

# **APPLICATION FORM & PROSPECTUS**

**Master in Education, Special Education  
(Intellectual Disability)**

**(Two Academic Year Course)**

**Session 2025-2026**

*Recognized by*



**Rehabilitation Council of India, New Delhi**

**Affiliated to Panjab University,  
Chandigarh.**



**Govt. Rehabilitation Institute for Intellectual Disabilities,  
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## INDEX

I	Introduction
II	Objectives of the course
III	General framework of the course
IV	Eligibility
V	Admission
VI	Attendance
VII	Regulation for reappearing in the examination
VIII	Medium of instructions
IX	Examination and evaluation
X	No. of seats
XI	Fee structure
XII	Award for degree
XIII	Practicum
XIV	Teaching Pedagogy
XV	College Uniform

### PROGRAMME STRUCTURE

XVI	Joining and Submission of Certificate
XVII	How to obtain the Application cum Prospectus and Counseling date
XVIII	House Examination and Teaching Practice
XIX	Leave Rules
XX	General Instructions and code of conduct for students Hostel Facility
XXI	Library Rules <ul style="list-style-type: none"><li>• Overdue Charges</li><li>• Circulation Rules</li><li>• General Rules</li><li>• User Assistance</li></ul>
XXII	Medium of Instructions
XXIV	Rules and Regulation Governing Admissions Importance Information

### Annexure

- Admission Form
- Affidavit by Students
- Affidavit by parents/guardian

## **I. INTRODUCTION**

Government 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 suffering from 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 therapy.<sup>85\*</sup>

GRIID is the State Nodal Agency Centre of the National Trust, Ministry of Social Justice, Govt. of India for implementing various schemes of National Trust including issuing of Guardianship certificates through Local Level Committee, Samarth-a permanent residential facility, and Nirmaya- a Health Insurance Scheme.

GRIID is running several Rehabilitation Council of India approved teachers training programs including 2 years Diploma in Special Education, 2 years B Ed in Special Education and 2 years M. Ed. in Special Education. The degree and master's level courses are affiliated to Panjab University, Chandigarh and recognized by Rehabilitation Council of India (RCI) a statutory body of Govt. of India.

## **II. OBJECTIVES OF THE COURSE-**

- To function as teacher educator for RCI recognized teacher training courses
- To function as researchers in the field of Intellectual Disabilities, disability special and inclusive education.
- To function as educational program planners in general and inclusive schools.
- To function as school administrators and program heads

## **III. GENERAL FRAMEWORK OF THE COURSE**

- Duration of the course for the degree of Master of Education Special Education (Intellectual Disability) (M.Ed.Spl. Edu. -ID) shall be two years.

## **IV. ELIGIBILITY**

- A candidate who has successfully passed B.Ed. Special Education (Mental Retardation/Intellectual Disability) from a recognized University or any other Degree from a recognized University and considered equivalent to B.Ed. Special Education (MR/ID) by Rehabilitation Council of India (RCI).

**OR**

- A candidate who has successfully passed the B.Ed. (General) course and has completed Diploma in Education, Special Education (MR/ID), a PG Professional Diploma in Special Education (MR/ID) PGPDSE (MR) recognized by the Rehabilitation Council of India (RCI) till academic session 2014-15.
- Candidates with B.Ed. in particular specialization may be allowed for M.Ed. cross disability/ multicategory (as and when offered) but the reverse is not allowed. B.Ed. with multi-category should not be admitted for specialization in a single disability at the M.Ed. level, however; as a part of CBCS, these can be admitted to B.Ed. Special Education Area C courses and complete the specialization courses to qualify for a particular disability. On completion of Area C, these can be admitted to the M.Ed. Spl.Edu. in a specific disability.

**OR**

- A student with B.A./B.Sc./B.Com. B.Ed.Spl.Ed. (4 years Integrated)

**OR**

A student who have done BRS with specialization in B.Ed special education  
(5% concession is admissible in eligibility marks to SC/ST/BC/PwD candidates)

## **V. ADMISSIONS**

- The admission shall be based on merit on the basis of marks obtained in essential qualification or any other selection process as per guidelines of Panjab University and U.T. Administration.
- For those who have passed B.Ed. (General) and P.G. Professional Diploma in Mental Retardation., their marks of P.G. Diploma will be counted for calculation of merit, with 50%.
- All applicants for admission to M.Ed. Special Education (Intellectual Disability) course must be of good moral character.
- Admission will be done as per reservation policy of Chandigarh Administration by Panjab University. The reservation and relaxation for SC/ST/PWD and other categories shall be as per the rules of the central/Chandigarh Administration whichever is applicable.

## **VI. ATTENDENCE**

The mandatory minimum attendance required is 80 % for all course work, 90% for all practicum.

