

FACULTY OF SCIENCES

SYLLABUS

FOR

DIPLOMA COURSE IN
NANNY CARE & NUTRITION
(SEMESTER I-II)

Examinations: 2019 - 20



GURU NANAK DEV UNIVERSITY
AMRITSAR

Note: (i) Copy rights are reserved.
Nobody is allowed to print it in any form.
Defaulters will be prosecuted.

(ii) Subject to change in the syllabi at any time.
Please visit the University website time to time.

Diploma in Nanny care and Nutrition (Semester System)

Semester I

Paper	Name of paper	Theory Marks	Practical Marks	Total Marks
I	Pre-natal and post-natal care	50	25	75
II	Wholesome Development of Child	50	25	75
III	Early childhood care and education	50	25	75
IV	Core communication skill	50	25	75

Semester II

Paper	Name of paper	Theory Marks	Practical Marks	Total Marks
V	Health and nutrition	50	25	75
VI	ECCE training and trends	50	25	75
VII	Basics of Computers	50	25	75
VIII	Nutrition and meal management	50	25	75

Diploma in Nanny care and Nutrition (Semester-I)**Paper I : Pre-Natal and Post-Natal Care****Time: 3 Hrs.****Max. Marks: 75****Theory : 50****Practical : 25****Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). 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.

Course Contents**SECTION-A**

1. Care of Mother: Pregnancy, Discomforts, physical & psychological care, preparation for delivery.
2. Growth & Development during Pre–Natal period, Factors affecting Pre–Natal Development

SECTION-B

1. Reflexes of new born child.
2. Care of Infant: Breast feeding, Bottle feeding, Weaning.

SECTION-C

1. Clothing for the Infant.
2. Immunization Schedule.

SECTION-D

1. Common Childhood Diseases: common cold, cough, fever, measles.

Diploma in Nanny care and Nutrition (Semester-I)**Paper I : Pre-Natal and Post-Natal Care
(PRACTICAL)****Time: 2 Hrs.****Marks: 25****Note : Paper will be set on the spot by the examiner.****Distribution of marks for practical examination**

- | | |
|--------------------------------------|----------|
| 1. Written Practical: | 10 Marks |
| 2. Practical File: | 5 Marks |
| 3. Marks Oral Examination: | 5 Marks |
| 4. Preparation of Activity Material: | 5 Marks |

Course Contents:

1. Immunization schedule. Time–Table
2. Feeding Practices:
 - a) Sterilization of Feeding bottles
 - b) Preparation of formula milk
3. Weaning Foods: Importance, Preparation of 5 weaning foods.
4. Make a suitable Toy for an Infant.

Diploma in Nanny care and Nutrition (Semester-I)

Paper II : Wholesome Development of Child

Time: 3 Hrs.

Max. Marks: 75

Theory : 50

Practical : 25

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). 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.

Course Contents

SECTION-A

1. Definition & Importance of Child Development, Stages of Child Development.
2. Principles of Development.
3. Factors affecting Development.

SECTION-B

1. Physical Development: Definition, Principles of Physical Development, Physical Growth Cycles, Factors affecting Physical Growth Cycles.
2. Motor Development: Definition. Motor Skills (hand and leg skills), Factors affecting Motor skills, Importance of Motor Skills.

SECTION-C

1. Emotional Development: Definition: Emotional Development during Infancy & Childhood, Temper Tantrums, Factors affecting Emotional Development.
2. Social Development: Definition, Social Development during Infancy & Childhood, Role of Family & School in socialisation of child.

SECTION-D

1. Language Development: Importance of Speech, Factors affecting Language Development.
2. Play: Meaning & Importance of Play, Selection of suitable toys & Play Material for the child.

Diploma in Nanny care and Nutrition (Semester-I)**Paper II : Wholesome Development of Child
(PRACTICAL)****Time: 2 Hrs.****Marks: 25****Note : Paper will be set on the spot by the examiner.****Distribution of marks for practical examination**

- | | |
|--------------------------------------|----------|
| 1. Written Practical: | 10 Marks |
| 2. Practical File: | 5 Marks |
| 3. Marks Oral Examination: | 5 Marks |
| 4. Preparation of Activity Material: | 5 Marks |

Course content

1. Conduct a Height/ Weight Survey on a sample of 25 School going children assessing their physical development.
2. Conduct a Case Study on a School going Child assessing his Motor Development, Social Development, Emotional Development
3. Prepare an Educational Toy suitable for a pre-school/ school going child.
4. Prepare a toy using house-hold material.
5. Exhibit appropriate safety measures for the child using posters or leaflets

Diploma in Nanny care and Nutrition (Semester-I)**Paper III : Early Childhood Care and Education****Time: 3 Hrs.****Max. Marks: 75****Theory : 50****Practical : 25****Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). 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.

Course Contents**SECTION-A**

1. Need, Importance and objectives of Early Childhood Education. Early childhood stimulation at home and school. Quality of home environment.

