAY)

09.08-10.00	Receipts & Payments Account	<ul style="list-style-type: none"> - Describe the features of a receipts and payment account. - Prepare a receipts and payments account from the given transactions. - Distinguish between income and expenditure account and receipts and payments account. 	Lecture & Discussion	Mr. Sanjeevi
10.30-11.30	Income and Expenditure Account	<ul style="list-style-type: none"> - Explain the guidelines in preparing an Income & Expenditure account. - List the steps in preparing income and expenditure account. - Prepare an income and expenditure account for the given transactions. 	Lecture & Exercise	Mr. Mathew
11.30-12.30	Balance Sheet	<ul style="list-style-type: none"> - Distinguish between assets and liabilities. - Analyse the effect of Transfers in the Balance Sheet. - Prepare a Balance sheet for the given transaction. 	Lecture & Exercise	Mr. Isaacuel
02.02-03.15	Banking Procedures	<ul style="list-style-type: none"> - List the procedures of depositing and withdrawing money in the bank. - Discuss Crossing a cheque, Endorsement & refusal of payment. - Describe the general services of Bank and Bank pass book. 	Lecture	Bank Manager
03.30-04.30	Payment Vouchers	<ul style="list-style-type: none"> - Discuss the maintenance of payment vouchers and other relevant documents. - Discuss the problem during preparation of final statement by External Auditor. - Chart out process to be involved at the time of final audit. - List the subsidiary records and lists to be needed during finalisation of accounts. 	Lecture Discussion	Mr. Sanjeevi

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WORKSHOP ON COMMUNITY SURVEY TECHNIQUES

Date & Day	Time	Topic	Objectives	Methodology	Resource person
3.2.2003 Monday	08.30-09.00	Preassessment	<ul style="list-style-type: none"> - To assess participant's pre-entry knowledge and skill related to the workshop content. - To list out participant's expectations. 	Needs assessments	Mr. Ramakrishnan
	09.00-10.30	Community diagnosis problems selection	<ul style="list-style-type: none"> - To state the meaning of community diagnosis. - To list out atleast 3 purposes of community diagnosis. - To summarize similarities and differences between patient diagnosis and community diagnosis. - To identify atleast 3 informal methods of collecting information about the community. - To discuss the importance of two types of surveys to diagnose a community. - To identify the demographic community characteristics that come under hard measurable and soft facts. - To discuss all the steps involved in conducting systematic and formal community diagnosis. 	Lecture Discussion	Mrs. Jolly Rajaratnam
	11.00-12.00	Types of survey	<ul style="list-style-type: none"> - To define survey - To discuss the advantages of survey. - To explain the types of survey 	Lecture & discussion	Mrs. Jolly Rajaratnam
		Stages of survey	<ul style="list-style-type: none"> - To list out all the stages of survey. - To discuss on primary and secondary data. - To identify the four major phases in conducting a survey. 	Lecture & Discussion	Mrs. Jolly Rajaratnam
	12.00-01.00	Method of data collection	<ul style="list-style-type: none"> - To discuss the different types of data. - To list various methods of data collection to study a problem in a systematic manner. - To describe atleast three methods to study the problem identified in the community. 	Lecture Discussion	Mr. Ramakrishnan
	02.00-03.30	Sampling technique	<ul style="list-style-type: none"> - To define the concepts census, sample, sampling, sample population, sample frame, sample unit, sample size, non-response. - To state at least 2 purposes of sampling. - To discuss the essential conditions of sampling. - To describe at least 4 random and non random sampling technique. 	Lecture, Demonstration Discussion	Mrs. Jolly Rajaratnam

Date & Day	Time	Topic	Objectives	Methodology	Resource person
	03.45-05.00	Group work sampling techniques	- To use the appropriate sampling technique.	Group work, Presentation	Mr. Ramakrishnan
4.2.2003 Tuesday	08.30-08.45	MET review	- To present previous day's proceedings and evaluation.	Report presentation & discussion	Mr. Ramakrishnan
	08.45-09.00	Errors in surveys & quality control procedures.	<ul style="list-style-type: none"> - To discuss on sampling error and non sampling error. - To discuss on the data collection procedures, selection and training quality control procedures. - To discuss on development of plans for data analysis. 	Lecture & Discussion	Mrs. Jolly Rajaratnam
	09.00-10.30	Survey plan	<ul style="list-style-type: none"> - To discuss about the outline of a survey plan. - To select an appropriate title if necessary. - To write brief introduction for the survey. - To write a set of objectives to be achieved during survey. - To write methodology for the survey. - To prepare time plan and budget. 	Lecture & Discussion	Dr. Thasian
	11.00-12.00	Group work on survey plan	<ul style="list-style-type: none"> - To prepare a model survey plan for a selected problem given in the workshop. - To present the model survey plan for the selected problem. 	Group work & Presentation	Mr. Ramakrishnan
	02.00-03.30	Schedule	<ul style="list-style-type: none"> - To define the concepts, schedule and questionnaire. - To differentiate between schedule and questionnaire. - To list out two forms of questions. - To indicate at least five good qualities of a schedule/questionnaire. - To identify the variables related to the survey objectives. 	Lecture, Demonstration, Discussion	Mrs. Jolly Rajaratnam
	04.00-05.00	Developing model basic demographic schedule/specific survey schedule.	<ul style="list-style-type: none"> - To prepare at least one model basic demographic schedule. - To prepare one model specific survey schedule. - To present the basic demographic and specific survey schedules. 	Group work & presentation	Mr. Ramakrishnan
		Schedule pretesting	- To pretest the prepared survey schedule.		Mr. Ramakrishnan

Date & Day	Time	Topic	Objectives	Methodology	Resource person
5.2.2003 Wednesday	08.30-09.45	KET review	- To present previous day's proceedings and evaluation.	Report presentation & discussion	Mr. Ramakrishnan
	09.45-10.30	Interview techniques	<ul style="list-style-type: none"> - To define the concept interview. - To explain various types of interview. - To explain four merits and demerits of interview. - To demonstrate the purpose of four phases of interview. - To discuss the essential qualities of an interviewer. 	Lecture, Discussion, Demonstration, Role play	Mr. Ramakrishnan
	11.00-01.00	Tabulation	<ul style="list-style-type: none"> - To define variables, frequency, discrete distribution and continuous distribution. - To discuss the different types of tabulation. - To describe the differences between dummy tables and actual tables. 	Lecture, Discussion	Dr. Thasian
	02.00-03.30	Tabulation practical	<ul style="list-style-type: none"> - To prepare appropriate dummy tables related to the objectives of the survey. - To present the dummy tables related to the objectives of the survey. 	Group work, Presentation	Mr. Ramakrishnan
	04.00-05.00	Presentation Survey Plan	- Introduction, Justification, Methodology.	Presentation	Mrs. Jolly Rajaratnam
6.2.2003 Thursday	08.30-09.45	KET review	- To present previous day's proceedings and evaluation.	Report presentation & discussion	Mr. Ramakrishnan
	09.45-09.30	Modification of pretested schedule/editing and coding.	<ul style="list-style-type: none"> - To modify the pretested schedule. - To discuss the components of editing. - To define coding - To describe coding key, coding sheet. 	Lecture Discussion	Mrs. Jolly Rajaratnam
	09.30-10.30	Validity and reliability	- To discuss the concepts of validity and reliability.	Lecture Discussion	Mrs. Jolly Rajaratnam
	11.00-12.00	Diagrammatic representation	<ul style="list-style-type: none"> - To discuss atleast 3 significances of representing the data through diagram. - To draw simple bar-diagram, subdivided bar diagram, multiple bar diagram and pie diagram. 	Lecture, Demonstration, Group work	Mrs. Jolly Rajaratnam
	12.00-01.00	Basic statistical concepts	- To calculate rate, ratio, proportion and percentage.	Lecture & Discussion	Mrs. Jolly Rajaratnam
	02.00-05.00	Data collection	- To collect the basic demographic survey data.	Field work	Mr. Ramakrishnan

Date & Day	Time	Topic	Objectives	Methodology	Resource person
	06.00-08.00	Coding key/coding sheet/tabulation - practical	<ul style="list-style-type: none"> - Each participant will have done the data processing work of editing after the field work is over. - To use coding sheet to prepare their data in the code form. - To form the frequency tables either by putting tally marks or by preparing coding sheets. 	Group work	Mrs. Jolly Rajaratnam Mr. Ramakrishnan
7.2.2003 Friday	08.30-09.45	NET review	<ul style="list-style-type: none"> - To present previous days proceedings and evaluation. 	Report presentation & discussion	Mr. Ramakrishnan
	09.45-09.30	Interpretation	<ul style="list-style-type: none"> - To decide the pattern of percentages for the tables. - To identify the trends in the tables. - To interpret and draw differences from the tables developed. 	Lecture, Discussion	Mrs. Jolly Rajaratnam
	09.30-10.30	Techniques of report writing	<ul style="list-style-type: none"> - To define the concept of report - To discuss atleast 2 purposes of a report. - To analyse various components of a good survey report. 	Lecture & Discussion	Mrs. Jolly Rajaratnam
	10.30-11.00	Coffee break			
	11.00-01.00	Report writing practical	<ul style="list-style-type: none"> - To prepare survey report. 	Group work	Mrs. Jolly Rajaratnam Mr. Ramakrishnan
	02.00-03.00	Report presentation,	<ul style="list-style-type: none"> - To present the survey report developed during the workshop. 	Presentation	Mrs. Jolly Rajaratnam Mr. Ramakrishnan
	03.00-04.00	Post evaluation and workshop assessment.	<ul style="list-style-type: none"> - To assess the learning outcome of the participants gained from the workshop. - To collect feed back from the participants about the workshop process. 	Filling questionnaire	Mr. Ramakrishnan

