

**Minutes of NDD August 2017 round preparatory meeting held on 2<sup>nd</sup> June 2017 at 11 am in the Recreation Hall, Directorate of Health & FW Dept, Gurkha Basti, Agartala under the chairmanship of Dr. S. K. Chakma, Member Secretary, NHM, Govt. of Tripura**

A meeting was convened by Department of Health with participation from District Education Officer (DEOs). Dr. S. K. Chakma, Member Secretary, NHM has presided over the meeting. At the outset, he welcomed all the participants present (annexed).

The meeting discussed District wise challenges and gaps of February 2017 round faced by department of Education. State, District and block level coverage were analysed. After a threadbare discussion, the following decisions were taken: -

**I. TARGET:**

1. **DEOs of those District who haven't share updated U-DISE** will share the updated UDISE data of all schools like Govt./Govt aided, Private (aided & unaided), TTAADC, Madrasa (recognized & un-recognized), Scheme to provide Quality Education (SPQEM) in Madrasa, Central (Kendriya, Navodaya, Army, Kasturba Gandhi Memorial) Schools, Sports dept. schools etc comprising of number of enrolled children category wise for both morning and noon session by 15<sup>th</sup> June, 2017.
2. DEOs will also submit an updated list of head masters/principals of all schools with contact numbers (mobile) and address by **15<sup>th</sup> June, 2017**.

**II. MEETING/TRAINING:**

DEO of respective district will ensure their participation for the following meetings and trainings for NDD August 2017 round:

1. State Level Coordination Committee Meeting to be held on **3<sup>rd</sup> week of June 2017 (tentative 21st June'17)**.
2. District & Block level co-ordination committee meeting to be organised by Dept. of Health during **3<sup>rd</sup> to 4<sup>th</sup> week of June 2017** respectively.
3. State level training either **4<sup>th</sup> week of June or 1<sup>st</sup> week of July 2017**.
4. District level training - **2<sup>nd</sup> week of July 2017**.
5. The block level trainings - **12<sup>th</sup> July to 31<sup>st</sup> July 2017**. It was decided that respective DEO shall submit block level training scheduled on or before **15<sup>th</sup> June, 2017** to State as per format shared. Further participants should not be more than 40-50 per batch.
6. DEOs, DISE & DNOs will sit together at district level to fix up dept. wise training schedule. The training schedule shall not collide so as to ensure availability and time to resource person. Block level training of Schools to be led by respective department.
7. DEO & IS would ensure integrated distribution of Drugs, IEC & Training materials during block level trainings.
8. Health Department will ensure timely supply of IEC, Training material and Albendazole tablets to DEOs.
9. Ensure involvement of PRI members during District & Block level trainings.
10. Agenda of the training should be as per training module. Managing adverse events and correct recording protocol and reporting should be emphasized.

### **III. PRIVATE SCHOOL ENGAGEMENT:**

1. DEOs shall identify the number of Private schools in the districts and their contact details has to be updated.
2. DEOs shall organise a separate meeting with all Pvt. school & bodies like (Diocese, Missionary, Bharat Sevashram Sangha, Ramkrishna Mission, ISCKON, Jamiyat etc) involving the District Magistrate.
3. DEOs & CMO will issue letter addressing private school management for conducting NDD.
4. DEOs will ensure participation of representative from all Private schools (both aided & un-aided) during Block level training and all logistics (medicines/training & IEC materials) are handed over. If necessary separate training may be organised at district.

### **IV. IEC & COMMUNITY MOBILIZATION:**

1. Schools will organise School Management Committee meetings from July, 2017 onward and share feedback of the meetings.
2. Schools shall discuss on deworming during School assembly, class room quiz, Sahitya Sabha & parent's teacher meetings etc from July, 2017.
3. The handbill should be distributed among the students and parents prior to NDD

### **V. DRUGS, IEC & TRAINING MATERIALS:**

1. DEO will share the requirement of Drugs, IEC & Training materials block wise by *15<sup>th</sup> June, 2017*.
2. State Health department will look into the shortage of banner and poster and will ensure that the materials will reach before the training.
3. Respective DEO will be collected Block wise bundles of Medicines, IEC & Training materials from DNO at district HQ in between 1<sup>st</sup> week & 2nd week of July 2017.
4. Health Department will ensure timely distribution of IEC, training materials and drugs to District HQ.

