

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: INCLUSIVE EDUCATION BRANCH  
BEHIND LADY SHRI RAM COLLEGE, LAJPAT NAGAR-IV, NEW DELHI-110024  
Ph: 011-26460828, 26219207; Email: iebdoehq@gmail.com

No.F.11 /DDE(IEDSS)/Admn.Cell/2015/1218-1224

Dated:12.03.2020

**ORDER**

Directorate of Education (DoE) is providing Inclusive Education and need based educational support to Children with Disabilities (CwDs) in the line of the provisions under the Right to Education Act (RTE), 2009 and the Rights of Persons with Disabilities Act (RPwD), 2016 to make the public education system more inclusive and equitable.

As per the provisions under **Section 16(iv)** of the RPWD Act, 2016, it is the responsibility of every Govt. establishment to provide necessary support, individualised or otherwise, in environments that maximise academic and social development consistent with the goal of full inclusion.

In this regard, in supersession of all previous instructions/orders, the revised duties and responsibilities of TGT (Special Education Teacher) and monthly work report format are given in **Annexure- I & II (a&b)**. All the Heads of schools (Govt. & Govt. Aided) are directed to ensure strict compliance of the same.

All TGT-Special Education Teachers (Regular & Guest) shall submit the monthly work report as per the revised format given in **Annexure- II (a)** to concerned Supervisor Inclusive Education District/District Coordinator (IE) who in turn shall submit a brief consolidated report to the Inclusive Education Branch, DoE, Lajpat Nagar-IV, New Delhi - 24. Details instructions are given in **Annexure – II (b)**.

This issues with the prior approval of Director (Education), GNCTD.



(RAMACHANDRA SHINGARE)

DEPUTY DIRECTOR OF EDUCATION (IEB-HQ)

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Copy to:-

1. PS to Secretary (Education), GNCTD
2. PS to Director (Education), GNCTD
3. PA to DDE (IEB-HQ), DoE, GNCTD
4. DDE (Districts), DoE, to ensure proper implementation of above instructions in the letter and spirit and to monitor the same during their regular visits of schools for effective Inclusive Education of CwDs.
5. DDE (Zone), DoE, GNCTD
6. HOS with direction to ensure implementation of above instructions
- ✓ 7. OS (IT) for uplinking
8. Guard file



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**Duties and Responsibilities of TGT-Special Education Teachers**

**A. Curricular & Co-curricular**

1. To work for and with students having disabilities and other special needs to facilitate inclusive education;
2. To facilitate the special needs as well as areas of strength of each Children with Disabilities (CwDs)/CWSN;
3. To initiate proposals for skill strengthening or promotion of talent of CwDs;
4. To facilitate admission of child with disability without discrimination and provide education and opportunities for sports and recreation activities equally with others;
5. To undertake screening, early identification and assessment of students suspected with disabilities at primary, elementary and secondary level;
6. To prepare and implement time-table for CwDs in primary/middle/secondary/ senior secondary classes as per order dated 22.10.2019;
7. To prepare & implement the individualized Education plan (IEP) of each student with disabilities so that the progress of that student can be assessed from time to time as per order dated 12.03.2020;
8. To evaluate/update and review the IEPs of each CwD on monthly basis and accordingly inform the HoS, parents and concerned teacher as per order dated 12.03.2020.
9. To teach plus curriculum activities- Braille, sign language, O&M, tailor frame, abacus, self help skills, social skills, occupational skills as per need of CwDs;
10. To undertake case history and the follow up of the same;
11. To prepare required TLM as per need of students with disabilities & display the same;
12. To suggest/assist in selection/development of teaching learning material for concerned subject teachers;
13. To encourage and motivate these students to participate in a variety of activities in order to enhance their self-esteem and holistic development;
14. To look after/coordinate all the activities, academic/co-curricular/ sports/yoga of students with disabilities in collaboration with all concern teacher/in-charges;
15. To facilitate CwDs in getting Physiotherapy, Speech therapy, Occupational therapy, Behaviour Modification, & Counselling etc. in Resource Centre, and requisite follow up in school/ Resource Centre as suggested by professionals;



16. To ensure CwDs who are studying in class I-XII are getting concessions/relaxations/benefits as per CBSE guidelines and the guidelines of DoE;
17. To prepare a panel of students/pupils who can act as scribe in examinations as per the guidelines;
18. To set up and maintain resource room in school and assessment kit.

#### **B. Record maintenance**

1. To include those children who possess valid disability certificate or valid assessment report stating the type of disability by a professional registered with RCI or Medical Council of India, under CwDs list in the UDISE/Online module;
2. To maintain systematic records of all the CwDs like copy of their medical certificate; contact details in case of emergency; orders/circulars; records of aids and appliances and teaching Learning Material (TLM) provided to CwDs; IEP review meeting records, scholarship and allowances etc;
3. To maintain TGT-SET diary & all the relevant information pertaining to CwDs/Special Education;
4. Collection and updation of requisite data for onward submission;
5. Proper utilisation and maintenance of teaching learning Materials/Kits/ Assessment tools/Booklets.

