

Date: 30th November, 2020

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

These Guidelines are for

- a) learners who will be doing the Project Work first time and want to submit Project Work File and Assignments for December 2020 and June 2021 Term End Examination
- b) learners whose Project Work has NOT been found OK and they have been asked to REDO and RESUBMIT the Project Work.

READ THE FOLLOWING BEFORE PROCEEDING FURTHER

This 20 page document which you are reading now is only about guidelines for modification of Project Work due to closure of schools in lockdown.

The details of Project Work are in the Project Manual DECE 4 which you have received with your course material. If you have not received course material, you can download the entire course material through e-gyankosh using the following link:
<http://egyankosh.ac.in/handle/123456789/30830>

You have to read the Project Manual first and only then will you understand these revised guidelines given in this document.

SOME REVISED ANNEXURES have been attached with these guidelines. These are - Annexure 1A, 1B, 2A, 3A and 7.

1. Instead of attaching Annexure 1A and 1B given in the Project Manual, you have to attach Revised Annexure 1A and 1B given in this document (pages 10 and 11) in the Project File.
2. Marking Scheme given in Annexure 2A in Project Manual is replaced by Revised Marking Scheme Annexure 2A given in this document (on page 8-9). Share this with your Guide so that he/she can mark your work appropriately.
3. Instead of using Annexure 3A given in the Project Manual for recording of marks, the Guide has to use Revised Annexure 3A given in this document (on page 12-17). Share this with your Guide.
4. Annexure No 7 (Details regarding the Guide) has to be attached with the Project File. This is given in this document on page 18.

IMPORTANT: PLEASE NOTE: Many preschools have started conducting online classes. However, conduct of online preschool education classes will NOT be accepted as part of IGNOU Project Work. This is because in DECE Programme of Study you have not been exposed to the modalities of working with young children online.

DO NOT BUY PROJECT FROM THE MARKET, DO NOT COPY FROM WEBSITE, DO NOT COPY FROM ANOTHER STUDENT. IN ALL SUCH CASES THE PROJECT FILE WILL BE RETURNED TO YOU WITHOUT BEING EVALUATED.

ONLY ORIGINAL WORK WILL BE EVALUATED.

Important Basic Information Project Work

Project Work is the fourth Course of the DECE Programme and its Course Code is DECE 4. In the first three Courses (DECE 1, 2 and 3) you have to carry out some Practical Exercises given in the Practical Manual with each Course, as part of Assignments for that Course. Remember that Practical Exercises are different from Project Work. For Project Work you have to carry out activities with a child / children between 3-6 years of age under the supervision of a 'Guide' .

a) You have to first read the Course 1 - '*Organizing the Child Care Services*' (DECE-1) thoroughly as it helps you to understand development of children and how this development can be fostered by planning curriculum. Only after this are you equipped to start the Project Work.

b) The next step is to read the Project Manual titled '*DECE 4 - Project Work: Working with Young Children in a Child Care Setting*' which gives the details of how you have to carry out activities with preschool children during the 30 days of Project Work.

c) The third step is to read these New Guidelines. These Guidelines are based on the content given in the Project Manual. You will be able to understand the New Guidelines given in this document ONLY, AND ONLY when you first read the Project Work Manual.

d) The fourth step is to identify a Guide for Project Work. 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.

Who Can be the Guide?

i) Any of the following professionals/ teachers could be the guide. He/she may in service presently or could be retired.

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 /

Basic Teacher Course

- 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

e) **It is COMPULSORY to attach Revised Annexure 1A, 1B, 3A and 7, as given in this document with Project File.** A Project File submitted without these Annexure will not be accepted by the IGNOU and will be returned back.

f) Contact the Counselors in your Study Centre for clarifications about the Project Work, so that you are able to complete the work as per these requirements. Attend the counseling sessions organized by your Regional Centre for DECE 1 and Project Work.

g) In Section A, the New Guidelines for Project Work due to School Closure Situation have been described.

SECTION A

Task for Phase 1

According to the Project Manual, during Phase 1 you have to observe the Guide interacting with and teaching young children. Since you cannot do this presently due to closure of schools, we have planned an alternative for you as follows:

You have to 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.

