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**Glossary**

**General Instructions for all Online Courses**

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Glossary

- **AWW**: Anganwadi Worker
- **CDPO**: Child Development Project Officer
- **ECCE**: Early Childhood Care and Education
- **ICDS**: Integrated Child Development Services
- **JTC**: Job Training Course
- **NIPCCD**: National Institute of Public Cooperation and Child Development
- **SN**: Supplementary Nutrition
- **URL**: Uniform Resource Locator
General Instructions for all Online Courses
1 e-Learning: Introduction

Under the Digital India Programme, the Hon’ble Union Minister of Women and Child Development, Smt. Maneka Sanjay Gandhi, launched <www.nipccd-elearning.wcd.nic.in>, of the WCD Ministry on 25 May, 2016. The e-Learning portal is an interactive, user-friendly and a self-study platform, created to provide an opportunity and access to technical concepts and knowledge to communicate and build their capacity with a much wider audience at a faster pace. It helps an individual to acquire a customized package related to key thematic areas of Women and Child Development including Maternal and Child Care through a self-guided process.

ICDS functionaries or professionals working in the area of Health and Nutrition, Child Development, Child Protection, Women issues, Paramedics like Nurses, Dieticians, students of Home Science colleges, Medical Professionals, Trainers of Training Institutes or mothers, and those who wish to have knowledge or keep themselves abreast with latest ideas in Maternal and Child Development may enroll for the courses.

The portal aims at widespread coverage to reach out to more beneficiaries via the Internet along with a standardized curriculum which is free from the delivery of the trainers. With a mixed learning approach for knowledge dissemination and better retention of concepts, the portal has been created with ease of facilitation for the beneficiaries and the learners. The portal has been created to offer Job Training Courses, Refresher Courses, Theme-based Courses for all ICDS Functionaries, like CDPOs, DPOs, Instructors of Training Centres, Supervisors and AWWs. Besides ICDS functionaries, the portal is also open to the general public. The courses that are uploaded on the website aim to enrich as well as increase digital literacy amongst the ICDS functionaries especially of a CDPO who is Project-in-charge at the block level, and create awareness regarding Health and Nutrition among the general public. The portal is absolutely free of cost.

Courses which will be open for general target audience include: Infant and Young Child Feeding, Basic Course of Nutrition, and Course on Integrated Child Development. The objective of these Courses, which are under pipeline, is to disseminate information at a mass scale.

NOTE: A user is eligible to register in the courses at a given point of time after NIPCCD admin clearance online.

11 Instructions for the e-Courses

Easy tools embedded in the e-Learning courses help the individuals to learn and move at their own pace and take a formal assessment after each lesson, providing instant results and feedback. In case an individual is not able to score properly in a particular unit, they are requested to re-read the chapter and go through the assessment again. On passing this test which is based on the technical knowledge and application of skills, the individuals can deepen their understanding related to the project.
• A User/ Learner has to first complete the **registration process** to start any of the live courses.
  - Registration is mandatory.
  - A User/ Learner can opt for only two courses during the registration. The User/ Learner will be able to undergo only the courses he/she has opted for.
• After completing the in-built registration form a User/ Learner will receive an auto-generated e-mail from the admin to **generate password**.
• After generation of password, a User/ Learner can **sign-in** to the account.
• It shall be noted that only after completing all the requisite criteria of the registration process a User/ Learner’s detail will be processed for activation of account by the admin.
• A User/ Learner, after meeting the given criteria¹ will get approval from the admin for **account activation** to officially start the course. The User/ Learner will now be an active user².
• Once the account is activated, a User/ Learner can sign in and **start the course**.
• The User/Learner will not be able to access the course content till he/she becomes the active user.
• Minimum time for completion of each course is different therefore each User/ Learner is requested to read the instructions for all the courses carefully.

• The Users/ Learners of all the courses will have to undergo a mandatory evaluation³ process.
• On successful completion⁴ of the course, a digital certificate will be generated.
• NIPCCD will be organizing a contact programme for students who have successfully completed the online course during which a learner’s certificate will be provided. It shall be noted that a contact programme will be course-specific and not all courses will necessarily have a contact programme.

12 Types of e-Learning Courses

The following are the courses available. In order to start the course a User/Learner needs to select a course to confirm.

**LIVE COURSES:**
1. Job Training Course for CDPOs
2. Job Training Course for Supervisors
3. Job Training Course for AWWs (English)
4. Job Training Course for AWWs (Hindi)

**TO BE UPLOADED SOON:**
1. Refresher Course for CDPOs
2. Certification Course on Integrated Child Development
3. Professional Course on Infant & Young Child Feeding
4. Basic Course on Nutrition

¹ Criteria: The requisite criteria, i.e., the selection of User/ Learner for the courses available online are different. Thus, students are requested to read all the instructions carefully before starting the course.

