



To,

All the DEO's, Haryana
All the DPC's Haryana
All the BRC cum Principals of IED, Haryana

Memo . No. IED-SS/1/26- Monitoring-2013-14

Date: 26/08/14

Subject: Guidelines for effective implementation of the IED Scheme.

In continuation of the letter no. IED-SS/1/26-Monitoring/2013-14 on dated 22/07/14 and dated 08/08/14 given below are the guidelines for strict implementation to improve coverage of CWSN and ensure effective delivery of educational and resource support services to the CWSN

A. With reference to the nature of work of Special teachers

1. As the nature of the work of a Special teacher is through itinerant mode, hence they have to provide services to all the CWSN at block level irrespective of their disability in their concerned block in every week.
2. The clusters under the block shall be equally divided and allotted to the special teachers irrespective of their gender. While dividing the clusters the female special teachers should preferably be given the clusters which are accessible and safe and avoid those clusters which are in extremely remote areas. Two female special teachers may also be allowed to cover different schools in same clusters divide equally among them.
3. As the number of CWSN attending the resource room is very low (up to 7) hence only one special teacher shall be allowed to stay in the resource room and all the other special teachers shall perform visit in various schools which are allotted to them. In case the number of CWSN attending resource room is more than seven then two special teachers shall be allowed to stay in resource room.
4. During the visit in case the ratio of CWSN is three or below then the special teacher shall spend at least one hour in that school. In case the ratio of CWSN in a school is more than three and less than eight, the timing of special teacher in a school shall be two hours, In case of school having number of eight CWSN or above in a school the time spent in that school shall be three hours.
5. All the Special teachers shall submit their individual coverage plan to the BRC cum Principal of IED positively on last working day of every week as per the given format under **Annexure-'A'**.
6. The coverage plan of the Special teachers should have mention about the number of CWSN covered in a particular school and also the name of the schools where the visit is being made for providing services to the CWSN.



7. No Special teacher shall be allowed to work in any other organization or NGO without prior information/notice/approval of the head quarter. If found strict action will be taken in this regard
8. All the Special teachers should cover CWSN receiving HBE services at least once in a week. The complete address along with contact details of the parents shall be submitted. Special teacher shall give at least one hour to one child at home and ensure training of the parent and siblings of the child.
9. During the coverage of CWSN in school hours for covering the CWSN, Special teachers shall provide individualized and group teaching to the CWSN, train the general teacher for adapting the teaching learning process according to the need of the child in his/her class, conduct activities in the class to sensitize the peer group, principal and general teachers of the concerned school and counsel the parents if required.
10. All the special teachers shall be work according to above mentioned points along with their roles and responsibilities which has already been provided to them and implemented from February 2013 (copy enclosed) and **no Special teachers shall be given general classes in the school.**

B. With reference to the Roles and responsibility of BRC cum Principal of IED

1. The BRC cum Principal of IED shall monitor the work of Special teachers as per the points mentioned above along with the guidelines regarding the roles and responsibility of BRC cum Principal of IED already provided vide letter no.1/4-IED-SS/2012 dated 02/01/13(**copy enclosed**).
2. The BRC cum Principal of IED shall randomly monitor the special teachers working under both the scheme (IED-SS & IED-SSA) with regard to coverage of CWSN and submission of compiled report of individual coverage plan of Special teachers to the DPC.
3. The BRC cum Principal of IED shall ensure that the Special teachers provide individualized and group teaching to the CWSN covered under various placements (regular class room, resource room and home based education) depending on the need and severity of the child.
4. The BRC cum Principal of IED shall ensure that the Special teachers submit their individual coverage plan in advance i.e on last working day of every week.



