

**DISCIPLINE SPECIFIC ELECTIVE**  
**DSE HH 3A1 : Organization and Management of Children's Institutions**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course(if any)
		Lecture	Tutorial	Practical/ Practice		
<b>Organization and Management of Children's Institutions</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>XII Pass</b>	<b>Pass in DSC HH 101</b> Human Development 1: The Early Years

**Learning Objectives**

1. To comprehend the importance of services, institutions and programmes needed for children
2. To understand the aspects involved in management of children institutions and programmes
3. To develop sensitivity towards the individual needs of children
4. To develop an orientation towards planning developmentally and contextually appropriate activities for children

**Learning Outcomes**

The students would be able to:

1. Recognize the importance of providing services, programmes and institutions for children.
2. Describe the aspects involved in the management of children's institutions
3. Demonstrate an understanding of individual children's needs and develop appropriate activities for them
4. Identify challenges and opportunities while working in children's institutions

**SYLLABUS OF HH 3A1**

**THEORY**  
(Credits 2; Hours 30)

**UNIT I: Importance of children's institutions**  
Hours

**6**

Students will understand the purpose of setting up children's institutions, the types of institutions and how to conduct need assessment for such institutions.

Subtopics:

- Need/purpose for institutions for children
- Types of children's institutions- based on philosophy, context, and funds and resources in the country
- Significance of developmentally and contextually appropriate programmes for children
- Need Assessment- Situational Analysis, Baseline surveys, Resource Mapping

## **UNIT II: Management of children's institutions** **12 Hours**

Students will be able to develop an understanding of the process involved in the management of children's institutions.

Subtopics:

- Planning and Organizing: Philosophy, concept, nature, goals and characteristics, steps in planning, services to be offered, organizing infrastructure and layout, maintenance, and emergency measures
- Developing the resources and services for the set-up - finance and budgeting, personnel- both managerial and staff (hiring, salary, creating supportive work environments, capacity building), infrastructure and equipment), enrolment of children.
- Supervision and monitoring: Types, factors, steps and requirements of effective supervision and monitoring
- Assessment and evaluation: Importance, types and steps; evaluation of the programme, curriculum, staff, and facilities according to the developed standards.
- Challenges in managing children's institutions and how to overcome them

## **UNIT III: Organizing programmes for children** **12 Hours**

- Approaches to programme planning through selected case studies
- Using indigenous and local knowledge for planning and creating developmentally and contextually appropriate activities for children
- Ensuring and creating safe and productive spaces for children, importance of play
- Monitoring, assessment and evaluation of programmes and children (records and registers)
- Partnering with community and parents

### **PRACTICAL (Credits 2; Hours 60)**

- Visit to selected institutions working with children
- Needs assessment: Survey of locality and community (questionnaire)
- Community-baseline survey for programme development (interview/questionnaire)
- Developing checklists: Developmental norms for children, requisites of a good institution
- Case study of a private/government/non government children's institutions
- Placement/internship: Identifying needs and developing activities for all domains of development and undertaking developmentally appropriate activities within existing organisations
- Programme planning and assessment with the help of an organization

- Envisage a small project working in a group in collaboration with an existing organisation Execute the project with special emphasis on individual/ group empowerment
- Plan an outline/layout of setting up an institution on the basis of internship or fieldwork done

### Essential readings

1. Chandra, P. (1995). Projects – Planning, Analysis, Selection, Implementation and Review. New Delhi: Tata McGraw
2. Hart, R.A. (1997). Children’s Participation: The Theory and Practice of Involving Young Children in Community Development and Environmental Care.
3. Hildebrand, V. (1984). Management of Child Development Centres, New York: Collier Macmillan
4. Jayakaran, R.L. (1996). Participatory Learning and Action: Users’ Guide and Manual. Madras: World Vision India
5. Montgomery, H. (Ed.). (2013). Local childhood, global issues. UK: The Policy Press.

### Suggested readings

1. Kretzmann, J.P. & McKnight, J.L. (1993). Building Communities from the Inside Out: A Path Toward Finding and Mobilizing a Community's Assets Paperback ACTA Publications
2. Sriram, R. (2014). Engaging in Social Intervention (For Learners) Volume I. New Delhi: Concept Publishing.
3. Sriram, R. (2014). Engaging in Social Intervention (For Mentors) Volume II. New Delhi: Concept Publishing
4. Udayan Care (2017). Standard of Care in Child Care Institutions, A Series on Alternative Care.  
[https://www.udayancare.org/sites/default/files/Standards\\_of\\_Care.pdf](https://www.udayancare.org/sites/default/files/Standards_of_Care.pdf)
5. IGNOU. (2017). Unit-3 Organizations for Children, Block-1 Theory and Practice in Early Childhood Care and Education.  
<http://hdl.handle.net/123456789/34219>
6. IGNOU. (2017). Unit-4 Procedure for Establishing and Running Social Service Organisation, Block II Social welfare administration.  
<http://egyankosh.ac.in/handle/123456789/17235>
7. Vikaspedia. (n.d). Objectives and approaches to Child Care institutions,  
<https://vikaspedia.in/education/child-rights/living-conditions-in-institutions-for-children-in-conflict-with-law/objectives-and-approach-of-child-care-institutions>
8. Vikaspedia. (n.d). Roles and Responsibilities of Staff in CCI.  
<https://vikaspedia.in/education/child-rights/living-conditions-in-institutions-for-children-in-conflict-with-law/roles-and-responsibilities-of-staff>

**Note: Examination scheme and mode shall be as prescribed by the Examination Branch, University of Delhi, from time to time.**