

## **Additional Guidelines for Project Work of Diploma in Early Childhood**

### **Care and Education**

#### **(DECE)**

**(English - Pages 1-8)**

**(Hindi - Pages 09-18)**

**Dt: 25.08.2025**

These Guidelines are for

- learners enrolled for admission cycle January 2025 and July 2025.
- learners from previous batches who have not passed in the Project Work and they have been asked to RESUBMIT the Project Work.

This document that you are reading now is only about MODIFICATIONS in Project Work. 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 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 children between 3-6 years of age under the supervision of a 'Guide' in a preschool / nursery school / pre-primary section / well-functioning anganwadi where children are receiving preschool education for at least 2 to 3 hours daily.

- 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 in the face-to-face mode with children in the preschool / nursery school / pre-primary section / well-functioning anganwadi
- c) The third step is to read these Additional Guidelines. These Additional Guidelines are based on the content given in the Project Manual. You will be able to understand the

Additional Guidelines given in this document ONLY, AND ONLY when you first read the Project Work Manual. These Guidelines also contains the Revised Annexures which you have to use when you are doing Project Work in the Nursery School.

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 the Project Manual and get your work evaluated. **The criteria for identifying the Guide are stated on Page 3&4.**

e) 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.

### **Duration of Project Work**

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

- **Phase 1** – 5 days–Observation of the Guide and writing of Reports
- **Phase 2** – 20 days – 1 activity per day for 1<sup>st</sup> 10 days and 2 activities per day for next 10 days, totaling 30 activities.
- **Phase 3** – 5 days – a) Planning the curriculum for a week; b) Carrying out 4 activities per day for 5 days; totaling 20 activities.

### **ACTIVITY PLANS, REPORTS AND VIDEOS**

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 4 activities for each day, you have to carry out 4 activities every day for 5 days with the child, giving adequate break to the child for eating, toilet etc.

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.

### **Very Important - Recording Videos of Work Done During Project Work and Submission of the Same**

When you do Project Work with children in the preschool / nursery school / pre-primary section / well- functioning anganwadi, you have to make videos of ALL the 30 activities that you do with children in Phase 2 and the 20 activities that you will do with children in Phase 3. Each video should be of about 5 minutes duration. You can ask another adult to record the video. **In all you have to make 50 videos.**

- You have to take permission from the parents of the children / Principal or in-charge of the nursery school to make videos of activities conducted by you.
- In the video you should be clearly visible conducting the activities with children.
- The activity which you are conducting in each video should be the same activity which has been written in the Activity Plan and Report in the Project File. You face should be visible and most of the focus in the video should be on you, what you are doing and saying. Do not focus on children's faces; children can be visible in side pose or back pose (their back is visible but not their front). This is important to retain confidentiality of children.
- You have to certify in **Annexure 1B** that you have the permission of children's parents / school to record videos.
- **You have to send the videos in a good quality pendrive along with the Project File.** Be careful to enclose the pendrive carefully wrapped in a separate packet so that it does not get damaged in post. Write your roll number and name on the packet containing pendrive. Put this packet containing the pendrive in the main packet which has your Project File. **Do not send the pendrive separately & Project File separately** because it will get lost/damaged while handing at IGNOU. Attach the pendrive packet to your Project File with a strong thread and both should be together in one packet.

### **SUPERVISION AND EVALUATION OF PROJECT WORK BY THE GUIDE**

- Share the Project Manual as well as these Additional Guidelines with the Guide. You can share the hard copy or the link of e gyankosh where the Project Manual is uploaded with the Guide so that she understands the work to be done by you for Project Work. Inform the Guide about the relevant Annexures and marking scheme.
- All the work done for Project Work with children in preschool / nursery school / pre-primary section / well- functioning anganwadi has to be shown to the Guide on a REGULAR BASIS and got signed and marked by the Guide.
- When you are working with children in the preschool / nursery school / pre-primary section / well- functioning anganwadi it is not necessary to show the videos of Phase 2 and Phase 3 to the Guide, as she is already seeing you working with children. But if she wants to see the videos, you will have to show these to her.

