



APPLICATION FORM AND PROSPECTUS

**BACHELOR OF SPECIAL EDUCATION
(MENTAL RETARDATION)
(Two Academic Year Degree Course)**

Recognised by :

**Rehabilitation Council of India, New Delhi and
Department of Social Security & Women and Child Welfare
Department, Government of Punjab**

**Affiliated to
Punjabi University, Patiala**

ACADEMIC YEAR : 2016-18



UMANG- RED CROSS INSTITUTE OF SPECIAL EDUCATION

**Baba Farid Cultural Centre, Kotkapura Road
Faridkot-151203, Punjab**

Phone: 01639-250228, Fax: 01639-250228

Mob: 95010-13453

E-mail : redcross_fdk@yahoo.co.in

Website: www.redcrossfaridkot.com

Price : Rs. 1000.00 (By Registered Post/Online)

Important Dates

1. Last Date of Submission of Application Forms :
08/08/2016
2. Date of General Counseling will be notified later on.:
10/08/2016

UMANG- RED CROSS INSTITUTE OF SPECIAL EDUCATION

1. Introduction

Indian Red Cross Society, District Branch, Faridkot is always in the fore front in the area of disability management in Punjab state. The Society has set up number of projects for the empowerment of disabled children/ Persons. The project such as Artificial limbs centre, High-tech prosthetic/ Orthodox Workshop, Special Schools for Mentally Retarded, Visually Handicapped and Hearing Impaired children and a respite home for the mentally retarded persons are already functioning. The Society received a National Award from Ministry of Social Justice & Empowerment, Govt. of India during the year 2002. Under ADIP Scheme of the Central Govt. the Society has provided aid & appliances to over 6000 disabled persons amounting to over Rs. One Crore in the last 12 years.

There is no teacher training institute to foster the higher degree in special education for mental retardation in whole of Punjab, More than 25 special schools for the Mentally Retarded children are functioning in the state and there is acute shortage of special educators in these special schools. The Sarva Shikaha Abhiyan, which is going on in the state under the scheme of the central government has also launched a programme for the education and training of mentally retarded children in the age group of 6 to 18 Years. Trained special educators are also required to teach the mentally challenged children under Sarva Shiksha Abhiyan. As per estimate, approximate one lac children with mental retardation require proper education, training and therapeutic treatment. For this purpose teacher student ratio is 1:8 and as such thousands of special educators are required rehabilitation professionals are also required for home based rehabilitation of mentally challenged children. Numbers of other projects for the rehabilitation are also functioning under the grant-in-aid schemes for the disabled children and degree holders in special education (Mental Retardation) will provide the man power for this neglected field, which has not been explored so far in Punjab State.

The Faridkot Red Cross has achieved another distinguished position by starting a Regular B.Ed. College under the name Umang- Red- Cross Institute of Special Education (Mental Retardation) at District Headquarter Faridkot. This is the first Regular B.Ed. College in special education (Mental Retardation) in Punjab State. This college has been approved by Department of Social Security, Women & child development, Punjab. The Rehabilitation Council of India, New Delhi has also accorded approval to the Institute for 25 seats for the session 2007 – 08. Punjabi University, Patiala, has accorded affiliation to run this Course. All the Punjab Govt. norms adopted by Punjabi University, Patiala will be followed for the admission to this course.

1.1 Programme Objectives

The B.Ed Special Education aims to enable to train the teachers to achieve the following objectives:-

- To perceive the so called 'Disabled' as 'Differently Abled' and develop in them the confidence about their potentialities, abilities and usefulness to serve the society with a sense of freedom, self-respect and dignity.
- To develop professional competencies to educate the disabled group.
- To know and understand various methods and approaches of organizing learning experiences of disabled groups of learners in disability area for inclusive, integrated and special education set up.
- To develop competencies for selection and organisation of learning experiences.
- To understand the nature of disabled children in learning process.
- To develop competencies to deal with the academic and personal problems of the disabled learners.
- To know and understand the various methods and techniques of evaluation and their applications.

- To develop competencies for selection, development and use of evaluation tools.
- To develop competencies to organize various co-curricular and extra curricular activities.
- To develop competencies for organizing various instructional and student support services activities.
- To know, understand and develop the ability to manage a Special School.

