



CBSE/ Dir.(Training & Skill Edu)/ 2019

March 09,2019

Circular No. 13/ 2019

All Heads of Institutions affiliated to CBSE

**Subject: In-service Trainings of Principals and Teachers w.r.t the Chapter 16 of the Affiliation Bye-Laws 2018**

- 1. INTRODUCTION:** Role of teachers in schools is certainly crucial, but extremely dynamic too. Teachers need to adjust their teaching with the ever-evolving educational goals and at the same time deal with infinite variations in students, each of whom is unique. In such a scenario continuous professional quality development of teachers becomes absolutely indispensable to respond to the changing needs of the students and system. As a competent and well-performing teacher is the most important resource in maintaining desirable standard of education, schools also benefit immensely by investing in capacity building programmes of teachers and in turn achieving the status of most sought-after school in their city.
- 2. THE NCF 2005:** As per the National Curriculum Framework-2005 the current in-service training-related time allocation (compulsory 20 days per year) could be partly diverted towards making time available for reviewing, reflecting and planning of classroom teaching and assessment. NCF further mentions that instead of the ad hoc manner in which teacher trainees are sent for in-service training, it would be better for a cluster of schools to be identified and a minimum number of trainees (at least two, to enable some peer sharing and reflection) invited from each school to participate in an in-service training programme.
- 3. RIGHT TO EDUCATION ACT:** Clause 8(i) and 9(j) of the Right to Education Act, 2009 also highlight the need of teacher -training. The Act in Section 7(6) (b) stipulates that the “Central Govt should develop and enforce standards for training of teachers”.
- 4. TRAINING INSTITUTIONS:** Schools run by various state and central government agencies like State Board, KVS, JNV, etc. are catered through SCERTs and DIETs and respective training units for organising capacity building programmes. However, as far as independent schools affiliated to CBSE are concerned, Central Board of Secondary Education has established 17 Centres of Excellence throughout the country to cater to their training needs, as all independent schools are not capable of undertaking such programmes in collaboration with state/central government institutes.
- 5. AFFILIATION BYELAWS 2018:** The Board in compliance to the above provisions of NCF and RTE-2009 has recently amended its affiliation Bye-laws which in addition to **making a minimum of 5 days of in-service training programmes per year of teachers mandatory**

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(chapter 16 of the affiliation byelaws), further stipulates that **every School shall remit to the CBSE such fee for training of teachers and Principals at the CBSE Centers of Excellence as prescribed by the Board from time to time** (clause 16.4.2 of the affiliation byelaws).

- 6. AIMS OF TRAINING:** By making in-service teacher training mandatory for all its affiliated schools, with the overall goal of improving student learning and achievement, the Board aims to augment subject knowledge, teaching skills and learn new teaching techniques, to enable joyful and innovative transaction of curriculum in the classrooms, to facilitate teachers professional well-being by providing the ecosystem for the teachers in developing their own professional growth plan, and to enable schools to exchange best practices, pedagogies, annual plans, etc.
- 7. PRESENT STATUS:** Presently CBSE is catering to the need of the capacity building of teachers specially in the independent private school through 17 Centre of Excellence established with 16 Regional Offices of the Board.

The Board is working on rolling out end-to-end online solutions to all the training needs of schools, beginning from online application for programmes on a centralized portal, and online fee submission, online pushing of reading material, all the way through to centralized issuing of certificates to participants directly through their individual Digi-lockers.

The Board has issued a **circular on 18.1.2019 regarding adoption of Learning Outcomes at elementary level, and assumption of pedagogical leadership by the Principal of the school at all levels. This circular mandates, that the Principal shall be responsible for helping all concerned teachers in the school to prepare annual curriculum plans for each class and each subject, using innovative pedagogical processes including experiential pedagogy.** Therefore, the Board has now decided to focus on classroom transactions to ensure delivery of quality education and all-around development of each student.

- 8. YEARLY TRAINING THEME:** In context of the above circular and in view to ensuring its proper implementation, the Board has also decided to declare a theme for training each year. This theme will be undertaken for training by the Board through its mandatory training programmes. It will also be expected of the schools that they shall also organize or attend trainings related to the theme to ensure that the teachers acquire the requisite expertise for utilizing it in their classrooms.
- 9. THEME FOR 2019-20:** For this academic year, the theme for training shall be **“Innovative pedagogy including Active learning and Experiential learning”**.



