

**Post Graduate Diploma in Early Childhood
and Foundational Stage Education (PGDECFE)**

Assignment 1, 2, 3, 4 & 5

January 2024 and July 2024 Session

**This booklet contains assignments for courses
MCD-001, MCD-002, MCD-003, MCD-004 and MCD-005**

**School of Continuing Education
Indira Gandhi National Open University
Maidan Garhi, New Delhi -110068**

ASSIGNMENTS: January 2024 and July 2024 Session

Dear Learners,

You have to do five assignments as part of the Diploma Programme. **ALL FIVE ASSIGNMENTS ARE COMPULSORY.** You have to pass all the five assignments in order to be awarded the PG Diploma.

This booklet contains Assignments for **MCD-001, MCD-002, MCD-003, MCD-004 and MCD-005.**

Each assignment has three parts - Section A, Section B and Section C. **ALL THREE PARTS OF EACH ASSIGNMENT ARE COMPULSORY.** Submit Section A, B & C of each assignment together, otherwise your assignment would be returned to you without being evaluated.

The assignments for MCD-001, MCD-002 and MCD-003 carries 100 marks – 40 marks for Section A; 40 marks for Section B; and 20 marks for Section C. And, the assignments for MCD-004 and MCD-005 carries 75 marks – 40 marks for Section A; 20 marks for Section B; and 15 marks for Section C.

Objectives of the Assignments: One of the objectives of the assignments is to assess how well you have understood the concepts explained in the various Blocks of the Course. Another objective of the assignments is to assess how far you can apply the theoretical concepts which you have studied in the Blocks in day-to-day situations.

SOME DO'S AND DONT'S ABOUT SENDING IN ASSIGNMENTS

Some Do's

1. Submit your assignments by the due date to your Study Centre. Please do not wait for the last date to submit all the assignments. We advise you to do them one by one along with your study of the particular course and submit them at your study centre, so that you may get back the marks and comments of the counsellor with the evaluated assignment. With proper planning, you will be able to do all the assignments within the stipulated period.
2. Maintain an account of the assignments sent to us and the corrected assignments received by you. This will help you maintain the schedule of your work and avoid the possibility of sending the same assignment a second time.
3. Keep a photocopy of the assignment with you before submission.

Some Don'ts

1. Do not remind us to send back the corrected response sheets. These will be sent to you at the earliest possible.
2. Do not misplace/ lose your graded assignments. You will need these till the Programme is completed.
3. Do not enclose doubts for clarification along with the assignment. If you want to draw our attention to something of urgent/important nature, write to us separately. Give your roll number, name, address, the title of the Course, the number of the assignment, etc. on top of your letter.

INSTRUCTIONS

1. Use only foolscap size paper for your response and tie all the pages carefully. Avoid using very thin paper. Allow a 4 cm margin on the left and at least 4 lines in between the answers. This may facilitate the evaluator to write useful comments in the margin at appropriate places.
2. Write your roll number, name, full address and date on top right corner of the first page of your response sheets.
3. Write the Course title, assignment number and the name of the study centre you are attached to, in the center of the first page of your response sheets.

The top of the first page of your response sheets should look like this:

Enrolment No..... Name.....
Address.....
..... Date.....
Course Title.....
Assignment No.
Study Centre.....

Please follow the above format strictly. If you do not follow this format, we will be compelled to return your script to you for re-submission.

4. Read the instructions related to assignments printed in the Programme Guide.
5. Write the assignment in your own handwriting. Typed assignments will not be accepted. Do not copy your answers from the Units/Blocks sent to you by the University. If you copy, you will get zero marks for the respective question.
6. Write each assignment separately. All the assignments should not be written in continuity. For each Course, use separate sheets or start on the next sheet.
7. The completed assignment should be sent to the Coordinator / Programme Incharge of the Study Centre/ Programme Study Centre allotted to you. Under any circumstances do not send the tutor marked response sheets to the Student Evaluation Division at Head Quarters for evaluation.
8. Please obtain a receipt from the study centre for the assignments submitted and retain it.
9. In case you have requested for a change of Study Centre, you should submit your Tutor Marked Assignments only to the original Study Centre until the change of Study Centre is notified by the University.
10. If you find that there is any factual error in evaluation of your assignments, you should approach the Coordinator/ Programme Incharge of your study centre for correction and transmission of correct score to the Regional Centre & Headquarters.
11. Please note that unless you submit the assignment of a particular Course within the date mentioned for that assignment, you would not be permitted to appear for the term-end examination of that Course.

**Assignment 4
(Tutor Marked Assignment)**

Course Code: MCD-004

Assignment Code: MCD-004/TMA-4/2024

30th September, 2024 for January, 2024 session

30th March, 2025 for July, 2024 session

Total Marks: 75

All Three Sections – A, B and C of this assignment are compulsory.

SECTION A

Answer the following question in 1000 words each.

20x2=40 Marks

1. What are the roles and responsibilities of teachers in pre-primary and early primary classrooms?
2. What are the various steps of setting up the room for a pre-primary classroom? Draw a floor plan showing the arrangement of space in a room and use it as an example to support your answer.

SECTION B

Answer the following question in 500 words each.

10x2=20 Marks

3. Explain the elements of communication giving examples. List 5 suggestions for being an effective communicator.
4. What are the criteria that you will keep in mind for selecting materials and equipment for the learning space for toddlers?

SECTION C

Answer the following question in 100-150 words each.

5x3=15 Marks

5. Write a short note on the given:
 - a) Play and Activity Areas
 - b) Portfolio-based Assessment
 - c) Limitations of lecture method