1.2 Duration

The duration of the programme is 2 year. Normally the programme will start from 17th August of every year.

1.3 Eligibility

The eligibility for this B.Ed. course is BA/B.Sc or an equivalent degree. The eligibility for admission is 50% aggregate in the qualifying degree examination. The regulations prescribed by the Punjabi University, Patiala and Government of Punjab with regard to minimum eligibility criteria and reservation policies shall be taken into consideration.

1.4 Seats

There shall be 25 seats available in the Institute. Reservations will be made as per the Government Rule. 15% each of supernumerary seats will be reserved for management quota and NRI quota.

1.5 Selection Criteria

1. Selection to the Course will be done through counselling as per the percentage of Marks secured in Graduation. Marks obtained in Extra Optional will not be considered. Additional weightage will be given to the candidates passing Master Degree.
2. For subject combination, a candidate must have studied the opted subject at least for three years. Candidates should see the available subject combination with the Institute declared at course structure. Candidates applied for other subjects will not be considered and their application form will automatically be stands rejected.
3. The waitlisted candidates under general quota seats will be taken into consideration for admission under Management Seats.
4. For NRI/Foreign Quota Seats candidates need to apply separately and there will be separate merit list prepared for admission. In case no/any candidates available under this category, the seats will be converted into the Management seats and waitlisted candidates under general quota will be given preference.

1.6 Joining and Submission of Certificates

This is a full time course of one academic year; the candidates admitted to the Course can not pursue any other course. Selected candidates should join the course by the stipulated date. At the time of joining the course, the selected candidate will deposit their original certificates which will be released after the completion of the course.

1.7. How to Obtain the Application cum Prospectus and Counselling Date

The prescribed application form and prospectus may be obtained from our website www.redcrossfaridkot.com and enclose a Demand Draft of Rs. 1000/-. Please remit the amount by Demand Draft in favour of **“Umang- Red Cross Institute of Special Education” payable at Faridkot** All the applicants have to submit Rs. 500/- as Counselling Fee in shape of Cash/DD along with the filled in Application Form. **The filled in application form should reach at the Office of the Principal, Umang- Red Cross Institute of Special Education, Faridkot by hand/by Regd. Post latest by 08/08/2016.** Applications received after the last date will not be considered.

1.8 Fees

Fees will be charged as per Government of Punjab Rule and Regulation at the time of Admission. It may also be noted that if there is any increase in fee structure from the part of

the Government after the admission process is over even then the Institute will collect the increased amount from the candidates selected for admission.

Note :

- The Candidate once admitted in the course will not be allowed to leave the course under any circumstances. If the candidate still desires to leave the course by any reason, the total fee and deposits paid by the candidate will be forfeited.
- 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.

1.9 Hostel Accommodation

Hostel Accommodation to outstation girls' candidates will be provided subject to availability on first come first basis. Boarding charges will have to be borne by the students themselves. The students requiring Hostel accommodation will have to pay fee as applicable for the period of their stay which will be deposited at the time of admission.

2. COURSE STRUCTURE

2.1 Programme Structure

The Bachelor of Special Education (MR) Course will consist of 15 papers in all, out of which 9 shall be Theory Papers and 6 shall be Practical Papers. Different components of the programme in Theory and Practical Papers are given below.