SECTION-B

1. Historical Prospective of early childhood education Contribution of Agencies to ECCE in India Early Childhood Education Programmes in India and Abroad

SECTION-C

1. Essentials of Setting up Early Childhood Education Centers- Building and physical facilities, staff, size of class, supervision and curriculum

SECTION-D

1. Types of Preschool Programmes- Kindergarten type, Montessori, Nursery, Open type, Pre basic, Balwadi, Anganwadi, Day care centers.
2. Contribution of Agencies to ECCE in India- ICDS-UNICEF, NCERT

Diploma in Nanny care and Nutrition (Semester-I)**Paper III : Early Childhood Care and Education
(PRACTICAL)****Time: 2 Hrs.****Marks: 25****Note : Paper will be set on the spot by the examiner.****Distribution of marks for practical examination**

- | | |
|--------------------------------------|----------|
| 1. Written Practical: | 10 Marks |
| 2. Practical File: | 5 Marks |
| 3. Marks Oral Examination: | 5 Marks |
| 4. Preparation of Activity Material: | 5 Marks |

Course content

1. A visit to a “model” early childhood educational centre to observe curriculum implementation, indoor and outdoor activities and equipments.
2. Preparation of curriculum calendar (for one academic session) daily time table and detailed activity plan (for each day).
3. Developing an educational kit for enhancing conceptual aspects among pre-school children.
4. Activities for enhancing language development in pre-school children.

Diploma in Nanny care and Nutrition (Semester-I)

Paper IV : Core Communication Skills

Time: 3 Hrs.

Max. Marks: 75

Theory : 50

Practical : 25

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). 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.

Course Contents

SECTION-A

1. Basic Language skills – Grammar & usage - ability to fill in the blanks.

SECTION-B

2. correct errors, choose correct forms out of alternative choices, join clauses, rewrite sentences as directed and replace indicated sections with single words of opposites/synonyms.

SECTION-C

3. Reading Skills: Reading Tactics and strategies; Reading purposes–kinds of purposes and associated comprehension; Reading for direct meanings; Reading for understanding concepts, details, coherence, logical progression and meanings of phrases/ expressions.

Activities: a) Active reading of passages on general topics b) Comprehension questions in multiple choice format c) Short comprehension questions based on content and development of ideas

SECTION-D

1. Writing Skills: Guidelines for effective writing; writing styles for application, resume, personal letter, official/ business letter, memo, notices etc.; outline and revision.

Activities: a) Formatting personal and business letters. b) Organising the details in a sequential order c) Converting a biographical note into a sequenced resume or vice-versa d) Ordering and sub-dividing the contents while making notes. e) Writing notices for circulation/ boards

Diploma in Nanny care and Nutrition (Semester-I)**Paper IV : Core Communication Skills
(PRACTICAL)****Time: 2 Hrs.****Marks: 25****Note : Paper will be set on the spot by the examiner.****Distribution of marks for practical examination**

- | | |
|----------------------------|----------|
| 1. Written Practical: | 10 Marks |
| 2. Practical File: | 5 Marks |
| 3. Marks Oral Examination: | 10 Marks |

Course content.

1. Preparation for group discussions, debates & conferences.
2. Preparing for presentation.
3. Making Poster, advertisements
4. Preparing for interviews.
5. Conducting interviews.

Diploma in Nanny care and Nutrition (Semester-II)**Paper V : Health & Nutrition****Time: 3 Hrs.****Max. Marks: 75****Theory : 50****Practical : 25****Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). 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.

Course Contents**SECTION-A**

1. Diet of infant, pre-school children, School going children.
2. Women health & nutrition in adolescence, Pregnancy lactation, adulthood and old age.

SECTION-B

1. Importance and functions of food: functions of food - protective, regulatory, body building.
2. Classification of foods: Classification of food based on five or seven food groups.

SECTION-C

1. Concept of Balance diet

SECTION-D

1. Normal and Therapeutic nutrition for common problems of children like cold, fever, and digestive problems.
2. Personnel Hygiene of Diet Assistant, Personnel Hygiene of Diet Assistant, Healthy living Procedures of hand hygiene,

Diploma in Nanny care and Nutrition (Semester-II)**Paper V : Health & Nutrition
(PRACTICAL)****Time: 2 Hrs.****Marks: 25****Note : Paper will be set on the spot by the examiner.****Distribution of marks for practical examination**

- | | |
|----------------------------|----------|
| 1. Practical File: | 5 Marks |
| 2. Marks Oral Examination: | 5 Marks |
| 3. Preparation of recipe : | 15 Marks |

Course Contents:

1. Development of recipes for school children and preschool children.
2. Preparation of high protein & low calorie diet.
3. Preparation of Five recipes for enhancing nutritional value.

Diploma in Nanny care and Nutrition (Semester-II)

Paper VI : ECCE Training and Trends

Time: 3 Hrs.

Max. Marks: 75

Theory : 50

Practical : 25

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). 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.

SECTION-A

1. Roles and Responsibilities of Staff. Administration and supervision.
2. Qualities of a good teacher and supervisory staff.
3. Capacity building in staff.

SECTION-B

1. Pre-school personnel's and their training.
2. Substitute Child Care. Substitute child care. Needs of infant and children, Kinds of substitute child care.

