



નગર પ્રાથમિક શિક્ષણ સમિતિ અમદાવાદ



પરિપત્ર નં. ૫૭ તા. ૧૭-૦૮-૨૦૨૨

ફક્ત મ્યુનિ. શાળાઓ માટે જ :-

વિષય :- શિક્ષકો દ્વારા શૈક્ષણિક અને બિનશૈક્ષણિક પ્રવૃત્તિઓમાં જે સમય પસાર કરવામાં આવે છે તે અંગેના સર્વેમાં ભાગ લેવા બાબત.

સંદર્ભ :- ક્રમાંક:પ્રાશિનિ/ઇ-૨/સંકલન/૨૦૨૨/૮૧૦૭-૮૧૯૩ તા. ૧૨-૦૮-૨૦૨૨નો પત્ર

આથી તમામ મ્યુનિ. શાળાઓનાં મુખ્ય શિક્ષકશ્રીઓને જણાવવાનું કે, શાળા શિક્ષણ અને સાક્ષરતા વિભાગ, શિક્ષણ મંત્રાલય, ભારત સરકારના તા. ૧૫-૦૨-૨૦૨૨ના પત્ર અને સંદર્ભ દર્શિત પત્ર અન્વયે NEP ૨૦૨૦ અન્વયે શિક્ષણ પધ્ધતિમાં શિક્ષકો મુળભુત સુધારાના કેન્દ્રમાં હોવા જોઈએ તથા NEP Para ૫.૧૨ અન્વયે શિક્ષકો દ્વારા હાલમાં બિનશૈક્ષણિક પ્રવૃત્તિઓમાં જે સમય આપવામાં આવે છે તેનો અભ્યાસ કરવા માટે કાર્યવાહી હાથ ધરેલ છે. તે માટે શિક્ષણ મંત્રાલય દ્વારા શૈક્ષણિક અને બિનશૈક્ષણિક પ્રવૃત્તિઓ સહિત વિવિધ પ્રવૃત્તિઓના મૂલ્યાંકન માટે બે ગુગલ સર્વેક્ષણ પ્રશ્નાવલી તૈયાર કરવામાં આવેલ છે. ફોર્મ-૧ મુખ્ય શિક્ષક/આચાર્ય માટે છે. ફોર્મ-૨ શિક્ષકો માટે છે. આ ફોર્મ શિક્ષક/આચાર્યએ સીધી જ ઓનલાઈન ભરવાની રહેશે તથા આ બાબતે કોઈ સ્પષ્ટતાની જરૂર હોય તો ઇ-મેઈલ આઈડી techerseducationtsg@gmail.com પર સંપર્ક કરવો. સમયમર્યાદામાં મુખ્ય શિક્ષકો અને શિક્ષકોએ ગુગલ ફોર્મ ભરવાનું રહેશે.

ફોર્મ-૧ (મુખ્ય શિક્ષક/આચાર્ય માટે) : <https://forms.gle/CYHAz4RgHRP4nbMV8>

ફોર્મ-૨ (શિક્ષક માટે) : <https://forms.gle/sw3sYTMg1k6Xkasd7>

બિડાણ : સંદર્ભિત પત્ર

તા. ૧૭-૦૮-૨૦૨૨

ડૉ. એલ. ડી. દેસાઈ
શાસનાધિકારી

ક્રમાંક:પ્રાશિનિ/છ-૨/સંકલન/૨૦૨૨/૧૧૦૭-૧૧૮૩
પ્રાથમિક શિક્ષણ નિયામકની કચેરી,
બ્લોક નં-૧૨/૧, ડૉ.જીવરાજ મહેતા ભવન,
ગુ રા. ગાંધીનગર. તા. ૧૨/૦૮/૨૦૨૨

પ્રતિ

- જિલ્લા શિક્ષણાધિકારીશ્રી, તમામ
- જિલ્લા પ્રાથમિક શિક્ષણાધિકારીશ્રી, તમામ
- શાસનાધિકારીશ્રી, તમામ

વિષય:- Study on time spent by Teachers on various activities, including teaching and non-teaching activities Reg.