10. **TRAINING PROGRAMMES BY BOARD:** Looking to the above directions of the Board, and in the context of the training needs expressed by schools in various training programmes during interactions all over the country, and in compliance of the affiliation byelaw, 2018, stipulation (that schools should organize training programmes preferably in association with the COEs of the Board), it has been decided that the Board shall conduct the following kind of training programmes for schools:

10.1 Mandatory Induction Programmes by COEs for School management representative and Principals of all freshly affiliated schools, switch over schools, upgraded schools and schools obtaining extension of affiliation.

10.2 Mandatory training programmes by COEs for all school Principals regarding the stated theme of training for the year (please see para 9 above) to augment their leadership effectiveness.

10.3 Mandatory workshops/modules on conduct of Examination and Evaluation to be conducted by the Board for concerned stakeholders, before the start of Annual Board Examinations.

10.4 The Following training programmes shall be continued to be offered for general training and can be exclusively used for particular school's teachers, if adequate number of participants are available.

**General Capacity Building Programmes (1/2 Days) :**

I.	Life Skills
II.	Gender Sensitivity
III.	Value Education
IV.	Remodelled Structure of Assessment for Secondary Classes
V.	Health & Physical Education
VI.	Upholding Integrity and Ethics
VII.	Inclusion and Inclusive Strategies
VIII.	Classroom Management
IX.	Career Guidance

10.5 The following programmes shall also be continued to be offered by the Board:

**Subject Specific Capacity Building Programmes (2 Days):**

I.	Competence Building in Mathematics Class X
II.	Competence Building in Social Science Class X

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III.	Competence Building in Science Class X
IV.	Competence Building in English Class X
V.	Competence Building in Hindi Class X
VI.	Competence Building in English Core Class XII
VII.	Competence Building in Business Studies Class XII
VIII.	Competence Building in History Class XII
IX.	Competence Building in Accountancy Class XII
X.	Competence Building in Political Science Class XII
XI.	Competence Building in Physics Class XII
XII.	Competence Building in Economics Class XII

10.6 The Board is in the process of developing various E -learning programmes, which shall be disseminated through public domain as and when they are ready. Every year, one such e-learning programme that would be related to the training theme of the year, shall be made mandatory for all teachers of all schools.

10.7 The Board is likely to offer some special training programmes such as leadership training, vocational courses, how to teach and learn from NCERT textbooks, assessment as learning, etc., jointly with certain other autonomous bodies of the Government of India. The details will be sent to schools once they are ready.

10.8 For Inspection Committees that will visit schools for Inspection under the provisions of the revamped affiliation byelaws of 2018, there will be a special training module.

10.9 The Board would also like to promote Observation Visits and Peer Observation as a part of self-improvement of school/s (at their own cost), to particular schools that can showcase their innovative practices in school education.

#### 11. FEE TO BE REMITTED BY SCHOOLS:

As per provision stipulated in the clause 16.4.2 of the affiliation Bye-laws, it has been decided by the CBSE that each of the private independent school affiliated to CBSE is required to pay a minimum Training Development fee of Rs 10,000 (schools located in India) / Rs.50000 (schools located abroad) annually to CBSE from the session 2019-20 onwards.

##### 11.1 This fund will be utilized for:

- organizing mandatory annual training programme on leadership training for Principals including theme of the year and Conduct of Examination & Evaluation for Principals and other stake holders of all CBSE affiliated schools.



- b. To create & update quality Teachers training resource material/e-learning content/question banks, and providing free and user-friendly interface and access to this content to the teachers of all affiliated schools.

11.2 The Training Development fee must be remitted to the Board at the time of registration of Class IX and XI students every year.

11.3 Further, the fee for participation in all other training programmes for Teachers, as conducted by the Board, shall be separately remitted to the Board as per directions and norms prescribed by the Board from time to time.

11.4 It is highlighted that it may be brought to the notice of the school management that it is mandatory for schools to depute their Principals and teachers for programmes conducted by CBSE-COE from time to time, as per directions of the Board.

11.5 The fee is strictly annual and non-refundable, and no carryover of the amount to the next academic session will be considered

## 12. SCHOOL TRAINING NODAL COORDINATOR:

Every school will designate a Training Nodal Coordinator (TNC) from amongst its PGTs (TGT in case of a Secondary School).

12.1 The TNC must be carefully selected by ensuring inclination towards training and dedication towards its implementation.

