

FACULTY OF VOCATIONAL STUDIES

SYLLABUS OF
Diploma in Early Childhood Care and Education (Semester: I-II)
(Under Credit Based Continuous Evaluation Grading System)
Session: 2024-25



The Heritage Institution
KANYA MAHA VIDYALAYA JALANDHAR
(Autonomous)

PROGRAMMESPECIFICOUTCOMESOFDIPLOMAINEARLYCHILDHOODCAREANDEDUCATION

PSO (1)- To gain knowledge about the contribution of eminent educationists in pre-school education and to enable them to understand the psychology of students.

PSO (2)- To develop knowledge about the psychology and characteristic of gifted children , backward children, handicap children and mentally retarded.

PSO (3)- To give practical knowledge about the teaching aids.

PSO (4)- To develop awareness regarding government services and programmes.

PSO (5) - To gain knowledge about the methods of teaching and teaching aids.

PSO (6)-To enable them to plan activities to enhance their motor skills, reading, writing and counting skills

PSO (7) – To enable them to conduct case studies

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I

KANYA MAHA VIDYALAYA, JALANDHAR (AUTONOMOUS)

**SCHEME AND CURRICULUM OF EXAMINATION OF ONE YEAR DIPLOMA PROGRAMME
DIPLOMA IN EARLY CHILDHOOD CARE AND EDUCATION
(SESSION:2024-2025)**

Semester-I

Course code	Course type	Course Title	Credits L-T-P	Marks				Examination time (in Hours)
				Total	Ext.		CA	
					L	P		
DECL-1281	C	Foundation of Education	2-0-0	50	40	–	10	3
DECL-1282	C	Child Health and Nutrition-I	2-0-0	50	40	–	10	3
DECL-1283	C	Services and Programmes for Children-I	4-0-0	100	80	–	20	3
DECL-1284	C	Child Care Taker-I	4-0-0	100	80	-	20	3
DECM-1285	C	Child Psychology and Child Development	2-0-2	100	60	20	20	3+3
DECP-1286	C	Child Care Taker-I (Practical)	0-0-4	100	-	80	20	3
DECP-1287	C	Art and Craft (Practical)	0-0-2	50	–	40	10	3
Total			22	550				

C-Compulsory

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I

(Session 2024-25)

FOUNDATION OF EDUCATION (Theory)

COURSECODE: DECL-1281

COURSEOUTCOMES

Upon Completion of this Course the student should be able to

CO (1):- To gain understanding about the contribution of eminent education in pre–school education.

CO (2):- To understand the meaning of education, the nature and significance of primary education.

CO (3):- To gain knowledge about the programme and schemes in E.C.C.E.

CO (4):- To gain knowledge about the major contribution of different institutes in development of E.C.C.E.

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I

(Session 2024-25)

FOUNDATION OF EDUCATION (Theory)

COURSE CODE: DECL-1281

Time:3 hrs

Max. Marks:50

Theory:40

CA:10

L-T-P

2-0-0

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.
- Each question carry 12 marks.

Contents

Unit-I

Historical Perspective of E.C.C.E.

Contribution of Eminent Educationists in Pre-School Education.

- a. Mahatma Gandhi
- b. John Dewey
- c. Rabindra Nath Tagore
- d. Pestalozzi
- e. Maria Montessori
- f. Tara Bai Modak

UNIT-II

Introduction to Early Childhood Care and Education

Meaning of Education

- a. Narrow, Broader and Derivative.
- b. Types of Education: Formal, Informal & Non-Formal.
- c. Nature and Significance of Primary Education.

UNIT-III

Programme or Schemes in E.C.C.E.

- a. Integrated Child Development Services.
- b. Balwadis.
- c. SOS Villages.
- d. Mobile crèches.

UNIT-IV

Childhood Education in India.

Major Contribution of different Institutes in the development of E.C.C.E.

- a. Central Social Welfare Board (CSWB)
- b. Indian Council for Child Welfare (ICCW)
- c. National Council of Educational Research & Training (NCERT)
- d. National Institute of Public Cooperation & Child Development (NIPCCD).

