

Joint D.El.Ed. Admission
to
DIPLOMA IN ELEMENTARY EDUCATION (D.El.Ed.)
(2 years Course after Graduation)

PROSPECTUS
2022-23



To be conducted by:

STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING (SCERT)
Sector 32C, UT Chandigarh

0172-2676011(0)

<http://siechd.nic.in>

NOTE: (1) This is for information only and does not constitute a legal document.
(2) The information is subject to alteration and modification without notice.

IMPORTANT INFORMATION

Prospectus and Application Form for D.El.Ed. admission (Session 2022-23) is available online on www.dhe.chd.gov.in/SCERT/

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1. COURSE AND DURATION

Course	:	Diploma in Elementary Education (D.El.Ed.)
Duration	:	Two years
Session	:	2022-23

2. LIST OF TEACHER TRAINING INSTITUTES OFFERING D.El.Ed. COURSE

Name of the Institute	Telephone No	Total Seats
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(i) GOVERNMENT INSTITUTE

State Council of Educational Research and Training (SCERT)

Sector 32C, UT Chandigarh

Pin-160031

0172-2676011 (O)

09915846432 (M)

100

(ii) RECOGNIZED UNAIDED PRIVATE INSTITUTE

Brahmrishi Yoga Training College

Sector 19 A, UT Chandigarh

0172-2725390(O)

09781388442(M)

50

3. ELIGIBILITY FOR ADMISSION

(A) Qualification

- (i) The candidates should have passed Bachelor's Degree i.e. B.A. / B.Sc. / B.Com. or equivalent Bachelor's Degree from any recognised University.
- (ii) Minimum percentage of marks is 50% at graduation level 5% relaxation for SC and ST candidates i.e. 45%.
(Note: 49.99% or 44.99% will not be rounded off to 50% or 45% and will not be considered eligible)

(B) Age Limit

There is no age limit for students taking admission to D.El.Ed. Course.

(C) Reservation of Seats

1.) **UT Pool: 85% of Total Seats**

85% seats of the total sanctioned intake of the institution will be filled up from amongst the students who have passed their qualifying examination from colleges recognised by Chandigarh Administration and situated in the Union Territory of Chandigarh, as a regular student of the said college and students of Department of Evening Studies, Panjab University, Chandigarh subject to the condition that such student must have studied for the **last two years of Graduation (II and III years, if course is of three years duration) in Chandigarh. (Proof to be uploaded as the specimen given with in the prospectus).**

2.) NON-UT POOL: 15% of Total Seats

The remaining 15% seats will be filled from amongst the students who have passed their qualifying examination from the institutions *other than those located in the Union Territory of Chandigarh, Correspondence Courses from Panjab University Chandigarh and as private candidates.* These seats will be termed as Non-UT Pool.

Note: *Reservation for Scheduled Caste, Scheduled Tribe, Defence, Freedom Fighter, Sports Persons, Handicapped and General Category seats shall be given as per the Reservation Policy of Chandigarh Administration, UT Chandigarh as under:*

DIVISION OF SEATS:

**i) STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING,
SECTOR 32, UT CHANDIGARH**

TOTAL SANCTIONED SEATS: 100

UT POOL SEATS: 85

Sr. No.	Category	Percentage	No. of Seats
1.	Scheduled Caste	15%	13
2.	Defence	5%	04
3.	Freedom Fighter	2%	02
4.	Sports Persons	2%	02
5.	Handicapped	5%	04
6.	General	--	60

NON-UT POOL SEATS: 15

Sr. No.	Category	Percentage	No. of Seats
1.	Scheduled Caste	15%	02
2.	Schedule Tribe	5%	01
3.	Defence	5%	01
4.	Freedom Fighter	2%	Nil
5.	Sports Persons	2%	Nil
6.	Handicapped	5%	01
7.	General	--	10

**(ii) BRAHMRISHI YOGA TRAINING COLLEGE, SECTOR 19-A,
CHANDIGARH**

TOTAL SANCTIONED SEATS: 50

UT POOL SEATS: 43

Sr. No.	Category	Percentage	No. of Seats
1.	Scheduled Caste	15%	06
2.	Defence	5%	02
3.	Freedom Fighter	2%	01
4.	Sports Persons	2%	01
5.	Handicapped	5%	02
6.	General	--	31

NON-UT POOL SEATS: 07

Sr. No.	Category	Percentage	No. of Seats
1.	Scheduled Caste	15%	01
2.	Scheduled Tribe	5%	Nil
3.	Defence	5%	Nil
4.	Freedom Fighter	2%	Nil
5.	Sports Persons	2%	Nil
6.	Handicapped	5%	Nil
7.	General	--	06

Note: - If no suitable candidate is found in reserved category of a Pool then the vacant reserved category seats of a Pool will be shifted to the general category of the same Pool.

