

**GOVT. REHABILITATION INSTITUTE FOR INTELLECTUAL  
DISABILITIES (GRIID) SECTOR-31, CHANDIGARH**  
(☎ 0172-2637361, Fax No. 0172-2637369)

To

The Director Public Relations,  
Chandigarh Administration.

No. GRIID/Acad/D.Ed.28/2024/2939  
Dated Chandigarh the 10-5-24

**Subject: Publication of Advertisement.**

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Enclosed please find herewith four copies of Admission Notice, which may be release in the three leading newspapers (English, Hindi and Punjabi), so as to appear in minimum possible space for which DAVP rates will be paid.

*P. S. L.*  
*8.5.24*

Joint Director,  
GRIID, Sector-31,  
Chandigarh.

Endst.No. GRIID/Acad/D.Ed-28/2024/2940

Dated: 10-5-24

A copy is forwarded to Ms. Mamta, Craft Instructor, GRIID, Chandigarh for displayed the same on the website of GIMRC/GRIID, Chandigarh.

*P. S. L.*

Joint Director,  
GRIID, Sector-31,  
Chandigarh.

**GOVT. REHABILITATION INSTITUTE FOR INTELLECTUAL  
DISABILITIES (GRIID) SECTOR-31, CHANDIGARH**  
(☎ 0172-2637361, Fax No. 0172-2637369)

No. GRIID/Acad/D.Ed-28/2024/ 294)

Dated: 10-5-24

**ADMISSION NOTICE**  
**D.ED. SPECIAL EDUCATION (MENTAL RETARDATION/INTELLECTUAL  
DISABILITIES)**  
**(SESSION 2024-25 as per NBER/RCI Rules)**

Government Rehabilitation Institute for Intellectual Disabilities (GRIID), Sector-31, Chandigarh invites applications from eligible candidates for admission to D.Ed. Special Education (Mental Retardation/Intellectual Disabilities) (2 years Course) for the session 2024-25, who have successfully completed class 12<sup>th</sup> examinations from any recognized board of Central/State Govt. or its equivalent qualification recognized by RCI, New Delhi. The application proforma along with other information can be downloaded from our website i.e. [www.griid.edu.in](http://www.griid.edu.in) from 15.05.2024. The candidate should submit their application form completed in all respect along with testimonials upto 4.00 pm on or before 14<sup>th</sup> June, 2024( Friday).



**Joint Director,  
GRIID, Sector-31,  
Chandigarh**

**PROSPECTUS  
CUM  
APPLICATION FORM**

**Diploma in Education (Special Education)  
(Intellectual & Development Disabilities)  
D.Ed. Spl.Edn. (IDD)  
(Two Year Course)**

**Session 2024-2026**



*Recognized by*  
**Rehabilitation Council of India, New Delhi**



**Govt. Rehabilitation Institute for Intellectual Disabilities**  
**Sector-31-C, Chandigarh -160047**  
Phone: 0172-2637361, Fax: 0172-2637369  
E-mail: griidoffice@gmail.com, Website: www.griid.edu.in

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## **1. INTRODUCTION**

Government Rehabilitation Institute for Intellectual Disabilities (GRIID) is a premier institute fostering the needs of children with special educational needs. GRIID is catering to more than 450 children with intellectual disability, autism, cerebral palsy and multiple disabilities. In addition to special education and vocational training, GRIID runs daily child guidance clinic for helping children with associated medical and behavioural problems through multidisciplinary team of medical specialists, physiotherapists, occupational therapists, speech therapists, yoga instructors, clinical psychologists and music therapist.

GRIID is running Rehabilitation Council of India recognized long term teachers training programs including Diploma in Special Education D.Ed. (IDD) (35 seats), B Ed. in Special Education (30 seats) and M. Ed. in Special Education (10 seats) in the field of specialization of Intellectual Disability. D.Ed. SE (IDD) affiliated by NBER - RCI, Chennai and B.Ed. Spl Edn. & M.Ed. Spl. Edn. (ID) courses are affiliated to Punjab University Chandigarh.