References:

- Introduction to Early Childhood Care Education by JOANN Breveer
- The Early Years Matters By Marry Love
- Early childhood Education by V. Casper

**Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I
(Session 2024-25)**

CHILD HEALTH AND NUTRITION-I

(Theory)

COURSE CODE: DECL-1282

COURSEOUTCOMES

Upon Completion of this Course the student should be able to

CO (1):- To gain knowledge about the importance and functions of food, nutrition and malnutrition.

CO (2):- To gain knowledge about the care during pregnancy and planning meals for lactating women.

CO (3):-To develop understanding about the nutrition and health care during infancy and early childhood.

CO (4):- To gain the knowledge about carbohydrates, protein, fats, vitamin and minerals.

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I

(Session2024-25)

**CHILD HEALTH AND NUTRITION-I(Theory)
COURSE CODE: DECL-1282**

Time:3 hrs

Max.Marks:50

L-T-P

Theory:40

2-0-0

CA:10

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.
- Each question carry 16 marks.

Content

Unit-I

- Introduction to Nutrition and Health
- The Meaning of Nutrition The Concept of Health Indicators of Health
- Basic Concepts in Nutrition

Unit-II

- The Macronutrients-1:Carbohydrates &Water
- TheMacronutrients-2:Proteins & Fat
- The Micronutrients-1:Vitamins
- The Micronutrients-2:Minerals
- Planning Balanced Diets

Unit-III

- Nutrition and Health Care During Pregnancy and Lactation
- Meal Planning for Pregnant and Lactating Women and Health Care During Pregnancy
- Health Care During Intra-natal and Postnatal Periods

Unit-IV

- Nutrition and Health Care During Infancy and Early Childhood
- Nutrition During Infancy.
- Nutrition During Early Childhood and Health Care of the Child

References:

- Nutrition and Child Development by Dr. R. Randhawa

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I

(Session2024-25)

SERVICES AND PROGRAMMES FOR CHILDREN-I

(Theory)

COURSE CODE:DECL-1283

COURSE OUTCOMES

Upon Completion of this Course the student should be able to

CO (1):-To understand the needs Early childhood care and education in perception.

CO (2):-To enable them to counsel parents and caregivers to understand the psychology of special children.

CO (3):- To develop understanding about the behavioral problems of special needs.

CO (4):-To gain knowledge about the services for special children run by government and N.G.O.

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I

(Session 2024-25)

SERVICES AND PROGRAMMES FOR CHILDREN-I

(Theory)

COURSE CODE:DECL-1283

Time:3 hrs

Max.Marks:100

Theory:80

CA:20

L-T-P

4-0-0

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.
- Each question carry 12 marks.

Content

Unit-I

Services for children

Early childhood care and education in perception.

Some theoretical orientations in early childhood care and education. Organization for children.

Unit-II

Children with Special Needs-1

Introduction to special needs

- Disability
- Impairment
- handicapped

Services for special children (by government and NGOs).

Problems faced by parents and caregivers.

Counseling of parents and caregivers (educating them how to deal with special children). Role of parents teachers and caregivers.

Unit-III

Children with Special Needs-2

- Children with mental retardation
- Children with physical disabilities
- Children with behavioral problems
- Children with visual impairment

Unit-IV

Programmes Run By Government

- Integrated child development services.
- Balika Samridhi Yojana (BSY)
- Kishore Shakti Yojana (KSY)
- Childline services.
- Mid-day meal scheme.
- National crèche fund

References:

- Introduction to Early Childhood Care and Education by JOANN Breveer
- The Early Years Matters By Marry Love

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I

Child Care Taker-I (Th.)

Course Code: DECL-1284

Session :2024-25

Course Outcomes:

- CO (1). To enhance the knowledge about the Role and responsibilities of a Child Care taker.
- CO (2). To develop the knowledge about the process of diapering, including the hygiene and cleaning activities.
- CO (3). To develop the knowledge about how to develop a positive relationship with the children.
- CO (4). To develop the knowledge about signs of abuse and harassment, accident, injury, pain, and other symptoms illness.

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I

Child Care Taker-I (Th.)

