

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/2025-26/181-186

Dated: 01-04-2026

CIRCULAR

ROUTINE SCHOOL INSPECTION (2026-27)

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

- **Implementation of Initiatives - NEEEV, NIPUN SANKALP, SCIENCE OF LIVING, RASHTRANEETI and MENTAL MATHS.**
- Basic amenities e.g. drinking water, toilets, lights, sanitation etc.
- Sufficiency of the good quality furniture in school
- Building related safety measures.
- Child Safety Measures
- **Class Observation and Academic Interventions should be done atleast 15 minutes on priority basis.**
- **Heads of School (HoS) should regularly monitor and observe the Teaching-Learning performance of their teachers through the MIS to ensure quality and continuous improvement.**

Addl. Directors of Education, Regional Directors of Education, Deputy Director (Districts) and Deputy Director (Zones) are to Inspect various schools within their area & Jurisdiction thrice in a week (preferably on Monday, Wednesday & Friday) prior to attending their regular office duties.

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

Dele/ Branch login → School Plant → Inspection → Inspection Entry / Report
2026-27 → Routine Inspection (2026-27) (New).

DDE (District/ Zones) are also 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 ensure a collective endeavour of all stakeholders to improve the basic Amenities, Infrastructure and Quality of Education.

Any lapse in this regard will be viewed seriously by the Higher Authorities.

This issues with the approval of Competent Authority i.e. Director (Education).

Encl:- (Inspection Proforma)

Deepa Singh
DEEPA SINGH 01/4/26
DDE (INSPECTION)

No. DDE/IC/HQ/2025-26/181-186

Copy to:-

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

Dated: 01-04-2026

Deepa Singh
DEEPA SINGH
DDE (INSPECTION)

ROUTINE SCHOOL INSPECTION 2026-27	
Name of School and ID	
Name & Designation of HoS	
Date of Inspection (DD/MM/YYYY)	
Name of the Inspecting Officer	
Designation of the Inspecting Officer	
Student Attendance on the day of Inspection	
Teachers Attendance on the day of Inspection	
Average student attendance during the current academic session (for the previous month preceding the date of Routine Inspection)	(Text)

S.No	Particulars	YES/NO
1	Any part of the building marked dangerous	Yes/No
	If yes, are classes being held in the marked dangerous building	Yes/No
2	Whether proper discipline in the school is being maintained	Yes/No/ Partially
3	Period/ Class arrangement is being made against the Teachers on leave/duty	Yes/No
4	Whether the Monitor Diary is maintained	Yes/No/Partially
5	Whether the Teacher Diary is maintained	Yes/No/ Partially
	Whether the Class Attendance Register is maintained	Yes/No/ Partially
6	Low achievers are identified by the subject Teacher/ Class Teacher	Yes/No/ Partially
7	Whether any classes/ sections are clubbed, if yes	Yes/No
	a. Classes clubbed on regular basis due to non-availability of rooms	Yes/No
	b. For a day only	Yes/No
	c. Classes are clubbed due to unavailability of teachers	Yes/No
8	Whether the class rooms are sufficient for the students	Yes/No
9	Separate Toilet facilities available to girls, boys and staff	Yes/No
10	Student Hygiene & Classroom Cleanliness are being maintained properly	Yes/No/ Partially
11	Whether sufficient Clean Drinking water facility is available in the school	Yes/No
12	Field, playgrounds and open areas in the school are well maintained	Yes/No
13	Whether safety and security guidelines issued by DoE for students are followed by the school	Yes/No
14	Whether the blind Spots (Spots not covered under CCTV Surveillance) in the School are identified	Yes/No
15	Total Number of CCTV's in the school	Text
	a. Functional CCTV's	Text
	b. Non-functional CCTV's	Text
16	All Labs (Physics, Chemistry, Biology, Computer, Home science, Vocational etc.) are functional	Yes/No/ Partially
17	Library/s are functional and maintained	Yes/No/ Partially
	Any other 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	Teaching learning material used for teaching	Support Material used for teaching	<u>Suggestive point of class observation</u>
-	-	-	-	-	-	-	-	Students are motivated to learn/ Method of Teaching/ Participation of students/ Any Innovative Methods used by Teacher/ Discipline during class teaching/ Weekly Test Checked regularly and shown to students/ Doubts of Test Paper discussed/ Classwork/ Homework Records
1	-	-	-	-	-	-	-	
If No Provide details							-	-

Signature of the Inspecting Team