5. The BRC cum Principal of IED shall ensure that the compiled report of Individual coverage plan of Special teacher is submitted to the DPC on the first day of every month. In case a school doesn't have a Principal then the concerned authority having D.D power will send the compiled report of individual coverage plan to the DPC office. The format for submission of compiled report to the DPC office is placed at **Annexure-'B'**.
6. The BRC cum Principal of IED shall ensure to submit the attendance report of every Special teachers working under IED-SS to the Head office on the last working day of every month and in case of Special teachers working under SSA the attendance report shall be submitted in the DPC office in the last working day of every month.
7. As providing educational support to CWSN is the basic responsibility of a Special teacher hence if any Special teacher does not submit the individual coverage plan every week in advance or is found absent from his/her duties during monitoring done either from block/district/state level then three warnings shall be issued to the teacher during their service period. If the same is repeated, Special teacher shall be terminated from his/her service with immediate effect.
8. The BRC cum Principal of IED shall ensure the Special teachers contain the list of contact numbers of all the Heads/Principals where he/she goes to pay visit.

C. With reference to the roles and responsibility of DPC and APC-IED

1. The APC-IED shall ensure to submit the compiled report of Individual coverage plan of Special teachers submitted by the BRC cum Principal of IED at the state Head quarter positively by 2nd date of every month. In case where APC-IED is not there then APC of other component handling IED shall submit the compiled report to the Head office. Compiled format of report which has to be submitted at Head quarter is placed in **Annexure 'C'**.
2. The DPC & APC-IED shall randomly monitor the coverage of the CWSN by the special teachers and all the other activities assigned to the special teachers working under both the scheme (IED-SS & IED-SSA) according to their roles and responsibilities.
3. The DPC shall ensure that an I card is issued to every Special teacher which mentions his/her name, designation, complete address and contact no. of IED school where the special teacher is placed.
4. The DPC shall ensure that all the Annexur's and guidelines shall be reach to all the Special teachers working under IED.



D. Releasing the salary of Special teachers working under both the IED scheme(IED-SS & IED-SSA)

1. The salary of Special teachers (working under IED-SS & IED-SSA) shall only be released when they cover the CWSN identified in their blocks according to their visit schedule and according to their individual coverage plan. No salary shall be given in to Special teachers in case of non submission of individual coverage plan to the BRC cum Principal of IED
2. The salary of Special teachers working under IED-SS shall only be released when the district wise compiled report is received in the Head quarter.
3. In case of the salary of Special teacher working under SSA, the DPC's shall be instructed to direct BRC cum Principal of IED to release their salary only when the reports of individual coverage of CWSN are received from the BRC cum Principal of IED of the concerned school at District level.
4. The salary of the Special teachers working under SSA shall only release from the BRC cum Principal of IED and not from the office of BEO & BEEO.
5. The salary of the Special teachers working under IED shall only be released after the submission of their monthly attendance report duly signed by the BRC cum Principal to the office of DPC for SSA teachers and to the head office for IED-SS teachers respectively

Note: In case of delay in submission monthly individual coverage plan at the district level by BRC cum Principal of IED and then head quarter level by APC-IED and DPC, necessary administrative action will be taken

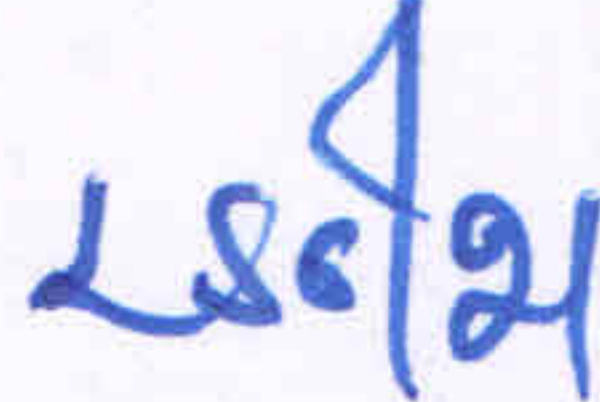
Surina Rajan
Additional Chief Secretary to Govt. of Haryana
School Education, Department
Chandigarh, Haryana

