

FAQs Related to 50 Hours of CPD

(As on 27 January 2025)

Implementation, Uploading, and Tracking related questions:

Sl. No.	Question	Answer
1.	From which date will the implementation of 50 hours of CPD every year suffice to replace the 21-day in-service training every six years?	The notification for restructuring of the 21-day in-service course to implement 50-hours of CPD was issued vide letter no. 11-ACTR0Ltr/11/2023-AC(TRG)/1530-59, dated 03.12.2024. It is effective from this date only.
2.	Where will the teachers record their 50 hours of CPD?	Teachers must upload the certificates of the courses done by them on the KVS Samagam portal (app.kvs.gov.in)
3.	Can the offline courses be replaced with the online courses?	It is mandatory to complete 50 hours of CPD, out of which at least 30 hours of offline/ face-to-face courses in a year. The remaining 20 hours may be completed in offline or online manner. However, one cannot complete all 50 hours of CPD in the online mode, but one can complete all 50 hours in the offline mode.
4.	I have done 1st spell of in-service course in June, 2024 for 12 days. How many hours to complete Online CPD to upload on Samagam portal.	Yes, 12-day ISC will be counted as $12 \times 6 = 72$ hours of CPD.
5.	If a teacher completes more than 50 hours in a year, will the extra hours carry over to the next year?	No, CPD hours completed in one year will not be carried forward.
6.	Will the induction course be included in CPD?	Yes
7.	I have done induction course for 10 days. How many hours will that count?	For the offline phase of the induction course, 6 hours will be counted for each day. For the online phase, the number of hours given in the schedule will be counted.
8.	CPD 50 hours to be counted for the Academic session i.e. 1st April to 31st March or from 1st January to 31st December.	CPD hours uploaded on the Samagam portal will be as per the calendar year.
9.	I wish to know if I can upload the certificates of the courses done in Feb/Mar 2024 or not.	CPD certification will be done as per the calendar year. So, the courses done in Feb/Mar 2024 will be included in 2024.
10.	There is no provision of decimal values like 1.5 hours as suggested in CPD guidelines for workshops	The Samagam portal has been updated and half hour courses can be added.

	conducted by school on Samagam?	
11.	How to upload certificate in SAMAGAM PORTAL?	Step-by-step guidelines are given in letter no. 11-ACTROlTr/11/2023-AC(TRG)/1775-1804, dated 03.01.2025
12.	Can we upload relieving certificate/ attendance given by venue instead of certificates in Samagam portal?	Relieving orders and attendance certificates cannot be uploaded. The principal will issue a certificate for uploading on basis of the relieving order/ attendance certificate.
13.	How can a teacher's course be unverified again after verifying it from school login?	After verification by the Principal, the portal is locked for further editing. Hence, verification should be done with utmost care. However, if any error still persists, the editing can be done at the RO level.
14.	How will I get CPD completion certificate?	CPD completion certificate will be generated on KVS Samagam portal once the principal verifies 50 hours of CPD done by the teacher.
15.	If a course on Swayam portal is completed in December 2024 and the certificate is issued in 2025, in which year will the course be included?	2024
16.	I have completed 80 hours of CPD courses which have 20 hours online and 60 hours offline. So I have completed 30 more hours in year 2024. Will these 30 extra hours applicable for 2025?	No, hours more than 50 hours of CPD courses cannot be carried forward.
17.	Will the certificates obtained in January 2025 (from online courses with a January 2025 date) be valid for uploading on the Samagam Portal by January 31, 2025?	Case 1: The course completed in December 2024 and the certificate is issued in January 2024- It should be uploaded for the year 2024. Case 2: The course is completed in January 2025 and the certificate is issued in January 2025- It should be uploaded for the year 2025.
18.	Do the teachers having more than 30 years of experience have to complete 50 hours of CPD?	Yes, 50 hours of CPD every year is mandatory for every teacher, irrespective of their length of service/ experience.
19.	What is last date to complete CPD for a year?	31 December of every calendar year
20.	How will the tracking of CPD done on teachers' transfer?	Teachers should update their CPD on the Samagam portal as soon as a course is completed and request the Principal to verify it. All the certificates uploaded on the Samagam portal will be transferred to the new school of the teacher through PIMS.

