

ARMY INSTITUTE OF EDUCATION

Affiliated to Guru Gobind Singh Indraprastha University, New Delhi
(Recognized by NCTE & RCI, NAAC Accredited and ISO 9001:2015 Certified Institute)



BACHELOR OF EDUCATION- SPECIAL EDUCATION (B.Ed.Spl.Ed.)

ADMISSION BROCHURE ACADEMIC SESSION 2021-22

PLOT M-1, POCKET P-5, SECTOR CHI-2
GREATER NOIDA-201306

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E-MAIL: aiedelhi@gmail.com

WEBSITE: aie.ac.in

ARMY INSTITUTE OF EDUCATION

Vision: To prepare intellectually competent, socially concerned, morally upright and technically inclined teachers equipped with skill set who act as catalyst to shape the destiny of India.

Mission. To empower prospective teachers through continuum of knowledge and wisdom by equipping them with latest techniques assisted by technology.

“Wards, Wives and Widows serving & retired Army Personnel are eligible for admission in B.Ed.Spl.Ed. Programme at AIE”

Admission is on the basis of merit in the **Common Entrance Test (CET)** conducted by Guru Gobind Singh Indraprastha University (GGSIPU), New Delhi.

CET Code for B.Ed.Spl.Ed. Programme: BED159

Please visit regularly, Guru Gobind Singh Indraprastha University, New Delhi Website for Updates and Notifications on Admission.

www.ipu.ac.in

<https://ipu.admissions.nic.in>

Contact Details: -

Army Institute of Education

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INTRODUCTION

1. Army Institute of Education (AIE) was established on 21 Feb 2003 with the aim of providing pre-service teacher education to the wards and dependents of the Army personnel. The Institute functions under the aegis of Army Welfare Education Society (AWES), which is managing 249 Pre Primary Schools, 137 Army Schools and 12 Army Professional Institutes situated at different locations in the country. AIE functions under the administrative control of HQ Delhi Area with Chief of Staff Delhi Area as Chairman of the Institute Managing Committee (IMC). IMC meetings are held on an average every quarter. Army Institute of Education is affiliated to Guru Gobind Singh Indraprastha University (GGSIPIU), New Delhi and is recognized by the National Council for Teacher Education (NCTE) for its Bachelor of Education (B.Ed.) programme. AIE is ISO 9001:2015 certified and NAAC accredited Institute. The Joint Assessment team of GGSIPIU has awarded 'A' grade to this Institute consecutively since the last six years.

2. Army Institute of Education shifted to Greater Noida from Delhi Cantt on 23 July 2013 and is located at Plot M-1, Pocket P-5, Greater Noida, Gautam Budh Nagar (UP) at a distance of 3.5 km from Pari Chowk (Adjacent to AWHO Township). The city is well connected to Noida and Delhi by public transport.

3. Situated in a lush green campus spread over nearly 15.34 acres of land in a prime location in the city, Army Institute of Education provides an ideal environment to the aspiring learners for pursuing their studies in education. The trees, sprawling lawns and peaceful surroundings add to the ambience of the campus. The chirping of birds all through the day and their singing melodies enhances the effect and catalyzes one's quest for excellence as one learns in harmony with nature. Army Institute of Education cradles a genuine concern for the pursuit of human enquiry and for the perpetuation of knowledge traditions in an environment conducive to an inspiring teacher education programme.

Academic Infrastructure and Facilities

4. Army Institute of Education is endowed with a competent and experienced faculty and a team of sincere and committed administrative and supporting staff. The Institute is headed by the Principal and has the teaching faculty as per National Council for Teacher Education (NCTE) norms.

5. The Institute has spacious classrooms with adequate furniture, Seminar Hall with latest audio visual equipments, well established resource centres for psychology, art and craft, teaching – learning, health and physical education, mathematics, science lab, ICT, library, boys common room, girls common room and sports facilities like Athletics, Football, Badminton, Volley Ball, Basket Ball, Table Tennis, Chess and Carom etc. Apart from Sports facilities, separate Gymnasium for boys and girls is provided to students to maintain good physical health.

6. Jagat Farm and Alpha I Commercial complex are the shopping outlets in the close vicinity of the Institute with facilities like banks and ATM etc. Basic necessity items & ATMs are also available in AWHO township & Omega-1 market close by.

7. Army Institute of Education has adequate provision for first- aid facilities. A visiting doctor is appointed to provide medical cover in the campus. In the event of an emergency, the entitled students can approach the ECHS Polyclinic Greater Noida, which is located at a distance of just 500 meters from the campus. Three ECHS

empaneled hospitals – Kailash, Sharda & Yatharth Wellness are also located within 4 km distance. Students requiring clinical tests and advanced medical treatment from Base Hospital, Delhi are provided transport by the Institute.

Programme of Study

8. Army Institute of Education offers a residential full time professional pre-service teacher education programme of the duration of **two academic years** leading to Bachelor of Education-Special Education (B.Ed.Spl.Ed.) degree affiliated to Guru Gobind Singh Indraprastha University (GGSIPU), New Delhi.

Seats

9. The Institute has 30 seats for the B.Ed.Spl.Ed. programme every year. Seats will be allocated to the aspiring dependents of the serving / retired Army personnel from across the country on the basis of their merit in the Common Entrance Test (CET) conducted by Guru Gobind Singh Indraprastha University (GGSIPU), New Delhi. The prospective students are requested to refer to GGSIPU website for all details. The college does not offer management quota seats.

CET Code for B.Ed.Spl.Ed. Programme: 159

Common Entrance Test (CET) : Visit university website (<http://www.ipu.ac.in>)

Only CET qualified applicants shall be considered for admission, through University counselling, subject to fulfillment of eligibility and admission criteria.

B.Ed.Spl.Ed. Programme

DURATION OF THE COURSE

The duration of the course is two academic years with 2 Semester in each year, which can be completed in a maximum of three years from the date of admission to the programme (N+2) semesters.

10. Two-year B.Ed.Spl.Ed. programme of the Guru Gobind Singh Indraprastha University, New Delhi consists of theory Programmes and practicum as per the details given below: -

SEMESTER-I

S.No.	Course Title	Course Code	Credits	Max Marks
	THEORY			
A1	Human Growth & Development	BEDSE100101	4	100
A2	Contemporary India and Education	BEDSE100103	4	100
B7	Introduction to Sensory Disabilities (VI, HI, Deaf-blind)	BEDSE100105	2	100
B8	Introduction to Neuro Developmental Disabilities (LD, ID/ MR, ASD)	BEDSE100107	2	100
B9	Introduction to Locomotor & Multiple Disabilities (Deaf- Blind, CP, MD)	BEDSE100109	2	100
C12	Assessment and Identification of Needs	BEDSELD123111	4	100
	PRACTICAL			
E1	Practical: Cross Disability and Inclusion	BEDSE100151	2	100
	TOTAL		20	700

SEMESTER-II

S.No.	Course Title	Course Code	Credits	Max Marks
THEORY				
A3	Learning, Teaching and Assessment	BEDSE100102	4	100
A4	Pedagogy of School Subjects (ANY ONE from Part I to Part V)		4	100
	1. Mathematics	BEDSE100104		
	2. Science	BEDSE100106		
	3. Social Science	BEDSE100108		
A5	Pedagogy of School Subjects (ANY ONE from Part I to Part V)		4	100
	1. English	BEDSE100110		
	2. Hindi	BEDSE100112		
B6	Inclusive Education	BEDSE100116	2	100
C13	Curriculum Designing, Adaptation and Evaluation	BEDSELD1231 16	4	100
PRACTICAL				
E2	Practical: Disability specialization	BEDSELD1231 52	2	100
Total			20	600

SEMESTER-III

S.No.	Course Title	Course Code	Credits	Max Marks
C14	Intervention and Teaching Strategies	BEDSELD123201	4	100
C15	Technology and Disability	BEDSELD123203	4	100
C16	Psycho Social and Family Issues	BEDSELD123205	2	100
D17	Reading and Reflecting on Texts (EPC)	BEDSE100207	2	100
D18	Performing and Visual Arts	BEDSE100209	2	100
Practical				
E2	Practical: Disability Specialization	BEDSELD123251	4	100
F1	Main disability Special school (Related to Area C)	BEDSELD123253	4	100
TOTAL			22	700

SEMESTER-IV

Sr. No	Course Title	Course Code	Credits	Max Marks
B10	Skill based Optional Course (Cross disability and inclusion) ANY ONE		2	100
1.	Guidance and Counseling	BEDSE100202		
2.	Early Childhood Care and Education	BEDSE100204		
3.	Applied Behavior Analysis	BEDSE100206		
4.	Community Based Rehabilitation	BEDSE100208		
5.	Application of ICT in class rooms	BEDSE100210		
6.	Gender and Disability	BEDSE100212		
7.	Braille and Assistive Devices	BEDSE100214		
B11	Skill based Optional Course (specialization disability) ANY ONE		2	100
1.	Orientation and Mobility	BEDSE100216		
2.	Communication Options: Oralism	BEDSE100218		
3.	Communication Options: Manual (Indian Sign Language)	BEDSE100220		
4.	Augmentative and Alternative Communication.	BEDSE100222		
5.	Management of Learning Disability	BEDSE100224		
6.	Vocational Training, Transition and Job Placement	BEDSE100226		
D19	Basic Research & Basic Statistics	BEDSE100228	2	100
Practical				
E1	Practical: Cross Disability and Inclusion	BEDSE100252	4	100
F2	Other disability special school	BEDSELD123254	4	100
F3	Inclusive school	BEDSE100256	4	100
Total				600

TWO YEAR B.Ed.Spl.Ed. PROGRAMME AT A GLANCE

Code	Area	Courses	Credits
A	THEORY: Core courses	5	20
B	THEORY: Cross Disability & Inclusive Education courses (Including optional courses)	6	12
C	THEORY: Disability Specialization Courses	5	18
D	THEORY: Enhancing Professional Capacities (EPC) / Professional Development Courses	3	06
E	Practical related to disability	2	12
F	Field Engagement/ School Internship	3	12
Total		24	80

Practical: Cross Disability and Inclusion (Area B)

Note: Practical timing shall be included in time table (minimum of four week) Observations as mentioned are essential. However, if schools for other disability are not available in the nearby area, the same may be interpreted as observation at Inclusive school/ education/services being provided in the resource room/ home based education or vice versa with other disability.

