DDE Zone will inspect Schools every week as per schedule of their respective Zones under Zonal Inspection and adjoining Zones/different Zones under Surprise Inspection. The report should be submitted online in the prescribed 38 points Performa and only hard copy signed by Inspecting Officer should be submitted in the Inspection Branch (supporting documents not required) on the same day or latest by the next working day.

<table>
<thead>
<tr>
<th>S.N</th>
<th>Inspection Officer</th>
<th>1st Week</th>
<th>1Ind Week</th>
<th>11rd week</th>
<th>IVth Week</th>
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<td>2</td>
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<td>1002199-Mayur Vihar, Phase III GGSS (M)</td>
<td>1002360-Khichari Pur Village, J.J Colony – SKV (M)</td>
<td>1002196-Shakarpur, No.1-SKV (M)</td>
<td>1002368-Mandawali, No.2-SKV (M)</td>
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<td>1002354-Mayur Vihar, Phase III GBSS (E)</td>
<td>1002369-Khichripur Village, J.J.Colony- SBV (E)</td>
<td>1002192-Shakarpur, No.1-SBV (E)</td>
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<td>1104025-Ghonda, No.1-GGSSS</td>
<td>1104028-Mustufabad-GGSS (M)</td>
<td>1104026-Dayalpur-GGSSS (M)</td>
<td>1104142-Karawal Nagar-GGSSS (M)</td>
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<td>1104010-Dayalpur-GGSSS (E)</td>
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<td>1105021-Shastri Park-SKV</td>
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<td>1105238-New Seelampur, No.1-GGSS (M)</td>
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<td>1105015-Welcome Colony-GBSS (E)</td>
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<td>1105014-New Seelampur, Marginal Band-GBSS (E)</td>
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Surprise Inspection
Name of Schools will be sent by mail/informed telephonically
<table>
<thead>
<tr>
<th>Zone</th>
<th>Name</th>
<th>Contact Details</th>
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<tr>
<td>6</td>
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<td>1106019-Mandoli-SKV Mansarover Park, No.1-SKV</td>
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<td>DDE Zone-7</td>
<td>1207034-Timar Pur-SKV Marg Shaheed Amir Chand-SV</td>
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<td>DDE Zone-8</td>
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<td>9</td>
<td>DDE Zone-9</td>
<td>1309271-Kalyan Vihar-SV</td>
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<td>1310049-Bankner-GGSS</td>
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<td>1411123-Saraswati Vihar, Block C-SV</td>
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<td>DDE Zone-12</td>
<td>1412288-GBSSS P-Block Sultan Pur</td>
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<td>DDE Zone-13</td>
<td>1413022-Ladpur-GBSS</td>
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<td>1617028-Peera Garhi Village SKV</td>
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<td>1618270- Bindapur, Pocket IV-G(Co-ed)SS</td>
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<td>DDE Zone</td>
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<td>Surprise Inspection</td>
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<td>1821136-Mahavir</td>
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<td>Enclave-G(Co-ed)SSS</td>
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<td></td>
<td>1821242-Dawarka,Sec-16A, G Coed SS</td>
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<td>23</td>
<td>DDE Zone-23</td>
<td>1923393-Dr. Ambedkar</td>
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<td>Nagar Sec-IV, No.2 SBV</td>
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<td>24</td>
<td>DDE Zone-24</td>
<td>1925003-Chirag Enclave-</td>
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<td>SBV (Kautilya)</td>
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<td>1925003-Chirag Enclave-</td>
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<td>SBV (Kautilya)</td>
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<td>26</td>
<td>DDE Zone-26</td>
<td>1925400-Molar Band,</td>
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<td>No.1- GGSSS (M)</td>
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<td>DDE Zone-27</td>
<td>1925400-Molar Band,</td>
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<td>No.4- GGSSS (M)</td>
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</table>

Non compliance will be viewed seriously.

This issues with the prior approval of the Competent Authority.

Mrs. Christina Peter Osta
DDE Inspection Branch (HQ)

No.F.PA/DDE/Insp./2016-17/ 504

Copy to:
1. PS to Pr. Secretary of Education, GNCT of Delhi.
2. PS to Director of Education, GNCT of Delhi.
3. Addl. Director of Education (School Branch), GNCT of Delhi.
4. All RDE/DDE-District/DDE-Zone through MIS.
5. OSD (IT) with the request to upload on the website of Directorate Of Education.
6. Office Copy.