Endst. No. IED-SS/1/26- Monitoring-2013-14

Date: 26/08/14

A copy of the above is forwarded to the following for information and necessary action:-

1. PS to W/ACS(SE)
2. PS to W/DSE
3. PS to W/DEE
4. PS to W/SPD
5. All ADC's of Haryana
6. IT Cell O/o DSE, Haryana, Panchkula


Coordinator (IED-SS)
For Director Secondary Education,
Haryana, Panchkula



Annexure –A

The format of the individual coverage plan to be submitted by the Special teacher to the BRC cum Principal of IED in the last working day of every week

Name of Resource Teacher:

Category (VI/Hi/MR):

Scheme (IED-SS/IED-SSA):

Name of the IED School:

Name of Block:

Dates of coverage (DD/MM/YEAR) from..... to.....

Days	Name of the Clusters	Name of the schools in the Particular cluster	Number of children covered under a particular school (please mention the placement of the child RS/RR/HBE)*	Remarks if Any
Monday	1.	1. 2. 3.		
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total				
Name, Address and Contact no. of CWSN covered under HBE in this week by the Special Teacher				
1.				
2.				

*RS - Regular School placement

RR- Resource room Placement

HBE -Home based education

Handwritten signature

Signature
Resource Teacher



Annexure -B

Format of compiled report of Individual coverage plan of Special teachers to be submitted by the BRC cum Principal of IED to O/o DPC in every month

Name of IED School:

Name of Block:

Name of the Month

Sr. No	Name of Teacher	Category (VI/HI/MR)	Scheme (IED-SS/IED-SSA)	Number of clusters covered	Number of school covered	Number of children covered (please mention the placement of the child RS/RR/HB)*
1						
2						

*RS - Regular School placement
RR- Resource room Placement
HBE -Home based education

**Stamp and Signature
BRC cum Principal of IED**

5/2



Annexure-C

Format of compiled report of Individual coverage plan of Special teachers to be submitted by the DPC to Head office Panchkula in every month

Name of District:

Name of the Month:

Sr. No	Name of Block	Name of Teacher	Category (VI/II/MR)	Scheme (IED-SS/IED-SSA)	Number of clusters covered	Number of school covered	Number of children covered (please mention the placement of the child RS/RR/HBE)*
1							

*RC- Regular School placement

RR- Resource room Placement

HBE -Home based education

Stamp and Signature
District Project Coordinator

24/9

DUTY AND RESPONSIBILITIES CHART RESOURCE TEACHERS UNDER INCLUSIVE EDUCATION

Implemented from February 2013

Implementation of the scheme of inclusive education is done with an objective to provide maximum benefit to the CWSN. To fulfil the objective to provide maximum resource support to the CWSN, the following duties and responsibilities are issued

Schedule of the Resource teacher

1. The resource teacher shall start their working by reporting to the Principal cum Block Resource Coordinator of the concerned IED School where he/she is placed.
2. All the resource teacher will take one period in the morning along with a general educator and provide Collaborative teaching to the CWSN studying in the school or attending resource room along with the educationally backward peers of that school. The CWSN who would benefit from the additionally designed extra class are identified children with learning disability, slow learner, orthopedically impaired children who are either in the grade as per his age mates or one or two grades below educationally as per his grade.
3. The resource teacher will invariably reside in the resource room to provide resource support to the CWSN who will attend the resource room while the other resource teachers will leave to provide support to CWSN in the other schools of the block along with providing home based education to CWSN as per schedule. The stay of the resource teacher in the resource room will be on rotation basis and as per schedule set.
4. The resource teacher will submit the roster of their working to the concerned principal cum block resource coordinator of the school and get it duly checked every week .A compiled report with regard to the number of children supported and visited will be submitted to the principal every month. The principal of the school can randomly check the resource teacher anytime as per the roster of work submitted.
5. The resource teacher shall perform the duties as per the work schedule and roster set. In case the resource teacher has to deviate the schedule due to unexpected reasons, he/she should take prior permission from the principal and shall inform the parent of the CWSN if he/she was to perform a home visit at that time.

