



East Delhi Municipal Corporation

Education Department: HQ



UDYOG SADAN, 419, PATPARGANJ INDUSTRIAL AREA, DELHI- 92

No.D- 012482/DI/EdU/HQ/EDMC

Dated: 30/11/18

CIRCULAR

Sub:-Comprehensive evaluation of Schools by DCPCR.

Delhi Commission for protection of Child Rights (DCPCR) is undertaking a comprehensive evaluation of the Govt. Govt. Aided and Recognized Unaided Schools under Education Department EDMC except the Unaided Minority Schools. The Schools Evaluation Tool is enclosed as Annexure-1 for reference.

All Heads of Govt., Govt. Aided and Recognized Unaided Schools under East Delhi Municipal Corporation except unaided minority schools are directed to fully cooperate with the evaluation teams authorized by DCPCR. The exercise shall help gather information about the strength 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 visit 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 math proficiency assessment of students of class III and V. 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 records and data it request 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 III-V results etc.
6. Share with the assessors the phone number of members of School Management Committee (SMCs), School Committee, Phone number 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 of observe a sample of classes and visit 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 Certificate, 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.

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 filled confidentiality agreements with the Commission.

Further, Heads of Schools are expected to report immediately to their DDE/ADE (Zone) and DCPCR at helpline number that would be written on authorization letters of the assessors if they see any assessor's 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/ADE through E-mail (schooldevelopmentindex@gmail.com) and helpline number that would be written at assessor's authorization letter. DDE/ADE shall be the Nodal in-charge of their respective Zones for this evaluation program.

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


Director (Edn.)
30/11/18

Encl: As above.

All Heads of Govt. Govt. Aided and Recognised Unaided Schools under EDMC except Unaided Minority Schools.

Copy to:-

1. Commissioner, EDMC
2. Addl. Commissioner-I.
3. Addl. Commissioner-II.
4. Dy. Commissioner (Shahdra South)
5. Dy. Commissioner (Shahdra North)
6. Addl. Director-I.
7. Addl. Director-II.
8. All Officers posted at HQ.
9. ADE Shah (S).
10. ADE Shah (N).


Director (Edn.)
30/11/18