



DEPARTMENT OF WOMEN AND CHILD DEVELOPMENT  
(GOVERNMENT OF NCT OF DELHI), RESEARCH, TRAINING &  
EVALUATION BRANCH (R.T.E), 2ND FLOOR, I.S.BT BUILDING,  
KASHMIRI GATE, NEW DELHI- 110006

F.No. (misc) WCD/RTE/2020-21 Meeting Dated: 21 DEC 2020  
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MINUTES OF THE MEETING

A meeting was convened on 15-12-2020 at 4 PM in Conference Hall, WCD Hqtr which was chaired by respected Director, Department of W.C.D. The main agenda of the meeting was regarding functioning of the RTE Branch. The following officers attended the meeting:-

1. Sh. S.C.Vats, J.D. RTE, WCD
2. Smt Lata Negi, Deputy Director (W.E.C Branch, WCD)
3. S.M. Ali, Assistant Director (R.T.E/IT/CTB)
4. Sh. Rahul Doon, Welfare Officer, ICT Cell
5. Sh. Vinod, Welfare Officer, ICT Cell
5. Ms. Priyanka Chug W.O.
6. Ms. Shweta W.O.
7. Ms. Prema Tiwari W.O.
8. Sh. Prince Kumar W.O.
9. Sh. Amitabh Yadav W.O.

In the meeting, at the outset S.M. Ali, Assistant Director, (R.T.E/IT/CTB) made power point presentation which consisted of a brief introduction about the Department of Women & Child Development, the details of schemes being run by the Department for the amelioration of the downtrodden and neglected sections of the society. The Presentation also consisted details about various social legislations being implemented by the Department, Various Institutions, homes and services being run by the Department as

per its mandate. An attempt in the Presentation was also made to outline the activities to be taken up by the R.T.E branch to strengthen and revive its outreach. It was also appraised that over the period the Branch had become dysfunctional due to dilution of its roles/ responsibilities, lack of manpower and hence with joining of new Welfare Officers , now the RTE was again in a position to revitalize itself and deliver on the expected roles as assigned originally to this Branch.

After the meeting the following decisions were taken by the Director, WCD:-

1. R.T. E Branch will have interface with the other branches, field units, Institutions and services on regular basis. Planning branch will support R.T.E branch and provide all relevant data received by them for analysis by RTE.
2. RTE Unit will conduct short studies /Research relating to emerging issues in the field of Child Welfare, Women Welfare and also to see the efficacy of various schemes like ICDS, LADLI, Financial Assistance Schemes(FAS) etc.
3. Short term studies/ evaluations/ assesments will be conducted through internal team whereas long term and indepthresearch involving extra resources, field investigations will be conducted through expert agencies.
4. RTE unit will undertake Training Need Analysis and accordingly design different modules for different section of functionaries to enhance their capabilities & knowledge.
5. Training will be conducted in house and also in collaboration with other training institutions/ partner such as ISTM, NIPCCD, UTCS etc.
6. R.T.E Branch will organize orientation and training programme of newly recruited Welfare Officers and Supervisors. G.F.R training be also organized in house keeping the considerations of social distancing due to COVID pandemic.
7. Considerations of social distancing due to COVID pandemic will be ensured and digital mode will be also used for such trainings during current times.
8. RTE unit shall evaluate the collected data and analyze the same by using modern software or seek technical guidance from experts from time to time.