~~Dr. Abel~~

RUNSA DEPARTMENT, CMCH, VELLORE
INTEGRATED TIME SCHEDULE FOR RCH & CN

9.9.2002 (MONDAY)

- 8.30 - 9.00 AM : Pre-evaluation of RCH & CN
Needs Assessment & MET Formation
- Mr. Asokan
- 9.30 - 10.30 AM : Introduction to RCH &
Human Reproductive System
- Dr. Rajaratnam Abel
- 11.00 - 12.30 PM : Introduction to Reproductive Health
Problems - Dr. Inbakumar
- 2.00 - 3.15 PM : Reproductive Tract Infections
- Dr. Rita Aaron
- 3.30 - 4.30 PM : Principles of Nutrition
- Mrs. Jayalakshmi

10.9.2002 (TUESDAY)

- 8.30 - 9.00 AM : MET
- 9.00 - 10.30 AM : Maternal Nutrition & Anaemia
- Mr. Asokan
- 11.00 - 12.00 Noon: Pregnancy - Dr. Inbakumar
- 12.00 - 1.00 PM : P E M - Mr. Asokan
- 2.00 - 3.15 PM : Vitamin Deficiencies - Mr. Selvakumar
- 3.30 - 4.30 PM : High Risk Approach - Dr. Inbakumar

11.9.2002 (WEDNESDAY)

- 8.30 - 9.00 AM : MET
- 9.00 - 10.30 AM : Child Feeding Practices, Weaning &
Supplementary Feeding - Mr. Solomon K.
- 11.00 - 12.00 Noon: Menstrual Problem - Mrs. Kumudham Ravi
- 12.00 - 1.00 PM : Infertility - Dr. Inbakumar
- 2.00 - 3.30 PM : HIV & AIDS Hospital Infection Control
Programme - Dr. Gopinath
- 3.45 - 4.30 PM : Twin Birth - Video

12.9.2002 (THURSDAY)

- 8.30 - 9.00 AM : MET
- 9.00 - 10.00 AM : Internatal & Postnatal Care
- Mrs. Greeda Alexander
- 10.30 - 11.30 AM : Essentials of New Born Care
- Dr. Sasikumar

- 11.30 - 12.00 Noon: Cold Chain Mechanism - Mr.Jagadeesan
- 12.00 - 1.00 PM : Immunization Programme of Government & RUHSA - Mr.Selvakumar
- 2.00 - 4.30 PM : Anthropometry (Child & Maternal)
- Lecture & Demonstration
- Mr.Solomon K. / Mr.Asokan

13.9.2002 (FRIDAY)

- 8.30 - 9.00 AM : MET
- 9.00 - 4.30 PM : Anthropometry Survey & Vitamin 'A' Screening
- Mr.Solomon K. / Mr.Asokan

14.9.2002 (SATURDAY)

- 8.30 - 9.00 AM : MET
- 9.00 - 10.30 AM : Manual Analysis Interpretation
11.00 - 12.00 Noon: & Presentation
- Mr.Solomon K. / Mr.Asokan

15.9.2002 (MONDAY)

- 8.30 - 9.00 AM : MET
- 9.00 - 10.00 AM : Goitre - Video & Lecture
- Mr.Asokan
- 10.30 - 11.30 AM : Programmes for Adolescent &
11.30 - 1.00 PM Adolescent Nutrition
- Mrs.Jayalakehmi
- 2.00 - 3.15 PM : Antenatal Care (Health Unit Visit)
- Mrs.Shanthi Jeevankumar
- 3.30 - 4.30 PM : Low Cost Nutritious Food preparation
- Mrs.Jayalakehmi

18.9.2002 (WEDNESDAY)

- 8.30 - 9.00 AM : MET
- 9.00 - 10.30 AM : Indicators of RCH - Dr.Rita Aaron
- 11.00 - 12.15 PM : Sexual / Gender Based Violence
- Dr.Rajaratnam Abel
- 12.15 - 1.00 PM : Family Planning Methods (Video)
- 2.00 - 3.15 PM : Family Welfare - Mrs.Breeds Alexander
- 3.30 - 4.30 PM : National Family Welfare Programme
- Mr.Vedha

19.9.2002 (THURSDAY)

- 8.30 - 9.00 AM : MET
- 9.00 - 10.30 AM : Role of Nutrition in Preventing Degenerative Diseases
- Mrs. Jayalakshmi
- 11.00 - 12.00 Noon: Integrated Management of Child Hood Illness - Dr. Rachel
- 12.00 - 1.00 PM : Role of Men / Women in RCH - Mr. Stalin
- 2.00 - 3.15 PM : Diet & Care for HIV / AIDS Infected Persons - Mr. Selvakumar
- 3.30 - 4.30 PM : Current Nutrition Transactions
- Mrs. Jayalakshmi

20.9.2002 (FRIDAY)

- 8.30 - 9.00 AM : MET
- 9.00 - 10.30 AM : Strategies to Prevent Malnutrition
- Dr. Rajaratnam Abel
- 11.00 - 12.00 Noon: Government Programmes for Women & Children - Mrs. Greeda Alexander
- 12.00 - 1.00 PM : Strategies to Promote RCH
- Dr. Rita Aaron
- 2.00 - 3.15 PM : Post & Process
3.30 - 4.30 PM : Evaluation of RCH & CN
- Mr. Asokan

//RCHCN02.SCH 61.1//

Look into my eyes.

You will see

What U mean 2 me

Search your heart search your soul

And if U find me there U search no more.

~~Now~~ don't tell me its not worth ~~trying~~ trying for.

You can tell me ^{if its} not worth trying for

Now its true.

Every thing I do

I do it for U.

Look into your eyes.

You will find.

~~There's~~ ^{Its} nothing there to hide

Take me as a ~~help~~ take my life

And I will give it ~~and~~ ^{or} I will sacrifice

Don't tell me its not worth fighting for

~~You~~ / can't ~~help~~ ^{it} ~~there's~~ ^{no} thing I want more.

Now its true.

Every thing I do

I do it for U

RUNSA DEPARTMENT, CNCH, VELLORE
WORKSHOP ON "MATERIALS MANAGEMENT"
A SYSTEM APPROACH

1. Introduction :

In many organisations, materials form the largest single expenditure item. In Voluntary Agencies engaged in Community Development work also, a large chunk of its expenditure is spent on material. An understanding of the fundamental principles of materials management will go a long way in increasing the efficiency in material handling and in reducing material costs significantly.

This workshop is designed with the goal of "equipping the participants with the knowledge and skills necessary for efficient management of material resources".

2. Needs assessment :

BASIC NEEDS of this workshop were prepared with the consultation of experts and RUNSA staff experience.

DESIRED LEVEL of the participants will be identified through a general discussion.

ENTRY LEVEL of the participants will be assessed through a questionnaire.

3. Objectives :

By the end of this workshop the participants will be able:

1. To synthesise the scope of material management in a programme.
2. To follow guidelines for material planning and budgeting.
3. To relate the essentials of successful purchasing.
4. To choose the right supplier through Vendor analysis.
5. To discuss the procedures for purchase of capital equipment.
6. To describe the procedures of importing material from other countries.
7. To discuss the essential elements of the laws related to sale of goods.
8. To recognise the need for cordial relations with buyer and seller.
9. To discuss the scope and methods of value analysis.
10. To classify material on the basis of value.
11. To discuss the methods of controlling incoming materials.
12. To describe the methods of identifying, controlling and disposing scrap.
13. To use appropriate techniques for efficient management of inventory.

4. Methodology :

Lecture, exercises, discussion and observation.

RESOURCE PERSONS: Mr. Mathew, Mr. Muniraj, Mr. Kaleinesan,
 Mr. Jason, Dr. Thasian, Mr. Immanuel,
 Mr. Asokan, Mr. Jothimurthy.

5. Implementation :

Dates .. 29.7.2002 to 3.8.2002
Venue .. RUMSA
Coordinator .. Mr. Muniraj

6. Post-Evaluation :

A post test will be conducted to assess the knowledge of the participants by the end of the workshop. A process evaluation will be conducted to get feedback from the participants about the workshop.