We have provided the links of the videos you have to watch.

You have to select two videos – One from Group A and one from Group B. Do NOT select two videos from the same Group.

Group A

Vedanta preschool video- 21 min: <https://www.youtube.com/watch?v=iq0O6ud2ZH8>

A Day in an *Anganwadi* Centre- 17 min: <https://youtu.be/sT7mL3eBxkc>

Group B

ICDS video – 5mins <https://www.youtube.com/watch?v=XO17YHpIEBA>

DPS Eldeco -5 min -<https://www.youtube.com/watch?v=mX-0LhRHnBU>

Task for Phase 2 and 3

According to the Project Manual, during Phase 2 and 3 you have to work in a nursery school with children. Since you cannot do this presently due to closure of schools, we have planned alternatives. For doing Phase 2 and 3 of Project Work you have to follow the steps (a) to (j) below.

- a) Write the Activity Plans for the Activity Sessions of Phase 2 given in the Project Manual (page 33, Section 7.1 of English Manual; page 34, Section 7.1 of Hindi Manual), develop the Curriculum of one week of Phase 3 and write the Activity Plans of all activities of the curriculum developed by you for Phase 3, as per the format described in Project Manual. All these Activity Plans have to be written as you would have planned the activity if you were going to the preschool to work with a group of children.
- b) Create the necessary teaching-learning material for each activity.
- c) Show the Activity Plans of Phase 2 and 3, along with the material to the Guide for her feedback and evaluation. Remember, no activity can be conducted without getting it approved by the Guide.
- d) Identify a child/ children between 3-6 years of age in your own family or in the neighbourhood and carry out each activity with the child, as per the convenience of the child and maintaining social distancing. So planning has to be for a group of children as in a preschool, but carrying out of the activity has to be done with one or two children in the family or neighbourhood, depending upon how many children you are able to identify in this situation of school closure.
- e) While conducting each activity with the child/children, ask another adult to record a video of 3-5 minutes at least for each activity, maintaining social distancing, as you will have to show the video of each activity to your Guide. This is necessary to be done because only when the Guide sees how you are conducting the activity, will she be able to give marks for the activity. If you are able to record a longer video you can do so. Take the consent of the child's family to record the video. Do not focus on the child's face in the video. Focus on how you are doing the activity and the child's response using back

view of the child. The point is that the child's identity should not be revealed in the video. In Annexure 1A and 1B you have to certify that you will not use the video for any other purpose except to show to the Guide.

h) Write the Report of each activity conducted with the child/children in the same way as mentioned in the Project Work Manual.

i) If you do not have a child between 3-6 years of age in your family or neighbourhood, then complete steps (a) to (c) mentioned above and then carry out mock/simulated sessions of each activity at your home, as if there is a group of children in front of you. Ask another person to record a video of 3-5 minutes at least for each mock session, maintaining social distancing, as you will have to show these videos to your Guide. This is necessary to be done because only when the Guide sees how you are conducting the activity, will she be able to give marks for the activity. If you are able to record a longer video you can do so.

j) If you have conducted mock/simulated sessions, there will be no report of the activity, since there is no child. So 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. Report of each session should be of at least 800 words and it should include the following:

- Description of activity
- Goal/ Goals of activity
- Number and approximate age of children
- Response of children to the activity
- Appropriateness of activity for the children, giving reasons for your comments
- Suggestions for improvement of the activity in terms of planning and/or conducting.

These 5 activity sessions may be in one video or in separate videos. Provide the URL of the video/videos when you write the analytical report. This is because the Guide and the Evaluator at IGNOU need to see the video to understand your report. If you do not provide the URL your Report will not be evaluated and you will lose out on 200 marks. These 5 videos that you chose for Phase 3

should be different from the videos whose links we have given above for Phase 1.

Duration of Project Work

As stated in the Project Manual, the duration of Project work is 30 days.

Phase 1 – 5 days–See the two videos and write their analytical reports

Phase 2 – 20 days – 1 activity per day for 1st 10 days and 2 activities per day for next 10 days, totaling 30 activities.

