



केन्द्रीय विद्यालय संगठन

केन्द्रीय विद्यालय संगठन (मुख्यालय)

शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान

18 संस्थागत क्षेत्र, शाहीद जीत सिंह मार्ग, नई दिल्ली-110016

KENDRIYA VIDYALAYA SANGATHAN (HQ)

An Autonomous Body under Ministry of Education, Govt. of India

18, Institutional Area, S.J.S Marg, New Delhi-110016

Tel.: 011-26521841

Website: www.kvsangathan.nic.in

F.No: 11-ACTR/6/2024-AC(TRG)/ 25360/2349 - 2378

07.03.2025

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices & ZIETs

Sub: Sample School/ Cluster Level CPD Calendar for 2025- regarding.

Madam/Sir,

As part of Kendriya Vidyalaya Sangathan's commitment to continuous professional development (CPD), all teachers are required to complete 50 hours of CPD annually. While the Zonal Institutes of Education and Training (ZIETs) and Regional Offices (ROs) have been conducting specialized training programmes, it is imperative that schools/clusters also conduct school-level/ cluster-level training sessions to cater to the diverse professional learning needs of teachers.

In this regard a sample training calendar is being shared, which outlines topics that may be covered at the school/cluster level. This calendar serves as a suggestive framework, and schools are encouraged to adapt and customize it based on their specific requirements and priorities. Experts from nearby schools/ institutes may be invited as guest speakers, if required. Honorarium may be paid as per KVS norms.

All schools are requested to implement structured in-house training programmes in alignment with the CPD objectives and ensure that teachers benefit from targeted professional learning opportunities.

Yours sincerely,

(Chandana Mandal)

Joint Commissioner (Acad.)

Enclosure: As mentioned above

Copy to:

1. Joint Commissioner (Acad), KVS HQ, New Delhi, for information
2. DC (Acad.) I & II, KVS HQ, New Delhi
3. Guard file

KENDRIYA VIDYALAYA SANGATHAN

SAMPLE ANNUAL TRAINING CALENDAR FOR SCHOOLS/CLUSTERS

I. Continuous Professional Development (CPD) Implementation Template:

A well-structured **Continuous Professional Development (CPD) Implementation Framework** ensures that professional learning opportunities for teachers are **systematic, goal-oriented, and aligned with institutional priorities**. This framework fosters a culture of **lifelong learning, collaboration, and innovation** to enhance teaching effectiveness and student learning outcomes.

Vision and Objectives

- **Vision Statement-** To establish a **dynamic and responsive CPD culture** that empowers teachers with **advanced pedagogical skills, subject expertise, and innovative teaching strategies**, ultimately leading to **improved student achievement and holistic development**.
- **Objectives:**
 - **Enhance teachers' subject knowledge and pedagogical skills** to align with evolving educational needs.
 - **Foster a culture of reflective practice** that encourages teachers to assess and improve their instructional methods.
 - **Promote the integration of innovative teaching strategies**, including digital tools, experiential learning, and problem-solving approaches.
 - **Strengthen collaboration among educators** by facilitating peer learning, resource-sharing, and mentorship opportunities.
 - **Assist teachers in identifying and overcoming challenges** through pooled resources, best practices, and collective wisdom.
 - **Ensure continuous upskilling and professional growth** to meet emerging educational trends and policy requirements.

CPD Framework and Policies

- **Alignment with National Policies & Institutional Goals:** Ensure CPD programs are in sync with NEP 2020 recommendations, Kendriya Vidyalaya Sangathan (KVS) guidelines, and school-specific development plans.
- **Structured CPD Participation:** Define minimum training hours per term/year, ensuring balanced exposure to pedagogy, leadership, and emerging trends.
 - a. **Comprehensive Monitoring & Evaluation (M&E) Mechanism:** Establish feedback loops through post-training reflections, peer reviews, and student performance indicators.
 - b. **Use CPD portfolios on KVS Samagam portal** to track teacher progress, skill acquisition, and professional milestones.
 - c. **Observe classroom transaction of the teacher** to measure the impact of CPD initiatives and drive future improvements.

3. CPD Delivery Modes

- **Workshops & Seminars:** Regular in-person/online training on pedagogical and subject-specific topics.
- **Peer Learning & Mentorship:** Teacher observation, feedback sessions, and mentoring programs.
- **Action Research:** Encourage teachers to explore classroom challenges and document improvements.
- **Online Courses & Webinars:** Provide access to MOOCs, certification programs, and expert-led sessions.
- **Professional Learning Communities (PLCs):** Collaborative groups for sharing best practices.