// 33.7 SYSAPP02.MM//

WORKSHOP ON "MATERIALS MANAGEMENT"CURRICULUM PLAN

Date & Time	Topic	Objectives	Methodology	Resource Person
29.7.2002 (MONDAY)				
09.00 - 10.00	Pre-test	- To assess the participants pre-entry knowledge.	Questionnaire	Mr. Jothimurthy
	Workshop Introduction	- To introduce the workshop content	Brief talk	"
	Needs assessment	- To identify the participants desired needs	Discussion	"
10.30 - 11.30	Material Planning and budgeting	- To define material planning - To discuss the guidelines to be followed for reliable materials budgeting. - To identify the materials used in a health and development project.	Lecture & Exercise	Mr. Muniraj
11.30 - 12.30	Purchase Procedures	- To state the advantages of efficient purchasing. - To list the duties, responsibilities and qualities of an efficient purchasing officer. - To discuss the essentials of successful purchasing. - To describe the sources of supply and their advantages and disadvantages. - To analyse the different methods of obtaining tenders. - To chart-out the procedures of purchasing activity.	Lecture & Discussion	Mr. Muniraj
02.00 - 03.15	RUMSA-Purchase Procedure	- To discuss the purchase procedures.	Discussion	Mr. Ismael
03.30 - 04.30	Overview of Materials Management	- To define Material Management. - To discuss the advantages of efficient material management.	Lecture	Mr. Mathew
30.7.2002 (TUESDAY)				
08.30 - 09.00	MET	- To review previous days classes.	Discussion	
09.00 - 10.00	ABC Analysis	- To explain the meaning and purpose of ABC analysis. - To categorise material on the basis of <u>A, B & C class items.</u>	Lecture & Exercise	Mr. Asokan
10.30 - 11.30	International purchasing	- To chart-out the procedures for importing - To describe the nature of documents commonly required for importing. - To list the assistance provided by trading organisations for the import of certain basic raw materials.	Lecture	Mr. Muniraj

Date & Time	Topic	Objectives	Methodology	Resource Person
11.30 - 12.30	Buyer - Seller relationship and ethics.	<ul style="list-style-type: none">- To list the steps of ensuring healthy buyer - seller relationships.- To discuss the importance of public relations in buying and selling.- To review the code of ethics, principles & standards of purchasing practice.	Lecture & Discussion	Mr.Muniraj
02.00 - 03.15	Incoming material control	<ul style="list-style-type: none">- To name the different methods of inspecting material on receipt.- To list the purpose of stock verification- To state the principles and purpose of stores.- To describe the job responsibilities of a Store-Keeper.	Lecture	Dr.Thasian
03.30 - 04.30	RUNSA Stores Procedures	<ul style="list-style-type: none">- To explain the process of recording, storing and issuing material in a small organisation.	Visit to RUNSA Stores	Mr.Kalaninesan
31.7.2002 (WEDNESDAY)				
08.30 - 09.00	MET	<ul style="list-style-type: none">- To review previous days classes.	Discussion	
09.00 - 10.00	Value Analysis	<ul style="list-style-type: none">- To analyse materials on the basis of value criticality and availability.	Lecture & Discussion	Mr.Mathen
10.30 - 12.30 01.30 - 03.00	CMCH Purchase & Stores Procedures	<ul style="list-style-type: none">- To explain the process of inspecting recording, storing and issuing material in a large organisation.	Visit to CMCH Purchase & Stores Departments	Mr.Jason
04.00	Attend Welcome Programme at Scudder Auditorium			
1.8.2002 (THURSDAY)				
. ORIENTATION AT CMC, VELLORE				
2.8.2002 (FRIDAY)				
08.30 - 09.00	MET	<ul style="list-style-type: none">- To review previous days classes.	Discussion	
09.00 - 10.00	Obsolete, Surplus and Scrap Management	<ul style="list-style-type: none">- To define the terms obsolete, surplus and scrap.- To list reasons for accumulation of obsolete, surplus and scrap items.- To discuss methods of identifying and controlling obsolete, surplus and scrap items.- To name the different methods and ways of disposing scrap.	Lecture	Dr.Thasian
10.30 - 11.30	Purchasing Capital Equipment	<ul style="list-style-type: none">- To explain the factors to be considered in the evaluation of bids.- To name the sources of used equipment- To compare the advantages of leasing as against purchasing capital equipment.	Lecture	Mr.Muniraj

11.30 - 12.30	Vendor rating	<ul style="list-style-type: none"> - To frame a rating scale to appraise the performance of a vendor. - To rate a vendor on the basis of quality, price and service of the material supplied. 	Exercise	Mr. Asokan
02.00 - 04.30	Inventory Control RUMSA Inventory System	<ul style="list-style-type: none"> - To determine Economic Order Quantity (EOQ) - To calculate the Re-Order Level (ROL), Safety Stock (SS), Lead Time (LT) and Lead Time Demand (LTD) - To describe the procedures of handling and controlling stores efficiently. 	Exercise	Dr. Thasien
3.8.2002 (SATURDAY)				
08.30 - 09.00	Review	<ul style="list-style-type: none"> - To review previous days classes. 	Discussion	
09.00 - 10.00	Legal aspects in buying	<ul style="list-style-type: none"> - To describe the rules of agency - To relate the essential elements of a valid contract. - To describe the legal aspects in a contract of sale. 	Lecture	Mr. Mathew
10.30 - 12.00	Post Test	<ul style="list-style-type: none"> - To assess the knowledge gained by the participants. 	Questionnaire	Mr. Jothimurthy
	Process Evaluation	<ul style="list-style-type: none"> - To collect feedback from participants about workshop process. 	Questionnaire	

//CURR02.MM 33.7//

MODULE ON "MOTIVATION AND HUMAN RELATIONS"

SYSTEMS APPROACH

INTRODUCTION

Motivation is an inner drive that impels action. Motivation is said to occur when behaviours are directed toward goals. Managers are specifically concerned with how to increase the state of motivation, so that levels or frequencies of work behaviour are increased and work goals more effectively attained. Community health and development programmes can function much more effectively if the staff are committed and motivated in their work to serve the needy and down trodden. Motivating the people in the community can also speeden the process of development by facilitating people to help themselves. Human relations is essential for effective work, harmony and happy living. Poor relationship leads to personal and interpersonal problems in family, work situation and community and affects the performance of an individual. The goal of this workshop is to enable the participants to acquire essential knowledge, skill and attitude in motivation and human relations to play an active role in bringing about change in the community.

NEEDS ASSESSMENT

- a. BASIC NEEDS of the module were identified through the review of contents followed in the previous years PGDCHM curriculum.
- b. DESIRED LEVEL of the participants will be assessed by group discussion.
- c. ENTRY LEVEL knowledge will be identified through questionnaire.

OBJECTIVES

By the end of the workshop the participants will be able:

1. To discuss concepts, types and theories of motivation.
2. To describe the role of Humour, attitude, values, stereotypes, prejudice and perception in work environment.
3. To appreciate the importance of interpersonal communication and conflict resolution for better work efficiency.
4. To analyse the importance of Human Relations and Creativity in organisations.
5. To discuss the patterns of resistance to change and strategies to overcome them.

METHODOLOGY

Exercise, Games, Discussions, Video, Lectures etc.

RESOURCE PERSONS: Dr. Rajaratnam Abel, Mr. Selvakumar, Mr. Muniraj,
Mr. Sekar, Mr. Asokan, Mr. Solomon K.,
Mrs. Javalakshmi, Mr. Mathew.

IMPLEMENTATION

Co.ordinator : Mr. Mathew Asirvatham
Venue : RUHSA
Duration : 22.07.2002 to 26.07.2002

EVALUATION

Daily Monitoring : MET Process
Post Assessment : Content Evaluation through
post test.
Process Evaluation through
questionnaire.

//SVSAPP02.NHR 49.8//



MODULE ON "MOTIVATION AND HUMAN RELATIONS"CURRICULUM PLAN

Date & Time	Topic	Objectives	Methodology	Resource Person
<u>22.7.2002 (MONDAY)</u>				
08.45 - 09.30	Pre-test	- To assess the participants pre-entry knowledge.	Questionnaire	Mr. Mathew
	Needs Assessment	- To identify desired needs of participants	Discussion	
09.30 - 10.30	Motivation	- To review the concepts, factors and	Ring Toss Game	Mr. Mathew
11.00 - 01.00	Concepts, Factors Theories	Theories of Motivation	Exercise Lecture	
02.00 - 03.15	Workers Motivation	- To discuss different methods of motivating staff for successful work achievement	Discussion & Lecture	Mr. Selvakumar
03.30 - 04.30	Community Motivation	- To discuss the problems in motivating community for programme implementation.	Discussion Role play Lecture	Mr. Baker
<u>23.7.2002 (TUESDAY)</u>				
08.30-09.00 AM	NET Presentation	- To present previous day's proceeding and evaluation.	Presentation Discussion	Mr. Mathew
09.00 - 12.30	Interpersonal Communication	- To define interpersonal communication - To describe elements of IPC - To explain different types of response - To recognise importance of positive way of reacting. - To demonstrate techniques of IPC in given situation.	Role Play Discussion Lecture	Mr. Selvakumar
02.00 - 03.15	Motivation in Behaviour Modification	- To define behaviour modification. - To discuss role of motivation in behaviour modification.	Discussion Lecture	Mrs. Jayalakshmi
03.30 - 04.30	Rumour	- To discuss how rumour affects effective IPC	Game Lecture	Mr. Mathew
<u>24.7.2002 (WEDNESDAY)</u>				
08.30-09.00 AM	NET Presentation	- To present previous day's proceeding and evaluation.	Presentation Discussion	Mr. Mathew
09.00 - 10.30	Prejudice	- To discuss how prejudice affects IPC process.	Video, Discussion Lecture	Mr. Munira
11.00 - 12.30	Perception	- To discuss the dynamic issues involved in the perception of people. - To recognise importance of accepting community's perception.	Exercise Game Lecture	Mr. Mathew