SI No.	Task for the Student-teachers	Disability Focus	Education Setting	No. of Lessons
1.1	Classroom observation	Other than Major disability	Special schools for other disabilities	Observation of all subjects at different level, minimum 15 School periods
		Any Disability	Inclusive Schools	Observation of all subjects at different level, minimum 15 School periods
1.2	Lesson Planning and execution on different levels for selected subjects	Any Disability	Special schools for other disabilities/ Resource Room	25 Lessons
			Inclusive Schools	25 Lessons
1.3	a. Individualized Teaching lessons on different levels for selected subjects		Special schools for other disabilities/ Resource Room	20 Lessons
	b. Individualized Teaching lessons	Any Disability	Inclusive Schools	20 Lessons

Area F2- Other Disability Special School (Area B)

SI No.	Task for the Student-teachers	Disability Focus	Set up	No. of Lessons
1	Classroom Teaching	Other than Major disability	Special schools for other disabilities	Minimum 180 school periods

Area F3- Inclusive School (Area B & C)

SI No.	Task for the Student-teachers	Disability Focus	Set up	No. of Lessons
1	Classroom Teaching	Any Disability	Inclusive school	Minimum 180 school periods

The programme has been developed on Semester basis with a total of 2600 marks in view of disability specific specialization.

SCHEME OF EXAMINATION

- (a) The Two Year B.Ed.Spl.Ed. Programme is of 80 credits and the student shall have to earn all the credits.
- (b) In a Four credit courses, three credits are assigned for theory and one credit for practical assignments or field work.
- (c) In a Two credit courses, one credit is assigned for theory and one credit for practical assignments or field work.
- (d) In a theory course, one credit is equivalent to one hour of teaching.
- (e) In the practical course, one credit is equivalent to two hours of engagement in teaching and learning.
- (f) For theory courses, break-up of marks is given under:
 - (i) 100 marks - 75 Theory Exam
 15 Practical Assignments / Field Engagement
 10 Minor.
- (g) For a Practical course, the ratio of External and Internal marks is 60:40.
- (h) For passing in any course, minimum 50% marks are required to be secured.
- (i) The timetable for the B.Ed.Spl.Ed Programme should be prepared in a manner to ensure that it contains at least thirty-six working hours per week.

Total No. of Credits offered in all four semesters - 80

The student will require to earn all **80** credits for the award of the degree. The student will not have the option to drop any Programme covered in the scheme of the examination he/she will be required to register all the Programmes listed in the scheme of the examination of the programme.

Note: Theory courses and practicum mentioned above are as notified in the Syllabus of Bachelor of Education Programme (B.Ed.Spl.Ed.) Two Years and Scheme of Examination (Session 2017-18 onwards) issued by the GGSIP University, New Delhi. The theory courses and practicum for the year 2020-21, may change subject to the decision of the affiliating university. In case of any change in any of the theory courses and practicum declared by the GGSIP University, New Delhi for the year 2021-22, the B.Ed.Spl.Ed Programme in Army Institute of Education will be run as per the new theory courses and practicum laid down by the University for Admission to the B.Ed.Spl.Ed. Programme for the year 2021-22.

Programme Transaction

11. The B.Ed.Spl.Ed. programme involves lectures, discussions, tutorials, reflecting writing, case studies, school-based experiences, workshop experiences, psychology practical, visual education, community work and co-curricular activities including physical education. Preliminary School

12. The Institute organizes personality development programme, seminars, conferences, guest lectures, symposia and workshops for academic excellence and encourages participation of its student-teachers in cultural activities for a multidimensional growth of their personality. Ample

opportunities for working with the community instill a sense of social concern. Co-curricular activities provide opportunities for exposure to the diverse spectrum of the socio-cultural life in India as well as the rest of the world. Besides aiming at academic excellence, the Institute also gives due attention in nurturing social sensitivity and develop cultural affinity in its student-teachers.

13. Educational tours, excursions and field visits are organized regularly. It is mandatory for student-teachers to participate in excursions, tours and field visits organized by the Institute.

Timings

14. The working day timings for students are from 0900 hrs. to 1600 hrs. The Institute functions six days a week (Second and Fourth Saturday are holidays). The student-teachers are expected to remain in the campus all through the Institute working hours. During the PSE and School Internship, students are expected to be in their practice teaching school as per the school timings.

Medium of Instruction

15. The medium of instruction in Army Institute of Education is **English**.

Attendance

16. The student-teachers are expected to attend the classes and other activities regularly. Under unavoidable circumstances prior permission for leave is essential. Leave applications addressed to the Principal are routed through the concerned tutor/ mentor or school supervisor. As per GGSIPU New Delhi norms, students with **80%** attendance in theory courses and **90%** in practical courses are eligible to appear in End Term Examinations for each semester.

Hostel

17. Army Institute of Education is a fully residential Institute. It provides hostel facility separately for both boys and girls. The application for accommodation in the Army Institute of Education Girls Hostel/Boys Hostel should be submitted to the Institute on the prescribed form available at the time of admission, after recommendation/approval of the Principal/Admission Committee. For rules and regulations of the Hostels, student-teachers must read the handbook available on Institute website. Permission to attend B.Ed.Spl.Ed. Programme as a day scholar, may be granted by the Chairman, on extreme compassionate grounds only.

Uniform

18. Uniform is compulsory which is to be stitched after joining AIE. It is advisable that students are in possession of black formal shoes (boys) and black flat bellies (girls). Wearing Identity Card is mandatory. It is expected that all student-teachers dress smartly in clean and proper uniform.

FEE STRUCTURE AND REFUND RULES

19 **Fees.** Main source of income of the Institute is the annual fee from the students. It is supplemented by interest on the Institution fund FDs and recovery of rental charges from staff staying in the campus. The fee per annum for the B.Ed.Spl.Ed. Programme at Army Institute of Education is as under: -

a. **College Fee: First Year (Academic Session 2020-21)**

S.No	Details	Fees (₹)
(a)	Tuition Fee	1,08,800.00
(b)	Activity Fee	1,000.00
(c)	Alumni Fee (One Time & Non Refundable)	1,000.00
(d)	University Charges	15,000.00
(e)	Security Deposit (One Time) (Refundable)	5,000.00
	TOTAL	1,30,800.00

Note: - 1. Fee for the full year to be paid at the time of Admission.

2.The Fees structure is notified as per the directions of GGSIP University. Please refer GGSIPU Admission Brochure 2021-22.

College Fee: Second Year (Academic Session 2021-22)

S.No	Details	Fees (₹)
(a)	Tuition Fee	1,08,800.00
(b)	Activity Fee	1,000.00
(c)	University Charges	15,000.00
	TOTAL	1,24,800.00

Note: - Fee for the full year to be paid at the time of Commencement of Academic Session as notified by GGSIPU in the Academic Calendar 2022-23.

b. **Hostel Fee: First Semester (Sep to Dec 2021)**

S.No	Details	Fees (₹)
(a)	Rent & Allied @ Rs 1,797/- pm for four months	7,188.00
(b)	Power Backup @ Rs 1,211/- pm for four months	4,844.00
(c)	Messing @ Rs 3,150/- pm for four months	12,600.00
(d)	Laundry @ Rs 355/- pm for four months	1,420.00
(e)	Conveyance Charges (Exam) for one year	3,000.00
(f)	Internet Charges for one year	1,000.00
(g)	Vidyarthi Suraksha Kavach for one year	120.00
	Total	30,172.00

Note: - 1. Fee to be paid during the first week of the commencement of the Semester which is notified to commence by GGSIPU wef 01 Sep 2021.

2. Messing and Laundry charges are subject to change as per the contractor rates.

c. **Hostel Fee: Second Semester (Jan to Jun 2022).**

S.No	Details	Fees (₹)
(a)	Rent & Allied @ Rs 1,797/- pm for six months	10,782.00
(b)	Power Backup @ Rs 1,211/- pm for five months	6,055.00
(c)	Messing @ Rs 3,150/- pm for five months	15,750.00
(d)	Laundry @ Rs 355/- pm for five months	1,775.00
	Total	34,362.00

- Note:** - 1. Fee to be paid during the first week of the commencement of the Semester.
2. Messing and Laundry charges are subject to change as per the contractor rates.

d. **Hostel Fee: Third Semester (Jul to Dec 2022).**

S.No	Details	Fees (₹)
(a)	Rent & Allied @ Rs 1,797/- pm for six months	10,782.00
(b)	Power Backup @ Rs 1,211/- pm for five & half months	6,660.00
(c)	Messing @ Rs 3,150/- pm for five & half months	17,325.00
(d)	Laundry @ Rs 355/- pm for five & half months	1,952.00
(e)	Conveyance Charges (Exam) for one year	3,000.00
(f)	Internet Charges for one year	1,000.00
(g)	Vidyarthi Suraksha Kavach for one year	120.00
	Total	40,839.00

- Note:** - 1. Academic Session will commence with effect from 15 Jul 2022, hence Power Backup, Messing & Laundry charges has been calculated for five & half months.
2. Messing and Laundry charges are subject to change as per the contractor rates.
3. Fee to be paid by 25 Jul 2022.

e. **Hostel Fee: Fourth Semester (Jan to Jun 2023).**

S.No	Details	Fees (₹)
(a)	Rent & Allied @ Rs 1,797/- pm for six months	10,782.00
(b)	Power Backup @ Rs 1,211/- pm for five months	6,055.00
(c)	Messing @ Rs 3,150/- pm for five months	15,750.00
(d)	Laundry @ Rs 355/- pm for five months	1,775.00
	Total	34,362.00

- Note:** - 1. Fee to be paid during the first week of the commencement of the Semester.
2. Messing and Laundry charges are subject to change as per the contractor rates.

Refund of Security Deposit

20. The security deposit will be refunded to the students after deducting dues, if any, on their completion of the B.Ed.Spl.Ed. Programme.

Mode and Schedule of Payment

21. All fees will be paid through digital transaction/cheque/DD only. The college fee will be paid annually and Hostel fee will be paid semester wise. Modes of payments are as under: -

(a) College Fee.

- (i) After the provisional allotment of seat by the University, the candidates will have to pay to the University directly, the part College (Academic) Fee of Rs 40,000/- through Cash (challan will be generated and fee may be deposited through cash in any branch of Indian Bank) or through Net Banking/Credit Card/Debit Card.
- (ii) The balance college fee of Rs 90, 800/- shall be paid in Army Institute of Education through NEFT/ Cheque/Demand Draft on the day of reporting to the college along with the University generated Admission Slip, Provisional Allotment Letter and Part Academic Fee Payment Receipt.
- (iii) During the second year, the student will pay the College fee in one installment at the time of Commencement of Academic Session as notified by GGSIPU in the Academic Calendar 2021-22. The Institute will release a notification to this effect.