RESERVATION CONDITION

Following conditions must be satisfied for availing reservation under the aforesaid categories. (In case a candidate under reserved category, fails to produce original certificates of that particular category at the time of counselling, he/she will not be considered for admission.)

(i) Scheduled Caste/Scheduled Tribe

- (a) In UT Pool, students claiming reservation benefit under the category of Scheduled Caste must have a certificate issued by SDM / Tehsildar, Chandigarh Administration, UT Chandigarh.
- (b) In Non-UT Pool, students claiming under the category of Scheduled Caste/Scheduled Tribe must have a certificate issued by a competent authority.

(ii) Dependents of Defence/Para-military personnel etc:

5% seats will be filled from the following categories of students in order of preference:

- (a) Sons/daughters/spouses of defence personnel who are awardees of gallantry decorations or Paramvir / Mahavir / Vir Chakra in person or posthumously.

OR

Sons/daughters/spouses of defence personnel and para-military personnel like CRPF, BSF etc. who were killed or are totally incapacitated in action while in service and were wholly dependent on them.

- (b) Sons/daughters/spouses of defence personnel and para-military personnel like CRPF, BSF etc. who died while in service and were wholly dependent on them.
- (c) Sons/daughters/spouses of defence personnel and para-military personnel like CRPF, BSF etc. incapacitated while in service and were wholly dependent on them.
- (d) Sons/daughters/spouses of ex-servicemen (defence personnel and para-military personnel) who are wholly dependent on them.

- (e) Sons/daughters/spouses of serving defence and para-military personnel who are wholly dependent on them.
- (f) Wards/Dependents/Spouses of all awardees of President's Police Medal for Gallantry and Police Medal for Gallantry awarded by Ministry of Home Affairs.

(iii) **Children and Grandchildren of Freedom Fighter:**

2% seats are reserved for this category:

- (a) A freedom fighter is a person who is either getting freedom fighter pension from Chandigarh Administration or has been awarded Tamra Patra for his political sufferings. The requisite certificate should be issued by the Deputy Commissioner only.
- (b) Grandchildren means son's sons/daughters or daughter's sons/daughters.

(iv) **Sports Person:**

2% seats are reserved for this category:

The gradation for sportsperson is as under:-

Grade-A	International Standing
Grade-B	National Standing
Grade-C	State Standing
Grade-D	District Standing

- (v) **Gradation Certificate of sports which is issued by Sports Department of the respective State /UT only, will be accepted.**

(vi) **Physically Handicapped:**

5% seats in each pool would be filled from amongst the physically handicapped candidates (one per cent each to be reserved for persons suffering from (1) blindness or loss of vision, (2) hearing impairment, (3) locomotor disability or cerebral palsy). The students having temporary handicap would not be considered against the reserved seats. Eligible candidates will furnish a Medical Fitness Certificate on the Prescribed Performa from a Government Gazetted Medical Officer along with the application indicating percentage of disability whether he is otherwise able to carry on the studies and perform the duties of a teacher, name of the disease causing handicap, whether handicap is temporary or permanent, whether handicap is progressive or non-progressive. Only such candidates whose handicap is above 40% are eligible. If such certificate is not attached with the application, the candidates will not be considered for the seats reserved for this category.

4. WEIGHTAGE TO NSS VOLUNTEERS

- Weightage to NSS volunteers will be given on the basis of gradation of certificate given below:

<u>Gradation Certificate</u>	<u>Marks</u>
Certificate A	2 marks
Certificate B	2 ½ marks
Certificate C	3 marks

Reference to Decision of Chandigarh Administration contained in letter Endst. No. DHE-UT-AD.II-NSS (15)2010-II Dated 15.05.2013/25.04.2014.