Duties and responsibilities of the resource teachers are further divided under following sub heads

With regard to the data of the CWSN:-

1. The resource teacher will participate in the survey conducted for 0 to 18 years and shall maintain the data of the CWSN. The resource teacher will regularly update the data with reference to newly identified CWSN, provision of assistive devices, corrective surgeries etc.
2. The record of the compiled data shall stay with the resource teacher in a compiled form in the resource room and one copy of it shall be duly submitted to the principal cum block resource coordinator of the IED school.

3. The resource teacher will make sure to attend the monthly IE review meeting conducted in the block resource centre in the concerned block and shall participate in the quarterly IE meet at district level with District Implementation Committee to review and update about the status of IE.
4. The resource teacher shall not share any confidential information of the CWSN or the child data or any other information with regard to the project ,with others without prior permission of the project officer of Inclusive Education.
5. The resource teacher will contribute while filling up of the DISE format so that no discrepancy with regard to the figures is made.

With regard to maintaining a cumulative profile of the CWSN:-

1. The resource teacher will ensure to make a cumulative profile of the CWSN allotted for support under him/her.
2. The resource teacher will make the IEP's and case history profile of the CWSN children and update it from time to time.
3. The resource teacher shall maintain a child profile of all the CWSN and keep it as record in the resource room and submit the copy of it to the principal cum block resource coordinator of IED school which will be kept as school record.
4. The resource teacher shall ensure to collect the copy of all the essential documents related to the CWSN like record of medical history , report of any psychological assessment conducted etc.

With regard to the visits to be paid in the schools or for providing home based support to the CWSN:-

1. The resource teachers shall attend not less than eighteen (18 years), children with mental retardation of severe and profound condition at their homes under Home Based Education program. The period of home based education is one year.
2. The resource teacher shall make sure to enroll the child covered in home based programme in school and shall commence the home based education programme only after the name of the child is enrolled in the school .Such children should always be eligible for entitlement for which the in school children are eligible including provision of free school uniforms.
3. The resource teacher shall spend one hour 30 minutes to 2 hours with each child at home during their visit under close observance of the parent/guardian of the child.
4. The resource teacher shall continuously motivate the parent of the CWSN child and ensure to work for developing a group of parents who would help identify other CWSN children in the neighborhood who require resource support. The resource teacher shall identify children with mental retardation preferably between the age group of 4-18 years.
5. The resource teacher shall mention the performed activity in the register maintained for home level record at child's home in every visit and put a signature with date. If the parent of the CWSN can put

a signature then the resource teacher should make sure that the parent signs the register every time a visit is made at home.

With regard to maintenance and upkeep of resource room

1. The resource teacher shall maintain and upkeep the resource room and make a common register of the entire stock lying in the resource room.
2. The resource teacher shall return to the resource room all such material issued for use with children, at the time of quitting the job.

With regard providing support to the parent of the CWSN

1. The resource teacher shall organize a quarterly parent teacher meet for the parents of the CWSN of the block under the chairmanship of principal cum block resource coordinators
2. The resource teacher shall provide support to all the parents and handle the queries of all the parents and motivate them.

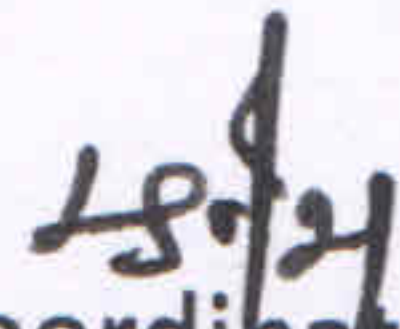
With regard to sensitizing and providing support to the general teachers

1. The resource teacher shall provide support to the general teachers with regard to handling the CWSN child in a regular classroom.
2. The resource teacher shall orient the general teacher about the teaching techniques for teaching CWSN in an inclusive classroom and also class room management techniques
3. The resource teacher should work in close collaboration with the general teacher and continuously communicate about the progress of the child to the general teacher.
4. The resource teacher shall inform in advance to the general teacher about the quarterly meeting to be organized on IE.

