

**Duties to be performed and
Code of conduct to be observed
By the teachers / Vidya Sahayaks
And the Head Teachers in
Primary Schools.**

**Government of Gujarat
Education Department
Resolution PRE/ 12/2014/40796/K
Sachivalaya, Gandhinagar.
Date: 07/02/2014**

Read:

1. Rule-70 of the Gujarat Primary Education Rules – 1949
2. The Right of Children to Free and Compulsory Education Act -2009 enacted by Government of India
3. The Gujarat Educational Laws (Amendment) Act -2010
4. The Gujarat Right of Children to Free Compulsory Education Rules-2012

Resolution

Duties to be performed by teachers and Head teachers in primary schools of the state have been prescribed under rule – 70 (1) and 70(2) of the Rules, cited at (1) above. Under the Right of Children to Free and Compulsory Education Act -2009 enacted by Government of India. Standards 1 to 8 have been treated as primary education instead of std. 1 to 7. Accordingly, std. 1 to 5 has been treated as primary education and std. 6 to 8 has been treated as higher primary education. In order to make primary education more qualitative in the state and also considering the provisions of the rules framed by the state under the Right to Education Act 2009, the matter of modifying the duties prescribed earlier for, the teachers / vidhyasahayaks and head teachers in primary schools as well as in upper primary schools in the state and to enforce the code of conduct for them was under consideration of the Government. In this regard, after careful consideration with the experts at a higher level, the duties to be performed by teachers / vidya shayaks and Head Teachers in primary schools and the code of conduct to be observed by them are prescribed as follows.

(1) Duties of Teachers / Vidya sahayak

(A) Duties under the RTE Act – 2009

1. Every teacher / Vidya sahayak shall perform following duties as prescribed under section 24 (1) of the Right of Children to Free and Compulsory Education Act – 2009
2. Shall regularly attend the school with punctuality of time.

3. Shall complete the courses as prescribed under section 29 (2) of the said Act and evaluate the performance of the student on the basis of the completed courses.
4. Shall complete the courses within the prescribed time limit.
5. After checking the learning competence of every student, shall give, necessary instructions them to overcome their short comings.
6. Shall hold regular meetings with the parents and guardians of the students shall be held to keep them well informed about the attendance, learning competence, progress and ancillary matters related to their children.
7. In addition to the above, shall also perform the duties prescribed under rule 20 (1) and (2) of the Gujarat Right of Children to Free and Compulsory Education Rules –2012.

(B) Duties related to enrollment

1. Shall assist the Head Teachers in the functioning of the School Management Committee.
2. Shall prepare a list of children eligible to be enrolled in the school. Shall also prepare a list of migrant students.
3. Shall ensure that girls, migrant students and Children With Special Needs (CWSN) are not deprived of admission.
4. Shall impart understanding among parents for getting enrolled the children who are entitled to compulsory education and also the importance of their regular attendance in the school.
5. Student shall be enrolled in the school at any time during the year considering his/her age.
6. Shall keep lively contact with all the students and their parents.
7. Shall make organized / planned efforts to improve literacy in the village in general and education among girls in particular.
8. Shall assist the Head Teachers and the local authority in carrying out the functions prescribed under section (9) of the RTE Act-2009.

(C) Duties related to Retention

1. Shall take care to ensure that all the students attend the school at the scheduled time.
2. Shall take care to ensure that the students attending the school shall not leave the school before the school time.
3. Shall take care to ensure that students assigned to a class / standard do not drop out in any circumstances and complete the prescribed course.
4. Shall take attendance of all the students of his class. If a particular student remains absent for 3-4 consecutive days, his / her parents / guardian should be contacted to make the student attend the school.

5. Shall prepare a general profile of the class / student and all the details of the student shall be obtained and incorporated in such profile.
6. Shall promote Communal harmony and good will among the students.
7. Shall take care to ensure that no disability is imposed on any student on the basis of his / her caste or community.
8. Shall impart guidance and assistance to the students with regard to their syllabus or physical or mental difficulties.
9. In no circumstance shall expel a student from the school and shall not subject or cause to subject any student to corporal punishment or mental harassment.
10. Shall not talk to the students in humiliating tone or using words casting aspersions to their caste or community.
11. Shall ensure equal participation of all the students in all activities in the class.
12. While dealing with a Child With Special Need (CWSN), shall follow the guidance imparted by an expert / special teacher in proper behavior with such child and help him / her study.
13. Shall create enabling and encouraging climate to facilitate blossoming of individual talent / potential of students in various fields and hone their individual skills.
14. Shall hold weekly/monthly meetings with parents of the Students With Special Need.
15. Shall provide statistical data and survey with regard to plan matters.