### **1.1 COURSE OBJECTIVES**

The D.Ed. Special Education (IDD) aims to enable and train the teachers to achieve the following objectives:-

- To develop professionals for special education within a broad framework of education in the current millennium.
- To enable learners to acquire knowledge, develop competencies and practice skills to impart education to children with Intellectual and Development Disabilities.
- The general objective of the course is to prepare special educators at pre-primary (Nursery, Kindergarten etc.), primary (I to IV) , lower primary and upper primary (V to VII) levels to serve at special schools and 3

The duration of the course will be two years. (As per RCI norms)

### **1.3 ELIGIBILITY**

Students who have passed class 12 examination with 50% of marks in any stream are eligible for the course. Relaxation in percentage of marks in 12<sup>th</sup> examinations will be given to the reserved categories as per the policy of State / Central Govt.

#### **Intake Capacity/No. of Seats:**

The intake for each year of the course will be 35 seats. Reservation policy shall be applicable as per UT norms.

## **1.4 DISTRIBUTION OF SEATS**

### **A) U.T. Pool:**

70% of total sanctioned intake of the seats will be filled amongst the students, who pass their qualifying examination from schools recognized by Chandigarh Administration and situated in the Union Territory as regular students of the said school, which will be termed as UT Pool.

### **B) Non U.T. Pool:**

The remaining 30% seats will be filled amongst the students, who pass their qualifying examination from school other than those located in the Union Territory, Chandigarh or otherwise, which will be termed as General Pool.

### **C) NRI Seat:**

One seat is reserved for NRI Candidate.

### **Note:**

- i) **U.T. Pool Candidates:** Those who have passed qualifying examination as regular candidates from schools in UT, Chandigarh.
- ii) **Non U.T. Pool Candidates:** Those who have passed qualifying examination as regular candidates from schools outside UT, Chandigarh.

### **Reservation of Seats:**

The reservation is out of 70% seats of U.T. Pool and 30% seats of general Pool.

<b>Category</b>	<b>UT Pool (70%)</b>	<b>General Pool (30%)</b>	<b>NRI</b>	<b>Total</b>
<b>General</b>	20	08	01	28
<b>SC(15%)</b>	04	02	-	06
<b>Total</b>	24	10	01	35

The reservation policy and seats as given above shall be strictly adhered to. In case seats of General Category in U.T. Pool remain vacant, the seats will be made open to the candidates belonging to General Category of the Non U.T. Pool by giving preference to eligible U.T. Pool candidate (if any) as regards SC Category seats remaining vacant, the reservation will be interchangeable amongst the student of their community to both pools. However, if the seats still remain unfilled, these will be made open amongst the candidates of General Category.

Similarly, if the seats reserved for NRI is not filled up, the same shall be de-reserved and filled up from General Pool in order of merit.

## **1.5 CRITERIA FOR THE ADMISSION IN D.Ed. SPECIAL EDUCATION (IDD)**

### **Joining and Submission of Certificates**

This is a full time course of two academic year. Selected candidates shall join the course by the stipulated date. At the time of joining the course, the selected candidate will deposit their original certificates which will be released after the completion of the course.

## How to Obtain the Application cum Prospectus.

The prescribed application form and prospectus may be obtained from the Official website of the Govt. Rehabilitation Institute for Intellectual Disabilities, griidoffice@gmail.com, Sector-31-C, Chandigarh.

The application form dully filled in should be submitted in the office of Govt. Rehabilitation Institute for Intellectual Disabilities, Sector-31-C, Chandigarh by hand or by registered post **by 14th June 2023 before 4 P.M.** Applications received after the last date will not be considered. The date and place of Counseling will be notified separately at official website of GRIID.

### 1.6 FEES

**Fee structure for D.Ed. Special Education (intellectual and developmental disabilities) course for the session 2024-26**

Sr. No.	Year	Amount Rs.
1	1 <sup>st</sup> Year 1 <sup>st</sup> Instalment	11510.00
2	1 <sup>st</sup> Year 2 <sup>nd</sup> Instalment	8260.00
3	2 <sup>nd</sup> Year 3 <sup>rd</sup> Instalment	8260.00
4	2 <sup>nd</sup> Year 4 <sup>th</sup> Instalment	8260.00
<b>Total Fee</b>		<b>36290.00</b>

#### Note:

- The above said fee is subject to change as per RCI, NBER/Board and Chandigarh Administration notification from time to time.
- The Candidate once admitted in the course will not be allowed to leave the course under any circumstances. If the candidate desires to leave the course for any reason, the total fee paid by the candidate shall not be refunded except the security money.
- Original Certificates deposited will not be released during the course and students are advised to keep sufficient number of photo copies before submission of original certificates to the office at the time of admission.