Note: - Students who want to avail the above weightage under NSS will have to submit their NSS certificates with proper gradation from the competent authority.

5. ADMISSION PROCESSING FEE

- (i) General Category : Rs. 200.00
- (ii) SC/ST Category : Rs. 100.00

Joint D.El.Ed. Admission Processing Fee once deposited will not be refunded.

6. HOW TO FILL ONLINE APPLICATION FORM

- Candidates are advised to fill the Online Application Form carefully.
- Candidates should fill up the application form as per instructions given on the Online Application Portal
- Applicant will be able to view and can modify the information before the last date of submission of the online application form. **No modification will be possible after the last date of submission.**
- Please fill up the **Pool** and **Category** carefully and upload the valid supporting documents showing the name of the applicant. **Certificates issued in the name of parents will not be valid.** If the applicant has not tick marked on the specific reserved category, he/she cannot claim the seat in that category at the time of admission.
- Upload Scanned Certificates/Testimonials, Photograph and Signature**

One set of scanned original testimonials/certificates of the following should be uploaded (in pdf format only, not more than 200kb) with the admission form: -

- Matriculation Certificate for Date of Birth.
- University/ Board DMC of the lower examination.
- Character Certificate from the institution last attended or from a Gazetted Officer in case of private candidates.
- Gap Year Certificate, if any Gap in continuous study (Specimen of the form is given at the end of the Prospectus)
- Scheduled Caste/Scheduled Tribe/Physically Challenged Persons/ Sports/ Defence/ Freedom Fighter's Ward.
- Sports Gradation Certificate issued by Sports Department of the respective State/UT only, will be accepted.

- Equivalent Certificate from Panjab University of the qualifying examination passed by the applicant (where required).

➤ **Applicants are also required to upload:**

- Scanned passport size photo of the applicant in jpeg format **(not more than 50kb)**.
- Scanned signature of the applicant in jpeg format **(not more than 50kb)**.
- Scanned signature of either of the Parent/ Guardian in jpeg format **(not more than 50kb)**.

Note: To fill the Online Admission Form go to the given link www.dhe.chd.gov.in/SCERT/

7. SELECTION PROCEDURE

- Admission to the D.El.Ed. course will be strictly **on the basis of merit at Graduation Level (Bachelor's Degree)**
- A candidate not fulfilling any of the eligibility conditions laid down in the prospectus will not be considered for admission to D.El.Ed. course irrespective of his/her merit at Graduation Level. No representation will be entertained in this regard.
- Selection of all candidates called for counselling on the basis of merit at Graduation Level shall be provisional.
- **Admission will be given only after the production and verification of all the original documents at the time of counselling (As mentioned at point No.6). No undertaking in this regard will be entertained.**
- In case of a tie between two candidates the candidate senior in age shall rank higher in order of merit. If age is also same then higher marks in 10+2 shall rank higher in order of merit. No weightage will be given for post-graduation or any other qualification beyond graduation.
- Every candidate must indicate in his/ her application form the category of seat for which he/she wants to apply. If no mention is made about the category in his/her application, the candidate will be considered only for the General Category.
- No candidate will be considered for admission against any reserved category for which he/she has not applied. However, a reserved category candidate will also be considered for admission against respective open merit seats as per his/her general Merit Position.
- In case of any dispute regarding the admission of any candidate, decision of the Admission Committee of SCERT shall be final.

Note: The first provisional merit list and its date will be displayed on Online Admission Portal (www.dhe.chd.gov.in/SCERT/). Please check your particulars in the List carefully.

8. FEE AT THE TIME OF ADMISSION

After the admission, candidate will deposit fee on the spot Rs. 3730/- (Three thousand seven hundred thirty only) otherwise that seat will be offered to the next candidate.

9. CLOSURE OF ADMISSION

No admission shall take place after the last notified counselling date in the prospectus irrespective of the number of vacant seats in D.El.Ed. course.

10. COUNSELLING SCHEDULE

Counselling schedule (date and time) will be uploaded along with the Final Merit List on the Online Admission Portal www.dhe.chd.gov.in/SCERT/

Note: In any Counselling the Higher Rank physically present on the day & time of counselling will be preferred for admission in D.El.Ed. course. No inter-college migration is allowed in any case.