(b) Hostel Fee.

- (i) To be paid in Army Institute of Education through NEFT/ Cheque/Demand Draft at the time of admission for Semester I.
- (ii) For Semester II, III & IV, Hostel Fee to be paid by after Institute releases the notification to this effect as per Academic Calendar announced by GGSIPU for the semesters in session 2021-22 & 2022-23.

22. Details of Bank Acct Name & No, IFSC code are as under: -

(a) College Fee

Name of Account Holder	-	Army Institute of Education
Name of Bank	-	Syndicate Bank
Branch	-	AWHO Gurjinder Vihar Greater NOIDA
Account No	-	94512010010862
IFSC Code	-	CNRB0019451

(b) **Hostel Fee**

Name of Account Holder	-	AIE Girls Hostel
Name of Bank	-	Syndicate Bank
Branch	-	Alpha 1 Com Mkt Greater NOIDA
Account No	-	90082140000013
IFSC Code	-	CNRB0018689

Refund Rules.

23. (a) On taking admission to join the Programme, if a candidate fails to report to join the Programme or withdraws at any stage, he / she will forfeit deposits as per following four tier system:

<u>S No</u>	<u>Percentage of Refund of Aggregate fees*</u>	<u>Point of Time when Notice of Withdrawal of Admission is Served to AIE</u>
(i)	100%	15 days before the formally-notified last date of admission
(ii)	80%	Not more than 15 days after the formally-notified last date of admission
(iii)	50%	More than 15 days but less than 30 days after formally-notified last date of admission
(iv)	00%	More than 30 days after formally-notified last date of admission

*(Inclusive of Programme fees and non-tuition fees but exclusive of caution money and security deposit).

(b) Last date of admission will be notified by the University. Please visit the University website regularly.

(c) For details on Refund Policy for Admissions please refer GGSIPU Admission Brochure for academic session 2021-22.

(d) **Refund of Hostel Charges.**

(i) Hostel/Rent & Allied Charges- After commencement of course if seat is filled by another candidate, a single day of the month will be treated as a month, and balance charges will be refunded. If seat remains vacant, one year charges to be retained.

(ii) Messing Charges - As per actual. A single day of the month will be treated as a month.

(iii) Other Charges - As per actual. A single day of the month will be treated as a month.

ADMISSION PROCESS

24. Important Instructions.

- (a) The term "University" in this admission brochure shall mean the Guru Gobind Singh Indraprastha University.
- (b) The application forms shall be available in the online mode only from the University Website: <http://www.ipu.ac.in>
- (c) The last date of application may be extended for any programme(s) / CETs by the University.
- (d) It is the responsibility of the candidates to ascertain whether he/she possess the requisite eligibility and qualifications for admission. Applying for a particular CET, appearing for the written examination and qualifying the same does not necessarily mean acceptance of eligibility. Every applicant for a particular CET must satisfy the eligibility criterion as specified in GGSIPU Admission Brochure for academic session 2021-22 (or its amendments / corrections).
- (e) The applicants are advised that since the form filling as well as admit cards shall be made available through the online mode only by the University, they must keep the details of their login id and the password secure and safe.
- (f) Applicants should be careful in choosing the CETs that they apply for, as no change would be permissible after the application has been submitted.
- (g) The language of the CET for B.Ed. Spl. Edn shall be in both English and Hindi. The Question Paper shall be set both in English and Hindi Language (Except the English Comprehension Section which shall only be in English).
- (h) The University may add or remove programmes of studies from any or all CET Codes.
- (j) A Separate Application Form has to be filled-in for each programme (s) having distinct CET Code.
- (k) No separate intimation will be sent to the candidates regarding declaration of results and commencement of counselling/ admission. Result will be declared on University Website (<http://www.ipu.ac.in>). Detailed schedule of first counselling/admissions will be notified prior to commencement of respective counselling, on the University Website (<http://www.ipu.ac.in>).
- (l) The University will declare and display the ranks of only those candidates who are declared as qualified in the CET-2021. The admissions will be made only out of these qualified and eligible candidates strictly in order of merit. The rank of candidates who do not qualify in CET-2021 will not be declared.
- (m) Applicants should retain a printout of the CET application form as proof of application.
- (n) In all communications regarding submission of application or otherwise related to admissions, the copy of the application form must be submitted as otherwise the communication would be deemed incomplete and no processing would be performed on the communication, without any notice to the applicant.

(o) There will be no rounding-off of the percentage of marks of qualifying examination while deciding the basic eligibility of any candidate for admission e.g. if a candidate obtained 49.99% marks in his/her qualifying examination, then it will not be rounded-off to 50%.

(p) If a candidate clears the qualifying examinations in a particular year (A), and in the subsequent year (B) appears in the improvement examinations, then in the year B or later, if the candidate applies on the basis of the qualifying examination, the best marks obtained in the two result of the examination held in the year A or B, for a specific subject, shall be used for calculation / verification of eligibility for all papers for which result was declared by the examining body of the qualifying examinations.

(q) For ascertaining the eligibility conditions, combination of mark sheets, shall be allowed, only and only if the mark sheets are from the same Board. If any particular candidate changes the Board e.g. CBSE to NIOS, an appropriate proof of accepting the marks of earlier Board shall be required, by the new Board. Thus, such candidate shall supply the one complete mark sheet making him eligible.

(r) The tentative schedule of counselling together with all appendices shall be notified on the University website <http://www.ipu.ac.in> while the detailed schedule shall be notified after declaration of merit/result of the CET.

(s) The list of documents required shall be informed through the detailed counselling schedule as notified on the University website <http://www.ipu.ac.in>.

(t). The candidates are advised to check their status with the help of the login id and password.

(u) Write (enter) the complete e-mail address and phone number in the application form carefully. Please note that this e-mail address and phone number may be used by the University for future communications.

(v) No admitted student pursuing a programme of study from the Guru Gobind Singh Indraprastha University is allowed to pursue any other (2nd or more) degree / diploma programme of study from any University including GGSIPU at any given moment of time. If at any stage it is found that an admitted student has registered for more than one programme of study in GGSIPU or any other University, simultaneously then the admission of such a candidate shall be cancelled from all programmes of studies of GGSIPU.

(w) Only filling the application for admission (Common Entrance Test) shall not, *ipso facto*, entitle a candidate to get admission to a programme.

(x) Only qualifying the Common Entrance Test shall not, *ipso facto*, entitle a candidate to get admission to a programme.

(y) It will also be the sole responsibility of the candidates themselves to make sure that they are eligible and fulfill all the conditions prescribed for admission.

Note: Please refer to the University Admission Brochure for academic session 2021-22 for detailed instructions.

25. Eligibility Conditions.

The candidates aspiring for admission to the B.Ed.Spl.Ed. programme at Army Institute of Education must meet the eligibility criteria given below:

Mandatory Requirements.

(a) The applicants must fall into one of the following categories: -

- (i) Wards / spouses of serving Army personnel.
- (ii) Wards / wives of Ex-Army personnel granted / awarded regular pension, liberalized family pension, family pension or disability pension at the time of their superannuation, demise, discharge, release medical board / invalided medical board. This includes wards of recruits medically boarded out and granted disability pension.
- (iii) Wards / wives of Ex Army personnel who have taken discharge / release after ten years of service.

(b) **Adopted / Step Children and Children of Remarried Widows.**

- (i) Adopted Child of Army personnel adopted at least five years prior to seeking admission.
- (ii) Step Children are eligible provided they are born out of wedding where at least one parent belonged to the Army.
- (iii) Children of Widows of Army personnel who are born as a result of second marriage with Army personnel. However, children of widows of Army personnel born out of remarriage with Non – Army personnel would not be eligible for admission.

(c) **Eligibility Criteria for wards of Ex Army Medical Corps Officers/Army/Dental Corps Officers presently Serving with IN/IAF.** Wards of only those Ex-Army medical officers / Army Dental officers serving with Indian Navy or Indian Air Force who have served with the Army for 10 years.

(d) **Eligibility Criteria for Children of APS Personnel.**

- (i) Children of APS personnel classified as ex-servicemen as per Government of India, Ministry of Defence letter No 9 (52)/88/D(Res) dated 19 Jul 89.
- (ii) Children of those APS personnel who are on deputation and who have put in 10 years of service in the Army.
- (iii) Children of APS personnel who are directly recruited into APS and of those who, as per their terms and conditions of service, retired from APS after completing their minimum pensionable service.

(e) **Eligibility Criteria for Children of MNS / TA Personnel** The following are eligible: -

- (i) Children of only those members of MNS who have 10 years' service as regular members of MNS or are in receipt of pension from the Army.

- (ii) Children of only those TA personnel who have completed 10 years of embodied service.

Definition of Dependent Children. Dependent children are defined as sons/daughters till marriage or employment whichever is earlier.

Ineligible Candidates. The following categories of candidates are not eligible: -

Those who are not included in any of the categories mentioned in Para 25 above on the date of the commencement of the course.

Educational Qualifications.

Candidates with at least fifty percent marks either in the Bachelor's Degree and/or in the Master's degree in Sciences/ Social Sciences/ Humanities, Bachelor's in Engineering or Technology with specialization in Science and Mathematics with 55 % marks or any other qualification equivalent thereto, are eligible for admission to the programme.

The College strictly adheres to the norms of GGSIPU New Delhi for Admission Criteria & Course Content. GGSIPU New Delhi shall follow RCI guidelines/ regulations for the B.Ed. Special Education programme for admissions and implementation.

Note:

As per GGSIPU norms, Widows, Wards and Wives of Serving/ Ex Servicemen Army Personnel will be allowed 5% relaxation of marks in the minimum eligibility requirement or as specified by the statutory body governing the programme of study.

Relaxation as mentioned above and elsewhere in University Admission Brochure, will be granted to only those candidates, who are able to produce necessary relevant supporting documents as per the Admission Brochure before the Admission Officer present at the Venue of the Document Verification / Counselling /Admission. Therefore, for seeking those relaxations, necessary documents must be obtained in advance by all candidates from the Competent Authority as prescribed. (Refer Appendix 15 A/B/C in GGSIPU Admission Brochure (PART E) Academic Session 2021-22).

