

DEPARTMENT OF LIFELONG LEARNING

SYLLABUS FOR SESSION 2026-27

CERTIFICATE COURSE IN NANNY CARE (SIX-MONTH DURATION)



GURU NANAK DEV UNIVERSITY, AMRITSAR

The Certificate Course in Nanny Care is being run under the **Department of Lifelong Learning, Guru Nanak Dev University, Amritsar**. The course spans a duration of six months. The admission to this course is held twice a year and Examination will be held at the end of course after six months (summer session: **June** and winter session: **December**). After successful completion of the course and passing the final examination, a candidate shall be awarded a **Certificate Course in Nanny Care**.

Note:

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Six Month Certificate Course in Nanny Care (Session: 2026-27)
Department of Life Long Learning, Guru Nanak Dev University, Amritsar.

PROGRAMME OBJECTIVES:

The Certificate Course in Nanny Care is designed to develop professional skills and knowledge required for effective childcare and early childhood support. This course equips learners with practical childcare skills, focusing on child development, nutrition, health care, safety and emotional well-being of infants and young children.

It aims to prepare learners to handle real-life childcare situations through hands-on training, field visits and practical exposure. The program also enhances communication skills, personality development and professional ethics, enabling students to work efficiently in homes, day care centres, hospitals and early childhood institutions.

PROGRAMME OUTCOMES:

At the end of this course, the candidate will be able to:

- Provide proper care and support to infants and children (0–5 years) including feeding, hygiene, and daily routine management.
- Understand stages of child growth and development and apply appropriate caregiving practices. Plan balanced diets and maintain nutritional needs of infants and young children.
- Handle common childhood illnesses, basic first aid, and emergency situations like choking or burns.
- Perform essential childcare practices such as baby bathing, massage, diapering, and immunization awareness.
- Communicate effectively with children, parents, and healthcare professionals.
Create educational toys, activities, and learning environments to support early childhood development.
- Work professionally as a nanny, childcare assistant, or caregiver in homes, hospitals, creches, and day care centres.
- Demonstrate confidence, responsibility, and ethical behaviour in childcare settings.

Prof. Varinder Kaur
Chairperson

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ORDINANCES

1) Duration of Course: -

- a) Duration of the Course shall be Six Months. Examination will be held once at the end of course after Six Months as per GNDU schedule.

2) Eligibility: -

- a) Only for Girls.
- b) The candidate who has passed 12th Class examination with minimum 35% marks.

3) Mode of Admission: -

- a) The admission will be made by a committee constituted by the Worthy Vice-Chancellor strictly on the basis of the merit of the candidates in 12th class.
- b) If any of the admitted student remains absent consecutively for 15 working days without prior information and permission of heading authority from the commencement of the course, the name of such candidate shall be struck off from the rolls of the department and the next candidate on the waiting list in order of merit of the respective course shall be admitted in his/her place with the permission of the Director of the department.

4) Attendance Instructions: -

- a) The students admitted to One Year Diploma/Six Month Certificate Courses, who remain absent consecutively for fifteen working days during the duration of the course without any information to the department their name(s) shall be stuck of from rolls of the department with the permission of Dean Academic Affairs.
- b) The students admitted in One Year Diploma, if they attain less than 25% of the total attendance in six months their name(s) shall be stuck of from rolls of the department with the permission of Dean Academic Affairs.
- c) The students admitted in six-month certificate courses, if they attain less than 25% of total attendance in three months, the name(s) of such students shall be stuck off from rolls of the department with the permission of Dean Academic Affairs.
- d) Attended not less than 75% of the full course of lectures delivered and practical arranged for the class.
- e) The Director of the department shall have the power to condone shortage of lectures in each paper up to 15% of total taken separately.

5) Fees: -

- a) According to the schedule, every candidate shall pay such fees to the university, as per university rules.