11. FEE FOR D.El.Ed. COURSE

(i) FEE STRUCTURE FOR STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING (SCERT), SECTOR 32, UT CHANDIGARH

For Session – 2022-23

Sr. No.	Particulars	Fee in Rupees
1.	Admission Fee	500.00
2.	Re-admission fee	300.00
3.	Tuition Fee	175.00 Per Month
4.	Amalgamated Fund	60.00 Per Month
5.	Health Fund	20.00 Per Month
6.	Audio- Visual Fund	20.00 Per Month
7.	Red Cross Fund	20.00 Per Month
8.	Craft Fund	50.00 Per Month
9.	Examination Fund	300.00 Per Annum
10.	Cycle/ Scooter/Car	20.00 Per Month
11 .	Library Identity Card	40.00 Per Annum
12 .	Library Security	200.00 (Refundable after the Completion of Course)
13.	Absence Fund	2.00 per day or 50 paise per period
14.	Magazine Fund	200.00 Per Annum
15.	College Sports Fund	150.00 Per Annum
16.	Extension Lecture/Seminar/ Workshop Fund	150.00 Per Annum

(ii) FEE STRUCTURE FOR BRAHMRISHI YOGA TRAINING COLLEGE (BYTC), SECTOR 19-A, UT CHANDIGARH

(AS PER NORMS OF CHANDIGARH ADMINISTRATION)

For Session – 2022-23

Sr. No.	Particulars	Fee in Rupees
Annual Charges		
1.	Admission Fee	1000.00
2.	Re-admission fee	500.00
3.	Library Security	500.00 (Refundable after the Completion of Course)
4.	House Examination Fund	1000.00

5.	Library Identity Card/ Smart Card fee	50.00
6.	Magazine Fund	110.00
Monthly Charges		
7.	Tuition Fee	1500.00
8.	Additional Staff fund	500.00
9.	Development Fund	700.00
10.	Electricity/Water Charges fund	200.00
11.	Amalgamated Fund	500.00
12.	Audio Video Fund and Lab Charges	70.00
13.	Craft Fund	50.00
Parking Fee (Optional)		
14.	Cycle Fund	50.00 Per Month
15 .	Scooter/Motor Cycle Fund	100.00 Per Month
16 .	Car Fund	200.00 Per Month

The total Fee/Funds charged for the D.El.Ed. course by the BRAHMRISHI YOGA TRAINING COLLEGE shall be Rs 44,900/- (Rs. Forty-Four Thousand Nine Hundred only) per annum, which shall include a sum of Rs 2660/- on account of annual charges and Rs. 3520/- per month of fee / funds for meeting various expenses for running the D.El.Ed. course by the Management. The charges for cycle/scooter/car parking shall be optional for the students intending to utilize such facility inside the premises of the institute.

12. FEE CONCESSION FOR D.El.Ed. STUDENTS

Half fee concession for Brother/Sister Studying in D. El. ED. Course in the same Institute and whose family income is less than one Lakh per annum from all sources can avail this concession. The concession will be given at the time of 2nd Instalment of the fees due as under.

- 50% concession (in Tuition Fee Only) will be allowed to one of the two Brother/Sister as recommended by their Parents.
- The Family income certificate should be issued by Tehsildar/SDM.

As per letter, Memo No. 2615-DHE-UT-C5-12(6)95-1 Dated 14.02.2011 from Director Higher Education, Chandigarh Administration, Chandigarh.

13. WITHDRAWAL OF ADMISSION/REFUND OF FEES

A student should apply for withdrawal of his/her name (the name should be formally withdrawn) failing which he/she is liable to give all the dues payable to the Institute.

14. REFUND OF SECURITY

The application for the refund of securities must be accompanied by 'NO Dues' Certificate from the head of various departments, institute office, Librarian, ICT, Laboratories, etc. All securities will be refunded at the end of the session.

15. MIGRATION

No inter-college / inter-institute migration is allowed in any case. If a candidate is once admitted in the institute, then he/she cannot appear in counselling to take admission in other institutes.

16. SCHEME OF COURSE

Please visit for Scheme of Course at <http://siechd.nic.in>

17. UNIFORM

Students will wear the following prescribed uniform on every Monday and on any special day fixed by the institute.