## 2. COURSE STRUCTURE

### 2.1 EXAMINATION

The examination of Diploma in Special Education (IDD) will be held as per NBER guidelines, examination schedule given by NBER will be followed. The final result of the course will be declared by NBER after the successful completion of the each semester as per rules and regulations.

## **2.2 EXAMINATION REGULATIONS**

### **Minimum attendance:**

Following attendance will be compulsory for students to be eligible to appear in the final examination:

- i) Theory: 70%
- ii) Practical: 70%

5% relaxation in attendance can be allowed by the head of Institution for valid reasons. Students will be informed about the status of attendance every two months through a Notice or Circular. The students will be informed in writing about attendance. The training centre would certify the completion of all the practical assignments of the students for them to be eligible for appearing in the examination. Examination forms of such students, who do not have the requisite attendance, will not be forwarded by the institution to the Examining body. Institutions would provide information regarding attendance of the students two months in advance to the respective examining body. Both theory and practical examinations for semester as well as annual system of examination would be conducted as per the RCI approved syllabus of the courses/ programmes. **(As per NBER Scheme of Examination )**

## **2.3 AWARD OF DIVISION TO SUCCESSFUL CANDIDATES**

There will be a uniform pattern of division mentioned as under: 75% and above – Distinction, 60-74.9% - First Division, 50-59.9% - Second Division, 40-49.9% - Pass class. No class shall be awarded in the 1st year Examination of the two years courses/ programmes. Division will be awarded on the basis of aggregate marks obtained by a student in 1st year and 2nd year Examination in theory and practical combined.

**Grace Marks** A student shall be eligible for grace marks for clearing one or more subjects/ papers aggregate to maximum of 10 marks. Grace marks are awarded only for theory external marks for the first attempts only.

For annual system, a maximum of 10 grace marks can be given in a maximum of three theory papers with a maximum of 5 marks in a paper. If grace marks are given, there is no need for re-totalling. No grace marks will be given in practical papers. For semester exams, a maximum of 5 grace marks can be awarded to each semester with a maximum of 3 marks to a paper irrespective of number of papers.

### **Re - totaling**

Re - totaling of marks by the examination body will be done in routine for all examinations before declaration of results. However, after declaration re-totalling is allowed on payment of Rs. 500/- for each paper within fifteen days from the date of the declaration of the result. **(As per NBER scheme of Examination)**

### **Re-evaluation**

A student may apply within fifteen days from the date of the declaration of the result, for re-evaluation of the examination script(s) of a specific paper(s) on the payment of fees of Rs.1000/-per paper. Provision will be made to show the papers to the students by the Examination Body on written request from the student on payment of Rs.500/- for each paper within fifteen days from the declaration of result. All the provisions for re-evaluation must be



completed within fifteen days from the date of the declaration of the result. (**As per NBER scheme of Examination**)

#### **2.4 PROVISION FOR FAIL CANDIDATE :** (Provision of Re-appearance in the examination)

For the candidates who are declared fail in the Final Examination, will have chances to clear all of the failed papers as per NBER rules.

Supplementary exams for students under semester system will be held along with the semester exams in the following semester examinations, availing a maximum of 1 + 2 attempts. A candidate can re-appear in the failed component for theory papers either along the examination held during that academic semester/session or supplementary examination held for the said theory paper as per number of permitted chances.

Failed students in practical exams are allowed to reappear in the practical exams as per the number of chances permitted (availing maximum of 1 + 2 attempts) within the prescribed time period during semester/year end examinations.

A student re-admitted after having failed in first year/ semester can attend next semester/year classes and pass the papers in which has failed within the number of chances and time period permitted. Supplementary examination will be held only for the theory papers.

A candidate will have to seek re-admission to the courses/ programmes if she/he fails to successfully pass the courses/ programmes in the extended period and availing the number of permitted chances.

If a candidate fails/ is absent in external theory or practical examinations, she/he will have to appear only for the failed component.

The examination fee will be collected at the same rate for internal or external components.

Student who has failed in more than three subjects (Theory papers) together of the 1st and 2nd Semester in the first year will have to reappear for all the theory papers of the 1st and 2nd semester( 2 year duration programme of semester system).