6) General Instructions: -

- a) He/ She bears good moral character.
- b) The examination shall be held in accordance with the syllabus prescribed by the Department from time to time.
- c) The examination shall consist of Practical and Exhibit Display.
- d) The Practical paper shall be set by examiner on the spot.
- e) The medium of instruction/examination shall be English/Punjabi/Hindi in general.
- f) The marks of exhibit display shall be based on House Test and performance of the students.
- g) The marks of exhibit display shall be submitted to the Director of the Department fifteen days before the commencement of the examination.
- h) Minimum number of marks required to pass the examination shall be 35% in each Practical/Exhibit Display separately.
- i) If the candidate Absent/Fails in one or more Practical Examination her result shall be declared Fail.

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- j) The result shall be declared and published by the Department.
- k) The successful candidates shall be awarded division according to the following criteria:
 - (i) Those who obtain 60% or more marks – First division.
 - (ii) Those who obtain 50% or more but less than 60% marks – Second Division.
 - (iii) Those who obtain 35% or more marks but less than 50% - Third Division
- l) Each successful candidate shall be awarded a Certificate Signed by the Director of the Department showing the division and the Aggregate Marks obtained.
- m) Fee for issuing of duplicate certificate shall be decided from time to time by the approval of the worthy Vice-Chancellor.

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CRITERIA FOR ADMISSION

| | | | | |
|-----|--|--|--|---|
| 1. | Name of the Course | Certificate Course in Nanny Care | | |
| 2. | Duration | Six Months | | |
| 3. | Commencement of Course | July & January Every Year | | |
| 4. | Eligibility | 10+2 pass Girls candidates from Punjab School Education Board or its equivalent. | | |
| 5. | Venue | Department of Lifelong Learning, Guru Nanak Dev University, Amritsar. | | |
| 6. | No. of Seats | 40 seats | | |
| 7. | Mode of Admission | (i) The admission will be made by a committee duly constituted by the worthy Vice-Chancellor strictly on the basis of the merit of the candidates in 10+2. (ii) If any of the admitted student remains absent consecutively for fifteen days without prior information and permission of the heading authority, her name shall be struck off from the rolls of the Department and the next candidate on the waiting list in order of merit of the respective course shall be admitted in her place with the permission of the Director of the Department. | | |
| 8. | Fee Structure | Rs.13150/- | | |
| | Total Fee (July 2026 –December 2026) (January 2027-June 2027) | Rs.13150/ which includes: - (To be deposited at the time of Admission) Admission Fee = Rs. 2200/- Examination Fee = Rs. 1400/- Tuition Fee: Rs. 1550x6 Months = Rs. 9300/- Identity Card Fee = Rs. 250/- | | |
| 9. | Late fee at the time of admission | July 2026 to Dec 2026 | January 2027 to June 2027 | Fees |
| | | May 8 th 2026 to July 30 th 2026 Aug 3 rd 2026 to Aug 11 th 2026 Aug. 12 th 2026 to Aug 20 th 2026 Aug 21 st 2026 to Aug31 st 2026 Sep. 1 st 2026 to Sep.10 th 2026 Sep. 11 th 2026 to Sep 18 th 2026 | Jan 1 st 2027 to 29 th 2027 Feb 2 nd 2027to Feb 11 th 2027 Feb 12 th 2027 to Feb 19 th 2027 Feb 23 rd 2027 to Feb 27 th 2027 Mar 2 nd 2027 to Mar 10 th 2027 Mar 11 th 2027 to Mar 19 th 2027 | Ni l Ni l Rs.3000 /-Rs. 4000/- Rs. 6000/- Rs.9000 /- |
| | | Within 15 days from the date of closing of admission. = Rs. 10000/- | | |
| 10. | Review of Course of Reading | The syllabus committee constituted by the worthy Vice-Chancellor will review the course of reading for the session. | | |
| 11. | Conduct of Examination Evaluation & Award of Certificate. | To be decided with the approval of worthy Vice-Chancellor. | | |

