

Serial No.....

APPLICATION FORM & PROSPECTUS

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

(Two Academic Year Course)

Session 2023-2025

Recognized by



Rehabilitation Council of India, New Delhi

**Affiliated to
Panjab University, Chandigarh.**



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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.^{85*}

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 special education in MR

(5% concession is admissible in eligibility marks to SC/ST/BC/PwD candidates)

V. ADMISSIONS

- The admission shall be based on merit and/or entrance test as per guidelines of Panjab University.
- For those who have passed B.Ed. (General) and P.G. Professional Diploma in Mental Retardation., their marks of P.G. Diploma and entrance test will be counted for calculation of merit, with 50% in each.
- 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.

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:

10 (Reservation of seats will be as per Chandigarh Administration and Panjab University norms).

Additional Seats (Over and above the sanctioned intake)

| Category | Number of seats |
|-------------------------------|---|
| Economically Weaker sections* | 10 % of total sanctioned seats in each course |

* As per the letter vide Home department, Chandigarh Administration order no. 19/1/3-1H(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 2023-24, is as under: -

| Sr. No. | Category | No. of Seats reserved |
|------------------------|--|-----------------------|
| Total Seats: 10 | | |
| A | UT POOL | 6 |
| 1 | UT POOL (General) | 4 |
| 2 | UT POOL (Reserved (15%) (SC) (.9) | 1 |
| 3 | Ex-serviceman, Dependents of Defence/Paramilitary Personnel etc. (5%) (0.25) | *1 |
| 4 | Freedom Fighter 2% (0.1) | |
| 5 | Person with Disability (5%) (0.3) | |
| | Total (1 to 5) | 6 |
| B | Non UT Pool/General Pool | 4 |
| 1 | Non UT Pool (General) | 2 |
| 2 | Non UT Pool (Reserved) (15%) (SC) (0.6) | **1 |
| 3 | Schedule Tribe (5%) (0.2) | ***1 |
| 4 | Ex-serviceman, Dependents of Defence/Paramilitary Personnel etc. (5%) (0.15) | |
| 5 | Freedom Fighter 2% (0.06) | |
| 6 | Person with Disability (0.15) | |
| | Total (1 to 6) | 4 |
| C | EWS (10%) | 01 |
| | Total (A+B+C) | 11 |

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 applicationform 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 – 05%

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 Zila Sainik 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 Gazetted 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 grand children 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 be divided 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 1st April, 2018.

| | |
|-----------------|----------------------------|
| 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 |
| 26. 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 2021-23, the achievements shall not be prior to the 1st April, 2018)

- **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

- i. 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.
- ii. 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.
- iii. 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':
 - (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner
 - (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
 - (iii) Revenue Officer not below the rank of Tehsildar and
 - (iv) 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:

| Sr. No. | Particulars | M.Ed. Special Education (ID) | |
|------------------------------------|--------------------------|----------------------------------|----------------------------------|
| | | 1 st Instalment (Rs.) | 2 nd Instalment (Rs.) |
| 1. | Admission Fee | 850 P.A. | - |
| 2. | Tuition Fee | 3450 ½ yearly | 3450 ½ yearly |
| 3. | Tutorial Fee | 30 ½ yearly | 30 ½ yearly |
| | TOTAL (A) | 4330 | 3480 |
| P.L.A. Fund | | | |
| 4. | Magazine Fund | 300 P.A. | - |
| 5. | Amalgamated Fund | 3000 ½ yearly | 3000 ½ yearly |
| 6. | Water & Electricity | 600 ½ yearly | 600 ½ yearly |
| 7. | Dilapidation Fund | 400 P.A. | - |
| 8. | Health Fund | 300 P.A. | - |
| 9. | Book Replacement Fund | 120 ½ yearly | 120 ½ yearly |
| 10. | Identity Card | 100 P.A. | - |
| 11. | Audio Visual Fund (AVF) | 400 ½ yearly | 400 ½ yearly |
| 12. | Work Experience Fund | 360 ½ yearly | 360 ½ yearly |
| 13. | Red Cross | 50 P.A. | - |
| 14. | Library Security | 500 P.A. (REFUNDABLE) | - |
| 15. | Student Aid Fund | 150 P.A. | - |
| 16. | College Development Fund | 1500 P.A. | - |
| 17. | House Examination Fund | 1200 P.A. | - |
| 18. | Student Welfare Fund | 500 P.A. | - |
| 19. | College Sports Fund | 500 P.A. | - |
| 20. | Alumni Fund | 100 P.A. | - |
| 21. | Environment Fund | 400 P.A. | - |
| 22. | Practical Fee | 1800 P.A. | - |
| 23. | NSS | 20 P.A. | - |
| | TOTAL (B) | 12300.00 | 4480.0 |
| University Charges (C.F.A.) | | | |
| 23. | Property Tax | 20 | |
| 24. | College Development | 85 | |

