

ORDER

The primary purpose of regular school inspections is to assess the study environment and ensure that teaching and learning conditions meet prescribed standards. These inspections are vital for maintaining quality education, improving the learning environment, monitoring compliance with rules and policies, identifying and addressing issues early, ensuring accountability of staff and administration, safeguarding student welfare and safety, and promoting continuous improvement etc.

2. To ensure effective implementation of various Academic Interventions and to ascertain the efficacy of ongoing academic schemes, all officers of the rank of Deputy Director of Education (DDE) and above, including those posted at Headquarters, are directed to conduct mandatory inspections of Government Schools as detailed below.

3. The main focus of these inspections shall be on academic growth, and special attention must be paid to the following areas:

- a. **Implementation of Academic Initiatives** – Verification of effective execution of NEEEV, NIPUN SANKALP, RASHTRANEETI, and SCIENCE OF LIVING.
- b. **Result Analysis** – Scrutiny of Mid-Term Examination results, identification of learning gaps, with special attention to low-performing schools.
- c. **Academic Planning** – Checking of Lesson Plans, Teaching-Learning Materials (TLMs), Time Tables and discipline among students & teachers.
- d. **Classroom Observation and Learning Assessment** – A minimum of 15 minutes classroom observation must be ensured, including random oral or written assessments of students' learning, completion of the syllabus by teachers, and verification of teacher and student attendance in the class.
- e. **Academic Enrichment Measures** – Assessment of Remedial Teaching, Enrichment Activities, and Peer Learning Initiatives.
- f. **Infrastructure Utilization** – Functionality and optimum use of Library, Sports Facilities, CAL/Computer Labs, Science Labs, and other academic resources within the district/zone/school.

- g. **Sanitation**- To inspect that all classrooms, hallways, restrooms, and common areas are clean and well-maintained. Safety checks of fire safety equipment, emergency exits, and playground facilities are properly placed.
- h. **Teacher Attendance**- Regular and systematic monitoring of teacher attendance must be ensured. This includes maintaining accurate daily attendance records and verifying that all teachers are present according to their assigned schedules through regular coordination with the Head of School (HOS).
4. All Additional Directors of Education, Regional Directors of Education, and Deputy Directors of Education (District/Zone) are hereby directed to conduct mandatory inspections of Government Schools within their respective jurisdictions three days a week, namely **Monday, Wednesday, and Friday**, during the following time slots:-
- **Morning Shift:** 8:00 a.m. – 10:00 a.m.
5. The inspection teams may also, in addition to the above, visit the schools at any other suitable time during school hours. For evening schools, the inspection are to be conducted as per timings suitable to the officers. Furthermore, it is emphasized that all officers must be on the field from 08:00 a.m. onwards positively on the said days.
6. All Deputy Directors of Education (HQ) and officers of higher rank at HQ are permitted to inspect any Government School in any district of the Directorate of Education (DoE).
7. All officers are mandatorily required to visit schools as per the above schedule. No exemption shall be entertained. In case of any unavoidable official engagement, the inspection must be conducted on the very next working day, without fail.
8. Inspection Reports shall be submitted to the Inspection Cell on the same day of the visit through the *Edudel* portal:

**Edudel → School Plant → Inspection → Inspection Entry/Report →
Special Inspection for Academic Interventions**

9. Delayed, incomplete, or improperly submitted reports will be viewed very seriously and will attract strict administrative action.
10. These inspections are to be carried out regularly and continuously till February 2026. Any lapse or omission will be treated as non-compliance and will be dealt with strictly.
11. It is directed that the conduct of these inspections shall be closely monitored by the undersigned. All concerned officers are hereby instructed to remain in the field during the specified days and time slots without exception. **This special inspection for academic intervention** is in addition to the Mandatory inspection and routine inspection already being carried out by the DDE District/Zone.
12. The undersigned further clarifies that any lapse, negligence, or failure to comply with these instructions shall be treated as serious misconduct and will invite strict administrative and disciplinary action, as deem fit.

Encl.: Inspection Proforma.

**(VEDITHA REDDY)
DIRECTOR (EDUCATION)**

No. DDE/IC/HQ/2025-26/137

Dated:- 14/11/2025.

Copy to:-

1. Secretary to the Hon'ble Chief Minister of Delhi, Govt. of NCT of Delhi
2. Secretary to the Hon'ble Minister of Education, Govt. of NCT of Delhi
3. PS to Secretary of Education, GNCT of Delhi.
4. PPS to Director of Education, GNCT of Delhi.
5. Addl. Director of Education (Inspection Branch), GNCT of Delhi.
6. All RDE/DDE-District/DDE-Zones/ HOS through MIS.
7. JD (IT) with the direction to upload the same on the official website of DoE.
8. Office Copy.

**(VEDITHA REDDY)
DIRECTOR (EDUCATION)**