Age Limit.

As on 01.08.2021 candidate should not be beyond 35 years of age as per GGSIPU New Delhi Admission norms (Refer GGSIPU Admission Brochure for Academic Session 2021-22).

(a) **Age Relaxation.**

Candidates desirous of applying for age relaxation as per norms above should apply in writing to Joint Registrar (Admissions), Guru Gobind Singh Indraprastha University, Sector 16C, Dwarka, New Delhi 110078. The upper age limit may be relaxed upto a maximum of five years in exceptional cases by the Admission Officer (designated) of the concerned programme if he/she is satisfied with the merit of the case. Candidates exceeding the upper age limit upto five years may provisionally apply/appear in the CET. However, they would be required to submit to the satisfaction of the Admission Officer an explanation regarding the gap period. The application should be submitted along with supporting documents (if any). Any age relaxation beyond this shall be given by the Registrar of the University.

The candidates desirous of applying for age relaxation should apply in writing to Joint Registrar (Admissions), Guru Gobind Singh Indraprastha University.

If a candidate takes admission on the basis of a false age claim, the admission of such a candidate shall be cancelled with forfeiture of entire fees paid, as and when such cases are detected.

(b) Responsibility for Ensuring Eligibility.

It is the responsibility of the candidates to ascertain whether he/she possess the requisite eligibility and qualifications for admission. Appearing for the written examination does not necessarily mean acceptance of eligibility.

(c) Result Awaited/ Compartment/ Supplementary Cases.

All such candidates who have appeared in the qualifying examination (irrespective of the outcome of their final result) will be eligible to appear in the CET 2021 and all such candidates will be provisionally admitted in the respective programs; provided that the examination of the qualifying programme of study on the basis of which admission is sought is over before the commencement of classes in the University for the programme of study in which admission is sought. Further, such provisionally admitted candidates will have to fulfil his/her eligibility as per the eligibility laid down by the University. All such candidates whose result is awaited, will have to submit an undertaking / self-declaration form at the time of admission/ verification of document in the prescribed Performa.

The candidate will have to submit the final result of qualifying degree proving his/her eligibility on or before the date notified by the University, to the Principal of the College. In case the candidate fails to submit his/her final result of qualifying degree in the manner as prescribed above to prove his/her eligibility on or before the notified date by the University, whatsoever the reason may be, his/her admission will be treated as null and void (cancelled) and the entire fee will be forfeited and under no circumstances he/she will be allowed to appear in the End Term Exam. If such and admitted student appears for the examination and even if the result of such students is declared, the candidature of such provisionally admitted candidates shall be cancelled and the result declared as null and void. No extension beyond date notified by the University on its website/admission brochure shall be allowed by the university in any case.

There will be no rounding-off of the percentage of marks of qualifying examination while deciding the basic eligibility of any candidate for admission e.g. if a candidate obtained 49.9% marks in his/her qualifying examination, then it will not be rounded-off to 50%. Therefore, the candidate is not eligible for that programme where minimum requirement of marks is 50%. In case candidate for any reason fills the minimum % wrongly in Verification Form, he/she shall be solely responsible.

(d) Physical Fitness.

- (i) The applicant must be in good mental and physical health and should be free from any physical / mental defect which is likely to interfere with his/her studies including active outdoor duties required of a professional.
- (ii) Accordingly, all the students shall be required to submit a Medical Certificate indicating fitness from a Doctor with valid registration under the Medical Council of India Act, at the time of admissions / counselling (refer Appendix 6 of GGSIPU Admission Brochure for Academic Session 2021-22).

26. **Syllabus for B.Ed.Spl.Ed. CET CODE 159.**

- (a) Language Proficiency- 25%
- (b) Mental Ability and Reasoning - 25%
- (c) General Awareness – 25%
- (d) Aptitude for Teaching – 25%
- (e) The Question Paper shall be set both in English and Hindi Language
(Except the English Comprehension Section which shall only be in English).

27. **General Guidelines for Common Entrance Examinations (CET).**

- (a) Computer Based Test (CBT Mode) will be conducted for CET.
- (b) The test centers for the Common Entrance Tests conducted by the University are Delhi NCR, Chandigarh, Chennai, Guwahati, Jaipur, Lucknow, Mumbai, Navi Mumbai (please refer GGSIPU Admission Brochure 2021-22).
- (c) There may be negative marking for every incorrect answer. Incorrect answers will include 'Wrong answers' as well as "those which contain more than one answer to the question." For each incorrect answer 1 mark will be deducted. The negative marking scheme of examination for a particular CET shall be specified.
- (d) Examination Centre once allotted by the University will not be changed and no request in this regard will be entertained under any circumstances. In case the first and second option for centre are not invoked or due to any other reason, then the candidate will be allocated Delhi Centre.

28. **Scheme of Test (CET).**

- (a) The test paper will contain 100 objective-type questions in all for all CETs. Each question will be provided with four alternative answers marked as (1), (2), (3) and (4).
- (b) Each multiple choice question shall carry four marks. There will be negative marking for incorrect answer. One mark will be deducted for each incorrect answer.
- (c) The Online Examination will be of 150 minutes.
- (d) The medium test shall be in English and Hindi.
- (e) For those who are unable to appear in the test on the scheduled date for any reason, retest will not be held by the University under any circumstances. No refund of fee is permissible.

29. **CET Admit Card**

To be notified by CET Cell, GGSIPU.

30. **Online Counseling Procedure and Subsequent Admission.**

- (a) Online counseling will be done by University for B.Ed.Spl.Ed. programme.
- (b) The detailed instructions about the online counselling, User Manual, FAQs shall be available on the University website <http://www.ipu.ac.in> & www.ipuadmissions.nic.in. Candidates are advised to go through the details thoroughly at these sites before registration. This information shall be

available before the start of the online counselling. Aspirants / candidates should keep seeing the University website(s) in this regard.

- (c) For counseling schedule refer to notifications on GGSIPU official website ipu.ac.in & its admission website ipu.admissions.nic.in

31. **Joining Instructions.**

- (a) Students are required to bring 06 passport size photographs along with the following documents at the time of reporting and joining AIE:

(aa) **Mark-sheets and Degree.** (Original + 2 photocopies attested by a Gazetted officer or self-attested)

- (i) Class X/ D.O.B
- (ii) Class XII
- (iii) Graduation (All years/ semesters)
- (iv) Post- Graduation (All years/ semesters)
- (v) Aadhar card

Title of the papers appeared at the graduation and post-graduation stage has to be clearly mentioned along with paper code in the photocopy of mark sheet or its back side.

In case of students who have passed their qualifying examination through distance/open education from any recognized University/ Board/ Institution, the necessary documentary evidence related to location of his/her study centre i.e. study centre proof, certificate from University imparting Open/distance education certifying the location of study centre must be submitted.

(ab) **CET Documents.** (Original + 2 photocopies self-attested)

- i. CET Application Form
- ii. CET Admit Card
- iii. Counselling Participation Fee Receipt
- iv. Counselling Registration Form
- v. Document Verification Slip for Army Category
- vi. Admission Slip
- vii. Provisional Allotment Letter
- viii. Part Academic Fee Receipt of Rs 40,000/- (GGSIPU)

(ac) **Character Certificate (in Original).** From the head of the institution from which the qualifying examination is passed or from a Gazetted Officer. It should not be more than six months old.

(ad) **Medical Certificate.** Certified by registered Medical Officer or MBBS Doctor.

(ae) **Reserved Category (Army) Certificate.** In the name of the student.

(af) **Migration Certificate.** From the university from which the candidate has passed his / her last examination, in original.

(b) **Undertakings.**

In case of Result awaited, an Undertaking by the student stating he/she is responsible for proving his/her eligibility **before date notified by the University.**

NEFT/Cheque/Demand Draft of Rs 87, 800/-drawn in favour of Army Institute of Education payable at GREATER NOIDA.

37. Custody of Original Certificates.

Original of all certificates, as mentioned above, will have to be produced by the candidate for verification of his eligibility for admission to the B.Ed.Spl.Ed. programme. These will be produced on the day of admission and will thereafter be returned to the candidates. Candidates are advised to apply / approach the university where they appeared for the last examination and obtain their migration certificate well in time. Admission may be denied if the migration certificate is not produced at the time of joining the Institute.

38. Inability to Produce Original Documents at the Time of Admission.

In case a candidate is already pursuing a Programme of study in some other Institute and the original certificates are held elsewhere, he / she will be provisionally admitted on the basis of the attested copies of his/ her certificates. In such cases, the candidate must produce a letter from the Head of the College / Institution concerned stating the fact. Once the admission has been granted, the candidate must produce the original certificates within 15 days of his / her admission to the Institute for verification, failing which the admission of the candidate will be cancelled and the seat allotted to the candidate next in merit.

39. Code of Conduct.

The students admitted to Army Institute of Education should: -

- (a) Not indulge in any act that tarnishes the image of the Indian Army in general and Army Institute of Education in particular.
- (b) Be respectful to all the members of the staff.
- (c) Be dressed appropriately and decently for classes and campus, and while moving in town and on social functions.
- (d) Not indulge in smoking, drinking and other forms of substance abuse in the college campus.
- (e) Assist in keeping the campus neat and clean.
- (f) Always move out of the campus keeping their Identity Card on their person.
- (g) Be punctual and regular in all classes and in other functions and activities.
- (h) Treat the Institute property with utmost care and help in its upkeep.
- (i) Not participate in any political, anti-national, anti-social, or undesirable activity in or outside the campus.
- (j) Not indulge in any form of ragging. The Institute follows a zero tolerance policy to ragging. Students accused of ragging and found guilty will be expelled from the college and action will be taken as legal norms on the subject. It is mandatory for every students and his/her parent/guardian to submit an Anti-Ragging Affidavit/Undertaking as per UGC and GGSIPU norms.

- (k) Ensure that parents / spouses / children do not stay in the hostel with them.
- (l) Take pride in being the alumni of Army Institute of Education in future and aim at excellence in all fields.
- (m) Strictly follow procedures and timings for Out pass/Leave. Violation will invite strict disciplinary action including expulsion from AIE.
- (n) Adhere to rules, instructions and guidelines as contained in the Hostel prospectus, which will be provided at the time of joining the Institute.

