# KENDRIYA VIDYALAYA SANGATHAN

# CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) IN KVS



## AZADI KA AMRIT MAHOTSAV

### (75th Independence Day Celebration)

# CONTINUOS PROFESSIONAL DEVELOPMENT IN KENDRIYA VIDYALAYA SANGATHAN

## Introduction

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 1253 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, a Suggestive Guidelines for completion of at least 50 hours of CPD as recommended in NEP 2020 has 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.

2

## 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 | • Action Research/ Innovative Case Studies | 18 Hours |
| 2 | Quater-2 | July August September | 12 Hours | • Field Visit<br>• Paper Setting<br>• Assessment | 06 Hours<br>03 Hours<br>03 Hours |
| 3 | Quarter-3 | October November December | 06 Hours | • One Day Workshop (It may be split up in to two half-day workshops as per convenience) | 06 Hours (Each 1/2 Day -03 Hours) |
| 4 | Quarter-4 | January February March | 14 Hours | • Paper Setting<br>• Assessment<br>• One Day Workshop | 03 Hours<br>5  Hours<br>6  Hours |

## (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 | • Action Research/ Innovative Case Studies<br>• Orientation of Staff and Students<br>• Knowledge sharing Programme during month-end staff meetings<br>• On-line Brain Storming Session by DC of KVS concerned Region<br>• Course Director/Resource Person in Training Programmes (Incidental) | 12 Hours<br><br>2  Hours (April)<br>3  Hours (01 Hour each month)<br>03 Hours (01 Hour each month)<br>01 Hours each day (Incidental) |
| 2 | Quater-2 | July August September | 15 Hours | • Organising Community Outreach Programme/ Collaboration/ Resource Sharing<br>• Guidance & Counselling of Staff and Students<br>• Knowledge sharing Programme during month-end staff meetings<br>• On-line Brain Storming Session by DC of KVS concerned Region | 06 Hours<br><br><br>03 Hours (01 Hour each month)<br>03 Hours (01 Hour each month)<br>03 Hours (01 Hour each month) |
| 3 | Quarter-3 | October November December | 12 Hours | • One Day Workshop to Improve Academic Results (It may be split up in to two half-day workshops as per convenience)<br>• Knowledge sharing Programme during month-end staff meetings<br>• On-line Brain Storming Session by DC of KVS concerned Region | 06 Hours (Each 1/2 Day -03 Hours)<br>03 Hours (01 Hour each month)<br>03 Hours (01 Hour each month) |
| 4 | Quarter-4 | January February March | 03 Hours | • School Development Plan<br>• MOOCs Development (Self Initiative) | 03 Hours<br>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.

**3**

| OTHER SUGGESTIVE MODULES FOR CONTINUOUS PROFESSIONAL DEVELOPMENT FOR TEACHERS/VP/PRINCIPAL | | | |
|---|---|---|---|
| **Head Quarters /ZIET** | **Academic Activities** | 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 |
| | **Face to Face** | 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 |
| | **Online Mode/ Distance Mode** | DIKSHA Portal/ Swayam Prabha/MOOC- each Module | 04 Hours |
| **Regional Offices** | **Academic Activities** | Setting QP at RO/ Development of Study Material | 3 Hours |
| | | 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 |
| | **Face to Face** | Inservice Courses | (6*21) 126 Hours |
| | | Induction Course | (6*6) 36 Hours |
| | | 01 Workshops | 06 Hours/day |
| | **Online Mode/ Distance Mode** | DIKSHA Portal/ Swayam Prabha/MOOC- each Module | 04 Hours |
| **Kendriya Vidyalaya** | **Academic Activities** | 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 |
| | **Face to Face** | 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 |
| | **Online Mode/ Distance Mode** | DIKSHA Portal/ Swayam Prabha/MOOC- each Module | 04 Hours |

4

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| **Self Initiative** | **Academic Activities** | Setting QP at RO/Board Level | 3 Hours |
| | | 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 |
| | **Face to Face** | 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 |
| | **Online Mode/ Distance Mode** | DIKSHA Portal Each Module | 04 Hours |
| | | CBSE/ NCERT Online Training Sessions | As per modules |
| **Other Ognisation /Sources** | **Academic Activities** | 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 the Principal | 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 as per actuals |
| | **Face to Face** | 01 Workshops | 06 Hours/day |
| | **Online Mode/ Distance Mode** | 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.

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6