



# Kanyashree Club Guidelines



Department of Women & Child Development & Social Welfare  
Government of West Bengal

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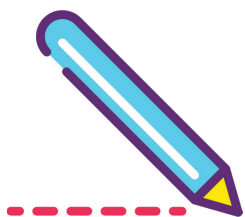


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## A message for Educators

One of the most significant steps taken by the Government of West Bengal for the empowerment of adolescent girls and women is its flagship scheme, Kanyashree Prakalpa. The design of the scheme is based on the government's understanding that child marriage is one of the major causes of poor health and socio-economic backwardness, not just of women, but of their families, their children and future generations.

Kanyashree's message is simple: "Say YES to education and NO to child marriage". This message is conveyed through the Scheme's conditions: Kanyashree's Annual Scholarship (K1) and One- Time Grant (K2) are given only to those adolescent girls who remain in education and remain unmarried at least till age 18, the legal age of marriage for girls as per The Prohibition of Child Marriage Act 2006. However, using cash transfers to incentivize girls to stay in school and remain unmarried is just the first step towards improving their well-being.

Adolescence is the period of life during which several key developmental experiences occur, such as the acquiring social and economic independence, development of identity, the acquisition of skills needed to carry out adult relationships and roles, and the capacity for abstract reasoning. It is a period of preparation for adulthood.

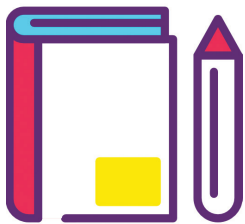
Adolescence is also the period in which both girls and boys attempt to individuate from their parents and families, and increasingly turn towards their peers for information, and social and emotional sustenance.



Through the formation of Kanyashree Clubs in schools, the Scheme provides adolescent girls with a peer-group that promotes positive values, provides accurate information and psycho- social support.

1. The Kanyashree Club is a safe environment in which girls have the opportunity to learn, explore and take action on issues that concern them.
2. Through largely self-directed activities, the members of Kanyashree Clubs develop qualities of leadership, cooperation, planning, negotiation, conflict resolution and other life skills. They learn about gender-based discriminatory practices and the ways to counter them.
3. In turn, Kanyashree Club members are expected to be a source of information and support for their peers, their families, and their communities. In other words, they become agents of social change.





## About these Guidelines

Kanyashree Clubs have been an intrinsic part of Kanyashree Prakalpa since the scheme's launch in 2013. All the Kanyashree Clubs that exist today have been initiated and guided by innovative educators and administrators, and have been sustained by the enthusiasm of Kanyashree girls. These guidelines have been formulated based on their experiences.

This document lays down broad directions for the formation and functioning of Kanyashree Clubs in educational institutions. However, within this framework, school authorities may innovate depending on school's resources, the local context and the creativity and interests of the girls.

Participation in a Kanyashree Club should be an enjoyable and cooperative experience, not a competitive or stressful one.

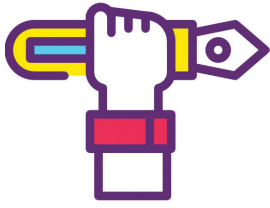




## What is a Kanyashree Club?

1. A Kanyashree Club is a group of Kanyashree beneficiaries who enroll as members of the group, meet periodically, and work together towards common objectives.
2. Every secondary / higher secondary school with Kanyashree girls will form at least one Kanyashree Club.
3. The Kanyashree Club members will engage in year-round activities through
  - (a) Formal and informal meetings of the Kanyashree Club members
  - (b) Periodic events organized by Kanyashree Club members involving their school-mates
  - (c) Periodic community based activities by Kanyashree Club members for awareness & mobilization.





# Composition of the Kanyashree Club

## NUMBER OF MEMBERS IN A CLUB

1. Each Kanyashree Club will have a minimum of 6 and a maximum of 21 members. Ideally the ratio of Kanyashree Club members to Kanyashree girls in the school should be 1:10. Schools with a larger number of Kanyashree girls can form multiple Kanyashree Clubs, if required.
2. Each class (VIII to XII) should be represented by at least one member in the Kanyashree Club(s). If a class has multiple sections, each section should be represented by at least one girl in the Kanyashree Club.
3. If a school has multiple sessions (e.g. morning session, evening session) with Kanyashree beneficiaries, the school will form separate Clubs for every session.

## SELECTION OF CLUB MEMBERS

1. When a Club is being formed, each class teacher will nominate at least one Kanyashree girl from each class to be a member of the Club.
2. Before finalizing the nomination, the class teacher will counsel the nominee on the responsibilities of being a Club member.
3. The nominee's parents / guardian should have no objection to the girl becoming a Kanyashree Club member.