સંદર્ભ:- (૧) શાળા શિક્ષણ અને સાક્ષરતા વિભાગ, શિક્ષણ મંત્રાલય, ભારત સરકારશ્રીના પત્ર

ક્રમાંક:- 8-52/2021IS.1 તા. ૧૫/૦૨/૨૦૨૨

(૨) શાળા શિક્ષણ અને સાક્ષરતા વિભાગ, શિક્ષણ મંત્રાલય, ભારત સરકારશ્રીના પત્ર

ક્રમાંક:- 8-52/2021IS.1 તા. ૨૬/૦૭/૨૦૨૨

ઉપર્યુક્ત વિષય અને સંદર્ભ અન્વયે જણાવવાનું કે, શાળા શિક્ષણ અને સાક્ષરતા વિભાગ, શિક્ષણ મંત્રાલય, ભારત સરકારના તા. ૧૫/૦૨/૨૦૨૨ ના પત્ર અન્વયે National Education Policy 2020 અન્વયે શિક્ષણ પધ્ધતિમાં શિક્ષકો મૂળભૂત સુધારાના કેન્દ્રમાં હોવા જોઈએ તથા NEP Para 5.12 અન્વયે શિક્ષકો દ્વારા હાલમાં બિન-શૈક્ષણિક પ્રવૃત્તિઓમાં જે સમય આપવામાં આવેલ છે. તેનો અભ્યાસ કરવા માટે કાર્યવાહી હાથ ધરેલ છે.

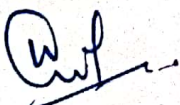
ઉક્ત બાબતે મંત્રાલયે શિક્ષકો દ્વારા શૈક્ષણિક અને બિન-શૈક્ષણિક પ્રવૃત્તિઓ સહિત વિવિધ પ્રવૃત્તિઓના મૂલ્યાંકન માટે બે ગુગલ સર્વેક્ષણ પ્રશ્નાવલી તૈયાર કરવામાં આવેલ છે. ફોર્મ- ૧ મુખ્ય શિક્ષક/આચાર્ય (પરિશિષ્ટ- ૨) અને ફોર્મ- ૨ શિક્ષકો (પરિશિષ્ટ- ૩). ગુગલ ફોર્મસની લીંક નીચે મુજબ છે.

ફોર્મ- ૧ (શાળાના મુખ્ય શિક્ષક/આચાર્ય) <https://forms.gle/CYHAz4RgHRP4nbMV8>

ફોર્મ- ૨ (શાળાના શિક્ષકો) <https://forms.gle/sw3sYTMg1k6Xkasd7>

ઉક્ત બાબતે ફોર્મ- ૧ મુખ્ય શિક્ષક/આચાર્ય અને ફોર્મ- ૨ શિક્ષકો દ્વારા ગુગલ સર્વેક્ષણ પ્રશ્નાવલી સીધી ઓનલાઇન ભરવાની રહેશે તથા સદર બાબતે કોઈ સ્પષ્ટતાની જરૂર હોય તો Email ID teachereducationtsg@gmail.com પર સંપર્ક કરવાનો રહેશે. ઉક્ત બાબતે આપની કક્ષાએથી તાત્કાલિક સમયમર્યાદામાં ગુગલ ફોર્મની લીંક પર જઈ પ્રશ્નાવલીની વિગતો ભરવા માટે જરૂરી નિયમાનુસારની કાર્યવાહી કરવા તથા આપના તાબા હેઠળની તમામ સરકારી અને અનુદાનિત ખાનગી પ્રાથમિક શાળાઓને આ અંગે જરૂરી સૂચના આપવા આથી જણાવવામાં આવે છે.