² Active users: Any user who wants to do a particular course on the e-learning portal has to first fill a registration form. After filling the registration form, a default e-mail is sent to the user for password generation and account creation. Only after this process, a user is considered as registered. A registered user can access the home page of the web portal but not the course content as the users are still blocked and pending for activation. At this point, the role of site admin comes in who prepares a list of all the registered users as per the eligibility criteria and send it for approval to the Director, NIPCCD. After receiving approval from the Director, the blocked users are activated by the site admin and are thus called active users.

³ Evaluation: All online courses have in-built evaluation process as per the courses. All Users/ Learners have to take evaluation to complete the course.

⁴ Successful completion: All the Users/ Learners have to undergo mandatory evaluation and only after clearing the evaluation he/she will be eligible for the digital certificate.
2. e-Learning: Process Flow

**Website Flow Chart in Detail**

**HOME PAGE:**
When a user, uses the URL `<http://nipccd-elearning.wcd.nic.in/>` the first screen that pops up is called the Home Page. A student can access the portal from here. It has got various sections like: About Us, e-Courses, Registration, Sign-in, Media Connect, Latest News, etc.

**REGISTRATION:**
Before accessing any course a student has to first Sign Up and this process is known as the Registration process. In this a student fills the built-in detailed proforma and then creates a user name and password. After which an e-mail is sent to the user with a link for password generation/change of password. This completes the registration process. It is mandatory to insert/upload a passport size photo in the registration form for authentication purposes.

**SIGN-IN:**
Once the Registration Process is complete the user has to wait for Admin approval from NIPCCD. Now the user will be termed as “ACTIVE USER” and will be an active user of the portal. He/she can access the courses they have been enrolled into.
LANDING PAGE:

After completing the sign-in process the student user now has access to the first page of the course they have opted for, this page is called the Landing Page. All the student users are requested to read the instructions given on the Landing Page carefully.

START COURSE:

On the Landing Page, at the end of the page there is a tab named Start Course. In order to navigate to the course content page, a student has to click on that tab and they will be navigated to the Course Content.

DETAILED SESSIONS/CAPSULES:

Once the student is navigated to the course content, they have to undertake each and every session. All the sessions are explained in a detailed format, supported by videos, web links and extra reading material.

EVALUATION:

After going through the detailed sessions, every student has to undertake evaluation which are staged after every two sections. One cannot jump the process neither can he/she access the course without completing and passing the evaluation.

Minimum pass percentage for all the courses is 45%.

DIGITAL CERTIFICATE:

After clearing the evaluation, a student can download a bar coded certificate and he/she now stands eligible for the Contact Programme.

NOTE: This certificate is just a prototype and all courses will have different certificate.
3. How to Proceed for the Course

3.1 Home Page

- A user can access the website through the URL <http://nipccd-elearning.wcd.nic.in/>. A user can enroll himself/herself for this website for reading and certification courses by filling in valid details.
- A user can read or access basic information like About Us, What’s New section for additional or new updates in the website.
### 3.2 Registration Page

- A student is provided a valid login by NIPCCD officials after validation of the information filled in by student on the register page. A registered user can access the Registration page through the URL <http://nipccd-elearning.wcd.nic.in/user/register> or by clicking the “Register” tab in main menu.

- After filling the necessary information a user should press the Create New Account button. On clicking the “Create New Account” tab, the user shall receive an auto-generated welcome mail from the NIPCCD web admin.

**NOTE:** Please read all the instructions in the pop ups and written otherwise on the registration page carefully, as any incorrect information can lead to cancellation of the registration form.
3.3 Sign-In Page

- After creation of an account, NIPCCD shall verify the details provided and activate the registered user account and the registered user will receive an e-mail from e-Learning admin account with one time authorization login URL.

- A user can set password by accessing the one-time link and sign in by given URL (http://nipcced-elearning.wcd.nic.in/user/login).

- A user can access the account dashboard and details from e-Learning website.
3.4 Profile Page

- After successfully registering and signing in with valid details in the e-Learning website, a user is redirected to its profile page. The Profile page contains basic information related to a user account.
- A user can access his/her courses listed in the profile page directly or through the e-Course tab. A user can also edit his/her basic profile details from Edit Profile tab in the Student Profile section.
3.5 e-Course Page

- A user can access his or her listed course from the profile page and also access it by clicking the e-Course tab in the main menu.