## **STRUCTURE OF THE CLUB**

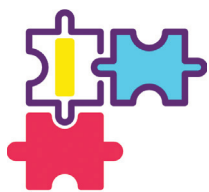
1. Each Club will have a Club Leader and a Deputy Leader, to be selected by the members from amongst themselves

## **CONTINUITY OF MEMBERSHIP IN THE GROUP**

1. Once selected, girls can continue their membership till they pass out of school. As older girls leave the school, and thereby relinquish membership of the club, fresh Kanyashree entrants from the lower classes will join.
2. If a member gets married before she is 18 years old, she is disqualified from membership of the club.
3. If a girl is unwilling or unable to continue her membership, she can do so after permission of the class teacher. If a girl withdraws from membership voluntarily or is disqualified, her class teacher will nominate another student from the class for membership.

## **SELECTION OF THE MENTOR-TEACHER**

Each Kanyashree Club will have a Mentor-Teacher, who will guide the activities of the Club. The Mentor-Teacher must preferably be female. She must be creative, energetic, non-judgmental and approachable. Above all, she must be will to invest time and energy into the psycho-social development of Kanyashree girls.



# Roles and Responsibilities

| HEAD TEACHER/ HEAD OF INSTITUTION  | MENTOR - TEACHER   |
|--|--|
| <ul style="list-style-type: none"> <li>• Appoint a teacher as a Mentor of the Club.</li> <li>• Designate a regular time and space for Club Meetings</li> <li>• Guide class teachers in selecting girls for membership in the group judiciously.</li> <li>• Oversee the design of the Kanyashree Club Annual Activity Calendar, and provide the resources that are required to conduct the activities</li> <li>• Mobilize support from other staff members in Kanyashree Club activities, especially when the Club is organizing activities for their school mates and in communities.</li> </ul> | <ul style="list-style-type: none"> <li>• Support the Club Leader and Deputy Leader in planning and conducting activities for the Club</li> <li>• Ensure that all IEC and learning materials created by the Kanyashree Club for dissemination within the group or outside are factually and technically correct.</li> <li>• Regularly appraise the Head Teacher and other staff members of the activities of the Kanyashree Club</li> </ul> |



| CLUB LEADER AND DEPUTY LEADER   | OTHER CLUB MEMBERS   |
|---|--|
| <ul style="list-style-type: none"> <li>• Take leading role in planning and executing the Annual Kanyashree Activity Calendar</li> <li>• Monitor the attendance and participation of the members of the Kanyashree Club in regular meetings</li> <li>• Conduct informal meetings during lunch-break or after school hours with other Club members to ensure smooth planning of activities.</li> <li>• Regularly meet with the Teacher – Mentor and Head Teacher to appraise them of progress.</li> </ul> | <ul style="list-style-type: none"> <li>• Contribute towards the development of the Annual Activity Calendar</li> <li>• Attend Kanyashree Club meetings regularly, and participate fully.</li> <li>• Take on individual responsibilities in executing activities, including maintaining the Club's journal, taking attendance and keeping other records.</li> <li>• Assume the role of leaders and change-makers in their classrooms, families and communities</li> </ul> |

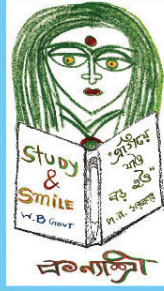
All Kanyashree Club members must act as focal points of support for girls who face gender based discrimination and other pressures that affect their safety and wellbeing.

Outside of formal meetings, Kanyashree Club members should meet informally as often as required to plan and organize activities. The Group Leader and Deputy Leader should be in regular contact with all Club members and mobilize them to support the school in as many ways they can think of.



