



SHAHEED BABA DEEP SINGH

Department of Home Science

FACULTY OF ARTS & SOCIAL SCIENCES

Email ID- [hsc@subharti.org](mailto:hsc@subharti.org), Website – [www.subharti.org](http://www.subharti.org), Contact

No. 91-9639010541



SWAMI VIVEKANAND SUBHARTI UNIVERSITY

Subhartipuram, NH-58, Delhi Haridwar Meerut Bypass Road, Meerut-  
250005

Ph. 0121-2439578, 2439052, 3058031, Ext. 2804, Telefax: 0121-

2439067 e-mail:[hsc@subharti.org](mailto:hsc@subharti.org)

Ref no. /H.Sc./Notice/ 2018-19/46

25.03.2019

**NOTICE**

This is hereby informed that Department of Home Science shall start Value Added Courses (30hrs.) Students are advised to participate in below mentioned programs along with the degree course.

**Program Calendar**

S.No.	Name of Course	Programme Coordinator	Date
1	Stress Management	Ms. Shalu Nehra	02/04/2019
2	Anger Management	Dr. Nishma Singh	12/04/2019
3	Crèche Administration	Ms. Shalu Nehra	04/06/2019
4	Sports Nutrition	Dr. Nishma Singh	02/07/2019
5	Diabetes Management	Ms. Shalu Nehra	02/08/2019
6	Small Scale Industry Administration	Dr. Nishma Singh	02/09/2019

All the above courses are free and a Certificate shall be provided at the end of the session.

Dr. Anjali Gaur

(Head, Department of Home Science)

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DEPARTMENT OF HOME SCIENCE  
Swami Vivekanand Subharti University



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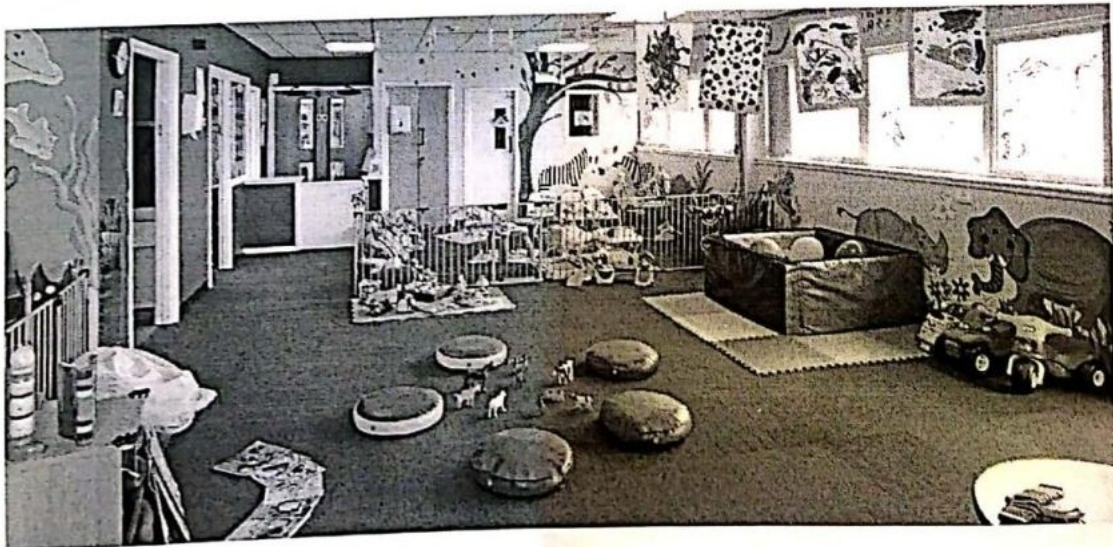
## VALUE ADDED COURSE

on

*CRECHE MANAGEMENT*

## Department of Home Science

*SWAMI VIVEKANAND SUBHARTI UNIVERSITY, MEERUT*



*Scope: This program will help students to understand the significance and management of Preschool and crèche Administration.*

*[Handwritten Signature]*  
**HEAD**

**DEPARTMENT OF HOME SCIENCE**  
S. V. Subharti University, Meerut



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SYLLABUS

Value added course

CRECHE MANAGEMENT

Objectives:

- Understand the elements involved in organization and management of Crèche and Preschool.
- Create awareness of functions of various authorities dealing with crèche and preschool.
- Understand the various human and material resources required for conducting crèche and preschool.

Unit-1: Concept and organization of Crèche and Preschool

- a) Crèche and Preschool- Meaning, need, importance of organisation, Elements of organization and administration.
- b) Difference between crèche and preschool

Unit-2: Resource Management

- a) Location, site and building
- b) Types of rooms, arrangement of room (activity centres), ventilation, lighting and safety
- c) Playground
- d) Play equipment- types, criteria for selection, safety aspects- indoor and outdoor games
- e) Storage facilities
- f) Maintenance of furniture, equipment
- g) Provision of safe drinking water and sanitary facilities

Unit-3: Personnel Management

- a) Role and qualities of teacher and care taker and other staff involved in welfare and care of children.
- b) Teacher- child ratio
- c) Need and importance of in-service training

Unit-4: Records and registers

- a) Need, importance and maintenance of records and registers

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- b) Types of records (important records)- Admission, Progression, Financial, Equipment, Correspondence, Health
- c) Types of register- Attendance (Staff, Children), Accounts, Stock, and Staff Profile.
- d) Methods of maintaining records of children- Cumulative and Anecdotal.

