

GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI

DIRECTORATE OF EDUCATION: SCHOOL BRANCH

OLD SECRETARIAT: DELHI-110054

No. DE.23 (417) / Sch.Br./2018/ 1612

Dated: 16/11/18

CIRCULAR

Sub: Comprehensive evaluation of the Schools by DCPCR.

Delhi Commission for Protection of Child Rights (DCPCR) is undertaking a comprehensive evaluation of the Govt., Govt. Aided and Recognised Unaided Schools under Directorate of Education except the Unaided Minority Schools. The School Evaluation Tool is enclosed as Annexure-1 for reference.

All Heads of Govt., Govt. Aided and Recognised Unaided Schools under Directorate of Education except Unaided Minority Schools are directed to fully cooperate with the evaluation teams authorized by DCPCR. The exercise shall help gather information about the strengths and best practices of the schools, and will help build an environment that is transparent, celebratory and conducive to learning and safety of children.

To this effect, all Heads of Schools are directed to:

1. Depute 1 person to assist the team of DCPCR whenever the team visits their School. Schedule for visits of the team to all Schools will be informed later.
2. Allow the team to take rounds of the school to collect data it needs as per the checklist designed in alignment with the school evaluation tool.
3. Allow the team to interact with the students, and teachers to record their responses.
4. Allow the team to conduct the reading and maths proficiency assessment of students of class III, V and VIII. This would be done either by taking one child outside the class at a time or within 20 minutes only per class for a sample set of classes.
5. Share with the team the records and data it requests including but not limited to attendance records, SMC/School Safety Committee meeting minutes, fire safety certificates, records related to mock drills, academic plans, records pertaining to Students' Health Check-Ups, Staff Meetings, Class IX-XII results, etc.
6. Share with the assessors the phone numbers of members of School Management Committee (SMCs), School Safety Committee, phone numbers of few parents selected randomly by assessors and phone numbers of children admitted under EWS/DG quota. This is important for conducting telephonic interviews of the parents to seek their feedback. It must be noted that this information about students and parents is private and DCPCR has taken full responsibility of protecting the confidentiality of the information.
7. Allow the team to observe a sample of classes and visit labs/libraries.
8. Allow the assessors to take snapshots. However, assessors are prohibited from taking any photo, video or audio of any student, teacher, principal or any other staff member. The snapshots, if required, will only be that of materials and documents. Examples include Fire Extinguishers to check their expiry dates, Fire Safety Certificates, etc.

To save time, all the Heads of Schools must keep the relevant documents ready. The Heads of Schools must verify the identity of the assessors and check for the authorization letter from DCPCR in this regard. It must further be clarified that Heads of Schools need not make any arrangement for tea, snacks or any other special arrangements for the assessors.

S. Jais

It has been assured by the Commission that any private details accessed during the school evaluation exercise shall be kept confidential. In this regard, the assessors have filed confidentiality agreements with the Commission.

Further, Heads of Schools are expected to report immediately to their DDE (Zones) and DCPCR at helpline number that would be written on authorization letters of the assessors if they see any assessors' behavior that threatens the safety and well-being of children such as inappropriate language etc.

In case of any issue, the Heads of Schools shall take-up the matter with DCPCR under intimation to concerned DDE (Zone) through e-mail (schooldevelopmentindex@gmail.com) or Helpline number that would be written at assessors' authorisation letter. DDE (Zone) shall be the Nodal Incharge of their respective Zones for this evaluation programme.

A booklet on 'School Development Index' by DCPCR is enclosed for reference.

This issues with the approval of Competent Authority.

J. Jain
16.11.18
Addl. DE (School)

Encl: As above.

All Heads of Govt., Govt. Aided and Recognised Unaided Schools under Directorate of Education except Unaided Minority Schools through Del-E

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Copy to:-

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1. PPS to Secretary (Education), GNCT Delhi.
2. PS to Director (Education), GNCT Delhi
3. All RDEs to ensure compliance.
4. All DDEs (District/Zone) for necessary action.
5. System Analyst (MIS) for uploading on website.
6. Guard File.

[Signature]
DDE (School)