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SCHEME OF STUDY AND EXAMINATION

| | SCHEME OF STUDY | | SCHEME OF EXAMINATION | |
|--------------------|---|------------------------------|------------------------------|-------------------------|
| Course Code | Name of Paper | Credits/Hrs. per week | Max. Marks | Examination Hrs. |
| CCNC051 | Paper-I (theory) Post natal & child development care | 8 Hrs. | 75 | 3 Hrs. |
| CCNC052 | Paper- II (practical) child development care | 8 Hrs. | 100 | 4 Hrs. |
| CCNC053 | Project/ field visits | 2 Hrs. | 50 | |
| CCNC054 | Exhibit/display | 2 Hrs. | 25 | |
| | Total | | 250 | |

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PAPER – I (THEORY)

CCNC051: POST NATAL & CHILD DEVELOPMENT CARE

(Six Months to Five Years of Child)

Time: 3 Hrs.

Max. Marks: 75

Instructions for the Paper Setters:

- The paper setter is required to set 9 questions in all and the students are required to attempt 05 questions.
- First question is compulsory and consist of 15 short answer type questions of one mark each.
- Section “A”, “B”, ”C”, ” D” consists of 2 questions. Each student is required to attempt 1 question from every section and all questions carry 15 marks each.

Course Objectives:

- Help students understand how children grow and develop from 6 months to 5 years.
- Build awareness of major developmental theories and how they explain children’s behavior.
- Strengthen knowledge of nutrition, food groups and immunization needs for young children.
- Develop confidence in identifying common childhood illnesses and understanding basic care.
- Improve communication skills – spoken, written and non-verbal for working with children and families.
- Support personal growth through self-esteem building and personality development.
- Encourage understanding of emotional and social development and the role of family and school.
- Introduce students to early childhood education programs and their importance in India and abroad.

SECTION - A
CHILD DEVELOPMENT

- Definition of Nanny, Types of Nannies, Essential Skills of Nannycare , Roles and Responsibilities of Nanny
- Child Development (After one year) Definition and Importance, stages of child development, principles of child development, factor affecting the child development.
- Theories of child Development Intelligent: - Intelligent and cognitive development theory, psychosocial development theory, Psychosexual Development theory, spiritual Development theory, Moral Development theory
- Normal by Abnormal Development

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SECTION - B

Nutritional Needs and immunization

- Diet of Infant, pre- School children, School going children
- Classification of the food on the basis of food groups
- Importance and Functions of Food
- Common childhood illness: - Common Cold, Cough, fever, Measles
- Immunization Schedules

SECTION - C

Professional Communication skills

- English Language skills (Parts of Speech)
Define LSRW
 - Its Importance
 - Its uses
 - Its essential skills
- Definition of communication, Types of communication with full explanation
Enhancing Self Esteem and Personality Development: Self-theory & Johns windows, techniques for enhancing self Esteem.

SECTION - D

Promoting the Development

- Emotional and Social Development: Definition, factors affecting emotional and social development during infancy and childhood
- Common childhood emotion, Role of family and school in socialization of child
- Historical prospective of early childhood Education and contribution of Agencies to ECCE in India Early childhood Education Programmes in India and Abroad.

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COURSE OUTCOMES:

- Explain basic stages and principles of child development.
- Identifying major developmental theories and signs of normal vs abnormal growth.
- Plan simple, balanced diets for young children and understand food groups.
- Recognize common childhood illnesses and know basic preventive care.
- Describe immunization needs for children up to 5 years.
- Use clear written, spoken and non-verbal communication in childcare settings.
- Apply LSRW skills and basic grammar for effective communication.
- Practice simple techniques to build self-esteem and personal confidence.
- Understand emotional and social development and the role of family and school
- Describe key early childhood education programs in India and abroad.

Reference Books:

1. Sandeep Kaur, Midwifery & Obstetrics, CBS Publishers & Distributors Pvt. Ltd., 1st Edition
2. Dilip k Mukherjee and MKC NAIR, Growth & Child development, Peepee Publishers & Distributors Pvt. Ltd.
3. Gupta M Sen, Early childhood care & education, Satya Prakash Publisher.
4. Loveleen Kaur, Communication skills, Adobe Press, 2020.
5. Parul Datta, Pediatric Nursing, Jaypee brothers Medical Publisher Ltd.