## **VII. REGULATIONS FOR REAPPEARING IN THE EXAMINATION**

(As per Panjab University guidelines)

## **VIII. MEDIUM OF INSTRUCTIONS**

- English shall be the medium of instruction; however, the medium of the examination shall be English, Hindi and Punjabi.

## **IX. EXAMINATION AND EVALUATION**

- Examinations shall be held according to the syllabus approved by the Senate from time to time.
- The examination shall be conducted at the end of each semester or as decided by the Panjab University.
- To be declared pass in a Semester Examination, a candidate must have obtained 40% marks in each theory paper, and 50% in each practicum both external and internal separately.
- Internal Evaluation/assessment – 20 Marks
- All practical would be evaluated externally and internally.

## **X. NO. OF SEATS: Total 10+1(EWS)**

10 (Reservation of seats will be as per Chandigarh Administration and Panjab University norms).  
Additional Seats (Over and above the sanctioned intake)

<b>Category</b>	<b>Number of seats</b>
Economically Weaker sections*	10 % of total sanctioned seats in each course

\* As per the letter vide Home department, Chandigarh Administration order no. 19/1/31H(3)-2019/4185 dated 01/05/2019, endorsed by the Director Higher Education vide Endst No. 239-DHEUT-Ad.II-26(11)2000-3 dated 24.05.2019.

As per reservation policy, the distribution of seats for admission to M.Ed. SE-ID Course for the session 2025-26, is as under: -

Sr. No.	Category	No. of Seats reserved
<b>Total Seats: 10</b>		
<b>A</b>	<b>UT POOL</b>	<b>6</b>
1	UT POOL (General)	4
2	UT POOL (Reserved (15%) (SC)	1
3	Ex-serviceman, Dependents of Defence/Paramilitary Personnel etc. (5%)	*1
4	Freedom Fighter 2%	
5	Person with Disability (5%)	
	<b>Total (1 to 5)</b>	<b>6</b>
<b>B</b>	<b>Non-UT Pool/General Pool</b>	<b>4</b>
1	Non-UT Pool (General)	2
2	Non-UT Pool (Reserved) (15%) (SC)	**1
3	Schedule Tribe (7.5%)	
4	Ex-serviceman, Dependents of Defence/Paramilitary Personnel etc. (5%)	***1
5	Freedom Fighter 2%	
6	Person with Disability 5%	
	<b>Total (1 to 6)</b>	<b>4</b>
<b>C</b>	<b>EWS (10%)</b>	<b>01</b>
	<b>Total (A+B+C)</b>	<b>11</b>

Note: \* UT Pool 01 seat reserved for Ex-serviceman, Dependents of Defence/ Paramilitary Personnel etc., Freedom Fighter and Person with Disability (whichever merit is higher) will be given.

\*\* Non-UT Pool 01 seat is reserved SC/ST (whichever merit is higher) will be given.

\*\*\* Non -UT Pool 01 seat is reserved for Ex-serviceman, Dependents of Defence/ Paramilitary Personnel etc., Freedom Fighter and Person with Disability (whichever merit is higher) will be given.

#### **RESERVATION POLICY FOR CHANDIGARH COLLEGES: -**

A candidate applying in the Reserved Categories shall carefully indicate his/her claim for category in the Admission Form. No change of category will be entertained/permitted in the application form or otherwise at a later stage.

**A. UT Pool 60%:** Out of the total sanctioned intake of the institutions **60% seats** will be filled up from amongst the students who passed their qualifying examination from colleges recognized by the Chandigarh Administration and situated in the Union Territory of Chandigarh as a regular student of the said Colleges/ Institutions, subject to the condition that such students must have studied for two years at Chandigarh. These seats will be termed as 'UT Pool'.

**B. General Pool 40%:** Out of the total sanctioned intake of the institutions **40% seats** will be filled from amongst the students who pass their qualifying examination from the institutions other than those located in the Union Territory of Chandigarh.

These seats will be termed as 'General Pool'. Students who have passed their qualifying examination through distance mode will be considered in General pool only.

- C. **EWS:** 10% over and above (additional) the total sanctioned intake of the institution will be filled from amongst the students who are from Economically Weaker Section (EWS) category from all over India.

**Reservation:**

**☐ Scheduled Castes/ Scheduled Tribes**

The following percentage of seats is prescribed for the students belonging to Scheduled Castes and Scheduled Tribes:

**U.T. Pool:**

Scheduled Caste – 15%

Scheduled Tribes – NIL

**General Pool:**

Scheduled Caste – 15%

Scheduled Tribes – 7.5%

If the requisite number of students of SC category in the UT Pool is not available, the seats will be made open to the students belonging to General category of the said pool. If the requisite number of students belonging to SC/ST categories is not available, the reservation will be interchangeable amongst the students of these communities. However, if the seats still remain unfilled, these will be made open amongst the students of the General category of the said-pool.