SECTION-C

1. Community Outreach Programmes. Parent and community involvement Preschool teacher education in India.
2. NCTE courses for teachers education in early childhood education, Pre-primary teacher education curriculum, Women nurtures and care takers, Parent participation in school

SECTION-D

1. Role of Nursery school/balwadi's
2. Integrated Child Development Scheme. Packages of services. Objectives of ICDS.
3. Children with special needs and their integration with normal children.

Diploma in Nanny care and Nutrition (Semester-II)**Paper VI : ECCE Training and Trends
(PRACTICAL)****Time: 2 Hrs.****Marks: 25****Note : Paper will be set on the spot by the examiner.****Distribution of marks for practical examination**

- | | |
|--------------------------------------|----------|
| 1. Written Practical: | 10 Marks |
| 2. Practical File: | 5 Marks |
| 3. Marks Oral Examination: | 5 Marks |
| 4. Preparation of Activity Material: | 5 Marks |

Course Contents:

1. Collection of self composed age appropriate stories and rhymes for pre-school children
2. Demonstration on making ECE centre childproof, maintenance and care of equipment
3. Activities for generating moral values among pre-school children
4. To create awareness regarding personal hygiene and environment among pre-school children
5. Preparation of article/activity material for motor/social/creative skills development of pre-school Children
6. Formation of PTA.
7. Working out strategies for community involvement in ECE programmes.

Diploma in Nanny care and Nutrition (Semester-II)**Paper VII : Basics of Computers****Time: 3 Hrs.****Max. Marks: 75****Theory : 50****Practical : 25****Instructions for the Paper Setters:**

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). 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.

Course Contents**SECTION-A**

1. Characteristics of computer, Basic applications of computers.

SECTION-B

1. Components of Computer System, Classification of computers

SECTION-C

1. Word Processing: Opening & closing documents, moving around a document, using a document/Help wizard text, handling multiple documents.

SECTION-D

1. Creation, Manipulation & formatting the text.
2. The user interface, window setting.

Diploma in Nanny care and Nutrition (Semester-II)**Paper VII : Basics of Computers
(PRACTICAL)****Time: 2 Hrs.****Marks: 25****Note : Paper will be set on the spot by the examiner.****Distribution of marks for practical examination**

- | | |
|----------------------------|----------|
| 1. Written Practical: | 10 Marks |
| 2. Practical File: | 5 Marks |
| 3. Marks Oral Examination: | 10 Marks |

Course Contents:

- 1 Word Processing: Opening & closing documents, moving around a document, using a document/Help wizard text, handling multiple documents.
- 2 Creation, Manipulation & formatting the text.
- 3 The user interface, window setting.

Diploma in Nanny care and Nutrition (Semester-II)

Paper VIII : Nutrition and meal management

Time: 3 Hrs.

Max. Marks: 75

Theory : 50

Practical : 25

Instructions for the Paper Setters:

Eight questions of equal marks (Specified in the syllabus) are to be set, two in each of the four Sections (A-D). 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.

Course Contents

SECTION-A

1. Introduction to nutrition- Food as a sources of nutrients, definition of Nutrition, nutrients, adequate, optimum and good nutrition, malnutrition.
2. Food Preparation Basic terminology used in Cooking. Different methods of cooking - Dry heat, moist heat, frying and microwave cooking. Effect of coking on nutritive value of food.

SECTION-B

1. Carbohydrates - Composition, classification, functions, food sources, requirement, deficiencies.
2. Fats and Oils- Composition, Classification, Saturated, Unsaturated fatty acids, food sources, Functions, requirement and deficiencies.

SECTION-C

1. Protein - Composition, Classification, Essential and Non- essential amino acids, food Sources, functions, deficiencies.
2. Meal planning: Introduction and Principles of Meal planning.

SECTION-D

1. Nutritional requirement and planning diet for: (a) Infancy- Breast feeding- advantage and disadvantage, Importance of Weaning, Weaning foods. (b) Pre-scholars (c) School going child. (d) Adolescent girl and boy (e) Adult male female (sedentary moderate and heavy worker) (f) Pregnant and lactating Women (g) Old Age

Diploma in Nanny care and Nutrition (Semester-II)**Paper VIII : Nutrition and meal management
(PRACTICAL)****Time: 2 Hrs.****Marks: 25****Note : Paper will be set on the spot by the examiner.****Distribution of marks for practical examination**

- | | |
|----------------------------|----------|
| 1. Practical File: | 5 Marks |
| 2. Marks Oral Examination: | 5 Marks |
| 3. Preparation of recipe : | 15 Marks |

Course Contents:**1.) Prepare 5 dishes using following methods**

- (a) Boiling: Pulses, rice, soups, deserts, etc.
- (b) Shallow Frying: Pancakes, snacks, etc.
- (c) Deep Frying: Sweet and savory snacks, main dishes, etc.
- (d) Fermenting and Steaming: Idli, dosa, dhokla, etc.

2 Cook a day's diet for the following age groups

- (a) Infancy-Weaning foods
- (b) Pre-scholar
- (c) School going child.
- (d) Adolescent girl and boy
- (e) Adult male and female (sedentary worker)
- (f) Pregnant and lactating Women
- (g) old age.