

UPDATED Revised Guidelines for Alternative Project Work and Assignments of Diploma in Early Childhood Care and Education (DECE), during COVID 19 Pandemic Scenario

These Guidelines are meant for learners wanting to submit Project Work File for June 2020 and December 2020 Term End Examination

READ THE FOLLOWING BEFORE PROCEEDING FURTHER

This 12 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.

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.

GUIDELIENES FOR PROJECT WORK

Important Basic Information

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. Project Work is a separate course where you have to work in a Nursery School under the guidance of the Nursery School Teacher, who is referred to as the Supervisor for this Project Work.

You may experience any of the three Situations regarding your Project work during this LOCKDOWN period.

Situation 1

If you are able to identify a preschool in your area which is open and functioning and children are coming regularly, then do your Project Work exactly as per guidelines given in the Project Manual. The Supervisor will follow the same marking scheme as given in Annexure 2 of Project Manual.

Situation 2

If you had started Project Work before Lockdown BUT have not been able to complete it since preschools and pre-primary sections are closed due to COVID 19, read Section A further.

For the work done before Lockdown the Supervisor will follow the same marking scheme as given in Annexure 2 of Project Manual. For work done during Lockdown refer to the marking scheme for the Revised Project work given from page 8 onwards in this document.

Situation 3

If you have NOT started Project Work as yet, but want to start now, and preschools are closed in your area, read Section B further. For work done during Lockdown refer to the marking scheme for the Revised Project work given from page 8 onwards in this document.

Whenever you want to start the Project Work

- a) You have to first read the Course 1- 'Organising 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 engage with preschool children during the 30 days of Project Work.
- c) The third step is to read these UPDATED Revised Guidelines. These Guidelines are based on the content given in the Project Manual. You will be able to understand the revised guidelines given in this document ONLY, AND ONLY when you first read the Project Work Manual.

d) The fourth step is to identify a nursery school as per the Annexure 5 given in the Project Manual and to identify a nursery school teacher in the School who will be your Supervisor.

- If you are in Situation 1 (as given above), then you will do your Project Work by working with children in the same section where your Supervisor is teaching.
- If you are in Situation 2 or 3 (as given above), then you will not go to the preschool to do the Project Work, but you will need to interact daily with your Supervisor, to show her the work you are doing as per these revised guidelines and get your work evaluated.

e) A Project File submitted without Annexure 1a, 1b, 3a, as given in the Project Manual will not be accepted by the IGNOU and will be returned back. *Learners from Regional Centres in Punjab have to attach an additional Annexure No 7 with their Project File.*

f) Please contact the Counsellors in your Study Centre if you need clarifications about the Project Work, so that you are able to complete the work as per the requirements.

g) In Sections A and B, the adaptations in Project Work due to closure of preschools in Lockdown Situation have been described. These adaptations are meant for those learners who are in Situation 2 or 3.

h) If you are in Situation 1, then you do not have read Section A and B. You can directly go to page 11 and read the adaptations in Assignments.

(continued on next page ...)

Section A

Guidelines for Learners who had started Project Work before Lockdown BUT have not been able to complete it since preschools and pre-primary sections are closed due to COVID 19.

- 1) Write all the work that you have done before Lockdown in the formats as described in the Project Manual and get it signed and marked by the Supervisor.
- 2) We expect that since you started work before Lockdown your Phase 1 is complete. So write the observation reports of Phase 1 as per the format described in Project Manual. (If you *could not complete Phase 1 before Lockdown, then you have to do your work as per guidelines in Section B.*)
- 3) Since you started work before Lockdown, you have identified a Supervisor in a preschool. You need to share these revised guidelines with her so that she knows what you will be doing and you have to request her to continue Supervising and Evaluating your work during Lockdown period.
- 4) If due to Lockdown Phase 2 or 3 is incomplete, then follow the steps given below for the rest of the work:
 - a) Write all the Activity Plans and Reports of sessions done before Lockdown as per the format described in Project Manual.
 - b) Write all the remaining Activity Plans of Phase 2 which you could not do in the preschool, the Curriculum of one week of Phase 3 and the Activity Plans of all activities of 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.
 - c) Create the necessary teaching-learning material for each activity.
You have to show the activity plans along with the material to the supervisor for her feedback and evaluation. Remember, no activity can be conducted without getting it approved by the Supervisor.
 - d) Then identify a child 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 of neighbourhood, depending upon how many children you are able to identify in this Lockdown situation.
 - e) While conducting these activities, ask another adult to record a video of 5 minutes at least for each activity, maintaining social distancing, as you will have to show these videos to your Supervisor. This is necessary to be done because only when the Supervisor 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.
 - f) Write the Report of each activity conducted with this child/children in the same way as mentioned in the Project Work Manual.

g) If you do not have a child between 3-6 years of age in your family or neighbourhood then complete steps (a), (b) and (c) mentioned above and then carry out mock/simulated sessions of each activity at your home. Ask another person to record a video of 5 minutes at least for each mock session, maintaining social distancing, as you will have to show these videos to your Supervisor. This is necessary to be done because only when the Supervisor 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.

h) 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) which should include:

- Description of activity
- Goal/ Goals of activity
- Number and approximate age of children
- Appropriateness of activity for the age group, giving reasons for your comments
- Response of children to the activity
- 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.

g) 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.