Date & Time	Topic	Objectives	Methodology	Resource Person
02.00 - 03.15	Introduction to Conflict	<ul style="list-style-type: none"> - To define conflict - To discuss different types of conflict 	Exercise, Discussion, Lecture	Mr. Mathew
03.30 - 04.30	Conflict Resolution	<ul style="list-style-type: none"> - To discuss different strategies for Conflict resolution. 	Questionnaire Discussion	Mr. Selvakumar
<u>25.7.2002 (THURSDAY)</u>				
08.30-09.00 AM	NET Presentation	<ul style="list-style-type: none"> - To present previous day's proceeding and evaluation. 	Presentation Discussion	Mr. Mathew
09.00 - 10.30	Attitude	<ul style="list-style-type: none"> - To discuss how attitude affects effective IPC process. 	Exercise Discussion Lecture	Mr. Anokan
11.00 - 12.00	Interpersonal Conflict & Counselling	<ul style="list-style-type: none"> - To discuss different types of interpersonal conflict situation. - To discuss method of conflict counselling process. 	Role play Lecture & Discussion	Mr. Selvakumar
12.00 - 01.00	Personal Problems at work	<ul style="list-style-type: none"> - To discuss the role of a supervisor in solving personal problems of the workers. - To analyse the 4 rules of behaviour for solving personality clashes at work. 	Lecture Discussion	Mr. Solomon K.
02.00 - 03.15	Values	<ul style="list-style-type: none"> - To discuss importance of accepting values of individual and community 	Discussion Lecture	Mr. Muniraj
03.30 - 04.30	Stress Types	<ul style="list-style-type: none"> - To discuss how stress type affects IPC process. 	Exercise Discussion Lecture	Mr. Mathew
<u>26.7.2002 (FRIDAY)</u>				
08.30-09.00 AM	NET Presentation	<ul style="list-style-type: none"> - To present previous day's proceeding and evaluation. 	Presentation Discussion	Mr. Mathew
09.00 - 10.30	Human Relations	<ul style="list-style-type: none"> - To discuss the qualities required for effective Human Relations. 	Johari Window game Video & Lecture	Mr. Selvakumar
11.00 - 12.30	Creativity at Work	<ul style="list-style-type: none"> - To define creativity. - To describe at least three approaches to creative. - To apply at least one creative method to solve a problem. 	Exercise Lecture & Discussion	Dr. Rajaratnam Abel
02.00 - 03.15	Resistance to Change	<ul style="list-style-type: none"> - To discuss the psychological resistance to change. - To describe the principles related to group dynamics of change. 	Lecture & Discussion	Mr. Mathew
03.30 - 04.30	Post Test/ Process Evaluation	<ul style="list-style-type: none"> - To assess the knowledge gained by the participants. - To collect feedback from participants about workshop process. 	Questionnaire	Mr. Mathew

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RUHSA DEPARTMENT, CMCH, VELLORE
COMMUNICABLE AND NON COMMUNICABLE DISEASES
A SYSTEMS APPROACH

Problem Agent Host Environment Transmission Incubation Period Control Prevention

INTRODUCTION

Every Country has its own health problems depending upon the standard of living of its people. Communicable and non communicable diseases play a major role in increasing the morbidity and mortality rates in our country. The victims of some of these diseases may become handicapped and affect their efficiency to work which in turn affect the family and community. The communicable diseases which are prevalent in our country are Respiratory Infections, Intestinal infections and skin infections. Non communicable diseases which are of community health importance are Hypertension, Cardiac diseases, Diabetes, Cancer etc. Training DCHM Students on communicable and non communicable diseases is essential to equip them with necessary knowledge, skills and attitude to provide preventive promotive and rehabilitative health care services to their respective communities.

NEEDS ASSESSMENT

- a. Pre Entry Level knowledge of the participants and be assessed through a test.
- b. Desired level of the participants will be ascertained through discussion.

OBJECTIVES

By the end of the sessions the participants will be able

1. To state the communicable and non communicable diseases.
2. To explain the agent, host, and environmental factors in the communicable and non communicable diseases.
3. To explain the signs and symptoms of communicable and non communicable diseases.
4. To discuss the complications, prevention and control of communicable and non communicable diseases.
5. To discuss the treatment of communicable and non communicable diseases.
6. To identify the Government Programmes in communicable and non communicable diseases.

METHODOLOGY

Lecture, Discussion, Video show, Clinic Observation, Slides.

RESOURCE PERSONS

Dr.Rajaratnam Abel, Dr.Rita Aaron, Dr.Inbakumar, Dr.Srikanth, Dr.Basi, Dr.Rachel, Mrs.Greeda Alexander, Mr.Selvakumar, Mrs.Kumudham Ravi, Mrs.Shanthi Jeevan, Mrs.Latha Srikanth, Mr.Stalin, Mr.Jones, Mr.Solomon K.

IMPLEMENTATION

DATE	: 15.7.2002 to 19.7.2002
CO-ORDINATOR	: Dr.Rita Aaron
MEDIUM	: English

EVALUATION

- 1) Daily Monitoring through Management Evaluation Team(MET)
- 2) Post-Test to assess knowledge gained by participants.

COMMUNICABLE AND NON COMMUNICABLE DISEASES

CURRICULUM PLAN 15.07.2002 TO 20.07.2002

DATE & TIME	TOPIC	OBJECTIVES	METHODOLOGY	RESOURCE PERSON
15.07.2002 (MONDAY)				
08.30-09.15	Pre-Evaluation	-To know the Pre-Entry knowledge.	Questionnaire	Dr.Solomon K.
	Needs Assessment	-To identify the needs and expectations of the participants.	Discussion	Dr.Rita Aaron
	NET Formation	-To monitor the proceedings of each day.		
09.15-10.15	Introduction to Communicable and Non Communicable Diseases	-To define communicable and non communicable diseases.	Lecture	Dr.Rita Aaron
		-To explain the agent, host and environmental factors in communicable diseases -To discuss the modes of disease transmission. -To explain 'Web of causation' in non-communicable disease. -To discuss the levels of prevention.	Discussion	
RESPIRATORY INFECTIONS				
10.30-11.30	Chicken pox, measles, mumps, Rubella	-To define chicken pox, measles, mumps and Rubella. -To explain the epidemiological factors of chicken pox, measles, mumps and rubella. -To explain the s/s of chicken pox, measles, mumps and rubella. -To describe the treatment, complications and preventive measures of Chicken pox, measles, mumps and Rubella.	Lecture	Dr.Rachel
11.30-12.30	Acute Respiratory Tract Infections	- To define ARI, diphtheria, Whooping cough. - To explain the epidemiological factors of ARI, Diphtheria, Whooping cough. - To explain the classification of ARI. - To describe the management and prevention of ARI, Diphtheria, Whooping cough.	Lecture	Dr.Srikanth
01.30-03.00	Tuberculosis.	-To define tuberculosis. -To explain the epidemiological factors and s/s of TB. -To explain the Rx,complications and preventive measures of Tuberculosis. -To describe the home care of a client with tuberculosis. -To describe RNTCP for management of TB.	Lecture Discussion	Dr.Rajaratnam Abel
INTESTINAL INFECTIONS				
03.30-04.30	Acute Diarrhoeal Diseases, Cholera, Typhoid, Food poisoning	-To define diarrhoea, cholera, typhoid and food poisoning. -To explain the epidemiological factors of Cholera / Typhoid. -To explain the clinical features, complication and Rx of typhoid.	Lecture & Demonstration, Slides	Dr.Sasi

- To explain the s/s and management of diarrhoeal diseases and food poisoning.
- To explain and demonstrate preparation of ORS.
- To list the complications and prevention of acute diarrhoeal diseases.
- To discuss the available immunization Programmes for Typhoid and Cholera.