**Ex-Serviceman, Dependents of Defence/ Para-Military Personnel etc:**

**5%** of the seats in each pool would be filled in from the following categories of students in order of preference:

- (a) Sons/ daughters/spouses of the defence personnel who are awardees of gallantry decorations of Paramvir / Mahavir / Vir Chakra in person or posthumously OR Sons/ daughters/spouses of the defence personnel and Para-military personnel like CRPF, BSF etc. who are killed or are totally incapacitated in action while in service and were wholly dependent on them.
- (b) Sons/daughters/spouses of the defence and Para-military personnel like CRPF, BSF etc. who died while in service and were wholly dependent on them.
- (c) Sons/daughters/spouses of the defence and Para-military personnel like CRPF, BSF etc. incapacitated while in service and were wholly dependent on them.
- (d) Sons/daughters/spouses of ex-serviceman (defence and Para-military personnel like CRPF, BSF etc.) that are wholly dependent on them.
- (e) Sons/daughters/spouses of serving defence and Para-military personnel like CRPF, BSF etc. who are wholly dependent on them.

**NOTE:**

- i) The applicants seeking admission under categories (a) are required to submit the photocopy of citation for gallantry award, failing which they will not be considered for this category.
- ii) The applicants under category (b) and (c) are required to submit the certificate from the respective headquarters regarding death or total incapacitation while in service.
- iii) The applicants seeking admission to category (d) are required to submit discharge certificate from service and certificate of dependence from the **Director ZilaSainik Board**.

- iv) The applicants claiming admission under category (e) are required to submit the certificate of dependence from the unit in which parent/ spouse is serving.

❖ **Persons with Disability (PwD)**

5% seats in each pool would be filled from amongst the Persons with Disability candidates (1% each to be reserved for persons suffering from (i) Blindness or loss of vision (ii) Hearing impairment (iii) Locomotor disability or cerebral palsy). The students having temporary disability would not be considered against reserved seats. Eligible candidates will furnish a medical fitness certificate on the prescribed proforma from a Government Gazette Medical Officer along with the application indicating percentage of disability whether he/she is otherwise able to carry on the studies and perform the duties of a teacher, name of the disease-causing disability, whether disability is temporary or permanent, whether disability is progressive or non-progressive. Only such candidates whose disability is above **40% are eligible**. If such a certificate is not attached with the application, the candidate will not be considered for the seats reserved for this category.

The candidates selected provisionally for admission under this category will have to appear before the Medical Board constituted by the Principal Medical Officer, General Hospital, Sector 16, Chandigarh, for determining the percentage of disability / disability. The final selection will be made on the basis of the certificate issued by the Medical Doctor/Board. If the candidate does not present himself/ herself before the Medical Doctor/Board on the date intimated to him/her, his/her candidature against this category will be rejected and no subsequent opportunity will be given to him/her.

The members of persons with disability including blind and hearing impaired shall be allowed a relaxation of 5% marks for admission to the courses in which a certain percentage of minimum marks has been prescribed, provided they have obtained minimum pass marks prescribed by the regulations. (*Revised Guidelines for Reserved Category of Persons with Disabilities Candidates, No. 3500-3599/DUI/DS dated 01/07/2016*)

❖ **Children and Grandchildren of Freedom Fighters**

2% seats from each pool will be filled from the children and grandchildren of freedom fighters.

- (a) A freedom fighter is a person who has either been granted freedom fighter pension by the Chandigarh Administration or has been awarded "**Tamra Patra**" by Government of India for his political sufferings. No person other than the above-mentioned persons will be considered as freedom fighter for the purpose of reservation in admission. The requisite certificate will be issued by the **Deputy Commissioner, Chandigarh**, which will be considered irrespective of the form in which it is issued, provided it is self-explanatory.
- (b) Grand children mean son's sons/daughters or daughter's sons/ daughters.
- (c) The wards of freedom fighters who have been awarded "**Tamra Patras**" by the Government of India would also be eligible for reservation under this category. In the case of such freedom fighters, they should produce their "**Tamra Patras**" **certificate, freedom fighter certificate and dependence certificate from the Deputy Commissioner of the district in which they reside.**

**NOTE:** The applicants from this category will not be considered without the following documents:

- i) The photocopy of "**Tamra Patra**" certificate or freedom fighter certificate. ii) Dependence certificate from the concerned Deputy Commissioner.

### **Sportsmen/ Sportswomen**

- (a) **2%** seats would be filled with sportsmen or sportswomen on the basis of their merits as per grading criteria forwarded by the Chandigarh Administration. This category shall not divide into UT Pool/General Pool. Benefits of reservation under this category shall be available only to the following categories of the students: -
- (i) Who passed their qualifying examination from colleges recognised by Chandigarh Administration and situated in the Union Territory of Chandigarh as a regular student of the said college, who have studied in Chandigarh colleges for at least two years before applying for gradation certificate subject to the condition that such students must represent Chandigarh state etc. in the national/ other recognised tournaments.
  - (ii) Where Chandigarh Administration has adopted the notification of other States/ U.T.s on reciprocal basis to give benefits of reservation in admission in Sports Category in Chandigarh, they will be graded as per existing policy of Chandigarh Administration.
  - (iii) Countersigning of Gradation certificates shall only be admissible on reciprocal basis provided that counter signed certificates will be graded as per policy of Chandigarh Administration.

