

4: CHILD, OLD AGE AND HEALTH CARE SERVICES (T7, T8, T9)

Scheme of Examination Std. XI

Paper	Title of the Paper	Theory		Practicals		Term work OJT	Project work	I.V.	Total Marks
		Marks	Time (Hrs)	Marks	Time (Hrs)				
1	Management of Day Care Center and Early Childhood Education	80	3	80	3	20	10	10	200
2	Mother and Child Health Care (MCH)	80	3	80	3	20	10	10	200
3	Organization and Management of Non Government	80	3	80	3	20	10	10	200

** OJT = On Job Training

* IV = Industrial Visits

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Paper	Title of the Paper	Theory		Practicals		Term work OJT	Project work	I.V.	Total Marks
		Marks	Time (Hrs)	Marks	Time (Hrs)				
1	Old Age Care	80	3	80	3	20	10	10	200
2	Care of Children with Special Needs	80	3	80	3	20	10	10	200
3	Organization and Management of Institutional House Keeping	80	3	80	3	20	10	10	200

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Introduction

National occupation standards (NOS) specify the standard performance of an individual must achieve when carrying out function in the workplace, together with knowledge and understanding they need to meet the standard consistently. Essentially NOS are benchmark of good practice. The NOS are laid down by employers. A set of NOS, aligned to a job role, called qualification pack. This would be available for every job role in each industry sector. These drive both the creation of curriculum and assessment. Thus NVQF (National vocational qualification framework) will theoretically make it possible to drive competency based training for every job role in each industry. So it will be possible for all current vocational courses.

The present curriculum in "CHILD, OLD AGE AND HEALTH CARE SERVICES" is going to take care of the human care, human health and its management with help of developing skills in various fields related to human care and its management and will open the job opportunities to the students in different sectors.

As per the directions of Sector Skill Council it will help to reduce the skill gaps and the shortage in field of early childhood care and education, old age care, mother and child health care and the care of children with special needs.

Hope the present curriculum will help to develop a workforce in the field of "CHILD, OLD AGE AND HEALTH CARE SERVICES".

GOALS

- Training in “Child, Old Age and Health Care Services” will develop the skilled work force for the field of early childhood care and education.
- Training in “Child, Old Age and Health Care Services” will develop the skilled work force for the field of Mother and Child health care.
- Training in “Child, Old Age and Health Care Services” will take the students toward employability.
- Training in “Child, Old Age and Health Care Services” will foster understanding of a student in the field of NGO.
- Training in “Child, Old Age and Health Care Services” will facilitate the knowledge, and skills in handling normal children, special children and old age people care in proper way.
- Training in “Child, Old Age and Health Care Services” will develop the skilled work force for the field of institutional housekeeping.

OBJECTIVES

- To make the student aware of the concept of Administration, Management and Organization of different institutions in the field of child care, child education, old age care, care of children with special needs.
- To inculcate knowledge and skills to understand Life- span approach.
- To develop in depth knowledge of early childhood education
- To develop skills in management and organization of different centers run for children and early childhood education
- To develop skills in promoting all-round development of children.
- To develop sector wise skills in students to start their own centers related to human care and management.
- To develop sector wise skills in students to take care of old age people at primary level.
- To make the student aware of special needs of children.
- To acquaint the student with the awareness of health care in different institutions related to human care and management

JOB PROSPECTS/OPPORTUNITIES

Self Employment

SET UP OF/Starting/Consulting

1. Early childhood care and education centers
2. Recreation centers
3. Old age homes
4. Recreation centers for old age people
5. NGO
6. Agency of Institutional housekeeping
7. Centre for children with special needs

Wage Employment

1. Employment in different centers for children: for example Crèche/day care centre/play centre/activity/play grounds/recreation centre etc
2. Early childhood education centers
 - a. Anganwadi
 - b. Balwadi
 - c. Nursery school
 - d. Montessori school
 - e. Kindergarten
 - f. Inclusive schools
3. Assistant to doctors and Nurses
4. Old age homes
5. Recreation centers for old age people
6. NGO

7. Agency of Institutional housekeeping
8. Centre for children with special needs
9. Shadow teacher for children with special needs
10. Primary health centers
11. Mother and child care centers
12. Housekeeping departments of institutes of old age homes, hospitals etc.