Mrs. Veena Maini
OSD Inspection Branch (HQ)
<table>
<thead>
<tr>
<th>SN</th>
<th>Points to be observed</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Time Table is being properly implemented</td>
<td>Yes/No</td>
</tr>
<tr>
<td>2</td>
<td>Syllabus is followed as per prescribed instructions on MIS</td>
<td>Yes/No</td>
</tr>
<tr>
<td>3</td>
<td>Students requiring more Academic support are identified (category wise)</td>
<td>Yes/No</td>
</tr>
<tr>
<td>4</td>
<td>Support classes (Zero period / Remedial teaching) are being conducted from classes VI to XII</td>
<td>Yes/No/NA</td>
</tr>
<tr>
<td>5</td>
<td>Action plan of HOS and subject teachers for the improvement of students requiring more Academic support with special emphasis to highest class: X or XII is being followed</td>
<td>Yes/No/NA</td>
</tr>
<tr>
<td>6</td>
<td>Number of interaction of HoS with X, XI and XII class students</td>
<td>X-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>XI-</td>
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<tr>
<td></td>
<td></td>
<td>XII-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NA</td>
</tr>
<tr>
<td>7</td>
<td>Number of Career Counselling session held with students of classes IX onwards by EVGC/HOS</td>
<td>IX-</td>
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<td></td>
<td></td>
<td>X-</td>
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<td></td>
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<td>XI-</td>
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<td>XII-</td>
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<td>NA</td>
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<tr>
<td>8</td>
<td>Subjects for which no alternate arrangement for teaching has been made by HOS</td>
<td>-</td>
</tr>
<tr>
<td>9</td>
<td>Number of Parents of students having attendance less than 75% have been communicated by speed post</td>
<td>-</td>
</tr>
<tr>
<td>10</td>
<td>Support material in book form or available on MIS is being used by teachers with students.</td>
<td>Yes/No/NA</td>
</tr>
<tr>
<td>11</td>
<td>Students are aware of Examination pattern</td>
<td>Yes/No/NA</td>
</tr>
<tr>
<td>12</td>
<td>Students are aware of any change in syllabus</td>
<td>Yes/No/NA</td>
</tr>
<tr>
<td>13</td>
<td>Supervision Diary is maintained properly by HOS.</td>
<td>Yes/No</td>
</tr>
<tr>
<td>14</td>
<td>Teacher's Diary is maintained properly by all teachers</td>
<td>Yes/No</td>
</tr>
<tr>
<td>15</td>
<td>Monitor's Diary is maintained properly</td>
<td>Yes/No</td>
</tr>
<tr>
<td>16</td>
<td>Period wise attendance is being recorded and signed by subject teachers in Monitor’s diary</td>
<td>Yes/No</td>
</tr>
<tr>
<td>17</td>
<td>Follow up of truant students is being done by subject teachers/class teachers and monitored by HoS</td>
<td>Yes/No/NA</td>
</tr>
<tr>
<td>18</td>
<td>Class attendance registers are monitored and signed by HoS on every last working day</td>
<td>Yes/No/NA</td>
</tr>
<tr>
<td>19</td>
<td>Unit test/SA-I checked, record entered and shown to the students</td>
<td>Yes/No/NA</td>
</tr>
<tr>
<td>20</td>
<td>Computer Lab is functional</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

21 (i) **Deficiencies Observed in r/o Academic:**

1
2
3

21 (ii) **Suggestions for improvement:**

1
2
3
## (B) Infrastructure

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Status/Action Plan</th>
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</thead>
<tbody>
<tr>
<td>22</td>
<td>Overall condition of school building and premises</td>
<td>Good/ Satisfactory/Unsatisfactory</td>
</tr>
<tr>
<td>23</td>
<td>School building has some(i) damaged part (ii) declared dangerous by PWD</td>
<td>(i) Yes/No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(ii) Yes/No</td>
</tr>
<tr>
<td>24</td>
<td>HoS has developed action plan to ensure safety of students</td>
<td>Yes/No</td>
</tr>
<tr>
<td>25</td>
<td>Status of hygiene and cleanliness in toilets</td>
<td>Good/ Satisfactory/Unsatisfactory</td>
</tr>
<tr>
<td>26</td>
<td>Availability of mug, water, dustbin and door with closing mechanism in toilets</td>
<td>Available/ Non-available</td>
</tr>
<tr>
<td>27</td>
<td>Cleanliness of school premises- class rooms, labs, school ground, drinking water area etc.</td>
<td>Good/Satisfactory/Unsatisfactory</td>
</tr>
<tr>
<td>28</td>
<td>Availability of basic amenities (Black/green-Board, Drinking water with purifier, light and fans)</td>
<td>Good/ Satisfactory/Unsatisfactory</td>
</tr>
<tr>
<td>29</td>
<td>Additional dual desk required for (i) Primary classes (ii) Above Primary classes</td>
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</tr>
<tr>
<td>30</td>
<td>Status of PWD/DTDC work</td>
<td>Satisfactory/Unsatisfactory</td>
</tr>
<tr>
<td>31</td>
<td>CCTV are installed and functional</td>
<td>Yes/No</td>
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### 32. (i) Deficiencies observed in r/o Infrastructure-

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### 32 (ii) Suggestion for improvement-

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## (C) Administration and Accounts

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<tr>
<td>33</td>
<td>Maintenance and updation of Service Books, Cash books and Stock Registers</td>
<td>Satisfactory/ Unsatisfactory</td>
</tr>
<tr>
<td>34</td>
<td>(a) Audit Para addressed</td>
<td>Yes/No</td>
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<td>(b) Retiral/terminal benefits processed timely</td>
<td>Yes/No</td>
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<td>35</td>
<td>Progress of condemnation work.</td>
<td>Satisfactory/ Unsatisfactory</td>
</tr>
<tr>
<td>36</td>
<td>Progress regarding distribution of students related welfare schemes</td>
<td>Satisfactory/ Unsatisfactory</td>
</tr>
<tr>
<td>37</td>
<td>Compliance of Inspection Report/ Advisory/ Communication issued to HOS in r/o last Inspection.</td>
<td>Yes/No</td>
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### 38 (i) Deficiencies observed in r/o Administration-

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### 38 (ii) Suggestion for improvement-

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</table>

Name (and signature on hard copy of online Inspection report) of Inspecting Officer-

Designation of Inspecting Officer-