(D) Duties with regard to quality

1. The teacher / vidya sahayak shall dress, speak, behave and conduct him/ herself in the school, society and before the administration in a manner befitting a teacher.
2. Shall conduct research related to their classes and identify the weak areas and take remedial steps for them.
3. Shall conduct self appraisal of his/her class under Gunotasav programme to identify the weak areas and improve them.
4. Shall make individual planning with regard to the grade achieved under Gunotasav programme and for improving their grade.
5. Shall make planned efforts to improve class room education through "Pragna" "ADEPTS" Mina Manch and other innovative programmes.
6. Shall make daily, monthly, annual planning for the class/ subject teachers as per prescribed working / teaching hours and work accordingly.

7. The teacher/ vidyasahayak shall maintain a daily log book for his/her class / subject and submit it to his / her Head Teachers. He /She will transact in the class room according to the daily log book.
8. Shall teach with keen interest the subject/ class assigned to him / her by the administration, and carry out teaching work according to the knowledge.
9. Shall keep him / herself updated with the subject assigned to him / her and use the knowledge appropriately while teaching the subject.
10. Shall prepare the required teaching material and use it effectively in the class- room.
11. Shall be responsible to achieve expected learning outcomes commensurate with the course as well as the standard subject
12. Shall be responsible to impart efficient and effective education of the given subject to the students of the class including physical education. Towards this end, he / she shall impart physical education including yoga, arts etc apart from teaching other subjects forming part of the course.
13. Shall take remedial steps to improve the performance of weak students in order to achieve expected learning outcomes.
14. Shall constantly endeavor to improve his / her own performance through self appraisal in view of his / her achievement of learning outcomes.
15. Shall participate in the training programmes prescribed by the administration and make effectively use in the class room.
16. Shall implement various programmes for educational reforms suggested by the administration.
17. Shall participate in co curricular activities such as celebration of science fair, sports festival, National festival etc.
18. Shall maintain an individual portfolio of every student and a profile of class subject under continuous and comprehensive Evaluation.
19. Shall ensure equal participation of all the students in all the activities.
20. Shall strive to cultivate good habits of cleanliness, hygiene and discipline among the students.
21. Shall present his / her innovations with regard to new policy, new curriculum and new scheme through appropriate medium.

(E) General Duties

The teacher / vidyasahayak shall -

1. Insist on self discipline and get the children to behave in disciplined manner.
2. Contact the parents / guardians of the students, who do not attend the school or remain consistently absent or irregular attendance in the school, and persuade them to send their children to the school.

3. Co-operate with in the School Health Programme of the Government for check up the students helth.
4. Accept all the students whole heartedly.
5. Cultivate the noble concept that the school is entirely our own and our progress is depend on the development and progress of the school.
6. Work in an amicable and harmonious manner with all the employees, students, parents / guardians and citizens
7. Contribute towards all the prgrammes of the school.
8. Seek co-operation from the parents for ensuring comprehensive development of their children.
9. Persuade parents to give co-operation for the development of the class and the school.
10. Perform the duties with the noble spirit of providing cultured, civilized and valuable citizen to the society.
11. Organize such activities that may create harmony in village and society and positive attitude towards the school.
12. Comply with the rules prescribed by the administration from time to time.
13. Perform with sincerity all the tasks entrusted.
14. Perform various schematic tasks entrusted by institutes associated with education and provide suitable cooperation, advice and suggestions.
15. Prefer his clear opinion wherever necessary or demanded regarding the structure of the training be obtained.
16. Take all the suggestions given by the Head Teachers and superior officers and implement them.
17. Utilize the Government schematic money received by him as per procedure prescribed and keep its accounts.
18. He / She shall present his / her innovations with regard to new policy, new curriculum and new scheme through appropriate medium.

In addition to the above matters shall implement all the orders and instructions issued by the Govt. from time to time.