UNIFORM FOR SCERT & BYTC

Boys: White plain shirt, white trouser and maroon turban (optional)

Girls: White plain salwar- kameez and plain maroon dupatta or white saree with maroon blouse

Shoes: White shoes to be worn on Monday, during sport activities and any other special Day.

Winter Uniform: From 1st November to 31st March

Boys: White plain shirt, white trouser, Maroon sweater and maroon turban (optional)

Girls: White plain salwar- kameez, plain maroon dupatta or white saree with maroon blouse and maroon sweater

UNIFORM FOR SPORTS ACTIVITIES

- Track Suit- Navy blue in colour (Compulsory for boys and girls for all sports activities)

DRESS CODE FOR SCHOOL INTERNSHIP

- Girls: Salwar-Kameez/ Saree
- Boys: Shirt with Trousers

18. BAN ON RAGGING

The following instructions should be noted for strict compliance.

RAGGING IS STRICTLY PROHIBITED

As per UGC letter No. F1-8/2006 (CPP-II) dated February-2008, addressed to the Registrar Punjab University, Chandigarh; the Hon'ble Supreme Court of India has strictly banned ragging in Educational Institutes.

If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the Institution.

Ragging includes disorderly conduct whether by words, spoken or written or by an act which has the effect of teasing, treating and handling with rudeness any other student, indulging in rowdy or indiscipline activities which cause or are likely to cause hardship or psychological harm or to raise fear or apprehension in a fresher or a junior student.

1. Anti-ragging Helplines have been formed in all the Colleges / Institutions.
2. It is imperative that students be well behaved and respectful towards other students, especially girls. Anyone indulging in or abetting gang fights or eve teasing will be dealt with very sternly and may be rusticated.
3. Helplines have been formed in all Colleges/Institutions to help students in distress.

Note: The rules are subject to change by competent authority as and when warranted.

19. SCHOLARSHIPS / STIPENDS

The cases of all eligible students are recommended for grant of the following scholarships/stipends / awards.

1. Post Matric Scholarship for SC/ST students
2. Scholarship is also given to students whose earning parent dies and the family income therefore falls within the prescribed income limit as given in the centrally sponsored scheme of Post-Matric scholarship for SC/ST students.
3. Scholarship to the disabled students pursuing studies from class IX onwards.
4. Post Martic Scholarship Scheme for Minority Community.
5. Scholarship Scheme for Student with Disabilities: A Scholarship of Rs. 400/- per month to a day Scholar is provided for pursuing diploma and certificate level professional courses.

(Reference to letter No. 2022-DHE_UT-C6-4(1)2007-09 p.f. dated 31.08.09 from Registrar Education(C) Director Higher Education Chandigarh Administration)

20. HOSTEL FACILITY

SCERT and BYTC do not have any Hostel Facility. Students will make their own arrangement.

21. Fake Universities List

As per the UGC website the list of fake Universities September, 2021 is as follows:

Delhi

1. Commercial University Ltd. Daryaganj, Delhi
2. United Nations University, Delhi
3. Vocational University, Delhi
4. ADR-Centric Juridical University, ADR House, 8J, Gopala Tower, 25, Rajendra Place, New Delhi – 110 008
5. Indian Institution of Science and Engineering, New Delhi
6. Viswakarma Open University for Self-employment, India, Rozgar Sewasadan, 672, Sanjay Enclave, Opp. GTK Depot, New Delhi – 110 033
7. Adhyatmik Vishwavidyalaya (Spiritual University), 351-352, Phase-1, Block-A, Vijay Vihar, Rithala, Rohini, Delhi – 110085

Karnataka

8. Badaganvi Sarkar World Open University Education Society, Gokak, Belgaum (Karnataka)

Kerala

9. St. John's University, Kishanattam, Kerala

Maharashtra

10. Raja Arabic University, Nagpur

West Bengal

11. Indian Institute of Alternative Medicine, 80, Chowringhee Road, Kolkata – 20
12. Institute of Alternative Medicine and Research, 8-A, Diamond Harbor Road BUILTECH inn, 2nd Floor, Thakurpukur, Kolkata – 700 063