### **Who Can Be The Guide?**

As you have understood you have to do Project Work with children in the nursery school/ preprimary section/preschool/well functioning anganwadi. So the Guide will be the class teacher/anganwadi worker in whose class you are doing the Project Work. **It is mandatory for the Guide to have the following educational qualifications as well as work experience.**

- a) **Educational Qualifications:** A teacher with any of the following qualifications can be the Guide for the Project Work.
- Master's Degree in Home Science / Bachelor's Degree in Home Science

- PG Diploma in Early Childhood Care and Education/ Diploma in Nursery Teacher Training/ Diploma in Preschool Education/ Diploma in Early childhood Care and Education
- Diploma in Elementary Education/ Elementary Teacher Training/ Junior Basic Training/ Basic Teacher Course
- B.Ed degree who has attended one or more seminars/ workshops/training programmes in field of preschool education
- *Anganwadi* worker who has received training in implementing play and activity based preschool education.

**b) Work Experience**

The Guide should be presently employed and have the experience of working with preschool children for a minimum period of one year. In fact, the more the experience of the Guide, the better it will be for you as a learner to work under her supervision.

**You have to provide details of qualifications & work experience of the Guide in your Project File as Annexure 7.**

### **ANNEXURES**

- 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 6 and 7) in the Project File.
- Annexure 2, 3A, 3B, 4, 5 and 6 remain the same as in Project Manual. Annexure 6 is optional. If you cannot get Annexure 6 signed by the Regional Centre, you can get it signed by Study Centre coordinator or Study Centre Counsellor. If this is also not possible, leave Annexure 6 blank.
- A new Annexure 7A (Details regarding the Educational Qualifications and Work Experience of the Guide) has to be attached with the Project File. This is given in this document on page 8.

**It is COMPULSORY to attach the above mentioned Annexures.** A Project File submitted without the relevant Annexures will not be accepted by the IGNOU and will be returned back.

### **EVALUATION**

- **Marks given by the Guide carries 30% weightage and marks given by IGNOU Expert carries 70% weightage.**
- Further, the IGNOU Expert has the authority to moderate the marks given to you by the Guide.

## **SUBMISSION OF PROJECT FILE**

- The Project File has to be sent as hard copy to Student Evaluation Division at IGNOU. The pendrive has to be sent in the same packet as Project File.

### **DECE PROJECT File**

**Room 19, Block 3,**

**Project Cell**

**Student Evaluation Division**

**IGNOU**

**Maidan Garhi**

**New Delhi -110068**

- The last date of submission of Project File for Jan 2025 admission is 15<sup>th</sup> December 2025 and for July 2025 admission is 15<sup>th</sup> May 2026.
- If you cannot submit by the above mentioned dates do not worry. IGNOU gives you three years to complete DECE. So if you cannot complete the Project Work in the above timeline, you can do the Project Work any time, within the 3 year period from the date of your registration. However, it is better to everthing as soon as possible

### **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 AND YOU WILL GET THE REMARK 'COPY CASE' OR 'FAIL' IN YOUR GRADE CARD.

**ONLY ORIGINAL WORK WILL BE EVALAUTED.**

**REVISED ANNEXURE 1A**

**(fill this instead of existing Annexure 1A in Project Manual )**

**CERTIFICATE OF ORIGINAL AND DULY COMPLETED  
PROJECT WORK**

**To be certified by the Principal/In-charge of the Nursery School**

I certify that the learner Mr/Mrs/Miss \_\_\_\_\_ with Enrollment No. \_\_\_\_\_ has done the Project Work for the stipulated duration for a total of .....days, under the guidance and supervision of Mr/Mrs/Miss \_\_\_\_\_ (name of the Guide) at \_\_\_\_\_ (name of the nursery school, full address) from \_\_\_\_\_ (starting date of Project Work) to \_\_\_\_\_ (end date of Project Work). The following details above provided by the Guide are correct.

**Date :**

**Place :**

**Name and Signature of Principal/In-charge of Nursery School/Preschool**

**Stamp of the School**

**To be certified by the Guide who is supervising the Project work of the learner  
in the Nursery School**

I certify that the learner Mr./Mrs./Miss \_\_\_\_\_ (Enrolment number) \_\_\_\_\_ completed the following tasks under my guidance and supervision during the Project Work period.