16.07.2022 (TUESDAY)

08.30-09.00	NET	-To present report of the previous day.		Mr.Solomon K.
09.00-09.45	Worm Infestation	<ul style="list-style-type: none"> -To list the types of worms. -To explain the epidemiological factors. -To discuss the spread, treatment complications and prevention of Tape worm, Hook worms and Round worms. 	Lecture	Mrs.Greeda Alexander
09.45-10.15	Lab	-To demonstrate sputum / sputum examination.	Demonstration	Mr.Jones
10.45-11.45	Polio myelitis	<ul style="list-style-type: none"> -To define polio myelitis. -To explain the epidemiological factors of polio. -To explain the s/s of polio -To discuss the complications, prevention and rehabilitation of polio. -To discuss pulse polio immunization strategy. 	Lecture	Dr.Srikanth
11.45-12.30	Hepatitis	<ul style="list-style-type: none"> -To define Hepatitis. -To explain the epidemiological factors of hepatitis. -To explain s/s of hepatitis. -To explain types of hepatitis. -To explain the Rx, complications and prevention of hepatitis. 	Lecture	Dr.Rachal
ARTHROPOD Borne INFECTIONS				
01.30-02.30	Malaria	<ul style="list-style-type: none"> -To define Malaria -To discuss the extent of problem. -To state the cause of malaria. -To list out the causative organisms. -To explain the mode of transmission. -To discuss the four stages of signs and symptoms in malaria. -To explain the complications of malaria. -To differentiate between three types of malaria. -To explain the treatment and availability of treatment. - To discuss the personal protection methods. -To explain the mosquito control measures. -To explain the preventive measures of mosquito breeding. 	Lecture / Video	Dr.Rajarathnas Abel Mr.Stalin
02.30-03.15	Scabies	<ul style="list-style-type: none"> -To discuss the epidemiological factors -To discuss the Rx, complications and prevention of scabies. 	Lecture	Dr.Inbakumar
03.45-04.30	Dengue Syndrome	<ul style="list-style-type: none"> -To define the dengue syndrome. -To explain the epidemiological factors. -To discuss the Rx, complications and prevention of dengue syndrome. 	Lecture	Dr.Srikanth

18.07.2001 (WEDNESDAY)

08.00-09.00 MET

- To present report of the previous day.

Mr.Solomon K. /
Dr.Rita Aaron

09.00-10.00 Leprosy

- To define Leprosy.
- To explain the epidemiological factors of leprosy.
- To list the clinical features of leprosy.
- To discuss the Rx and complications of leprosy.
- To discuss integrated services.
- To explain the huge care of a client with leprosy.
- To explain the measures to rehabilitate clients with leprosy.

Lecture

Dr.Rita Aaron

10.15-11.00 Kala Azar

- To define Kala Azar.
- To explain the epidemiological factors of kala azar
- To list the clinical features and complications.
- To discuss the treatment.
- To explain the preventive measures.

Lecture
Video

Dr.Rajarathnas Abel

11.00-12.30 HIV/AIDS

- To define HIV/AIDS.
- To explain the cause,spread, clinical features, Rx and prevention of HIV/AIDS.

Lecture
Video/Slides

Mr.Stalin
Mr.Selvakumar

01.30-02.15 Filariasis

- To define Filariasis.
- To discuss the epidemiological factors.
- To explain the clinical manifestation of Filariasis.
- To explain the treatment,complications and prevention of filariasis.

Lecture
Discussion

Dr.Rita Aaron

02.15-03.00 Tetanus

- To define Tetanus.
- To explain the epidemiological factors, clinical features, Rx and preventive measures of Tetanus.

Lecture

Mrs.Aisha Srikanth

03.00-03.45 Immunization

- To observe immunisation against Six Killer diseases.

Site Visit

Mrs.Shanthi Jeevan

03.45-04.30 Video

- Video show on Communicable Diseases Six Killer Diseases & Leprosy

Video Show

Dr.Rita Aaron
Mr.Stalin

18.07.2002 (THURSDAY)

08.30-09.00 MET

- To present the previous day's report.

Mr.Solomon K./Dr.Rita

09.00-09.45 Bronchial Asthma

- To define Bronchial Asthma.
- To explain the a/e,complications, management and follow up care of Bronchial Asthma.

Lecture
Demonstration

Dr.Sasi

10.15-11.00 Lab

- To demonstrate sputum / sputum examination.

Demonstration

Mr.Jones

11.00-12.30 Rabies and Plague

- To define Rabies and Plague.
- To discuss the epidemiological factors of R & P.
- To explain the signs/symptoms of rabies/ plague.
- To discuss the Rx and prevention of Rabies.
- To discuss the Rx and preventive measures of plague.

Lecture

Dr.Srikanth

01.30-02.30	Blindness	-To explain the various causes of blindness. -To discuss the Rx and prevention of blindness.	Lecture Discussion	Dr.Charutha
02.30-03.30	Allergy	-To list the various causes of Allergy. -To discuss the complications, management and prevention of allergy.	Lecture Discussion	Mrs.Greeda Alexander
03.45-04.30	Obesity	-To discuss the predisposing factors, complications and prevention of obesity.	Discussion	Mrs.Kusudha Ravi
19.07.2002 (FRIDAY)				
08.30-09.00	NET	-To present the previous day's report.		Mr.Solomon K. Dr.Rita
09.00-10.00	Founds	-To discuss the management of patients in a secondary care centre.	Clinical Observation Discussion	Dr.Rita Aaron
10.30-11.30	Heart Diseases	-To define myocardial infarction and RHD. -To list the risk factors for MI. -To explain the Rx prevention and follow up of MI. -To list the cause, clinical signs, Rx complications and prevention of RHD. -To discuss the home care of a patient with RHD.	Lecture Discussion	Dr.Srikanth
11.30-12.30	Hyper Tension	-To define hypertension. -To explain the risk factors,s/s complications, Rx and prevention of hypertension.	Lecture	Dr.Rachel
02.00-03.00	Diabetes Mellitus & Cancer	-To define Diabetes mellitus/Cancer. -To explain the types of Diabetes Mellitus. -To list down the risk factors of Diabetes. -To discuss the s/s,Rx,complications and home care of Diabetes. -To explain the predisposing factors of Cancer. -To list the warning signs of cancer. -To explain the importance of early detection and prevention of malignancies	Lecture	Dr.Inbakumar
03.30-04.30	National Programmes for the control of Communicable and Non communicable diseases	-To explain the National Programmes for Communicable and Non communicable disease control.	Lecture Discussion	Dr.Rita Aaron
20.7.2002 (SATURDAY)				
08.30-09.00	NET	-To present the previous day's report.	Report Presentation	Dr.Rita Aaron / Mr.Solomon K.
09.00-10.00	Review of Workshop	-To get the feedback from participants regarding all the sessions.	Discussion	Dr.Rita Aaron
10.30-12.00	Test	-To assess the knowledge of the participants.	Questionnaire	Mr.Solomon K.

DR.RITA AARON
Co.ordinator,

1. INTRODUCTION

Training acquire an important status in the range of Health and Development efforts throughout the world. Most Governmental and non-Governmental programmes of Health and Development in India utilise training in a variety of ways. Much of the training are carried out in a conventional methodology, despite the participatory training is quite the opposite. In order to see the meaningful change in knowledge, attitude, skills / practice among the learners, the Participatory Training Methods become essential. Training in any field will yield excellent results if the persons engaged in planning and conducting various training for health and development workers, learn more about participatory training methods.

Goal : By the end of the workshop the participants will be able
"To plan and develop suitable participatory training methods for a given programme".

2. NEEDS ASSESSMENT

- BASIC NEEDS of this training were identified through the previous training held at RUHSA & discussion with RUHSA faculty.
- DESIRED NEEDS of the training will be identified through a discussion.
- The PRE ENTRY knowledge of the participants will be assessed through a questionnaire.

3. OBJECTIVES

On the completion of this workshop, the participants will be able:

- To discuss the concept and principles of participatory training.
- To describe the procedures in handling different participatory training methods.
- To demonstrate at least 10 participatory training methods.
- To analyse the advantages and limitations of using different participatory training methods.

METHODOLOGY

Lecture, Discussion, Simulation games, group work, problem based learning, case study, role play, quiz, programmed learning, debate, Brain storming, Quiz, Field Trip, Demonstration.

RESOURCE PERSONS: Dr.Thasian, Mr.Jambulingam, Mr.Sekar, Mr.Mathew, Mr.Stalin, Mrs.Jayalakshmi, Mr.Muniraj, Mrs.Vijayakumari, Mr.Asokan, Mr.Selvakumar, Mr.Alexander, Mr.Jothimurthy, Mr.Joseph.

IMPLEMENTATION

Duration/Date : 5 days (8.7.2002 to 12.7.2002)
Coordinator : Mr.S.Sekar
Venue : RUHSA Campus
Process : Workshop

EVALUATION

- Concurrent - Evaluation through daily MET (Management Evaluation Team)
- Process - Evaluation through questionnaire
- Content - Evaluation through post-test.

WORKSHOP ON "PARTICIPATORY TRAINING METHODS"

CURRICULUM PLAN

8.7.2002
MONDAY

08.30-10.30 AM	Registration	To collect particulars of participant.	Filling registration form	Mr. Sekar
	Ice-breaking session	To reduce participants inhibitions.	Games	Mr. Jebaraj
	Pre-evaluation	To assess the pre entry knowledge of the participants.	Questionnaire	Mr. Jothimurthy
	Needs assessment	To assess the learning needs of the participants.	Discussion	
	NEI Formation	To form the Management Evaluation Team.	Selection of Team	Mr. Sekar
11.00-12.30 PM	Introduction to participatory training.	To describe conventional and "participatory training". To compare the conventional and participatory training methods. To explain the principles of participatory training. To discuss the roles and responsibilities of the trainer in participatory training methods.	Lecture, Discussion	Mr. Sekar

SPECIFIC OBJECTIVES:

- 1. To describe the meaning of the method.
- 2. To explain the uses / advantages of the method.
- 3. To narrate the procedures in handling the method.
- 4. To list the physical requirements to use the method.
- 5. To discuss about the limitations in using the method.