40. **Discipline.**

Being governed by AWES, students of the institution are expected to conduct themselves in the most disciplined manner. The discipline and behaviour of students will also be governed by the relevant ordinance of the affiliating university. The college authorities are empowered to take appropriate disciplinary action for any act of misconduct ranging from rustication for two months to an outright expulsion. The Institute reserves the right to expel any student from the college hostel at short notice without assigning any reason.

41. **Accident.**

Army Institute of Education will not be responsible for any accident or death of any student during the entire duration of the Programme or during his/ her stay in the hostel, the institution or while on outdoor training/trips.

42. **Bond.**

There is no liability / bond for the students admitted to Army Institute of Education to join armed forces after the completion of their B.Ed.Spl.Ed. Programme.

MISCELLANEOUS INSTRUCTIONS

All admissions made by Army Institute of Education to its B.Ed.Spl.Ed. Programme are provisional. The admissions will be considered final only when the eligibility criteria are met and the admissions are endorsed by GGSIP University, New Delhi.

All students must bring with them ECHS dependent card along with ECHS self-attested proforma for dependent son/daughter above 18 years of age duly countersigned by O/C Parent Polyclinic and dependent CSD Card, to utilize services of ECHS empaneled hospitals or CSD canteen located close by, when required. No valuables (cash/jewellery/laptop etc) should be carried/kept in hostel or class rooms by the students. AIE will not be responsible for loss/theft/damage to any such personal item. Students themselves are responsible for safe custody of their belongings.

EDUCATION LOAN: CENTRAL SCHEME TO PROVIDE INTEREST SUBSIDY (CSIS)

Introduction.

1. Indian Banks' Association (IBA) has formulated a comprehensive model educational loan scheme for adoption by all banks aimed at providing financial support from the banking system to deserving/meritorious students for pursuing higher education in India/abroad.

Objective.

2. The Govt has approved a scheme to provide full interest subsidy during the period of moratorium i.e Programme period plus one year or six months after getting job whatever is earlier, on loans taken by students belonging to Economically Weaker Sections, from the scheduled banks under the educational loan scheme of IBA, for pursuing any of the approved Programmes in technical & professional streams, from recognized institutions in India. The nomenclature of the scheme would be 'Central Scheme to provide Interest Subsidy (CSIS) for the period of moratorium on educational loans.

Applicability.

3. The interest subsidy is restricted to students enrolled in recognized Tech/Professional Programmes (after class XII) in India in educational Institutions established by act of Parliament and other institutions recognized by concerned statutory bodies or set up by central/state govt.

Moratorium Period.

4. Programme period plan one year or six months after getting the job, whatever in earlier.

Income Limit/Proof.

5. The benefit of the scheme would be applicable to those students belonging to economically weaker sections with an annual gross parents/family income upper limit of Rs 4.5 Lakh per year from all sources. Income proof shall be required from the students from such public sanctioning, authorized by the state govt.

Eligibility for Interest Subsidy.

6. The interest subsidy under the scheme shall be available to the eligible students only once, either for the first undergraduate degree Programme or the post graduate degree/diploma in India.

Awards/Certificate.

7. There would be a tag/marker on the degree of the students indicating his/her repayment liability. Tag will enable the employer to identify loanee.

Similar Schemes.

8. The National Minorities Development & Finance Corporation (NMDFC) has an educational loan scheme for individual beneficiaries which is implemented through state channelizing agencies. Interest on loan under these schemes shall also be subsidized for the period of moratorium as per terms & condition of this scheme.

Nodal Bank.

9. The scheme shall be implemented through CANARA Bank, which is the Nodal Bank.

List of Tech/Professional Programmes.

10. The list of programmes for which the scheme is applicable, is brought out by the Ministry of HRD. UGC/AICTE also display the names of programmes & Institutions in their website.

ADMISSION FORM

ARMY INSTITUTE OF EDUCATION

(Affiliated to Guru Gobind Singh Indraprastha University, New Delhi)

(NCTE & RCI Approved, NAAC Accredited and ISO 9001:2015 Certified Institute)

Plot M-1, Pocket-P5, Sect- CHI, Greater NOIDA, Gautam Budh Nagar, (UP)- 201306

BACHELOR OF EDUCATION- SPECIAL EDUCATION PROGRAMME 2021-23

(ONLY FOR WARDS, SPOUSES/WIVES AND WIDOWS OF SERVING & RETIRED ARMY PERSONNEL)

IPU No. _____

CET CODE: _____

CET Rank _____

CET Roll No. _____

1. Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2. Father's / Husband's Name _____

Father's/ Husband's Rank & Regiment in the Army _____

Contact No. _____ Email Id _____

3. Mother's Name _____

Contact No. _____ Email Id _____

4. Nationality

--	--

 (01 – Indian, 02 – Others)

5. Marital Status

--	--

 (01 – Unmarried, 02 – Married, 03- Widow)

6. Date of Birth

--	--

--	--

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7. Sex

--	--

 (01- Female, 02 - Male)

8. Details of Gallantry Awards /Distinguished Services / Mention in Dispatches / War widow
(Refer para 25 of Admission Brochure) _____

9. Interest Areas/Hobbies: Singing/Dancing/Drama/Sports/Debate/others _____

10. Any Prizes/Medals won during School Education/Graduation/ Post Graduation _____
(Attach Certificates)

Paste here your
duly self-attested
latest passport
size photograph
(4.5 x 3.5 cms)

11. Academic Qualifications:

Qualification	Year	Institution/ University/ Board	Subjects (Including Subsidiary)	Division/ Percentage

12 Teaching Subjects allotted on the basis of Graduation/Post Graduation

(1) _____ (2) _____

13. Local Address: _____

14. Permanent Address: _____

15. Aadhar Card No: _____ Ph No*: _____

16. E-mail Id* _____

* It is mandatory to fill Aadhar Card, Mobile No & E mail ID

17. Official Address of Parent/ Husband: _____
(For serving Army personnel) _____
E-mail _____

(It is mandatory to fill mobile No & email ID.

18. **Declaration by the Candidate**

I _____ hereby declare and affirm that: -
(Name of the Candidate)

(a) I fulfill all the eligibility conditions for admission to the B.Ed.Spl.Ed. programme as laid down in the Admission Brochure 2021-22.

- (b) I have qualified/ I am appearing in the qualifying examination for admission to the B.Ed.Spl.Ed. programme in the year 2021.
- (c) The information given by me in this application form is true to the best of my knowledge and belief.
- (d) I agree to conform to the rules, acts and statutes enforced by the Govt / Army HQ / AIE/ RCI/ GGSIP University. I also undertake that during my stay in AIE as student, I will do nothing inside or outside the AIE that may lead to disciplinary action against me under the rules, acts and statutes of the affiliating RCI/GGSIP University/AIE.
- (e) I fully understand that the Principal / Management of AIE will have full liberty to expel / rusticate me from the institute for any act of disobedience or infringement of rules prescribed by the university, RCI and AIE.

Place:

Date:

(Signature of the Candidate)

21. **Declaration by the Parent / Husband**

I, _____ solemnly declare that :-
(Name of the Parent / Husband)

(a) The particulars furnished by my wife / son /daughter Mrs / Mr / Miss _____
_____in this application form are correct to the best of my knowledge and belief.

(b) I undertake and bind myself to pay on behalf of my wife / son / daughter such fees, charges etc, which AIE may levy from time to time and in the event of failure on my part and /or on the part of my wife / son / daughter in this regard, the management of the AIE may take such legal action against me / my wife/son/daughter as it may deem necessary.

Place: Signature of Parent / Husband/ Guardian -----

Date: Name and Rank of Parent / Husband/ Guardian -----

22. **Mode of Fee Payment:** _____ **Amount:** _____

Verified by Accountant _____

Cheque/DD must be drawn in favour of: AIE payable at Greater NOIDA

Note: Students are required to be very careful with the spellings of beneficiary's name in the cheque/ draft.

Name & Signature of Admission Officer/ Counsellor: _____

Date: _____

Registrar's Signature: _____

Principal's Signature: _____

College Stamp with Date:

ADMISSION FORM (IN DUPLICATE)

ARMY INSTITUTE OF EDUCATION

(Affiliated to Guru Gobind Singh Indraprastha University, New Delhi)
(NCTE & RCI Approved, NAAC Accredited and ISO 9001:2015 Certified Institute)
Plot M-1, Pocket-P5, Sect- CHI, Greater NOIDA, Gautam Budh Nagar, (UP)- 201306

BACHELOR OF SPECIAL EDUCATION PROGRAMME 2021-23

(ONLY FOR WARDS, SPOUSES/WIVES AND WIDOWS OF SERVING & RETIRED ARMY PERSONNEL)

IPU No. _____ CET CODE: _____

CET Rank _____ CET Roll No. _____

1. Name

2. Father's / Husband's Name _____

Father's/ Husband's Rank & Regiment in the Army _____

Contact No. _____ Email Id _____

3. Mother's Name _____

Contact No. _____ Email Id _____

4. Nationality (01 – Indian, 02 – Others)

5. Marital Status (01 – Unmarried, 02 – Married, 03- Widow)

6. Date of Birth

7. Sex (01- Female, 02 - Male)

8. Details of Gallantry Awards /Distinguished Services / Mention in Dispatches / War widow
(Refer para 25 of Admission Brochure) _____

11 Interest Areas/Hobbies: Singing/Dancing/Drama/Sports/Debate/others _____

12 Any Prizes/Medals won during School Education/Graduation/ Post Graduation _____
(Attach Certificates)

Paste here your
duly self-attested
latest passport
size photograph
(4.5 x 3.5 cms)

11. Academic Qualifications:

Qualification	Year	Institution/ University/ Board	Subjects (Including Subsidiary)	Division/ Percentage

12 Teaching Subjects allotted on the basis of Graduation/Post Graduation

(1) _____ (2) _____

13. Local Address: _____

15. Permanent Address: _____

15. Aadhar Card No: _____ Ph No*: _____

16. E-mail Id* _____

* It is mandatory to fill Aadhar Card, Mobile No & E mail ID

17. Official Address of Parent/ Husband: _____

(For serving Army personnel) _____

E-mail _____

(It is mandatory to fill mobile No & email ID.

18. **Declaration by the Candidate**

I _____ hereby declare and affirm that: -

(Name of the Candidate)

(a) I fulfill all the eligibility conditions for admission to the B.Ed.Spl.Ed. programme as laid down in the Admission Brochure 2021-22.

