

EDUCATION DEPARTMENT  
NEW DELHI MUNICIPAL COUNCIL  
PALIKA KENDRA: NEW DELHI

No. D-675/Dec(G)/Ed./18

Date:- 22/11/18

CIRCULAR

**Subject: - Comprehensive School Evaluation (School Development Index).**

Delhi commission for Protection of Child Rights ("DCPCR") is undertaking a comprehensive evaluation of the schools administered, aided and regulated by Directorate of Education, Govt. of NCT of Delhi, East Municipal Corporation of Delhi, North Municipal Corporation of Delhi, South Municipal Corporation of Delhi, New Delhi Municipal Council and Delhi Cantonment Board. This includes all private schools except the unaided minority schools.

The School evaluation Tool is contained at Annexure-I for reference. All Heads of Schools are directed to fully cooperate with evaluation teams authorized by DCPCR. The exercise shall help gather information about strengths and best practices of the school, 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. 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.
2. Allow the team to interact with the students, and teachers to record their responses.
3. Allow the team to conduct the reading and maths proficiency assessment of student 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.
4. 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 mock drills, academic plans, records pertaining to students' health check-Ups, Staff Meetings, Class IX-XII results, etc.
5. Share with the assessors the phone numbers of members of School Management Committee (SMCs) and School Safety Committee, phone numbers of few parents selected randomly by assessors. 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.

6. Allow the team to observe a sample of classes and visit labs/libraries.
7. 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 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.

It has been assured by the Commission that any private details accessed during 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 may write to [schooldevelopmentindex@gmail.com](mailto:schooldevelopmentindex@gmail.com) copying their DDE-Zone or call on helpline number that would be written at assessors' authorization letter.

*Encl: as above (Annexure-1)*

  
(R.P. Gupta)  
Director (Education)

**Copy for action to:**

1. All HOS of NDMC/Navyug/Aided Schools.
2. All Education Officials

**Copy for information to:**

1. Shri Anurag Kundu, Member, Delhi Commission For Protection of Child Rights (DCPCR) Government of NCT of Delhi.
2. PS to Secretary, NDMC.
3. PS to Chairperson, NDMC.