

**B.A (Prog.) with Human Development and Family Empowerment  
(HDFE)**

*Category-V*

**DISCIPLINE SPECIFIC CORE COURSE –DSE-HDFE- ORGANIZATION AND MANAGEMENT  
OF ECCE SERVICES**

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

Course Title & Code	Credits	Credit distribution of the course			Eligibility Criteria	Prerequisite of the course
		Lecture	Tutorial	Practical/ Practice		
<b>Organization and management of ECCE services</b>	4	2	-	2	Class XII	Nil

**LEARNING OBJECTIVES:**

1. To understand the organization and functioning of an ECCE Centre.
2. To understand how to utilize various resources (physical space, material, human) in an ECCE centre.
3. To understand the management of different functionaries and resources for smooth functioning of an ECCE Centre.

**LEARNING OUTCOMES:**

After completion of the course, the students will be able to:

1. Understand how to setup an ECCE Centre.
2. Understand the ways of using the various resources in an ECCE centre
3. Learn about various ECCE services in the country.

**THEORY**

**(30 hours)**

**Unit I: Organizing ECCE Services**

**(12 hours)**

**Unit Description:**

This unit provides an understanding of various kinds of ECCE Services and their organization.

**Subtopics:**

- ECCE services in India - Types and Rationale
- Organizing services in – Crèche, Nursery School, Anganwadi

**Unit II: Managing an ECCE Center: Physical resources**

**(8 hours)**

**Unit Description:**

This unit provides an understanding of how to plan an ECCE Centre in terms of physical and material resources.

**Subtopics:**

- Space: Location, Building and Rooms
- Equipment - Outdoor & Indoor, Furniture
- Accessibility in an ECCE Centre

**Unit III: Functioning of an ECCE Centre**

**(10 hours)**

**Unit Description:**

This unit provides an understanding of how an ECCE Centre can be managed with the help of human resources.

**Subtopics:**

- Relevance of Records and Registers
- Training of an ECCE worker
- Essential features of an ECCE Curriculum

**PRACTICAL**

**(60 hours)**

- Preparation of different records/ registers to be maintained in an ECCE Centre
- Document /report writing of a Crèche/ Nursery school / AWC/ Balwadi/ Mobile Crèche
- Preparation of a checklist for evaluating an ECE Centre
- Case Study of any one National level program on Early Childhood Curriculum (Like National Curriculum Framework for Foundational Stage 2022, Building as Learning Aid 2012, National ECCE Curriculum Framework 2014 etc.)

**ESSENTIAL / RECOMMENDED READINGS:**

1. Gupta, M. Sen, (2009) Early Childhood Care and Education, PHI Learning Private Limited, Delhi 110092
2. Pankajam G. (2005), Pre- Primary Education: Philosophy and Practice, Concept Publishing Co.
3. Siddiqi. N. et.al (2008), Early Childhood Care and Education in Emerging India: Doaba House
4. Kaul, V. and Bhatnagar, R. (2008), Early childhood education: A trainers' handbook. New Delhi: NCERT <https://ncert.nic.in/dee/pdf/Earlychildhood.pdf>

**SUGGESTIVE READINGS:**

1. Mohanty, J & Mohanty, B (1994), Early childhood Care and Education (ECCE) New Delhi: Deep and Deep Publications
2. MWCD (2013), National Early Childhood Care and Education (ECCE) Curriculum Framework, Ministry of Women and Child Development
3. Vinyas (2012), Effectively using BaLA (Building as Learning Aid) in Elementary Schools: A Teacher's Manual  
[https://www.edudel.nic.in/upload\\_2013\\_14/145\\_52\\_dt\\_03102013/SecA.pdf](https://www.edudel.nic.in/upload_2013_14/145_52_dt_03102013/SecA.pdf)
4. IGNOU, Organizing Child Care Services: DECE -1 New Delhi: IGNOU

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