Course	Name of the Paper	Evaluation Scheme						
		Hours	MM	IA	TEE	TOTAL	PASS MARKS	
Part – I (Theory)							IA	TEE
CORE PAPERS								
PAPER-1	Nature and Needs of Various Disabilities- An Introduction	60	100	20	80	100	08	32
PAPER-2	Education in Emerging India	60	100	20	80	100	08	32
PAPER-3	Education Psychology and Persons with Disabilities	60	100	20	80	100	08	32
PAPER-4	Educational Management Curriculum Designing and Research	60	100	20	80	100	08	32
Methodology Paper (Choose any one from each of the Following Two Papers)								
PAPER-5	a) Teaching of English b) Teaching of Punjabi c) Teaching of Hindi	60	100	20	80	100	08	32
PAPER-6	a) Teaching of Social Studies b) Teaching of Science c) Teaching of Mathematics d) Teaching of Physical Education	60	100	20	80	100	08	32
Specialisation Papers								
PAPER-7	Identification and Assessment of Person with Mental Retardation	60	100	20	80	100	08	32
PAPER-8	Mental Retardation:- Its Multidisciplinary Aspects	60	100	20	80	100	08	32
PAPER-9	Curriculum and Teaching Strategies	60	100	20	80	100	08	32
Part- II (Practical in Non Disability Area)								
PAPER- 10	Teaching Practice in Non- Disability Area	160	150	90	60	150	54	24
PAPER- 11	Core Training in Teaching Skills (Micro Teaching)	50	50	30	20	50	18	08
PAPER- 12	Psychological Practical	50	50	30	20	50	18	08
Part – III (Practical in Disability Area)								
PAPER- 13	Training in Mental Retardation (IEPI	160	150	90	60	150	54	24
PAPER- 14	Teaching Practice in Disability Area	160	150	90	60	150	54	24
PAPER- 15	Training on Equipment Related to Mental Retardation	60	50	30	20	50	18	08
Total in Theory (Part- I)		540	900	180	720	900	72	288
Total in Practical (Part- II & III)		640	600	360	240	600	216	96
Grand Total		1180	1500	540	960	1500		

Note : Practical Papers will be Jointly Evaluated by the Internal and External Examiners.

2.2 Examination

The examination of the Bachelor of Special Education (Mental Retardation) will be held at the end of each session. The final result of the course will be declared after the successful completion of the year under Punjabi University's rules and regulation.

2.3 Award of Division to Successful Candidates

The following percentages of Marks will award the candidate to secure Division:-

- 50% or above but less than 60% : Second Division
- 60% or above less than 75% : First Division
- 75% and above : Distinction
- Minimum Pass Mark 40% in each Theory Paper and 50% in Practical Papers
- Hard case rule as applicable to other Courses will be adopted

2.4 Provision for Fail Candidate

For the candidates who are declared fail in the Final Examination, will have 3 chances to clear all of the failed papers.

2.5 Teaching Staffs

The core staff at the Training Centre comprises faculty members in the field of Education, Special Education and Psychology, supported by regular and guest lecturers in the field of Medical Sciences, Speech Pathology & Audiology, Physiotherapy, Occupational Therapy, Social Work and related disciplines.

UMANG- RED CROSS INSTITUTE OF SPECIAL EDUCATION

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 Website: www.redcrossfaridkot.com

APPLICATION FORM

FOR ADMISSION INTO B. Ed. SPECIAL EDUCATION
 (MENTAL RETARDATION)

ACADEMIC YEAR: 2016-2018

Latest passport
 Size photograph
 of candidate
 duly signed by
 him/ her across

(To be Filled in by the Candidate's Own Handwriting. Incomplete Application will not be taken for Scrutiny)

1	Name of the candidate in full (in BLOCK letters as entered in University/ Board/ Certificate)	(Leave one box empty between First Name, Middle Name and Surname)																							
2	Name of Father/ Guardian/Wife/ Husband																								
3	Mother's Name																								
4	Sex (Put Tick Mark)	Male						Female																	
5	Date of Birth	Day				Month				Year															
6	Age in completed years as on 30 th June																								
7	Present Address (in BLOCK letters) Leave a blank box between each unit of address like House No., Street Name, P.O., etc.)																								
8	Permanent Address (in BLOCK letters) Leave a blank box between each unit of address like House No., Street Name, P.O., etc.)																								
9	Contact No	<u>Tel with Code:</u>						<u>Mobile:</u>																	
10	Email ID (If Any)																								
11	Category (Strike out whichever is not applicable)	Gen	SC	ST	BC	BA	Sports	FF	PH	Widow	Divorce	Widow of Defense/ Para Military													
12	Nationality																								
13	State to which the candidate belongs																								
14	Annual Income of Self/Parent / Guardian																								
15	Methodology Paper opted (As per availability of subjects in the Institute and University Rule)	1:												2:											
17	Do You Need Hostel Accommodation (Only for Outstation Girls)	Yes												No											

