

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/2015/1225-1231

Dated:12.03.2020

ORDER

In supersession of all previous instructions/orders, the revised duties and responsibilities of Supervisor Inclusive Education District/District Coordinator (IE), Supervisor Inclusive Education Zone/Zonal Coordinator (IE) and Assistant Director (Inclusive Education)/ State Coordinator (IE)/Academic Coordinator (IE) are given in **Annexure- I – IV** for strict compliance with immediate effect.

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


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

No.F.11 /DDE(IEDSS)/Admn.Cell/2015/1225-1231

Dated:12.03.2020

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, GNCTD
5. DDE (Zone), DoE, GNCTD
- ✓ 6. OS (IT) for uplinking
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**Duties and Responsibilities of Supervisor Inclusive Education District/District
Coordinator (IE)**

Supervisors/ Coordinators (IE) at District & Zonal Level to perform the duties under the Administrative control of DDE (IEB). However, they will remain under the daily supervision of the DDEs of their respective districts where they are physically working.

Supervisor Inclusive Education District/District Coordinator (IE) shall:

1. Supervisor Inclusive Education District/District Coordinator (IE) is responsible for overall coordination of all activities undertaken in concerned District for students with disabilities and special needs;
2. To visit at least one school per week to assess the practical problems/challenges and requirements of students with disabilities.
3. During the visit of school, to provide academic inputs to SETs (TGT & PGT) with respect to various curricular and co-curricular activities, for preparing teaching learning material, in setting up Resource Room, in preparing display material for creating awareness and to develop sensitivity among different stake holders for students with disabilities, providing guidelines for examinations etc;
4. To provide feedback after school visit to the HOS and SETs (TGT & PGT) for improvement of facilities & services to students with disabilities or other special needs;
5. To provide remarks on the APAR of TGT (Special Education Teachers) with regard to specific points in self assessment part;
6. To facilitate district level nodal officer/DDE District to deal with all matters relating to admission of children with disabilities and the facilities to be provided to them in schools in accordance with the provisions of sections 16 and 31 of the Rights of Persons with Disabilities Act, 2016;
7. To facilitate submission of quarterly report by Nodal Officer/DDE (District) in accordance with the provisions of Sections 16 and 31 of the Rights of Persons with Disabilities Act, 2016;
8. Participate in the meeting of the HOS (whenever needed) conducted by DDEs (District/Zone) for resolving school wise issues related to Inclusive Education;
9. To give academic inputs on each child's IEP, Case History, child wise report of IEP review meeting, and SET Diary, at least twice in an academic year, submitted by concerned TGT – SET (Regular & Guest) through HOS. The academic input shall be given in the form of suggestive note and forwarded to concerned HOS through DDE (District/Zone), at least 3-4 IEPs/SET diary to be checked per day;
10. To provide all kinds of support to the Head of school for the benefit of students with disabilities;



