

SBC Warehouse

SBC Knowledge at UNICEF India

National repository: <https://iec.unicef.in/home>

Instructions for metadata forms

This is a guide on how to complete the **metadata form**. Each time a new product is to be uploaded to the knowledge repository – SBC Warehouse – the metadata form needs to be completed and submitted along with a soft copy/master copy of the product/ content.



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In case of any further queries, please contact:

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Step-by-step guide

The name of the product should be concise yet inform the reader about the content contained in it

#Protip keep it crisp, ideally less than four to five words

<p>DOCUMENT TITLE</p>	<p>Type the document title here</p>
<p>CATEGORY (Please select only one from the given options)</p> <p>As per the content of the product being submitted, select the most suitable category</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Reproductive and Child Health Education <input type="checkbox"/> Child Development and Nutrition <input type="checkbox"/> Early Childhood Development <input type="checkbox"/> Water, Sanitation and Hygiene (WASH) <input type="checkbox"/> Education <input type="checkbox"/> HIV/AIDS <input type="checkbox"/> Child Protection <input type="checkbox"/> Policy Planning and Evaluation <input type="checkbox"/> Social and Behaviour Change (SBC) <input type="checkbox"/> Advocacy and Communication <input type="checkbox"/> Disaster Risk Reduction <input type="checkbox"/> Training <input type="checkbox"/> UNICEF IEC Support to National Programmes
<p>SUB-CATEGORY (Please select only one from the category chosen above)</p>	<p>Reproductive and Child Health</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maternal and New-born care <input type="checkbox"/> Immunization plus <input type="checkbox"/> Japanese Encephalitis <input type="checkbox"/> Polio Education <input type="checkbox"/> Integrated Management of Child illness <p>Child Development and Nutrition</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nutrition <input type="checkbox"/> Infant and Young Child feeding <input type="checkbox"/> Salt iodization <input type="checkbox"/> Vitamin A <input type="checkbox"/> Adolescent Anaemia <p>Early Childhood Development</p> <ul style="list-style-type: none"> <input type="checkbox"/> Responsive Parenting