With regard to work ethics and submission of reports

1. The resource teacher's are dedicated towards the activities under Inclusive education during working under the project and, hence, they shall not work in any two places simultaneously in case if such practice by any resource teacher, comes to the notice of the project, stringent action will be initiated against such candidates as per law including immediate termination of contract.
2. The resource teacher shall wear an Identity Card issued by the Project Office while attending their duties.

3. The resource teachers shall attend all the meetings and training programmes organized under IE from time to time and shall make reports of all the works, activities carried out from time to time.
4. The resource teachers shall behave with high integrity be punctual in attending the resource centre and the services of the resource teacher shall be result oriented. He/She shall not act perfunctorily in any manner while performing the job.


Coordinator (IED-SS)
for Director Secondary Education,
Panchkula, Haryana



GOVERNMENT OF HARYANA / हरियाणा सरकार
Director School Education
विद्यालय शिक्षा निदेशालय
e-mail: edusecondary@hry.nic.in

शिक्षा, संस्कृति एवं विकास
Education, Culture and Development
DEPARTMENT OF
शिक्षा, संस्कृति एवं विकास
From Darkness lead me to Light

To

The Principal-Cum-DDO/Block Resource Coordinator of IED
119 Schools in the state.

Memo No: 1/14-IED-SS/2012

Dated: 02-01-2013

Subject: Role and Responsibilities of the Principal/DDO-Cum-Block Resource Coordinator.

In connection of the office order 1/14 IED-SS/2012 dated on 17-12-2012 of Govt. of Haryana, Secondary Education Department, Haryana, Panchkula. The roles and responsibilities of principal-DDO/Block Resource Coordinator of IED activities for class 1st to 12th will be as under:-

The Principal-Cum-DDO/Block Resource Coordinator of IED will ensure that:-

1. The principal-Cum-DDO of the concerned school where resource room is located/recommended will be designated as Block Resource Coordinator for the activities undertaken IED schemes for class 1st to 12th in the block. All the activities regarding CWSN will be regulated/monitored under his/her guidance and supervision.
2. Every child with disabilities will be identified from elementary level to senior secondary level and his educational need assessed.
3. All architectural/attitudinal barriers in schools are removed so that CWSN have barrier free access to class rooms, resource room, libraries and toilets in the school. The principal will also ensure participation of all CWSN with other peers in all function/events/celebrations/competitions held at school/block level.
4. Each student with disabilities will be provided Aids and Appliances, Assistive Devices and learning material as per his/her requirement.
5. All general school teachers from the elementary level to senior secondary level will be provided basic training to teach CWSN with the help of special teachers.
6. Students with disabilities will avail support services in form of special educators and a resource room in every block
7. Model schools are setup in every state to develop replicable practices in inclusive education.
8. A survey regarding CWSN will be carried out by the special teachers at block level and be compiled together at district level.
9. Equal number of CWSN will be allotted to special teachers so that NO CHILD IS LEFT BEHIND and Educational support will also be provided to all CWSN.
10. CWSN residing within 8 km will be attending the resource room; other CWSN of that block will get educational support in form of itinerant mode. One/Two special teachers will stay in the resource room while other will go to cover CWSN in the block. The duty of special teacher attending the resource room will be on rotation basis as per time table set and duly approved by the principal.
11. Identified CWSN will be provided transport facility to reach at the school premises.
12. He/She will ensure that IEP's/Case History/Child Profile of each CWSN at block will be prepared by the special teachers.





