

## Continuous Professional Development in Kendriya Vidyalayas

National Education Policy 2020 promulgates that a teacher is at the centre of all fundamental reforms in education. A teacher is essentially at the heart of any learning process as an agent of change and plays a significant role in bringing about reforms in the field of education.

In the present dynamic environment where we are encountering rapid changes in terms of information boom and media exposure, it is of paramount importance for teachers to develop 21st century skills and key competencies as suggested under Sustainable Development Goals by UNESCO

To achieve the said objectives, NEP 2020 recommends 50 hours of Continuous Professional Development (CPD) for teachers, Principals and teacher-educators which aims at making optimum use of the latest pedagogy and provides autonomy to choose offline or online activities/trainings as per their needs on 'cafeteria approach'.

### **CPD in Kendriya Vidyalaya Sangathan**

Kendriya Vidyalaya Sangathan, a premier organization in the field of school education pursuing excellence, setting pace, developing the spirit of National Integration among children by running 1252 Kendriya Vidyalayas, accommodating more than 14 lakh students and more than 40 thousand employees all over India and abroad (Moscow, Kathmandu and Tehran) is committed to implement recommendations of NEP 2020 in letter and spirit.

As a part of this campaign, **Suggestive Guidelines** for completion of at least 50 hours of CPD as recommended in NEP 2020 have been framed and presented for all stakeholders concerned. These guidelines are only suggestive and not exhaustive.

The suggested activities are based on the guidelines issued by NCERT.

### **SUGGESTED ANNUAL CALENDAR OF ACTIVITIES FOR CPD TO BE CONDUCTED AT VIDYALAYA LEVEL (For PGT, TGT and PRTs)**

S.N.		MONTHS	QUARTERLY HOURS	WORK TO BE UNDERTAKEN	NO. OF HOURS
1	Quarter-1	April May June	18 Hours	<ul style="list-style-type: none"><li>Action Research/ Innovative CaseStudies</li></ul>	18 Hours
2	Quarter-2	July August September	12 Hours	<ul style="list-style-type: none"><li>Field Visit</li><li>Paper Setting</li><li>Assessment</li></ul>	06 Hours 03 Hours 03 Hours
3	Quarter-3	October November December	06 Hours	<ul style="list-style-type: none"><li>One Day Workshop (It may be split up in to two half-dayworkshops as per convenience)</li></ul>	06 Hours (Each 1/2 Day -03Hours)

4	Quarter-4	January February March	14 Hours	<ul style="list-style-type: none"> <li>Paper Setting</li> <li>Assessment</li> <li>One Day Workshop</li> </ul>	03 Hours 5 Hours 6 Hours
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**(For Principals and Vice-Principals/Head Teacher)**

S.N.		MONTHS	QUARTERLY HOURS	WORK TO BE UNDERTAKEN	NO. OF HOURS
1	Quarter-1	April May June	20 Hours	<ul style="list-style-type: none"> <li>Action Research/ Innovative Case Studies</li> <li>Orientation of Staff and Students</li> <li>Knowledge sharing Programme during month-end staff meetings</li> <li>On-line Brain Storming Session by DC of KVS concerned Region</li> <li>Course Director/Resource Person in Training Programmes (Incidental)</li> </ul>	12 Hours  2 Hours (April) 3 Hours (01 Hour each month) 03 Hours (01 Hour each month) 01 Hours each day (Incidental)
2	Quarter-2	July August September	15 Hours	<ul style="list-style-type: none"> <li>Organising Community Outreach Programme/ Collaboration/ Resource Sharing</li> <li>Guidance &amp; Counselling of Staff and Students</li> <li>Knowledge sharing Programme during month-end staff meetings</li> <li>On-line Brain Storming Session by DC of KVS concerned Region</li> </ul>	06 Hours  03 Hours (01 Hour each month) 03 Hours (01 Hour each month) 03 Hours (01 Hour each month)
3	Quarter-3	October November December	12 Hours	<ul style="list-style-type: none"> <li>One Day Workshop to Improve Academic Results (It may be split up in to two half-day workshops as per convenience)</li> <li>Knowledge sharing Programme during month-end staff meetings</li> <li>On-line Brain Storming Session by DC of KVS concerned Region</li> </ul>	06 Hours (Each 1/2 Day -03Hours) 03 Hours (01 Hour each month) 03 Hours (01 Hour each month)
4	Quarter-4	January February March	03 Hours	<ul style="list-style-type: none"> <li>School Development Plan</li> <li>MOOCs Development (Self Initiative)</li> </ul>	03 Hours 03 Hours

**Note:**

- (i) Implementation and Monitoring of the above CPD Hours for PGT/TGT & PRTs will be executed by the Principal at Vidyalaya level and verified at RO level.
- (ii) Implementation & Verification of CPD Hours accomplished by Principals and Vice-Principals will be effectuated by Deputy Commissioner, KVS of the concerned Region.
- (iii) Topics for Workshops may be chosen from Annexure 1 of 'Guidelines for 50 Hours of Continuous Professional Development for Teachers, Head Teachers and Teacher Educators' by NCERT.