সত্যমেব জয়তে  
পশ্চিমবঙ্গ সরকার

শিশু বিকাশ দপ্তর এবং নারী উন্নয়ন ও সমাজ কল্যাণ দপ্তর



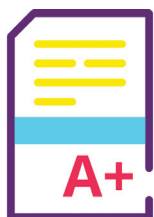
## আমি কন্যাশ্রী

পশ্চিমবঙ্গ সরকারের কন্যাশ্রী প্রকল্পের একজন অংশীদার হতে পেরে আমি অত্যন্ত গর্বিত।

এই প্রকল্পের লক্ষ্যই হল আমার মত মেয়েদের অধিকার দান।

– কন্যাশ্রী প্রকল্পকে সফল করে তুলতে আমার অঙ্গীকার–

- ১ আমি ১৮ বছর বয়স পর্যন্ত আমার পড়াশোনা– বৃত্তিমূলক বা কারিগরী প্রশিক্ষণ চালিয়ে যাব এবং সম্পূর্ণ করবো।
- ২ আমার কন্যাশ্রীর সময়সীমা শেষ হলে আমি স্বনির্ভর হতে দৃঢ় ভাবে চেষ্টা করব।
- ৩ আমি কখনও ১৮ বছরের আগে বিবাহ করব না, আর অপ্রাপ্ত বয়সে বিবাহের কুফল সম্পর্কে অভিবাবক, আত্মীয় জন আর সমাজের সকলকে বোঝাবো।
- ৪ আমি শিক্ষা আর স্বনির্ভর হয়ে ওঠার জন্য ‘কন্যাশ্রী’ কর্মসূচির প্রয়োজনীয়তা সম্পর্কে সকলকে জানাবো, উৎসাহিত করব আর সক্রিয়ভাবে সকলকে এই প্রকল্পে যুক্ত হবার জন্য উদ্যোগ নেব।



# How does the Kanyashree Club function?

## BI-MONTHLY KANYASHREE CLUB MEETINGS

1. The members of the Kanyashree Club shall meet at least twice a month, for the duration of 2 hours
2. Prior to every meeting, the Club Leader and Deputy Leader will meet the Mentor-Teacher and plan the agenda for the meeting.
3. Each meeting will be conducted in the following format:
  - a. An introductory session where the Club Leader will set the agenda for the meeting. If there are any new members, they will be formally welcomed into the group. Their names will be announced, and they will read the Kanyashree Pledge aloud to the rest of the Club.
  - b. The major part of the meeting will comprise activities as planned by the Teacher-Mentor and Leaders to ensure progress on the Kanyashree Club Activity Calendar.
  - c. If there are any girls withdrawing from the group, or leaving school, they will be given a formal farewell by the group.
4. Resource materials:
  - a. Kanyashree Pledge
  - b. Kishori Kit, especially the Learning Games for Girls (LGG) modules
  - c. Information gathered through library and internet research
  - d. Information gathered through family and community

## PERIODIC EVENTS INVOLVING OTHER STUDENTS

1. Kanyashree Club members will interact with their school-mates through
  - a. Formal events at least once every quarter,
  - b. Periodic informal events at lunch-time or in the classroom
2. Activities can include
  - a. Poster-making and maintaining a Kanyashree Information Board
  - b. Quizzes, exhibitions, dramas, debates on pertinent topics
  - c. Facilitating “Learning Games for Girls” with other students



## PERIODIC EVENTS ENGAGING WITH THEIR FAMILIES AND COMMUNITY

1. Kanyashree Club members will interact with their communities through a formal outdoor event once every quarter or adopt a long-term social cause for which activities continue throughout the year.

Activities can include door-to-door visits, awareness drives, meetings with parents, meetings with local administration, visiting the local police station, and so on.





## Menu of activities for the Kanyashree Club

The following are a few examples of activities that can be conducted by Kanyashree Clubs. The Club members can prioritize these based on their interests and needs. Under the guidance of the Teacher-Mentor, they can feel free to go beyond this curriculum, as long as they are engaged in meaningful learning activities that focus on their immediate concerns.

| IN THE KANYASHREE CLUB   | IN THE SCHOOL   | IN FAMILIES & COMMUNITIES   |
|--|---|---|
| Child marriage prevention & preventing school-dropout  |   |   |
| <p>All Kanyashree Club members must pledge to</p> <ul style="list-style-type: none"> <li>• Spread the message of child marriage prevention and the need for continued education till at least age 18</li> <li>• Make enquiries if classmates are frequently absent from school or absent for long periods of time. These girls may be at risk of dropping out of school and / or child marriage</li> </ul> | <ul style="list-style-type: none"> <li>• Take a school pledge on prevention of child marriage</li> <li>• Publish a poster with a list of persons to be contacted for help – such as Childline, local police station etc</li> <li>• Publish a poster on legal provisions of Child Marriage Prohibition Act 2006</li> </ul> | <ul style="list-style-type: none"> <li>• Conduct community awareness drives through dramas, songs, wall paintings</li> <li>• Tie-up with local authorities and police to report cases of child marriage</li> <li>• Identify peers at risk and bring to the notice of school authorities, anganwadi workers or ASHA workers</li> </ul> |