METHODOLOGY : Demonstration & Discussion

DATE/DAY	TIME	METHOD	RESOURCE PERSON
8.7.2002 MONDAY	2.00 - 3.30 PM	Quiz	Mr.Selvakuma
	4.00 - 6.00 PM	Simulation Games	Mr.Sekar
9.7.2002 TUESDAY	8.00 - 9.00 AM	MET	
	9.00 - 10.30 AM	Debate	Dr.Thasian
	11.00 - 12.30 PM	Demonstration	Mrs.Jayalaks
	02.00 - 04.30 PM	Role Play / Street Theatre Skit & Drama	Mr.Stalin
10.7.2002 WEDNESDAY	8.00 - 9.00 AM	MET	
	9.00 - 10.30 AM	Programmed Learning	Mr.Mathew
	11.00 - 12.30 PM	Group Discussion	Mr.Jambuling
	2.00 - 3.30 PM	Brain Stroming	Mr.Asokan
	4.00 - 6.00 PM	Field Trip	Mr.Alexander Mr.Sekar
11.7.2002 THURSDAY	8.00 - 9.00 AM	MET	
	9.00 - 10.30 AM	Exercise	Mr.Muniraj
	11.00 - 12.30 PM	Case Study	Mr.Mathew
	2.00 - 3.30 PM	Pannel Discussion	Mrs.Vijayaku Mr.Jothimurt Mr.Joseph Mr.Sekar
	3.45 - 4.30 PM	Story Telling / Humour	Mr.Mathew

12.7.2002 8.30 - 9.30 AM MET
FRIDAY

9.00-12.30 PM	Application of PTM	To apply atleast two methods learnt for the given group.	Discussion	Mr. Sekar
1.00- 3.30 PM		To analyse the effectiveness of the methods used.	Demonstration	
3.45- 4.30 PM	Workshop assessment	To assess the knowledge of the participants at the end of the training.	Discussion	Mr. Jothisurthy
		To obtain feedback from the participants about the effectiveness of the training programme.	Questionnaire	

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WORKSHOP ON "COMMUNITY ORIENTATION PROGRAMME (COP)

PGDCHM - 2002 - 2003

TIME PLAN

1.7.2002 (MONDAY)

- 08.30 - 10.00 AM : Travel to Moolakanguppam
- 10.30 - 11.30 AM : Program Introduction
- 11.30 - 01.00 PM : Tour around the Village
- 02.00 - 07.00 PM : Analyse the concept of Culture Norms, Values, Beliefs, in genral
 - Mr.Solomon K., Mr.Alexander, Mr.Govindaraj

2.7.2002 (TUESDAY)

- 08.00 - 05.30 PM :
 - Culture Pattern, Structure and Components.
 - Elements of Belief System
 - Mr.Asokan, Mr.Solomon.K, Mr.Govindaraj

3.7.2002 (WEDNESDAY)

- 08.00 - 01.00 PM : Health, Food and Social Beliefs
 - Mr.Joseph, Mr.Solomon.K, Mr.Govindaraj
- 02.00 - 07.00 PM : Social Deviance
 - Mr.Joseph, Mr.Solomon.K, Mr.Govindaraj

4.7.2002 (THURSDAY)

- 08.00 - 07.00 PM :
 - Characteristics of a Rural Community
 - Social Interaction with Village Health Practitioners
 - Family and Social Dis-organisation
 - Mr.Asokan, Mr.Muthuvel, Mr.Govindaraj, Mr.Solomon K.

5.7.2002 (FRIDAY)

- 08.00 - 04.00 PM :
 - Formal and Informal Organisation
 - Interview on Non Health Factors
 - Mr.Muniraj, Mr.Alexander Mr.Govindaraj

6.7.2002 (SATURDAY)

- Review
- Report Presentation
- Mr.Muniraj, Mr.Govindaraj, Mr.Solomon K.

(N.SOLOMON KIRUBAKARAN)
Co.ordinator.

RUHSA DEPARTMENT OF CMCH, VELLORE

A SYSTEMS APPROACH MODEL OF CURRICULUM TO SOCIETY AND CULTURE

PGDCHM - 2002 - 2003

Mr. PARGUNAN.M

INTRODUCTION:

Most of the planners plan programmes with the assumption that they know everything about the life and culture of people in the society. But often they failed to realise the goal since they do not know exactly the people's culture and their way of life. Understanding society and its culture is an urgent need for a successful Community Development Programme. Health planners are expected to go to the community to identify and understand the culture, and the social life process to plan effective health intervention programmes. With this view, society and culture is introduced as one of the units under SIS. (Studies in Society) by the experts who designed the DCHM Curriculum. The overall goal of this unit is to enable the participants to acquaint themselves with various social factors and culture which will be useful for effective health planning.

NEEDS ASSESSMENT:

- Basic learning needs of the participants are identified based on the experiences of RUHSA faculty.
- Desired level of learning needs will be identified through the discussion.
- Pre-entry knowledge of participants will be assessed through a questionnaire.

OBJECTIVES:

1. To describe the meaning, structure and functions of the society.
2. To analyse the concept of culture, cultural norms, values, beliefs and the inter relationship of these and its impact on health.
3. To analyse the relationship between health and social factors.
4. To identify the role of health and non-health factors in community.
5. To describe social interaction, social groups and organisation and relate it to health.
6. To describe social inequality and its effects in existing social system.
7. To analyse various social institutions and its contribution to health and development.
8. To differentiate rural community from urban community.
9. To analyse the concept, origin, and functions of religion.
10. To explain religion and its influence on health and development.
11. To analyse the influence of religion on other sub-system.
12. To explain the impact of magic, witchcraft and superstitious beliefs in health.

METHODOLOGY:

Discussion, problem based learning, field observation, group work, home visit, case study, lecture, literature review, visit to other worshipping centres, team teaching, dialogue, self directed learning, debate, quiz.

RESOURCE PERSONNEL: Dr.T.Thasian, Mr.Jambulingam, Mr.Muniraj,
Mr.Jothimurthy, Mr.Muthuvel, Mr.Asokan.

PROGRAMME IMPLEMENTATION:

Duration & Dates : 5 Days : 17.6.2002 - 21.6.2002
Process : Class room & field sessions
Medium of Instruction : English
Co-ordinator : Dr.T.Thasian

EVALUATION AND FOLLOW UP:

Monitoring : Co-ordinator's observation
participation of participants
group work & MET process.

Management evaluation Team

Final Evaluation : Post Evaluation Questionnaire
Report presentation.

Follow up : Participants suggestion
Co-ordinator's observation.

PSCHM - TIME TABLE - SOCIETY AND CULTURE

DATE/TIME	TOPIC	OBJECTIVES	METHODOLOGY	RESOURCE PERSON
17.6.2002 (MONDAY)				
08.30-09.30	Pre Test	- To assess the participants pre-entry knowledge in society and culture.	Questionnaire	Mr.Jothimurthy
	NET Formation	- To form Management Evaluation Team.	Selection Process	Dr.Thasian
	Introduction	- To introduce the training content of society and culture.	Short Presentation	"
	Needs Assessment	- To identify the participants desired learning needs.	Group Discussion	"
09.30-10.30	Functions of Society	- To recall the meaning, structure and functions of society. - To analyse the type of society.	Short Lecture and Discussion	Dr.Thasian
11.00-12.00	Culture and Society	- To define culture. - To explain different terms related to culture. - To analyse cultural evolution.	Short Lecture and Discussion	Mr.Asokan
12.00-01.00	Norms, Beliefs and Values	- To define cultural norms, beliefs and values in the society.	Video Programme on Culture, Group work Short Lecture and Discussion	Mr.Asokan
02.00-03.00	Introduction to Social Institution	- To define social institution. - To list out the major social institutions. - To describe the social institution.	Short Lecture & Discussion	Mr.Jothimurthy
03.30-04.30	Ill Health and Dysfunction	- To explain the social factors responsible for ill health. - To define dysfunction and ill health. - To discuss sex, age, caste, race class differences in health status. (Social Epidemiology)	Group work Short Lecture / Discussion Case Study	Dr.Thasian
18.6.2002 (TUESDAY) <i>Report +</i>				
08.30-09.00	NET	- To present previous day's proceedings and evaluation.	Report reading Discussion Review	Dr.Thasian
09.00-10.30	Social Institution	- To analyse the following institutions Marriage, family, education, economic development institutions, religion, Government and Health.	Group work & Presentation	Mr.Jothimurthy Dr.Thasian
11.00-12.30		- To analyse the impact of social institutions on Health and Development.	Debate	

02.00-03.00	Introduction to Rural/Urban Community	<ul style="list-style-type: none"> - To define the rural/urban community. - To discuss the characteristics of rural and urban community. - To analyse the urbanisation process. - To list out the rural and urban health problems. - To prepare the guidelines to visit the urban community. 	Short Lecture Group work Presentation	Mr. Jambulingam
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19.6.2002 (WEDNESDAY)

