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STATE COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING
(An Autonomous Organization of Education Department, GNCT of Delhi)
VARUN MARG, DEFENCE COLONY, NEW DELHI- 110024
<https://scert.delhi.gov.in>

F.No.3 (3)/INSET Cell /SCERT/2023-24/ 2952-57

Date: 23/7/24

CIRCULAR

Subject: - General Guidelines for Subject Nodal In-charges.

In continuation of the order F.No.3 (3)/INSET Cell /SCERT/2023-24/1646-50 dt. 19/06/2024. SCERT Delhi has introduced the Subject Nodal In-charges for Continuous Professional Development (CPD) of In-Service Education and Training (INSET) for the ongoing development of teachers. Effective CPD ensures teachers remain updated with the Current Educational trends, Methodologies, and Policies.

Here are some key guidelines for implementing successful CPD for INSET:

S.No	Title	No of Days
1	Need Assessment Workshop	1 Day
2	Course Design and Vetting Workshop	2 Days
3	Orientation of Master Trainers	2 Days
4	Continuous Professional Development (Actual Training)	3 Days

1. The Team for the Need Assessment, Course Design, and Content Development shall comprise of members as follows:

S.No	No. of teachers for the particular subject	Maximum No. of External RPs	Maximum No. of Internal RPs
1	Up to 700 participants	2	3
2	701 to 1800 participants	3	2
3	More than 1800 participants	3	3

2. The mode of workshops (online/offline) for Need Analysis and Course may be decided by the Subject Nodal In-charge as per the need. The subject Nodal In-charge is authorized to share the Google form from its official e- mail ID for the same.
3. The course design shall be submitted to the INSET Cell along with the list of RPs, and Master Trainer with the Proposal.
4. Regarding the Selection of Master Trainers, the Internal faculty of SCERT/DIETs may be preferred, Faculty from universities, Ex Faculty of SCERT/DIET, BRPs , & Freelancer (after evaluating their CVs) shall be part of the Master Trainer Pool.

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5. A brief of the Resource Person's Session to be taken during the Training Program shall be submitted with the File.
6. All the proposals regarding INSET must be submitted to the Nodal Officer, INSET Cell at least 15 days before the first CPD Cycle of Participants.
7. The Subject Nodal In-charge should target only 75% of the actual participants of the particular subject for INSET Training.
8. A list of Participants must be prepared with proper batching and venues by the Subject Nodal In-charge keeping in consideration that only one district will be trained in one cycle for the particular subject.
9. The Subject Nodal In-charges must update the Monthly calendar shared in the official WhatsApp group as per their actual plan.
10. The Subject Nodal In-charge should brief the Principal of DIET about the process like the Development of Course design, Master Training Program, etc.
11. The Number of participants per batch must be between 40-50. However, if the batch size needs to be increased or decreased in compelling circumstances, prior approval may be obtained from the Competent Authority.
12. After approval of the Proposal, a Sanction order will be released.
13. A draft of the Circular must be submitted to the INSET Cell along with the list of participants as an annexure or link for approval.

F.No.3(3)/INSET Cell/SCERT/2023-24/ 2952-57
Copy to: -

1. PS to Director, SCERT, Delhi
2. All Principals B.Ed. Division/DIETs
3. All Subject Nodal In-charges
4. All INSET Head B.Ed. Division/DIETs
5. WIM of SCERT, Delhi
6. Guard File


Dr. Nahar Singh
Joint Director

Date: 23/7/24


Dr. Nahar Singh
Joint Director