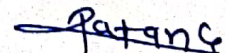
બિડાણ:- ઉપર મુજબ



(ડૉ. એમ.આઇ.જોષી)

પ્રાથમિક શિક્ષણ નિયામક

ગુ.રા. ગાંધીનગર



(ડૉ. રતનકંવર ગઢવીયારણ)

સ્ટેટ પ્રોજેક્ટ ડાયરેક્ટર

સમગ્ર શિક્ષા, ગાંધીનગર



सूचना का
अधिकार

भारत सरकार
शिक्षा मंत्रालय
स्कूल शिक्षा और साक्षरता विभाग
शास्त्री भवन
नई दिल्ली - 110 115
GOVERNMENT OF INDIA
MINISTRY OF EDUCATION
DEPARTMENT OF SCHOOL EDUCATION & LITERACY
SHASTRI BHAVAN
NEW DELHI-110 115

Rahul Pachori
Tele: 011- 23387153
Email: rahul.pachori@gov.in

D.O. No. 8-52/2021IS.1 (Gentle Reminder)

New Delhi, the 26th July, 2022

Respected Secretaries/ Project Directors,

Please refer to DO Letter No 8-52/2021IS.1 dated 15th February, 2022 (**copy enclosed**) through which 2 Google Survey links were shared in order to get the data in respect of '**Engagement of teachers in Non-Teaching Activities**'. It is again requested to complete the exercise in a time-bound manner.

2. We look forward to your support and cooperation in getting this important exercise completed in a time bound manner.
(Enclo. As above)

With regards,

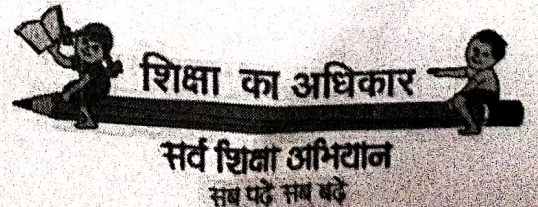
Yours sincerely,

Rahul Pachori
(Rahul Pachori)

- Principal Secretary/ Secretary, School Education, Gujarat
2. Principal Secretary/ Secretary, School Education, Kerala
3. Principal Secretary/ Secretary, School Education, Manipur
4. Principal Secretary/ Secretary, School Education, Tamil Nadu
5. Principal Secretary/ Secretary, School Education, West Bengal
6. Principal Secretary/ Secretary, School Education, Ladakh (UT)

Copy to:

- State Project Director, Samagra Shiksha, Gujarat
2. State Project Director, Samagra Shiksha, Kerala
3. State Project Director, Samagra Shiksha, Manipur
4. State Project Director, Samagra Shiksha, Tamil Nadu
5. State Project Director, Samagra Shiksha, West Bengal
6. Project Director, Samagra Shiksha, Ladakh (UT)





सूचना का
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शिक्षा मंत्रालय
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D.O. No. 8-52/2021IS.1

Dated: 15th February, 2022

As you are aware, the National Education Policy 2020 has accentuated that teachers must be at the centre of the fundamental reforms in the education system and has accordingly recommended preventing the large amounts of time spent currently by teachers on Non-teaching activities (NEP Para 5.12)

2. Keeping in view the above, two Google survey questionnaires have been developed {one for School Head/Principals (Annexure-II) and the second for Teachers (Annexure-3)} by the Department to assess the time spent by teachers in various activities including both teaching and non-teaching activities. These Google forms can be accessed at the following links:

- i) **Form-I (School Heads/Principal):** <https://forms.gle/CYHAz4RqHRP4nbMV8>
- ii) **Form-II (School Teachers):** <https://forms.gle/sw3sYTMq1k6Xkasd7>

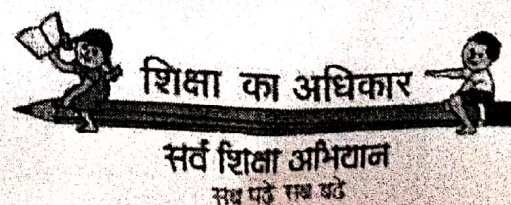
3. It is requested to please ensure that the Form I is filled by the School Head/Principal and Form II is filled by the School teachers as per the Annexure-I including Primary, Upper Primary, Secondary, and Senior Secondary government school Teachers in your respective State/UT. Kindly note that these questionnaires are to be filled directly online and filling of all these Google survey forms may be completed latest by 28th February 2022. For any Google form related clarifications, please contact Mr. Wamiq Towhid and Mr. Suresh Balodi at teachereducationtsg@gmail.com.