Phase 3 – 5 days – a) Planning the curriculum; b) Carrying out 3 to 4 activities per day for 5 days; totaling a minimum of 15 and maximum of 20 activities.

Therefore do not write all the Activity Plans of Phase 2 and 3 all together. Write a few, show to Guide, conduct the activities, write their reports and then move to next set of Activity Plans. Conduct only the required number of activities each day with the child. In Phase 2, do not try to do many activities with the child in one day. In Phase 3 since you will plan 3-4 activities for each day, you have to carry out these 3-4 activities every day for 5 days with the child giving adequate break to the child for eating, toilet etc. So what we mean is that you follow the same schedule of conducting activities for Phase 2 and 3 as you would do if you were actually going to a preschool. The sincerity with which you will do your Project work will be reflected in your Activity Plans and Reports and this will determine the marks that you get.

SUPERVISION AND EVALUATION OF PROJECT WORK DURING COVID 19 PANDEMIC BY GUIDE

- Share these New Guidelines as well as the Project Manual hard copy/ link of e gyankosh with Guide so that she understands the work to be done by you for Project Work.
- Inform the Guide about the Revised Marking scheme Annexure 2A, Revised Annexure 3A for recording of Marks, Revised Annexure 1 A and 1B for certification of your work and Revised Annexure 7 to note her educational qualifications and experience.
- All the work done during School Closure has to be shown to the Guide on a REGULAR BASIS and got signed and marked by the Guide. Guide has to follow the marking scheme for the Revised Project work given from page 8 onwards in this document.
- 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.
- You must write the URL from where you have downloaded the videos for analysis in the Report in Project File so that Guide and IGNOU Evaluator can see the videos and mark your work.

SUBMISSION OF PROJECT FILE

1. **The last date of submission of Project File for December 2020 Term End Examination is 15th December, 2020. Keep checking the IGNOU website regarding extension of this date.**

2. IGNOU gives you four years to complete DECE. So if you cannot do this alternative Project Work just now, you can do the Project Work any time, within the period of your registration. If preschools reopen later, you can do the Project Work, as described in the Project Manual in a preschool for 30 working days, as has been the usual practice till now.

3. You can submit Project File as hard copy or soft copy. Hard copy has to be posted to “Assistant Registrar (Projects), Student Evaluation Division, Block 3, Room 19, IGNOU, Maidan Garhi, New delhi – 110068. Soft copy has to be uploaded on portal on IGNOU Official website. Chose only one method of submission. Do NOT submit hard and soft copy both. **Submission of Soft copy is preferable as evaluation process becomes quicker.**

**REVISED MARKING SCHEME FOR ALTERNATIVE PROJECT
WORK CONDUCTED DURING SCHOOL CLOSURE**

Revised Annexure 2A

The Revised marking scheme for Project work is as follows:

A. Phase1

Reports of videos	Marks to be given by Guide
Report 1 of Group A video	40 marks
Report 2 of Group B video	10 marks
	50 marks (total)

B. Phase2

If you conducted Activity Sessions with a child in family or neighbourhood, follow Table 1 for marking.

Table1

Tasks	Marks	Total marks
Planning of 30 activity sessions	30x10 marks per activity	300 marks
Conducting 30 activities with a child (you have to show the videos which you recorded to the guide)	30x10 marks per activity	300 marks
Reports of these 30 activity sessions	30x10 marks per activity	300 marks
		900 marks (total)

If you conducted mock Activity Sessions, follow Table 2 for marking.

Table 2

Tasks	Marks	Total marks
Planning of 30 activity sessions	30x10 marks per activity	300 marks
Conducting 30 mock activities(you have to show the videos which you recorded to the supervisor)	30x10 marks per activity	300 marks
Reports- None (Since activities were not conducted with a child, report cannot be written)		
		600 marks (total)

C. Phase3

If you conducted Activity Sessions with a child in family or neighborhood, follow Table 3 for marking.