The gradation for Sports person is as under, which should not be before 1<sup>st</sup> April, 2022.

**Grade- A**

**International level**

**Grade- B**

**National level**

**Grade- C**

**State level**

**Grade- D**

**District level**

Gradation Certificate of Sports, which is issued by Sports Department of the respective State/U.T.

only will be accepted.

- b. Performance in the following sports discipline will only be considered for the purpose of sports gradation certificate:

1. Athletics	2. Archery	3. Badminton	4. Basket ball	5. Boxing
6. Cricket	7. Chess	8. Cycling	9. Fencing	10. Foot ball
11. Golf	12. Gymnastic	13. Handball	14. Hockey	15. Judo
16. Kabbadi (N.S)	17. Kayaking and Canoeing	18. Shooting	19. Squash	20. Swimming
21. Rowing	22. Table Tennis	23. Tennis	24. Volleyball	25. Weight Lifting and Wrestling

**NOTE: (c)** Students seeking admission to this category shall be considered only:

- (i) If his/her age falls within the age group which is eligible for participation in the Inter-College/ Inter-University Tournaments.
- (ii) If his/her achievement in sports relates to his/her activity in any of the three years preceding admission. (For example, for admission in the year 2025, the achievements shall not be prior to the 1st April, 2022)

#### **• Foreign students**

**2%** seats are reserved for foreign students in B.Ed. course. The foreign students should submit along with their application the following documents without which they will not be considered for admission under this category:

- (i) Eligibility Certificate: If a student is seeking admission on the basis of foreign qualification.



- (ii) Long term student Visa
- (iii) Proof of foreign Nationality

**NOTE:**

- (i) Foreign students residing abroad should apply through their respective Embassies to the Secretary, Govt. of India, Ministry of External Affairs, New Delhi.
- (ii) Foreign Students desirous of seeking admission to B.Ed. course who are in India will compete amongst themselves for the seats created for them. Those living and applying from abroad shall be required to produce the test score of the Graduate Record Examination (GRE) from Princeton USA. Foreign Candidates shall also have to comply with all the requirements of Government of India, Chandigarh U.T. Administration as well as Panjab University as prescribed by them from time to time.

Admission of the foreign students to the college is governed by the guidelines issued by the Dean, Foreign Students, Panjab University, and Chandigarh.

- **Reservation for Economically Weaker Sections 10% over and above the sanctioned seats\***

In compliance of letter vide the Home Department, Chandigarh Administration order no. 19/1/3-IH (3)-2019/4185 dated 01/05/2019, endorsed by Director Higher Education vide Endst. No. 239-DHE-UT-Ad.II-26(11) 2000-3 dated 24.05.2019

There is 10% reservation for the Economically Weaker Section for admission to City Colleges over and above the sanctioned seats. The persons belonging to Economically Weaker Sections (EWSs) from all over India would get benefit of 10% reservation in seats over and above the sanctioned intake for Admission in the Educational/ Technical/ Medical Institutions of Union Territory, Chandigarh.

Persons who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8 lakhs are to be identified as EWSs for the benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:

- i. 5 acres of Agricultural Land and above; ii. Residential flat of 1000 sq. ft. and above; iii. Residential plot of 100 sq. yards and above in notified municipalities; iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

- i. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format shall only be accepted as proof of candidate's claim as 'belonging to EWS:

- District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
- Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
- Revenue Officer not below the rank of Tehsildar and

- Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

**The reservation policy and seats as given above shall be strictly adhered to. In case seats in a reserved category remain vacant on account of non-availability of qualified candidates** such seats may be filled up from the General category. The candidate who had applied for a reserved category will be considered for that particular category only.

**This reservation is in accordance to the Home Policy of Chandigarh Administration, Chandigarh.**

#### **XI. FEE STRUCTURE:**

S.NO	Semester	Fees
1	1 <sup>st</sup>	18788.00
2	2 <sup>nd</sup>	7960.00
3	3 <sup>rd</sup>	17160.00
4	4 <sup>th</sup>	7960.00
		51868.00

\*It may be increase as per university norms.

1. University Charges and any other Charges/fees will be as per the directions received from the Panjab University and Chandigarh Administration notification from time to time.
2. Fees will be collected in two Instalments in a year.
3. In case of any increase or decrease in the fee at any stage by the Competent Authority, the fees will be charged accordingly in due course.
4. In case the candidate leaves the course before completion, fees will not be refunded except Library Security.
5. 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.