4. We look forward to your support and cooperation in getting this important exercise completed in a time bound manner.

Rahul Pachori
(Rahul Pachori)

To: Principal Secretary/ Secretary, School Education, All States and UTs

Copy to: State Project Directors, Samagra Shiksha, All States and UTs



School Teacher Questionnaire Survey Form-II:
(For Teachers)

Study on time spent by Teachers on various activities, including teaching and non-teaching activities

Instructions:

A Google survey questionnaire has been developed by the Department for School Teachers to assess the time spent by teachers in various activities including both teaching and non-teaching activities. This survey is being conducted to collate data at the central level to assess the time spent by teachers on non-teaching activities and its adverse impact on school education. Therefore, kindly, attempt each and every question. Question wise instructions are given within the question, if required. Most of the questions have table or list to be filled-in. In some questions your responses in the long text form are required. Please write your response very clearly within the given word limit. If you are not able to complete the form at a time, please save the draft. After completing the form, please press the submit button.

All questions which appear are mandatory and no question should be left blank.

- 1) Name of the Teacher: _____
- 2) Gender: Male/Female
- 3) Mobile: _____
- 4) Email: _____
- 5) Name of the School: _____
- 6) Full Postal address of the School: _____
- 7) School/UDISE Code: _____
- 8) Village/Ward: _____
- 9) Block: _____
- 10) District: _____
- 11) Pin code: _____
- 12) State/UT: _____
- 13) Type of Teacher: Regular / Contractual
(Contract teachers include all categories of teacher other than regular teachers)
- 14) Educational Qualification: _____

- a) Below Secondary
- b) Secondary
- c) Sr. Secondary
- d) Graduate
- e) Post Graduate
- f) M. Phil
- g) P.H.D

(Please only mentioned the highest Qualification)

15) Social Group

- a) General
- b) SC
- c) ST
- d) OBC
- e) Minority
- f) Other (Please Specify) _____

16) Total Teaching Experience (In years): _____

17) Total Working Years in Current School: _____

18) Number of Working days during the Current academic year: _____

19) Lowest Class in the School: _____

20) Highest Class in the School: _____

21) Type of School:

- a) Boy
- b) Girls
- c) Co-education

22) Shifts in School:

- a) Yes
- b) No

23) Management of School:

- a) Department of Education
- b) Tribal Welfare Department

- c) Local Body
- d) Government Aided
- e) Social Welfare Department

24) School location

- a) Rural
- b) Urban

25) Year of Establishment of School: _____

26) When does the academic session start (Month): _____

27) How many days in this academic session you did not teach at all due to such reasons as given below? (Base this information from school records/log book)

S. No.	Reasons	No. of Days
a)	Being on leave	
b)	Being on official duty not related to education e.g. election work, census work, health activities, disaster management activities etc	
c)	Attending training or meetings related to school education	
d)	Being on other duties related to education e.g. enrolment drive, child census, Text books distribution, Admission related work; MDM related works.	
e)	Being busy with other administrative work within school (e.g., salary collection, preparation of statistics or other information for the Education Department; completing school registers or monitoring forms, etc.)	
Total		

28) On a typical day, how much of average time (in minutes) do you spend on the following activities?

S. No.	Activities	Time Taken (in Minutes)
a)	Actual classroom teaching	
b)	Lesson planning	
c)	Evaluating answer scripts	
d)	Remedial teaching of weak students	
e)	Giving and correcting home work	
f)	Providing data and other information	
g)	Mid-Day Meal distribution	
Total		

29) How did the factors listed below affect your day-to-day teaching in this current academic session?