Std. XI

Paper I: Management of Day Care Center and Early Childhood Education (T7)

Objectives

To enable the students to –

1. Become acquainted with theoretical bases and principles of early childhood care and education based on child development.
2. Become skilled in planning and implementing tasks to meet children’s need for health protection, nutrition, education and development.
3. Learn skills in organizing, planning and administering different centers for young children.
4. Develop skills to set activity based learning and appropriately transacting experiences.
5. Become aware and sensitive and reflect on the perspective, priorities and problems of early childhood care and education.
6. Develops administrative and managerial competencies in early childhood care supervision.
7. Become acquainted with the rights of the children.
8. Become aware about developmental needs of children from conception to the age of 8 years.
9. Become aware regarding current issues in early childhood care and education.
10. Become aware in new approaches of providing learning experiences in e-learning.

Theory

Basics of Child Development [Section – I]

Sr. No.	Unit	Sub-Unit	Periods
1.	Introduction to child development	1.1 Meaning and scope 1.2 Growth and development 1.3 Principles of development	17

2.	Developmental stages and its characteristics	2.1 Developmental stages 2.2 Characteristics of each stage	12
3.	Needs of children in each stage	3.1 Needs of children in each developmental stage	6
4.	Role of Adult	4.1 Role of adult in development of children - Care taker - Teacher	6

Centers for young children [Section – II]

Sr. No.	Unit	Sub-Unit	Periods
1.	Introduction to Mgt. of centres for young children	1.1 Introduction to concept of administration and management 1.2 Application to children's centres	13
2.	Day care and other type of centres and early childhood education centres for young children	2.1 Day care centre and different centres for children 2.2 Early childhood education centres and their philosophy	13
3.	Objectives of each type of centres for children	3.1 Objectives of each centre for children	5
4.	Play and Activities	4.1 Concept and importance of play 4.2 Stages of play 4.3 Selection of play material 4.4 Indoor and outdoor activities	12
5.	Mgt. and planning of activities	5.1 Planning of outdoor activities 5.2 Planning of indoor activities	16
6.	Management and supervision of each centre	6.1 Management and organization of each centre (Time, Financial, Reports and records) 6.2 Human resource management	16
7.	Current concerns in early childhood care and education	7.1 Children's rights 7.2 E-learning in early childhood education	4
		TOTAL	120

Practicals

Basics of Child Development [Section – I]

Sr. No.	List of Practical	Periods
1.	Making a chart of key words in the journal with pictorial presentation	23
2.	Making a pictorial presentation in the journal	
3.	Make and list down observations in children's centers	
4.	Making a pictorial presentation in the journal	
5.	Makes observations in the centers for children	
6.	Prepares a checklist of characteristics of each stage of development	
7.	Make observations in children's centers with the help of prepared checklist	
8.	Prepare a cone of hierarchy of needs with the help of pictures	5
9.	Prepares a table of role of adults - Care taker - Teacher	3

Centers for young children [Section – II]

Sr. No.	List of Practical	Periods
1.	Making a chart of administrative skills in the journal with pictorial presentation	12
2.	Making a chart of managerial skills in the journal with pictorial presentation	
3.	Preparing a checklist of administrative skills in the journal and observe them in different children's centers	
4.	Preparing a checklist of managerial skills in the journal and observe them in different children's centers	
5.	Visit each centre and writes a report on it regarding activities take place	8
6.	Visit preschool centers and writes a report on it regarding activities take place and philosophy, the school follows	
7.	Visit centers and find out the objectives are fulfilled or not (by preparing questionnaire)	3
8.	Prepare a pictorial chart in the journal of stages of play	5
9.	Prepare a checklist of play material. At the time of visits find out whether the material in centre is suitable or not	
10.	Prepare a list of indoor activity material.	
11.	Prepare a list of outdoor activity material (in the journal)	

12.	Planning indoor activities as per centre's requirement	170
13.	Plans outdoor activities as per centre's requirement (in the journal)	
14.	WORKING WITH CHILDREN IN DIFFERENT CENTERS	
15.	Make scheduling and time table for each centre	10
16.	Make a budget plan for each centre (in the journal)	
17.	Prepare a staffing pattern for own centers (in the journal)	
18.	Visit the school where the e-learning method is adapted	1
Total		240

Paper II: Mother and Child Health Care (T8)

Objectives

To enable the students to –

1. Become aware to the concept of mother and child health care.
2. Become acquainted with the development during prenatal period.
3. Become aware about the characteristics and needs of infancy and childhood.
4. Get acquainted with the skills of child health care and nutritional care.
5. Become aware about current concerns, services regarding mother and child health care.