Report - Urban community, Mosque -

08.30-09.00	MET	<ul style="list-style-type: none"> - To present previous day's proceedings and evaluation. 	Report reading Discussion	Dr. Thasian
09.00-04.30	Religion and Society	<ul style="list-style-type: none"> - To define the concept and development of religion. - To discuss the various religious groups in the community. - To analyse faith and its relevance to health and development. - To discuss the influence of various religious faiths in subsystem viz, family, politics, education, caste, marriage. - To discuss the impact of magic and superstitious beliefs in health. - To observe the problems of rural and urban community. 	Visit to Temple, Mosque, Chaplaincy Department of CMCH Visit to Rural and Urban Community	Mr. Muniraj Mr. Muthuvel Mr. Jothimurthy Dr. Thasian

20.6.2002 (THURSDAY)

08.30-09.00	MET	<ul style="list-style-type: none"> - To present previous day's proceedings and evaluation. 	Report reading Discussion	Dr. Thasian
09.00-10.00	Field visit report presentation	<ul style="list-style-type: none"> - To prepare and present a report on the field visit based on the objective for discussion. 	Group work Presentation & Discussion	Mr. Muniraj Mr. Muthuvel, Mr. Jambulingam, Mr. Jothimurthy
10.00-11.00	Social Stratification	<ul style="list-style-type: none"> - To define social stratification. - To discuss the caste stratification in India. - To discuss the class stratification in the west. - To discuss the racial and ethnic inequalities. - To review the gender disparity. 	Short Lecture & Discussion Participation in SHS Block level federation meeting	Dr. Thasian
02.00-03.15	Social Groups and Health Practices	<ul style="list-style-type: none"> - To define social interaction. - To describe the health utilisation by different social groups. - To describe how social groups influences individual behaviour, perception, feeling and beliefs towards health practices. - To discuss the health consequences arising out of stress. 	Short Lecture / Group work Discussion Presentation	Mr. Jothimurthy
07.00-09.00	Traditional Rural Marriage	<ul style="list-style-type: none"> - To discuss the rituals involved in the Traditional rural marriage. 	Observation of a Traditional Marriage	Dr. Thasian Mr. Muniraj

21.6.2002 (FRIDAY)

05.00-07.00	Rural Marriage	- To discuss the rituals involved in the Hindu-marriage.	Observation of a rural marriage	Mr. Muniraj Dr. Thasian
08.30-09.00	MET	- To present previous day's proceedings and evaluation.	Report reading Discussion	Dr. Thasian
09.00-10.30	Discussion on Rural Marriage	- To present a report on the traditional rural marriage for discussion.	Presentation & Discussion	Mr. Muniraj Mr. Jothimurthy Dr. Thasian
11.00-12.30	Deviance and Social Control	- To define social organisation and disorganisation. - To explain social deviance and health deviance. - To discuss social conflict, role conflict and stress leading to suicide.	Short Lecture/ Discussion	Dr. Thasian
02.00-03.30	Formal Vs Informal Organisation	- To distinguish formal and informal Organisation in health care programmes. - To describe the bureaucratic structure of formal organisation.	Group work Presentation & discussion	Dr. Thasian
04.20-04.30	Post Evaluation	- To assess the knowledge gained by the participants. - To collect feed back from the participants about the training process.	Questionnaire / Feedback	Mr. Jothimurthy

RUHSA DEPARTMENT, CMCH, VELLORE

A SYSTEM APPROACH TO COMMUNITY ORIENTATION PROGRAMME (COP)

PGDCHM - 2002 - 2003

INTRODUCTION:

Community Health and Development programmes planned without proper understanding of the culture, structure and behaviour patterns of people in rural societies is bound to end in failure. It is important for planners of development programmes to thoroughly understand the various dynamics operating in the cultural context of the people in rural environments. Keeping this in mind, the module on Community Orientation was planned for the PGDCHM students to have a hands-on experience with direct exposure to the community through a live-in-experience in the villages. By the end of this one-week module, the participants will be able to achieve the following goal: To analyse the concepts of culture, values, beliefs and behavioural patterns of the community for successful planning and implementation of development programmes.

NEEDS ASSESSMENT:

- Basic learning needs of the participants were identified based on previous experiences of RUHSA Faculty.
- Desired level of learning needs will be identified through a discussion after distributing the prepared objectives.

OBJECTIVES:

1. To describe the dynamics of culture.
2. To discuss the cultural patterns.
3. To describe the various food beliefs.
4. To analyse health seeking behaviour with qualitative data in one health belief.
5. To differentiate health practices of different groups.
6. To identify the relationship between health and non health factors.
7. To classify the existing social stratification in the community.
8. To identify social and health deviance.
9. To analyse superstitions beliefs.
10. To identify the characteristics of a rural community.

METHODOLOGY:

Live-in-experience, Discussion, Problem based learning, Field observation, Group work, Home Visits, Case study, Dialogue, Self directed learning and Interview traditional healers.

RESOURCE PERSONNEL: Dr.Thasian, Mr.Muniraj, Mr.Mathew,
Mr.Alexaner, Mr.Solomon K. Mr.Joseph,
Mr.Govindaraj and Mr.Muthuvel

IMPLEMENTATION:

Duration & Dates : 5 1/2 Days - 1.7.2002 to 6.7.2002
Process : Field Sessions
Medium of Instruction : English
Co.ordinator : Mr.Solomon Kirubakaran

EVALUATION AND FOLLOWUP:

Monitoring : Co.ordinator's Observation of
Students participation, Group work &
MET Process.

Process Evaluation : Participants feed back through
questionnaire.

Final Evaluation : Report Presentation

Follow Up : Participants suggestion, Co.ordinator's
observation.

//SYSAPP02.COP 60.2//

TIME-PLAN

11.6.2002 (TUESDAY)

09.00 - 10.30 A.M. : Registration & Pre-evaluation
- Dr.Thasian & Mr.Muniraj

10.30 - 11.30 A.M. : Inaguration & Welcome

11.30 - 12.30 P.M. : Introduction to RUHSA
- Dr.Rajaratnam Abel

02.00 - 03.00 P.M. : Tour Around RUHSA
- Mr.Mathew

03.00 - 03.30 P.M. : Introduction to the PGDCHM
Course's Modules
- Core Subject Co.ordinators

3.00-3.30 04.00 - 04.30 P.M. : Overview of PGDCHM Curriculum
- Mr. Mathew & Mr.Muniraj

12.6.2002 (WEDNESDAY)

09.00 - 09.30 A.M. : - Communication & Behaviour
Modification
- Health Education Strategies
- Mr.Stalin

09.30 - 10.00 A.M. : - Society & Culture
- Designing Training Curriculum
- Govt. Policies, Plan & Programmes
- Electives
- Dr.Thasian

10.30 - 11.00 A.M. : - Participatory Training Methods
- Leadership
- Pre School Education
- Mr.Sekar

11.00 - 11.30 A.M. : - Project Placement
- Material Management
- Rural Occupation & Economy
- Practicum
- Mr.Muniraj

11.30 - 12.00 Noon : - CST Practical Work
- Demography & Computer
- Mr.Ramakrishnan

12.00 - 12.15 P.M. : Rehabilitation & Social Welfare
- Mrs.Vijayakumari

12.15 - 12.30 P.M. : Counselling
- Mr.Selvakumar

- 02.00 - 02.15 P.M. : Communicable & Non Communicable Disease
- Dr.Rita Aaron
- 02.15 - 02.30 P.M. : Primary Health Care
- Mrs.Greeda Alexander
- 02.30 - 02.45 P.M. : Reproductive Child Health
- Dr.Inbakumar
- 02.45 - 03.00 P.M. : Epidemiology - Dr.Srikanth
- 03.00 - 03.30 P.M. : - Motivation & Human Relations
- Personality Development
- Managerial Skills
- Mr.Mathew
- 04.00 - 04.30 P.M. : - Project Evaluation
- Community Participation & Organisation
- Mr.Jambulingam

13.6.2002 (THURSDAY)

- 09.00 - 09.30 A.M. : - Project Formulation
- Issues in Health & Development
- Mrs.Jayalakshmi
- 09.30 - 09.45 A.M. : Human Resource Management
- Mr.Immanuel
- 09.45 - 10.00 A.M. : - Community Survey Techniques
- Dr.Abel / Mr.Ramakrishnan
- 10.00 - 10.15 A.M. : Community Orientation & Community Development
- Mr.Solomon K.
- 10.15 - 10.30 A.M. : Library Registration, Rules & Regulations
- Mr.Vijayakumar & Mrs.Nirmala
- 11.00 - 11.30 A.M. : - Community Nutrition
- Intervention Strategies
- Community Orientation Programme
- Community Development
- Mr.Asokan
- 11.30 - 12.00 Noon : Administration Norms & Procedures
- Mr.Immanuel
- 12.00 - 12.30 P.M. : General Instructions
- Dr.Rajaratnam Abel
- 02.00 - 04.30 P.M. : Planning Individuals Goals and Learning Plans during Course

NIGHT : WELCOME DINNER

14.6.2002 (FRIDAY)

- 09.00 - 09.15 A.M. : IHAD Programme
- Mr.Jebaraj
- 09.15 - 09.30 A.M. : - Management & IGP,
Role of NGO in Poverty Eradication
- Mr.Alexander
- 09.30 - 09.45 A.M. : Accountancy for Managers
- Mr.Sanjeevi
- 09.45 - 10.00 A.M. : Biodiversity & Environmental Health
- Mr.Donald
- 10.00 - 10.15 A.M. : Strategies of Social Change
- Mr.Jothimurthy
- 11.00 - 04.30 P.M. : Review & Feed back

15.6.2002 (SATURDAY)

- Getting ready for Course



G.MUNIRAJ
PGDCHM COORDINATOR.