S. No.	Factors	To a large extent; To some extent; Not much; Not Applicable
a)	Having to teach more than one class at a time	
b)	Insufficient space in the classroom	

c)	Lack of interest in studies among children	
d)	Lack of motivation/interest among parents	
e)	Large classes	
f)	Non-availability of learning materials	
g)	Irregular attendance of children	
h)	Delay in receiving text books	
i)	Too much in service training	
j)	Assignment of non-teaching work	
k)	Any other (specify_____)	

30) Have the concept of peer tutoring/buddy groups been introduced in your classroom?

Yes ☐

No ☐

a) If yes, did you find it effective? Yes

☐

No

☐

Please specify: _____

31) Whether you have undergone/are undergoing training under NISHTHA programme?

a) NISHTHA: Elementary level

Yes ☐

No

☐

b) NISHTHA: Secondary level

Yes ☐

No

☐

32) Did you organize co-curricular activities for your students this year?

Yes ☐

No ☐

a) If yes, mention the average no. of hours devoted per day on the following activities.

S. No.	Activity	Average no. of hours per day
a)	Cultural programmes/activities	
b)	Games/Sports	
c)	Art & Craft	
d)	Music, Dance & Drama	
e)	Library	
f)	Yoga, Meditation	

School Head/Principal/School in-Charge Questionnaire Survey Form-I:
for
Teachers/School: Study on time spent by Teachers on various activities, including teaching
and non-teaching activities

Instructions:

A Google survey questionnaire has been developed by the Department for School Heads/Teachers to assess the time spent by teachers in various activities including both teaching and non-teaching activities. This survey is being conducted to collate data at the central level to assess the time spent by teachers on non-teaching activities and its adverse impact on school education. Therefore, kindly, attempt each and every question. Questions with instructions are given within the question, if required. Most of the questions have table or list to be filled-in. In some questions your responses in the long text form are required. Please write your response very clearly within the given word limit. If you are not able to complete the form at a time, please save the draft. After completing the form, please press the submit button.

All questions which appear are mandatory and no question should be left blank.

1) State/UT:

2) District:

3) Block:

4) School/UDISE Code:

5) Village/Ward

6) Name of the School:

7) Full Postal address of the School:

8) Pin code:

9) Lowest Class in the School:

10) Highest Class in the School:

11) Type of School:

a) Boy

b) Girls

c) Co-education

12) Shifts in School:

- a) Yes
- b) No

13) Management of School:

- a) Department of Education
- b) Tribal Welfare Department
- c) Local Body
- d) Government Aided
- e) Social Welfare Department

14) School location

- a) Rural
- b) Urban

15) Year of Establishment of School: _____

16) When does the academic session start (Month): _____

17) Total Number of Teacher in the School (Contract teachers include all categories of teacher other than regular teachers)

a) Regular Teachers

i) Primary level (Classes 1-5)

Male

Female

ii) Upper Primary level (Classes 6-8)

Male

Female

iii) Secondary level (Classes 9-10)

Male

Female

iv) Higher Secondary (Classes 11-12)

Male

Female

b) Contractual Teachers

v) Primary level (Classes 1-5)

Male

Female

vi) Upper Primary level (Classes 6-8)

Male

Female

vii) Secondary level (Classes 9-10)

Male

Female

viii) Higher Secondary (Classes 11-12)

Male

Female

18) Is there a school time table for different classes which is followed in practice?

- a) Yes
- b) No
- c) Flexible time table

19) Average number of teachers on leave/training at any given point of time:

20) Which Department utilizes the services of teachers in school thereby reducing teaching time for last 2 years

- a) Election and Election related Activities
- b) Census Related Activities
- c) Disaster management Activities
- d) Health Related Activities
- e) School Related Non-Teaching Activities
- f) Any Other (Please Specify):

a) Please provide details of activities:

21) Name of the School Head/Principal/School In charge:

22) Designation:

23) Department:

24) Mobile Number:

25) Email Id

Non-academic teacher tasks: An initial exploration

1. Context

The issue of teachers being delegated non-academic duties even at the risk of decreased time spent on teaching, has been debated time and again. Most recently, the draft of the National Education Policy states that *'All teachers must be able to teach with no interruptions in the form of non-teaching activities during school hours.'*

This is in keeping with Section 27 of the Right to Education Act, according to which, no teacher can be given any task that is 'non-educational,' other than population census duty, disaster relief duties, and those duties related to elections to the local authority, State Legislatures or Parliament. The Education department of Maharashtra has also passed several GRs in the previous years, banning all non-academic duties at the level of the teachers¹.