- (b) I have qualified/ I am appearing in the qualifying examination for admission to the B.Ed.Spl.Ed. programme in the year 2021.
- (c) The information given by me in this application form is true to the best of my knowledge and belief.
- (d) I agree to conform to the rules, acts and statutes enforced by the Govt / Army HQ / AIE/ RCI/ GGSIP University. I also undertake that during my stay in AIE as student, I will do nothing inside or outside the AIE that may lead to disciplinary action against me under the rules, acts and statutes of the affiliating RCI/GGSIP University/AIE.
- (e) I fully understand that the Principal / Management of AIE will have full liberty to expel / rusticate me from the institute for any act of disobedience or infringement of rules prescribed by the university, RCI and AIE.

Place:

Date:

(Signature of the Candidate)

21. **Declaration by the Parent / Husband**

I, _____ solemnly declare that :-
(Name of the Parent / Husband)

- (f) The particulars furnished by my wife / son /daughter Mrs / Mr / Miss _____
_____ in this application form are correct to the best of my knowledge and belief.

(g) I undertake and bind myself to pay on behalf of my wife / son / daughter such fees, charges etc, which AIE may levy from time to time and in the event of failure on my part and /or on the part of my wife / son / daughter in this regard, the management of the AIE may take such legal action against me / my wife/son/daughter as it may deem necessary.

Place: _____ Signature of Parent / Husband/ Guardian -----

Date: _____ Name and Rank of Parent / Husband/ Guardian -----

22. **Mode of Fee Payment:** _____ **Amount:** _____

Verified by Accountant _____

Cheque/DD must be drawn in favour of: AIE payable at Greater NOIDA

Note: Students are required to be very careful with the spellings of beneficiary's name in the cheque/ draft.

Name & Signature of Admission Officer/Counsellor: _____

Date: _____

Registrar's Signature: _____

Principal's Signature: _____

College Stamp with Date:

DOCUMENT CHECKLIST

ARMY INSTITUTE OF EDUCATION

(Affiliated to Guru Gobind Singh Indraprastha University, New Delhi)

BACHELOR OF SPECIAL EDUCATION PROGRAMME 2021-23

S. No.	Documents	Original	Two Photocopies
1	CET Application Form		
2	CET Admit Card		
3	Counselling Registration Form		
4	Part Academic Fee Receipt (GGSIPU)		
5	Document Verification Slip for Reserved Category		
6	Provisional Allotment Letter		
7	Mark Sheet of Class X		
8	Certificate of Class X		
9	Mark Sheet of Class XII		
10	Certificate of Class XII		
11	Mark Sheets & Certificate of Graduation (I, II, III Year)		
12	Mark Sheet & Certificates of Post-Graduation (I, II Year)		
13	Migration Certificate		
14	Character Certificate not more than 06 months old		
15	Medical Certificate		
16	Army Category Certificate with Supporting Documents		
17	Anti- Ragging Affidavit by Student		
18	Anti- Ragging Affidavit by Parent/ Guardian		
19	Parent's/Guardian's consent for sending ward/spouse for Camp and outdoor activities		
20	Balance College Fee payment receipt: Cheque/ NEFT/ DD of Rs 90,800/- drawn in favor of AIE payable at Greater NOIDA		
21	Attendance Compliance Undertaking (by student and Parent/ Guardians)		
22	Adherence to Fee Policy Undertaking (by student and Parent/ Guardians)		
23	Adherence to Code of Conduct and Discipline (by student and Parent/ Guardians)		
24	Aadhar Card		
25	Undertaking from Result Awaited Candidates for Seeking Provisional Admission		

Name & Signature of Admission Officer/Counsellor: _____

Date: _____

Registrar's Signature: _____

Principal's Signature: _____

College Stamp with Date:



ARMY INSTITUTE OF EDUCATION

Affiliated to Guru Gobind Singh Indraprastha University, New Delhi
Plot M-1, Pocket-P5, Sect- CHI, Greater NOIDA, Gautam Budh Nagar, (UP)- 201306
(NCTE & RCI Approved, NAAC Accredited and ISO 9001:2015 Certified Institute)

BACHELOR OF SPECIAL EDUCATION PROGRAMME 2021-23

(ONLY FOR WARDS, SPOUSES/WIVES AND WIDOWS OF SERVING & RETIRED ARMY PERSONNEL)

UNDERTAKING ON FEE POLICY

I/ We undertake to abide by any changes in fee notified by Govt. of NCT of Delhi/DHE/GGSIP University, Delhi at any later stage during the B.Ed. Special Education programme and will pay the balance fee/any other dues etc. as notified.

Place _____

Date _____

Signature of Student: _____

Name of the Student: _____

Aadhar Card No.: _____

Signature of Parent/ Guardian: _____

Name of Parent/ Guardian: _____

Relationship with the Candidate: _____

Aadhar Card No.: _____



ARMY INSTITUTE OF EDUCATION

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Plot M-1, Pocket-P5, Sect- CHI, Greater NOIDA, Gautam Budh Nagar, (UP)- 201306
(NCTE & RCI Approved, NAAC Accredited and ISO 9001:2015 Certified Institute)

BACHELOR OF SPECIAL EDUCATION PROGRAMME 2021-23

(ONLY FOR WARDS, SPOUSES/WIVES AND WIDOWS OF SERVING & RETIRED ARMY PERSONNEL)

UNDERTAKING **CODE OF CONDUCT AND DISCIPLINE**

I, Mr./Mrs./Ms. _____ Son/Daughter of Sh./Smt _____ ,
a permanent resident of _____ State _____ ,
student, of AIE do hereby undertake the following on this _____ (day) of _____ (month),
_____ (year).

1. That, I shall conduct myself within and outside the precincts of the Institute in a matter befitting to the students of an institution of national importance, particularly of GGSIPU, Army Institute of Education, Greater NOIDA.
2. That, I am aware of, as per the order of the Hon'ble Supreme Court of India, ragging in any form is banned and Acts of ragging will be considered as a matter of gross indiscipline and will be severally dealt with.
3. That, I am aware, the following act of omission and /or commission shall constitute gross violation of the Code of Conduct and I am liable to be invoked with disciplinary measures, if there is omission and /or commission of any or more of the following:
 - (a) Ragging/ bullying of any kind.
 - (b) Lack of courtesy and decorum; indecent behaviour anywhere within or outside the campus.
 - (c) Willful damage or stealthy removal of any property/belongings of the Institute or of fellow students.
 - (d) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.

- (e) Mutilation or unauthorized possession of library books.
- (f) Noisy and unseemly behavior, disturbing studies of fellow students.
- (g) Hacking in computer systems (such as entering other person's area without prior permission, manipulation and / or damage of computer hardware and software etc.).
- (h) Lack of Adherence to the college time-table and Schedule.
- (i) Any other act of gross indiscipline. Commensurate with the gravity of the offence, the punishment may be Reprimand, fine, and expulsion from the college, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.
- (j) Adherence to Attendance Rules.

Signature of the Parent/Guardian:

Name of the Parent:

Relationship:

Full Address

Phone No:

E-Mail ID:

Signature of the Student

Name:

Phone No:

E-Mail ID:

Place _____

Date _____



ARMY INSTITUTE OF EDUCATION

Affiliated to Guru Gobind Singh Indraprastha University, New Delhi
Plot M-1, Pocket-P5, Sect- CHI, Greater NOIDA, Gautam Budh Nagar, (UP)- 201306
(NCTE & RCI Approved, NAAC Accredited and ISO 9001:2015 Certified Institute)

BACHELOR OF SPECIAL EDUCATION PROGRAMME 2021-23

(ONLY FOR WARDS, SPOUSES/WIVES AND WIDOWS OF SERVING & RETIRED ARMY PERSONNEL)

UNDERTAKING **FULFILLING CONDITION OF MINIMUM ATTENDANCE FOR** **STUDENT**

I, (Name of the student)_____ am fully aware that I am required to maintain minimum 80% attendance in theory and 90% in Practicum courses/classes during each Semester, and I am required to submit term work, assignments, etc., as applicable, within the notified time limit. I am also aware that if I fail to maintain the required minimum attendance and fail to submit term work then I will be detained and not be allowed to appear for the End- Semester University Examination.

Code of Conduct-I do undertake that I will respect and obey all the instructions, rules, and regulations of the college and will adhere to norms of GGSIPU and AIE.

Signature of Student

Name:

Aadhar Card No.:

CET Roll No.



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BACHELOR OF SPECIAL EDUCATION PROGRAMME 2021-23

(ONLY FOR WARDS, SPOUSES/WIVES AND WIDOWS OF SERVING & RETIRED ARMY PERSONNEL)

PARENT'S/ GUARDIAN'S UNDERTAKING FOR STUDENTS **FULFILLING CONDITION OF MINIMUM ATTENDANCE**

I, _____ Mother/Father/Guardian/Spouse of _____ am aware that as per GGSIPU norms and Army Institute of Education (AIE) Rules, my ward has to maintain a minimum of 80% attendance in theory classes and 90% attendance in practicum classes/course during each semester of her/his B.Ed.Spl.Ed. programme.

I also agree and undertake that if s/he fails to comply with minimum 80% attendance in theory and 90% in practicum as per the requirement of GGSIP University, s/he may be detained.

Code of Conduct- I do undertake that my daughter/son/ward/spouse will respect and obey all the instructions, rules, and regulations of the college and will adhere to norms of GGSIPU and AIE.

Signature of Mother/Father/Guardian/Spouse:

Name:

Aadhar Card No.:

Contact No.-

E-Mail ID:



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BACHELOR OF EDUCATION- SPECIAL EDUCATION PROGRAMME 2021-23

(ONLY FOR WARDS, SPOUSES/WIVES AND WIDOWS OF SERVING & RETIRED ARMY PERSONNEL)

PARENT'S/ GUARDIAN'S CONSENT FOR SENDING WARD/SPOUSE TO CAMP/TOUR/OUTDOOR ACTIVITIES

I, _____ Mother/Father/Guardian/Spouse of _____
hereby agree to send my son/daughter/ward/spouse to any camp/tour/other outdoor activities organized by the
Institution from the date of joining till he/she completes his/her education at AIE, Greater NOIDA.

I understand and agree that the organizers will do their best for the safe and smooth conduct of aforesaid
outdoor activities; still in case of unnatural happening or any misfortunate incident, I will not hold the Institute
responsible.