#### **XII. AWARD OF DEGREE**

The Panjab University (affiliating University) will award degree in Masters of Education Special Education (Intellectual Disability).

#### **XIII. TEACHING PEDAGOGY**

1. Classroom teaching will be facilitated and encouraged through:
  - Lecture method
  - Discussion method
  - Demonstration method
  - Project Method
  - Multimedia
  - Various classes of national significance
2. Ample opportunity for participating in co-curricular activities shall be provided to students during the course.

#### **XIV. COLLEGE UNIFORM**

Formal clothes for both Boys and Girls. Colour of uniform will be informed after admission.

**PROGRAMME STRUCTURE AREA- A - CORE THEORY COURSES**

<b>Course Code</b>	<b>Title</b>	<b>Credits</b>	<b>Marks</b>
A1	Developments in Education and Special Education	4	100
A2	Psychology of Development and Learning	4	100
A3	Research Methodology and Statistics	4	100
A4	Curriculum Design & Development	4	100
A5	Inclusive Education	4	100
A6	Perspectives in Teacher Education-In service & Pre- service	4	100
A7	Educational Evaluation	4	100

**AREA B - SPECIALIZATION COURSES**

<b>Course Code</b>	<b>Title</b>	<b>Credit</b>	<b>Marks</b>
B8	Identification, Assessment and Needs of Children with Intellectual Disability	4	100
B9	Curriculum And Teaching Strategies for Children with Intellectual Disability	4	100
B10	Adulthood and Family Issues	4	100
B11	Therapeutics and Assistive Devices for Children with Intellectual Disability	4	100

**AREA C –ELECTIVE COURSES**

<b>Course Code</b>	<b>Title</b>	<b>Credit</b>	<b>Marks</b>
C14	Guidance and Counseling	4	100

**AREA D - DISSERTATION**

<b>Course Code</b>	<b>Title</b>	<b>Credit</b>	<b>Marks</b>
D	Dissertation	16	400

Dissertation will be compulsory for all students. Students will work under the guidance of a supervisor to be allotted by the HOD/Principal of the Department/ College. Students are expected to complete the Dissertation work in four phases in four semesters.

**AREA E - PRACTICAL RELATED TO SPECIFIC DISABILITY**

<b>Course Code</b>	<b>Title</b>	<b>Credit</b>	<b>Marks</b>
E1	Related to Specific Disability	4	100
E2		4	100

### Area E- Practical Related to Disability

- Elicit relevant information from parents and professionals about child with Disability.
- Assess the child with Disability, using formal and informal tools and identify the current level performance.
- Prepare a comprehensive assessment report by analyzing and interpreting the data.
- Develop an appropriate educational plan (current level, annual goals, short term objectives, methods and material and evaluation) and implement it.
- Collaborate with the class teachers and related professional to develop and implement the IEP.
- Implement IEP for a period of minimum 15 sessions (each session lasting for not less than 45 minutes).
- Make class visits to support the student when the regular teacher teaches and collaborate with the class teachers.
- Evaluate the child and write a report

### AREA F - PRACTICAL

Course Code	Title	Credit	Marks
F1	Field Engagement / Internship as a Teacher Trainer	4	100
F2		4	100

### Area F- Field Engagement/ Internship as Teacher Educators

Each student trainee is expected to take 10 lectures by selecting topics from the curriculum of B.Ed. Spl. Ed. (ID).

### SEMESTER-WISE STRUCTURE

#### SEMESTER-I

COURSE CODE	COURSE TITLE	CREDITS	TOTAL MARKS
<b>Theory Paper</b>			
A1	Developments in Education and Special Education	4	100
A3	Research Methodology and Statistics	4	100
B8	Identification, Assessment and Needs of Children with Intellectual Disability	4	100
B9	Curriculum And Teaching Strategies for Children with Intellectual Disability	4	100
<b>Practical Paper</b>			
E1	Teaching Practice	4	100
D	Dissertation (Selection of the Topic)	-	-

**SEMESTER-II**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>	<b>TOTAL MARKS</b>
<b>Theory Paper</b>			
A2	Psychology of Development and Learning	4	100
A4	Curriculum Design & Development	4	100
A5	Inclusive Education	4	100
B11	Therapeutics and Assistive Devices for Children with Intellectual Disability	4	100
<b>Practical Paper</b>			
E2	Preparation & Administration of Teacher Made Test (TMT)	4	100
D	Dissertation (Synopsis submission) Last Date of submission 31st March or As per University Calendar	2	-

**SEMESTER-III**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>	<b>TOTAL MARKS</b>
<b>Theory Paper</b>			
A6	Perspectives in Teacher Education - In-service & Preservice	4	100
A7	Educational Evaluation	4	100
B10	Adulthood and Family Issues	4	100
C14	Guidance and Counseling	4	100
<b>Practical Paper</b>			
F1	Field engagement /Internship as a Teacher Trainer	4	100
D	Dissertation	-	-