11. To prepare Annual Work Plan and Budget with respect to concerned district and submit to Inclusive Education Branch.
12. To organize the following:
 - a. Assessment camps for students with disabilities – for aid & appliances, detection/identification of Specific Learning Disabilities, & identification of Intellectual Disability;
 - b. Distribution camps for distribution of aids and appliances;
 - c. Awareness campaign, rallies, other related activities;
 - d. International Day of Persons with Disabilities events at the Zone, District, & State level;
 - e. Parental counselling camps;
 - f. Exposure visits of CWSN;
 - g. Enrolment drive for CWSN;
 - h. Supervision of Hands-on Training of TGT (SETs);
 - i. To conduct monthly orientation programmes with aim of capacity building of TGT & PGT SETs.
 - j. To collect, compile requisite information/ data of students with disabilities and TGT & PGT (SETs);
 - k. To conduct regular meetings/ workshops of TGT & PGT SETs/ Resource Persons (CWSN)/IE teacher in charges working in Govt./Govt. aided schools of Directorate of Education, of concerned districts;
 - l. To guide TGT & PGT SETs to undertake various projects and give relevant presentations in order to facilitate learning of all in the field of cross disability;
 - m. To develop/purchase Teaching Learning Materials for CWSN as per the needs of each schools in the district;
13. Identification of schools with urgent requirement of services of TGT (SETs) and forward the same to Inclusive Education Branch;
14. Identification and allocation of schools for diverted posting of TGT (SETs) with the prior approval of the competent authority;
15. To work under the guidance and supervision of concerned DDE (District). With regard to interventions under Inclusive Education - Samagra Shiksha, the concerned Supervisor Inclusive Education District/District Coordinator (IE) shall approach DPO through DDE (District) only;
16. To liaison and coordinate activities with CRCs and DURCCs of Samagra Shiksha of the respective district;
17. To participate in meetings held by DDE (IEB) and any other higher authorities of DoE;
18. To submit monthly work report to the DDE (IEB) with respect to the duties and responsibilities mentioned above.
19. To ensure that during vacations/break either District Coordinator (IE) or Zonal Coordinator (IE) or any other one responsible TGT (SET) is available as and when required for work related to Inclusive Education at District level.



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**Duties and Responsibilities of Supervisor Inclusive Education Zone/Zonal
Coordinator (IE)**

1. Supervisor Inclusive Education Zone/ Zonal Coordinator (IE) shall work under the supervision and guidance of concerned Supervisor Inclusive Education District / District Coordinator (IE).
2. To facilitate district level nodal officer/DDE District to deal with all matters relating to admission of children with disabilities and the facilities to be provided to them in schools in accordance with the provisions of sections 16 and 31 of the Rights of Persons with Disabilities Act, 2016 and
3. To facilitate submission of quarterly report by Nodal Officer/DDE (District) in accordance with the provisions of Sections 16 and 31 of the Rights of Persons with Disabilities Act, 2016;
4. To provide academic inputs on each child's IEP, Case History, child wise report of IEP review meeting, and SET Diary submitted by concerned TGT – SET (Regular & Guest) through HOS, at least twice in an academic year. The academic input shall be given in the form of suggestive note and forwarded to concerned HOS through DDE (District/Zone), at least 3-4 IEPs/SET diary to be checked per day.
5. To provide all kinds of support to the Head of school for the benefit of students with disabilities;
6. To participate in meetings held by DDE (IEB) and any other higher authorities of DoE;
7. Identification of schools with urgent requirement of services of TGT (SETs);
8. Identification and allocation of schools for diverted posting of TGT (SETs) with the prior approval of the competent authority;
9. They shall organize / hold the following:
 - a. Assessment camps for students with disabilities – for aid & appliances, detection/identification of Specific Learning Disabilities, & identification of Intellectual Disability;
 - b. Distribution camps for distribution of aids and appliances;
 - c. Awareness campaign, rallies, other related activities;
 - d. International Day of Persons with Disabilities events at the Zone, District, & State level;
 - e. Parental counselling camps;
 - f. Exposure visits of CWSN;
 - g. Enrolment drive for CWSN;
 - h. Supervision of Hands-on Training of TGT (SETs);
 - i. To conduct monthly orientation programmes with aim of capacity building of TGT & PGT SETs.
 - j. To collect, compile requisite information/ data of students with disabilities and TGT & PGT (SETs);



- k. To conduct regular meetings/ workshops of TGT & PGT SETs/ Resource Persons (CWSN)/IE teacher in charges working in Govt./Govt. aided schools of Directorate of Education, of concerned districts;
 - l. To guide TGT & PGT SETs to undertake various projects and give relevant presentations in order to facilitate learning of all in the field of cross disability;
 - m. To develop/purchase Teaching Learning Materials for CWSN as per the needs of each schools in the district;
10. To submit monthly work report to the DDE (IEB) with respect to the duties and responsibilities mentioned above.