### Exposure Visits to Public Institutions

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Research the public institution being visited</li> <li>• Support school administrators in planning visits</li> </ul> | <ul style="list-style-type: none"> <li>• Act as resource persons during exposure visits</li> <li>• Conduct awareness sessions on the public institution visited for other students</li> </ul> | <ul style="list-style-type: none"> <li>• Take on responsibilities in the family for banking, postal and other errands</li> <li>• Accompany parents on visits to panchayat and other administrative offices, ration shops etc</li> <li>• Assist the family in maintaining official documents such as identity cards, ration cards, bank deposit books, land papers etc</li> </ul> |
|---|---|--|

### Nutrition

- |  |  |   |
|--|--|---|
| <p>Play LGG games</p> <ul style="list-style-type: none"> <li>• “Food and the Flag”</li> <li>• “How to prevent Anaemia</li> </ul> | <ul style="list-style-type: none"> <li>• Facilitate LGG game “Food and the Flag” in classroom or at lunch break</li> <li>• Maintain a kitchen garden or cultivate mushrooms in school</li> </ul> | <ul style="list-style-type: none"> <li>• Facilitate LGG game at mother’s meeting with the permission of the Anganwadi worker</li> <li>• Maintain a kitchen garden at home or in the Anganwadi Centre</li> </ul> |
|--|--|---|

### Health and Hygiene

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Learn about communicable diseases and hand-washing, wearing of masks and other disease prevention practices</li> <li>• Play LGG games titled “How to prevent and treat Diarrhea” and “Practicing Hand Washing”</li> </ul> | <ul style="list-style-type: none"> <li>• Teach school-mates thorough hand-washing techniques using the song in LGG “Practicing hand washing”</li> <li>• Monitor cleanliness of toilets, school kitchen, garbage collection areas and alert school administration about soap, water and other sanitation requirements</li> </ul> | <ul style="list-style-type: none"> <li>• Be a champion of sanitary practices in the home</li> <li>• Make hand-made soaps under the guidance of Chemistry teachers and distribute to poor families</li> <li>• Conduct malaria, dengue and other seasonal illness awareness and prevention drives.</li> </ul> |
|--|---|---|

| IN THE KANYASHREE CLUB   | IN THE SCHOOL   | IN FAMILIES & COMMUNITIES   |
|--|---|---|
| Adolescent Sexual and Reproductive Health  |   |   |
| Play Learning Games titled <ul style="list-style-type: none"> <li>• “Knowing our bodies”</li> <li>• “How the female body works”</li> <li>• “Menstrual Hygiene”</li> <li>• “How contraceptive methods work”</li> <li>• “Sexual and Reproductive Health and Rights of Adolescent Girls”</li> </ul> | Work with the school authorities to ensure that <ul style="list-style-type: none"> <li>• All girls in the school have access to menstrual hygiene products through a nodal teacher or Kanyashree Club member</li> <li>• Advocate for some form of hygienic disposal of sanitary products in the school</li> </ul> | <ul style="list-style-type: none"> <li>• Dispel myths about menstruation and hold awareness sessions with parents and siblings, and in community groups such as SHGs</li> </ul> |
| Sports and physical activities   |   |   |
| <ul style="list-style-type: none"> <li>• Play games such as carroms, chess, kho-kho, kabaddi, volleyball, football etc (subject to availability of space and equipment)</li> </ul>   | <ul style="list-style-type: none"> <li>• Organize school games tournaments</li> <li>• Invite a local martial arts (judo, karate, wu-shu etc) practitioner to demonstrate simple self-defense techniques</li> </ul>  | <ul style="list-style-type: none"> <li>• Advocate with block administration to organize inter-school tournaments</li> </ul>   |
| Career and Skill Development   |   |   |
| <ul style="list-style-type: none"> <li>• Research careers, courses of higher study and competitive exams</li> <li>• Research skill development opportunities in the area</li> <li>• Identify a simple marketable skill that the group can learn and run a small-scale production unit</li> </ul> | <ul style="list-style-type: none"> <li>• Create posters on careers and skill development opportunities in the area</li> </ul>   | <ul style="list-style-type: none"> <li>• Advocate with the block administration to have a careers and skills fair in the block</li> </ul>                                       |

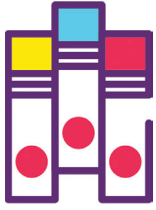
### Environmental awareness and conservation activities

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|---|---|--|
| <ul style="list-style-type: none"> <li>• Explore the following topics             <ul style="list-style-type: none"> <li>o Renewable and non-renewable natural resources</li> <li>o Polluting and non-polluting forms of energy</li> <li>o Waste management</li> <li>o Sapling plantation</li> <li>o Any environmental issue that is a local concern</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Commemorate Earth Day (April 22) &amp; World Environment Day (June 5) in the school</li> <li>• Conduct awareness events on environmental issues</li> <li>• Initiate waste segregation in the school</li> </ul> | <ul style="list-style-type: none"> <li>• Initiate waste segregation at home</li> <li>• Compost wet waste at home</li> <li>• With the permission of local authorities, adopt a pond or a park or other public space and ensure its cleanliness and protection.</li> </ul> |
|---|---|--|

