File No.: 11-ACTR0Ltr/50/2025-AC(TRG)/2590-622 .   Date: 28/03/2025

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices

Subject: Revision of CPD Guidelines for the Year 2025 - regarding

Madam/Sir

Continuous Professional Development (CPD) is a dynamic and evolving process that ensures teachers stay abreast of the latest pedagogical advancements, innovative methodologies, and policy updates. To maintain the highest standards of teaching and learning, it is essential to periodically revise CPD guidelines, integrating emerging best practices and contemporary educational strategies.

The Revised CPD Guidelines for the Year 2025 are attached for dissemination to all Kendriya Vidyalayas (KVs) in your region. School leaders and teachers are encouraged to familiarize themselves with these updates and implement them effectively to enhance professional growth and student learning outcomes.

Yours sincerely
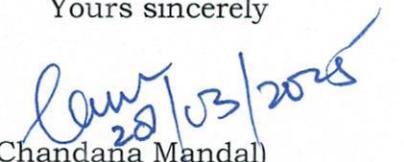
(Chandana Mandal)
Joint Commissioner (Trg)

Copy to:
1. Joint Commissioner (Acad.), KVS HQ, New Delhi, for information
2. DC (Acad.) I & II, KVS HQ, New Delhi, for information
3. Directors, all ZIETs
4. AC, IT Cell, KVS HQ, New Delhi, for uploading on the KVS HQ website
5. Guard file

KENDRIYA VIDYALAYA SANGATHAN, NEW DELHI

Continuous Professional Development (CPD) GUIDELINES 2025

Introduction:

Para 5.15 (NEP 2020)- . Each teacher will be expected to participate in at least 50 hours of CPD opportunities every year for their own professional development, driven by their own interests. CPD opportunities will, in particular, systematically cover the latest pedagogies regarding foundational literacy and numeracy, formative and adaptive assessment of learning outcomes, competency-based learning, and related pedagogies, such as experiential learning, arts-integrated, sports-integrated, and storytelling-based approaches, etc.

To align with the mandate of NEP 2020, KVS introduced 50 hours of Continuous Professional Development (CPD) annually for teachers in 2023. In 2024, the then existing format of 21-day in-service course conducted once every six years, was replaced with a structured system of 50 hours of CPD each year. This shift ensures continuous, need-based professional learning while fulfilling all the professional benefits that teachers previously received through the in-service course. Recognizing the evolving nature of education and professional development, CPD guidelines are periodically revised to integrate the latest pedagogical advancements and best practices, ensuring their relevance and effectiveness.

Objectives of Continuous Professional Development

1. **Alignment with KVS Vision and Mission**
   a. **Vision Statement:** Enabling KVS employees to function as true professionals in the field of school education through capacity building.
   b. **Mission Statement:** Providing quality training to equip the Teachers and the Staff with knowledge, skills, attitude, values, and disposition required for their professional development in Kendriya Vidyalaya Sangathan so that they contribute to the physical, cognitive, socio-emotional, and moral development of students entrusted to their care.
2. **Policy Awareness and Implementation**
   a. Decoding of educational policies (NEP 2020, NCF FS 2022, and NCF SE 2023) and KVS Policies to ensure teachers are aligned with national objectives.
   b. Ensuring compliance with KVS, CBSE guidelines and education policies of Government of India.
3. **Alignment with Curricular Goals**
   a. Linking training programmes to the learning outcomes outlined in the curriculum
   b. Emphasis on pedagogical strategies that facilitate achieving these outcomes
   c. Providing in-depth training on subject-specific pedagogies
   d. Effective classroom management
   e. Integration of Technology in Education
   f. Fostering Reflective and Innovative Practices
4. **Leadership and Professional Development**
   a. Capacity building for leadership roles in schools.
   b. Enhancing communication and decision-making skills for school management.
   c. Fostering Academic and Administrative Leadership to drive new initiatives and innovations.
5. **Well-being and Teacher Motivation**
   a. Promoting teacher well-being through stress management and work-life balance strategies.
   b. Encouraging personal and professional goal setting.
   c. Focus on gender sensitization and child-right awareness
6. **Promoting Inclusive, Ethical and Globally Aware Teaching Practices**
   a. Sensitising teachers to honour diversities in all forms as a lifelong professional commitment.
   b. Equipping teachers with awareness of local and global educational issues including the Sustainable Developmental Goals (SDGs).

c. Establishing ethical and Behavioural guidelines to promote respect, responsibility and integrity in institutions.