Theory

Introduction to mother and child health care [Section – I]

Sr. No.	Unit	Sub-Unit	Periods
1.	Approach of mother and child care (MCH)	1.1 Concept and approach of MCH 1.2 Need and importance of MCH 1.3 Goals and objectives of MCH 1.4 Need of MCH in present days	12
2.	Prenatal period	2.1 Female reproductive system and its health 2.2 Conception- prenatal development, stages of labour 2.3 Types of birth <ul style="list-style-type: none"> • Normal • Forceps • Caesarean Section • Water birth 2.4 Prenatal and postnatal care – a) health needs and health education b) nutritional needs and nutrition	34

		education	
3.	Infant care	3.1 Neonatal period- appearance, adjustment 3.2 Infancy- developmental characteristics, Needs of infant 3.3 Toddlerhood - developmental characteristics, Needs of toddler 3.4 Health care of Neonate, infant, toddler 3.5 Nutritional care of Neonate, infant, toddler 3.6 Status of Infant mortality and morbidity and malnutrition in India 3.7 Role of nursing in infant health care	20
4.	Childhood	4.1 Early childhood(preschool period) - developmental characteristics and needs of preschool children 4.2 Late childhood (school going period)- developmental characteristics and needs of school going children 4.3 Health care of preschool and school going children 4.4 Nutritional care of preschool and school going children 4.5 Role of nursing in health care of preschoolers and school going children	24

Current concerns regarding MCH [Section – II]

Sr. No.	Unit	Sub-Unit	Periods
1.	MCH services in INDIA	1.1 Services available in India 1.2 Services available in Maharashtra 1.3 Services by Government and private sectors	8
2.	Health care infrastructure in Rural India	2.1 Rural health care system in India <ul style="list-style-type: none"> • Sub center • Primary health care • Community health care 	8
3.	Role of NGO in MCH	3.1 Different roles NGO play in MCH <ul style="list-style-type: none"> ➤ strengthening, ➤ supporting, ➤ financial, ➤ role in mental health care, ➤ role in ECCD, ➤ role in rural development 	8

4.	MCH related schemes and programmes	4.1 ICDS 4.2 Community health programme 4.3 Community nutrition programme	6
		TOTAL	120

Practicals

Introduction to mother and child health care [Section – I]

Sr. No.	List of Practical	Periods
1.	Understand role and importance of MCH in mother and child's life and write definition of MCH and goals and objectives in the journal with pictorial presentation	5
2.	Prepare a questionnaire to conduct interviews of a pregnant woman	50
3.	Prepare a health checklist for a pregnant woman	
4.	Prepare a diet plan for a pregnant woman with the help of teacher by considering nutritional requirements of a pregnant woman as per her type of work	
5.	Find out different health care schemes implemented by government for pregnant woman	
6.	Visit to the hospital to the newborn ward and write a report in the journal with pictorial presentation	65
7.	Visit to the day care centers to observe characteristics of infants and toddlers with the help of checklist.	
8.	Visit to the doctor and discuss about infant healthcare with the doctor	
9.	Collect statistics about infant mortality, morbidity and malnutrition in children and try to know the preventive methods for avoiding these things	
10.	Get information about infant nursing by observing in the hospitals	70
11.	Visit to the preschools and primary schools to observe children and write a report in the journal with pictorial presentation	
12.	Collect information about illnesses and accidents of preschool and school going children	
13.	Write about common ailments of children's illnesses	
14.	Prepare nutritional diet plan with the help of teacher	

Current concerns regarding MCH [Section – II]

Sr. No.	List of Practical	Periods
1.	Collect information of different schemes in MCH	15

2.	Visit health centers and try to know the type of it. Understand the working system of it	10
3.	Visits NGO working for MCH and try to understand how they help women and children	5
4.	Visit to ICDS center	20
	Total	240

Paper III: Organization and Management of Non Government Organisations (NGO) (T9)

Objectives

To enable the students to –

1. Become aware to concept of Non Government Organizations.
2. Get acquainted with the types of Non Government Organizations.
3. Learn the skills in creating mission and vision statements for the Non Government Organizations.
4. Learn the skills in preparation of budget for the organization.
5. Become aware about sources of fundraising.
6. Become aware of steps in establishment of Non Government Organization.
7. Learn the skills in formulation of projects and management of project.