| | | | |
|----------------------------|-----------------------------------|----------------|---|
| | Council Fee | | |
| 25. | University Sports Development Fee | 44 | |
| 26. | University Sports Fee | 187 | |
| 27. | Youth Welfare Fund | 95 | |
| 28. | Holiday Home Fee | 75 | |
| 29. | Almuni & Scholarship Fund | 33 | |
| 30. | Continuation Fee | 200 | |
| 31. | World Universal Service Fund | 50 | |
| 32. | Youth Welfare Fee | 95 | |
| | TOTAL (C) | 884.00 | |
| <u>Other if any</u> | | | |
| 34. | Migration Fee (inter College) | 270 | - |
| 35. | Migration Fee (inter University) | 440 | - |
| 36. | Registration Fee | 100 | - |
| 37. | Enrolment Fee | 100 | - |
| 38. | Foreign student fund | 620 P.A. | - |
| | TOTAL (D) | 1530.00 | |

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

| Course Code | Title | Credits | Marks |
|-------------|---|---------|-------|
| 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

| Course Code | Title | Credit | Marks |
|-------------|---|--------|-------|
| 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

| Course Code | Title | Credit | Marks |
|-------------|-------------------------|--------|-------|
| C14 | Guidance and Counseling | 4 | 100 |

AREA D - DISSERTATION

| Course Code | Title | Credit | Marks |
|-------------|--------------|--------|-------|
| 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

| Course Code | Title | Credit | Marks |
|-------------|--------------------------------|--------|-------|
| 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).

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

The application form dully 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 leading newspaper and at 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 re-conducted 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.

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 treated 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

XX. LIBRARY RULES

STANDARD OPERATING PROCEDURE FOR GRID-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

- 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.
 - 9:20 AM to 1:40 PM on Saturday
- 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.

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.

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 including EWS (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) Affidavit for gap year, if any

GOVERNMENT REHABILITATION INSTITUTE FOR INTELLECTUAL DISABILITIES SECTOR-31, CHANDIGARH

(☎ 0172-2637361, 2637396, 📠 0172-2637369)

ACADEMIC SESSION 2023-24

APPLICATION FOR ADMISSION TO M.ED. SPECIAL EDUCATION (INTELLECTUAL DISABILITY)

Tick the category box which the Reservation is claimed:

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

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

| | | | |
|--------------|--------|------------------|--|
| Nationality: | Indian | Others (specify) | |
|--------------|--------|------------------|--|

| | | | | | | | | | | |
|----------|-------|--|------|--|--------|--|-----------|--|--------------|--|
| Religion | Hindu | | Sikh | | Muslim | | Christian | | Any Other | |
|----------|-------|--|------|--|--------|--|-----------|--|--------------|--|

| | | | |
|---|--|---|--|
| Tick the Pool under which the Admission is claimed | U.T. Pool (60%) (Candidates completed B.Ed. Spl.Edn. (ID) from college in Chandigarh) | General Pool (40%) (Candidates completed B.Ed. Spl.Edn. (ID) from college OUTSIDE Chandigarh) | |
|---|--|---|--|

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

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | |
| | | | | | | | | | | | |

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

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|

| | | | | | | | | | | |
|---------------------------------|--|--|--|-----|--|--|--|--|--|--|
| | | | | | | | | | | |
| | | | | PIN | | | | | | |
| PH. No. | | | | | | | | | | |
| Mobile No. | | | | | | | | | | |
| Father/ Mother Mobile No. | | | | | | | | | | |

9. Details of qualifications:

| 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)

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 2023-24.

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/Punjab University Roll No. In Sem-I, of B.Ed Spl. Edn (ID) is
_____ Sem-II is _____ Sem-III is _____ Sem-IV
is_____.

Signature of Principal
(with College Seal)

Note: Each candidate has to submit this certificate at the time of admission in original.

Self Declaration Form for Proving Gap Year

I, _____, D/S of Sh. _____, R/O _____, do hereby

Solemnly affirm and declare as under:

1. That I am seeking admission in _____, Chandigarh.
2. That I passed my _____ examination during 20_____.
3. That during my gap period from _____ I did not take part in any political activity.
4. That during my gap period from _____ there is no criminal case lying pending against me in Court or Police Station.
5. That due to _____, I had to drop my regular studies for _____ year/years.
6. That I was not disqualified by any board /body /council/university.
7. That I was not already registered with Panjab University (wherever applicable).
8. That I bear a good moral character.

Place:

Dated:

DEPONENT

VERIFICATION

Verified that contents of the above affidavit are true and correct and that nothing has been concealed therein.

Place:

Dated :

DEPONENT

Note:

1. Two copies (both in original) of the affidavit are to be submitted.
2. Photocopies of affidavit will not be accepted.

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- 160031, 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 I 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 or 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.
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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