21.	Do we need to upload all the certificate or course done even if we reached 50 hours of CPD training?	Though only 50 hours of CPD every year are mandatory, but if a teacher goes beyond 50 hours of training in a year, s/he should upload the certificates of all their courses on the Samagam portal for record-keeping.
22.	If offline hours are not completed due to EOL on medical ground in current year and going to take maternity and CCL in next year and not able to complete 100 hours, what is the option to complete offline hours in this condition in both the calendar year?	Online courses should be completed every year. If a teacher is unable to complete a minimum of 30 hours of offline/ face-to-face training any year (under special circumstances only), the competent authority may permit him/her to complete it in the subsequent years. Please refer to letter no 11- ACTR0Ltr/11/2023-AC(TRG)/1775-1804, dated 03.01.2025, for more details.
23.	Who will be responsible if the teacher is unable to complete 30 hours of off-line training in a year?	The teacher has to take initiative and inform the Principal for getting his/her offline courses completed at school/ cluster/ RO/ ZIET/KVS HQ level by including the activities mentioned in the latest CPD guidelines.
24.	Since the deadline for uploading the certificates for 2024 has been extended to 31st January 2025, can teachers include the online courses completed in January 2025 as part of the 50 hours of CPD for 2024?	No, the online courses of 2025 will be considered for the calendar year 2025 only.
25.	I am (OH)disabled teacher ,can i do 50 hours online CPD COURSE as offline courses are not fully available for me?	KVS provides an inclusive atmosphere in all offline courses which are done at HQ/ ZIET/ RO/ Cluster/school level.
26.	Who will give the CPD certificate to the Principal?	The Deputy Commissioner of the region is the competent authority.

In-service Course/ Senior Scale related questions:

27.	My Selection Scale is due in Month of December 2026. How I will be eligible to get it through CPD in place of 21 days in service Course?	December 2024 onwards, only 50 hours of CPD every year will be considered for senior scale/ selection grade. For previous years, DPC will decide on basis of existing KVS norms.
28.	Is this compulsory for all the teachers or only for those who haven't done any in-service course in last 6 years? Can teachers in foreign school also do it?	As per NEP 2020 mandate, 50 hours of CPD is compulsory for all teachers, irrespective of when they have done their in-service course. Teachers posted in foreign KVs also

		have to complete 50 hours of CPD.
29.	Can we add the certificate of courses done in previous years (2022-2023) on the Samagam portal?	No In case a teacher is in the zone of senior scale/ selection grade in 2025, these courses will be considered. The record of such courses should be maintained at school level.

Questions related to Topics/Areas of Courses included in CPD:

Sl. No.	Question	Answer
30.	There are two guidelines issued by KVS on CPD. Which guidelines should be followed by teachers?	CPD is a dynamic process. Hence, the CPD Guidelines are updated frequently. Always, the latest guidelines will be applicable. Presently, the guidelines issued on 14.08.2024 are the latest one.
31.	How can we upload information about content development for website, study material preparation, and other significant work given by the KVS HQ or KVS RO for which we do not have a certificate?	Where no certificate is available, the Principal will issue a certificate for all such courses/ activities on basis of the evidence provided by the teacher. The RO will issue such certificate for the Principals involved in such activities.
32.	Will question paper preparation be considered to be a part of CPD?	3 hours of CPD will be considered for the RO level question paper-setting/ moderation. The RO will facilitate certification for this work.
33.	If a certificate is not awarded due to low marks in an online course, will that period be considered valid or not?	No, the teacher will have to redo the course to obtain a certificate.
34.	Will the staff meeting taken on last working day, subject committee meetings, and staff meetings be counted in CPD? What kinds of meetings are allowed under CPD.	Meetings are not included in CPD.
35.	Can one topic done in a year be repeated in the next year too? (At the school level)	If the Principal feels that there is a need to repeat a course, s/he is the competent authority to permit so.
36.	I have taken 40 online Live interactive Sessions on different topics under PM e-Vidya Programme during this year, Whether these sessions are counted in CPD hours?	Please refer to CPD Guidelines issued by KVS HQ. 3 hours of CPD will be counted for a half hour session on PM e-Vidya for the teachers deputed through proper channel.
37.	Will Scout & Guides training at the regional level be considered under CPD?	Scouts & Guides and NCC Adult Training programmes may be included in CPD.