	<ul style="list-style-type: none"> <input type="checkbox"/> ECD in Programmes Water, Sanitation and Hygiene (WASH) <ul style="list-style-type: none"> <input type="checkbox"/> Home Hygiene and Sanitation <input type="checkbox"/> School Sanitation <input type="checkbox"/> Community Management and Water Supply <input type="checkbox"/> Drinking-Water Safety Education <ul style="list-style-type: none"> <input type="checkbox"/> Quality Package <input type="checkbox"/> Disparity Reduction <input type="checkbox"/> Girl Stars <input type="checkbox"/> Meena and Girls Education <input type="checkbox"/> Animal Bites HIV/AIDS <ul style="list-style-type: none"> <input type="checkbox"/> Prevention of Parent to Child Transmission (PPTCT) <input type="checkbox"/> Primary Prevention Among Adolescents and Youths <input type="checkbox"/> Red Ribbon Express <input type="checkbox"/> Primary Prevention <input type="checkbox"/> Paediatric AIDS <input type="checkbox"/> Protection and Care for Children Affected by AIDS Child Protection <ul style="list-style-type: none"> <input type="checkbox"/> Child Labour <input type="checkbox"/> Trafficking & Commercial Sexual Exploitation <input type="checkbox"/> Children in Difficult Circumstances <input type="checkbox"/> Child Marriage Policy Planning and Evaluation <ul style="list-style-type: none"> <input type="checkbox"/> Birth Registration <input type="checkbox"/> Village Planning <input type="checkbox"/> Community Development
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	<p>Social and Behaviour Change (SBC)</p> <ul style="list-style-type: none"> <input type="checkbox"/> AdhaFULL Adolescent Communication <input type="checkbox"/> Integrated Districts <input type="checkbox"/> Meena Communication Initiative <input type="checkbox"/> Facts for Life Communication Initiative <input type="checkbox"/> Meena Radio <input type="checkbox"/> Capacity Building <input type="checkbox"/> Career Counselling <input type="checkbox"/> Applied Behavioural Science <input type="checkbox"/> Behavioural Insights <input type="checkbox"/> Passport to Earn <input type="checkbox"/> YuWaah <input type="checkbox"/> Life Skills <input type="checkbox"/> Community Engagement <input type="checkbox"/> Youth Engagement <input type="checkbox"/> Health and Nutrition <input type="checkbox"/> Mission LiFE <input type="checkbox"/> RCCE/COVID-19 <input type="checkbox"/> Faith for Life <p>Advocacy & Communication</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maternal Health <p>Disaster Risk Reduction</p> <ul style="list-style-type: none"> <input type="checkbox"/> Global Warming <input type="checkbox"/> Floods <input type="checkbox"/> Drought <input type="checkbox"/> Psycho-social care <input type="checkbox"/> Tsunami <input type="checkbox"/> Avian Flu and Human Influenza <input type="checkbox"/> COVID-19 Vaccine Communication <input type="checkbox"/> COVID-19 Risk Communication and Community Engagement <p>Training</p> <ul style="list-style-type: none"> <input type="checkbox"/> Social and Behaviour Change <input type="checkbox"/> Community Radio
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	<input type="checkbox"/> Most Significant Change <input type="checkbox"/> Life Skills <input type="checkbox"/> Health & Nutrition UNICEF IEC Support to National Programmes <input type="checkbox"/> Anemia Mukht Bharat <input type="checkbox"/> National Health Mission <input type="checkbox"/> POSHAN Abhiyan <input type="checkbox"/> Panchayat Development Plan
DESCRIPTION <p>The description is a brief abstract about the product (within 1000 characters)</p>	<p>Type the description here</p>
SEARCH KEYWORD(S) <p>1. Keywords should be separated by comma</p> <p>2. Common variants of a single keyword should be included. For example: AdhaFull, Aadhafull, Adhaa full, aadha full, etc.</p>	<p>Type in keywords related to the product and its content</p> <p>#Protip include the category and sub-category as keywords as well</p>
DETAILS <p>Specify additional details like the type of product, size or duration etc.</p>	<p>Type in details here</p>
OFFICE	<p>Specify your location</p>
MEDIUM <p>As per the type of content, select it's medium</p>	<input type="checkbox"/> Audio Software <input type="checkbox"/> Banner <input type="checkbox"/> Book <input type="checkbox"/> Booklet <input type="checkbox"/> Dangler <input type="checkbox"/> Exhibition Panel <input type="checkbox"/> Film <input type="checkbox"/> Flash Cards <input type="checkbox"/> Flip book <input type="checkbox"/> Games

	<input type="checkbox"/> Hoarding <input type="checkbox"/> Leaflet <input type="checkbox"/> Mobisode <input type="checkbox"/> Other <input type="checkbox"/> Pamphlet <input type="checkbox"/> Panel <input type="checkbox"/> Poster <input type="checkbox"/> Print Advert <input type="checkbox"/> Radio PSA <input type="checkbox"/> Sticker <input type="checkbox"/> Tin Plate Template <input type="checkbox"/> TV PSA <input type="checkbox"/> Wall Painting Template
LANGUAGE(S)	<p style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;">Specify language of the product</p>
CONTENT TYPE <p style="background-color: #fff9c4; padding: 5px; border: 1px solid #ccc;">As per the format of product, select its content type</p>	<input type="checkbox"/> Adobe Acrobat PDF (.pdf) <input type="checkbox"/> Executable (.exe) <input type="checkbox"/> Microsoft Word (.doc) <input type="checkbox"/> Microsoft Excel (. Xls) <input type="checkbox"/> Microsoft PowerPoint (.ppt) <input type="checkbox"/> Rich Text Format (.rtf) <input type="checkbox"/> Video/Audio file (dat., mp3, mp4) <input type="checkbox"/> JPG image (.jpg) <input type="checkbox"/> GIF image (.gif) <input type="checkbox"/> Font File (.fnt) <input type="checkbox"/> VCD file (.vcd) <input type="checkbox"/> EPS File (.eps) <input type="checkbox"/> Page Maker file (. pmd) <input type="checkbox"/> Corel Draw (.cdr) <input type="checkbox"/> True Type font (.ttf) <input type="checkbox"/> True image files (.tif) <input type="checkbox"/> Bitmap image (. Bmp) <input type="checkbox"/> PostScript File (. Ps) <input type="checkbox"/> Application (.app) <input type="checkbox"/> InDesign Document (. Indd) <input type="checkbox"/> Word Document Template (.dot) <input type="checkbox"/> Adobe Illustrator (.ai)