9. Third party evaluation will be undertaken in r/o the Financial Assistance Schemes and other important schemes of the Department such as ICDS, ICPS from time to time.
10. R.T.E Branch will carry out Evaluation & data analysis related with all Child Care Institutions, Women's institutions, work centers, ICDS Projects, creches in order to fulfill its responsibilities.
11. RTE unit shall review the functioning of all the institutions, scheme and services through deriving a comprehensive mechanism of analyzing reports and constituting in house terms for field assessment.
12. Objectives, Indicators and outcome of all the respective schemes and services will be used as bench marks so that authentic analysis can be made.
13. District Officers shall play an important role and R.T.E Branch shall put up a format to evaluate the weekly responsibilities undertaken by the District Women & Child Development Officers.
14. A comprehensive training calendar for all functionaries shall be finalized by RTE branch early.
15. Periodic manpower analysis will be done by the RTE unit to see the gap area and look at measures to address the same. R.T.E branch will also look into the aspect of Resource Pooling by the Institutions.
16. RTE branch will analyze the data related with SNP/SNF supply and distribution in ICDS apart from coordinating field inspections including making special flying squads at Hq/ District level.
17. R.T.E branch shall obtain Monthly Progress report (M.P.R.) from all institution and services through Email. The Email of RTE branch i.e., rtedwcd@gmail.com is already created and all Branch Incharges, HOOs of Institutions and services shall ensure that all data is parallely shared with RTE branch.
18. RTE Branch to support work related to mass media and education through News letter, website update( in coordination with ICT cell) based on data/ inputs shared by various branches.



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19. RTE branch will take up updation of the manual of the Department in order to make it more contemporary.
20. R.T.E Branch will organize interface with different units, Institutions at Hqtr in coordination with ICT Cell.
21. RTE Branch will engage actively with Nodal persons/Resource persons of each branch make regular interface. Convenor from R.T.E branch will Coordinate. From respective Branches one Assistant Director will serve as Nodal Officer for interface with RTE branch besides other official at level of Welfare Officer/ Superintendent for regular exchange of information and coordination. Weekly meeting with Nodal Officers of all Branches with RTE shall be organised. This meeting will be held every Tuesday evening at 4 P.M. In the meeting review of schemes, Impact Assessment, developments, Institutional assessment, weekly data will be discussed. Suggestion / new ideas, healthy practices will be shared in such meetings for reflection in newsletter/ website/ any other reports.
22. R.T.E branch in consultation with resource persons of various branches at Hqtr/ ICT Cell will look into standardizing of all brandings.
23. A project based approach would be facilitated to nurture cross cutting functions between different branches & between WCD & SW Deptt, so that the teams can support similar components in both Departments. RTE of both WCD & SW Deptt. will provide administrative support and facilitate cross cutting linkages between two and more branches/ departments. To start with the Projects/ themes identified with team composition are as follows:-



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Project Assigned	Objective	Team Composition	Concerned Branch to give technical and admn. support	Resource Persons
Strengthening Women's Collectives/ Livelihood and Micro Enterprise.  Project (Samridhi)	Strengthening of women's collective/SHGs promoting entrepreneurship through linkages with supplementary nutrition in ICDS, uniform for CCIs & sanitation works, canteen facilities etc.	1. Ms. Shweta, W.O (Convener) 2. Sh. Naman, W.O 3. Sh. Anurag Pandey S.P.C 4. Ms. Pragya, Gender Specialist, SRCW 5. Sh. Anvar Sadath Khan, Trg. cum Research Officer, SRCW 6. Sh. Avinash,	WEC/ ICDS & RTE of both WCD & SW	1. Ms. Humra Khalid, A.D 2. Ms. Geeta Gulati, A.D. 3. Sh. Rahul Doon, ICT Cell
2	Project 'SAMAGRA KOSH'  Data Hub for Convergence Action related with ICDS, PMMVY & FAS.	1. MS. Jyoti Goyal, S.P.C (for PMMVY) 2. Ms. Priyanka Chugh, W.O (for ICDS), (Convener) 3.. Ms. Shreyashi, W.O (for FAS) 4. Ms. Poonam, Distt. Coordinator, (for Poshan)	Poshan, FAS, ICDS & PMMVY	1. Ms. Durgesh Nandini, A.D 2. Ms. Suman Sharma, A.D 3. Ms. Manjula, A.D 4. Sh. Vinod Saraswat, ICT Cell
3	Project 'SAMVAD'  <ul style="list-style-type: none"> <li>Monthly newsletter updating content on department's website, social media</li> <li>Disseminating information and generating awareness on programmes services and activities across different deptts. (Women Help desks/Saheli Samanvay)</li> </ul>	1. Ms. Prema Tiwari, WO (Convener) 2. Sh. Rayyan Yunus, WO 3. Ms. Priyanka Chugh, WO 4. Sh. Prince Kumar, WO 5. Sh. Amitabh, W.O 6. Ms. Shweta, WO 7. Ms. Pragya, Gender Specialist, SRCW 8. Ms. Ruchi, PMMVY	ICT & WEC	Sh. Rahul Doon, Sh Vinod Saraswat, ICT Cell
4	Project 'SAMIKSHA'  <ul style="list-style-type: none"> <li>Analysis and development of branch wise reports based on monthly</li> </ul>	1. Ms. Shreyasi, WO (Convener) 2. Sh. Mandeep	Planning	1. Sh. Manish Jain, S.A, Planning 2. Ms. Shashi

