

GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION, INSPECTION CELL (HQ)
OLD PATRACHAR BUILDING, LUCKNOW ROAD, TIMARPUR DELHI-110054

No. DDE/IC/HQ/2024-25/350-355

Dated 11/11/2024

CIRCULAR

SCHOOL INSPECTION

The Officers of the Directorate of Education are hereby requested to carryout Inspections of Govt. Schools and are directed to pay special attention towards the following points:-

- Basic amenities e.g. drinking water, toilets, lights, sanitation etc.
- Sufficiency of the good quality desks in school
- Doors and windows of all rooms
- Boundary walls, roofs of all rooms
- Students Classroom Ratio.
- Clubbing of Sections (if any)
- Child Safety Measures
- Class Observation and Academic Interventions

Regional Director Education, Deputy Director (District) and Deputy Director (Zone) are directed to visit & Inspect various schools and education department facilities within their area & Jurisdiction **3 days every week** and submit the Inspection report online on MIS preferably on the same day of Inspection on the link provided below. **The hard copy of the Inspection Report duly signed by the Inspecting Officer must be submitted to the Inspection Branch (HQ) within Seven days from the date of Inspection.**

The Link for submitting the Inspection Report can be accessed as below:-

DelE/ Branch login → School Plant → Inspection → Inspection Entry / Report
→ 2024-25 → School Inspection (NEW).

DDE (District/ Zones) are also directed to take immediate actions in order to rectify the deficiencies pointed out in the Inspection reports. Also DDE (Zone/ Districts) must visit schools on regular basis and these visits should be ensure a collective endeavour of all stakeholders to improve the basic Infrastructure and Quality of Education.

Any lapse in this regard will be viewed seriously by the Director Education.

This issues with the approval of Director Education.

Encl:- (Inspection Proforma)

Renu
11/11/24

RENU
DDE (INSPECTION)

No. DDE/IC/HQ/2024-25/350-355

Dated:-

11/11/2024

Copy to:-

1. PS to Pr. Secretary of Education, GNCT of Delhi.
2. PS/PA to Director of Education, GNCT of Delhi.
3. Addl. Director of Education (Inspection Branch), GNCT of Delhi.
4. All RDE/DDE-District/DDE-Zones/SPE's/ HOS through MIS.
5. OS (IT) with the request to upload the same on the MIS.
6. Office Copy.

for *[Signature]*
11/11/2024
ASO (INSPECTION)

SCHOOL INSPECTION	
Name of School and ID of School	
Name & Designation of HoS	
Date of Inspection (DD/MM/YYYY)	
Name of the Inspecting Officer	
Designation of the Inspecting Officer	

S.No	Particulars	YES/NO
1	Whether the proper discipline in the school is being maintained	Yes/No
2	Period/ Class arrangement is being made against the Absent Teachers	Yes/No
3	Whether the Monitor diary is maintained or not	Yes/No
4	Whether any classes/ sections are clubbed	Yes/No
5	Whether the classrooms are sufficient for the students or not? SCR ratio is followed as per the norms	Yes/No
6	Whether the Teachers reach school on time	Yes/No
7	Toilets and washrooms are well maintained	Yes/No
8	Drinking water facility in the school at every floor	Yes/No
9	Field, playgrounds and open areas in the school are well maintained	Yes/No
10	Whether the safety and security of children's guidelines followed by the school	Yes/No
11	Identified the blind Spots in the Schools	Yes/No
12	CCTV of the schools are working	Yes/No
13	Computer Labs are functional	Yes/No
14	Main Library are functional	Yes/No
	Remarks regarding overall inspection by the Inspecting officer.	

TEACHING LEARNING OBSERVATION AND FEEDBACK ON THE DAY OF INSPECTION							
Name and ID of School:							
Name of the Inspection Team Members with Designation							
Date of Inspection							
S.No.	Class/Section	No. of Students present		Name of Subject Teacher present at the time of Inspection	Topic	Sub Topic	Suggestive point of class observation
		Total student's	Present				
1							Students are motivated to learn/ Method of Teaching/ Participation of students/ Any Innovative Methods used by Teacher/ Discipline during class teaching/ Weekly Test/ Midterm test Checked regularly and shown to students/ Doubts of Test Paper discussed/ Classwork/ Homework/ Records
2	Teaching learning Material and Support Material used for teaching						YES/NO
If No Provide details							

Signature of the Inspecting Team