### **VI. FUND RELEASE:**

1. DEOs will share district wise updated bank account name, bank name, account number and IFSC Code by 15<sup>th</sup> June, 2017
2. State Health & Family Welfare Society(SHFWS) will ensure transfer of funds either through RTGS or NEFT within 1<sup>st</sup> day of July 2017.

### **VII. REPORTING CASCADE AND TIMELINES:**

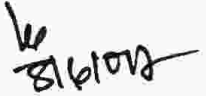
DEOs will notify Block School Inspectors as the Nodal Officer for NDD at block level. The reporting cascade for NDD August 2017 round is as same as February 2017 round however reporting timelines has been shortened which are given below:

- HM of School to Inspector of School at Block level (*by 21 August, 2017*)
- IS shall meet with Block Nodal Officer of health to discuss & analyse the school reports (*by 26 August 2017*)

### VIII. MISCELLANEOUS:

1. DEOs will share Block Nodal officer list by *15<sup>th</sup> June 2017*
2. Every school should display the Name & Contact no. of MOI/C & MPW during NDD & MUD
3. Districts & blocks shall go for joint monitoring during NDD & MUD.
4. District Magistrate is requested to involve PRI bodies during block level meetings and trainings.
5. NDD district launch should be organise in the low performing school at the block level during Aug round.
6. DEOs would submit updated list of Headmaster (School wise) /Principal of all schools with contact no by *15<sup>th</sup> June, 2017*.

The meeting ended with thanks from chairs.

  
(Dr. S.K. Chakma)  
Member Secretary, NHM  
Agartala, Tripura

No.F.13 (3-62) - DFWPM/PHS/DEWORM/2016 (Sub-I)

Government of Tripura  
Director of Family Welfare & P.M.

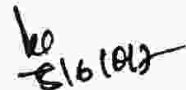
Dated, Agartala, the ----- June, 2017

**Copy to –**

1. Dr. Debasiash Saha, State Nodal Officer, Deworming intervention for information & necessary action.
2. Dr. Deep Debbarma, I/C (Deworming Intervention) for information & necessary action.
3. Dy. Director, Mid-Day Meal Programme, Govt. of Tripura for information.
- 4-11. District Inspector of Social Education (DISEs), North/Unakoti/Dhalai/Khowai/West/Sepahijala/ Gomati/South district, Tripura for information & necessary action.
12. Principal Officer (SW-SE), TTAADC, Khumlung, Tripura for information & necessary action.
13. State Programme Coordinators, Evidence Action for information & necessary action.

**Copy also forwarded to –**

1. PS to the Principle Secretary (HFW), Govt. of Tripura for kind information to the Pr. Secretary.
2. PS to the Principle Secretary, Education Department, Govt. of Tripura for kind information to the Special Secretary.
- 3-10. District Magistrates & Collectors -West/South/North/Gomati/Sepahijala/Dhalai/Khowai and Unakoti for information.
11. Director of FW&PM, Govt. of Tripura for information.
12. Mission Director, NHM, Tripura for information.
13. Director of Secondary Education, Govt. of Tripura for information.
14. Director of Elementary Education, Govt. of Tripura for information.
15. Ms. Priya Jha, Country Director, Evidence Action-Deworm the world for information.
- 16-23. CMOs of North/Unakoti/Dhalai/Khowai/West/Sepahijala/Gomati & South district for information.
- 24-31. DNOs of North/Unakoti/Dhalai/Khowai/West/Sepahijala/Gomati & South district for information.

  
(Dr. S.K. Chakma)  
Member Secretary, NHM  
Agartala, Tripura

## ANNEXURE

### List of the participants –

1. Dr. Deep Kr. Debbarma, In charge (Deworming Intervention), Govt. of Tripura.
2. District Education Officer (DEO), North Tripura.
3. District Education Officer (DEO), Unakoti Tripura.
4. District Education Officer (DEO), Dhalai Tripura.
5. District Education Officer (DEO), Khowai Tripura.
6. District Education Officer (DEO), West Tripura.
7. District Education Officer (DEO), Sepahijala Tripura.
8. District Education Officer (DEO), Gomati Tripura.
9. District Education Officer (DEO), South Tripura.
10. Mr. Anut Debbarma, State Programme Coordinator, Evidence Action, Agartala, Tripura.
11. Mr. Sanjoy Yumnam, State Programme Coordinator, Evidence Action, Agartala, Tripura.