Table 3

Tasks	Marks	Total marks
Curriculum for 5 days	5x10 marks per day	50 marks
Planning of minimum 15 – maximum 20 activity sessions (number of activity sessions per day could range from 3 to 5)	15x10 - 20x10 marks per activity	150-200 marks
Conducting minimum 15 – maximum 20 activity sessions with a child (you have to show your recorded videos to Guide)	15x10 - 20x10 marks per activity	150-200 marks
Reports of these minimum 15 – maximum 20 activity sessions	15x10 - 20x10 activity sessions	150-200 marks
		500-650 marks (total)

If you conducted mock Activity Sessions, follow Table 4 for marking.

Table 4

Tasks	Marks	Total marks
Curriculum for 5 days	5x10 marks per day	50 marks
Planning of minimum 15 – maximum 20 activity sessions	15x10 - 20x10 marks per activity	150-200 marks
Conducting minimum 15 – maximum 20 mock activity sessions (you have to show your recorded videos to Guide)	15x10 - 20x10 marks per activity	150-200 marks
Reports of 5 activity sessions after watching YOU TUBE videos	5x40 marks per report	200 marks
		550 - 650 marks (total)

TOTAL MARKS OF PROJECT WORK DONE DURING LOCK DOWN

1. If you conducted Activity Sessions with a child in family or neighbourhood 1450-1600 marks
2. If you conducted mock sessions 1200-1300 marks

Note- Though the total marks are more if you conduct activity sessions with the child as compared to mock sessions, it does not matter as marks will be finally converted to percentage. So do not get confused. Decide whether you will do the work with the child or conduct mock sessions, as per your specific situation.

REVISED ANNEXURE 1A (instead of Existing Annexure 1A in Project Manual)

Self Certification by the Learner of Original and Duly Completed Project Work

I, Mr/Mrs/Miss..... (Enrolment number _____)

have done the Project Work according to New Guidelines during the time of school closure. I completed the following tasks for Project Work-

1. I have Analyzed two videos in Phase 1;
2. I have Planned and Conducted 30 Activity Sessions in Phase 2;
3. I have Planned Curriculum for 5 days in Phase 3 and, Planned and Conducted minimum 15 – maximum 20 Activity Sessions in Phase 3.
- 4a. I have Written Reports of 30 Activity Sessions in Phase 2 and minimum 15 – maximum 20 Activity Sessions in Phase 3, since I conducted activities with a child

OR

- 4b. Since I conducted mock sessions in Phase 2 and 3, I did not write Reports, but instead analyzed 5 videos from You Tube, different from the videos analyzed in Phase 1 (*cut out the option which is not applicable for you*)
5. I showed the recording of 3-5 minutes of each activity session in Phase 2 and 3 conducted by me to the Guide.
6. I took permission of the child’s family to record the video. I will not use the videos for any other purpose.
7. I was in regular touch with the Guide for approval and evaluation of my Project Work.
8. The work of Phase 2 and 3 was done with

Child in family/Child/children in neighbourhood/Mock sessions were conducted
(*Tick mark what is applicable for you*)

I certify that this is my own original work and has not been copied from any source or from any other student. I understand if my work is found copied, then appropriate action will be taken by the University.

Name of Guide _____

Place where employed / earlier employed _____

Project Work commenced on _____ **and ended on** _____

Total number of days in which Project work was completed _____

Date :

Name of Learner _____

Place:

Signature of Learner _____

REVISED ANNEXURE 1B (instead of Existing Annexure 1B in Project Manual)

Certificate given by Guide of Original and Duly Completed Project Work

I certify that the learner Mr./Mrs./Miss _____(Enrolment number _____) has done the Project Work according to New Guidelines during the time of school closure. Following tasks were completed by the learner during the Project Work.