	<ul style="list-style-type: none"><input type="checkbox"/> Freehand 8 (. fh8)<input type="checkbox"/> Photoshop Design File (.psd)<input type="checkbox"/> Zip File (.zip)<input type="checkbox"/> e-books<input type="checkbox"/> Online materials
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Sample

Metadata form submission for the Mamta Card Booklet:

(Screenshot of the product)

બાળ વૃદ્ધિ આલેખન

વૃદ્ધિ આલેખના સ્તરોનો નિર્ણય

- **શ્રેણી 1 સુધી** : આરોગ્ય સુધારા છે. ખોટા આરોગ્યનું ચક્ર છે.
- **શ્રેણી 2 સુધી** : આરોગ્ય સુધારા અને વિવિધ ઉપચારો દ્વારા છે.
- **શ્રેણી 3 સુધી** : આરોગ્ય સુધારા અને વિવિધ ઉપચારો અને સ્વચ્છતા અને પોષણના આરોગ્યનું ચક્ર છે.
- **શ્રેણી 4 સુધી** : આરોગ્ય સુધારા છે. આરોગ્ય સુધારા અને વિવિધ ઉપચારો દ્વારા છે. આરોગ્ય સુધારા આરોગ્યનું ચક્ર છે.
- **શ્રેણી 5 સુધી** : આરોગ્ય સુધારા છે. આરોગ્ય સુધારા અને વિવિધ ઉપચારો દ્વારા છે. આરોગ્ય સુધારા આરોગ્યનું ચક્ર છે.

મમતા કાર્ડ

સુકુંભલી વિગત

માતાનું નામ : _____ ઉંમર :

પિતાનું નામ : _____

સરનામું : _____

જન્મલી વિગત

માતાનું નામ : _____

જન્મ તારીખ : // / જન્મનું સમય : : કલાક

બેબી : આંધી : જન્મ નોંધણી નંબર : _____

ગર્ભવિસ્થાપના વિગત

ઉંચકા અભિગમ તારીખ : // / સુધારાની સંબંધિત તારીખ : // / કુલ કાર્બન આપણી / કુલ વર્ગ : /

ઉંચકા સુધારાનું સમય : સંભળ ધર ઉંચકા સુધારા કરવાનું અભિગમ તારીખ પાછો? હા ના

મહુલિની વિગત

તારીખ : // / સમય : સંભળ ધર

પરિણામ : માતા - કાર્બન મૂત

બાબક - કાર્બન જન્મ મૂત જન્મ

સંબંધિત બાળ વિકાસ સેવા સંસ્થા
મહિલા બાળ વિકાસ વિભાગ
ગુજરાત સરકાર

આંગણવાડી કાર્ડકર માટે

(Completed metadata from for the Mamta Card Booklet)