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PAPER – II (PRACTICAL - I)
CCNC052: CHILD DEVELOPMENT CARE

Time: 4 Hours

Max. Marks: 100

COURSE OBJECTIVES:

- Help students learn the everyday skills needed to care for infants and young children safely and confidently.
- Build comfort with feeding routines, hygiene practices and basic health care for babies.
- Encourage creativity by making simple toys, learning aids and activity materials for children.
- Teach students how to observe children’s growth and record it in a meaningful way.
- Strengthen the ability to respond calmly techniques like bathing, massage and diapering. Support communication skills through storytelling, visual aids, and play full learning setups.

Instructions for the paper Setters

The paper will be set on the spot.

1. Complementary Feedings
2. CPR (Cardiopulmonary Resuscitation)
3. Baby Diapers.
4. Different methods of Massage and Bath of baby. Feeding Practices: a) Sterilization of Feeding bottles. b) Preparation of formula milk.
5. Prepare Immunization schedule of infant.
6. Visit to nearby Creche/School and make growth chart of a specific sample size.
7. Story telling techniques, Vegetable Cards, Alphabet Cards.
8. Preparation of Language Kits
9. Diet Chart: Preparation of Food: Weaning and
10. First Aid (what to do if you find your baby burning, febrile seizure, choking, wound, cut)
11. New born baby care and sick child care techniques.

COURSE OUTCOMES:

- Students will be able to safely sterilize bottles, prepare formula and plan simple infant diets.
- They can create an infant immunization schedule and understand basic child health needs.
- They can observe children in real settings and prepare a clear growth chart.
- Able to design and make toys form waste materials with creativity and purpose, language kits and activity materials suited for young learners.
- Perform CPR and give first aid for burns, choking, seizures and minor injuries
- Confidently handle newborn care routines like bathing, massage and diapering.
- They can use storytelling, cards and playroom design to support early learning.

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CCNC053
PROJECT/FIELD_VISITS

Max. Marks.: 50

- Candidates will participate in exposure visits to project sites where Nanny Care Programs are going on and will upload their Learning, e.g. - Public Health Centre visits, Day care centres or Hospital visits, Creche and playpen visits.
- Reports and Assignments to be submitted as Posters, Pamphlets, Videos or IFC material.
- A hard copy of the Report Based on Visits/ Observation/Study Activities carried out during the Course to be submitted.

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CCNC-054
EXHIBIT/DISPLAY

Total Marks.: 25

Exhibits and Display of:

- Toys from best out of waste material.
- Educational Toys suitable for a pre-school/ school going child.
- Language Kits Blocks, Charts, Colors, Craft Activities.

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PANEL OF EXAMINER

The Panel of Examiners recommended by the syllabus committee for the Annual examination of One Year Diploma in Graphics and Web Designing 2026-27 at University Campus and for the Re-appear exam which is to be held as per Ordinance.

- 1) Mrs. Deepa Sikand, Professor, Deptt. Of Education
Guru Nanak Dev University,
Amritsar. Ph. No. 9915522084

- 2) Dr. Gagandeep Kaur, Assistant Professor
Deptt. Of Education
Guru Nanak Dev University,
Amritsar. Ph. No. 9915944448

- 3) Mrs. Sakshi, Assistant Professor, Deptt. Of Education
Guru Nanak Dev University,
Amritsar. Ph. No. 9877802639

- 4) Mrs. Japreet Kaur, Assistant. Professor,
Deptt. Of Education
Guru Nanak Dev University,
Amritsar.Ph
No.9501799441

- 5) Dr. Maninder Pal Singh, Assistant Professor,
Deptt. Of Education
Guru Nanak Dev University,
Amritsar. Ph. No. 9988337707

- 6) Ms. Minna Bagga, Assistant.
Professor, S.R. Govt. College for Women, Amritsar.
Ph. No. 9814834061

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