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**State Council of Educational Research and Training**  
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F 3(3)/INSET CELL/SCERT/2022-23/ 2559-64

Date: 19/05/23

**CIRCULAR**

**Subject: - General guidelines regarding Subject-wise Nodal Officers**

In continuation of circular no F3(3)/INSETCell/SCERT/2022-23/656-68, dated 21/04/2023. SCERT Delhi had introduced the Subject wise Nodal officers to strengthen the In-service Continuous Professional Development of Teachers, as recommended by NEP, 2020.

The general guidelines for the process that should be followed by all the subject Nodal officers for all the stages of subject wise Continuous Professional Development (CPD) are as follows:

**Stage I:** Form a team for the need assessment, course design and content development. As per the consideration of the numbers of teachers for CPD, the team should consist of following members:

S.No	Number of teachers in DoE for particular subject	Maximum No. of External RPs	Maximum No. of Internal RPs
1	Less than 500	1	3
2	More than 500 and less than 2000	2	4
3	More than 2000 and above	3	4

**Stage II:** The mode of workshops (online/offline) for need assessment, course design and content development may be decided by the Subject Nodal Officer as per the need. The course design must take into cognisance the following structure of CPD:

- (a) **2 days Generic** (to be decided and organized by INSET Cell, SCERT).
- (b) **5 days Subject Specific** (to be conducted in blended mode i.e., 3 days online + 2 days offline. The online mode may be in the form of virtual meetings/Online training at DIKSHA portal/MOOC sources developed by the content development team).

**Stage III:** At least three course designs should be submitted by team members, out of which one should be selected by the Subject Nodal officer and submitted to INSET Cell, SCERT on file.

**Stage IV:** The content for training may be developed in following forms:

- (a) Text with graphics
- (b) Video/Audio
- (c) Online DIKSHA courses identified as per the course design

**Stage V:** Appropriate number of master trainers for CPDs must be selected based on their expertise in a particular area of course design. They may be selected from Faculty of Universities/ Mentor teachers/ Academic coordinators/ Teachers of DoE/ Private schools/

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SCERT or DIET faculty/ BRPs. The orientation of master trainers must be conducted at DIETs/SCERT.

**Stage VI:** All the Proposals for workshops must be submitted to the Nodal Officer, INSET Cell at least 15 days before the first CPD cycle of participants.

**Stage VII:** A list of participants must be prepared with proper batching and venues by Subject Nodal Officers. In case the number of teachers in a particular subject exceeds 2000, some help from INSET CELL, SCERT may be sought.

**Stage VIII:** The number of participants per batch must be in between 40 to 50. However, if batch size needs to be increased or decreased in compelling circumstances, a prior administrative approval may be obtained from the competent authority.

**Stage IX:** After approval of Proposal, a Sanction order will be released.

**Stage X:** A draft of Circular must be submitted to INSET Cell along with the list of participants as annexure, for approval and uploading at WIM/MIS.

**Note:** The Nodal Officers of other training program like EMC, Mentor teachers SMC, Mission Buniyaad etc. must follow guidelines as per the PAC and minutes of PAC meeting.



(Dr. Nahar Singh)

Joint Director (Academic)

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Copy to:

1. PS to Director, SCERT, Delhi
2. All Subject Nodal Officers
3. All Principals, DIETs & B.Ed Division
4. All INSET Head, DIET & B.Ed Division
5. WIM, SCERT, Delhi
6. Guard file.



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