Course Code: DECL-1284

Session :2024-25

Time: 3hrs

Max. Marks:100

L-T-P

Theory:80

4-0-0

CA:20

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.
- Each question carry 16 marks.

Content:

Unit-I

- Objectives of the program on the Child Caretaker (Non-Clinical)
- Objectives of the Domestic Workers Sector and workers categorization of in India.
- Attributes for a Child Caretaker
- Role and responsibilities of a Child Caretaker

Unit-II

- Daily carer outline preparation under the guidance of the parents/guardians.
- Performing various ADL of children in different age groups.
- Importance & process of diapering, including the hygiene.
- Physical and nutritional needs of children in various age groups.
- Process of Routine cleaning activities, (sweeping, dusting, mopping, sanitizing, well organization etc.)
- Steps of washing and sanitizing the clothes/sheets.
- Procedure of cleaning and sterilizing different types of utensils, tools and appliances.
- Ways of toilet training a child.

Unit-III

- Identify and record the growth milestone(s) achieved by the child.
- Assist the children to identify and pursue their interests/hobbies, (such as dancing, painting, music etc.)
- Ways to help the child to develop positive relationship with other children and adults.
- Methods to interaction with the child which helps the child feel welcome and valued
- Methods to support the child to communicate and connect with others
- Methods to ensure that the child appropriate behavior according to their stage of growth.
- Methods to handle the distressed child throwing tantrums.
- Identify signs of various problems with development of child and bring them to the attention of parents.
- Develop a positive relationship with the children.

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I

Unit -IV

- Ways to make the play/ learning area secure and safe both indoors and outdoors.
- Methods to assess the health, safety and security of the place before, during and at the end of work activities.
- Ways to carry out periodic review of hygiene, health, safety and security procedures.
- Teach the child about what is inappropriate touch, bullying, and actions thereof.
- Ways to identify any signs of abuse and harassment, accident, injury, pain, and other symptoms illness.
- Methods & importance of maintaining record of relevant helplines (eg. neighbour's contact details).

References:

Nutrition and Child Development by Dr. R Randhawa

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I

(Session: 2024-2025)

CHILD PSYCHOLOGY AND CHILD DEVELOPMENT (THEORY)

COURSE CODE: DECM-1285

COURSE OUTCOMES

Upon Completion of this Course the student should be able to

CO(1):-To understand the meaning, nature and child psychology.

CO(2):-To understand the difference between child psychology and general psychology.

CO(3):-To gain knowledge about the stages of development of childhood.

CO(4):-To understand the intelligence level of children.

CO(5):-To assess the personality of the children by using observation and case study method.

CO(6):-To understand the effect of heredity and environment on the growth and development of the child.

CO(7):-To develop understanding about the exceptional children, backward children and mentally retarded.

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I

Session: 2024-25

CHILD PSYCHOLOGY AND CHILD DEVELOPMENT (THEORY)

COURSE CODE: DECM-1285

Time: 3hrs

Max.Marks:100

L-T-P

Theory: 60

2-0-2

CA:20

Practical:20

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.
- Each question carry 12 marks.

Contents

Unit-I

Child Psychology

- a. Meaning, Nature, Scope and Importance of Child Psychology.
- b. Difference between Child Psychology and General Psychology.

Child Development

- a. Meaning of Growth & Development, Principles of Child Development.
- b. Stages of Development (Childhood Stage)

UNIT-II

Intelligence:

- a. Meaning
- b. Types of intelligence tests, characteristics of a good intelligence test.

Personality

- a. Meaning of Personality, Factors affecting Personality.
- b. Assessment of Personality:-
 1. Observation.
 2. Case History.

Heredity and Environment

- a. Meaning of Heredity and Environment.
- b. Relative Importance of Heredity & Environment in the Growth & Development of a child.

UNIT-III

Learning

- a. Meaning and Characteristics of Learning.
 - b. Factors affecting Learning
 - c. Methods of Learning,
 - d. Difference between Child Psychology and General Psychology.
- Developmental tasks in early childhood

UNIT-IV

Exceptional Children.