As above, similar conditions would apply for two & two and a half years programmes, applicable for semester as well as yearly programmes. (**As per NBER scheme of Examination**)

**Improvement of Marks:-** There will be no provision for improvement of marks.

**Provision of writer and extra time for examinees:** Provision of guidelines for providing writers, extra time etc. for examinees with disabilities Provision shall be made as per Office Memorandum of Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment (F.No. 16-110/2003-DD.III dated 26/02/2013). The institutions must inform NBER/ the Examining Body about the number of such students in advance. Note: Guidelines/Rules of NBER Scheme of Examination/RCI/UT administration will be strictly adhered. (**As per NBER scheme of Examination**)

## 2.5 STRUCTURE OF THE COURSE

Theory Paper: Hours and Marks Distribution:

Year	Course	Hours	Credits	Marks		
				Internal marks	External marks	Total Marks
I	1.Introduction to disabilities (Common paper)	75	2.5	30	45	75
	2.Characteristics of children with developmental disabilities	75	2.5	30	45	75
	3.Assessment of Children with Developmental Disabilities	75	2.5	30	45	75
	4.Child Development and Learning (common course)	75	2.5	30	45	75
	5.Curriculum Development	75	2.5	30	45	75
	6. Teaching Approaches and Strategies	75	2.5	30	45	75
	<b>Total</b>	<b>450</b>	<b>15</b>	<b>180</b>	<b>270</b>	<b>450</b>
Year	Course	Hours	Credits	Marks		
				Internal marks	External marks	Total Marks
II	7.Education in Emerging Indian Society and School Administration (common course)	45	1.5	18	27	45
	8. Methods of Teaching in elementary School	75	2.5	30	45	75
	9.Therapeutics	75	2.5	30	45	75
	10.Inclusive Education (common course)	75	2.5	30	45	75
	11.Family and Community (common course)	45	1.5	18	27	45
	12.Management of groups with high support needs	75	2.5	30	45	75
	13. Employability Skills	60	2	20	40	60
	<b>Total</b>	<b>450</b>	<b>15</b>	<b>176</b>	<b>274</b>	<b>450</b>

Practical Papers: Hours and Marks Distribution

S. No	I year	Hours	Credits	Internal marks	External marks	Total
I (a)	Assessment of Children with Developmental Disabilities	150	5	90	60	150
II (a)	Individualized Education Programme (ASD, ID, SLD)	150	5	90	60	150
III(a)	Preparation of TLM for assessment and teaching & information and communication technology (ICT)	75	2.5	45	30	75
I(b)	Group Teaching - Special schools ASD, ID and remedial setting for SLD.	150	5	90	60	150
II(b)	Group Teaching – Resource room setting,	150	5	90	60	150
III(b)	Incorporation of technology and TLM in different settings	75	2.5	45	30	75
	<b>Total</b>	<b>750</b>	<b>25</b>	<b>450</b>	<b>300</b>	<b>750</b>
<b>II year</b>						
I(c)	Teaching in Regular / Inclusive School - all subjects_	150	5	90	60	150
II(c)	Therapeutics and behavioral support	150	5	90	60	150
III(c)	Development of teaching Learning materials Using ICT	75	2.5	45	30	75
I(d)	Inclusive Practices using UDL Principles	150	5	90	60	150
II(d)	Working with groups with high support needs and severe disability.	150	5	90	60	150
III(d)	Project	75	2.5	45	30	75
	<b>Total</b>	<b>750</b>	<b>25</b>	<b>450</b>	<b>300</b>	<b>750</b>

S. No	I year	Hours	Credits	Internal marks	External marks	Total
1	<b>Theory</b>	<b>450</b>	<b>15</b>	<b>180</b>	<b>270</b>	<b>450</b>
2.	<b>Practical</b>	<b>750</b>	<b>25</b>	<b>450</b>	<b>300</b>	<b>750</b>
	<b>Grand Total</b>	<b>1200</b>	<b>40</b>	<b>630</b>	<b>570</b>	<b>1200</b>

S. No	I year	Hours	Credits	Internal marks	External marks	Total
1	<b>Theory</b>	<b>450</b>	<b>15</b>	<b>176</b>	<b>274</b>	<b>450</b>
2	<b>Practical</b>	<b>750</b>	<b>25</b>	<b>450</b>	<b>300</b>	<b>750</b>
	<b>Grand Total</b>	<b>1200</b>	<b>40</b>	<b>626</b>	<b>574</b>	<b>1200</b>
	<b>I year &amp; II year Grand Total</b>	<b>2400</b>	<b>80</b>	<b>1256</b>	<b>1144</b>	<b>2400</b>