The learner:

1. Analyzed two videos in Phase 1;
2. Planned and Conducted 30 Activity Sessions in Phase 2;
3. Planned Curriculum for 5 days in Phase 3 and, Planned and Conducted minimum 15 – maximum 20 Activity Sessions in Phase 3.
- 4a. Wrote Reports of 30 Activity Sessions in Phase 2 and of minimum 15 – maximum 20 Activity Sessions in Phase 3, since she / he conducted activities with a child

OR

- 4b. Conducted mock sessions in Phase 2 and 3, and could not write Reports; therefore he/she analyzed 5 videos from You tube, which are different from the videos analyzed in Phase 1 (*cut out the option which is not applicable for the learner*)
5. Showed to me the recording of 3-5 minutes of each session conducted with child/of mock session in Phase 2 and 3
6. Informed me that she/he took permission of the child's family to record the video and he/she will not use the videos for any other purpose.
7. Shared all work with me regularly for approval and evaluation.
8. The work of Phase 2 and 3 was done with (*Tick mark what is applicable to the learner*)
Child in family /Child/children in neighbourhood/Mock sessions were conducted

I certify that the work of the learner is her/his own original work and done under my supervision. It has not been copied from any source or from any other student. I understand that IGNOU may confirm the authenticity of the learner's Project Work with me through telephone or e mail.

Name of Guide _____

Phone No of Guide _____ E mail id of Guide _____

Place where employed presently /earlier employed _____

Project Work started on _____ Project Work ended on _____

Total number of days in which Project work was completed _____

Date : _____ Name of Guide _____

Place: _____ Signature of Guide _____

Signature and Name of Principal/In-charge of Nursery School/ Employer (if possible)

Stamp of the School/ Employer (if possible)

Revised Annexure 3A

Evaluation Sheet for Guide For Evaluating the Project File Based on New Guidelines during School Closure due to Covid 19 Pandemic

Name of the Learner.....

Enrollment Number.....

Dates (duration) of Project Work.....

A) Marks obtained by learner in First Phase

Reports of videos	Max marks	Marks obtained by learner
Report 1 of Group A video	40 marks	
Report 2 of Group B video	10 marks	
Total Marks	50 arks (total)	

B) Marks obtained by the learner in the Second Phase

Note: If the learner has conducted Mock Sessions, there will be no report. So no marks have to be given for 'Report of Activity'

Activity Session	Activity Plan Max marks: 10 marks	Carrying out the Activity/ Activities Max marks: 10 marks	Report of the Activity session Max marks: 10 marks	Total Marks Max marks: Out of 30 marks for each activity (if sessions conducted with a child) Max marks: Out of 20 marks for each activity (if mock sessions conducted)
1				
2				
3				
4				
5				
6				
7				
8				

9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
Total Marks				Out of 900 if sessions conducted with the child out of 600 if mock sessions conducted

C) Marks Obtained by the Learner in the Third Phase

i) Curriculum for 5 Days:

Day	Marks Obtained (Max marks: 10 marks per day's plan)
1	
2	
3	
4	
5	
Total Marks	

ii) For Activity Sessions:

Note: If the learner has conducted Mock Sessions, there will be no report. So no marks have to be given for 'Report of Activity'

Activity Session	Activity Plan Max marks: 10 marks	Carrying out the Activity/ Activities Max marks: 10 marks	Report of the Activity session Max marks: 10 marks	Total Marks Max marks: Out of 30 marks (if sessions conducted with a child Max marks: Out of 20 marks (if mock sessions conducted)
Day 1				
1				
2				
3				
4				
Day 2				
1				
2				

3				
4				
Day 3				
1				
2				
3				
4				
Day 4				
1				
2				
3				
4				
Day 5				
1				
2				
3				
4				
Total Marks				(Out of 450/600 if 15-20 sessions conducted with child; Out of 300/400 if 15-20 mock sessions conducted)

iii) for analysis of YOU TUBE Videos: If learner conducted Mock sessions, learner has to write analysis of 5 activity sessions using YOU TUBE videos. Use the following Table to mark the reports.

Reports of 5 activity sessions after watching YOU TUBE videos	URL Link to the YOU tube videos	Maximum marks	Marks obtained
Report of activity session 1		40	
Report of activity session 2		40	
Report of activity session 3		40	
Report of activity session 4		40	
Report of activity session 3		40	
		200 marks	

Total Marks in Third Phase if work done with child = i + ii -----

Total Marks in Third Phase if mock sessions done = i+ii+iii -----

Total Marks Obtained by the Learner for Project Work = x/y ,
 where x is Marks obtained for First Phase + Second Phase + Third Phase,
 and, y is Maximum Marks for First Phase + Second Phase + Third Phase

As you know, the evaluation of the Project File by the Guide carries 70 percent of weightage for Project Work.