- A. Gifted Children.
 1. Meaning and characteristics.
 2. Educational programme for gifted children.
- B. Backward Children.
 1. Meaning and characteristics.
 2. Educational programme for backward children.
- C. Handicapped Children (Mentally retarded)
 1. Meaning and characteristics.
 2. Educational programme for handicapped children.

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I

Mental Health

1. Concept and elements of mental health.
2. Mental health of students and teachers.
3. 3. How to improve mental health?

References:

- Introduction to Early Childhood Care Education by JO ANN Breveer
 - The Early Years Matters By Marry Love
- Early childhood Education by V.Casper

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I
Session:2024-2025

CHILDPSYCHOLOGYANDCHILDDDEVELOPMENT
(PRACTICAL)
COURSECODE:DECM-1285

COURSEOUTCOMES

Upon Completion of this Course the student should be able to

CO(1):-To understand the concept of practical skills of intelligence

CO(2):- To understand the concept of measurement of attention

CO(3):-To enable them to understand about the practical process of memory

CO(4):- To develop understanding about measuring scales

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I

Session: 2024-25

**CHILD PSYCHOLOGY AND CHILD DEVELOPMENT
(PRACTICAL)**

Time: 3hrs

COURSE CODE: DECM-1285

Practical:20

Instruction for the paper setter:

- Question paper is to be set on the spot jointly by the internal and external examination. Two copies of the same may be submitted for the record to COE office , Kanya Maha Vidyalaya ,Jalandhar
- Contents
 1. EPI
 2. Maze Learning
 3. Division Of Attention
 4. Verbal Test Of Intelligence
 5. Non-Verbal Test Of Intelligence

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I
ChildCare Taker-I(Practical)
Course Code: DECP – 1286
Session: 2024-2025

Course Outcomes:

CO(1).To develop the brief knowledge about domestic worker sectors.

CO(2).To develop understanding about the nutrition and health care during infancy and early childhood.

CO(3):-To demonstrate operation, maintenance and sanitization cleaning and sanitizing.

CO(4):-To develop understanding about methods to apply first aid to include the CPR and other emergencies

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I

Child Care Take-I (Practical)

Course Code: DECP – 1286

Session: 2024-25

Time: 3hrs

Max.Marks:100

Practical:80

CA:20

L-T-P

0-0-4

- Draw a table classifying the occupations available in Domestic Workers Sector.
- Evaluate case studies outlining the statutory provisions for Domestic Workers in India.

- Demonstrate how to perform different ADL such as bathing, toileting, putting to sleep, etc.
- Demonstrate changing nappy/diaper, washing and keeping the diapers dry and sanitised.
- Prepare a sample meal based on nutritional requirement and age.
- Demonstrate the method to feed/ serve the meal to children and monitor during the feed
- Demonstrate the process of bed-making, as per given instructions regarding age and comfort etc.
- Demonstrate how to clean (sweep, mop and dust), remove stains and smell and sanitize areas of the house.
- Show different ways to wash clothes as per fabric type.

- Demonstrate cleaning and sanitising the utensils/ tools using UV and Electric steriliser.
- Demonstrate operation, maintenance and sanitisation of washing machines, kitchen and cleaning appliances etc.
- Demonstrate how to create environment of positivity through positive/ affectionate actions.
- Demonstrate the ways of seeking help from parents/ other family members/ neighbours/ doctors when required.
- Report on the child's growth and development, and obtain necessary guidance from the children.
- Obtain continuous instructions from the parents/ guardian on nutrition, food and children's activities such as play and hobbies
- Conduct games and activities. Which will have positive impact on the growth of the child.
- Apply principles of effective communication while interacting with the child and his/ her family.
- Demonstrate the methods of development of the positive relationship with the children.
- Demonstrate the ability to protect and make the child aware of the threats from interaction with undesirable persons to avoid possible harassment, abuse and abduction.
- Implement the procedures to assess the health, safety and security of the work place before starting, during and at the end of work activities.
- How to check all areas of work place for safety and health hazards and remove them, to include electrical hazards and storage of harmful chemicals.
- Maintain first aid kit as per as required and ensure that the contents are replaced prior to the expiry.
- follow the correct procedures to deal with accidents, injuries, signs of illness and other emergencies calmly and safely including reporting to right persons.
- Demonstrate the methods to apply first aid to include the CPR

**Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I
(Session 2024-2025)**

**ARTANDCRAFT
(Practical)
COURSECODE: DECP-1287**

COURSEOUTCOME

Upon Completion of this Course the student should be able to

CO(1):-To give the knowledge about free hand sketches in pencil, pen, and pastel and water color.

