

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION: INCLUSIVE EDUCATION BRANCH  
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No.F.11 /DDE(IEDSS)/Admn.Cell/2015/ 1560-66

Dated: 01.07.2021  
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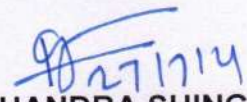
**ORDER**

**Section 16(iv)** of the Rights of Persons with Disabilities (RPWD) Act, 2016 provides that 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, 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.

In this connection, the duties and responsibilities of PGT-Special Education Teachers are given at **Annexure- I**. All DDE (Districts)/DDE (Zone)/HoS shall ensure strict compliance with immediate effect.

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


  
(RAMACHANDRA SHINGARE)  
JOINT DIRECTOR OF EDUCATION (IEB)

No.F.11 /DDE(IEDSS)/Admn.Cell/2015/ 1560-66

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**Copy to:-**

1. PS to Pr. Secretary (Education), GNCTD
2. PS to Director (Education), GNCTD
3. All DDE (Districts), DoE, GNCTD
4. All DDE (Zone), DoE, GNCTD
5. All HOS of Govt. Schools of DoE
6. OS (IT) for uplinking
7. Guard file

  
(RAMACHANDRA SHINGARE)  
JOINT DIRECTOR OF EDUCATION (IEB)

**Duties and responsibilities of PGT-Special Education Teachers**

Following are the duties and responsibilities of PGT-Special Education Teachers in Govt. Schools of DoE. The given duties and responsibilities are with reference to Children with Disabilities/Special Needs studying in Class XI-XII.

**A. Curricular & Co-curricular**

1. To work for and with students having disabilities and other special needs to facilitate inclusive education;
2. To facilitate admission of children with disability without discrimination and provide education & opportunities for sports and recreational activities equally with others;
3. To update admission in-charge and related people about guidelines issued by DoE in line with RPWD Act 2016;
4. To ensure that information related to admission of CWSN is displayed at prominent places at the time of admission;
5. To undertake screening and assessment of newly admitted/ identified students suspected with disabilities at senior secondary level;
6. To coordinate and provide necessary inputs to TGT-SET for screening and assessment of students suspected with disability of all classes;
7. To prepare and implement time-table for CwDs in senior secondary classes:
  - a) During pandemic situations like Covid- 19, mandatory online classes/teaching with each student of Class XI-XII using virtual meeting modes (zoom meeting and google meet, etc.)/ Whatsapp groups/ telephonic call/ printed notes, or any other mode;
  - b) HoS will ensure that PGT- SET are added in class/subject specific group of class XI and XII in which CWSN are enrolled for academic follow ups;
8. To ensure participation of CWSN (XI and XII) in co curricular activities/ programs, etc. organized at School/Zonal/District/State level from time to time;
9. To prepare & implement the individualized Education plan (IEP) of each student with disability studying in senior secondary classes so that the progress of that student can be assessed from time to time:
  - a) Strengthen and provide additional support in terms of plus curriculum activities with CwDs at Senior Secondary level- Braille, sign language, speech therapy, O&M, self help skills, social skills, occupational skills, in IEP as per the need of CwDs;
  - b) prepare subject wise Remedial Education Plan covering all the subjects, as per the need of the CwDs. The plan shall be implemented in collaboration with concerned subject teacher;
  - c) To evaluate/update and review the IEPs of each CwDs on monthly basis and accordingly inform the HoS, parents and concerned teacher;
10. To undertake case history and the follow up of the same;
11. To prepare required TLM as per need of students with disabilities;
12. To look after/coordinate all the activities, academic/co-curricular/ sports/yoga of students with disabilities in collaboration with all concern teacher/in-charges;
13. To facilitate CwDs of senior secondary classes 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;

14. To ensure CWDs who are studying in class XI-XII are getting concessions/relaxations/benefits as per CBSE guidelines and the guidelines of DoE;
15. To prepare a panel of students/pupils for senior secondary who can act as scribe in examinations as per the guidelines;
16. To set up and maintain resource room in school and assessment kits in coordination with TGT-SET;
17. To ensure the certification of all CwDs in coordination with TGT-SET;
18. To ensure the accessibility and active participation of CwDs in library, laboratory and computer lab;
19. To ensure active participation of CwDs in different clubs of the school.

#### **B. 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;
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. Ensure 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, in coordination with other TGT SET posted in school;
9. Any other duty assigned by HoS/DDE(IEB)/District Authorities or any higher authorities of the Department from time to time.

#### **C. 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 CwDs;
5. Regular interaction/counselling of parents/CwDs of class XI-XII and maintaining record of the same;
6. By considering the interest and strength of the CwDs, and opinion of their parents; PGT – SET in collaboration with EVGC shall orient them regarding various career avenues;
7. To spread awareness amongst all the stakeholders with regard to barrier free infrastructural accessibility in the school premises from time to time;



8. 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;
9. To update themselves about recent trends and technological innovations in the field of disability/rehabilitation/Special education/inclusion;
10. To organise following meetings on monthly basis: -
  - a) Faculty meeting of SETs: - PGT-SET will organise a faculty meeting along with TGT-SET for coordination regarding work related to inclusive education. Also shall conduct discussions about teaching strategies, teaching techniques, etc with the aim to share the expertise with each other. They shall also discuss about the educational plan being implemented for all children with disabilities in the school.
  - b) Meeting with PGT Subject teachers: - discussion about academic progress of students, challenges faced, intervention or any other issue related to CWDs.
  - c) Meeting with parents of CWSN (XI-XII) for counselling and overall feedback of the students.
11. To sensitize SMC members with regard to Special Education, Inclusion and Disability Rehabilitation issues.

**D. Record maintenance**

1. To maintain systematic records of all the CwDs studying in Class XI-XII 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;
2. To maintain SET diary with all the relevant information pertaining to CwDs/Special Education;
3. Collection and updation of requisite data for onward submission;
4. Proper utilisation and maintenance of teaching learning Materials/Kits/ Assessment tools/Booklets;
5. PGT-SET will keep a proper record of meetings conducted with
  - a) Parents of CWSN,
  - b) PGT subject teachers and
  - c) Faculty meeting with SETs posted in school.



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