## **2.7 COLLEGE UNIFORM**

Students will wear the college uniform on all working days and college programs/functions

**Boys:** Shirt – Sky Blue, Pant – black formal, black turban (Sikh boys) and black leather shoes  
Winter: Black sweater

**Girls:** Kameez –Sky Blue, Salwar – Black, Dupatta –Black Cotton and black footwear.  
Winter: Black cardigans.

## **2.8 HOUSE EXAMINATION & TEACHING PRACTICE**

In order to become eligible to appear in the final Examination under semester system, the students are required to appear and obtain a minimum of 40% marks in each theory subjects and 50% in each practical subject in In-house examinations in each semester.

Absence from these examinations on any ground will be treated as failure and the Principal will have the authority to withhold or withdraw the name of the absentee / failure from the University examination. No request would be entertained for grant of leave from the In-house examination.

No In - House Internal Theory Examination will be Re-conducted in any circumstances.

Students using unfair means in In-house examinations are liable to be expelled from the college.

## **2.9 LEAVE RULES**

1. Students should apply for leave on the plain A4 paper.
2. Prior sanction of leave will be appreciable, if not submitted in advance students have to give leave application with valid reasons and supportive documents after resuming back.
3. In case of sickness or an emergency, the leave application must be submitted within a week.
4. Application for sick leave for more than five days will have to be supported by a Medical Certificate from a Government Dispensary / Hospital.
5. Leave on Medical grounds or otherwise does not entitle a student to claim benefit of lectures or for appearing in the In-House Examination.

## **3. GENERAL INSTRUCTIONS AND CODE OF CONDUCT FOR THE STUDENTS**

1. The trainees are expected to follow the schedule on regular basis. In case of being late, he/she will treated as absent.
2. The trainees are required to follow proper uniform as prescribed by the institution.
3. Assignment of duties in the school program/function is the part of their training they are expected to complete such assignment efficiently.
4. The students are required to participate in all scheduled activities of the college
5. The students are required to take all examinations and undertake all practical work.
6. Mobiles are not permitted in classrooms, library, reading room, labs, and corridors. In case of any emergency, they may use college telephone.

7. Smoking, drinking, playing cards and other antisocial activity in the college campus is strictly prohibited.
8. **Students must make it a point to read the Notice Board daily.** Ignorance of orders/notices duly displayed on the Notice Board shall not be accepted as an excuse for non-compliance.
9. Students violating rules and resorting to indiscipline are liable to be punished in the form of heavy fine, withdrawal of concession of stipend and even expulsion from the college in extreme cases.
10. Students who are under – age and do not have a valid driving license for a two wheeler or a four wheeler are not allowed to drive as per the directions of the hon'ble Punjab and Haryana High Court.
11. Students must park their vehicles in the parking lot. It is imperative that students should be well behaved and respectful towards other students & staff of the college. Anyone indulging in or abetting gang fights or eve –teasing or causing damage to the college property will be dealt very sternly and even be expelled.
12. Parents are requested to remain touch with the Head of the Department (HOD) to keep track of their ward's academic performance /conduct.
13. In case of damage to institute's property, strict disciplinary action will be taken and he/she will be required to replace or repair the property damaged.
14. No visitor can meet the student during the college hours; in case of emergency they can meet with prior permission of course coordinator in the visitor room / waiting area.
15. No student is allowed to leave the college premises during the working hours. In case of emergency written permission has to be taken from the course coordinator.
16. Any grievances, complaints must be timely taken up with the course coordinator.
17. **RAGGING: As per directions of Hon'ble Supreme Court of India ragging is strictly prohibited. If any incident of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the college.**

#### **4. RULES & REGULATIONS GOVERNING ADMISSIONS**

##### **Important information**

1. The candidates to be admitted strictly in accordance with the rules and regulations contained in the latest RCI /guidelines /any other instructions which have been issued/ may be issued by the RCI from time to time for the respective courses /examinations and in order of merit.
2. All the admissions to this institute is provisional and subject to the approval of the RCI. The Institute should not be held responsible in case the RCI does not approve of the admission of a student on account of giving incomplete information, concealing necessary facts or attaching incomplete testimonials or delayed submission of certificates etc. The fine /penalty imposed by the NIEPMD/RCI for any default in this regard shall be the personal responsibility of the student.
3. Students are advised to keep a photocopy of the submitted (filled) Admission Form for future reference.
4. Any instruction or rule received from the Director/Joint Director, GRIID, Sector- 31C Chandigarh after the publication of this prospectus will be binding on the students.