18		Details of Qualification				
Examination Passed	Name of the Institute in which studied	University/ Board / Year of Passing	Class/ Division	Aggregate Percentage of Marks	Subjects	Medium of Instruction
19		Put (✓) Mark in the right box for the documents which have been attached with the application				
Submit all the Required Documents along with the filled in application otherwise your application will not be considered for Admission into the Course	1	Memorandum of marks of BA/B. Sc or Equivalent Examination				
	2	Memorandum of Marks of Master Degree				
	3	Proof of date of birth (10 th Class Certificate)				
	4	Proof of Rural Area Certificate i.e. 08 th & 10 th Class Pass Certificates issued by the Head of the School, duly countersigned by the concerned DEO				
	5	Proof of Reservation Category (For Sports Gradation Certificate is must)				
	6	Fresh Resident Certificate (For the Candidates having more than 3 years old Certificate)				
	7	Recent Income Certificate for BC Candidates				
	8	Gap year Certificate in Self Declaration Form (Sample given in Annexure- 1)				
	9	Certificate by a Govt. Medical Officer/ Authority competent to issue certificate of disability (above 40%) designated by the State/ Central Govt. (Only candidate having Orthopedic Handicap due to Disability in one leg will qualify)				
	10	Recent Character Certificate issued by Gazetted Officer/Principal/ Head of the Institution last studied/Concerned local MC/Sarpanch				
	11	College Leaving Certificate/Transfer Certificate from last studied institution				
	12	Migration Certificate other than Punjabi University, Patiala				
	13	Affidavits showing not to indulge in ragging from Oath Commissioner as shown in Annexure-2 & 3				
	14	Receipt of Cash/DD of Rs. 500/- as Counseling Fee deposited.				

Place :
Date :

Signature of the Applicant

DECLARATION BY THE CANDIDATE

I hereby declare that I have read and understood the conditions of eligibility for the programme for which I seek admission. I fulfill the minimum eligibility criteria and have provided necessary information in this regard. In the event of any information being found incorrect or misleading, my candidature shall be liable to cancellation by the Institute at any time and I shall not be entitled to refund of any fee paid by me to the Institute.

Place :
Date :

Signature of the Applicant

Self Declaration Form for Proving Gap Year (Sample Copy)

Affix a fresh self
attested pass
photo here.

1. Declared that I Mr/Mrs/Miss _____ S/D/Wife of _____ Resident of Vill- _____ Tehsil _____ PO _____ District _____ PS _____ have completed my Graduation/Post Graduation or any other Degree from the University/Board/Council _____ in the year _____.
2. In between the gap year from _____ to _____ I am/was doing the job of _____ at the Office of the _____ located at _____. If selected to do the B. Ed. Special Education (MR) Course at Umang- Red Cross Institute of Special Education, Faridkot I will quit the above job.
3. In between the gap year/s I was doing nothing rather searching Job/further studies at home.
4. In between the gap year/s I am neither involved in any criminal or anti social activities nor I have been convicted by any Court or any case is pending against me.
5. I further declare that I shall abide by the rules and regulations of the University and the Institute.
6. I am hereby declare that the above information and attached documents provided by me are true to the best of my knowledge and belief and no concealed therein. If anything proved wrong then I am aware that my admission will be cancelled at any time with no refund of course fee deposited and necessary action under relevant Act will be taken against me.

**Signature of the Parent/Guardian
Name:**

Signature of the Candidate

**Name:
Address with Contact No:**

AFFIDAVIT BY THE STUDENT

- 1) I, _____ (full name of student with admission/registration/enrollment number) S/o, d/o, w/o Mr/Mrs./Ms. _____ having been admitted to Umang- Red Cross Institute of Special Education, Faridkot, have received a copy of the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions. 2009, (hereinafter called the "Regulations") carefully read and fully understood the provision contained in the said Regulations.
- 2) I have in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging actively or passively or being part of a conspiracy to promote ragging.
- 4) I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5) I hereby affirm that if found guilty of ragging. I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 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:

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 Umang- Red Cross Institute of Special Education, Faridkot, have received a copy of the UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions. 2009, (hereinafter called the "Regulations") carefully read and fully understood the provision contained in the said ragging.
- 2) I have in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.
- 3) I have also in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware or 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 propagates 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.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:
Address with 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

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

OATH COMMISSIONER