<p>DOCUMENT TITLE</p>	<p>Mamta Card Booklet (Gujarati)</p>
<p>CATEGORY (Please select only one from the given options)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Reproductive and Child Health Education <input checked="" type="checkbox"/> Child Development and Nutrition <input type="checkbox"/> Early Childhood Development <input type="checkbox"/> Water, Sanitation and Hygiene (WASH) <input type="checkbox"/> Education <input type="checkbox"/> HIV/AIDS <input type="checkbox"/> Child Protection <input type="checkbox"/> Policy Planning and Evaluation <input type="checkbox"/> Social and Behaviour Change (SBC) <input type="checkbox"/> Advocacy and Communication <input type="checkbox"/> Disaster Risk Reduction <input type="checkbox"/> Training <input type="checkbox"/> UNICEF IEC Support to National Programmes
<p>SUB-CATEGORY (Please select only one from the category chosen above)</p>	<p>Reproductive and Child Health</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maternal and New-born care <input type="checkbox"/> Immunization plus <input type="checkbox"/> Japanese Encephalitis <input type="checkbox"/> Polio Education <input type="checkbox"/> Integrated Management of Child illness <p>Child Development and Nutrition</p> <ul style="list-style-type: none"> <input type="checkbox"/> Nutrition <input checked="" type="checkbox"/> Infant and Young Child feeding <input type="checkbox"/> Salt iodization <input type="checkbox"/> Vitamin A <input type="checkbox"/> Adolescent Anaemia <p>Early Childhood Development</p> <ul style="list-style-type: none"> <input type="checkbox"/> Responsive Parenting <input type="checkbox"/> ECD in Programmes <p>Water, Sanitation and Hygiene (WASH)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Home Hygiene and Sanitation

	<ul style="list-style-type: none"> <input type="checkbox"/> School Sanitation <input type="checkbox"/> Community Management and Water Supply <input type="checkbox"/> Drinking-Water Safety <p>Education</p> <ul style="list-style-type: none"> <input type="checkbox"/> Quality Package <input type="checkbox"/> Disparity Reduction <input type="checkbox"/> Girl Stars <input type="checkbox"/> Meena and Girls Education <input type="checkbox"/> Animal Bites <p>HIV/AIDS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prevention of Parent to Child Transmission (PPTCT) <input type="checkbox"/> Primary Prevention Among Adolescents and Youths <input type="checkbox"/> Red Ribbon Express <input type="checkbox"/> Primary Prevention <input type="checkbox"/> Paediatric AIDS <input type="checkbox"/> Protection and Care for Children Affected by AIDS <p>Child Protection</p> <ul style="list-style-type: none"> <input type="checkbox"/> Child Labour <input type="checkbox"/> Trafficking & Commercial Sexual Exploitation <input type="checkbox"/> Children in Difficult Circumstances <input type="checkbox"/> Child Marriage <p>Policy Planning and Evaluation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Birth Registration <input type="checkbox"/> Village Planning <input type="checkbox"/> Community Development <p>Social and Behaviour Change (SBC)</p> <ul style="list-style-type: none"> <input type="checkbox"/> AdhaFULL Adolescent Communication <input type="checkbox"/> Integrated Districts <input type="checkbox"/> Meena Communication Initiative <input type="checkbox"/> Facts for Life Communication Initiative <input type="checkbox"/> Meena Radio <input type="checkbox"/> Capacity Building <input type="checkbox"/> Career Counselling <input type="checkbox"/> Applied Behavioural Science
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	<ul style="list-style-type: none"> <input type="checkbox"/> Behavioural Insights <input type="checkbox"/> Passport to Earn <input type="checkbox"/> YuWaah <input type="checkbox"/> Life Skills <input type="checkbox"/> Community Engagement <input type="checkbox"/> Youth Engagement <input type="checkbox"/> Health and Nutrition <input type="checkbox"/> Mission LiFE <input type="checkbox"/> RCCE/COVID-19 <input type="checkbox"/> Faith for Life <p>Advocacy & Communication</p> <ul style="list-style-type: none"> <input type="checkbox"/> Maternal Health <p>Disaster Risk Reduction</p> <ul style="list-style-type: none"> <input type="checkbox"/> Global Warming <input type="checkbox"/> Floods <input type="checkbox"/> Drought <input type="checkbox"/> Psycho-social care <input type="checkbox"/> Tsunami <input type="checkbox"/> Avian Flu and Human Influenza <input type="checkbox"/> COVID-19 Vaccine Communication <input type="checkbox"/> COVID-19 Risk Communication and Community Engagement <p>Training</p> <ul style="list-style-type: none"> <input type="checkbox"/> Social and Behaviour Change <input type="checkbox"/> Community Radio <input type="checkbox"/> Most Significant Change <input type="checkbox"/> Life Skills <input type="checkbox"/> Health & Nutrition <p>UNICEF IEC Support to National Programmes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Anemia Mukh Bharat <input type="checkbox"/> National Health Mission <input type="checkbox"/> POSHAN Abhiyan <input type="checkbox"/> Panchayat Development Plan
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<p>DESCRIPTION</p>	<p>This is a mother and childcare booklet designed for providing information to caregivers about care for pregnant, lactating women and children between 0-3 years of age. It provides basic information about Ante-natal check-up, new-born care, and post-natal check-up.</p>
<p>SEARCH KEYWORD(S) 1. Keywords should be separated by comma 2. Common variants of a single keyword should be included. For example: AdhaFull, Aadhafull, Adhaa full, aadha full, etc.</p>	<p>Mamta card, exclusive breastfeeding, complementary feeding, immunisation schedule, growth monitoring, ante natal, check-up, post natal, Gujarat, Gujarati, mother, child, children, childcare, booklet, new born, infant, young child feeding, child development and nutrition, ECD</p>
<p>DETAILS</p>	<p>4-colour booklet, printing on one side, size 8" by 11"</p>
<p>OFFICE</p>	<p>Gujarat</p>
<p>MEDIUM</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Audio Software <input type="checkbox"/> Banner <input type="checkbox"/> Book <input checked="" type="checkbox"/> Booklet <input type="checkbox"/> Dangler <input type="checkbox"/> Exhibition Panel <input type="checkbox"/> Film <input type="checkbox"/> Flash Cards <input type="checkbox"/> Flip book <input type="checkbox"/> Games <input type="checkbox"/> Hoarding <input type="checkbox"/> Leaflet <input type="checkbox"/> Mobisode <input type="checkbox"/> Other <input type="checkbox"/> Pamphlet <input type="checkbox"/> Panel <input type="checkbox"/> Poster <input type="checkbox"/> Print Advert <input type="checkbox"/> Radio PSA <input type="checkbox"/> Sticker <input type="checkbox"/> Tin Plate Template <input type="checkbox"/> TV PSA <input type="checkbox"/> Wall Painting Template
<p>LANGUAGE(S)</p>	<p>Gujarati</p>