5. The students are required to bring all the original certificates at the time of admission.
6. Parents /Guardians should sign the declaration.

## 5. **LIBRARY RULES**

### **Circulation Section**

- Issue and Return counter functions between 9:20 AM to 4:40 PM on weekdays.

### **Circulation Service**

- All the library users are required to carry college identity card with library tickets to borrow resources from Library.
- You are entitled to borrow:-

Category	Maximum no of Books *Periodical/CDs		Loan Duration	
	Books	*Periodical/CDs	Books	*Periodical/CDS
Academic Members (Faculty)	4	2	2 weeks	1 week
Students	2	1	2 weeks	1 week
Institute Members other then Academic Members	2	1	2 weeks	1 week

\*Current issues will not be issued.

### **Overdue Charges**

- Reference Books/Reserve copy can only be consulted in Library.
- All Current Periodicals are considered as the Reference books.
- Overdue Charges for all Issued items Re 1/- per day per volume after due date if:-
  - a) The book borrowed from ordinary section is not returned by due date.
  - b) The book which is recalled by the Library is not returned within the stipulated period
  - c) The book issued for overnight use is not returned in time.

**Please Note: - Reserve copy, issued for overnight use, shall have to be returned within one and a half hour of the opening of the Library, next day.**

**If due date of overnight book is on holiday/Sunday, return it on next working day before 10:00 am otherwise fine would be charged including holiday/Sunday Rs. 1/- per day.**

### **Circulation Rules**

- Borrowing facilities are given only to the member of the library. Books may be borrowed only against the library Card/Ticket issued to an individual. Borrowing will be done only through the counter. The Card/Ticket is non transferable.
- Books are issued and returned from 9:20 a.m. to 1:00 p.m. and 1:30 to 4:40 p.m.
- The Library member is responsible for any book issued against that Card/Ticket, as per the library record.
- Newspapers, periodicals & reference books will not be issued from the Library.
- The user should check the books thoroughly for missing pages, chapters etc. While getting them issued. No complaint will be entertained later on.
- No books in damaged condition will be accepted from the users on return. Damaged books will have to be replaced by the borrower.

- In case of loss of books by borrower, the borrower is required either to replace the books by a recent edition, if available or pay its cost.
- If a member loses a book issued against his/her Card/Ticket, the penalty will be as follows:
  1. Current cost of the book along with amount delayed fine.
  2. If the relevant book is not easily available in the market then the user would pay the current cost of the book.
- If a member loses his / her Card/Ticket /ID card, and he/she makes a written report. Member will be responsible for misuse lost card and a duplicate card will be issued after written application and pay the fine of Rs 100/-
- The Librarian can recall books and publications any time if need arises.

### **General Rules**

- All library users must sign in/out register available with the attendant at the gate.
- User should maintain peace in the library and should not disturb other readers in the library.
- Smoking/eating/use of mobile phone/drinking/sleeping is strictly prohibited in the library premises.
- While entering the library user should leave his/her personal belongings such as bags, personal books etc. at the counter reserved for this purpose. Loose papers and notebooks may however be taken into the library. Users leaving the library should permit the library staff to examine their personal belongings. If asked.
- GRIID-Library follows an open access system. Remember a book misplaced is a book lost, until tracked.
- The Librarian may suspend library service of a student member for one month. If he/she misbehaves with the library staff.
- User of the library should not deface, mark, cut or damage the reading materials in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage. In case a person repeats the offences a second time his/her Card/Ticket would be impounded and the membership terminated summarily.
- If any student is found indulging in book hiding, stealing or mutilating, disciplinary action will be taken against him/her.
- The member would satisfy himself / herself before leaving the issue counter as to whether the book is in good condition or not otherwise he may be held responsible.
- Any member of library staff is empowered to enforce the regulations.
- The Members / Readers are not allowed to bring personal books or other reading material to the library except in the area meant for such a purpose.
- The Library Staff cannot be held responsible for loss or damage to any personal belongings of the members / readers.
- Computer terminals provided in the Library for searching the Online Public Access catalogues, CDROM databases, or retrieving any other online information made available through Library systems. Use of these terminals for any unauthorized purpose or external networks, changing or damaging the hardware/software settings, data or any other illegal activity will be liable for punitive action.