**SEMESTER-IV**

<b>COURSE CODE</b>	<b>COURSE TITLE</b>	<b>CREDITS</b>	<b>TOTAL MARKS</b>
D	Submission of Dissertation (Last date . As per University calendar)	14	400
<b>Practical Paper</b>			
F2	Field Engagement / Internship as a Teacher Trainer	4	100
	<b>GRAND TOTAL</b>	<b>80</b>	<b>2000</b>

**XV. JOINING AND SUBMISSION OF CERTIFICATES**

This is a full-time course of two academic year, the candidates admitted to the course cannot pursue any other course. 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 to the office which will be released after the completion of the course. Students are also supposed to submit one copy of their Adhaar Card, 3 Passport Size Photographs for ID cards along with declaration of Anti-Ragging.

## **XVI. HOW TO OBTAIN THE APPLICATION CUM PROSPECTUS AND COUNSELLING DATE**

**The prescribed application form and prospectus may be obtained from the Official website of the Govt. Rehabilitation Institute for Intellectual Disabilities, Sector-31-C, and Chandigarh 160047 which is [www.griid.edu.in](http://www.griid.edu.in)**

The application form duly filled in should be submitted in the **office of Govt. Rehabilitation Institute for Intellectual Disabilities, Sector-31-C, Chandigarh-160047**, by hand or by Regd. post by last date published in the newspaper before 4 P.M. **Applications received after the last date will not be considered.** The date and place of Counselling will be notified separately in the official website of GRIID.

## **XVII. HOUSE EXAMINATION & TEACHING PRACTICE**

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

**No House Test / Internal Theory Exam will be reconducted in any circumstances.**

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

## **XVIII. LEAVE RULES**

1. Students should apply for leave on the plain paper
2. Prior sanction of leave must be taken
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. If more than 5 days get a certificate from PU medical officer.
5. **No leave will be sanctioned during the house tests and practical.**

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

1. 80% attendance is compulsory. There will be no relaxation in this regard. This applies for theory teaching (80%) and the practicum (90%).
2. The trainees are expected to follow the time table strictly. In the event of being late, he/she will treat as absent for the whole day.
3. The trainees are required to follow proper dress code as prescribed by the institution
4. Assignment of duties in the school function is the part of their training they are expected to complete such assignment efficiently.

5. The students are required to participate in all scheduled activities of the college 6. The students are required to take all examinations and undertake all practical work.
7. Mobiles are not permitted in classrooms, library, reading room, labs, and corridors. In case of any emergency, they may use college telephone.
8. Smoking, drinking alcohol and playing cards and any substance abuse on the college campus is strictly prohibited.
9. **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.**
10. Students violating rules and resorting to indiscipline are liable for disciplinary action and even expulsion from the college in extreme cases.
11. Students must park their vehicles in the parking lot. It is imperative that students be well – behaved and respectful towards other students, especially girls. Anyone indulging in or abetting gang fights or eve –teasing or causing damage to the college property will be dealt with very sternly and even be expelled.
12. Parents are requested to remain in touch with the faculty members 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 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/her from the college

### **Hostel Facility**

**Hostel accommodation is available for outstation girls /boys depend on the availability of the accommodation.**

### **XX. LIBRARY RULES**

#### **STANDARD OPERATING PROCEDURE FOR GRIID-LIBRARY**

#### **CIRCULATION SECTION**

- Issue and Return counter functions between 9:20 AM to 4:40 PM on weekdays.
- 9:20 AM to 1:40 PM on Saturday

#### **CIRCULATION SERVICE**

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

- Students 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. The book which is recalled by the library is not returned within the stipulated period, and the book issued for overnight use is not returned in time.  
Please Note: -
  - b)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.
  - c)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

1. 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 nontransferable.
2. Books are issued and returned from 9:20 a.m. to 1:00 p.m. and 1:30 to 4:40 p.m. ☐ 9:20 AM to 1:40 PM on Saturday
3. The library member is responsible for any book issued against that Card/Ticket, as per the library record.
4. Newspapers, periodicals & reference books will not be issued from the library.
5. The user should check the books thoroughly for missing pages, chapters etc. While getting them issued. No complaint will be entertained later on.
6. No books in damaged condition will be accepted from the users on return. Damaged books will have to be replaced by the borrower.
7. 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.
8. 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.
9. 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/-
10. 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.

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

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 Panjab University/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 31, and 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.

### **Other Activities and Units**

#### **(a) Tutorial Groups:**

To establish rapport between the teacher and the taught, all the students are divided into tutorial groups. Each group is placed under the guidance of a tutor who keeps records of the activities and progress of the students of the group during their stay in the college. Character certificates are issued on the basis of these records. School Pre-Internship and Internship Programs are organized in school's tutorial group wise.