Therefore, weightage of 70 percent = $x/y \times 70 =$ -----
 (final marks to be reflected in grade card)

The Guide is requested to express, in about 200-400 words, her opinion about the learner's work during the Project Work. You may use additional sheet if necessary.

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Date:

Signature of Guide

Place:

Name of Guide

Signature and Name of Principal/In-charge of Nursery School/ Employer (if possible)

Stamp of the School/ Employer (if possible)

ANNEXURE 7: DETAILS RELATED TO THE GUIDE

The following details are to be filled by the Guide, self verified by her and, if possible, verified by the Principal/In-charge of the nursery school/preschool. Learner should share this format with Guide and attach this filled up Annexure in Project File.

Name of the Guide _____

Educational qualification _____

**Attach the photocopies of educational qualifications with this Annexure, if possible*

Number of years of teaching experience with preschool children, if applicable _____

Duration of training programmes in preschool education attended, if applicable _____

Retired / In Service (*tick the option which is as applicable*)

This is to certify that all the information provided by me is correct.

Name of Guide _____

Signature of Guide _____

Date :

Place :

Signature and Name of Principal/In-charge of Nursery School/ Employer (if possible)

Stamp of the School/ Employer (if possible)

SECTION B

ASSIGNMENTS FOR JANUARY 2020 and July 2020 Session

The assignments are available on the IGNOU website. Download the assignments and read them thoroughly.

Section A is theory-based and remains the same. Section B and C are based on the Practical Manuals given along with the three Courses - DECE 1, DECE 2, DECE 3. The following modifications have been made in Sections B and C of Assignments 1, 2 and 3 of DECE to help you to complete the assignments at this time when many institutions are closed and social distancing has to be maintained.

You will have to keep the Practical Manuals and assignments with you while reading the content given in the following section so that you can understand the modifications suggested to help you to complete the assignments.

ASSIGNMENT 1 OF DECE

SECTION B: As you know you have to do any one Practical Exercise from Exercise 4, 6 or 7.

- If you can do any of these by maintaining social distancing, you can select any one of these above options.
- If none of the above Exercises are possible for you to do in present times, you can select any one Exercise from Exercise 1, 3 or 10. Exercise 1 or 3 can be conducted by maintaining social distancing or telephonically while Exercise 10 is a planning exercise and does not require you to go to the field.

SECTION C: As you know you have to do any one Practical Exercise from Exercise 5, 8 or 9.

- If you can do Exercise 5 or 8 by maintaining social distancing, you can select any of these options.
- Otherwise, you can select Exercise 9 which is a planning exercise and does not require you to go to the field.

ASSIGNMENT 2 OF DECE

SECTION B: As you know you have to do any one Practical Exercise from Exercise 2 and 3.

- Both are planning exercises and do not require you to go to the field.

SECTION C: As you know you have to do any one Practical Activity from Exercise 5, 6 or 7.

Exercises 6 and 7 require field work and if you can do these by maintaining social distancing or by telephone, you can select any of these options.

If none of the above Exercises are possible for you to do in present times, you can select any one Exercise from Exercises 1, 4 or 5 which do not require you to go to the field.

ASSIGNMENT 3 OF DECE

SECTION B: As you know you have to do any one Practical Exercise from Exercise 1, 2, 9 or 10.

- For Exercise 1, 2 or 10, you can explore the internet and identify an organization, instead of visiting personally. Then use the information on its website and telephonic interviews with the staff of the organization wherever possible to complete the Practical Activity.
- If you can do Exercise 9 maintaining social distancing, you can select this option as well.

SECTION C: As you know you have to do any one Practical Exercise from Exercise 6, 7 or 8.

- Exercises 6 or 8 are planning exercises and do not require you to go to the field.
- If you can do Exercise 7 maintaining social distancing, you can select this option as well.

**Best Wishes,
Programme Coordinator**