CO (2):- To enable them to prepare small flannel boards.

CO(3):-To enable them to write letters and for preparing flash cards.

CO(4):-To give them proper knowledge of colors and color wheel.

Diploma in Early Childhood Care and Education (DECCE) SEMESTER-I

(Session 2024-25)

ART AND CRAFT SEMESTER-I

(Practical) COURSE

CODE: DECP-1287

Time: 3hrs

Max.Marks:50

Practical:40

CA:10

L-T-P

0-0-2

Instruction for the paper setter:

- Question paper is to be set on the spot jointly by the internal and external examination. Two copies of the same may be submitted for the record to COE office , Kanya Maha Vidyalaya ,Jalandhar

Contents

Unit-I

Simple free hand sketches in Pencil, Pen, Poster, and Pastel or in water colors.

Unit-II

Preparing Small Flannel-Board aids of 10" + 6" (two) either with flannel cloth or with cardboard with Sand-paper pasted on its back

Unit-III

Letter writing (in ink or color) Punjabi/Hindi/English for preparing Flash Cards.

Unit-IV

Proper knowledge of colors Color
Wheel Primary Secondary
Tertiary
Warm and cool color etc.

15 (Fifteen) Art sheets included Letter writing and sketching

KANYA MAHA VIDYALAYA, JALANDHAR (AUTONOMOUS)
SCHEME AND CURRICULUM OF EXAMINATION OF ONE YEAR DIPLOMA
PROGRAMME
DIPLOMA IN EARLY CHILDHOOD CARE AND EDUCATION
(SESSION:2024-2025)

Semester-II

Course code	Course type	Course Title	Credits L-T-P	Max Marks				Examination (in Hours)
				Total	Ext.		CA	
					L	P		
DECL-2281	C	School Organization And Administration	4-0-0	100	80	-	20	3
DECL-2282	C	Child Health And Nutrition-II	2-0-0	50	40	-	10	3
DECL-2283	C	Services and Programmers for Children-II	2-0-0	50	40	-	10	3
DECL-2284	C	Child Care Taker-II	4-0-0	100	80	-	20	3
DECM-2285	C	Methodology and Evaluation	2-0-2	100	60	20	20	3+3
DECP-2286	C	Child Care Taker-II (Practical)	0-0-4	100	-	80	20	3
DECI-2287	C	Internship and Report Writing	0-0-3	75	-	60	15	3
Total			23	575				

C-Compulsory

Diploma in Early Childhood Care and Education (DECCE)

(Session:2024-2025)

**SEMESTER II
SCHOOL ORGANIZATION AND ADMINISTRATION
(Theory)
COURSE CODE:DECL-2281**

COURSE OUTCOMES

Upon Completion of this Course the student should be able to

CO(1):-To gain understanding about the meaning and importance of early childhood education.

CO (3):- To understand the meaning and types of time table.

CO(3):-To enable them to organize co-curricular activities for annual functions, fairs, sports and games.

CO (4):- To enable them to school records and register.

Diploma in Early Childhood Care and Education SEMESTER-II
SCHOOL ORGANIZATION AND ADMINISTRATION (Theory)
COURSE CODE:DECL-2281
Session:2024-2025

Time: 3hrs

Max.Marks:100

Theory: 80

CA:20

L-T-P

4-0-0

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.
- Each question carry 16 marks.

Contents

UNIT – I

1. Planning of early childhood education: Meaning and importance
2. Institutional planning: - Meaning, Objectives, Characteristics and role of principal in planning.