Focal Themes of KVS Training Programme in Alignment with NEP 2020
- Foundational Literacy & Numeracy (NEP 2020 Para 2.1 – 2.9)
- Pedagogical Interventions for Experiential Learning (NEP 2020 Para 4.6 – 4.8)
- Assessment based on Competency Based Learning (CBL) (NEP 2020 Para 4.6 & 5.15)
- Inclusive Education (NEP 2020 Para 6.1)
- Leveraging Technology in Classroom (NEP Para- 4.23)
- Mental Health and Well-being of Students and Teachers (NEP Para 4.28)

CPD Guidelines- 2025 in Kendriya Vidyalaya Sangathan:

Training and professional development are ever-evolving processes that require constant updates to incorporate new advancements. As a pioneer in adopting innovative pedagogies, KVS prioritizes the capacity-building of its teachers to ensure they remain adept at delivering high-quality education. Given that training is integral to the KVS framework, continuous improvement and adaptation are essential to maintaining its reputation as a leading educational institution in India. In alignment with this commitment, Suggestive Guidelines have been developed to facilitate the completion of at least 50 hours of Continuing Professional Development (CPD), as recommended in NEP 2020, for all relevant stakeholders.

50 hours CPD training is broadly classified into offline i.e. face to face mode and online /distance mode occupying 30 & 20 hours respectively per academic year.

Note:

(I)   Implementation and Monitoring of the CPD Hours for VP, PGT, TGT, HM, & PRT will be executed by the Principal at Vidyalaya level and verified at RO level.

(II)   Trainings at Vidyalaya level should be planned in advance. Appropriate advance information including dates and modules should be provided to staff members. All steps should be well documented for verification during inspections and visits of officers. Schools must submit monthly report on CPD to RO (Similar pro-forma of KVS HQ of monthly training data collection may be used).

(III)   Implementation & Verification of CPD Hours accomplished by Principals and Vice-Principals acting as in-charge principals will be effectuated by Deputy Commissioner, KVS of the concerned Region.

(IV)   Principals must take maximum efforts to ensure that out of 5 days face to face hours for teachers, at least 2-day participation in trainings/workshops organized by RO/ZIET/knowledge partners must be ensured for teachers whose APAR grade is below 6.

(V)   2-day Face to Face training /workshop must be organized for Principals by ROs, preferably 1 day in continuation with Principal Conference and 1 day during the quarter October-December.

(VI)   Topics for cluster/ school workshops may be chosen from letter no. F.No: 11-ACTR/6/2024-AC(TRG)/ 25360/, dated: 07.03.2025.

(VII)   Principals and teachers should go through the training calendars of the KVS HQ, ZIETs, and ROs for specialsed courses.

(VIII)   **50 hours = 30 (face to face) + 20 hours (Online mode)**

 # Online mode of training can be replaced with face to face mode but not vice-versa.

- ✓ The sessions for CPD at Vidyalaya/ Cluster level should be conducted in face to face mode (offline mode) only.
- ✓ The ZIET Level CPD should be undertaken at Regional and Vidyalaya level in a cascading mode for 100% reach-out and effectiveness.
- ✓ The Training Need analysis should be done at ZIET level/Regional Level/Vidyalaya to choose the CPD Area.
- ✓ ZIET/Regional offices may choose the mode of CPD for a given CPD Area/Topic.

✓ **A full day offline workshop will count as 6 hours of CPD (04 sessions of 90 minutes each).**

✓ Content creation of all sorts may be done in a workshop mode by the ROs/ ZIETs.