4. CPD Planning and Scheduling

- **Annual CPD Calendar:** Plan CPD sessions at the beginning of the academic year.
- **Integration with School Timetable:** Allocate specific days/hours for CPD without disrupting teaching.
- **Individual Teacher CPD Plans:** Encourage teachers to set personal development goals aligned with the school's vision.

5. Resources and Support

- **Budget Allocation:** Ensure financial resources for CPD programs (training, subscriptions, and materials).
- **Technology & Infrastructure:** Provide digital tools, LMS, and access to online learning resources.
- **Expert Facilitation:** Engage subject experts, master trainers, and experienced educators.

6. CPD Implementation and Participation

- **Compulsory vs. Voluntary CPD:** Define sessions that are mandatory and optional.
- **Active Engagement Strategies:** Use interactive methodologies like case studies, role-playing, and group discussions.
- **Differentiated CPD:** Tailor CPD for new teachers, experienced teachers, and leaders.

7. Monitoring, Reflection, and Feedback

- **Teacher Self-Reflection:** Encourage teachers to maintain CPD journals/logs.
- **Feedback Mechanism:** Conduct pre and post-training surveys and discussions to assess effectiveness.
- **Performance Indicators:** Measure CPD impact through student learning outcomes, peer reviews, and lesson observations.
- **CPD Certification & Recognition:** Offer certificates and incentives for active participation.

8. Sustainability and Continuous Improvement

- **Regular Review and Adaptation:** Update CPD strategies based on feedback and emerging educational trends.
- **Institutionalizing CPD Culture:** Integrate CPD into professional growth pathways and appraisal systems.
- **Collaborations:** Partner with universities, educational organizations, and online platforms for continuous upskilling.

II. Topics for Training at School/Cluster-Level:

These topics cater to the professional growth of teachers across different subjects and grade levels, ensuring they stay updated with modern pedagogical practices and enhance student learning outcomes.

S NO	Theme or Focus Areas	Topics	Key Activities
1	Pedagogical Strategies & Teaching Effectiveness- For all subjects including PHE, WE & AE	<ul style="list-style-type: none">a. Active Learning Strategiesb. Differentiated Instructionc. Bloom's Taxonomy in Lesson Planningd. Effective Questioning Techniquese. Blended & Hybrid Learningf. Lesson Planning and Curriculum Mapping	<ul style="list-style-type: none">a. Engaging students through hands-on and inquiry-based learning.b. Addressing diverse learning needs in the classroom.c. Designing lessons that promote higher-order thinking.d. Integrating online and offline teaching methods.e. Aligning classroom teaching with learning objectives.
2	Classroom Management & Student Engagement	<ul style="list-style-type: none">a. Positive Behaviour Management Strategiesb. Building Growth Mind-set in Studentsc. Enhancing Student Motivation & Participationd. Managing Large & Mixed-Ability Classrooms	<ul style="list-style-type: none">a. Maintaining discipline while fostering a positive learning environment.b. Encouraging resilience and a love for learning.c. Using rewards, recognition, and intrinsic motivation techniques.d. Effective strategies for diverse classrooms, inclusivity.

3	Assessment & Evaluation	<ul style="list-style-type: none"> a. Formative vs. Summative Assessments b. Data-Driven Instruction c. Constructing High-Quality MCQs & Open-Ended Questions d. Alternative Assessments 	<ul style="list-style-type: none"> a. Designing effective assessments for learning. b. Using student performance data to guide teaching strategies. c. Improving question-setting skills. d. Using rubrics, projects, and portfolios to evaluate student learning.
4	21st-Century Skills & Digital Integration	<ul style="list-style-type: none"> a. Technology in the Classroom b. Integrating ICT in Lesson Planning c. Cyber Safety & Digital Citizenship Artificial d. Intelligence in Education 	<ul style="list-style-type: none"> a. Using smart boards, educational apps, and AI tools. b. Incorporating Google Classroom, Kahoot, Padlet, etc. c. Teaching student's responsible online behaviour. d. Exploring AI-driven teaching and learning tools.
5	Logical Reasoning, Critical Thinking & Problem-Solving	<ul style="list-style-type: none"> a. Developing Logical Reasoning Skills b. Teaching Problem-Solving through Real-Life Contexts c. Incorporating Riddles, Puzzles, and Brain Teasers in Teaching 	<ul style="list-style-type: none"> a. Enhancing students' analytical thinking-Introduce students to research-based learning strategies. b. Making learning relevant and practical. c. Engaging students in creative thinking.
6	Mental Health & Well-being	<ul style="list-style-type: none"> a. Teacher Well-being & Stress Management. b. Managing Student Anxiety & Exam Stress Counselling c. Mentoring Skills for Teachers 	<ul style="list-style-type: none"> a. Preventing burnout and maintaining work-life balance. b. Techniques to help students cope with pressure-Encourage Integration of Yoga into the daily school schedule. c. Providing emotional support to students.
7	Professional Ethics & School Leadership	<ul style="list-style-type: none"> a. Ethical Responsibilities of Teachers b. Leadership & Decision-Making for Educators c. Effective Parent-Teacher Communication 	<ul style="list-style-type: none"> a. Professional conduct and teacher accountability. b. Strengthening leadership skills among teachers. c. Building strong partnerships with parents.

