

SAMAGRA SHIKSHA
OFFICE OF THE U.E.E MISSION

(A Society under Education Department, Govt. of NCT of Delhi)

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No.F.59/DDE(IEB)/Admn.Cell/SS/ 2019/ 1727 - 1733

Dated: 24.06.2020

ORDER

Under Inclusive Education-Samagra Shiksha-Delhi, attendants / aaya/ helpers are working on contractual basis in schools to facilitate inclusive education of Students with Severe Disabilities/CWSN. In order to effectively use the services of these attendants/aaya/helpers, detail duties and responsibilities are hereby framed and notified as per Annexure- I. HOS concerned are hereby directed to ensure strict compliance of the same with immediate effect.

Further, concerned Supervisor Inclusive Education District/District Coordinator (IE) are directed to submit a brief consolidated school wise quarterly report in respect of duties performed by the attendants/helpers to the Inclusive Education Branch, Lajpat Nagar-IV, New Delhi - 24.

This issues with the prior approval of competent authority.

(RAMACHANDRA SHINGARE)
DEPUTY DIRECTOR OF EDUCATION (SAMAGRA SHIKSHA)

No.F.59/DDE(IEB)/Admn.Cell/SS/ 2019/ 1727 - 1733

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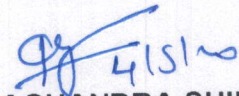
1. PS to Secretary (Education), GNCTD
2. PS to Director (Education), GNCTD
3. All DDEs (District)/DPOs, GNCTD to ensure proper implementation of above instructions in the letter and spirit and to monitor the same during their regular visits of schools for effective Inclusive Education of CwDs.
4. HOS concerned shall explain the duties to Attendant/Helper with the help of TGT-SET posted in the school.
5. All Supervisor Inclusive Education District/District Coordinators (IE), DoE, GNCTD
6. OS (IT) for uplinking on the Dep't website.
7. Guard file

(RAMACHANDRA SHINGARE)
DEPUTY DIRECTOR OF EDUCATION (SAMAGRA SHIKSHA)

Annexure-I

Duties & Responsibilities of Helper/Aaya/ Attendant working in schools under Inclusive Education-Samagra Shiksha

1. To assist in/perform tasks related to the physical, self care, social and health care needs of student(s) with severe disabilities/CWSN;
2. To ensure safety of CWSN during school hours by ensures strict compliance of security & safety guidelines for CWSN including their entry/exit in/from the school. The attendant/aaya/helper shall reach the school before students reach the school on time and leave the school only after school hours when concerned student(s) leave the school;
3. Caring for students with severe disabilities based on their needs and assist them in/whilst:
 - i) Moving in and out of wheel chairs, and wearing braces & other orthopedic appliances
 - ii) Moving within school environment on wheelchair
 - iii) Toileting and related needs such as changing wet cloths, & cleanliness.
 - iv) Dressing and undressing whenever required
 - v) Eating and drinking. If the student is not able to eat himself/herself, attendant/aaya/helper shall feed the student.
 - vi) Taking prescription medicines in time. The attendant/aaya/helper should be aware about the medicine students have to take during school hours and its timings.
4. To assist TGT (SET) /Special Educator in training students in personal/self care skills. For example, toileting, eating, dressing, grooming etc.;
5. To assist TGT (SET) /Special Educator in taking care the personal needs of students with severe disabilities during Resource Room Activities, regular classroom activities, co-curricular activities, emergencies, in giving First-aid, during lunch time etc. (for instance cleaning and setting up of tables/lunch trays for students with severe disability etc)
6. To accompany students along with TGT (SET) /Special Educator during picnic, exposure visit, educational tour, annual assessment camp, distribution camp, celebration of International Day of Persons with disabilities, and any other programs or exigencies.
7. To perform custodial duties with regard to students with severe disabilities during school hours as assigned by HOS & TGT (SET) /Special Educator by considering the needs of the student(s) concerned;
8. To establish and maintain a positive and effective work relationship with HOS, TGT (SET)/Special Educator, Subject Teachers, Miscellaneous teachers, and all other professionals/personnel in the interest of inclusive education of CWSN;
9. To maintain self-hygiene and positive relationship with parents and peers of students with severe disabilities/CWSN;
10. To maintain a patient and professional attitude toward students with severe disabilities;
11. To attend the orientation and training programs conducted by Education Deptt or SCERT from time to time;
12. To ensure prior intimation of leave to TGT (SET)/Special Educator posted in the school;
13. To perform any other duties related to CWSN as assigned by HOS, Inclusive Education Branch or Higher Authorities from time to time.



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