



## DUTIES OF TEACHERS AND HEAD TEACHERS IN RTE

**Dr. Seema B. Maraje**  
Balwant College, Vita  
Mob.9765161123

### INTRODUCTION

The Right of Children to Free and Compulsory Education Act or Right to Education Act (RTE), is an Act of the Parliament of India enacted on 4 August 2009, which describes the modalities of the importance of free and compulsory education for children between 6 and 14 in India under Article 21A of the Indian Constitution. India became one of 135 countries to make education a fundamental right of every child when the act came into force on 1 April 2010. In this article an attempt is made to throw light on the duties of the teachers and the head teachers of the school

### OBJECTIVES

Objectives of this paper are:

1. To know about duties of the teachers in terms of enrollment of the students, retention of the students, and quality of students education.
2. To know about duties of head of the teachers in terms of enrollment of the students, retention of the students, and quality of education.

#### (1) Duties of Teachers

##### (A) Duties under the RTE Act – 2009

Every teacher shall perform following duties as prescribed under section 24 of the Right of Children to Free and Compulsory Education Act – 2009

1. Shall regularly attend the school with punctuality of time.
2. 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.
3. Shall complete the courses within the prescribed time limit.
4. After checking the learning competence of every student, shall give, necessary instructions them to overcome their short comings.
5. 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.

##### (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.

**(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 take care to ensure that no disability is imposed on any student on the basis of his / her caste or community.
7. Shall impart guidance and assistance to the students with regard to their syllabus or physical or mental difficulties.

**(D) Duties with regard to quality**

1. The teacher 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 make daily, monthly, annual planning for the class/ subject teachers as per prescribed working / teaching hours and work accordingly.
4. Shall teach with keen interest the subject/ class assigned to him / her by the administration, and carry out teaching work according to the knowledge.
5. Shall keep him / herself updated with the subject assigned to him / her and use the knowledge appropriately while teaching the subject.
6. Shall prepare the required teaching material and use it effectively in the class- room.
7. Shall take remedial steps to improve the performance of weak students in order to achieve expected learning outcomes.

**(E) General Duties**

The teacher 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. Accept all the students whole heartedly.
4. Cultivate the noble concept that the school is entirely our own and our progress is depend on the development and progress of the school.
5. Contribute towards all the programmes of the school.



6. Seek co-operation from the parents for ensuring comprehensive development of their children.
7. Persuade parents to give co-operation for the development of the class and the school.
8. Perform the duties with the noble spirit of providing cultured, civilized and valuable citizen to the society.

## **2. Duties of 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.

### **(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.

#### **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. Grant Casual Leaves to teacher/employee and maintain its record with support.
6. 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.
7. 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.
8. 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.
9. Look after the entire management of Mid Day Meal Scheme of the school.

#### **CONCLUSION**

Report on the status of implementation of the Act was released by the Ministry of Human Resource Development on the one year anniversary of the Act. The report admits that 8.1 million children in the age group six-14 remain out of school and there's a shortage of 508,000 teachers country-wide. The teachers and the head teachers of the school must know their duties and perform it sincerely. The success of RTE is depend on the successful implementation of the RTE by the teachers and the head of the teachers.

#### **REFERENCES**

1. "Provisions of the Constitution of India having a bearing on Education". Department of Higher Education. Retrieved 1 April 2010.
2. "Right to Education Bill 2009" (PDF). Retrieved 1 September 2010