#### **(b) National Service Scheme**

The College has one unit of NSS and participation in NSS activities is compulsory for all the students of B.Ed., M.Ed. and Diploma (Special Education)

The N.S.S. Unit of the college provides opportunities to the college students to participate in projects of community service in the adjoining localities. The basic aim of the N.S.S. is to make new links between the students of the college and the people living in the neighborhood. The students are encouraged not only to join the community in execution of development projects but also to share their knowledge and cultural activities with the members of the community.

#### **(c) Guidance and Counseling Unit**

The unit provides counseling services to the College students. It arranges sessions in guidance and counseling for prospective teachers and educational and career conferences for the benefit of the students. The College also provides 24 hours stress management helpline. ( TeleManas.....)

#### **(d) Co-curricular Activities**

To develop the creative talent among students, a number of co-curricular activities are organized in the college. It is obligatory for every student to enroll himself/herself as a member of the literary and cultural society.

#### **(e) Value Education**

Another important feature of the College is Value Education Period whereby every tutorial group has to present it on every Friday, thus inculcating a habit of working in a group and also discipline oneself.

Value Education is an important feature of the college life and students are required to contribute speeches, devotional songs etc. in their assemblies or any other event having moral, spiritual and education value. It is compulsory for all to attend it on all Fridays.

**(f) Sports**

Sports and Athletics are held regularly and are compulsory for all the students of this college to participate. It is compulsory for every student to participate in the Annual Athletic Meet of the College and University.

**(g) Magazine:**

Students are welcome to contribute articles to the college magazine, which is an annual publication of the college.

**(h) Smart class rooms**

All the classrooms of the college are equipped with the Interactive Boards, L.C.D. projectors and computers for multimedia presentations.

**(i) Laboratories**

The college provides the facilities of well-equipped and well-maintained laboratories to the students facilitating them to enhance their teaching skills through experiments, demonstrations and presentations. The college has Computer, Language, Guidance and Counseling, Psychology, Special Education laboratories, which are fully equipped.

**(j) Placement Cell**

The College placement cell invites online enrolment from all the Teacher Graduates and Post Graduates of the college who are interested in seeking employment in Education and special Education. It caters primarily to the employment needs of the schools, clinics, Colleges of Education and other educational institutions with assured prompt quality service.

The prospective employers are welcome to mail their requirements to the cell.

**Contact us at:**

Placement Cell  
GRIID, Sector 31 C — India, 160047.

**Email:** [griidspled@gmail.com](mailto:griidspled@gmail.com)

**Alumni Association**

The college has an old students' association. Created WhatsApp group for contacts and communication.

**Grievance Redressal Cell**

The Grievance Redressal cell of the college handles the grievances of day scholars and hostel students related to the Academics, Evaluation, Ragging and any other related issue. The cell will also cater to the grievances related to sexual harassment at workplace.

**Anti – Ragging Committee:**

The committee follows the UGC REGULATIONS ON CURBING THE MENACE OF RAGGING IN HIGHER EDUCATIONAL INSTITUTIONS, 2009. F.1-16/2007(CPP-II) Dated 17th June, 2009 in the college.

**Note:** As and when there is a change in the Home Policy or University rules, it will be incorporated in the admission policy and intimated to the students and displayed on the notice board also.

**The Complete set of documents to be submitted will include following: -**

- 1) Hard copy of duly filled up admission form
- 2) Copy of Mark-sheet of qualifying examination (B.Ed. or equivalent examination))
- 3) Copy of Matriculation certificate for proof of date of birth
- 4) Copy/ copies of certificate for claiming seat against reserved category (if any)
- 5) Copy of Certificate/s supporting the claims for the weightages (as per guidelines)
- 6) Certificate/s for claiming seat against UT pool as per Sub appendices A1 & A2.
- 7) Certificate/s for claiming seat against EWS.
- 8) Affidavit for gap year, if any

**IF THEY CANT'T LEARN THE WAY WE TEACH. WE TEACH THE WAY THEY LEARN.**

**Dr. Ivar Lovaas.**

**GOVERNMENT REHABILITATION INSTITUTE FOR INTELLECTUAL  
DISABILITIES**

**SECTOR-31, CHANDIGARH**

(☎ 0172-2637361, 2637396, 📠 0172-2637369) – [griidoffice@gmail.com](mailto:griidoffice@gmail.com); [griidspled@gmail.com](mailto:griidspled@gmail.com)

**www.griid.edu.in**

**ACADEMIC SESSION 2025-26  
APPLICATION FOR ADMISSION TO M.Ed. SPECIAL EDUCATION  
(INTELLECTUAL DISABILITY)**

Tick the category box which the Reservation is claimed:

Schedule Caste	Schedule Tribe	PH /FF	GEN .	EWS	Ex-serviceman, Dependents of Defence/ Paramilitary Personnel etc.	Foreign Students/ Sports Form UT/ All India Pool

Affix latest passport size  
photograph of candidate  
duly signed by him/her  
across it.