CONTENT TYPE	<ul style="list-style-type: none"> <input type="checkbox"/> Adobe Acrobat PDF (.pdf) <input type="checkbox"/> Executable (.exe) <input type="checkbox"/> Microsoft Word (.doc) <input type="checkbox"/> Microsoft Excel (. Xls) <input type="checkbox"/> Microsoft PowerPoint (.ppt) <input type="checkbox"/> Rich Text Format (.rtf) <input type="checkbox"/> Video/Audio file (dat., mp3, mp4) <input type="checkbox"/> JPG image (.jpg) <input checked="" type="checkbox"/> GIF image (.gif) <input type="checkbox"/> Font File (.fnt) <input type="checkbox"/> VCD file (.vcd) <input type="checkbox"/> EPS File (.eps) <input type="checkbox"/> Page Maker file (. pmd) <input type="checkbox"/> Corel Draw (.cdr) <input type="checkbox"/> True Type font (.ttf) <input type="checkbox"/> True image files (.tif) <input type="checkbox"/> Bitmap image (. Bmp) <input type="checkbox"/> PostScript File (. Ps) <input type="checkbox"/> Application (.app) <input type="checkbox"/> InDesign Document (. Indd) <input type="checkbox"/> Word Document Template (.dot) <input type="checkbox"/> Adobe Illustrator (.ai) <input type="checkbox"/> Freehand 8 (. fh8) <input type="checkbox"/> Photoshop Design File (.psd) <input type="checkbox"/> Zip File (.zip) <input type="checkbox"/> e-books <input type="checkbox"/> Online materials
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