2. Duties to be performed by the Head Teachers

(A) Duties related to enrollment

The Head Teachers shall –

1. Be responsible for getting a survey conducted for all the children eligible to get compulsory educations in the area which is in close vicinity of the school and enrolling them. Further, shall assist the local authority in performing the task prescribed under section (9) of the RTE Act, 2009. and shall provide a list of the enrolled children to the local authority.

2. Instruct teachers/ school management committee to visit the parents of the children, who have not been enrolled, and contact the parents personally, if necessary.
3. ensure that no child in the age group of 6 to 14 years residing in close vicinity of the school is deprived of primary education.
4. Shall not deny admission of any child in a school for lack of age proof.

(B) Duty related to retention

The Head Master shall –

1. Instruct teachers / School Management Committee to visit parents of the students, who remain consistently absent in the school, and contact the parents personally, if necessary.
2. Cultivate good habits of cleanliness and hygiene among the students and shall be responsible for their conduct and discipline.
3. Enhance communal harmony and good will for all communities among the students and ensure that no student is labeled incompetent on the basis of his / her caste or community and ensure that secular atmosphere prevail in the school.
4. Celebrate national festivals in the schools with active participation of the parents.
5. Be authorized for the general Organization of the school including games and sports, for holding annual or periodical examinations, for arranging curricular and extra-curricular activities and for distributing books, educational requisites, uniform, scholarship, awards to school children.
6. Monitor implementation of Mid Day Meal Scheme and ensure cleanliness of store room, kitchen and food items.
7. Ensure that children get qualitative and nutritious food in adequate quantity.
8. Call meeting of the School Management Committee quarterly.
9. Take steps to create awareness against subjecting students in the age group of 6 to 14 years, who have been enrolled, in child labor.
10. Ensure that the IED children (every child within the age group of 6 to 18 or 19 years) residing in close vicinity of the school are not deprived of primary education.
11. No child admitted in a school shall be held back in any class or expelled from school till the completion of elementary education.
12. Ensure that no student is subjected to corporal punishment or mental harassment.

(C) Duties related to quality

The Head Teachers shall –

- (1) Be generally responsible for qualitative and comprehensive education to all the students of the school.
- (2) Cultivate good habits of cleanliness and hygiene among the students and shall be responsible for their conduct and discipline.
- (3) Co-operate with in the School Health programme of the Government, for check-up the students' health.
- (4) Organize parents' meeting at the end of the term and also at the end of the academic year and inform them about the educational and over all progress of their children.
- (5) Prepare general time table of the school and also of the classes every year in consultation with the teachers.
- (6) Monitor the work of all the teachers of the school. Daily approve the note made by the teacher in their respective log book and impart necessary educational guidance.
- (7) Visit every class periodically and test the learning out comes of the children and make entry thereof in the log book of the teacher.
- (8) Make proper planning to ensure that different educational programmes under Sarva Shiksha Abhiyan are implemented in the context of learning outcomes of the students of the school.
- (9) Award certificate in the prescribed format and manner to every student who completes the primary education
- (10) Depute suitable teacher for training as per the written instruction of the superior officer whenever it is required to impart training to teachers under various training programmes.
- (11) Perform duty in such manner that the Knowledge / skills / experience gained through training is used in the class room directly or in imparting training / guidance to teachers which may ultimately prove beneficial for the development of the student / school.
- (12) Ensure that the trained teachers of the school are used properly for upgradation of the school and in that context, guide the teachers.
- (13) Monitor as to whether the trained teachers are able to achieve the objectives of the training in the school or in the class room.
- (14) Endeavor to constantly improve him / herself through training and make suitable changes in his / her approach to adept to the local situation to achieve optimum outcome of the training to ensure comprehensive development of the students.
- (15) Maintain a Training Register.