### **User Assistance**

All members of the library team are available for any assistance one may need in using the library resources, facilities & services they are also welcome to offer suggestion for improving library & its environment.

(Standard operating procedure of GRID Library)

### **6. WITHDRAWAL OF ADMISSION AND REFUND OF FEE**

In partial modification of office order No. DPI-UT-CS-12(6)95 dated 30.03.07/24-4-07, the Advisor to the Administrator, Union Territory, Chandigarh is pleased to adopt the recommendations of the Registrar, Panjab University, Chandigarh endorsed vide No. 4721-4900/Misc/A-3 dated 28-5-07 (copy enclosed) regarding refund of entire fee collected from the students withdrawing before the starting of the course, the candidates in the waiting list would be given admission against the vacant seat. The entire fee collected from the student, after a deduction of processing fee of not more than Rs. 1000/- (Rupees One Thousand Only) shall be refunded and returned by the institution / University to the student/ candidate withdrawing from the programme. Should a student leave after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the institution must return the fee collected with proportionate deduction of monthly fee and proportionate hostel rent, where applicable, as conveyed by University Grant Commission, New Delhi vide their letter No. F.No. 1-3/2007(CPP-II) dated 23<sup>rd</sup> April 2007.

Above said norms are applicable for D.Ed. Spl.Edn.(IDD)Course.



Form No. \_\_\_\_\_

**GOVERNMENT REHABILITATION INSTITUTE FOR INTELLECTUAL  
DISABILITIES (GRID)  
SECTOR 31-C, CHANDIGARH**  
(☎ 0172-2637361, 2637396, Fax No. 0172-2637369)

**Session 2024-26**

Self attested  
Photograph of  
applicant

**APPLICATION FOR ADMISSION TO D.Ed. SPECIAL EDUCATION (IDD)**

1. Name of the Applicant : \_\_\_\_\_
2. Name of the Parent/Guardian : Father: \_\_\_\_\_ Mother: \_\_\_\_\_
3. Date of Birth (dd/mm/yy) : \_\_\_\_\_ Age in years & months: \_\_\_\_\_
4. Sex : Male/Female/Others \_\_\_\_\_ Marital Status : \_\_\_\_\_
5. Nationality: \_\_\_\_\_ Domicile: \_\_\_\_\_
6. Category : U.T. Pool General  U.T. Reserved (SC)  NRI   
Non-U.T.General Pool  NonUT. Reserved (SC/ST/PWD/EMS/Other)   
(if Yes, Submit the document)
7. Annual Family Income (from all sources): \_\_\_\_\_
8. AADHAR Number: \_\_\_\_\_
9. Correspondence Address \_\_\_\_\_

10. Permanent Address \_\_\_\_\_

**11. Details of examinations passed:**

S.N .	Name of the exam passed	Name of the Board/ University	Year of Passing	Total Marks	Marks Obtained	% age obtained	Subjects
1.	SSC/Xth Std.						
2.	HSC/XII Std.						
3	Any other						

**Declaration:**

I hereby declare that all the documents submitted by me in this application, to the best of my/our knowledge, are true, complete and correct. If found incorrect or false my candidature/admission may be treated as cancelled at any stage.

Applicant's Signature: \_\_\_\_\_ Parent/Guardian's Signature: \_\_\_\_\_

**Note: Self attested 2 copies of each class X & XII marksheet & certificate cast certificate, domicile and income certificates, passport size photo (3) should be enclosed with the application form.**

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**Acknowledgement**

Form No. \_\_\_\_\_

**GOVERNMENT REHABILITATION INSTITUTE FOR  
INTELLECTUAL DISABILITIES (GRID)  
SECTOR 31-C CHANDIGARH**

(☎ 0172-2637361, 2637396, Fax No. 0172-2637369)

Received Application from \_\_\_\_\_ S/o/D/o/W/o  
\_\_\_\_\_ for admission to (Name of the Course):  
\_\_\_\_\_ for the academic session 2024-26.

Date: \_\_\_\_\_

Receiver's Signature

Acknowledged by Course Coordinator

*Name & Signature*