**Unit-5: Preschool Programme**

- a) Principles of preschool programme, planning of preschool curriculum- types of curriculum, planning activities for children, audio-visual aids for children and it's importance.

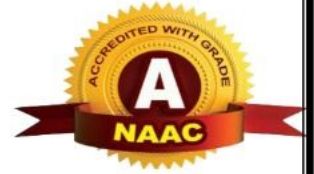
*Angela Jumps*  
**HEAD**

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# Report



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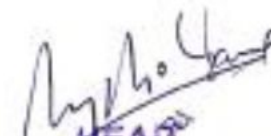
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**Completion Report of Value Added Courses**

2019-20

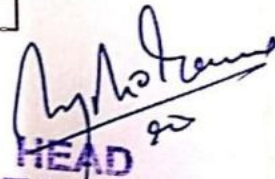
Course Name	CRECHE ADMINISTRATION
Conducted by	MS. SHAELI NEHRA
No. of Registrations	28
Whether the certificates awarded or not	Yes
No. of students Awarded certificates	28
Date of awarding of Certificate	12/JULY/2019
Collaborations	—

  
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Swami Vivekanand Subharti University, Meerut  
Head, FASS

# List of the Students

## Value Added Course - Creche Administration

Ujala Saini
Nandini Tyagi
Km Shivani Ahlawat
Kahkasha Zehra
Km Muskan Khan
Km Shivani
Km Barkha
Ridhima Jain
Riya Tomar
Alia Naseem Siddiqua
Mahak Aggarwal
Shivani Nigam
Tanu Verma
Nikita Garg
Surbhi Nirwan
Km.Sweta
Faiza Akhlaq
Km.Nitika
Parul
Divya Dubey
Anukriti Singh
Km Payal
Meenu
Himanshi
Manisha
Monika Saini
Shivani Verma
Neha

  
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**Swami Vivekanand Subharti University**  
 Subhartipuram, NH-58, Delhi Haridwar Meerut Bypass Road, Meerut-250005

**Certificate of Completion**  
 THIS ACKNOWLEDGES THAT

Ujala Saini

has successfully completed  
 30 hours value added on  
**'CRECHE ADMINISTRATION'**  
 (JUNE 4- JULY 9, 2019)

*[Signature]*

**Dr. Jyoti Gaur**  
 Head, Department of Home Science

**DEAN**  
 Faculty of Arts & Social Sciences  
 S. V. Subharti University  
 MEERUT

*[Signature]*

**MS. Shalu Nehra**  
 Program Coordinator



**Department of Home Science**  
**Swami Vivekanand Subharti University**  
 Subhartipuram, NH-58, Delhi Haridwar Meerut Bypass Road, Meerut-250005

**Certificate of Completion**  
 THIS ACKNOWLEDGES THAT

Nandini Tyagi

has successfully completed  
 30 hours value added on  
**'CRECHE ADMINISTRATION'**  
 (JUNE 4- JULY 9, 2019)

*[Signature]*

**Dr. Jyoti Gaur**  
 Head, Department of Home Science

**DEAN**  
 Faculty of Arts & Social Sciences  
 S. V. Subharti University  
 MEERUT

*[Signature]*

**MS. Shalu Nehra**  
 Program Coordinator

*[Signature]*

**Registrar**  
**Swami Vivekanand**  
**Subharti University**  
**MEERUT**



**Department of Home Science**  
**Swami Vivekanand Subharti University**

Subhartipuram, NH-58, Delhi Haridwar Meerut Bypass Road, Meerut-250005

**Certificate of Completion**

THIS ACKNOWLEDGES THAT

Km. Muskan Khan

has successfully completed  
30 hours value added on  
**'CRECHE ADMINISTRATION'**  
(JUNE 4- JULY 9, 2019)

**Dr. Jyoti Gaur**  
Head, Department of Home Science

**DEAN**  
Faculty of Arts & Social Sciences  
S. V. Subharti University  
MEERUT

**MS. Shalu Nehra**  
Program Coordinator



**Department of Home Science**  
**Swami Vivekanand Subharti University**

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**Certificate of Completion**

THIS ACKNOWLEDGES THAT

Kahkasha Zehra

has successfully completed  
30 hours value added on  
**'CRECHE ADMINISTRATION'**  
(JUNE 4- JULY 9, 2019)

**Dr. Jyoti Gaur**  
Head, Department of Home Science

**DEAN**  
Faculty of Arts & Social Sciences  
S. V. Subharti University  
MEERUT

**MS. Shalu Nehra**  
Program Coordinator

**Registrar**  
Swami Vivekanand  
Subharti University  
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