### Other suggested activities

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Invite guest speakers from the community to interact with club members on issues that interest them</li> <li>• Assist teachers in Kanyashree enrollments</li> </ul> | <ul style="list-style-type: none"> <li>• Organize awareness events around special days in the year such as 'Republic Day', 'Kanyashree Day', 'Children's Day' etc as listed in the School Calendar</li> </ul> | <ul style="list-style-type: none"> <li>• Conduct adult literacy classes</li> <li>• Conduct basic literacy classes for school drop-outs</li> </ul> |
|--|---|---|





# Kanyashree Club Records

## OUR MEMBERSHIP HISTORY

| Sl. No | Name | Date of Joining Club | Age | Class | Date of Leaving Club |
|--------|------|----------------------|-----|-------|----------------------|
|        |      |                      |     |       |                      |
|        |      |                      |     |       |                      |
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|        |      |                      |     |       |                      |
|        |      |                      |     |       |                      |
|        |      |                      |     |       |                      |

## OUR LEADERSHIP HISTORY

| Club Leader   |      |    |      |
|---------------|------|----|------|
| Sl. No        | From | To | Name |
|               |      |    |      |
|               |      |    |      |
|               |      |    |      |
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|               |      |    |      |
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|               |      |    |      |
|               |      |    |      |
|               |      |    |      |
| Deputy Leader |      |    |      |
| Sl. No        | From | To | Name |
|               |      |    |      |
|               |      |    |      |
|               |      |    |      |
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|               |      |    |      |
|               |      |    |      |

## ANNUAL ACTIVITY CALENDAR

| What are we doing this year? |             |               |                  |  |  |  |  |
|------------------------------|-------------|---------------|------------------|--|--|--|--|
|                              | In our Club | In our School | In our Community |  |  |  |  |
| January                      |             |               |                  |  |  |  |  |
|                              |             |               |                  |  |  |  |  |
| February                     |             |               |                  |  |  |  |  |
|                              |             |               |                  |  |  |  |  |
| March                        |             |               |                  |  |  |  |  |
|                              |             |               |                  |  |  |  |  |
| April                        |             |               |                  |  |  |  |  |
|                              |             |               |                  |  |  |  |  |
| May                          |             |               |                  |  |  |  |  |
|                              |             |               |                  |  |  |  |  |
| June                         |             |               |                  |  |  |  |  |
|                              |             |               |                  |  |  |  |  |
| July                         |             |               |                  |  |  |  |  |
|                              |             |               |                  |  |  |  |  |
| August                       |             |               |                  |  |  |  |  |
|                              |             |               |                  |  |  |  |  |
| September                    |             |               |                  |  |  |  |  |
|                              |             |               |                  |  |  |  |  |
| October                      |             |               |                  |  |  |  |  |
|                              |             |               |                  |  |  |  |  |
| November                     |             |               |                  |  |  |  |  |
|                              |             |               |                  |  |  |  |  |
| December                     |             |               |                  |  |  |  |  |
|                              |             |               |                  |  |  |  |  |



## OUR CLUB JOURNAL

| Activity Name                                      |   |  |
|--|---|--|
| When did we do this activity                       | Did we do it in the Club, in the School or in some other place? | How many Club members were a part of the activity? |
|  |   |  |
| Short write-up on what we did                      |   |  |
|  |   |  |
|  |   |  |
| Things that were easy to organize                  |   |  |
|  |   |  |
|  |   |  |
| Things that were difficult to organize             |   |  |
|  |   |  |
|  |   |  |
| Would we do this activity again?                   |   |  |
| If yes, would we make any changes in the activity? | If no, why would we avoid this activity?                        |  |
|  |   |  |

Journal entry written by :

Date :

## CLUB MEETINGS ATTENDANCE

Date of Meeting : \_\_\_\_\_

Place : \_\_\_\_\_

[illegible]

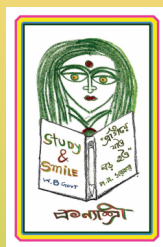
## NOTES:

[illegible]

## NOTES:

[illegible]





**Kanyashree Prakalpa**  
**A Scheme for the Empowerment of Adolescent Girls,**  
**Department of Women and Child Development and Social Welfare**  
**Government of West Bengal**