(continued on next page ...)

Section B

Section B: Guidelines for Learners who have NOT started Project Work as yet.

1) Read the Project Work Manual fully. Identify a Supervisor for your Project Work, as explained in the Project Manual. She should be working with preschool children in a preschool/ nursery school/ pre-primary section. *The Learners from Regional Centres Khanna and Chandigarh have to identify the Supervisor as per the specific guidelines laid out for them.* **The Supervisor has to be identified BEFORE you begin the Project Work.**

2) According to the Project Manual, during Phase 1 you have to observe the Supervisor 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

1. Vedanta preschool video- 21 min: <https://www.youtube.com/watch?v=iq0O6ud2ZH8>
2. A Day in an *Anganwadi* Centre- 17 min: <https://youtu.be/sT7mL3eBxkc>

Group B

1. ICDS video of Bhopal – 5 mins <https://www.youtube.com/watch?v=XO17YHpIEBA>
2. DPS Eldeco-5 min - <https://www.youtube.com/watch?v=mX-0LhRHnBU>

3) For doing Phase 2 and 3 of Project Work you have to follow the same steps as described in point (4a) to (4g) of Section A above.

Please Note: As stated in point h) on page 5, if you did mock sessions for Phase 3, you have to analyze 5 Activity Sessions available on You Tube/ any other platform. These 5 videos that you chose for Phase 3 should be different from the videos whose links we have given above.

**SUPERVISION AND EVALUATION OF ABOVE ALTERNATIVE PROJECT WORK
DURING COVID 19 PANDEMIC SCENARIO BY SUPERVISOR
(FOR BOTH SECTION A AND B)**

- 5) All the work done during Lockdown has to be shown to the Supervisor and got signed and marked by the Supervisor. If you have done Project work as per Section A or B then the Supervisor has to follow the marking scheme for the Revised Project work given from page 8 onwards in this document.
- 6) Meet your Supervisor 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.
- 7) Share this revised guidelines with Supervisor so that she understands the work done by you during Lockdown. You will need to share the URL from where you have downloaded the videos for analysis with the Supervisor so that she can see the videos in order to mark your work.

Please Note:

- A) The last date of submission of Project File for June 2020 Term End Examination is 15th July, 2020.
- B) Learners who want to submit the Project File for December 2020 examination, have the choice to wait till end of August 2020 and see if preschools and pre-primary sections open their area. If preschools reopen, then you can do the Project Work as described in the Project Manual in the preschool for 30 working days, as is the usual practice. If preschools do not open, then follow this alternative Project Work Guidelines.
- C) The last date of submission of Project File December, 2020 Term End Examination is 30th November, 2020.
- D) As you are aware, IGNOU gives you four years to complete DECE. So if for some reason you cannot do this alternative Project Work in 2020, you can do the Project Work next year, within the four year period of your registration, as described in the Project Manual in a preschool for 30 working days, as has been the usual practice till now.

AUDIO LINK

The following is the link of the audio programme where the above modifications in Project Work due to Lock Down have been explained in Hindi. Copy paste this link in Google to access the audio programme

<http://egyankosh.ac.in//handle/123456789/63049>

**MARKING SCHEME FOR ALTERNATIVE PROJECT WORK OF
DIPLOMA IN EARLY CHILDHOOD CARE AND EDUCATION(DECE)
CONDUCTED DURING LOCKDOWN**

If you have conducted the PROJECT WORK according to the **UPDATED Revised Guidelines written in this document**, then the marking scheme for Project work is as follows:

A. Phase1

Reports of videos	Marks to be given by Supervisor
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 supervisor)	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. Phase 3

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

Table 3

Tasks	Marks	Total marks
Curriculum for 5 days	5x10 marks per day	50 marks
Planning of 15-25 activity sessions (number of activity sessions per day could range from 3 to 5)	15x10- 25x10 marks per activity	150-250 marks
Conducting 15-25 activity sessions with a child (you have to show the videos which you recorded to the supervisor)	15x10- 25x10 marks per activity	150-250 marks
Reports of these 15-25 activity sessions	15x10- 25x10 activity sessions	150-250 marks
		500-800 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 15-25 activity sessions	15x10- 25x10 marks per activity	150-250 marks
Conducting 15-25 mock activity sessions(you have to show the videos which you recorded to the supervisor)	15x10- 25x10 marks per activity	150-250 marks
Reports of 5 activity sessions after watching YOU TUBE videos	5x40 marks per report	200 marks
		550-750 marks (total)

(continued on next page ...)

TOTAL MARKS OF PROJECT WORK DONE DURING LOCK DOWN

1. If you conducted Activity Sessions with a child in family or neighbourhood 1450- 1750marks
2. If you conducted mock sessions 1200- 1400 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 and choose whether you will do the work with the child or conduct mock sessions as per your circumstance.

(continued on next page ...)

ASSIGNMENTS FOR JULY 2019 AND JANUARY 2020

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**