



NORTH DELHI MUNICIPAL CORPORATION  
EDUCATION DEPARTMENT: HQ  
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**CIRCULAR**

**Subject: Comprehensive evaluation of schools by DCPCR.**

Delhi Commission For Protection of Child Rights (hereafter referred as "DCPCR" or Commission) is undertaking a comprehensive evaluation of the schools administered, aided and regulated by Directorate of Education, Government 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.

All Zonal Heads, School Inspectors and School Principals are hereby 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 School Principals are directed to:

1. Depute one 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 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 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.

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.

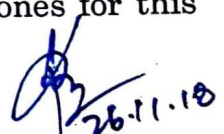
To save time, all the Heads of Schools must keep the documents ready. The Heads of Schools must verify the identity of the assessors and check for the authorization letter from DCPCR in this regard. It must further be clarified that Heads of Schools need not make any arrangement for tea, snacks or any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

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

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

In case of any issue, the School Principals may write to [schooldevelopmentindex@gmail.com](mailto:schooldevelopmentindex@gmail.com) copying their DDE/ADE-Zone or call on Helpline number that would be written at assessors' authorization letter.

All Zonal DDEs/ADEs shall be the Nodal In-charge of their respective zones for this evaluation programme.



[ H.K. Hem ]  
Director, Education

**Copy for action to:-**

1. All Zonal DDEs/ADEs
2. All School Principals, North DMC Aided, Recognized Unaided Schools through Zonal DDEs/ADEs

**Copy for information to:-**

1. Shri Anurag Kundu, Member, DCPCR, GNCT of Delhi
2. Addl. Commissioner [Edn.], North DMC