The learner:

1. Observed and analyzed my work with the children for 5 days in Phase 1
2. Planned and Conducted 30 Activity Sessions in Phase 2 which were observed and evaluated by me
3. Planned Curriculum for 5 days in Phase 3 and, Planned and Conducted minimum 15 – maximum 20 Activity Sessions in Phase 3, which were observed and evaluated by me
4. Wrote Reports of 30 Activity Sessions in Phase 2 and of minimum 15 – maximum 20 Activity Sessions in Phase 3
5. Recorded Videos of all 30 Activities of Phase 2 and 15-20 Activities of Phase 3 while she was doing the activities with children
6. Informed me that she/he took permission from children's families/ Principal of nursery school 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

I certify that the work of the learner is her/his own original work and done under my supervision and I have given marks on the Evaluation Sheet (Annexure 3A). 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.

**Date :**

**Place :**

**Name and Signature of Guide at the  
Nursery School/Preschool**

**Phone No**

**E mail id of Guide**

**Name and Signature of Principal/In- charge of Nursery School/ Preschool  
Stamp of the School**

## REVISED ANNEXURE 1B

**(fill this instead of existing Annexure 1B in Project Manual)**

### **SELF –CERTIFICATION BY LEARNER OF ORIGINAL AND DULY COMPLETED PROJECT WORK**

(To be self-certified by the Learner)

I certify that I (Mr/Mrs/Miss) \_\_\_\_\_ with Enrollment No. \_\_\_\_\_ have done the Project Work for the stipulated duration for a total of .....days, under the guidance and supervision of Mr/Mrs/Miss \_\_\_\_\_ (name of the guide) at \_\_\_\_\_ (name of the nursery school, full address) from \_\_\_\_\_ (starting date of Project Work) to \_\_\_\_\_ (end date of Project Work).

I completed the following tasks for Project Work:

1. I have Analyzed 5 day observations of the preschool teacher's work with the children in Phase1.
2. I have Planned and Conducted 30 Activity Sessions in Phase 2 under the guidance of the Supervisor (preschool teacher).
3. I have Planned Curriculum for 5 days in Phase 3 and, Planned and Conducted minimum 15 – maximum 20 Activity Sessions in Phase3.
4. I have written Reports of 30 Activity Sessions in Phase 2 and minimum 15 – maximum 20 Activity Sessions in Phase 3.
5. I have shared all the work done by me with the Supervisor regularly for approval and evaluation.
6. I have recorded Videos of all the Activity Sessions conducted with children ( 30 Activities of Phase 2 and 15-20 Activities of Phase 3 ) after taking permission from parents of children / principal or in-charge of nursery school. I will not use these videos for any other purpose.
- 7a. I have uploaded these video on You Tube and provided the link on portal. OR
- 7b. I could not upload Project File on portal I have submitted the hard copy of Project File. The link of uploaded videos is written in the hard copy of the Project File on the first page.(tick what is applicable for you – 7a or 7b)

I certify that this is my own original work and has not been copied from any source, internet or from the work of any other student. The marks in Annexure 3A4 are given by the Supervisor. I understand if my work is found copied, then appropriate action will be taken by the University.

**Date:**

**Name of Learner** \_\_\_\_\_

**Place:**

**Signature of Learner** \_\_\_\_\_

## ANNEXURE 7

### EDUCATIONAL QUALIFICATIONS AND EXPERIENCE OF THE GUIDE

*(Keeping the criteria listed on page 3-4 of this document, the following details regarding Guide's educational qualifications and work experience have to be filled and self-certified by the Guide and then have to be counter- signed and certified by the Coordinator of the Study Centre/ Principal of the Nursery School. The learner has to share this Annexure with the Guide and then attach the completed Annexure in the Project File).*

Name of the Guide (Supervisor)\_\_\_\_\_

Educational qualification\_\_\_\_\_

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

Details of training programmes in preschool education attended by Guide , if any\_\_\_\_\_

*Attach the photocopies of these training programmes with this Annexure, if possible*

Number of years of teaching experience with preschool children\_\_\_\_\_

*(The teacher should have the experience of working with a group of preschool children for a period of atleast 6 months; Attach work experience certificate, if possible)*

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

**Date :**

**Place :**

**Name and Signature of Guide at the  
Nursery School/Preschool**

**Phone No and Email id of Guide**

**Signature and Name of the  
Coordinator of the Study Centre/  
Principal or in-charge of the Nursery  
School**

**Stamp of the Study Centre / Nursery  
School**