

**Faculty of Vocational Studies**  
**Syllabus for**  
**Certificate Course: Early Childhood Care and Education**  
**Session: 2025-26**



**The Heritage Institution**

**KANYA MAHA VIDYALAYA JALANDHAR**  
**(Autonomous)**

**Scheme of Studies and Examination**  
**Certificate Course - Early Childhood Care and Education**  
**Session: (2025-2026)**

Semester I							
Course Code	Course Name	Credits	Total Course Hours	Marks			Examination time in (Hours)
				Total	Ext.		
					L	P	
CECM-1281	Child Care	2-0-2	90	100	60	40	2+1
Total				100			

**PROGRAMME SPECIFIC OUTCOMES OF CERTIFICATE COURSE IN EARLY CHILDHOOD CARE  
AND EDUCATION**

**PSO (1) - To gain knowledge about the contribution, attributes role and responsibilities of a Child Caretaker.**

**PSO (2) - To develop knowledge about the daily care routine preparation and various ADL of children in different age groups.**

**PSO (3) - To give knowledge about signs of abuse and harassment, accident, injury, pain, and other symptoms of illness.**

**PSO (4) - To develop awareness regarding physical and nutritional needs of children in various age groups.**

**PSO (5) - To gain knowledge about the methods to support the child communication**

**PSO (6)- To enable them to plan activities to enhance their motor skills, reading, writing  
and counting skills.**

**PSO (7) – To enable them to handle the distressed child throwing tantrums.**

**Course Outcomes:**

Upon completion of this course students will be able:

**CO (1). To enhance the knowledge about the role and responsibilities of a Child Caretaker.**

**CO (2). To develop the knowledge about the process of diapering, including the hygiene and all cleaning activities.**

**CO (3). To gain knowledge about how to develop a positive relationship with the children.**

**CO (4) To develop the knowledge about art of effective communication.**

**CO (5). To provide detail information about hazards & safety measures in the households.**

**Certificate Course**  
**Child Care Taker**  
**Session: 2025-2026**  
**COURSE CODE: CECM 1281**

**Time: 3 Hours**

**Max. Marks: 100**

**Theory: 60**

**Practical: 40**

**Instructions for the Paper Setter**

**Theory:** An objective type question paper will be set for assessment of the candidate with equal weight age from all the units of the syllabus.

**Practical:** The will be set on spot by the examiner.

Theory	
<ul style="list-style-type: none"> <li>Objectives of the program on the Child Caretaker (Non-Clinical)</li> <li>Objectives of the Domestic Workers Sector and workers categorisation of in India.</li> <li>Attributes for a Child Caretaker</li> <li>Role and responsibilities of a Child Caretaker.</li> <li>Daily care routine preparation under the guidance of the parents/ guardians.</li> <li>Performing various ADL of children in different age groups.</li> <li>Importance&amp; process of diapering, including the hygiene.</li> <li>Physical and nutritional needs of children in various age groups.</li> <li>Process of Routine cleaning activities,(sweeping, dusting, mopping, sanitising, well organization etc.)</li> <li>Steps of washing and sanitising the clothes/ sheets.</li> <li>Procedure of cleaning and sterilising different types of utensils, tools and appliances.</li> <li>Ways of toilet training a child.</li> <li>Communication Skills : effective communication with employer, co-workers the family and others.</li> <li>Ethical behaviour, positive outlook and personal integrity.</li> <li>Method of dressing professionally, maintaining personal hygiene and grooming.</li> <li>Gender discrimination, gender equality and various ways of being gender sensitive</li> </ul>	<ul style="list-style-type: none"> <li>Identify and record the growth milestone (s) achieved by the child.</li> <li>Assist the children to identify and pursue their interests/ hobbies, (such as dancing, painting, music etc.)</li> <li>Ways to help the child to develop positive relationship with other children and adults.</li> <li>Methods to interaction with the child which helps the child feel welcomed and valued</li> <li>Methods to support the child to communicate and connect with others</li> <li>Methods to ensure that the child appropriate behaviour according to their stage of growth.</li> <li>Methods to handle the distressed child throwing tantrums.</li> <li>Identify signs of various problemswith development of child and bring them to the attention of parents.</li> <li>Develop a positive relationship with the children.</li> <li>Ways to make the play/ learning area secure and safe both indoors and outdoors.</li> <li>Methods to assess the health, safety and security of the place before, during and at theend of work activities.</li> <li>Ways to carry out periodic review of hygiene, health, safety and security procedures.</li> <li>Teach the child about what is inappropriate touch, bullying, and actions thereof.</li> <li>Ways to identify any signs of abuse and harassment, accident, injury, pain, and other symptoms illness.</li> <li>Methods &amp; importance of maintaining</li> </ul>

### Practical

- Draw a table classifying the occupations available in Domestic Workers Sector.
- Evaluate case studies outlining the statutory provisions for Domestic Workers in India.
- Demonstrate how to perform different ADL such as bathing, toileting, putting to sleep, etc.
- Demonstrate changing nappy/diaper, washing and keeping the diapers dry and sanitised.
- Prepare a sample meal based on nutritional requirement and age.
- Demonstrate the method to feed/ serve the meal to children and monitor during the feed
- Demonstrate the process of bed-making, as per given instructions regarding age and comfort etc.
- Demonstrate how to clean (sweep, mop and dust), remove stains and smell and sanitize areas of the house.
- Show different ways to wash clothes as per fabric type.
- Demonstrate cleaning and sanitising the utensils/ tools using UV and Electric steriliser.
- Demonstrate operation, maintenance and sanitisation of washing machines, kitchen and cleaning appliances etc.
- Demonstrate how to create environment of positivity through positive/ affectionate actions.
- Demonstrate the ways of seeking help from parents/ other family members/ neighbours/ doctors when required.
- Report on the child's growth and development, and obtain necessary guidance from the children.
- Obtain continuous instructions from the parents/ guardian on nutrition, food and children's activities such as play and hobbies
- Conduct games and activities which will have positive impact on the growth of the child.
- Apply principles of effective communication while interacting with the child and his/ her family.
- Demonstrate the methods of development of the positive relationship with the children.
- Demonstrate the ability to protect and make the child aware of the threats from interaction with undesirable persons to avoid possible harassment, abuse and abduction.
- Implement the procedures to assess the health, safety and security of the work place before starting, during and at the end of work activities.
- How to check all areas of work place for safety and health hazards and remove them, to include electrical hazards and storage of harmful chemicals.
- Maintain first aid kit as per as required and ensure that the contents are replaced prior to the expiry.
- follow the correct procedures to deal with accidents, injuries, signs of illness and other emergencies calmly and safely including reporting to right persons.
- Demonstrate the methods to apply first aid to include the CPR .
- Demonstrate the ways of communicating effectively with employer, his/ her family, co-workers, visitors and guests.
- Demonstrate the ways of dressing/ grooming professionally and maintaining personal hygiene.
- Demonstrate ways of communication that reflects gender and PwD sensitivity.
- Demonstrate ways to support the PwD with their chores or help them as required by them.
- Demonstrate telephone etiquette while taking a call.
- Prepare a sample plan to manage time and workload based on one's personal and professional life.
- Inspect given area for unsafe conditions, hazards and to respond to such conditions.
- Demonstrate responses to different emergency situations.
- Operate different types of fire extinguishers
- Address given medical emergencies through process of ABC and provision of first aid/ evacuation thereof.
- Perform CPR or mouth to mouth respiration.
- Demonstrate ways of conserving energy and material at the workplace.
- Demonstrate how to sort and dispose waste of different categories.
- Demonstrate the ways of disinfecting and keeping the house bugs free.