However, as teachers continue to be involved in administrative and other non-academic tasks, the Maharashtra State Education Department, under the leadership of the ACS is now investigating the actual nature of such tasks in order to bring about a policy level change.

To this end, both the Department and UNICEF had prepared a list of such activities, collected from the field and then organized a joint discussion on 30 June 2020 with an expert group of education functionaries and other individuals. The group deliberated on the exact nature of the non-academic tasks and their impact on the actual time spent by teachers on teaching. This note presents the insights and recommendations of the group on this subject.

2. Data on Non-academic tasks

2.1 Broad categorization

When collecting data on non-academic tasks, many tasks directly related to learning were also shared by teachers. These included, preparation of academic report cards, attending meetings and trainings related to teaching, preparing and organizing for sports/ cultural activities, organizing examinations, etc. These tasks have not been considered in the discussion. However, it needs to be noted that inefficiencies in the processes related to the above tasks, may also keep teachers away from their primary duty of teaching students.

Data collated on teacher non-academic tasks have been organized into nine broad categories that include both supportive tasks and non-academic duties. 'Supportive' tasks have been identified as those that are indirectly related to teaching or classroom transaction but are necessary for effective teaching. For example, distribution of textbooks is not directly academic but necessary for learning. 'Non-academic' tasks have been defined as those tasks that are not related to teaching in any way. For example, survey of BPL (Below Poverty Line) families, has been considered as a non-academic task.

The distinction between the two types of tasks has been made for the purpose of this analysis and many tasks that are supportive may also have 'non-academic' elements. For example, teachers whose schools are in remote areas, may have to collect the textbooks and organize for transportation to the individual schools. This involves 'non-academic' work as well.

¹Two such GRs were issued on 1 August 2008 and 3 May 2013

The following are the nine broad categories²

1. Infrastructure related
2. Election duty
3. Planning (includes development of the school development plan)
4. Surveys/ data collection
5. School committees and programmes
6. Scholarships
7. Maintaining records
8. School audit
9. Disaster relief

At present, teachers are involved in COVID-19 related duties, such as surveys to ascertain at risk people, and distribution of ration to those families who are in quarantine. Mid-day meal rations are also being distributed by teachers to the families of their children.

2.2 RTE compliant categories

As per the RTE norms, teachers cannot be involved in duties other than for educational purposes, excepting census duties, election duties and disaster relief duties. The tasks analysed for this note have taken this into consideration and has separately categorised each of the tasks as per this provision. However, some of the supportive tasks need to be further discussed to ascertain whether the tasks are indeed within this provision of the RTE act.

2.3 Mid-day meal and Election Duty

In the discussions with field functionaries, the two tasks related to MDM and elections were time and again highlighted as time consuming and therefore have been briefly described below. A further in-depth investigation into the exact nature of the tasks, including the processes, the reporting tools, etc is required to make policy recommendations regarding these tasks.

Mid-day meal:

The extent of teacher responsibilities related to mid-day meal preparation & distribution is based on whether the school is attached to a central kitchen or has its individual kitchen for preparing meals. In the districts that do have a central kitchen, teachers are responsible for receiving the meals and daily/ monthly reporting is limited to enrolment, children attendance and the number of children who consumed the food.

However, the teacher responsibilities increase manifold when the school has a separate kitchen. The tasks include- identification of cook and assistant (usually through Self Help Groups), maintaining the recruitment records, purchasing the raw materials and documenting the quantities of the raw materials available and used over a month (calculated as per a given child to material ratio), and maintaining all financial records.

As SMCs are the main bodies who appoint the MDM cooks, several times teachers are also called in to resolve issues between the SMC and the MDM cooks. This takes further time away from their academic duties.