D. General Duties :

1. be present in the school regularly for the whole time and devote his whole attention to school-work. No private work of any kind should be carried out during school hours.
2. Shall maintain movement of self and of teacher/ employee, leaving the school for school work.
3. Write Confidential Report (C.R.) and make remark regarding work of school teacher/employee.
4. Co-ordinate the work of teachers/employees and be responsible for their efficiency and discipline.
5. Ask explanation in any case of school teacher/employee or breach of discipline. Report the cases of repeated misconduct to the Taluka Kelvani Nirikshakor Taluka/District Primary Education officer or Administrative Officer.
6. Grant Casual Leaves to teacher/employee and maintain its record with support.
7. Maintain service books of the school teachers/employee and keep them in the school custody. make necessary notes in them dully audited and verified by the competent officer. Also maintain duplicate service books.
8. Prepare pay-bills for the school and send them to the Head Teacher of the pay centre school before such date as may be specified by the Taluka/District Primary Education Officer/Administrative Officer.
9. Shall authorize to deduct the salary of a school teacher for his / her unauthorized absence.
10. Shall ensure that the school property of every description is properly cared for. Any damage done to such property should be reported to the Administrative Officer / Gram / District Panchayat Education Committee / Nagar Primary Education Committee.
11. Be responsible for in safe custody to the savings offer the disbursement of the Government money or the amount of the fees collected amount under Government head, till the time of their remittance the Head Teacher of the pay centre school (such fee or money shall be remitted by the Head Teachers of the pay centre school before the end of every month)
12. Provide certificates, copies of mark sheets to the students, teachers, employees or the parent / guardian of the school within the prescribed time limit as per their requirement.
13. Perform such other duties as may be assigned by the Administrative Officer relating to primary education or comply with such instructions that may be issued in this regard.
14. Look after the entire management of Mid Day Meal Scheme of the school.
15. Monitor the regular attendance and working of the person who is in charge of the Mid-Day-Mead Scheme of the school.

16. Distribute the work among teachers with regard to Mid Day Meal Scheme.
17. Monitor to ensure that the food is cooked as per the weekly planning.
18. Be responsible to see that all the expenditure are properly incurred from Government grants received under Surva Shiksha Abhiyan and the accounts there of are audited.
19. Ensure that the grant received to put in place the deficit infrastructure in the school is utilized properly.
20. Follow the instructions given by the coordinators of CRC, BRC under SSA and cooperate with them.
21. Fill up without error the DISE forms received from SSA.
22. Undertake proceedings to give admission to the children in the school as per the rules prescribed for admission in a primary school.
23. Provide school related proper information to Government and Local authority as per their requirement.
24. Constitute School Management Committee as per the rules and regulations of Government and prepare a School Development Plan in coordination with the committee.
25. If a teacher fails to perform his / her duty, the Head Teacher shall offer hearing him / her under the provisions of the Service Rules a recommend for disciplinary action against him/her to the Administrative Officer
26. Ensure that no teacher shall engage himself/herself private tuition or private teaching.
27. Properly maintain the record containing attested copies of certificates etc. received by him / her and of teachers for completing training programmes.
28. Manage the fund, received by the school, by complying with the rules and instructions issued by the Government. Undertake necessary proceedings for presenting the new items for the school after discussing the matter with the teachers of the school and responsible members of the SMC.
29. Prepare and maintain appropriate statements showing details of the accounts, in flow, out flow of school funds, bills, vouchers, cheques issued (with amount and number date) as per the instructions, rules referred to earlier or keeping in view the written intimation / instructions given from time to time. (such as daily cash book voucher, file, Bill File, Tender File etc.).
30. Issue receipt immediately against the donation received for the school and credit the amount to the education fund of the school and use such donation for the development of the school.
31. Teacher grant or grant for any other programme received by the school should be credited to daily cash book. The same should be paid to the responsible teacher after obtain by vouchers / bills of