8	Adaptive Sports & Inclusive Physical Education	<ul style="list-style-type: none"> a. Adaptive Sports: Concepts and Benefits b. Modifications for Inclusive PE-Foster inclusive sporting events in schools. c. Inclusive Teaching Strategies in PE d. Building an Inclusive Sports Culture in Schools- Create customized PE programs for diverse student needs. 	<ul style="list-style-type: none"> a. Simulation Exercise-Equip teachers with adaptive sports techniques for students with disabilities. b. Adapted Games Workshop c. Inclusive PE Lesson Planning d. Peer Teaching Demonstration e. Case Study Analysis
---	--	---	---

III. Additional topics for training at School/Cluster Level aligned with **NEP 2020, NSE SF 2022, and NCF SE 2023:**

S NO	Theme or Focus Areas	Topics	Key Activities
1	Competency-Based Education (CBE)	<ul style="list-style-type: none"> a. Understanding Competencies and Learning Outcomes b. Designing Lesson Plans Based on CBE c. Assessment Strategies in CBE d. Differentiated Instruction and Personalized Learning in CBE 	<ul style="list-style-type: none"> a. Competency Mapping b. Implementing CBE in lesson planning and assessment. c. Rubric Creation Workshop d. Adapt teaching strategies to meet diverse student needs.
2	Experiential Learning & STEAM	<ul style="list-style-type: none"> a. Introduction to Experiential & Inquiry-Based Learning b. Hands-on Learning Strategies for STEAM Subjects 	<ul style="list-style-type: none"> a. Hands-on, real-world learning strategies. b. Implementing problem-solving and design-thinking approaches. c. Using local context for inquiry-based and experiential learning. d. Cross-Disciplinary Collaboration: Teams integrate science, technology, engineering, arts, and math into a single project.
3	Assessment Reforms &	<ul style="list-style-type: none"> a. Understanding Modern Assessment Approaches 	<ul style="list-style-type: none"> a. Moving beyond rote memorization: Assessing

	Personalized Learning	<ul style="list-style-type: none"> b. Assessment for Higher-Order Thinking & Skills c. Differentiated Instruction for Diverse Learners 	<ul style="list-style-type: none"> higher-order skills. b. Developing portfolios and self-assessment tools. c. Adaptive assessments and differentiated instruction.
4	Inclusive & Equitable Education	<ul style="list-style-type: none"> a. Implementing Universal Design for Learning (UDL). b. Teaching strategies for diverse learning needs. c. Gender sensitivity and equity in education. 	<ul style="list-style-type: none"> a. Universal Design for Learning (UDL) in Action b. Differentiating Instruction for Diverse Learners c. Creating an Inclusive Classroom Environment with Culturally Responsive Teaching Strategies
5	Language Education & Multilingualism	<ul style="list-style-type: none"> a. Multilingual Pedagogies for Subject Teachers b. Understanding Language Education & Multilingualism c. Enhancing language proficiency across subjects. 	<ul style="list-style-type: none"> a. Strategies for Teaching in Multilingual Classrooms b. Implementing mother tongue-based instruction. c. Developing Foundational Language Skills (Listening, Speaking, Reading, Writing - LSRW)
6	Teacher Leadership & Professional Learning Communities (PLCs)	<ul style="list-style-type: none"> a. Collaborative Lesson Planning & Action Research b. Introduction to Professional Learning Communities (PLCs) c. Leading School-Wide Initiatives for Professional Learning 	<ul style="list-style-type: none"> a. Building a collaborative teaching culture. b. Reflective practices and peer mentoring. c. Encouraging Cross-Departmental Collaboration & Organizing In-House Training & Peer-Led Workshops.
7	Sustainable Development & Value-Based Education	<ul style="list-style-type: none"> a. Integrating Sustainable Development Goals (SDGs) in Curriculum b. Value-Based Education: Understanding Core Values c. Teaching Environmental Sustainability. 	<ul style="list-style-type: none"> a. Integrating SDG-related education. b. Teaching ethics, empathy, and citizenship. c. Environmental education and climate literacy.