Name of the Student:

Phone No:

CET Roll No:

E-Mail ID:

Signature of the Parent/Guardian:

Name of the Parent:

Relationship:

Full Address

Phone No:

E-Mail ID:

Place _____

Date _____



Appendix 5

Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi - 110078

UNDERTAKING/SELF DECLARATION

BY THE CANDIDATE FOR RESULT AWAITED

(To be Submitted at the Time of Counselling/Admission by the Candidates Seeking Provisional Admissions for Academic Session 2021-22)

I _____ (Name of the candidate), Son /Daughter/ Wife

of _____ (Father's /Husband's name)

Resident of _____ (Permanent address) seeking

admission to _____ (Name of the Course) of GGSIP University, hereby solemnly affirm and declare:

- i. that I/My ward have/has appeared in the 12th /final semester/final year (name of the qualifying degree) Graduation/Post Graduation) _____ Examination, 2021 of _____ (Board/University), the result of which has not yet been declared and is expected to be declared latest by 31st October, 2021;
- ii. I have passed all the papers of the qualifying degree _____ (name of the qualifying degree) examination other than the final year/final semester examination.
- iii. I have no compartment as on this date in my class 12th/qualifying degree examination.
- iv. I am seeking provisional admission due to non-declaration of result of final year/final semester of the qualifying degree examination by Board/University as stated above in current or previous years of the qualifying degree examination as on date of admission.
- v. That I/my ward have/has carefully gone through the rules regarding provisional admission and fully understand that in the event of my failure to submit to the concerned Dean/Principal/ Director of the concerned School/College, where the provisional admission has been granted, solely on my request, appropriate proof of my securing at least _____ marks/percentage in qualifying examination for admission to _____ (Name of the Course) of GGSIP University by 31st October 2021, my admission is liable to be cancelled with forfeiture of the fees paid for admission. In absence of submission my provisional admission to the said course will automatically get cancelled and full fee deposited will be forfeited.

Date:

Candidate's Signature _____

Name of the Candidate (In Bold Letters) _____

Address of Candidate _____

Mobile No. _____

Counter Signed by the Parent/Guardian _____

Name of the Parent/Guardian _____

Relationship with the Candidate _____

Note: The Undertaking has to be filled by the candidate only in his/her handwriting. A self-attested copy of the document/admit card for appearing in the said examination as declared by the candidate for which the result is awaited is also to be enclosed by the candidate at the time of verification of document.



Appendix 6

Guru Gobind Singh Indraprastha University

Sector 16 C, Dwarka, New Delhi - 110078

MEDICAL CERTIFICATE**

(TO BE SUBMITTED AT THE TIME OF COUNSELLING/ADMISSION)

I certify that I have carefully examined Shri/Km/Smt.* _____ son/
daughter/wife of Shri/Smt.* _____ whose signature is
given below. Based on the examination, I certify that he/she is in good mental and physical health and is free from
any physical defects which may interfere with his/her studies including the active outdoor duties required of a
professional. Visible mark of identification _____

Signature of the Candidate _____

Place:

Date:

Name Signature of the
Medical Officer with Seal and
Registration Number

* Strike whichever is not applicable.

** To be signed by a Registered Medical Practitioner holding a Medical degree.



Appendix 8

Guru Gobind Singh Indraprastha University

Sec 16 C, Dwarka, New Delhi-110078

FORM FOR WITHDRAWAL OF ADMISSIONS

(Must be submitted in Admission Branch Only)

- Sl.No. Programme & Institute _____
(Form candidate is seeking withdrawals)
1. Name of Student _____
2. Parent Name _____
3. Address _____
4. (a) Telephone _____
(b) Mobile _____
(c) Email Address _____
5. Enrollment Number _____
6. CET Roll Number _____
7. (a) Name & Relationship of the concerned in favour of whom bank transfer is to be made. _____
(b) Bank detail of above concerned to be furnished in the given format:

(Kindly Enclosed copy of cancelled Cheque)

Name of the Bank	Address of the Bank	Complete Bank Account No.	IFSC CODE OF THE BANK BRANCH

UNDERTAKING

We understand and know the refund rules of the University & agree to abide by the same and we further understand that the refund would be made in due course of time through bank transfer only as per above request.

(Signature of Parent / Guardian)

Date: _____

(Signature of Student)

Date: _____

Compulsory Encl. : 1. Both copies of Fee Receipt issued at the time of Admission / Counselling in ORIGINAL

2. Cancelled cheque of CBS Bank branch, showing the detail of full bank A/c No.; IFSC code; beneficiary name etc. must be attached by the concerned student along with the Withdrawal Form

Refund amount will directly be transferred in the bank account submitted by the student through electronic mode (ECS/RTGS/ NEFT). Therefore, student may ensure to provide correct details under S. no. 7 (a) & (b) & the required enclosures. University will not be liable for any wrong transfer of amount on account of incorrect bank information provided by the student.

Note: Use photocopy of this Form



Appendix 9

Guru Gobind Singh Indraprastha University

Sec 16 C, Dwarka, New Delhi-110078

FORM FOR REFUND OF EXCESS FEE

(Paid at the time of Admission/Counselling

Must be submitted in Admission Branch Only)

Sl.No.	Programme & Institute	_____
1.	Name of Student	_____
2.	Parent Name	_____
3.	Address	_____
4.	(a) Telephone	_____
	(b) Mobile	_____
	(c) Email Address	_____
5.	Enrollment Number/CET Roll No	_____
6.	Amount of fees Deposited at the time of counseling	_____
7.	(a) Name & Relationship of the concerned in favour of whom bank transfer is to be made.	_____
	(b) Bank detail of above concerned to be furnished in the given format:	

(Kindly Enclosed copy of cancelled Cheque)

Name of the Bank	Address of the Bank	Complete Bank Account No.	IFSC CODE OF THE BANK BRANCH

UNDERTAKING

We understand and know the refund rules of the University & agree to abide by the same and we further understand that the refund would be made in due course of time through bank transfer only as per above request.

(Signature of Parent / Guardian)

(Signature of Student)

Date: _____

Date: _____

Compulsory Encl.: 1. Both copies of Fee Receipt issued at the time of Admission / Counselling in ORIGINAL

2. Cancelled cheque of CBS Bank branch, showing the detail of full bank A/c No.; IFSC code; beneficiary name etc. must be attached by the concerned student along with the Withdrawal Form

Refund amount will directly be transferred in the bank account submitted by the student through electronic mode (ECS/RTGS/ NEFT). Therefore, student may ensure to provide correct details under S. no.7 (a) & (b) & the required enclosures. University will not be liable for any wrong transfer of amount on account of incorrect bank information provided by the student.

Note: Use photocopy of this Form

UNDERTAKING BY THE STUDENT WITH RESPECT TO ANTI-RAGGING

I, _____ (full name of student with enrolment/ registration no) s/o, d/o Mr/Mrs/Ms _____ having been admitted to _____ (name of the institution) have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”) carefully read and fully understood the provisions 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 5 and clause 6.1 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.

6) 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:

Address:

Telephone/Mobile 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 _____ (day) of _____ (month) _____ (year).

Signature of Deponent

UNDERTAKING BY PARENT/GUARDIAN WITH RESPECT OF ANTI RAGGING

I, Mr./Mrs./Ms. _____ (full name of parent/guardian) father/mother/guardian of _____ (full name of student with admission/registration/enrolment number), having been admitted to _____ name of the institution), have received a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the “Regulations”), carefully read and fully understood the provisions 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 5 and clause 6.1 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 behave our 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 has 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.

Declared this ___ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Telephone/ Mobile 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



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16/C, DWARKA, NEW DELHI – 110078

GGSIPU/2019-20/Legal/1916

Dated: 23/05/2019

To

The Director /Principal
All Affiliated Colleges/Institutions of the Guru Gobind Singh Indraprastha
University

Subject: Directions issued under clause 3(ii)(d) of Statute 24 of University.

Dear Sir/Madam,

In pursuance to the oral observations and directions of the Hon'ble High Court dated 17.05.2019 in WP (CrI.) 793/2017, the following directions are hereby issued for immediate compliance by all the affiliated Colleges/Institutions;

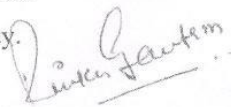
1. Publish the University's advisory dated 18-07-2017 and these present directions dated 23.05.2018 at a prominent and conspicuous place on their website. Compliance Report with copy of the website publication to be sent by 7:00 PM on 23.05.2019 by return email message.
2. Incorporate the University's advisory dated 18.07.2017 and these present directions dated 23.05.2018 in their Prospectus/Admission Brochure issued for the current academic session i.e. AY 2019-20, if necessary, in the form of an Addendum to an already issued Prospectus/Admission Brochure. Compliance Report with copy of the Prospectus/Admission Brochure or the Addendum thereof be sent to the University within a week.

3. Mention at prominent and conspicuous place in their respective Prospectus/Admission Brochure for current Academic Year 2019-20 and their websites the full details about University's Student Grievance Redressal Committee and College/Institution Level Grievance Redressal Committee. Compliance Report with copy of the Prospectus/Admission Brochure or the Addendum thereof be sent to the University within a week.
4. The College/Institution Level Grievance Redressal Committee should adhere to the principles of natural justice in its proceedings and dispose of all grievances as expeditiously as possible; but no later than four weeks of its receipt. The Colleges /Institutions should hold meeting of Grievance Redressal Committee at least once every three months. The procedure for filling complaints, procedure for conduct of the proceedings and the time frame for disposal of the complaints/grievances shall be published on its website, Admission Brochure and Prospectus at a prominent and conspicuous places. Compliance Report with a copy of the document laying down the procedure be sent to the University within a week.
5. Immediately include elected student representative in the College/Institution level Grievance Redressal Committee and re-notify the newly constituted Committee at prominent and conspicuous places. All the Colleges and Institutions shall adopt the UGC (Grievance Redressal) Regulations 2012. The reconstituted Grievance Redressal Committee which includes the elected student representative and also complies with the provisions of the UGC (Grievance Redressal) Regulations 2012 shall be notified on their respective websites at prominent and conspicuous places. Compliance Report with copy of the re-constituted Grievance Redressal Committee be sent to the University before 15th September of each year.
6. Engage the services of medical practitioner(s) including specifically a Psychiatrist, a Psychologist and a professional Student Counsellor for regular consultation with students within the premises of the College/Institution.

Compliance Report to be sent to the University within two weeks from the commencement of the new Academic Session every year.