Uttar Pradesh

13. Gandhi Hindi Vidyapith, Prayag, Allahabad (UP)
14. National University of Electro Complex Homeopathy, Kanpur
15. Netaji Subhash Chandra Bose University (Open University), Achaltal, Aligarh (UP)

Odisha

16. Nababharat Shiksha Parishad, Anupoorna Bhawan, Plot No. 242, Pani Tanki Road, Shakti Nagar, Rourkela – 769 014
17. North Orissa University of Agriculture & Technology, University Road Baripada, Distt. Mayurbhanj, Odisha – 757 003

Puducherry

23. Sree Bodhi academy of Higher Education, No. 186, Thilaspeth, Vazhuthavoor Road, Puducherry – 605 009

Andhra Pradesh

24. Christ New Testament Deemed University, # 32-23-2003, 7th Lane, Kakumanavarithota, Guntur, Andhra Pradesh – 522 002 or # fit No. 301, Grace Villa Apts., 7/5, Srinagar, Guntur, Andhra Pradesh – 522 002

Bhartiya Shiksha Parishad, Lucknow, UP – the matter is subjudice before the District Judge - Lucknow

www.ugc.ac.in

(SPECIMEN)

UT POOL CERTIFICATE

Name of the College:

This is to certify that Mr./ Ms.

S/o / D/o Mr.

was a bonafide student of this college during the sessionto

.....as a regular student. His / Her University Roll Number

in B.A. / B.Sc. / B.Com. / Part II isand Part III is

Signature of the Principal
(Office Seal)

Note: This certificate is mandatory for UT Pool seats. This certificate is to be furnished by the Principal of the concerned college and self attested photocopy of this certificate is to be attached with the application form. The original will be produced at the time of counselling.

SELF DECLARATION CERTIFICATE FOR GAP YEAR

I, _____, S/o / D/o Shri _____,
Resident of _____, do hereby
solemnly affirm and declare as under:

1. That I am seeking admission in _____,
Chandigarh.
2. That I passed my _____ examination during _____.
3. That during my gap period from _____ I did not take part in any
political activity.
4. That during my gap period from _____ there is no
criminal case lying pending against me in a Court or Police Station.
5. That due to _____,
I had to drop my regular studies for _____ year / years.
6. That I bear a good moral character.

Place:

Dated:

Signature of the Candidate

BAN OF RAGGING



The following instructions should be noted for strict compliance:

RAGGING IS STRICTLY PROHIBITED

As per the UGC letter, the Hon'ble Supreme Court of India has strictly banned ragging in educational institutions.

If any incident or ragging comes to the notice of the authority the concerned student should be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institution.

Ragging includes disorderly conduct whether by words, spoken or written or by an act which has the effect of teasing, treating and handling with rudeness any other student, indulging in rowdy or indiscipline activity which cause or are likely to cause hardship or psychological harm or to raise fear or apprehension in a fresher or a junior student.

IMPORTANT INFORMATION AT A GLANCE

Please check important dates and information of the following:

- | | |
|---|------------|
| 1. Online Admission Form available on Admission Portal | 20.06.2022 |
| 2. Last date for the submission of Application Form | 20.07.2022 |
| 3. First provisional merit list will be displayed on official website and online admission portal | 26.07.2022 |
| 4. Final provisional merit list will be uploaded on official website and online admission portal | 29.07.2022 |
| 5. 1st Counselling | |
| UT Pool (General and all Reserved) | 02.08.2022 |
| Non-UT Pool (General and all Reserved) | 03.08.2022 |
| UT Pool (all Reserved) | 04.08.2022 |
| 6. 2nd Counselling (subject to availability of seats) | 08.08.2022 |
| 7. 3rd Counselling (subject to availability of seats) | 11.08.2022 |

Official website of SCERT: <http://siechd.nic.in>
Online Admission Portal i.e. www.dhe.chd.gov.in/SCERT/

**** Dates are subject to change as per declaration of Graduation Result.**

Joint D.El.Ed. Admissions conducted by:
STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING (SCERT)
Sector-32C, UT Chandigarh
Phone: **0172-2676011**, Website: <http://siechd.nic.in>

Institute Timings: **9:30 am to 5:30 pm** (closed on Saturday & Sunday)