Sub : Filling up Parental Feed Back Proforma in Pilot Schools

A Parental Feed Back Proforma has been developed to know the parents' views about the schools where their wards are studying. Sufficient number of copies of the Proforma has already been supplied to the fifty four Pilot Model Schools. Heads of all the 54 pilot schools are hereby directed to get this proforma filled by the parents of all the students studying in their respective schools. (In case, any of the 54 Pilot Model Schools has not received sufficient number of copies of this Proforma, Head of the concerned school should immediately contact Dy. Director School at the Headquarters)

During the morning assembly, all the HoSs will explain the proforma to the students and guide them, in detail, on how to fill each column of the proforma. The students will be asked to get it filled by their parents and bring it back to the school the very next day.

The HoSs should convince the students that the filled proformas will not be opened by anyone in the school, including the Principal, as the filled proformas will be collected in sealed boxes and deposited with the Zonal Dy. Directors in sealed cover. Therefore, the parents should give their responses/views freely and frankly.

The class teachers will put the school seal on each proforma : fill the students name, student ID and class & section in the relevant columns and hand it over to the students on 1.9.2015.

Students will take the proforma home : get it filled by their parents : bring it back to school on 2.9.2015.

Those students who, for some reason, can not submit it on 2.9.2015, may be allowed to bring it the next day, i.e. 3.9.2015.

HoSs should involve the SMC members to motivate maximum number of parents to fill the proforma freely and frankly.

CONTD...2/-
The HoSs shall arrange a few cardboard boxes/cartons for obtaining the filled feedback proformas from the students. These boxes should be sealed after making an opening on the top for dropping the filled proformas. These sealed boxes should be kept at prominent locations like Principal's room, school office, staff room, library, laboratories, etc. and the concerned in-charge be told to ensure the safety of the boxes. Students should be informed, in advance, about the placement of these boxes.

HoSs are directed to deposit the sealed boxes containing feedback proformas to their respective Zonal Dy. Directors latest by 5.00 p.m. on 3.9.2015.

The Zonal Dy. Directors will get the online module (prepared for this purpose) filled. The link is available in 'student module' at the Zonal level

"Students – other link – Opinion/View of parents about the school."

Zonal Dy. Directors must ensure the completion of filling up of data by 5.9.2015, positively. They must also ensure that this information is not deleted as it will be required the next year also for comparison.

(DR. SUNITA S. KAUSHIK)
ADDL. D.E. (SCHOOL)

All Heads of Pilot Schools through DEL-E


Copy to:-

1. PS to Secretary (Education), Directorate of Education, GNCT of Delhi, Old Sectt., Delhi.
2. PS to Director (Education), Directorate of Education, GNCT of Delhi, Old Sectt., Delhi.
3. All RDEs/DDEs (District/Zone)/DEOs for necessary action.
4. OS (IT) to place on the website.
5. Guard File.

(USHRA RANI)
DDE (SCHOOL)