

# **Induction Meeting for Students of July 2020 Batch**

**Organized by  
School of Continuing Education and  
Regional Services Division**

**12<sup>th</sup> April , 2021**

# **Maintain your Link with Regional Centre and Study Centre**

- Regional Centre and Your Study Centre are your link to the University. Follow all the guidelines given by the Regional Centre and Study Centre.
- Study Centre organizes counseling sessions which help you to understand the study material.
- Be in touch with the Study Centre to know the schedule for online /offline counseling sessions.
- Keep checking your sms or phone.
- Some may have given the phone numbers of relatives. Request them to keep you informed about messages received.

# Programme Structure

- **Course 1:** DECE-1: Organizing Child Care Services
- **Course 2:** DECE-2: Child Health and Nutrition
- **Course 3:** DECE-3: Services and Programmes for Children
- **Course 4:** DECE-4: Project Work: Working with Young Children in a Child care Setting
- The programme is of 32 credits.

# Study Material

- Programme Guide – available online  
<http://ignou.ac.in/upload/programme/DECE%20English%20%20%20Programme%20Guide.pdf>

DECE -1 – 7 Blocks and 1 Practical Manual

DECE 2 - 7 Blocks and 1 Practical Manual

DECE 3 - 5 Blocks and 1 Practical Manual

DECE 4 – 1 Project Manual

E gyankosh -

<http://egyankosh.ac.in/handle/123456789/30849> -English  
Study material

<http://egyankosh.ac.in/handle/123456789/30830>

Hindi Study material

<http://egyankosh.ac.in/handle/123456789/64590> - videos

# Evaluation Methodology

For Courses DECE 1 , 2 and 3

- a) One Assignment for each course
- b) One Written Term end examination for each course

Assignments carry 30 percent weightage

Term-End Examination carries 70 percent weightage towards the learner's total final score.

# Assignments

- Link Available on IGNOU website

<https://webservices.ignou.ac.in/assignments/soce/2019-2020/dece/dece%20english%20mail.pdf> –

English

- <https://webservices.ignou.ac.in/assignments/soce/2019-2020/dece/dece%20mail%20corel%20hindi.pdf>

– Hindi

# Assignments

- Different Regional Centres have different procedures for assignment submission. Follow the procedure given to you.
- Regional Centre Khanna has asked students to post the hard copy of assignment to the address given to you on sms.
- Some Regional Centres may have given you an e mail id to send soft copy.
- Do not send assignment anywhere else.

# Assignments

If you are sending hard copy, then

- Keep a photocopy.
- Write on the envelope which assignments you have enclosed.
- Do NOT enclose the Project Work Report in the assignments.
- Last date – 30<sup>th</sup> April, 2021



# Assignments

- Each Assignment has 3 parts – A,B and C. Complete all parts and submit together.
- Do not copy from each other or internet. Such assignments will NOT be marked. You will have to do the assignment again.
- This leads to massive time loss for you and delay in getting the Diploma.

## Project Work – DECE 4

- The aim is to develop and strengthen your abilities for working and interacting with young children and planning play based activities to provide preschool education.
- Pre COVID Project Work required working with Children for 30 working days in a nursery school, according to guidelines given in DECE 4 Project Manual.
- Now in present COVID situation you have to still work with children but there are modifications.

# Project Work – DECE 4

- These modifications are explained in the **Separate document called:** *New Guidelines for Alternative Project Work and Assignments of Diploma in Early Childhood Care and Education (DECE) during this period when Preschools are closed due to COVID 19 Pandemic*
- <http://www.ignou.ac.in/userfiles/PDF%20English%20+%20Hindi%20Guidelines%20for%20DECE%20Project%20work%20in%20COVID%20Scenario.pdf>
- *New Guidelines can be understood only after you read the Project Work Manual – DECE 4.*

# Two Possible Situations reg. Project Work

- Situation 1:  
Preschools are open – Do Project work as given in Project Manual
- Situation 2:  
Preschools are closed. Do Project work as given in New Guidelines. Along with the Guidelines you still need to refer to Project Manual.

# **Situation 1: Preschools are open in your area**

- Identify a preschool that follows play-based teaching-learning methodology
- Use Checklists given at Annexure 5 of DECE 4 Project Manual to do so
- Teacher child ratio in pre-primary: not more than 1-30
- Pre-Primary Schools which do ONLY Formal Teaching should not be selected for Project Work
- Identify the Guide: The teacher of pre-primary section which you have identified for Project Work is your Supervisor (Guide)

## **Situation 2: Preschools are not open**

- Identify a Guide
- Guide has to be identified BEFORE you begin the Project Work.
- It is COMPULSORY to identify a Guide whenever you want to start the Project Work.
- You will need to interact daily with your Guide, show him/her the work you are doing as per these New Guidelines and get your work evaluated.

# **Qualification of the Guide**

## **also mentioned in New Guidelines**

Professionals / teachers with

- Masters Degree in Child Development/ Human Development
- Masters Degree in any other field of Home Science /  
Bachelors Degree in Home Science who has attended one or more seminars/ workshops/training programmes in field of preschool education totaling up to 15 days or has experience of teaching preschool children
- Diploma in Nursery Teacher Training/ Diploma in Preschool Education
- Diploma in Elementary Education/ Elementary Teacher Training / Junior Basic Training / 3 Basic Teacher Course

# **Qualification of the Guide**

## **also mentioned in New Guidelines**

- B. Ed and who has attended one or more seminars/ workshops/training programmes in field of preschool education totaling up to 15 days or has experience of teaching preschool children
- Graduate Degree in any discipline who has attended one or more seminars/ workshops/training programmes in field of preschool education totaling up to 6 months and has at least one year experience of teaching preschool children
- Any other qualification/ training in the area of preschool education/ early childhood education and at least one year experience of teaching preschool children



