

**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/2020-21/ 105 - 10

Dated 10/08/2022

CIRCULAR

MANDATORY SCHOOL INSPECTION FOR THE MONTH OF AUGUST 2022

Mandatory Inspection is done to ensure Inspection of all Govt. Schools of Delhi as per DSEAR 1973 for diagnostic purpose and improvement in the standards of **Teaching, Academics and Administration of the schools**. Mandatory Inspection of schools is scheduled monthly and assigned to the officers of HQ, Districts and Zones who are required to submit the inspection report available online.

Thus, the Officers of the Directorate of Education as per the list enclosed are requested to carryout Mandatory Inspection of Govt. Schools along with the Inspection of Mission Buniyaad, during the month of August 2022.

Mandatory Inspection Proforma is available on MIS. "Part A to Part K" will display the information submitted by HOS and the Inspecting Officers will have to verify and record their observation on the proforma and submit the online Inspection report on MIS preferably on the same day of Inspection on the link provided below. **The hard copy of the Mandatory Inspection Report and Mission Buniyaad Proforma duly signed by the Inspecting Team must be submitted to the Inspection Branch (HQ) within three days from the date of Inspection. The Mission Buniyaad proforma (annexed as Annexure-A) must be sent on Email- Inspecell14@gmail.com.**

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

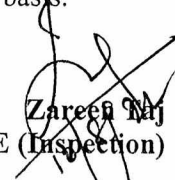
**DelE/ Branch login → School Plant → Inspection → Inspection Entry / Report
→ 2022-23 → Mandatory School Inspection.**

The Inspecting Officer may visit the School with a team of Officers (Principal/Vice Principal/OSD/SPE/EVGC nodal counsellor/ Account functionary) from their concerned district /zones.

The Heads of Schools are directed to take remedial action on the shortcomings pointed out by the Inspecting officers and submit Action Taken Report (Pointwise) through MIS as well as Hard copy of the ATR point wise '**in tabular form**' on note sheet with the **Comments of DDE Zone and DDE District** alongwith supporting documents in the file (with proper paging on the correspondence side) to the Inspection branch within 10 days of Inspection. **The HoS are directed to coordinate with the Inspecting Officer allocated as per the schedule and ensure that the Inspection be conducted in the allotted month.**

Apart from these, the DDE Districts and the DDE Zones are requested to visit schools under their jurisdiction as per norms and submit the report to the Inspection Branch on regular basis.

This issues with the approval of competent Authority.


Zareef Taj
Addl. DE (Inspection)

No. DDE/IC/HQ/2020-21/ 105 - 10

Dated:- 10/08/2022

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


DDE (Inspection)

INSPECTION PROFORMA FOR MISSION BUNIYAAD

ID and name of school								
Date of Inspection (DD/MM/YYYY) and time of Inspection								
Name of Inspecting Officer								
Designation of Inspecting Officer								
1	Name and designation of HoS							
2	H.O.S. present at the time of visit	Yes ☐		No ☐				
3.	Number of teachers deputed for Mission Buniyaad							
	(i) Regular Teachers							
	(ii) Guest Teachers							
	Total Teachers							
4.	Mission Buniyaad Students' Assessment Data							
	Class	Total Enrolment	Data as on last Assessment (HINDI/URDU) Dated:					Remarks
			Begin ner	Word	Character	Paragraph	Story	Advanced Story
	III							
	IV							
	V							
	VI							
	VII							
	VIII							
	IX							
	Class	Total Enrolment	Data as on last Assessment (MATH) Dated:				Remarks	
			Begin ner	Digit Identificati on (0-9)	Number Identification (10-99)	Subtraction	Division	
	III							
	IV							
	V							
	VI							
	VII							
	VIII							
	IX							

5	Whether time table is prepared and implemented for Mission Buniyaad .	Yes ☹ No ☹
6.	Students wise material	
(a)	Whether Each students has the prescribed books for Mission Buniyaad.	Yes ☹ No ☹
(b)	Whether the prescribed books are being used in the class.	Yes ☹ No ☹
(c)	Whether the teacher has received training to effectively deliver the content of Mission Buniyaad.	Yes ☹ No ☹
7.	Classroom Management	
(a)	Whether the teachers have the teacher manual.	Yes ☹ No ☹
(b)	Whether activities are conducted as per the level of the child.	Yes ☹ No ☹
(c)	Whether the activities are done as per Mission Buniyaad pedagogy.	Yes ☹ No ☹
(d)	Whether the teachers have a lesson plan.	Yes ☹ No ☹
(e)	Whether the teachers have maintained the record of Mission Buniyaad.	Yes ☹ No ☹
8.	Whether the HoS has the Mission Buniyaad Assessment data on the table.	Yes ☹ No ☹
9.	List all the classroom activities you noticed during your visit today	
		

