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**GOVT. OF NATIONAL CAPITAL TERRITORY OF DELHI  
DIRECTORATE OF EDUCATION, INSPECTION CELL (HQ)  
2<sup>nd</sup> FLOOR, SV BUILDING, LUCKNOW ROAD, TIMAR PUR,  
DELHI-110054**

**F. 1/DDE/IC/(HQ)/2020-21/ 220 - 25  
CIRCULAR**

**Dated: 22/01/2021**

**CHECK LISTS TO BE FILLED DURING MANDATORY AND ADOPTED SCHOOL  
INSPECTIONS**

Vide Circular No.DDE/IC/HQ/2020-21/96-101 dt. 18.09.2020 and modification issued from time to time, the low performing Govt. Schools were assigned to the Officers of HQs, DDE Districts and DDE Zones as Adopted Schools and they are required to visit the schools and submit Inspection reports.

Further, Mandatory Inspection of Schools is scheduled monthly and assigned to the Officers of Hq, Districts and Zones who are required to submit inspection reports Online and Offline.

Now, it has been ordered by the Competent Authority that the Inspecting Officers visiting the Schools for Adopted School Inspection and Mandatory Inspection shall fill the Infrastructure Check List and Check List on reopening of Schools post Lockdown.

Accordingly, the Inspecting Officers who visit the schools for Adopted School Inspection and Mandatory School Inspection are requested to fill the above said Check Lists as enclosed and submit to the Inspection branch by email at ID '[inspcell14@gmail.com](mailto:inspcell14@gmail.com).' on the same day of inspection.

This issues with the approval of Competent Authority.

  
**(DR.HARSH ARYA)  
DDE INSPECTION)**

**Encl: 1. School Infrastructure Check List.  
2. Check List on reopening of Schools post Lockdown.**

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

  
**(DHANVEER SINGH)  
OSD (INSPECTION)**

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**Inspection Branch (HQ)**  
**E-Mail ID: inspcell14@gmail.com**

**School Infrastructure Checklist**

S.No	Item	Checklist	Yes/No
1	Main gate and other gates of school	1. Sign-board is well painted and untampered	
		2. Gate is well painted, non-rusted and non-damaged	
		3. No spelling mistakes	
2	Boundary walls	1. No broken or damaged walls	
		2. Proper fencing on all sides	
3	Doors and windows of all rooms	1. No broken panes	
		2. No damaged doors and windows	
4	Walls and roof of all rooms	1. No damaged or unplastered roofs and walls	
		2. Properly painted walls	
		3. Nothing which puts child safety in jeopardy	
5	Lights and fans in all rooms	1. Proper lighting in all rooms	
		2. No damaged or non-functioning lights and fans	
6	Blackboard, chairs, desks, tables and benches	1. New and clean furniture	
		2. No broken or untidy blackboards	
		3. No broken or damaged furniture	
7	Toilets and washrooms	1. Clean and hygienic toilets	
		2. Non-stinking toilets	
		3. Water facility available	
		4. All taps functioning	
		5. No leakage, seepage or stagnant water	
8	Drinking water facility	1. Clean and hygienic area	
		2. Water supply available	
		3. Clean drinking water	
		4. No leakage, seepage or stagnant water	
9	General cleanliness	1. No heap of garbage	
		2. Dustbins at designated places	
		3. No cobwebs anywhere	
10	Field, playgrounds and open areas	1. No broken, unused furniture or heap of other items	
		2. Plants and trees in proper conditions	
		3. No waterlogging	
		4. Nothing which puts child safety in jeopardy	
Remarks if any :-			

Date:

*Ums*  
22/01/21

Sign:

Name:



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**CHECK LIST ON RE-OPENING OF SCHOOLS POST LOCKDOWN**

**Date:**

**School ID & Name:**

**Name of HoS:**

**Name & Designation of Inspecting Officer:**

Sl. No.	Check List	Report
1	No. of students enrolled: Class - X	
	Class - XII	
2	No. of parents who have given consent for sending their children to the school: Class - X	
	Class - XII	
3	No. of students present: Class - X	
	Class - XII	
4	Whether Sanitizer is available at entry point:	
5	Whether Thermal scanning facility available at entry point:	
6	Whether Physical Distancing is maintained:	
7	Whether all the staff and students covered their face with masks:	
8	Whether hand wash soap / liquid available at wash point:	
9	Whether all the staff and students following frequent hand wash:	
10	Whether cleanliness maintained in the school:	
11	Whether Isolation Room with medical facilities made available:	
12	Whether the syllabus is completed or not:	
13	Whether the students understood the syllabus covered during online classes:	
14	Whether the time table prepared for Class X & XII	
15	Whether all the staff is attending school:	
15	Whether the classes are going on smoothly:	
16	Whether help line numbers of health authorities are displayed:	
17	Whether SMC members are helping / guiding parents and students for attending regular classes:	
18	Remarks of Inspecting Officer:	

**Signature of Inspecting Officer**

*Wans*  
1.11.21