7. Maintain comprehensive, meticulous and verifiable documentation of all the compliances of the above directions, including documentation of the proceedings of the Grievance Redressal Committee and the services rendered by the professional medical practitioners such as Psychiatrist, Psychologist and professional Student Counsellors.
8. The documentation of the compliances of the aforesaid directions shall be subject matter of audit and evaluation by the University through the existing mechanisms of Joint Assessment Committees (JACs), the Academic Audit Committees or such other mechanism as deemed fit by the University from time to time.
9. The Convener of the University Level Grievance Redressal Mechanism shall ensure comprehensive and verifiable documentation of all compliance reports submitted by the affiliated Colleges/Institutions from time to time.

This issues with the approval of the Competent Authority.


(Rinku Gautam)
Registrar

Registrar
G. G. S. Indraprastha University
Sector-1EC, Dwarka, New Delhi-110078

Copy to:

1. All the Directors/Principals of the affiliated colleges/ institutions affiliated to GGSIP University.
2. Members of the University Level Grievance Redressal Committee.
3. All Deans, University School of Studies.
4. In-charge (Affiliation), GGSIP University.
5. Director, Students' Welfare
6. Director, Academic Affairs
7. Convener, University Level Students' Grievance Redressal Committee
8. AR to Hon'ble Vice Chancellor, GGSIP University
9. AR to Pro Vice Chancellor, GGSIP University
10. AR to Registrar, GGSIP University.
11. In-Charge, Server Room for notification on the University website.

c/n

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16/C, DWARKA, NEW DELHI - 110078

GGSIU/2017-18/ 1039/legal

Dated: 18/7/17

The Director/Principal
All Affiliated Colleges/Institutions of the GGS Indraprastha University

Subject: Advisory under Clause 3(ii)(d) of Statute 24 of the University.

Dear Sir/Madam,

The following advisory is hereby issued under Clause 3(ii)(d) of Statute 24 to all affiliated colleges and institutions for compliance and necessary action forthwith:

- a. The teachers and authorities of the Institution should maintain cordial, warm and confidence building relationship with the students in terms of Ordinance No. 32 of the Guru Gobind Singh Indraprastha University Act No. 09 of 1998. The Institution may also keep watch on such teachers and members of administration who are unable to build up such cordial and respectful relationship with students and appropriate remedial measures in the nature of counselling and short term training may be advised.
- b. Every letter /representation/e-mail in the nature of appeal by students should be attended with reformative approach and sympathetic consideration. The Institute should inform the parents of the students by writing the letter intimating the shortage of attendance, which should be sent by speed post / registered post. The parents may also be informed by e-mail or telephonically about such cases.
- c. Institutions should be absolutely transparent in taking the decision on detention of students so as to avoid any suspicion of whimsical or selective action. The detention list should be displayed at least 10 working days before the commencement of the examination.
- d. Every institution should constitute 'Students' Grievance Redressal and Welfare Office'. It should be empowered to receive grievances from students, consider and address them within the framework of the prevailing rules and regulations with the perspectives of the welfare of the students. Such Committee constituted at the level of every college should be publicised and directed to regularly engage in welfare activities of the students, so as to gain the confidence of the students in its effectiveness and genuineness. Such College/Institution level Committee should be federated with the Directorate of Students' Welfare of the University which may supervise and advise

c. Joain
Page 1 of 2

c/12

them, actively engage them and assist them in redressing the grievances of the students from time to time.

- e. Any issue relating to arbitrary action, personal vendetta or personal grudges against students by any teacher / authority of the Institute should be earnestly looked into by 'Students' Grievance Redressal and Welfare Office' and it should be brought to the notice of Principal / Director of the Institute. If the issues are not resolved at the level of concerned college, the student should be advised to approach the Grievance Redressal Mechanism at the level of the University which shall act as the appellate mechanism.
- f. The University level Grievance Redressal Mechanism for the students, parents, faculty etc. related to affiliated colleges has been constituted and communicated to all concerned vide University letter ref. GGSIPU/Aff/Notification/180-L dated 11.01.2013. All the grievances, communications to the University level Grievance Redressal Mechanism should be addressed to the Convener of the Committee Dr. Neelima Markandey, Affiliation Branch, Administrative Block, Guru Gobind Singh Indraprastha University, Sector 16 C, Dwarka, Delhi 110078.

This issue with the approval of the competent authority.

c. - Soarind
17-7-17
(C. Arvind)
Registrar

Copy to:

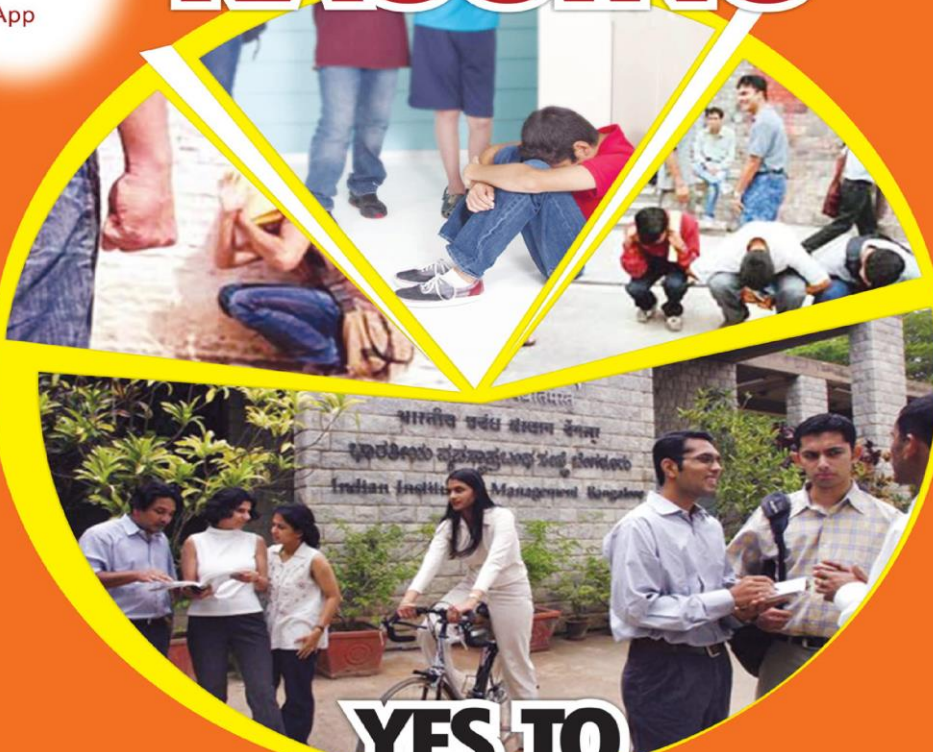
1. All the Directors/Principals of the affiliated colleges/institutions affiliated to GGS IP University
2. Members of the University Level Grievance Redressal Committee
3. All Deans, University Schools of Studies
4. Controller of Examinations
5. Director, Students' Welfare
6. Director, Academic Affairs
7. Dr. Neelima Markandey, Convener, Grievance Redressal Committee
8. AR to Hon'ble Vice Chancellor, GGS IP University
9. AR to Pro Vice Chancellor, GGS IP University
10. AR to Registrar, GGS IP University

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**ANTI
RAGGING**

App

SAY NO TO RAGGING



YES TO JOYFUL CAMPUS

What is Ragging? Any Act Resulting in:

- Mental/physical/sexual Abuse
- Verbal Abuse
- Indecent Behaviour
- Criminal Intimidation/wrongful Restraint
- Undermining Human Dignity
- Financial Exploitation/extortion
- Use Of Force

A STUDENT INDULGING IN RAGGING CAN BE:

- Cancellation of admission.
- Suspension from attending classes.
- Withholding/withdrawing Scholarship/Fellowship and other benefits.
- Debarring from appearing in any test/ examination or other evaluation process.
- Withholding results.
- Debarring from representing the institution in any regional, national or international meet, tournament or youth festival etc.
- **Collective punishment** : when the persons committing or abetting the crime of ragging are not identified the institution shall resort to collective punishment as a deterrent to ensure community pressure on potential ragger.



Immediately call
UGC Anti-Ragging Helpline
 1800-180-5522 (24X7 toll free)
 or send an e-mail to helpline@antiragging.in



MHRD

DEPARTMENT OF HIGHER EDUCATION
 MINISTRY OF HUMAN RESOURCE DEVELOPMENT
 GOVERNMENT OF INDIA



ज्ञान-विज्ञान विमुक्तये

विश्वविद्यालय अनुदान आयोग
University Grants Commission
 quality higher education for all



ARMY INSTITUTE OF EDUCATION

(Affiliated to Guru Gobind Singh Indraprastha University, New Delhi)
Plot M-1, Pocket P-5, Sec. CHI, Greater NOIDA
NAAC ACCREDITED & ISO 9000:2015 CERTIFIED INSTITUTE

IMPORTANT COMMITTEES **ACADEMIC SESSION 2021-22**

Committee	Chairperson	Contact No	Convener	Contact No
Anti-Ragging Committee	Principal AIE	0120-2343742	Ms Kriti Guleria Asst Prof AIE	9463793811
College Grievance Redressal Committee			Ms. Pratibha Garg Asst Prof AIE	9971199021
Internal Complaints Committee			Dr Babita Bhardwaj Asst Prof AIE	9868218513
Hostel Committee			Dr Saloni Goel Asst Prof AIE	9971366122
Internal Committee for Students with Disabilities in Institute			Dr Saloni Goel Asst Prof AIE	9971366122

ANTI-RAGGING HELPLINE NOS:

0120-2343741/42, 9463793811



**BEFORE YOU EVEN
THINK OF RAGGING**

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**ANTI
RAGGING**

App



THINK OF

Humiliation

Suspension

Ruined Career

Blacklisting

Expulsion

Possible Prosecution

Don't just stand and watch. Stop Ragging! Show Character

Remember RAGGING is for LOSERS

Visit UGC Website i.e. www.ugc.ac.in & www.antiragging.in to see UGC Anti Ragging regulations.

Are You Being Ragged ?

Immediately call UGC Anti Ragging Helpline- **1800-180-5522 (24x7 Toll Free)**

Or Send an E-mail to helpline@antiragging.in



MHRD

DEPARTMENT OF HIGHER EDUCATION
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
GOVERNMENT OF INDIA



विश्वविद्यालय अनुदान आयोग
University Grants Commission
quality higher education for all