#### **C. Liaising and Implementation of Interventions**

1. To work in collaboration & liaising with concerned Zonal & District Coordinators (IE) at District-level;
2. To share/submit academic/co-curricular record (IEP/Work-report etc.) of the CwD with the officials at the concerned District IE-Cell through HOS and further follow-up on the recommendations. Monthly work report to be submitted as per revised format given at **Annexure – II**.
3. To attend monthly-meeting organized at District-level and submit/give at least one project/presentation of innovative ideas in the said meetings;
4. To partake in the assessment & aid & appliances distribution camps as per requirements/ recommendations of assessment team;
5. To participate in the Enrolment Drive/Awareness Drive for assessment camps;
6. Ensuring participation of CwDs in the Exposure visits and International Day of Persons with Disabilities at School/Zone/District/State level;
7. To attend the cross-disability/in-service hands-on training programmes;
8. To ensure services of attendant/ayah/helper, if posted in school, are available to children with disabilities.
9. Any other duty assigned by HoS/DDE(IEB)/ District Authorities or any higher authorities of the Department from time to time.



#### **D. Awareness & Sensitization**

1. To help create a healthy relationship between CwDs and their peer group and form buddy system for effective inclusion;
2. To undertake monthly workshops at School level to sensitize regular staff & other stakeholders with regard to special education, inclusion & disability rehabilitation issues;
3. To create awareness about curriculum and evaluation modifications as per the guidelines received from CBSE and/or endorsed by the DoE;
4. Initiating activities in order to bring in attitudinal change to remove emotional barriers for the "inclusion" of CWSN;
5. Regular interaction/counselling of parents of CwDs and maintaining record of the same;
6. To spread awareness amongst all the stakeholders with regard to barrier free infrastructural accessibility in the school premises from time to time;
7. To create awareness in the school regarding days earmarked for inclusion/disability issues (like Autism awareness day, White cane safety day) at school level through various modes;
8. To update themselves about recent trends and technological innovations in the field of disability/rehabilitation/Special education/inclusion.



**(RAMACHANDRA SHINGARE)**  
**DEPUTY DIRECTOR OF EDUCATION (IEB-HQ)**

**ANNEXURE- II (a)**

**FORMAT OF WORK REPORT OF TGT (SPECIAL EDUCATION TEACHER)**

SESSION 20\_\_ - 20\_\_

Month:

Date:

1. Name of School with ID:
2. Name and Emp. ID of TGT (SET):
3. Nature of Appointment (Regular/ Guest/ any other):
4. Specialisation of TGT (SET):
5. CRR No. (RCI):
6. Total No. of CWSN:
7. Disability wise number of CWSN:
8. No. of teaching periods by TGT (SET):

Sl. No.	Periods	Primary	Middle	Secondary	Sr. Sec.	Total
1	Inclusive Classroom Teaching					
2	Co- Scholastic Activities					
3	Counselling of CWDs or Peer Group					
4	Resource Room Teaching (RRT)					
5	RRT with Misc. Teacher					
6	Parental Counselling					
7	Any Other					

9. Planning of Activities, Explain Briefly:  
(IEP/ Case Study/ Group Activity/ Any Other)

10. Interaction with parents and any other family members:

Frequency	Duration	Purpose of Interaction

11. Display Materials put up; TLM prepared and used, give details:

12. Challenges faced and possible solutions:

13. Any other activities undertaken/ contributions made for learning of CWSN:

14. Remarks:

(Signature of TGT - SET)

(Signature of HOS with Stamp)



**INSTRUCTIONS FOR SUBMISSION OF MONTHLY WORK-REPORT  
BY TGT-SETs (GUEST/REGULAR)**

1. All TGT-Special Education Teachers (Guest/Regular) to submit their monthly work-report to concerned Supervisor Inclusive Education District/District Coordinator (IE) by 2<sup>nd</sup> of each month through their respective HoS in the revised format.
2. Total number of classes/periods undertaken by the TGT-SETs in the Resource room & Inclusive classroom as per the time-table of TGT-SETs as mentioned in the Monthly work-report must also reflect in the TGT-SET Diary.
3. All Supervisor Inclusive Education District/District Coordinator (IE) to prepare a brief report of work report submitted by SETs of their District and submit the same to the DDE (IEB) by 10<sup>th</sup> of every month through their respective DDE (District). Suggested contents for the same may include - progress on the Annual Action Plan of SETs; preparation & implementation of IEPs; periods taken by SETs, interaction with Children with disabilities (CwDs) and their parents; activities undertaken for sensitization and creating awareness about CwDs etc.



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