UNIT –II

1. School Administration

- a. Needs and Objectives of school administration.
- b. Democratic and authoritarian administration.
 - c. Head of Pre-Primary school: qualifications, duties and responsibilities.
 - d. Teachers of Pre-primary schools: qualifications, duties and Responsibilities

UNIT- III

1. Agencies in childhood education.
 - a. State department of Education
 - b. Centre Social Welfare Board
2. Organisation of co-curricular activities.
 - a. Annual function of school.
 - b. Fairs c. Sports/Games d. Picnics

UNIT –IV

1. Time Table: Meaning and types.
2. Maintenance of school records and registers.
3. School Library: Importance and proper maintenance

References:

- Introduction to Early Childhood Care Education by JO ANN Breveer
- The Early Years Matters By Marry Love
- Early childhood Education by V. Casper

Diploma in Early Childhood Care and Education (DECCE)

SEMESTER-II

Session2024-2025

CHILD HEALTH AND NUTRITION-II

(Theory)

COURSE CODE:DECL-2282

COURSE OUTCOMES

Upon Completion of this Course the student should be able to

CO(1):-To gain knowledge about the nutrition and child program.

CO(2):-To enable them to assess the nutritional status of children.

CO(3):-To develop knowledge about the common diseases of skin their prevention and management.

CO(4):- To enable them to care sick children, children with eye problem and infections.

Diploma in Early Childhood Care and Education (DECCE)

(Session:2024-2025)

SEMESTER II

CHILD HEALTH AND NUTRITION-II(Theory)

COURSE CODE:DECL-2282

Time: 3hrs

Max.Marks:50

Theory: 40

CA:10

L-T-P

2-0-0

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A- D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.
- Each question carry 8 marks.

Contents

Unit- I

- Nutrition Related Disorders in Early Childhood
- Major Deficiency Diseases-I: PEM & Vitamin A deficiency
- Major Deficiency Diseases-2: Anaemia & Iodine Deficiency Disorders

Unit -II

Nutrition and Health Programmes

- Major Nutrition Programmes
- Major Health Programmes
- Assessment of Nutritional Status

Unit -III

- Common Childhood Illnesses, Their Prevention & Management
- Caring for the Sick Child.
- Disorders of the Alimentary System
- Disorders of the Respiratory System
 - Infections of the Mouth and Throat
- Infections of the Eyes

Unit- IV

- Common Childhood Illnesses, Their Prevention & Management
- Common Diseases of the Skin Common Problems of the Ears
- First Aid

References:

- Nutrition and Child Development by Dr. R Randhawa

Diploma in Early Childhood Care and Education (DECCE)
(Session:2024-2025)

SEMESTER II

SERVICES AND PROGRAMMES FOR CHILDREN-II
(Theory)

COURSE CODE:DECL-2283

COURSE OUTCOMES

Upon Completion of this Course the student should be able to

CO(1):-To enable them to communicate with parents and community.

CO(2):-To give them the knowledge about the methods and concept of communication.

CO (3):- To develop knowledge about the basics of management.

CO(4s):-To give them knowledge about ICDS programmes and crèches.

Diploma in Early Childhood Care and Education (DECCE)

(Session: 2023-2024)

SERVICES AND PROGRAMMES FOR CHILDREN-II

(Theory)

COURSE CODE: DECL-2283

Time: 3hrs

Max.Marks:50

L-T-P

Theory:40

CA:10

2-0-0

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.
- Each question carry 8 marks.

Contents

UNIT – I

Communicating With Parents and the Community Concept of Communication

UNIT – II

Methods of Communication Communication Aids

Themes and Messages in ECCE

UNIT – III

Basics of Management

Obtaining Funds and Formulating a Budget

UNIT – IV

A Case Study-ICDS Programme. Case Study-Creches

References:

- Children with Special Needs By Usha Ram
- Educating Expectation Children by S. A.Kirk
- The Child with Special Needs By Stavley Green Span

**Diploma in Early Childhood Care and Education (DECCE)
Semester II (Session: 2024-25)**

Child Care Taker-II (Th.)

Course Code:DECL-2284

Course Outcomes:

- CO(1).To enhance the knowledge of personnel hygiene. Teach them different aspects of healthy living.
- CO (2). To develop the knowledge about art of effective communication.
- CO(3).To provide detail information about hazards & safety measures in the households.
- CO (4) To give knowledge waste management , its types and their segregation .