Continuous Professional Development (CPD) Course conducted by External Agencies- Knowledge Partner recognized by KVS-

Continuous Professional Development Courses approved by KVS or **prior sanctioned** course undertaken by the teacher from NCERT/CIET/IGNOU/SWAYAM/i-GOT Karmayogi/ NISHTHA/ DIKSHA/ NIOS/CBSE/NCPCR/SAS or any other approved Knowledge Partner may be treated as CPD for counting of hours/verification-

Sl.No.	Agency/CPD topic	No. of hours	Online/ Offline
1	Courses curated by NCERT/CIET/NISHTHA/DIKSHA/i-GOT Karmyogi/CBSE/ any other Knowledge Partner with definite no. of hours	Number of hours mentioned in the course module	Online
2	Credit courses related to profession of education and educational administration conducted by IGNOU/SWAYAM, or any other agency approved by KVS, (4-week course: 1 credit; 8-week course: 2 credits) *[From 2025, courses for Career Management Process (CMP), like Bachelor's degree and Master's Degree, will **NOT** be considered as CPD]*	02 Hours for 1 credit	Online
3	Noncredit courses of SWAYAM, or of any other agency	Nil	N/A
4	Diploma Course in Guidance and Counselling, by NCERT (Only for contact programme at NCERT)	6 hours per day	Offline
5	Workshops/Courses conducted by NCERT/CIET/IIT/IHFC/IHL/ISTM/NUEPA/Any other knowledge partner of KVS **(Deputation for such workshops should be permitted by KVS HQ)**	6 hours per day for full day workshop	Offline

Other Activities of CPD by Self Learning in KVS /Other organisations in Face to face /On-line mode.

S.No.	Name of Activity	CPD Hours
	Content Creation/ Paper Publication/ Presentation	
1.	Published article/creative writing piece in a KVS HQ level journal/ magazine*	1 hour
2	Published research article/ creative writing piece in National / International level Publications / Journals and Magazines* (Journals and magazines with ISBN number only)	2 hours
3	Editorial work for a KVS publication, in a workshop mode (only for KVS HQ and RO level)	8 hours per publication
5	Half an hour session (live/ recorded) on KVS PM e-Vidya channel (The teacher should be deputed by KVS HQ for this task.)	2 hours
6	Pre-approved resource person in various workshops/ training programmes	6 hours per day
7	ACD/ Director of a Workshop/ Training Programme (CPD hours to be granted only when they conduct sessions.)	1.5 hours (90 minutes) per

			session
4	Action Research		6 hours per action research submitted

Continuous Professional Development (CPD) of Training Associates (TAs) posted at ZIETs

Sl. No	Name of Activity	Mode	No. of Hours
1.	Training of Trainers (ToT) workshops conducted by knowledge partners; Participating in Workshops by KVS HQ/ Knowledge Partners; Orientation Workshop for newly appointed TAs/ Refresher course for existing TAs (Organised by KVS HQ); Workshop for Preparation of Self-learning Modules for Teachers	Offline	6 hours per day
2.	Courses done by TAs related to training such as New pedagogies/Instructional Technology/ Innovative teaching strategies/Behaviour management/Adapting technology/Student engagement etc. from CBSE/ ISTM/ NCERT/ATIs/external agency approved by KVS	Offline	6 hours per day
3.	Online Teacher training & Adult Learning Courses by platforms like DIKSHA, NISHTHA, NCERT, CBSE, ISTM, IgotKarmyogi, ATIs/ any other external agency approved by KVS	Online	Number of hours mentioned in the course module
4.	Conducting in-situ training at ROs/ clusters/ KVs; Resource Person for the workshops conducted by ROs/ Clusters	Offline	90 minutes per session
5.	Action Research	Offline	6 hours for one action research

Continuous Professional Development Portfolio

a. Certificate of participation must be issued based on performance in post session activity. Post session activity and standard to be attained may be decided based on the topic of training like 80% marks in post-test/Completion of assignment/Project/AR/demo lesson showing skills attained.

b. The Principal shall review all CPD activities, along with the corresponding hours completed by the teacher, immediately upon the teacher's uploading of the certificate on the PIMS portal (Samagam Portal).

c. The Principal shall prepare an account of the CPD courses completed/attended by the teachers and shall update the record on a monthly basis. A review meeting should be conducted at the end of each month, and teachers must be given feedback, reviews, and suggestions on their CPD progress. Teachers must also sign to acknowledge the feedback and suggestions received.

d. In December, the Principal will conduct a final verification of the submitted certificates, documents, and proofs before certifying the activities and hours completed by the teacher.

e. The **Reporting Authority's comment on the completion of 50 hours of CPD** must be **mandatorily recorded in the employee's APAR**. Additionally, specific areas where further training is required should be clearly mentioned in the designated column.