Theory

Introduction to NGO [Section – I]

Sr. No.	Unit	Sub-Unit	Periods
1.	Overview of NGO	1.1 Definition 1.2 History of NGO 1.3 Fundamental nature of NGO 1.4 Classification of NGO	11
2.	Types of NGO	2.1 As per geographical area <ul style="list-style-type: none"> ➤ International ➤ Regional ➤ National ➤ Local <ul style="list-style-type: none"> ● As per focus <ul style="list-style-type: none"> ➤ Humanitarian ➤ Human rights ➤ Educational NGO 	8

		<ul style="list-style-type: none"> ➤ Environmental ➤ Women's NGO ➤ Children's NGO ➤ Youth ➤ NGO for Peace 	
3.	Organization of NGO	3.1 Mission and Vision statement 3.2 Organizational documents for registration 3.3 Governing body 3.4 Human resource	13
4.	Financial Management and Fundraising	4.1 Budget and accounting 4.2 Sources of funds 4.3 Writing a fund raising proposal with budget 4.4 Fund raising events	23
5.	Information Management	5.1 Introduction to information management and IT 5.2 Blog writing	10
6.	Code of conduct for NGO	6.1 NGO ethics 6.2 Code of conduct for NGO	10

Setup of NGO [Section – II]

Sr. No.	Unit	Sub-Unit	Periods
1.	Establishment of NGO	1.1 What and how of successful NGO 1.2 Characteristics of successful NGO owner	11
2.	Steps in establishment of NGO	<ul style="list-style-type: none"> ➤ Selection of target group ➤ Defining the problem ➤ Background of the problem ➤ Formulation of proposed solution ➤ Justification ➤ Defining the scope of targeted NGO ➤ Formulation of bylaws for targeted NGO ➤ Registration of NGO 	10
3.	Project management	<ul style="list-style-type: none"> ➤ Project planning ➤ Project implementation ➤ Project control ➤ Project evaluation 	24
		TOTAL	120

Practicals

Introduction to NGO [Section – I]

Sr. No.	List of Practical	Periods
1.	Prepare a tree chart of classification of NGO with its details	5
2.	Collect information of different type of NGO and presently working NGO	25
3.	Practice to write vision and mission statements of different type of NGO	55
4.	Work with Small NGO	
5.	Prepare a specimen budget plan	50
6.	Prepare a specimen fund raising proposal plan	
7.	Prepare a specimen plan for fund raising event	
8.	Collect, store, share, and archive information with the help of computer	25
9.	Write specimen blogs	
10.	Working with NGO	30

Setup of NGO [Section – II]

Sr. No.	List of Practical	Periods
1.	Working with NGO and observe the Head and his working method	20
2.	Working with NGO to understand the steps they have followed to establish	10
3.	Preparation of a specimen project	20
	Total	240

Std. XII

Paper I: Old Age Care (T7)

Objectives

To enable the students to –

1. Get acquainted with characteristics of old age.
2. Become aware of physical health conditions and changes with ageing.
3. Become aware of mental and social health conditions and changes with ageing.
4. Become sensitive to look age old age problems.
5. Recognize the limitations of hospital – based care and value the contribution of community geriatrics in adequate health management of old age patients.
6. Become aware of the following specialties and relate their contribution to the care of old age people – old age psychology, ortho geriatrics, palliative care and common emergency services.
7. Work effectively with older people.
8. Provide support to meet personal care needs.
9. Participate in the planning and implementation of various activities as per individual and group needs.

