



SAMAGRA SHIKSHA- DELHI
(A Society Under Education Department, Govt. of NCT of Delhi)
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File no:No. F (DE) 29/SS/STC-Cell/2020-21/ 1615-30

Date: 09/08/2021

CIRCULAR

Sub : Inspection of Special Training Centre (STCs) for the year 2021.

Samagra Shiksha ,a Government of India's flagship programme for school education is running a Special Training Centres(STC) for providing Special Training to Out of School Children to bring them to the level of age-appropriate class as per the RTE Act,2009.

For the smooth functioning of STCs ,a monitoring mechanism has been structured and thus inspection shall be carried out in STCs of all the districts.

An inspecting team comprising of a DURCC and 2 CRCCs shall be formed at respective districts. The team shall conduct the inspection in 15 random STCs of their respective districts and submit the report to SS-HQ. Further, a team of officials from SS Headquarter will thus choose any 2 of the inspected STCs and carry out the inspection to assess the effective working of the STCs.

The DURCC shall submit the Inspection schedule with the list of STCs to be inspected to the OoSC cell of the HQ by Aug 10,2021 and conduct the inspection in selected STCs by 23rd August,2021.

The inspecting team shall fill all the parts of the Inspection Performa and submit the same to the OoSC Cell, SS HQ online on the same day of inspection and the Hard copy of the same, duly signed by the Inspection team must be submitted to the OoSC cell within two days from the date of inspection.

Handwritten signature
09/08/2021

A team of officials from SS HQ will carry out inspection in the STCs thus inspected by Aug 31, 2021 and submit their inspection report.

This issues with the approval of competent authority.

Encl: Inspection proforma

Mohinder Pal
09/08/2021
(Mohinder Pal)
Deputy Director of Education
Samagra Shiksha-Delhi

Copy to:-

1. Director (North DMC) Education Department.
2. Director (SDMC) Education Department.
3. Director (EDMC) Education Department.
4. Director (New Delhi Municipal Council).
5. Director (DCB).
6. DDE-SS
7. All District DDEs/DPOs
8. PS to Principal Secretary (Education), Old Secretariat, Delhi.
9. PS to Director (Education), Old Secretariat, Delhi.
10. FCA-SS, UEEM.
11. All District, Sr. AO/AO/AAO
12. All DURCCs,
13. All CRCCs, through DURCCs
14. All HoS, (DoE, MCDs, NDMC, DCB) through Website.
15. S.O (IT) to upload on the Education Website.
16. Guard File.

Mohinder Pal
09/08/2021
(Mohinder Pal)
Deputy Director of Education
Samagra Shiksha-Delhi

STC INSPECTION PROFORMA(2021-22)

- STC Name and School ID _____
- Name of STC Teacher _____
- Qualification of STC Teacher _____
- Date of Inspection _____
- Name of Inspecting Officer _____
- Designation of Inspecting Officer _____

PART A : STC INFORMATION

S.NO.	Particulars	Information
1.	<u>STUDENTS ENROLMENT:</u>	
a.	No. of student enrolled(in the current session)	_____
b.	No. of children mainstreamed(in the current session)	_____
2.	<u>CLASSROOMS:</u>	
a.	Total STCs in the school	_____
b.	Whether proper classrooms allotted for STC If no , _____	<input type="radio"/> Yes <input type="radio"/> No

Part B: Basic Amenities (Availability & Maintenance)

AMENITIES	AVAILABILITY	MAINTENANCE
a) Light	<input type="radio"/> Sufficient <input type="radio"/> Not Sufficient	<input type="radio"/> Satisfactory <input type="radio"/> Not Satisfactory
b) Fans	<input type="radio"/> Sufficient <input type="radio"/> Not Sufficient	<input type="radio"/> Satisfactory <input type="radio"/> Not Satisfactory
c) Seating Arrangements	<input type="radio"/> Sufficient <input type="radio"/> Not Sufficient	<input type="radio"/> Satisfactory <input type="radio"/> Not Satisfactory
d) Black & Green Board	<input type="radio"/> Sufficient <input type="radio"/> Not Sufficient	<input type="radio"/> Satisfactory <input type="radio"/> Not Satisfactory

Part-C DATA & RECORD MAINTENANCE (Management & Administration)

1. Data & Record

Name of Register	Maintained	Not Maintained	Remarks(if any)
1. Admission register			
2. Attendance register			
3. Prayas Register			
4. Teacher's Diary			
5. Stock Register			
6. Distribution Register			

2. Is mid day meal/ ration being distributed to student during covid-19 times?

Yes

No

3. Free Uniforms distributed to the students

Yes

No

4. Free Textbooks distributed to the students

Yes

No

Part- D : ACADEMIC& ADMINISTRATION

1. Online Classes

a) Are online class being conducted?	<input type="radio"/> Yes	<input type="radio"/> No
b) If Yes number of Students attending online classes	<input type="radio"/> Yes	<input type="radio"/> No
c) Are worksheets being distributed?	<input type="radio"/> Yes	<input type="radio"/> No
d) Online attendance of students being maintained properly	<input type="radio"/> Yes	<input type="radio"/> No
e) Time table for online classes	<input type="radio"/> Yes	<input type="radio"/> No

If attendance is low then steps taken to improve attendance/involvement of students in online classes/regular class:-

i. Parents are contacted by phone personally Yes No

ii. Efforts made by the STC Teacher to connect the students online

iii. Reasons for not contacting/joining online classes through whatsapp

2. Whether teacher is maintaining teacher's diary ? Yes No

If not , the reason _____

3. Has the teacher attended any training program / workshop during the current academic year? Yes No

If yes, how many _____

4. Are SMC members involved to inform & motivate parents for regularly, academic attention and punctuality of the students Yes No

Part-E :GYAN LOK

1. GYAN LOK Checklist for Year 2018-2019

S. No.	Particular of Item	Available /Not Available	Quantity	Remarks
1	K-Yan(1)/OHP			
2	Computer with			
3	Smart LED TV			
4	Educational Kits			
5	Excursion Trip			
6	Abacus(1 per child)			
7	Alimrah (1)			
8	Bag with attached table, water bottle& tiffin			
9	Yoga Mats			
10	TLM			
11	Curtains and Curtains rods			
12	Display/bulletin board(1 per centre)			
13	Green Board/Black Board at ground level			
14	Musical Instruments @Rs. 10000/- per centre			
15	Board games and sports items 5000/-			
16	Wall clock(1 per centre)			
17	Recurring contingency expenditure for above items annually			

2. GYAN LOK Checklist for Year 2019-2020

S.No.	Particulars of Item	Available /Not Available	Quantity	Details/Remarks
1.	Educational kits			
2.	Abacus (1 per child)			
3.	TLM			
4.	Display/bulletin board (1 per centre dimensions = 4 X 3 Ft).			
5.	Green Board/Blackboard at ground level (4ft.X10 ft.)			
6.	Musical instruments @Rs. 9000/- per centre			
7.	Board games and sports items 5000/-			
8.	Computer with printer, Scanner (1) and Dongle			
9.	Smart LED TV			

Part-F : OBSERVATION & RECOMMENDATION

Observations and Recommendations of Inspection Team

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Signature of the Inspecting Team:

1. Signature
 Name & Designation

2. Signature
 Name & Designation

3. Signature
 Name & Designation