² The specific tasks within each of these categories have been included in a separate sheet

Election Duties:

As per the RTE norms, teachers can be given election related tasks. However, the MHRD guidelines on this clearly state that the duties are to be limited to deployment on the day of the election, attending training and collection of election materials. Other duties, such as electoral roll revision, are to be undertaken during non-school hours or holidays. These duties extend to all local elections, state legislature and Parliament elections.

On the field, teachers share that many times, they are given a lot more responsibilities than those mentioned above, at times, extending throughout the year. Further, the relevant authorities often threaten teachers with strict punitive action if they refuse such duties that go beyond the duties as per the MHRD guidelines.

3. Insights

The following observations and recommendations were made by the expert group-

1. Supportive tasks present themselves differently in large schools vs smaller schools. This is because, in larger schools, with more teachers, each teacher is usually made responsible for a specific set of such tasks, whereas in the smaller schools (2-3 teacher schools), all these tasks are shouldered by only a few individuals. Thus, teacher in the smaller schools may spend more time away from teaching than their colleagues in the larger schools.
2. Although, MHRD has recognized teaching as a specialised job, teachers are often pulled into tasks that involve reporting of data, other than education-related, by the Tehsil/ other administrative district/ block offices. As teachers report (in the district hierarchy) to these offices, they cannot refuse the tasks asked of them by these offices. Teachers have also shared that they do not feel supported by their own education department/ their immediate supervisors and are left to their own to balance such tasks with their academic responsibilities.

A recommendation from the group was to work with the departments at the state level to ensure that the field level functionaries appointed by the departments are made responsible for the tasks instead of teachers.

3. Teachers spend time on supportive tasks such as sharing of school/ learning related data, processes such as MDM due to inherent inefficiencies and a lack of organization at the level of the teachers. Thus, there is a need to look into the process, formats, and reporting structures to identify gaps.

Another issue with regards to data is that teachers are asked to report the same data more than once throughout the year. It is thus, recommended that the central databases are strengthened, linked, and made easily accessible so that data is available directly available to the relevant offices and does not need to be asked from teachers. A *Mahiti* calendar was also one of the suggestions from the group to address this issue. The calendar can be designed with the tentative dates/ deadlines marked for each of the required data points. This may serve to help teachers be more organized and prepared to collect/ submit the required data.

S.No	Task	Frequency (responses varied; the responses recorded here are based on rough estimations)	Non-academic or Supportive (supportive tasks are those that directly support student learning)	RTE norms compliant (Y- yes or N-no or ?- discussion required)	Nature of Task/ Details of Task	Observations/ comments from teachers/ KPs
INFRASTRUCTURE RELATED						
1	Clean the classrooms and	Daily	Non-academic	Y		This is for schools that may not have school helpers
2	Decorate the classrooms/ set up labs/ computer/	Annual/ term	Supportive	Y		
3	Construction or repair of school	Annual/ when required	Non-academic	?	1. Drafting letters for relevant officials/ following up with the relevant department	Not all teachers are involved in this task; also, this is not a recurring task
ELECTION DUTY						
4	Election Duty- BLO (Booth Level Officer)	Throughout the year	Non-academic	Y	This includes elections to the Lok Sabha, the Vidhan Sabha and the local GP, ZP elections. 1. Checking the electorate list 2. Day of voting duty 3. Post voting duty (support the local authorities when the EVMs are made ready for transport)	For every election, teachers who are BLOs need to commit 4-5 days in total for every election. The issue is when there is more than 1 election/ a term/ academic year.
PLANNING						
5	School			Y		
SURVEYS/ DATA COLLECTION						
6	Out of School Children survey and	Annual	Supportive	Y	1. Visiting homes to collect names 2. Supporting in the admission process for	
7	Census		Non-academic	Y	1. Visiting homes to collect required data	
8	BPL (below poverty line) survey in	Occasional	Non-academic		1. Visiting homes to collect required data	