Theory

Introduction to Old Age [Section – I]

Sr. No.	Unit	Sub-Unit	Periods
1.	Old Age	1.1 Characteristics 1.2 Developmental tasks	6
2.	Need to understand old people	2.1 Adjustments with the changes old people have to do 2.2 Factors affecting changes 2.3 Hazards in personal and social changes	8
3.	Needs of old age people	3.1 Needs of old age people, Physical, Mental, emotional	2
4.	Introduction to health conditions of old age people	4.1 Physical health conditions and the changes 4.2 Mental health conditions and the changes 4.3 Social conditions and the changes	18
5.	Care of old people	5.1 Sensitivity to look at old age problems 5.2 Different aspects of care taking	6

Management of Old Age [Section – II]

Sr. No.	Unit	Sub-Unit	Periods
1.	Maintenance and mgt of health of old age people and First Aid	1.1 Need and importance of management of old people's health 1.2 Common problems 1.3 Emergency action 1.4 First aid/ Blood pressure 1.5 Nutritional care	30
2.	Institutional care of old age people and recreational facilities available for them.	2.1 Need and importance of old age homes/day care centers 2.2 Introduction to working of old age homes 2.3 Activities for old people	20
3.	Administration and mgt. of old age homes	3.1 Procedure for set up of a old age home/Day care centre	10
4.	Different services rendered to old age people	4.1 Different services for old age people	10
5	Current concerns regarding old age	Introduction to current issues in the field of gerontology Introduction to laws and rights regarding gerontology	10
		TOTAL	120

Practicals

Introduction to Old Age [Section-I]

Sr. No.	List of Practical	Periods
1.	Make a chart of developmental stages emphasize on old age and its characteristics for pictorial presentation in the journal	4
2.	Make a chart presentation in the journal	
3.	Makes a chart of Physical, social, emotional, mental changes occur during old age in the journal	9
4.	Makes a list of different factors which affect changes during old age in the journal	
5.	Makes a list of hazards in personal and social changes during old age in the journal	

6.	Prepares a checklist of needs of old age people in the journal	12
7.	Preparation of questionnaire	
8.	Observations in the old age homes	
9.	Search information from different places and write about health conditions and changes take place and makes pictorial presentation in journal	6
10.	Search information from different places and write about mental health conditions and changes take place and makes pictorial presentation in journal	
11.	Search information from different places and write about social health conditions and changes take place and makes pictorial presentation in journal	
12.	Search information from different places about problems faced by old people in India and makes its mental mapping presentation in the Journal	19
13.	Working with old age people in old age homes, Day care centers	

Management of Old Age [Section – II]

Sr. No.	List of Practicals	Periods
1.	Working with old age people in old age homes, Day care centers and learns to take care of old age people by applying theoretical knowledge	110
2.	Prepare questionnaire and conducts interview of old age people the students always meet	
3.	Performs Practicals, collects pictures related to the emergency actions, its steps and present in the journal	
4.	Prepare a first aid box under able guidance	
5.	Performs Practicals with old age people by monitoring blood pressure	
6.	Prepares health report cards of old age people under the guidance of Doctors and Nurses	
7.	Working with old age people in old age homes	
8.	Serves food to old people as per their requirement	
9.	Working with old age people in old age homes/day care centers	40
10.	Working with administrative staff	
11.	Planning and implementing recreational activities while	
12.	Working with old age homes/day care centers/ recreation centers for old age people	15
13.	Working with old age homes/daycare centers/ recreation centers for old age people	
14.	Collection of addresses and phone no. in the journal by doing survey	5
15.	Working with old age people in different centers	20
	Total	240

Paper II: Care of Children with special needs (T8)

Objectives

To enable the students to –

1. Become aware of children with special needs.
2. Learn to identify causes of problems of children with special needs.
3. Become aware of current terminology in the field of children with special needs.
4. Learn classification of children with special needs.
5. Become aware of identifying children with special needs and available services for them.
6. Learn to identify common needs and challenges facing families of children with special needs.
7. Learn to create and/or modify environment, equipment, material supplies and experiences to meet individual needs of children with special needs.
8. Establish and maintain positive collaborative relationships with other professionals and work effectively as member of a professional team.
9. Get the knowledge of the importance of early identification and early intervention of children with hearing impairment.
10. Develop skills and competencies in working with children with theory impairment.
11. Equip with various techniques of teaching and evaluation in special and inclusive set up.
12. Discuss integration of goals from Individualize Education programme (IEP) in to daily activities and routines.