- A user can read instructions or read about the courses offered and also access the listed courses from course tabs on the page.
3.6 Course Outline for Online Courses

- After clicking on the Course tab, the user is directed to a course outline page. This page provides an Introduction to the Course and links to all the sections of the course along with the evaluation and course certificate.

- When a user will click on one section it will auto-generate a separate tab for the user so that user can read that section separately. Each section is further divided into sub-sections and these sub-sections have Sessions.

- It is mandatory for user to click and read all the sessions. In order to navigate to other Sections.

- After going through the detailed sessions, every student has to undertake three phases/stages of evaluation which are staged after every two sections. One cannot jump the process neither can he/she access the course without completing and passing the evaluation. Minimum pass percentage for the course is 45%.
3.7 Back Button

- All the pages of online courses have a back button which can navigate Users/Learners to the previous opened page.
- Along the back button User/Learner will have an option to navigate the path of the page that he/she is reading. They can directly click on the path and visit the page of the course.

3.8 Log out

- A user can easily logout from the web application by clicking the Sign Out button from the main menu.
4. Contact Information

You may write to us directly by clicking on Contact Us and filling the details in the built form on the website (as shown in the screenshot).

OR

You may write to us at:
National Institute of Public Cooperation and Child Development (NIPCCD)
e-learning,
Room no 316, 5, Siri Institutional Area, Hauz Khas,
New Delhi – 110016.
Telephone no: 26964373, 26515579
Email us at: elearningnipccd@gmail.com

You may also contact our helpline number: 1800-111-606 from 9.30 a.m. to 5:00 p.m.
(Monday to Friday) except on holiday.
Instructions for Online Job Training Courses for ICDS Functionaries
5. Instructions for Online Job Training Courses for ICDS Functionaries

5.1 Introduction to Job Training Course for CDPOs

Training and capacity building of ICDS functionaries is one of the most vital components of ICDS programme and is accredited as a key factor in successful implementation of the programme. A CDPO is responsible for implementation and administration of ICDS programme at project level and provides the link between ICDS functionaries and Government administration. A CDPO is required to be a planner, manager and administrator, organizer and implementer, educator and communicator and above all a coordinator. CDPOs/ACDPOs are given job training and thereafter refresher training every two years for effective delivery of services. The learning goals of this job training are:

- To provide easy access to CDPOs who cannot come to job training.
- To act as a guide & educator to the project team.
- To build leadership, motivation and team building attitude.
- To improve the planning and managerial skills to implement ICDS project.
- To have first-hand experience in supervision & monitoring of ICDS programme.
- To be able to manage supplies, equipments and services.
- To act as a good communicator for behaviour change.

The syllabus for Job Training Course (JTC) for CDPOs/ACDPOs has been developed keeping in view the role, job responsibilities, qualifications and skills required by CDPOs/ACDPOs as a project leader. A learner and resource person should be aware of the current information about ICDS programme. The content will help the CDPOs provide supervised supervision, act as teachers and help in the field. This course can be accessed by not only CDPOs, who are currently in the job but also by anyone who is an ICDS trainer such as MLTC/AWTCs Instructors, District Programme Officers (DPOs), Post Graduates in Home Science, Public Health and Social Sciences with specialization in Women/Child related programmes.

For the CDPOs there will be a contact program to be held at NIPCCD or its Regional Centers for hands on supervised training to enhance the knowledge of the functionaries. However, for the trainers, different contact programs will be held so that they are able to train the ICDS functionaries to carry out their jobs effectively and provide supportive supervision. The working CDPOs would be eligible for CDPO JTC certificate while the trainers would be given Training of Trainers – ICDS Certificate after the contact programme.

5.2 Specific Instructions

- Minimum time for the completion of the course is 26 days and maximum is 90 days. Failing which the user will have to re-register for the course. (Read Section 2.1 for Registration details)
5.3 Framework of the Course

The details of the framework are given in the general instructions manual and a graphical representation given in Figure 1.

HOME PAGE:

When a user uses the URL <http://nipccd-elearning.wcd.nic.in/> the first screen that pops up is called the Home Page.

REGISTRATION:

Before accessing any course a student has to first Sign Up and this process is known as the Registration process. It is mandatory to insert/upload a passport size photo in the registration form for authentication purposes.

SIGN IN:

After Admin approval a User/ Learner becomes an Active User of the portal. He /she can access the courses they have been enrolled into.

Figure 1: Framework of the Course
LANDING PAGE:
After completing the Sign-In process the Student user now has access to the first page of the course that they have opted.

START COURSE:
At the end of the Landing page there is a tab named Start course. This will navigate the User/ Learner to the course content page.