Diploma in Early Childhood Care and Education (DECCE)

(Session: 2024-2025)

Semester II

Child Care Taker-II (Th.)

Course Code: DECL – 2284

Time: 3hrs

Max.Marks:100

Theory: 80

L-T-P

CA:20

4-0-0

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.
- Each question carry 16 marks.

Content:

Unit – I

- Communication Skills : effective communication with employer, co-workers the family and others.
- Ethical behaviour, positive outlook and personal integrity.
- Method of dressing professionally, maintaining personal hygiene and grooming.
- Gender discrimination, gender equality and various ways of being gender sensitive.

Unit – II

- Sexual harassment at workplace (Prevention, Prohibition and Redressal Act-2013)
- Health and safety requirements of PWD (Persons with Disabilities)
- Procedures to report various issues (eg. Sexual harassment, infectious diseases, health issues.
- Indicators of harassment and discrimination based on gender, disability, caste, religion, colour, sexual orientation and culture

Unit – III

- Personal, social and telephone etiquette.
- Ways of managing time.
- Unsafe conditions, hazards & safety measures in the households/ workplace.
- Various responses to different emergency situations/ hazards
- Causes of fire and various fire extinguishants.
- How to carry out first aid, ABC procedure and CPR (Cardiopulmonary Resuscitation).

Unit -IV

- Practices to minimise pollution of air, water, noise, earth etc.
- Different types of waste, their segregation, and applying 3 Rs (reduce, recycle and re-use) of waste management.
- Discuss the methods of keeping the workplace bugs/ germs/ rodent free.
- State the importance of conservation of energy and materials.

Diploma in Early Childhood Care and Education (DECCE)
(Session:2024-2025)

SEMESTER II
METHODOLOGY AND EVALUATION
(Theory)
COURSE CODE: DECM-2285

COURSE OUTCOMES

Upon Completion of this Course the student should be able to

CO(1):-To gain knowledge about the concept of teaching and learning.

CO(2):-To gain understanding about the various methods of teaching and classification of teaching aids.

CO(3):-To enable them to construct curriculum and to understand the meaning and difference between curriculum and syllabus.

CO(4):-To understand the meaning, importance and steps for lesson planning.

Diploma in Early Childhood Care and Education (DECCE)

(Session: 2024-2025)

METHODOLOGY AND EVALUATION

(Theory)

COURSE CODE: DECM-2285

Time: 3hrs

Max.Marks:100

L-T-P

Theory: 60

Practical Marks:20

CA:20

2-0-2

Instruction for the paper setter:

- Eight questions of equal marks are to be set, two in each of the four Sections (A-D). Questions of Sections A-D should be set from Units I-IV of the syllabus respectively. Questions may be subdivided into parts (not exceeding four).
- Candidates are required to attempt five questions, selecting at least one question from each section.
- The fifth question may be attempted from any Section.
- Each question carry 12 marks.

Contents

UNIT – I

Concept of teaching and learning

- a. Meaning and nature of teaching and learning
- b. Relationship between teaching and learning
- c. Principles and maxims of teaching

UNIT – II

Methods of teaching

- a. Playway
- b. Projectmethod.
- c. Dramatization
- d. Storytelling
- e. Field trips
- f. Puppetry

Teaching Aids

- a. Meaning and classification of teaching aids
- b. Uses and importance of various audio visual aids.

UNIT –III

Curriculum

- a. Meaning, difference between curriculum and syllabus.
- b. Principles of curriculum construction

Co-curricular Programmes for school children.

- a. Play and guidelines for nursery/pre-nursery programme for various age groups
- b. Free play, guided play, indoor and outdoor play.
- c. Individual and group play.

Celebration of National and Social festivals

UNIT –IV

Evaluation and Measurement

- a. Meaning, Objectives and Purposes of evaluation.
- b. Characteristics of a good evaluation test.
- c. Tools of evaluation
 - i) Observation
 - ii) Cumulative record card
 - iii) Short answer/ Objective type test

Lesson Planning

- a. Meaning and importance of lesson planning.
- b. Steps for lesson planning

References:

- Evaluation Methodology Basics by E. Jane Davidson
- Quality Research and Evaluation Methods by M. Q. Patton

Diploma in Early Childhood Care and Education (DECCE)
(Session:2024-2025)

SEMESTER II
METHODOLOGYANDEVALUATION
(Practical)
CourseCode:DECM-2285

COURSEOUTCOMES

Upon Completion of this Course the student should be able to

CO(1):-To enable them to communicate with parents and community.