10. Students assessed on the day of Inspection

Class and section	Student ID	Student Name	Learning level of student in Hindi as on day of inspection	Learning level of student in Math as on day of inspection	Learning level of student as per school in Hindi and Math in last Assessment

**Signature of Inspecting Officer**

Mandatory Inspection Schedule for August 2022

Total Schools-130

S. No	Name of the Officer	Designation	School ID	School Name	Shift
1.	Dr. Neeraj	DDE EVGB, Science Centre-3, DDE Zone- 28	1001009	Anand Vihar-SKV	Morning
2.			1001022	Vivek Vihar- SKV	Morning
3.	DDE (LW)	DDE (LW)	1925400	Molar Band, No.4- GGSSS	Morning
4.			1925440	Molar Band, No. 2- SKV	Morning
5.	Dr. Surya Kant Prasad	DDE (Award)	1207011	Govt. Sarvodaya Vidyalaya No.3, Shakti Nagar	General
6.			1207022	Mori Gate, No.1-SV	General
7.	Sh. Sanjay Subhas Kumar	DDE Exam	1105006	Shahdara GT Road GBSSS	Evening
8.			1105023	Gautampuri GGSSS	Morning
9.	Sh. Mohinder Pal	DDE (SS)	1002037	Khichripur GGSSS	Morning
10.			1002180	West Vinod Nagar Block E G(Co-ed)SSS	General
11.	Ms. Nirupma Abhyankar	DDE (SOE)	1617011	Paschim Vihar, B 3-SKV	General
12.			1617137	Paschim Vihar, B 3-G(Co- ed)SSS	General
13.	Mr. Sudhakar Bhimrao Gaikwad	DDE Science & TV	1003026	Gandhi Nagar No.1 SKV	General
14.			1003007	Chander Nagar GBSSS	Morning
15.	Ms. Anita Vats	DDE School	1719101	Laxmi Bai Nagar(Co-Ed)- SSS	General
16.			1720014	Janak Puri, Block D, No.1-SKV	Morning
17.	Ms. Neelam Yadav	DDE (HQ, PGMS, Inspection)	1514021	Hari Nagar Clock Tower SKV	General
18.			1515006	Rajouri Garden Extn. GBSSS	General

(Signature)

19.	Ms. Bimla Kumari	DDE (Vocational)	1821137	Dwarka Sector 10-RPVV	General
20.			1821203	Dwarka Sector-3 First Site G co-ed sss	General

(Signature)

DDE Districts

21.	Dr. Mohammad Javed Qamar	DDE EAST (Z-1-3)	1925003	Chirag Enclave-S(Co-ed)V (Kautilya)	General
22.			1925009	Molar Band, No.1- SBV	Evening
23.	Ms. Razia Begum	DDE North East-I (Z-4)	1002015	Mayur Vihar, Phase II, Pkt.B-SBV	Evening
24.			1002023	Mandawali-SKV No. 2	Morning
25.	Mr. Ashok Kumar	DDE North EAST-II (Z- 5,6)	1001023	Bhola Nath Nagar, No.3- GGSSS	Morning
26.			1001106	Kiran Vihar-SKV	Morning
27.	Mr. Rajveer Singh	DDE NORTH (Z-7,8)	1822012	Kair-GBSSS	General
28.			1822037	Hasanpur Village- G(Co- ed)SSS	General
29.	Ms. Renu	DDE NW-A (Z-9,10)	1412027	Pooth Kalan-SKV	Morning
30.			1413025	Kanjhawala-SKV	General
31.	Dr. Harsh Arya	DDE NW-B I (Z-11,12)	1413317	Rohini,Sec-24- GBSSS	Evening
32.			1514019	Janakpuri, Block B SKV	General
33.	Ms. Savita Drall	DDE NW-B-II (Z-13)	1515026	Tagore Garden, No.1- GGSSS	General
34.			1207039	Roop Nagar, No.1-G(Co- ed)SSS	General
35.	Mr. Kailash Chand	DDE W-A (Z-14,15,16)	1617222	Govt. Sarvodaya Kanya Vidyalaya, Shiv Ram Park, Nangloi	Morning
36.			1618022	Janakpuri C-Block,SKV No.2	Morning
37.	Dr. Yadaiah Marka	DDE W-B (Z-17,18)	1821038	Nanakheri-G(Co-ed)SS	General
38.			1822031	Khera Dabar-G(Co-ed)SSS	General

