



केन्द्रीय विद्यालय संगठन (मुख्यालय)
शिक्षा मंत्रालय भारत सरकार के अधीन स्वायत्त संस्थान
18 संस्थागत क्षेत्र, शहीद जीत सिंह मार्ग, नई दिल्ली-110016
KENDRIYA VIDYALAYA SANGATHAN (HQs)
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

File No.: 11-ACTR0Ltr/11/2023-AC(TRG)/1775-1804,

Date: 03.01.2025

The Deputy Commissioner
Kendriya Vidyalaya Sangathan
All Regional Offices & ZIETs

Sub: Guidelines for Tracking 50 Hours of CPD through KVS Samagam Portal (PIS)-regarding.

Madam/Sir

This is in continuation of letter no. 11-ACTR0Ltr/11/2023-AC(TRG)/1530-59, dated 03.12.2024 regarding restructuring of 21-day In-service course for implementing 50 hours of CPD.

Kendriya Vidyalaya Sangathan (KVS) has established a comprehensive mechanism for tracking the 50-hour Continuous Professional Development (CPD) requirement through the **KVS Samagam portal (app.kvs.gov.in)**. Teachers are required to follow the procedure outlined below to ensure accurate tracking and documentation of their CPD hours.

1. Completion of 50 Hours of CPD

- Teachers are required to complete 50 hours of CPD every calendar year.
- As per the CPD guidelines, the 50-hour requirement includes 30 hours of offline training courses/ activities (as per the guidelines issued) and 20 hours of online courses/ activities (as per the guidelines issued).
- In case a teacher is unable to complete the 50-hour CPD requirement in a given year due to genuine reasons such as maternity leave, long leave on medical ground, EOL on grounds sanctioned by the competent authority, or any other reason approved by the competent authority, they must complete the 20-hour online component within the same year. The remaining 30 hours must be carried forward and completed in the following year. As a result, the teacher will be required to complete a total of 80 hours of CPD (30+50) in the subsequent year.

2. Entry of CPD Course and Uploading Training Certificates

- After completing any training course (offline or online), teachers must collect the course completion certificate.
- The course details and the certificate must be uploaded on the KVS Samagam portal as proof of participation.
- If a certificate is not issued for a particular training program, the Principal may issue a certificate, provided the training is deemed appropriate in accordance with the CPD Guidelines issued by KVS Headquarters. (Template attached)
- Detailed step-by-step guidelines for entry of CPD course and uploading of certificate are attached for reference.

3. Verification of CPD Courses

- Once a teacher uploads a training certificate, it will be forwarded to the Principal for approval. The Principal is required to review and either approve or reject the course entry promptly upon submission. This process should be carried out continuously throughout the year to ensure there is no pendency.
- The Principal is responsible for verifying the authenticity of the CPD courses attended by the teachers.
- The 50 hours CPD completion certificate for a teacher will be generated only after the Principal conducts the final verification at the end of the calendar year (after 31st December).
- After verification and certificate generation at the school level, the details of the training will be made accessible for tracking at the Regional Office (RO) and Headquarters (HQ) levels.

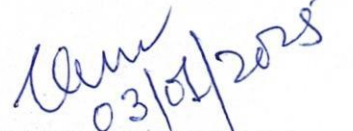
4. Issuance of CPD Completion Certificate

- Upon completion of 50 hours of CPD, the KVS Samagam portal will generate a CPD completion certificate after 31 December.
- If a teacher completes more than 50 hours of CPD in a given year, the actual number of hours will be reflected on the CPD completion certificate.
- This certificate should be documented in the service book and its copy, duly attested by the Principal, should be placed in the teacher's personal file.
- If there is insufficient space in the service book to record the 50-hour CPD, an additional page may be attached for this purpose.

(Note: As a special provision for the year 2024, the Samagam portal will accept the entries for the year 2024 till 31st January 2025. Principals must ensure that all the entries for the year 2024 are completed by the teachers and verified by the principal by 31st January 2025.)

By adhering to these guidelines, teachers can ensure that their CPD activities are properly recorded and recognized. The process enhances accountability and supports the continuous professional growth of KVS teachers.

Yours sincerely,


03/01/2025

(CHANDANA MANDAL)
Joint Commissioner (Trg)

Copy to:

1. PS to Commissioner, KVS HQ, New Delhi
2. PA to Joint Commissioner (Admn/Fin/Acad/Pers)
3. RPS Section
4. DC (Acad) I/ DC (Acad) II
5. Guard File