//ORI2223.DCH 84.5//

14.6.2002 (FRIDAY)

09.00 - 09.15 A.M. : IHAD Programme
- Mr. Jebaraj

09.15 - 09.30 A.M. : - Management & IGP,
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10.00 - 10.15 A.M. : Strategies of Social Change
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11.00 - 04.30 P.M. : Review & Feed back

15.6.2002 (SATURDAY)

- Getting ready for Course



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PGDCHM COORDINATOR.

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GENERAL INFORMATION

1. CHAPEL .. Daily morning devotion will be at 7.50 a.m. in the Health Unit Hall. Transport is arranged for church service on Sundays to Kavanur church - 9.30 am

There will be evening service on Sundays at 6.30 pm. in the RUHSA Chapel or the Health Unit Hall.
2. CANTEEN .. Food will be served in the dining hall of the canteen at the timings announced separately. Please follow the timings and vacate the dining hall after you finish eating so that catering could be done for others.
3. POST OFFICE .. The post office in the campus will function during the following timings:

Mon to Sat: 8.00 am to 3.30 pm

Letters are delivered daily by the postman and letters for trainees will be handed over through Hostel staff, as necessary.
4. TELEPHONE .. There is an STD Booth opposite to RUHSA and few more in the main road at P.K.Puram. Urgent local calls can be made from RUHSA Office/health unit phone. Please contact the office during day time and the hostel or security staff during night time for assistance.
5. TRANSPORT .. There are frequent buses from the main road to Vellore. However, there is bus facility to the campus as follows:

From RUHSA to Vellore From Vellore to RUHSA

3.00 AM	7.15 AM
8.30 AM	10.00 AM
11.20 AM	1.15 PM
2.15 PM	6.15 PM
7.30 PM	9.00 PM (not regular during week end)
6. MEDICAL ASSISTANCE .. Medical aid is available at the Health Unit round the clock. Trainees can approach the hospital for treatment on payment. The hostel staff may be approached if any help is needed.
7. LIBRARY .. There are very good books and journals in the Library. The working hours are :

Week days 8.00 am to 7.00 am
Saturday 8.00 am to 12.00 pm
8. RECREATION HALL .. Recreation hall will be open during the following timings :

Mon - Fri 4.30 pm to 10.00 pm
Sat 2.30 pm to 10.00 pm
The recreation hall will remain closed on Sundays

9. LAUNDRY .. Dhobi will come once in 2 or 3 days. Contact the hostel staff for information.
10. WATER .. Adequate water supply has been arranged in the campus. Water from all the taps are drinking water. Please use water judiciously and DO NOT WASTE WATER.
11. ELECTRICITY .. Enough lights and fan are provided in the places of accommodation. Please do not use heavy electrical appliances like heaters, hot plates etc. Switch off lights and fan when not needed. SAVE ELECTRICITY.
12. HOSTEL .. Accommodation is provided for men and women separately. Men are strictly prohibited from entering Women's Hostels and women are strictly prohibited from entering the men's hostels. There is a visitor's hall in the Ladies Hostel which is kept open from 8.00 a.m. till 7.00 p.m. daily.

No guestes are allowed to be taken to the rooms. If over-night accommodation is required for relatives or guests of trainees participating in long term courses, please approach the warden who will help you.

Those trainees who wish to go out for personal reasons and/or stay out overnight are expected to keep the Warden informed in addition to permission from Course Coordinator.

Use of alcoholic drinks in the hostel is prohibited.

Please turndown the volume in your Radio and & Tape recorders so that others are not disturbed by the noise.

Trainees are expected to retire to their rooms by 10.00 pm. except when there are late sessions.

Cooking in rooms is not permitted.

Please keep your rooms locked when you go out. You are responsible for the safety of your valuables. You should use your own lock.

//15.7 HOSTELGEN.IN5// 14.11.2001

11-6-02

RUHSA DEPARTMENT OF CMC&H

PG DCHM - 19TH BATCH-TIME PLAN (JUNE 2002 TO MAY 2003)

S.NO.	DATE	DURATION (DAYS)	WORKSHOP/MODULES	CO-ORDINATOR
1.	June 10	1	Registration at CMC	Mr.Asokan
2.	June 11-15	4 1/2	Orientation at RUHSA	Mr.Muniraj
3.	June 17-21	5	✓ Society and Culture	Dr.Thasian
4.	June 24-29	5 1/2	WS Primary Health Care	Mrs.Greedha/ Mr.Jothimurthy
5.	July 1-6	5 1/2	✓ Community Orientation Programme	Mr.Solomon K.
6.	July 8-12	5	IM WS Participatory Training Methods	Mr.Sekar
7.	July 15-19	5	Communicable and Non- Communicable Diseases	Dr.Rita / Mr.Alexander
8.	July 22-26	5	MAD ECA Motivation and Human Relations	Mr.Mathew
9.	*July 29-Aug 2	4 1/2	MAD WS Material Management	Mr.Muniraj
10.	Aug 5-10	5 1/2	WS Reproductive Child Health	Dr.Inbakumar/ Mr.Asokan
11.	*Aug 12-17	4 1/2	✓ WS Community Survey Techniques and Research Methods	To be announced
12.	Aug 19-30	11	✓ CST practical work	Mr.Ramakrishnan
13.	Sep 2-6	5	MAD WS Accountancy for Managers	Mr.Sanjeevi
14.	Sep 9-13	5	MAD Human Resource Management	Mr.Immanuel
15.	Sep 16-20	5	WS Community Nutrition Intervention Strategies	Mr.Asokan / Dr.Abel
16.	Sep 23-27	5	WS Biodiversity & Environmental Health	Mr.Donald
17.	*Sept 30- 5 Oct.	4 1/2	✓ Demography and Computer	Mr.Ramakrishnan
18.	Oct 7-11	5	IM Rehabilitation and Social Welfare	Mrs.Vijayakumari
19.	Oct 14-18	5	ECA Counselling	Mr.Selvakumar
20.	Oct 21-23	3	✓ Strategies of Social Change	Mr.Jothimurthy
21.	Oct 24-26	2 1/2	✓ Epidemiology	Dr.Srikanth / Mr.Solomon K.
22.	Oct 28-30	3	✓ Rural Occupation and Economy	Mr.Muniraj

S.NO.	DATE	DURATION (DAYS)	WORKSHOP/MODULES	CO-ORDINATOR
23.	Oct 31-Nov 2	2 1/2	Community Development	Mr.Solomon K.
24.	Nov 4-8	5 MAD	WS Management of Income Generation Programmes	Mr.Alexander
25.	*Nov 11-16	4 1/2 ECA	WS Personality Development	Mr.Mathew
26.	Nov 18-22	5 MAD	WS Leadership for Health and Development	Mr.Sekar
27.	Nov 23-29	5 IM	WS Project Formulation and Strategic Planning	Mrs.Jayalakshmi
28.	Dec 2-6	5 MAD	WS Managerial Skills	Mr.Mathew
29.	Dec 9-13	5 IM	WS Designing Training Curriculum	Dr.Thasian
30.	Dec 16-20	5 IM	WS Project Evaluation	Mr.Jambulingam
31.	Jan 6-10	5	WS Community Participation and Organisation	Mr.Jambulingam
32.	*Jan 15-18	3 1/2 ✓	Role of NGOs in Poverty Eradication	Mr.Alexander & Dr.Abel
33.	Jan 20-24	5 IM	Pre School Education	Mr.Sekar
34.	Jan 22-31	5 IM	WS Communication & Behaviour Modification	Mr.Stalin
35.	Feb 3-7	5 IM	WS Health Education Strategies	Mr.Stalin
36.	Feb 10-14	5 IM	Integrated Health and Development programmes	Mr.Jebaraj
37.	Feb 17-22	5 1/2	Placement Training	Co.ordinator
38.	Feb 24-28	5 IM	Govt. Policies, Plans, Programmes in Health and Development	Dr.Thasian
39.	Mar 3-7	5 IM	Issues in Health and Development	Mrs.Jayalakshmi
40.	Mar 8-29	17	Electives	Dr.Thasian
41.	*Mar 31- May 31	48	Practicum	Mr.Muniraj

DCHM Course Evaluator : Dr.Thasian

G. MUNIRAJ
COURSE COORDINATOR

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