9	Survey on Animals	When required	Non-academic	N	1. Visiting homes to collect required data	Since the past one year, it has been reported that such surveys have not been given to teachers.
10	Swach Bharat/ Vidyalay related data collection	Regular	Non-academic	?	1. Visiting homes to collect required data 2. Advocate for the construction of toilets/ maintaining toilets	
SCHOOL COMMITTEES & PROGRAMMES						
11	Formation of SMC	Once in 2 years	Supportive	Y	1. Call parents to orient them to SMC 2. Initiate elections to the SMC	
12	Ensure monthly SMC meetings	Monthly	Supportive	Y	1. Call parents for the meeting	When member parents do not attend, teachers are expected to follow-up and ensure that parents
13	Parent Committee	Monthly	Supportive	Y	Organizing meetings	
14	Mata-palak	Monthly	Supportive	Y	Organizing meetings	
15	School Poshan Ahar (Mid- day meal)		Supportive	Y	Organizing meetings	
16	Tobacco Mukh School	Occasional	Supportive	?	Organizing meetings and submitting reports to the relevant authorities that includes updates (aim to make the school free from	
17	Raju Mina Manch Meetings	Monthly	Supportive	Y		One teacher per school is given the responsibility for these meetings; this is not expected from all
18	CWSN		Supportive	Y	Maintain records	Data may be asked for CWSN and special assistance/ programmes
SCHOLARSHIPS						
19	Asmita Yojana	Annual	Supportive	Y	Involves providing details of the beneficiaries and follow-up in	All scholarships/ financial aid programmes require maintaining data on the beneficiaries, collation of documents/ forms and any follow-up required. As this has a financial aspect, care needs to be taken and is time consuming as data is sometimes incorrect and needs to
20	Rajiv Gandhi Apaghat Yojana	Annual	Supportive	Y		
21	Scholarship exams-5	Annual	Supportive	Y		
22	Vidyavetan	Annual	Supportive	Y		
23	Adivasi Suwarnamohatsav	Annual	Supportive	Y		

24	Savitribai Phule Scholarship	Annual	Supportive	Y		be rectified. The body that grants the scholarships are not always associated with the School
25	Minority Scholarship	Annual	Supportive	Y		
MAINTAINING RECORDS						
26	Mid-day meal records	Daily/ Monthly	Supportive	Y	1. Daily data with regards to the number of students present (and therefore consuming the mid-day meal) 2. Monthly consolidated data to be provided 3. Maintaining records of purchased material and financial accounts of the same	Although data is collected on an App, most of the schools are also expected to provide hardcopies in a different template
27	Cook and assistant records	When required	Supportive	Y	Personal information to be maintained for salary and other such purposes	This includes maintaining records such as their medical certificates.
28	Student health	Once every 3	Supportive	Y	1. Record the height and weight of individual	
29	Student health cards	Annual	Supportive	Y	1. Maintain the health records of the	
30	Vaccinations	When required	Supportive	?		
31	Distribution of iron tablets			- ?		
32	SSA and other grants	When required	Supportive	Y	1. This includes maintaining records and accounts- SSA grants, Building grants	
33	Distribution of textbooks, uniforms, etc	Annual	Supportive	Y		textbooks have to be collected from the block or cluster school; given the distances between the schools and these centres, teachers may spend a day for the transportation.
34	School, student portal information	Annual	Supportive	Y	Collecting and entering data on the portals	Usually, at a kendra level the collected information is entered by the KP or a teacher who is comfortable with technology. The struggle is because Internet connectivity may be weak/
35	Information on Adhaar card	One time	Non-academic	Y		

36	Bank account information	When required	Non-academic	Y		Collecting such information is challenging as many parents do not have required documents and
AUDIT						
37	School audits	When required	Non-academic	?	1. Make available all the files required by the auditors 2. Respond to all the queries/ be present in the school during the process of audit	Audits are conducted by more than one office. There have been many instances where the auditors have required records going back to 10 years or more. In such cases,
DISASTER RELIEF WORK						
38	COVID related work	Occassional- on going at present	Non-academic	Y	1. Survey of families 2. Support in the distribution of ration to families who are in quarantine	As per RTE Sectio 27, teachers are required to support in disaster relief.