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39.	Dr. Sanjay Chaturvedi	DDE SW-A (Z-19,20)	1821001	Palam Enclave No.2 SBV	Evening
40.			1821003	Palam Village Raj nagar extn. Part 2 GBSSS	Evening
41.	Mr. Satpal Singh	DDE SW-B-I (Z-21)	1719029	Sarojini Nagar, No.1-SKV	General
42.			1720003	Mehram Nagar S Co-ed V	Morning
43.	Mr. Anil Kumar	DDE SW-B-II (Z-22)	1925032	Green Park Extn.-SKV (Gargi)	General
44.			1925058	Tughlakabad, Railway Colony, No.2-GBSSS	Evening
45.	Mr. Suresh Chand Meena	DDE SOUTH (Z-23,24)	1925249	Tughlakabad Extn.-GBSSS No.3	Evening
46.			1925335	Lajpat Nagar Govt.(CO.ED)S.S.S	General
47.	Dr. Mukesh Chand	DDE (SE) (Z-25,29)	1923048	Chattarpur-GGSSS	General
48.			1923061	Sultanpur-SKV	Morning
49.	Mr. Pramod Chander Katiyar	DDE CENTRAL (Z-26,27)	1105018	Jafrabad, Zeenat Mahal(Urdu Medium)-SKV	Morning
50.			1105022	Shahadara, Shivaji Park- GGSSS	Morning

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DDE ZONEs

51.	Dr. Davindera	DDE Zone -1	1003012	Gandhi Nagar-SBV	General
52.			1003024	Geeta Colony, Block 13-SKV	Morning
53.	Dr. Prem Kumar Tyagi	DDE Zone -2	1003004	Kailash Nagar SBV	Evening
54.			1003025	Chander Nagar-SKV	General
55.	Sh. Rajeev Kumar	DDE Zone -3	1104012	Bhajanpura-G(Co-ed)SSS (RDJK)	Morning
56.			1002354	Mayur Vihar, Phase III GBSS	Evening
57.	Mr. S.K Sharma	DDE Zone -4	1003036	Krishna Nagar-SKV	Morning
58.			1003153	Radhey Shyam Park- SKV	Morning
59.	Sh. Budheswar Prasad Kunjan	DDE Zone -5	1003027	Gandhi Nagar, No.1-SKV	General
60.			1003034	Gandhi Nagar, No.2-GGSSS	General
61.	Mr. Bhagwati Swarup Aggarwal	DDE Zone -6	1003028	Laxmi Nagar-SKV	Morning
62.			1003202	Geeta Colony, Block 2-G(Co-ed)SS	Morning
63.	Ms. Kanchan Jain	DDE Zone -7	1106123	Meet Nagar, Block B-GGSS	Morning
64.			1106263	Old Seemapuri, Block GH-GBSS	Evening
65.	Ms. Raj Kumari	DDE Zone -8	1207035	Malka Ganj-SKV	General
66.			1207038	Shakti Nagar, No.2-GGSSS	General
67.	Smt. Kamal Jeet Kaur	DDE Zone -9	1207114	Nehru Vihar-GBSSS	Morning
68.			1207255	JAGATPUR - GBSS	Evening
69.	Mrs. Balesh Kumari Vijayrun	DDE Zone -10	1208027	Quresh Nagar, GGSSS	General
70.			1208233	Quresh Nagar- S(Co-ed)V (Middle)	General

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71.	Dr. Rakesh Rahi	DDE Zone -11	1309034	Adarsh Nagar-GGSSS	Morning
72.			1310161	Barwala-G(Co-ed)SSS	General
73.	Ms. Sunita Shokeen	DDE Zone -12	1411041	Pitampura, Block SU-GGSSS	General
74.			1411042	Saraswati Vihar, Block A-GGSSS	General
75.	Ms Sudha Singh	DDE Zone -13	1411125	Shakurpur, No.1-G(Co-ed)SSS	General
76.			1411178	Sainik Vihar-G(Co-ed)SSS	General
77.	Ms. Sarita Sharma	DDE Zone -14	1413027	Sarvodaya Co-ed Vidyalaya Sec. 8 Rohini	General
78.			1413069	Rohini, Avantika, Sector 1-GGSSS	Morning
79.	Ms. Reeta Gupta	DDE Zone -15	1413078	Karala-SKV	Morning
80.			1413181	Jaunti-SV	General
81.	Mr. Rood Mal Meena	DDE Zone -16	1413267	Sawada(Ghevra) Colony H-Block- SV	General
82.			1514112	Hari Nagar Clock tower Site2 GBSSS	General
83.	Ms. Renu Bhatia	DDE Zone -17	1618270	BindaPur,Pocket-IV-G(Co-ed)SS	General
84.			1719027	Sarojini Nagar, No.3-GGSSS	General
85.	Sh. Hans Raj Meena	DDE Zone -18	1617001	Tikri kalan GBSSS	General
86.			1617002	Nangloi SBV	Evening
87.	Sh. Rajbir Singh Yadav	DDE Zone -19	1720033	Ghitorni-SKV	General
88.			1925002	Noor Nagar- SBV	Evening
89.	Mr. Sushil Kumar	DDE Zone -20	1821039	Bamnoli, Dhulsiras -G(Co-ed) Sr.Sec.School	General
90.			1821004	Palam Village No.1 SBV	Evening