	Can NCC orientation training be covered under CPD?	Camps where students are involved are not included in CPD.
38.	Are the courses done under Project Inclusion by Sri Aurobindo Society eligible??	Yes Completing all the modules of 'Project Inclusion' comes to 7.5 hours of online training.
39.	Does evaluation of CBSE answer sheets count in CPD? Does evaluation of the answer sheets of all home exams count in CPD?	Evaluation of answer sheets is a regular part of teacher's job profile. It is not included in KVS CPD Guidelines.
40.	How many hours of CPD will be considered if we act as resource person internally in KV?	6 hours per day for a one-day course
41.	Will reading of books for subject enrichment be considered as CPD?	Reading of books is a part of routine teaching-learning. Hence, it is not counted in CPD certification.
42.	Can we choose own CPD courses or are they assigned? How will the teachers teaching subjects like work education, art education, and work experience, and librarians complete 50 hours of CPD?	Both cases are accepted- teachers can choose their own courses and the KVS HQ/ RO/ Principal can assign a course to them. Courses for all cadres will be made available in ZIET and RO training calendars. Teachers can request to be deputed for the workshops of their need. Online courses NCERT, CBSE, Project Inclusion, The Teacher App, etc. can be chosen by the teacher themselves.
43.	I have devoted nearly 10 hours in training the regional PGT CS on completing new website work as a Regional Master Trainer, doesn't this counted under CPD ?	The Principal is the competent authority to issue certificates for all such activities and these certificates should be uploaded on the Samagam portal.
44.	How many hours we should count for performing CBSE examination invigilation duty from 9.30 to 1.30?	Invigilation duty does not count as CPD.
45.	Can school-organized training programs be included in CPD?	The Principal is the competent authority to decide about the inclusion of such courses in CPD.
46.	We didn't get any grading or rating in the certificate then what we have to fill in that column?	'Grade not assigned' may be written in that box.
47.	Whether escorting students for various programmes are considered in CPD?	No
48.	I have attended some non-KVS workshops. Will they be considered in CPD?	Courses from the Govt. agencies like CBSE, NCERT, etc. should be preferred. However, if a course is done from a private agency, the agency should be approved by the KVS HQ/ RO for its courses to be included in CPD.

49.	Where can we get information about the face-to-face courses available in KVS?	ZIETs and ROs issue their own calendar which can be accessed on their websites.
50.	Will election duty and census duty count as CPD?	No
51.	Whether it is mandatory to adhere to the Quarter wise distribution of CPD HOURS and the topics for the training, as specified in page 1 of above referred document or it can be completed during any of the quarters of a particular academic year?	The quarterly division in the guidelines is merely suggestive. ROs/ Schools may decide to conduct workshops as per requirement.
52.	Principals have been given the responsibility of tracking the CPD hours completed by Teachers. Should Principals also do 50 Hours of CPD?	Yes, Principal, Vice-principal, and Headmaster should also complete 50 hours of CPD every year.
53.	Do Rajbhasha classes constitute CPD?	Yes
54.	Will the credit courses done from IGNOU or SWAYAM portal be considered online or offline?	The course will be considered as offline courses if the course is done through distance learning mode and the teacher has to appear in the exam in physical mode. If the certification exam is done through online mode, it will be considered as an online course.
55.	Will the coaching camps for games and sports events considered under CPD?	No
56.	Is question paper setting for pre board exam at school level in foreign school included in online mode of CPD?	As a special provision, question paper setting of pre-board and term end exams may be considered under CPD as these schools do not come under any regional office.
57.	Courses on DIKSHA portal are not accessible for VI (visually impaired) person. How should they complete the 20 hours of online training?	The matter has been taken up with NCERT.
58.	Whether the courses by National Programme on Technology Enhanced Learning (NPTEL) are included in CPD?	Yes, the courses conducted by NPTEL are included.
59.	Should one-day exposure tour under PM SHRI KV scheme be included in CPD schedule?	No
60.	If sessions undertaken on official invitation to State Govt. / Private Schools as RPs, can that be considered as bona fide sessions?	Such sessions will be considered only if the teacher has been deputed by the competent authority.
61.	Are ECCE & FLN courses applicable for TGT & PGT teachers?	The Principal is the competent authority to assess the need of the teachers.

62.	Only tasks specifically defined under CPD guidelines will be considered for CPD hours quarterly, or they may be adjusted with other similar activities.	The courses outlined in the CPD Guidelines cover broad areas. The Principal has the authority to determine specific training topics within those areas based on the needs of the teachers.
63.	I was TGT till November, and got promoted as PGT after that. Will the number of CPD hours completed as TGT be considered in that calendar year?	Yes, CPD hours will be added irrespective of the cadre.
64.	Will preparing the students for various competitions be considered in CPD?	Preparing the students for competitions is job profile of a teacher. It is not under CPD.
65.	Is the number of hours of CPD for miscellaneous teachers the same as those for other subject teachers?	Yes
66.	Will M.A/M.Sc./M.Com courses from various universities be considered in CPD?	Yes, As given in the guidelines, 3 hours of CPD will be considered for 01 credit point.
67.	Foreign KVs are not available on DIKSHA portal. How can the teachers from these KVs access these courses?	The matter has been taken up with NCERT.
68.	Are various assignments given by ZIETs and ROs a part of CPD?	The ZIET Director/ Deputy Commissioner of the regional office will decide whether the activity is suitable for CPD and issue a certificate accordingly.