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

<table>
<thead>
<tr>
<th>Paper</th>
<th>Name of paper</th>
<th>Theory Marks</th>
<th>Practical Marks</th>
<th>Total Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Pre-natal and post-natal care</td>
<td>50</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>II</td>
<td>Wholesome Development of Child</td>
<td>50</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>III</td>
<td>Early childhood care and education</td>
<td>50</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>IV</td>
<td>Core communication skill</td>
<td>50</td>
<td>25</td>
<td>75</td>
</tr>
</tbody>
</table>

## Semester II

<table>
<thead>
<tr>
<th>Paper</th>
<th>Name of paper</th>
<th>Theory Marks</th>
<th>Practical Marks</th>
<th>Total Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>Health and nutrition</td>
<td>50</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>VI</td>
<td>ECCE training and trends</td>
<td>50</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>VII</td>
<td>Basics of Computers</td>
<td>50</td>
<td>25</td>
<td>75</td>
</tr>
<tr>
<td>VIII</td>
<td>Nutrition and meal management</td>
<td>50</td>
<td>25</td>
<td>75</td>
</tr>
</tbody>
</table>
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

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
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.
3. Factors affecting Development.

SECTION-B

SECTION-C
2. Social Development: Definition, Social Development during Infancy & Childhood, Role of Family & School in socialisation of child.

SECTION-D
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.
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:

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.

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


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.

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.