Theory

Sr. No.	Unit	Sub-Unit	Periods
1.	Introduction to special needs of children	1.1 Meaning of special needs and classification of special needs 1.2 Early intervention	11
2.	Gifted Children	1.1 Definition 1.2 Concept of Intelligence 1.3 Characteristics of Gifted Children 1.4 Needs of Gifted Children 1.5 Nurturance of Gifts/ Enhancement of Abilities	12
3.	Children with Mental / Intellectual Challenges	3.1 Definition 3.2 Classification of Mentally challenged 3.3 Characteristics of each sub group 3.4 Needs of mentally challenged children 3.5 Training for Activities of Daily Living	9
4.	Children with	4.1 Definition	22

	Physical Challenges	<p>4.2 Introduction to Visual impairment</p> <p>4.3 Needs of children with Visual impairment</p> <p>4.4 Introduction to hearing impairment</p> <p>4.5 Needs of children with hearing impairment/ deaf children</p> <p>4.6 Stimulation for speech and language development in children with H.I.</p> <p>4.7 Introduction to Cerebral Palsy</p> <p>4.8 Needs of children with C.P.</p> <p>4.9 Introduction to Other muscular difficulties</p> <p>4.10 Special arrangements, devices used to make children independent with cerebral palsy.</p>	
5.	Children with Pervasive Developmental Disorder	<p>5.1 Definition</p> <p>5.2 Types of P.D.D. like A.D.H.D., Autism</p> <p>5.3 Main characteristics of children with ADHD</p> <p>5.4 Needs of children with ADHD</p> <p>5.5 Main characteristics of children with Autism</p> <p>5.6 Needs of children with Autism</p> <p>5.7 Difference between children with retardation and children with Autism</p> <p>5.8 Issues regarding Sensory Integration in Autism.</p> <p>5.9 Base of S.I. to behavioural problems in children with Autism.</p>	11
6.	Children with Learning Difficulties	<p>6.1 Definition</p> <p>6.2 Types of Learning Difficulties like Dyslexia, Dysgraphia, Dyscalculia, Dyspraxia</p> <p>6.3 Characteristics of children with LD as ADHD, poor vocabulary, etc.</p> <p>6.4 Needs of children with LD.</p> <p>6.5 Concept of Remedial Teaching.</p>	20
7.	Children with Emotional problems and Behavioural problems	<p>7.1 Introduction to emotional problems like separation anxiety, over attachment, fears and phobias etc.</p> <p>7.2 Problems related with food and feeding habits, related with excretion and toilet training.</p> <p>7.3 Behavioural problems like stubbornness, throwing temper tantrums, self injurious behaviour, and behaviour injurious to</p>	35

		others. 7.4 Repetitive and stereotypic behaviour.	
		TOTAL	120

Practicals

Sr. No.	List of Practical	Periods
1.	Prepare a tree diagram of classification and makes pictorial presentation in the journal	10
2.	Write about early intervention in the journal and the services come under early intervention	
3.	Find out how IQ is calculated.	35
4.	Visit psychology centers where IQ tests are administered	
5.	Plan activities for gifted children in the journal	
6.	Planning activities in the journal	15
7.	Visit the special schools	
8.	Visit to the special school and inclusive school	
9.	Plan activities in the journal	40
10.	Collect pictures of different devices to make pictorial presentation in the journal	
11.	Collect pictures of type of PDD to make pictorial presentation in the journal	50
12.	Visit to the special school and inclusive school and observes children with ADHD	
13.	Visit to the special school and inclusive school and observe children with Autism and write the differences between mentally challenged children and children with Autism with understanding	
14.	Visit to the special school and inclusive school and observes children with Autism and write about the behavioural problems shown by Autistic children	
15.	Visit to the inclusive school and observes children with Learning Difficulties	40
16.	Prepares a plan for remedial teaching	
17.	Visit to the nursery schools, inclusive schools and special schools.	50
18.	Visit to the nursery schools, inclusive schools and special schools writes observations in the journal	
	Total	240

Paper III: Organization and Management of Institutional House Keeping (T9)

Objectives

To enable the students to –

1. Become aware of necessary knowledge, skills, values and attitudes regarding International Housekeeping.
2. Become aware regarding essential features of Institutional International Housekeeping related to human development and care.
3. Provide opportunities to the students for developing necessary operating skills relating to the Human Development and care and Health care services.
4. Develop the right kind of values and attitudes to function effectively in the field of Institutional Housekeeping.
5. Develop the skills of supervision and management in the field of cleaning, waste management, laundry procedures, room management and outdoor management.
6. Acquire the related schemes to organize and manage a housekeeping department.