DETAILED SESSIONS:
Once the student is navigated to the course content, they have to undertake each and every session. All the sessions are explained in a detailed format, supported by videos, web links and extra reading material.

EVALUATION:
After going through the detailed sessions, every student has to undertake three phases of evaluation which are staged after every two sections. One cannot jump the process neither can he/she access the course without completing and passing the evaluation. Minimum Pass percentage for the course is 45%.

DIGITAL CERTIFICATE:
After clearing the evaluation, a student can download a bar coded certificate and he/she now stands eligible for the contact programme.

NOTE: User/ Learner is requested to read all the instructions on the website carefully before and during the course.
5.4 Duration of the Course

The minimum duration of all the online Job Training Courses is 26 days and maximum 3 months, after which the user will have to re-register the account. In between the user will get alert mails from the admin asking to complete the course.

5.5 User Registration

- A User/ Learner has to first complete the registration process to start any of the live courses.
  - It is mandatory
  - User/ Learner can opt for only two courses during the registration. The User/ Learner will be able to undergo only the courses he/she opted for.

- a User/ Learner will have to first fill the registration form.
5.6 Sign-In

• After completing the in-built registration form, a User/ Learner will receive an auto-generated e-mail from the admin to generate password.

• After generation of password, User/ Learner can Sign-In to the account.

• It shall be noted that only after completing all the requisite criteria of the registration process a User/ Learner’s detail will be processed for activation of account by the admin.

• A User/ Learner, after meeting the desired criteria, will get approval from the admin for account activation to officially start the course. The User/ Learner will now be an Active User.
5.7 e-Course Page

- Once account is activated, a User/ Learner can now Sign-In and start the course.
- A User/ Learner will not be able to access the course content till he/she becomes the Active User.
5.8 Landing Page of Job Training Courses

A User will be navigated to the main course window of Job Training Courses and they can start the course by clicking on the “Start Course” Tab.
5.9 Course Outline for Online Job Training Courses for ICDS Functionaries

- After clicking on the Course Tab, the user is directed to a course outline page. This page provides an Introduction to the Course and links to all the sections of the course along with the evaluation and course certificate.
- When a User will click on one section it will auto-generate a separate tab for the user so that the User can read that section separately. Each section is further divided into sub-sections and these sub-sections have Sessions.
- It is mandatory for a User to click and read all the sessions in order to navigate to other Sections.
After going through the detailed sessions, every student has to undertake three phases/stages of evaluation which are staged after every two sections. One cannot jump the process neither can he/she access the course without completing and passing the evaluation. Minimum pass percentage for the course is 45%.
• A User/ Learner can now click on First section of the Course and read the sessions. Under each Section there is a sub-section which has individual Plan Sessions in Job Training Courses.

• The content format of all the Job Training Courses is same.

• The Job Training Courses have been segregated into SEVEN main components which are also known as sections. These sections are as follows:
  - Section 1: Introduction to the ICDS – 2 Days
  - Section 2: Orientation of ICDS – 2 Days
  - Section 3: Early Childhood Care and Development – 4 Days
  - Section 4: Nutrition and Health – 7 Days
  - Section 5: Communication, Advocacy, and Community Participation – 3 Days
  - Section 6: Organization Management – 4 Days
  - Section 7: Supervised Practice – 3 Days

• Revision and Extra Reading Material: Each Session has extra reading material to facilitate the user.

• Sub-Section: Under each Section there is a sub section which has individual Plan Sessions in Job Training Courses.

• Session: Each sub Section has at least 4–5 sessions. The sessions are prepared in Lesson Plan format. All the Sessions have five major headings:
  - Introduction
  - Session Objects
  - Content(For Learning & Trainers)
  - Selected Reading Materials
  - Specific Instructions for Trainers

• All users have to click on the tab and read the content.

**NOTE:** All Sections, Sub-Sections and Sessions are mandatory to read and student cannot jump or navigate to other section or evaluation without reading the course.

The Detail page screenshot is being shared with the User/ Learner for better understanding.
5.10 Evaluation

- After completion of Section 1, Section 2 and Section 3, a User/ Learner will have to undergo evaluation.

- A User/ Learner will have to click on Start Evaluation to take the test.
5.11 Back Button

Back button is used to go to the previous page.

5.12 Log out

- A user can easily logout from the web application by clicking the Sign Out button from the main menu.

**NOTE:** The screenshots used in the manual are of Job Training Course for CDPOs. However, the process of undertaking Job Training Courses of Supervisors and Anganwadi Workers are the same. Hence the same instructions are applicable for other two courses as well.