13. The up-to-date data of CWSN will be registered in the Block Resource Center/Head Quarter (IED-SS Cell) whenever required.
14. As per the need and requirement of CWSN the school readiness and home based education programme will also be arranged.
15. Multi Category Training (MCT)/Guidance & Counseling regarding CWSN will be provided to all the general teachers and parents in block.
16. The principal will fill up the Performance Evaluation Performa of special teachers working in the schools; and will manage the funds given by the SSA & Secondary Education Department for carrying out activities of CWSN at Block Level.
17. It is mandatory for all the special teachers to carryout collaborative teaching practice for CWSN as well as Educationally Backward peers for at least one period in one day (preferably zero period). The collaborative teaching will be carried out with one special teacher and one general teacher to support special needs students.
18. A separate movement register, attendance register will be maintained for all special teachers working in that block. As the mode of educational support given by the special teacher is itinerant, hence a separate visiting register will be duly maintained by all the special teacher which would be verified every time the special teacher pays visit to a school or home for providing home based education services. The visiting register can be monitored any time by the concerned principal where the special teacher is working.
19. There are various activities which are carried out once in a year under IED. The principal will ensure that the general teachers are also assigned the responsibility of carrying the CWSN of the concerned school to the place where necessary medical/educational/recreational services are provided and will participate equally with the special teacher for providing necessary support to all CWSN.
20. The principal will ensure to hold awareness programmes, inclusive function and innovative steps to promote inclusion from time to time at school/block level. The school which takes the maximum initiatives to promote inclusion will be given an award in the form of trophy of "school having best inclusive practices" and will be given a cash prize of 50,000/- rupees.



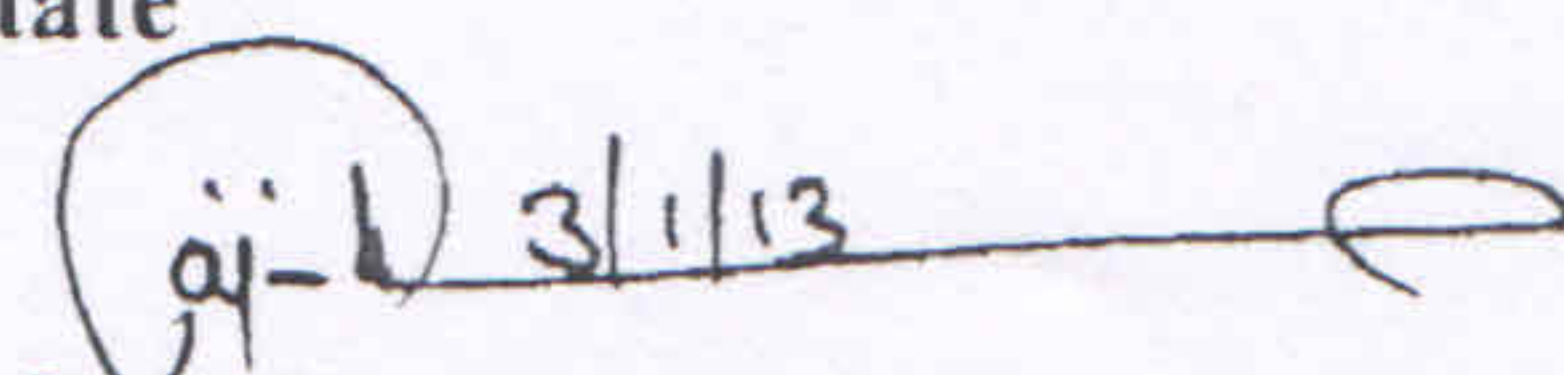
Surina Rajan
Principal Secretary to Govt. of Haryana
School Education, Department

Endst:

Dated: 03-01-2013

A copy of the above is forwarded to the following for information necessary action.

1. All District Education Officer in the state
2. All District Elementary Education Officer in the state
3. All District Project Coordinator in the state
4. All BEO/BEEO in the state


Coordinator IED-SS
Directorate of Secondary Education
Haryana, Panchkula.