**OTHER SUGGESTIVE MODULES FOR CONTINUOUS PROFESSIONAL DEVELOPMENT FOR TEACHERS/MP/PRINCIPAL**

<b>Head Quarters /ZIET</b>	<b>Academic Activities</b>	Resource Person	3 Hours per day
		Innovative Project recognised at HQ Level	18 Hours
		E-content development per topic/chapter (40 Minutes to 01 Hour Duration) approved by the Principal	3 Hours
	<b>Face to Face</b>	Inservice Courses/	(6*21) 126 Hours
		Induction Course	(6*6) 36 Hours
		01 Workshops (At least one workshop per cadre)	06 Hours/day
		NGO Programmes like ACP/AEP	06 Hours/day
	<b>Online Mode/ Distance Mode</b>	DIKSHA Portal/ Swayam Prabha/MOOC- each Module	04 Hours
		Setting QP at RO/ Development of Study Material	3 Hours

<b>Regional Offices</b>	<b>Academic Activities</b>	Resource Person	2 Hours per day
		Innovative Project recognised at RO Level	9 Hours
		E-content development per topic/chapter (40 Minutes to 01 Hour Duration) approved by the Principal	3 Hours
		Field Visit/ Community Approach	06 Hours/day
	<b>Face to Face</b>	Inservice Courses	(6*21) 126Hours
		Induction Course	(6*6) 36 Hours
		01 Workshops	06 Hours/day
<b>Online Mode/ Distance Mode</b>	DIKSHA Portal/ Swayam Prabha/MOOC- eachModule	04 Hours	
<b>Kendriya Vidyalaya</b>	<b>Academic Activities</b>	Resource Person	3 Hours per day
		Assessment of Answer Scripts Board Classes	1 Hour per day (Max.10 Hours/year)
		External Examiner	3 Hours per day
		E-content development per topic/chapter (40 Minutes to 01 Hour Duration) approved by the Principal	3 Hours
		Field Visit/ Community Approach	06 Hours/day
		Attending NCC/ Scout Camps	06 Hours/day
		NGO Programmes like ACP	06 Hours/day
		Contribution for publication of School Magazine/News Letter	02 Hours
	<b>Face to Face</b>	01 Workshops	06 Hours/day
		Subject Committee Meetings at the end of the month	01 Hour
		Staff Meeting by the Principal at the end of the month	01 Hour
	<b>Online Mode/ Distance Mode</b>	DIKSHA Portal/ Swayam Prabha/MOOC- eachModule	04 Hours
	<b>Self-Initiative</b>	<b>Academic Activities</b>	Setting QP at RO/Board Level
Local/ Regional Paper Publication			03 Hours
National Level Paper Publication			06 Hours
International Level Paper Publication			12 Hours
Resource Person			3 Hours per day
Assessment of Answer Scripts Board Classes			1 Hour per day (Max. 10 Hours/year)
External Examiner			3 Hours per day
Innovative Project recognised at RO Level			9 Hours
Innovative Project recognised at HQ Level			18 Hours
E-content development per topic/chapter (40 Minutes to 01 Hour Duration) approved by the Principal			3 Hours
Field Visit/ Community Approach			06 Hours/day
Attending NCC/ Scout Camps			06 Hours/day
Development of Alternative/Innovative Pedagogy			3 Hours
NGO Programmes like ACP			06 Hours/day
Workshops by CBSE		06 Hours/day or as per actuals	
<b>Face to Face</b>		Inservice Courses	(6*21) 126 Hours
		01 Workshops	06 Hours/day
		Subject Committee Meetings at the end of the month	01 Hour
		Staff Meeting by the Principal at the end of the month	01 Hour
<b>Online Mode/ Distance Mode</b>		DIKSHA Portal Each Module	04 Hours
	CBSE/NCERT Online Training Sessions	As per modules	

<b>Other Ognisation /Sources</b>	<b>Academic Activities</b>	Setting QP CBSE Board Level	3 Hours
		Resource Person	3 Hours per day
		Assessment of Answer Scripts Board Classes	1 Hour per day (Max. 10 Hours/year)
		External Examiner	3 Hours per day
		Innovative Project recognised by local level	9 Hours
		Innovative Project recognised at National Level	
		E-content development per topic/chapter (40 Minutes to 01 Hour Duration) approved by thePrincipal	3 Hours
		Field Visit/ Community Approach	06 Hours/day
		NGO Programmes like ACP/AEP	06 Hours/day
		Workshops by CBSE/ NCERT	06 Hours/day or asper actuals
	<b>Face to Face</b>	01 Workshops	06 Hours/day
	<b>Online Mode/ Distance Mode</b>	CBSE/NCERT Online Training Sessions	As per modules

### Continuous Development Portfolio

Principal will certify all the activities along with completed relevant hours spent on them by the teacher two times in a year ie., First span- from 15th to 31st December and Second span from 15th to 31st March. During the first span, Principal will review, certify and give suggestions, if needed, to complete the remaining targeted hours of CPD by 15th March. During the second span, in the third week of March, Principal will finally certify the activities and hours after due verification of the certificates/documents/proofs in support of the activities completed by the teacher concerned.

Teachers, VPs, and Principals who have completed a minimum of 100 hours in Continuing Professional Development (CPD) during the previous academic session will receive priority consideration for the roles of Resource Person or Course Director.