Nationality:		Indian		Others (specify)	
Religion	Hindu	Sikh	Muslim	Christian	Any Other
Tick the Pool under which the Admission is claimed		U.T. Pool (60%)		Non-UT Pool (40%)	

**1. Name of the Candidate in Full (in BLOCK letters):**

**2. Father's Name (in BLOCK letters):**

**3. Mother's Name (in BLOCK letters):**

**4. D. O. B: (DD/MM/YYYY)**    /    /    **Sex:** Male / Female / TG

**Marital Status:**                      Married                      Unmarried

**7. Correspondence Address:**

House No	
City	
State	
pin code	
Mobile No	
E-mail	

**8. Permanent Address:**

House No	
City	
State	
pin code	
Mobile No	
E-mail	

**Details of qualifications:****9.**

Exam.	Name of Institution	University/ Board & Year of passing	Year	Roll No.	Marks Obtained	% age of Marks
10+2						
BA/B.SC/ B.Com etc.						
B.Ed. Spl.Ed. (ID)or Equivalent						
MA/ M.sc./M.Co m						

10.	Panjab University Regd. No. (If any)	
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11.	Any other teacher subject opted	1.	2.
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**Undertaking:**

I agree to abide by the rules and regulations of the Institute and declare that:

- (i) I was never disqualified by any Board
- (ii) Information given by me in this form is correct to the best of my knowledge and nothing has been concealed thereof.
- (iii) If found ineligible for admission by the University at any time during the session, I shall have no claim on the seat.
- (iv) I am not employed anywhere (Whole time/Part time/Honorary service).

Signature of Father/Mother/Guardian

Signature of the applicant

Dated: \_\_\_\_\_

**NOTE: ANY TYPE OF CANVASSING WILL ENTAIL TO DISQUALIFICATION OF CANDIDATE.**

**Acknowledgement**

**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 M. Ed Special Education (ID) for the  
session 2022-23.

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

**Receiver's Signature**

**Certificate for U.T. Pool**

**To Whom It May Concern**

This is to certify that Mr. / Ms. \_\_\_\_\_ . S/o  
D/o/Sh. \_\_\_\_\_ was a Bonafide student  
of this college from year \_\_\_\_\_ to year \_\_\_\_\_ (His/ her  
college/Panjab University Roll No. in Part I B.Ed Special Education  
(MR/ID) was \_\_\_\_\_.

***Signature of Principal***  
**(with College Seal)**



*Annexure- 2*  
**AFFIDAVIT BY THE STUDENT**

1. I, \_\_\_\_\_ (full name of student with admission/registration/enrolment number) S/o, d/o, Mr./Mrs./Ms. \_\_\_\_\_ having been admitted to Govt. Rehabilitation Institute for Intellectual Disabilities, Sector-31-C, Chandigarh- 160047, have received a copy of the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions. 2009, (hereinafter called the "Regulations") carefully read and fully understood the provision contained in the said Regulations.
2. I have in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging actively or passively or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that if found guilty of ragging. I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
1. I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote ragging and further affirm that in case the declaration is found to be untrue. I am aware that my admission is liable to be cancelled.  
Declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year. \_\_\_\_\_

**Signature of deponent**

**Name:**

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year) \_\_\_\_\_

**Signature of deponent**

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) \_\_\_\_\_ (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**

## AFFIDAVIT BY PARENT/GUARDIAN

1. I, Mr./Mrs./Ms. \_\_\_\_\_ (full name of parent/guardian) father mother/guardian of \_\_\_\_\_ (full name of the student with admission/registration/enrollment number) having been admitted to Govt. Rehabilitation Institute for Intellectual Disabilities, Sector-31-C, Chandigarh, have received a copy of the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions. 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provision contained in the said ragging.
2. I have in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
3. I have also in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging actively or passively or being part of a conspiracy to promote ragging.
4. I hereby solemnly aver and undertake that
  - a) My ward will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
  - b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
5. I hereby affirm that if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.
6. I hereby declare that my ward have not been expelled or debarred from admission in any institution in the country on account of being found guilty of abetting or being part of a conspiracy to promote ragging and further affirm that in case the declaration is found to be untrue the admission of my ward is liable to be cancelled.
7. I declared this \_\_\_\_\_ day of \_\_\_\_\_ month of \_\_\_\_\_ year. \_\_\_\_\_

**Signature of deponent**

**Name:**

**Address with contact No.**

## VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at \_\_\_\_\_ (place) on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month)  
\_\_\_\_\_ (year) \_\_\_\_\_

**Signature of deponent**

Solemnly affirmed and signed in my presence on this the \_\_\_\_\_ (day) of  
\_\_\_\_\_ (month) \_\_\_\_\_ (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**