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		report indicators (NITI Aayog/ outcome indicators etc.) • Evaluation studies of different schemes	Malik, WO 3. Sh. Prince, W.O 4. Sh. Anurag, SRCW 5. Ms. Poonam, District Coordinator, POSHAN 6. Ritu, DCPO-HQ.		Narang, SO Planning 3. Sh. Rahul Doon, ICT Cell
5	Project 'SRIJAN'	Promoting creative activities & Interventions/ coordinating events/competition/good practices exchanged for all CCIs/Women Homes	1. Sh. Prince (Convener) 2. Ms. Abhilasha, W.O 4. Ms. Pragya, Gender Specialist 5. Ms. Shreyashi, W.O	C.P.U/ W.E.C	1. Ms. Humra Khalid, A.D 2. Ms. Yogita Gupta, A.D/ICPS 3. Sh. Vinod, ICT Cell
6.	Project 'Suposhit Sehat'	Qualitative improvement of nutrition related indicators through nutrition education and active engagement in SNP (ICDS)	1. Ms. Priyanka, WO (Convener) 2. Ms. Jyoti Goyal, S.P.C 3. Ms. Prachi, District Project Asstt.(Nutrition Expert)	Poshan/ICDS/PMMV Y	1. Ms. Poonam Kakoria

Convener must ensure that once a week meeting will be held invariably and at the same time as needed in best interest of the project. The convener should also draw minutes of the meeting in order to create record and submit weekly progress report on the project to the Jt. Director (RTE).

Meeting ended with vote of thanks to the Chair.

This issues with the approval of Director, WCD.

  
( S. M. Ali)

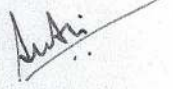
Assistant Director (R.T.E/CTB/I.T)

Copy to:-

1. PA to Director, Department of WCD, Govt. of NCT of Delhi, ISBT Building, Kashmiri Gate, Delhi- 110006
2. PA to Joint Director (Admn/ICDS/CPU/W.E.C), Department of WCD, Govt. of NCT of Delhi, ISBT Building, Kashmiri Gate, Delhi- 110006 for information of Joint Director

  
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3. PA to Joint Director (CTB/RTE/IT/Prohibition), Department of WCD, Govt. of NCT of Delhi, ISBT Building, Kashmiri Gate, Delhi- 110006
4. All Branch Incharges, Department of WCD (Hqtr), Govt. of NCT of Delhi, ISBT Building, Kashmiri Gate, Delhi- 110006
5. DD (RTE), Social Welfare, GNCTD
6. All Superintendents/DDO/HOOs of Homes/ Institutions, Department of WCD, GNCT of Delhi
7. All CDPOs of 95 ICDS Projects.
8. All Concerned .
9. Programmer for uploading on Department's website.



( S. M. Ali)

Assistant Director (R.T.E/CTB/I.T)