IV. Some general topics for school/cluster-level CPD training related to legal, ethical, and professional responsibilities in education:

S NO	Theme or Focus Areas	Topics	Key Activities
1	Child Protection & Safety	<ul style="list-style-type: none"> a. Understanding POCSO Act (2012) – Protecting children from sexual offenses. b. Role of NCPCR (National Commission for Protection of Child Rights) – Ensuring child rights in education. c. Engaging Parents in Child Protection and Safety d. Promoting Safe Online Behavior and Cybersecurity e. Understanding and Preventing Bullying f. Mandatory Reporting & Teacher Responsibilities – Legal duties in child safety. 	<ul style="list-style-type: none"> a. Understanding Child Protection: Key Concepts & Responsibilities b. Identifying Signs of Abuse and Neglect c. Creating a Safe Classroom Environment d. Educate on the basics of digital footprints, privacy settings, and responsible online behaviour e. Discuss different types of bullying (physical, verbal, social, cyber) and their impact on children. f. Building Trust and Encouraging Reporting
2	School Ethics & Professional Conduct	<ul style="list-style-type: none"> a. Code of Conduct for Teachers b. Prevention of Corporal Punishment c. Legal Awareness for Educators 	<ul style="list-style-type: none"> a. Ethical and legal responsibilities in schools. b. Positive discipline strategies. c. Understanding RTE Act, Juvenile Justice Act, etc.
3	Gender Sensitization & Inclusive Education	<ul style="list-style-type: none"> a. Gender Sensitization in Schools b. Diversity & Inclusion Rights of Children with Disabilities (RPWD Act 2016) 	<ul style="list-style-type: none"> a. Creating gender-inclusive classrooms. b. Teaching students about social equity and acceptance. c. Inclusive teaching practices.

4	School Disaster Management & Safety Protocols	<ul style="list-style-type: none"> a. Emergency Preparedness & Evacuation Drills b. Cyber Safety & Digital Ethics c. Health & Hygiene in Schools 	<ul style="list-style-type: none"> a. Handling natural disasters and fire safety. b. Protecting students from online risks. c. Preventing communicable diseases and promoting well-being.
5	Parental Engagement & School-Community Collaboration	<ul style="list-style-type: none"> a. Effective Parent-Teacher Communication b. Community-Based Learning c. Handling Sensitive Issues with Parents 	<ul style="list-style-type: none"> a. Strengthening partnerships for student success. b. Involving local resources for holistic education. c. Navigating complaints and grievances professionally.

V. Sample School/Cluster Level Training Calendar for 2025-26

Quarterly division in this calendar is merely suggestive. Schools should implement as per their needs. (For Half/ One-day Workshops (2-4 sessions where one session is of 90 minutes)

Quarter	Cadre	Training Programme/ Workshop
Apr-June	PRT, HM	Designing of assignments for summer-break based on Child-Centred Pedagogy.
		Workshop on Phonics-based Approach
		Workshop on Foundational Numeracy & Integrating Numeracy across Subjects
		Workshop on Project-based Learning (based on PBL Booklets distributed by SAS)
		Toy and game-based Pedagogy
	All Teachers	Planning for Compensation of Academic Loss due to Outstation KVS activities
		Workshop on Developing 21st Century Skills in Students
		KVS Flagship Programmes like science & mathematics Olympiad, NCSC, school innovation marathon / INSPIRE, RBVP, YUVIKA, EBSB, Kala Utsav, etc.
		Effective Classroom Management
		Preparation of Competency-based Worksheets
Jul- Sep	All Teachers	Developing Positive Work Ethics and Work Culture
		Use of ICT in Teaching-learning Process
		Workshop on Giving Feedback to Students
		Experiential Learning Approaches
		Art, Sports, Story-telling as Pedagogical Tools
		Creating Rubrics, Portfolios, and Anecdotal Records: Tools for Classroom Assessment
	PRT, HM	Holistic Progress Card: Design and Implementation (as given by CBSE)
Oct- Dec	All Teachers	Harnessing Digital Tools for Effective Use of Hindi in Workplace
		Cyber Safety and Cyber Ethics
		School Safety and Security
		Using AI Tools for Personalised Learning
		Safety in Digital Space
Jan- Mar	All Teachers	Scheme of studies, syllabus and text books for next academic session
		Workshop on introduction to NEP 2020, NCF-SF 2022, & NCF SE 2023
		Training on preparation of NEP 2020 based lesson plans.