Theory

Sr. No.	Unit	Sub-Unit	Periods
1.	Introduction to institutional house keeping	1.1 Concept of institutional house keeping 1.2 Need and importance of institutional house keeping 1.3 Types of institution which require institutional housekeeping related to human development and care 1.4 Introduction to work culture and housekeeping work to be done in particular institute- <ul style="list-style-type: none"> ➤ Nursery schools ➤ Day care centres ➤ Play grounds ➤ Play centers ➤ New born room ➤ Hospitals ➤ Old age homes ➤ Offices 	6
2.	Cleaning	2.1 Need and importance of cleaning 2.2 Type of cleaning- daily, weekly, yearly 2.3 Introduction to various cleaning	26

		<p>equipment</p> <p>2.4 General safety rules while using cleaning agents and equipment</p> <p>2.5 Public area cleaning</p> <p>2.6 Pest control</p>	
3.	Waste management	<p>3.1 Supervision of waste disposal</p> <p>3.2 Classification of waste</p> <p>3.3 Introduction to eco-friendly methods of waste management</p>	16
4.	Laundry procedures	<p>4.1 Need and importance of laundering</p> <p>4.2 Material used for laundering</p> <p>4.3 Specialized stain removal techniques</p> <p>4.4 Storage and distribution of laundry packs of bed spreads and pillow covers etc.</p> <p>4.5 General safety rules for handling laundry material and equipment</p>	22
5.	Room management and outdoor management	<p>5.1 Room inspection</p> <p>5.2 Room arrangements and decoration</p> <p>5.3 Care of different fixtures, furniture, floors</p> <p>5.4 Maintenance and management of garden, outdoor space of the institute.</p>	27
6.	Organization and management of housekeeping department	<p>6.1 Need and importance of independent department of house keeping</p> <p>6.2 Administration and management of housekeeping department</p> <p>Human resource management</p> <ul style="list-style-type: none"> ➤ Housekeeping Staff and their characteristics <ul style="list-style-type: none"> ➤ Staff duties and Responsibilities ➤ Job specifications ➤ Time management ➤ Material management ➤ Financial management ➤ Maintenance of reports, registers and records 	23
		TOTAL	120

Practicals

Sr. No.	List of Practical	Periods
1.	Make a list of Types of institution which require institutional housekeeping related to human development and care	5
2.	Collect information about cleaning in details with the help of checklist by visiting various institutions related to human development and care	30
3.	Collect information about eco-friendly methods of waste disposal.	25
4.	Stain removal techniques.	40
5.	Prepare inventory control list of laundry material and laundry packs to be distributed for the related human development and care institutions	
6.	Prepares a room inspection checklist and visit different institutes to observe	65
7.	Working in the garden	
8.	Visit the different institutes and studies outdoor space of each institute	
9.	Prepares organizational chart and staff duties	75
10.	Working in the house keeping department of different institutes	
11.	Prepares specimen time table, time schedule for different institutes	
12.	Makes specimen budget plans for different institutes	
	Total	240

LIST OF TOOLS AND EQUIPMENT

Sr. No.	ITEM	NEEDED Quantity
1	OHP	1
2	All type of Cooking utensils with pressure cooker, food processor	As per requirement
3	Fridge	1
4	Computer	1
5	LCD projector	1
6	Containers to preserve food ingredients	As per requirement
7	Storage cupboard	2
8	Sewing machine for toy making	1
9	First aid box	1

10	Health maintenance equipment	
	• Thermometer	1
	• Blood Pressure Equipment	1
	• Sugar Checking Instrument	1

Note: Any other required equipment, tools, machines, appliances which is not in the list but required for the course may be purchased

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