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**Duties and responsibilities of Asst. Director Inclusive Education/State
Coordinator (IE)**

The work profile at this level will consist of providing guidance, supervision, monitoring and overall administration. The details of responsibilities of Assistant Director Education (Inclusive Education)/State Coordinator (IE) working at the Inclusive Education Branch are as under:

1. To work under the guidance and direct supervision of DDE (IEB);
2. Overall coordination and monitoring of activities undertaken by the Supervisor Inclusive Education (District)/District Coordinator (IE) and Supervisor Inclusive Education (Zone)/Zonal Coordinator (IE)
3. Transfer/posting of TGT & PGT SETs (Regular & Guest);
4. Engagement of TGT SET (Guest) and Resource Person (CWSN);
5. Work related to Coordination Meeting of DDE (Districts);
6. Establishment of resource centres for CWSN;
7. Policies and planning related to inclusive education;
8. Barrier free accessibility in schools and Access Audit of schools;
9. Preparation of Annual Work Plan & Budget with respect to inclusive education;
10. implementation of interventions under Inclusive Education-Samagra Shiksha;
11. Work related to implementing inclusive education to CWDs as per provision of RTE Act, 2009; RPwD Act, 2016 & DRPwD Rules, 2018;
12. Liaisoning with Department of Social Welfare, GNCTD; MHRD, GoI; CCPD, GoI; MoSJ&E, GoI; PAO (HQ), GNCTD; Finance Deptt., GNCTD; SCERT, NCERT, ALIMCO, and various branches of DoE.
13. In-service Training of SETs, orientation of HOS and administrators;
14. Work related to Budget Estimate, Revised Estimate, and Outcome Budget;
15. Creation of posts under Inclusive Education.
16. Continuation of posts under Inclusive Education in collaboration with Post Fixation Cell, DoE;
17. Allocation of posts in schools, districts, and inclusive Education Branch under Inclusive Education;
18. Guiding parents of children with disabilities regarding admission.
19. Any other work assigned by DDE (IEB) and higher authorities.



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Duties and responsibilities of Academic Coordinator (IE)

The details of responsibilities of Academic Coordinator (IE) working at the Inclusive Education Branch are as under

1. To work under the guidance and supervision of DDE (IEB);
2. Planning and implementation of Hands-on Training of Special Education Teachers (TGT & PGT);
3. To develop various proforma for effective inclusive education of children with disabilities like IEP format, IEP meeting formats, monthly work report formats, etc. and monitoring its implementation in schools;
4. Preparation and revision of Special Education Teacher Diary;
5. Curriculum adaptation; Adapted Teaching Learning Materials; worksheets for CWSN;
6. Work related to Central Board of Secondary Education
7. Assessment camps for Intellectual Disability and Specific Learning Disability;
8. Training module for various Trainings under Inclusive Education;
9. Training of attendant/helper/ayaa working under Inclusive Education;
10. Disability certificate for CWSN;
11. Monthly meeting of TGT (SETs);
12. Implementation of SMILE project for screening of suspected children with SLD;
13. Work related to PFMS portal for Direct Benefit Transfer.
14. Online module for collection of data of CWSN;
15. Time table of TGT (SETs) & PGT (SETs);
16. Projects and data collection requests
17. Steering committee and working group related work
18. Maintenance of data of Children with disabilities
19. Induction programs for newly recruited TGT (SETs);
20. Training/orientation programs of HOS, Supervisor Inclusive Education District/Zone, subject teachers, and other stake holders in coordination with SCERT and RCI recognized institutions;
21. Guidance and supervision of the new projects being initiated by the District/ Zonal coordinators, PGT & TGT (SETs);
22. Work related to research, development, and publications;
23. Over all coordination of academic activities related to Inclusive Education of Children with Disabilities in the schools of Directorate of Education;
24. Any other duties assigned by DDE (IEB) and higher authorities.



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