- expenditure from the concerned teacher and maintain proper account.
32. Pay the amount of scholarships, uniform assistance or any other amount to the beneficiary immediately and maintain the record of the paid receipts and the accounts.
 33. Strictly comply with all the rules issued by Government.
 34. The Head Master shall be primarily responsible for all the grants received by the school. He shall inform members of the School Management Committee (SMC) about all the grants received, discuss with them and use the grants as per the rules and maintain a record of expenditure.
 35. Carry out 18 periods teaching work every week and keep him / herself updated with contemporary educational streams, methodology, devices and techniques and implement them.
- (3) The Head Teacher / Primary Teachers / Teachers / Vidyasahayaks of a primary school shall observe the following code of conduct.
1. Shall not indulge in any activity that may harm the interest of education or the school. The Head Teacher / teacher/Vidyasahak shall not smoke or consume tobacco in any form. The Head Teacher / Teacher / Vidyasahayak shall strictly comply with the rules in force for the time being with regard to liquor or any drink that may cause intoxication.
 2. Shall never allow himself/herself to be under the influence of any intoxicating drink and remain free of such influence at the time of performing his/her duty and even otherwise.
 3. They shall not use mobile phone while transacting in the class room.
 4. Shall never actively participate in any political or communal organization and neither canvass any political election nor collect any kind of donation or fund for any Teacher election.
 5. The Head Teacher / teacher / vidyasahayak of the school shall dress in a manner befitting his/her profession.
 6. The Head Teacher and his colleagues shall behave politely and in a civilized manner with the students and guardians.
 7. The Head Teacher / Teacher / vidyasahayak shall not behave in a rude or uncivilized manner with any students / teachers.
 8. The Head Teacher / teacher shall not associate or continue to be a member of with any association or union the objectives or activities of which are prejudicial to the sovereignty and integrity of India and the public order and ethics in general.
 9. Shall not bring any political pressure directly or indirectly with regard to his/her service. If they are found guilty of such charge, they shall be subjected to penal action.
 10. shall not directly contact any high level officers with reference to his/her service related matters but follow the office procedure prescribed in this regard.

11. No teacher shall proceed on leave without informing the Head Teacher except in extra ordinary circumstance. He/She shall get his/her leave sanctioned beforehand.
 12. shall intimate the office if apply for other job.
 13. The Head Teacher / teacher/ vidyasahayak shall not use the school facilities and its equipments for individual or commercial or political purpose.
 14. The Head Teacher / teacher / vidyasahayak shall neither engage in private tuition or private coaching nor work in any private tuition / coaching class. He/She shall not do any business in his / her own name or in the name of his / her dependent.
 15. The Teacher / vidyasahayak shall inform the Head Teacher about any change in his / her residential address with his / her contact phone number during vacation or leave.
 16. The Head Teacher / teacher / vidya sahayak shall not subject any student to any corporal punishment or mental harassment.
 17. shall complete their daily and annual work with the prescribed working hours.
 18. Irrespective of whether he/she are in the school or outside the school, whether he/she is on duty or off duty, the Head Teacher / teacher / vidyasayak shall not behave in a manner that may harm the dignity of their teaching profession.
2. In this regard, necessary amendment to rule (70) of Gujarat Primary Education Rules, 1949 shall be issued separately. This issues with the consent of Government dated 9-1-2014 on even numbered file of this department.
- By order and in the name of Governor of Gujarat

Sd/-
(Anant Patel)
Deputy Secretary (Primary Education)
Education Department.

Copy to:

- The Principal Secretary to Hon. Governor Rajbhavan, Gandhinagar (Through letter)
- The Secretary to Hon. Chief Minister, Sachivalaya, Gandhinagar
- Personal Secretary to all Hon. Minister / Minsters for state / Parliamentary secretaries Sachivalaya, Gandhinagar
- Personal Secretary to the Principal Secretary - (Education) Sachivalaya, Gandhinagar

- Personal Secretary to the Secretary (Primary Education), Sachivalaya, Gandhinagar
- All Secretariat Departments
- The Commissioner, Mid Day Meal and Schools, Gujarat state, Gandhinagar
- The Director, Primary Education, Gujarat state, Gandhinagar
- The State Project Director, Sarva Shiksha Abhiyan and Mid Day Meal Scheme, Sector- 17, Gandhinagar
- The Director, Constant Education, Gujarat state, Gandhinagar.
- The Director, GCERT, Gandhinagar
- The Director, Gujarat State Text Book Board, Gandhinagar.
- The Secretary, Gujarat Secondary and Higher Secondary Education Board, Gujarat State, Gandhinagar
- All Municipal Commissioners
- All District Development Officers
- All District Primary Education Officers/ Education Officers
- All Shashandhikari, Municipal Corporations, Municipalities and Nagar Panchayats
- The Accountant General, Rajkor / Ahmedabad
- The Pay and Account Officer, Ahmedabad / Gandhinagar
- All District Treasury Officers
- The Inspector, Local Fund Account, Gujarat State, Gandhinagar
- The Director, Information, Gujarat State, Gandhinagar- For publication in leading dailies news papers of the state
- All officers of Education Department
- All Branches of Education Department
- Computer cell, Education Department, Sachivalay, Gandhinagar (For making it available on line)
- Select file / Deputy Section Officer
- Select File, K- Branch.