CO (2):- To give them the knowledge about teaching aids

CO(3):-To create understanding about the preparations of visual teaching aids

CO(4):-To develop knowledge about the basics of lesson plannings for preschoolers.

Diploma in Early Childhood Care and Education (DECCE)
(Session:2024-2025)

SEMESTER II
METHODOLOGY AND EVALUATION
(Practical)
COURSE CODE:DECM-2285

Time: 3hrs

Practical: 20

Instruction for the paper setter:

- Question paper is to be set on the spot jointly by the internal and external examination. Two copies of the same may be submitted for the record to COE office , Kanya Maha Vidyalaya, Jalandhar

Contents

1. Preparation of visual teaching aids for pre-scholars
 - Charts
 - Poster
 - Flashcard
2. Methods of teaching
3. Type of teaching aids
4. Lesson plan

Diploma in Early Childhood Care and Education (DECCE)
(Session: 2024-25)

Child Care Taker-II(Prac.) Sem.II
Course Code: DECP – 2286

COURSE OUTCOMES

Upon Completion of this Course the student should be able to

CO(1):- To develop knowledge about communication skills , grooming and personal hygiene..

CO(2):- To give knowledge about CPR and how to response for different emergency situations.

CO (3):- To create understanding how to sort and dispose waste of different categories.
And keeping the house bugs free.

CO(4):-To develop knowledge about responses to different emergency situations
And Operate different types of fire extinguishers

Diploma in Early Childhood Care and Education (DECCE)
(Session:2024-2025)

Diploma in Early Childhood care and Education

Child Care Taker-II (Prac.) Sem. II

Course Code: DECP – 2286

Time: 3hrs

Max.Marks:100

Practical: 80

CA:20

L-T-P

0-0-4

Contents

- Demonstrate the ways of communicating effectively with employer, his/ her family, co-workers, visitors and guests.
- Demonstrate the ways of dressing/ grooming professionally and maintaining personal hygiene.
- Demonstrate ways of communication that reflects gender and PwD sensitivity.
- Demonstrate ways to support the PwD with their chores or help them as required by them.
- Demonstrate telephone etiquette while taking a call.
- Prepare a sample plan to manage time and workload based on one's personal and professional life.
- Inspect given area for unsafe conditions, hazards and to respond to such conditions.
- Demonstrate responses to different emergency situations.
- Operate different types of fire extinguishers
- Address given medical emergencies through process of ABC and provision of first aid/ evacuation thereof.
- Perform CPR or mouth to mouth respiration.
- Demonstrate ways of conserving energy and material at the workplace.
- Demonstrate how to sort and dispose waste of different categories.
- Demonstrate the ways of disinfecting and keeping the house bugs free.

Diploma in Early Childhood Care and Education (DECCE)
(Session: 2024-25)

SEMESTER II

Internship and Report Writing

COURSECODE:DECD-2287

COURSEOUTCOMES

Upon Completion of this Course the student should be able to

CO(1):-To enable them to plan activities which will enhance their motor skills.

CO(2):-To enable them to plan activities which enhance their reading, writing and counting skills.

CO(3):- To give knowledge teaching materials.

CO(4):-To give knowledge of the cognitive development of children.

Diploma in Early Childhood Care and Education (DECCE)

(Session: 2024-2025)

SEMESTER II

Internship and Report Writing

COURSE CODE: DECI-2287

Time:3hrs

Max.Marks:75

Practical:60

L-T-P

CA:15

0-0-3

Contents

For the project work the students has to work at the nursery school/preschool for 30 days and carry out play activities with the children there.

- I. Plan play activities which will enhance their motor skills
- II. Plan activities which will enhance their reading writing and counting skills

Prepare teaching material and introduce to the pre- schoolers which will help in their cognitive development