Sub: SCHEDULE OF INSPECTION FOR FIELD OFFICER FOR THE MONTH OF APRIL-2016

DDE Zone will inspect Schools every week as per schedule of their respective Zones.
The report should be submitted online in the prescribed 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>Ist Week</th>
<th>IIInd Week</th>
<th>IIIrd Week</th>
<th>IVth Week</th>
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<td>DDE Zone-1</td>
<td>1001009-Anand Vihar-SKV</td>
<td>1001151-Shahdara, Teliwara-G(Co-ed)SS</td>
<td>1001104-Surajmal Vihar-RPVV</td>
<td>1001001-Bhola Nath Nagar-SBV (Babu Ram)</td>
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<td>1001110-Rajgarh Colony-SBV</td>
<td>1001194-West Azad Nagar-G(co-ed)SS</td>
<td>1001026-Vivek Vihar,Phase-II-GGSSS</td>
<td>1001002-Vivek Vihar-SBV</td>
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<td>1002001-Mandawali-SBV (Veer Udham Singh)</td>
<td>1002180-West Vinod Nagar, Block E-G(Co-ed)SSS</td>
<td>1002189-Patparganj, I.P. Exttn: Sarvodaya (Co-ed) SS</td>
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<td>1002023-Mandawali-SKV</td>
<td>1002182-Mayur Vihar, Phase I, Chilla Gaon-G(Co-ed)SSS</td>
<td>1002350-Khichripur Village, Govt.(Co-ed)SS</td>
<td>1002002-Patparganj-SBV (Genda Lal Dixit)</td>
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<td>1003003-Jheel Khurenja, No.1-SBV</td>
<td>1003012-Krishna Nagar-SBV</td>
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<td>1003034-Gandhi Nagar, No.2-GGSSS</td>
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<td>1003025-Chander Nagar-SKV</td>
<td>1003027-Gandhi Nagar, No.1-SKV</td>
<td>1003035-Gandhi Nagar, No.3-GGSSS</td>
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<td>1104017-Joharipur-G(Co-ed)MS</td>
<td>1104418-Badarpur Khadar-SV</td>
<td>1104002-Khajoori Khas-SBV</td>
<td>1104005-Gokalpuri-GBSSS</td>
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<td>1104149-Yamuna Vihar, Block B-RPVV</td>
<td>1104001-Yamuna Vihar, Block B, No.1-SBV</td>
<td>1104003-Yamuna Vihar, Block B, No.2-SBV</td>
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<td>1105008-Jafrabad-SBV</td>
<td>1105011-Shastri Park-GBSSS</td>
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<td>1105239-New Jafrabad-G(Co-ed)SSS</td>
<td>1105009-New Seelampur, No.2-GBSSS</td>
<td>1105006-Shahdara, G.T. Road-GBSSS</td>
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<td>1106252-Nand Nagri, Block D-RPVV</td>
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<td>1106264-Sunder Nagri,G(co-ed)SSS</td>
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<td>1207004-Nehru Vihar-SKV</td>
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<td>1207008-Shankaracharya Marg,Shahed Bhai Bal Mukand-SV</td>
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<td>1208010-Model Basti-GBMS</td>
<td>1208004-Sarai Rohilla-GBSSS</td>
<td>1208091-Naya Bazar,Sushila Mohan Marg-(Co-ed)Sec. School</td>
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<td>1309001-C.C. Colony-SBV</td>
<td>1309004-New Police Lines-SV</td>
<td>1309017-Gopal Park-G(Co-ed)SSS</td>
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<td>1514005-Tilak Nagar, No.1-SBV</td>
<td>1514008-Janakpuri, Block B, No.2-SBV (Shaheed Capt. Anuj Nayyar)</td>
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<td>1719010-Moti Bagh I-GBSSS</td>
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<td>2128008-Rani Jhansi Road-SBV</td>
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<td>2128018-Aram Bagh Lane-SKV</td>
<td>2128020-Prasad Nagar-SKV (Baba Ramdev)</td>
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</tbody>
</table>
Non compliance will be viewed seriously.

This issues with the prior approval of the Competent Authority.

Mrs. Madhu Singh
DDE Inspection Branch (HQ)

No.F.PA/DDE/Insp./2016-17/2786

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. OS (IT) with the request to upload on the website of Directorate Of Education.
6. Office Copy.

Mrs. Veena Maini
OSD Inspection Branch (HQ)
Steps for entry of Zonal Inspection Proforma and to generate report by DDE Zones

(i) ENTRY:-

ZONE LOG IN → SCHOOL PLANT → INSPECTION → INSPECTION ENTRY/REPORT (2016-17)
→ ENTRY LINK → CLICK ZONAL LEVEL/SURPRISE INSPECTION → CLICK ZONAL LEVEL INSPECTION BY DDE ZONE → SELECT NAME/ID OF SCHOOL, DATE OF INSPECTION AND FILL UP PERFORMA → PREVIEW → SUBMIT (if report is correct otherwise do the necessary correction)

(ii) REPORT:-

SELECT NAME/ID OF SCHOOL AND DATE OF INSPECTION FROM ZONAL LEVEL/SURPRISE INSPECTION (2016-17) → REPORT → PRINT REPORT

OR,

REPORT LINK → CLICK ZONAL LEVEL/SURPRISE INSPECTION → SELECT ZONAL LEVEL BY DDE ZONE → INSPECTION REPORT ZONE WISE → INSPECTED → CLICK SCHOOL ID → CLICK DATE OF INSPECTION → PRINT REPORT

Sign the hard copy of online submitted inspection report → Submit one copy to Inspection Branch (with out any supporting document) and one copy to HOS of the school inspected.

Retain all the supporting documents with your Office for future need.
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<tr>
<th>SN</th>
<th>Points to be observed</th>
<th>Report</th>
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<td>1</td>
<td>Time Table is being properly implemented</td>
<td>Yes/No</td>
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<td>2</td>
<td>Syllabus is followed as per prescribed instructions on MIS</td>
<td>Yes/No</td>
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<td>3</td>
<td>Students requiring more Academic support are identified (category wise)</td>
<td>Yes/No</td>
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<td>4</td>
<td>Support classes (Zero period / Remedial teaching) are being conducted from classes VI to XII</td>
<td>Yes/No/NA</td>
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<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>
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<td>Number of interaction of HoS with X, XI and XII class students</td>
<td>X- XI- XII- NA</td>
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<tr>
<td>7</td>
<td>Number of Career Counselling session held with students of classes IX onwards by EVGC/HOS</td>
<td>IX- X- XI- XII- NA</td>
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<td>8</td>
<td>Subjects for which no alternate arrangement for teaching has been made by HOS</td>
<td>- /NA</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>- /NA</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</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></th>
<th>Description</th>
<th>Rating</th>
</tr>
</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>
<td>Yes/No</td>
</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>
</tr>
</tbody>
</table>

32. (i) **Deficiencies observed in r/o Infrastructure-**

1. 2

32. (ii) **Suggestion for improvement-**

1. 2

3. 3

## (C) Administration and Accounts

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<td></td>
<td>(b) Retiral/terminal benefits processed timely</td>
<td>Yes/No</td>
</tr>
<tr>
<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>
</tr>
</tbody>
</table>

38. (i) **Deficiencies observed in r/o Administration-**

1. 2

3. 3

38. (ii) **Suggestion for improvement-**

1. 2

3. 3

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

Designation of Inspecting Officer