12.2 The roles and responsibilities of TNC will be to:

- i. Realize the vision of training and development in adherence to the philosophy enshrined in RTE, affiliation bye-laws of CBSE and Learning Outcomes as laid out by the NCERT.
- ii. Assess training needs of school teachers and assist the Principal in the planning, designing and implementing an all-inclusive training calendar of the school to achieve improved learning outcomes by students.
- iii. Coordinate closely with the respective District Training Coordinator and COE regarding actual conduct of programmes.
- iv. Assess and review individual teachers' progress, liaise with COE and ensure that effective solutions are jointly provided as per need.
- v. Keep detailed accurate written records of training conducted in schools or outside in respect of each teacher.
- vi. Monitor the attendance of school teachers in all training programmes (attend a few herself/himself), and provide constructive feedback to COEs about the quality and utility of various programmes.
- vii. Handle training logistics including printing of certificates and management of various equipment and venues.
- viii. Assist in the development of top talent within the school and recommend them as Resource Persons to respective COEs.



### 13. SCHOOL OBLIGATIONS:

- 13.1 Every school would prepare an annual training calendar with allocated financial and academic budget. TNC will ensure its preparation and dissemination.
- 13.2 School will mandatorily get adequate numbers of teachers trained by COEs every year and for the remaining teachers they can conduct in-house training programmes with the help of teachers trained by COE.
- 13.3 In addition to the above, the school can also get their teachers trained by other expert teacher training institutions, or organise teacher training for cluster of schools.
- 13.4 It is hereby reiterated that empowerment programs organized by CBSE are compulsory, therefore, it is incumbent upon school management to pay the programme fee for all teachers and spare them to attend these programmes to ensure proper quality of education in the school's affiliated to the Board.
- 13.5 It may also be noted that the applications for upgradation and extension of provisional Affiliation of the school(s) will, inter-alia, be considered with reference to the school's record of nominating its teachers for training as per the provisions of Affiliation Bye-Laws, and as per this circular. **The data of teacher-training as submitted by schools will be collated with the data available with respective COE before extension/upgradation of affiliation.**

### 14. CLUSTER OF SCHOOLS:

**As mentioned in para 2 above, the NCF** mentions that it would be better for a cluster of schools to be identified and a minimum number of trainees (at least two, to enable some peer sharing and reflection) invited from each school to participate in an in-service training programme. In line with this, the Board is in the process of preparing small hubs of learning or school clusters, for collaborative learning to enable peer learning, sharing and reflection. Circular in this regard shall be issued separately.

### 15. GOVERNMENT SCHOOLS:

All government schools affiliated to the Board, that is, schools of state government, KVS, JNV, Railway, etc., are also expected to follow the mandatory teacher training as stipulated in the Affiliation Byelaws, 2018, of the Board. They are also expected to follow this circular and to undergo the mandatory training programmes as mentioned in para 10.1, 10.2 and 10.3 above. **Details in this regard will be issued separately.**

This issues with the approval of the Competent Authority of the Board.

  
(Dr. Biswajit Saha)  
DIRECTOR (TRAINING), CBSE



Copy to:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, Delhi-110016.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida 201309 3.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110054
4. The Director of Public Instructions (Schools), Union Territory Secretariat, Sector 9, Chandigarh-160 017
5. The Director of Education, Govt. of Sikkim, Gangtok, Sikkim –737101
6. The Director of School Education, Govt. of Arunachal Pradesh, Itanagar –791 111
7. The Director of Education, Govt. of A&N Islands, Port Blair - 744101
8. The Director, Central Tibetan School Administration, ESSESS Plaza, Community Centre, Sector 3, Rohini
9. The Additional Director General of Army Education, A – Wing, Sena Bhawan, DHQ, PO, New Delhi-110001
10. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202, Shankar Vihar (Near APS), Delhi Cantt-110010
11. All Regional Directors/Regional Officers of CBSE with the request to send this circular to all the Heads of the affiliated schools of the Board in their respective regions for compliance.
12. All Director/Heads/ In-Charges, COEs of the Board with request to disseminate the information
13. All Joint Secretary/Deputy Secretary/Assistant Secretary, CBSE
14. In charge IT Unit with the request to put this circular on the CBSE Academic website
15. The Public Relations Officer, CBSE
16. PS to Chairperson, CBSE
17. SPS to Secretary, CBSE
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