# **Who Cannot be your Supervisor (Guide)**

- A teacher who is B.Ed but with no qualification in preschool education, cannot be the guide, even if she is teaching the pre-primary section.
- A person enrolled in DECE programme as student at present cannot be the guide

# About Project Work – In detail

Duration of Project work: 30 working days

Three phases:-

- Phase 1 : 5 days
- Phase 2 : 20 days
- Phase 3 : 5 days

# First Phase

- 5 Full days
- Observing & Reporting

# **Phase 1 :**

## **If Preschools are open**

- Observe and note each activity that the Guide carries out with the children.
- Write a report of your observation as per the format given in Project Manual

# **Phase 1**

## **If Preschools are Closed**

- Watch videos of teacher/ teachers conducting preschool education activities with young children in a centre and then write the Report of observation, analysis and conclusion of each video, as per the guidelines and format for Phase 1 given in the Project Manual
- Links of the videos student has to watch given in New Guidelines

# Phase 2- 20 days

**Planning Play Activities**

**Conducting Activities with children**

**Reporting how the Activities were conducted**

# Planning Activities

- Planning of activities is the same whether working at preschool or If preschools are closed
- You have to plan for 30 activity sessions to be done in 20 days
- One Activity per day for first 10 Days
- Two Activities per day for next 10 days
- Specific activity sessions to be organized and their sequence – refer to Project Manual
- Format for Writing Activity Sessions - refer to Project Manual

# Conducting Activities

## 3 Possibilities

*If Schools are open you will conduct activities in the school with Children*

*If Schools are closed you will conduct activities with a Child between 3 to 5+ years of age at home or in neighborhood*

*If no child available to you at home , then you will conduct Mock sessions*

If you work at home with the child or do mock sessions then record at least 5 minutes of each activity conducted as video ( to be shown to guide)



# Report of Activities

- Write Report of Activities as per format given in Project Manual
- If you have conducted mock/simulated sessions, there will be no report of the activity, since there is no child.

## **Phase 3 - 5 days**

**a) Planning Week's Curriculum**

**Should have Between 15-20 activities in total**

**b) Planning, Conducting and Reporting these 20 Activities  
Just as was done in Phase 2**

# Phase 3

- If mock sessions done in Phase 2 and 3, then instead of Report Writing, you have to locate video/ videos of 5 different Activity Sessions on You Tube or through any other way, where a pre-primary teacher or an early childhood worker is carrying out 5 different learning activities with young children and write an analytical report of each of these five sessions, as per format given in New Guidelines document .

# Project File

If Project Work done face-to-face with children, then  
Project file will contain the following

- 5 Days of observation reports of Phase 1
- 30 Activity Plan and 30 Reports of Phase 2
- Week's Curriculum and 15-20 Activity Plans and Reports of Phase 3
- + Annexures

# Project File

If Project Work done with children at home then  
Project file will contain the following

- reports of analysis of 2 videos for phase 1
- 30 Activity Plan and 30 Reports of Phase 2
- Week's Curriculum and 15-20 Activity Plans and Reports of Phase 3
- If no reports in Phase 2 and 3 , then reports of analysis of 5 vides
- + Annexures

# Project File

If Project Work done at home but through mock sessions then Project file will contain the following

- reports of analysis of 2 videos for phase 1
- 30 Activity Plan
- Week's Curriculum and 15-20 Activity Plans
- Reports of analysis of 5 You tube videos
- + Annexures

# Role of Guide

- All the work done from Phase 1 onwards has to be shown to the Guide on a REGULAR BASIS and got signed and marked by the Guide.
- Meet your Guide face-to-face maintaining social distancing, or interact with her and send her your work and videos through Telephone/ Mobile/ E mail/WhatsApp and get the work evaluated.

# **Marks and Annexure to be Filled and Signed by Guide**

- If you work in School face-to-face with children, the Guide has to follow the marking scheme given in Annexure 2 of Project Manual Hard copy and use Annexure 3A in Project Manual Hard copy to report the marks.
- She has to certify that bona-fide work was done by you by filling Annexure 1A and 1B given in Hard copy in Project Manual.



# **Marks and Annexure to be Filled and Signed by Guide**

- If you work according to New Guidelines for COVID with a child at home, then Guide has to follow the marking scheme for the Project Work given from page 8 onwards in New Guidelines document and use Revised Annexure 3A in New Guidelines document.
- You and the Guide have to certify that bonafide work was done using Revised Annexure 1A and 1B given in in New Guidelines document.

# **File Submission**

- The last date of submission of Project File to IGNOU headquarters for June 2021 Term End Examination is 30<sup>th</sup> May 2021.
- Keep checking the IGNOU website regarding extension of this date.
- You can submit later as well – any time in the four year period.
- Soft copy of File has to be submitted on e portal which will be operational in May on IGNOU website.
- Hard copy of File can also be submitted but soft copy is preferable as it leads to faster checking.

# Evaluation Methodology for Project work

- Marks to be given by Guide
- Marks given at IGNOU Headquarters based on the File you submit
- IGNOU Examiners have the authority to moderate the marks given by the guide
- You have to obtain pass marks in Guide's evaluation as well as IGNOU evaluation
- Two Files which are similar or which are copied from internet or bought from market are considered as copy cases and will be referred to **IGNOU's Ethics Committee**. This committee can call you to come physically to IGNOU and explain your case. It can take decision to debar you for doing the course for one term etc.
- Files which are original work but poor quality work will be sent back for resubmission.

We are open to questions from you now.