Teachers, Headmasters (HMs), Vice Principals (VPs), and Principals who have **completed a minimum of 100 hours of CPD in the previous academic session** will be given **priority consideration** for roles such as **Resource Person, Associate Course Director, or Course Director**.

Suggestive Areas/ Topics to be covered in CPD courses for the Calendar Year 2025
One session will be counted as of 1.5 hours (90 minutes) duration.

Vidyalaya Level/ Cluster Level		Regional Level		KVS ZIET/HQ Level	
Different pedagogical approaches	Use of ICT in Teaching Learning Process	Subject Content enrichment	Personality Development	School Safety & Security	Gender sensitization & legal awareness
KVS flagship programmes	Inclusive Education	Art Integrated learning	Strategies to Improve Reading Habits	Digital library and e-Granthalaya	Inclusive Education
NEP 2020-features	Communication Skill	Scouts & Guides & NCC (adult training only)	Effective use of Clubs and Committees	Child Rights & POCSO Act 2012	Guidance and counselling
Gender Sesitisation	Competency based Lesson Planning	Effective classroom management	Understanding Vocational/Pre-Vocational Education & bag-less Days	राजभाषा अधिनियम, नियम एवं संवैधानिक प्रावधान	Inventory Management and Condemnation of Article
Experiential learning approach	FLN	Theatre in Education	Raj Bhasha	Action Research	SQAAF
Integrate 21st century skills	Holistic Report Card	STEAM Education	ACP/AEP/Rupanter related training	STEM Education through Vigyan Pratibha Programme	Journal writing/ documenting one's teaching experiences
Scheme of studies, syllabus and text book	Cyber Security, Digital Citizenship	Assessment structure and Evaluation Techniques	Competencies, Curricular Goals and Learning outcome-in the light of NCF	Role Various stakeholders to implementation in flagship programmes & PM SHRI Schools	SAFAL
Preparation of competency based test items	Value Education	21st Century Skills	Supportive Classroom Supervision	NCFFS 2022, NCFSE 2023	Assessment Policy of KVS/CBSE
Effective class room management	Story telling pedagogy	UBI/PIMS/UDISE/TARA Portals/ PRASHASHT	ICT tools for Classroom teaching and Assessment	Digital Integration	School Processes (NCFSE-2023)
राजभाषा	Sports integrated learning & Gamification	Preparation of competency based test items/ modules	Pedagogical Content Knowledge (PCK)	Service matters- - Conduct Rules - Disciplinary Rules - Leave Rules - TA/DA Rules - Other allied matters	KVS Education Code & Accounts Code
Action research & Innovations in Teaching-Learning	Encouraging Critical Thinking and Inquiry-based Learning	Pedagogical shift and pedagogies for experiential/Competency based learning	Cognitively guided instructions strategies	Toy Based Pedagogy	Cyber Parenting & Cyber Security
Assessment structure/ Startegies	Professionalism and Ethics	Integrated Learning & Multidisciplinary Approach	Competency Based Learning	Inclusive Education	Orientation of New Textbooks
Jadui-Pitara	Subject specific content enrichment workshops	Emotional and mental well being	Competency Based Assessment	Socio-emotional Learning	Stakeholder Engagement
School Policies and Procedures	AI and subject teaching	Supporting Student Well-being: Understanding Adolescent Psychology	Effective Use of e-Granthalaya and Digital Library		

In addition to the above Areas/Topics of CPDs, following areas/topics may be undertaken for CPD of Vice Principals/Principals					
Vidyalaya Level/ Cluster Level		Regional Level		KVS ZIET/HQ Level	
		Effective implementation of Skill Education in Vidyalayas	GeM/GFR & Purchase Procedure	Disciplinary proceedings	Effective implementation of Skill Education in Vidyalayas
--	Provisions of 81(b) and 81(d) of Education code /POCSO/POSH	SAMAGAM Portal and CPD Verification	School Development Plan (SDP)	Stress Management and work-life balance	Instructional Leadership, Ethics
--	--	AI in Classroom practices	Competency based Assessment and Lesson Planning	APAR (for VPs)	Effective Leadership and Conflict Management