(Signature)

91.	Ms. Sangeeta Deswal	DDE Zone -21	1822039	Dhansa-SKV	General
92.			1822048	Ujwa-GGSSS	General
93.	Sh. Anant Ram Meena	DDE Zone -22	1207041	Roop Nagar, No.3-GGSSS	General
94.			1617211	Baprola Vihar- GGSS	Morning
95.	Dr. Akhilesh Kumar Bhatta	DDE Zone -23	1822177	Najafgarh Stadium-GGSSS	Morning
96.			1822249	Najafgarh-GBSSS(Stadium)	Evening
97.	Mr. Ganesh Prasad	DDE Zone -24	1822050	Dichaon Kalan-GGSSS	General
98.			1822051	Ghumanhera- SV	General
99.	Dr. Ashok Kumar Tyagi	DDE Zone -25	1822058	Pandawala Khurd-GGSSS	General
100.			1923036	Ishani Govt. Sarvodaya Kanya Vidyalaya G-Block Saket	Morning
101.	Mr. Virender singh	DDE Zone -26	1106011	New Seempuri GBSSS	Evening
102.			1106114	Shahdara, Mansarovar Park, No.2-SKV	Morning
103.	Dr. Rajeshwari Kapri	DDE Zone -27	2128014	Karol Bagh, Ramjas Lane-GBSSS	General
104.			2128020	Prasad Nagar-SKV (Baba Ramdev)	General
105.	Dr. Jai Kishan	DDE Zone -29	1923068	Saket, Block G-GBSSS	Evening
106.			1923071	Pushp Vihar, M.B.Road-SKV	General

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SPE ZONEs					
107.	Mrs. Neelam	SPE Zone -1	1002187	New Ashok Nagar-GBSSS	Evening
108.			1002192	Shakarpur, No.1-SBV	Evening
109.	Mrs. Sunil Devi	SPE Zone -7	1208015	Sarai Rohilla SKV	Morning
110.			1208018	Padam Nagar S co-ed V	General
111.	Ms. Kamlesh Chandra	SPE Zone -8	1309008	GTB Nagar GBSSS	Evening
112.			1309027	GTB Nagar SKV	Morning
113.	Ms. Kamlesh Kumari Sirohi	SPE Zone -9	1310008	Pooth Khurd GBSSS	Evening
114.			1310009	Badali GBSSS	General
115.	Smt. Kamini Rawat	SPE Zone -11	1412007	Pooth Kalan SBV	Evening
116.			1412008	Sultanpuri Block H SBV	Evening
117.	Mrs. Kiran Malhotra	SPE Zone -14	1413013	Rithala GBSSS	Evening
118.			1413016	Prashant Vihar GBSSS	General
119.	Smt. Bhupinder Ahlawat	SPE Zone -16	1515002	Ashok Nagar SBV	General
120.			1515003	Subash Nagar SBV	General
121.	Smt. Bharpai Sehrawat	SPE Zone -17	1618005	Janakpuri Block C SBV	Evening
122.			1618006	Jankapuri Block C No.1 GBSSS	Evening
123.	Mrs. Amita Grover	SPE Zone -18	1617007	New Multan Nagar SV Co-ed	General
124.			1617008	Paschim Vihar B-4 SV Co-ed	General
125.	Ms. Indira Rikhi	SPE Zone -20	1821033	Shahabad Mohammadpur-SKV	General
126.			1821034	Kangan Heri-G(Co-ed)SSS	General

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127.	Ms. Roshni Gulati	SPE Zone -21	1923081	Chattarpur, Acharya Tulsi SBV	General
128.			1923355	Sultanpur-GBSSS	Evening
129.	Ms. Sriparna Sinha	SPE Zone -23	1924031	Sriniwaspuri-GGSSS	General
130.			1924039	Kidwai Nagar- Sarvodaya Vidyalaya (Rani Durgawati)	General

A. eda