



**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 3(3)/INSET CELL/SCERT/2025-26/ 1053-58

Date: 23/04/25

**ORDER**

SCERT conducts INSET training as per its mandate. For smooth conduction of INSET Trainings of 2025-2026 PAC, Subject-wise Nodal In-charges and INSET Impact Study In-charges from SCERT and DIETs are designated with immediate effect. The list of the Subject Nodal In-charges and INSET Impact Study In-charges is as appended:

**PGT Level**

S. No.	Subject	Nodal In-charge	Workplace	INSET Impact Study In-charge	Workplace
1	Hindi	Dr. Mukesh Kumar	SCERT	Dr. Mamta Devi Yadav	DIET Daryaganj
2	English	Dr. Sheelu Mary Alex	DIET Daryaganj	Ms. Suman Lata	DIET Pitampura
3	Sanskrit	Dr. Manisha Taneja	SCERT	Sh.Sumit Kumar Sharma	SCERT
4	Maths	Mr. Amit Kumar	SCERT	Ms.Manju Sharma Sh.Pradeep Kumar	SCERT
5	Commerce	Ms. Aamna Ahmed	DIET R. K. Puram	Ms. Himani Malyan	DIET Keshav Puram
6	Economics	Dr. Neha Malhotra	DIET Daryaganj	Mr. Rajeev Ranjan	DIET Keshav Puram
7	Political Science	Dr. Sumita Rai	DIET Daryaganj	Dr. Neelam	DIET Moti Bagh
8	Geography	Dr. R.K. Srivastava	DIET Bholanath Nagar	Ms.Suman Sharma	SCERT
9	History	Ms. Rajesh Solanki	DIET Ghumanhera	Dr.Murari Jha, Dr. Sharad Sharma	SCERT
10	Chemistry	Dr. Sarita Beniwal	DIET Ghumanhera	Dr. M.M.Roy	DIET Ghumanhera
11	Physics	Dr. Divya Man	DIET Keshav Puram	Dr. Shyam Sundar	DIET Bholanath nagar
12	Biology	Dr. Bandita B. Mohanti	DIET Daryaganj	Mr. Nawneet Kumar	DIET Rajender Nagar
13	Home Science	Dr. Kaushika Pushkar Rawat	DIET Karkardooma	Dr. Kamal Swaroop Srivastava	DIET Pitampura
14	Physical Education	Dr. Deepika Malhotra	DIET Rajinder Nagar	Dr. Poonam Chaudhary	DIET Ghumanhera
15	Sociology	Dr. Madhavi Aggarwal	DIET Bholanath Nagar	Ms. Reena	DIET Ghumanhera
16	Urdu	Ms. Farzana Khatoon	DIET Daryaganj	Ms. Atuba Saeed	SCERT

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17	Punjabi	Dr. Bhupinder Singh	DIET Karkardooma	Dr. Desh Gaurav Singh	DIET Daryaganj
18	Fine Arts	Dr. Vimal Chand	DIET Daryaganj	Dr. Vikram	DIET Daryaganj
19	Vocational	Dr. Anamika Singh	DIET Ghumanhera	Dr. Sunil Kumar	DIET Bholanath Nagar

### TGT Level

S. No.	Subject	Proposed Nodal In-charge	Name of DIET	Impact Study In-charge	Name of DIET
1	English	Dr. Pankaj Yadav	DIET Rajender Nagar	Dr. Ila Varma	DIET Karkardooma
2	Maths	Dr. Sanjay Kumar Ms. Shaily Choudhary	SCERT	Ms. Shiwani	SCERT
3	Hindi	Dr. Lakshmi Panday	DIET Moti Bagh	Dr. Kumud Bhardwaj	DIET Bholanath Nagar
4	Sanskrit	Dr. Suman Rani	DIET Ghumanhera	Mr. Pradeep Kumar Pandey	SCERT
5	Urdu	Ms. Farzana Khatoon	DIET Daryaganj	Ms. Atuba Saeed	SCERT
6	Punjabi	Dr. Bhupinder Singh	DIET Karkardooma	Dr. Arpita Adhikari	DIET Moti Bagh
7	Science	Dr. Namrata Dhiman	DIET Keshav Puram	Ms. Jyoti Dahiya	DIET Pitampura
8	Social Science	Dr. Rahul Mishra	DIET Rajinder Nagar	Dr. Sharad Sharma Mr. Deep Chand	SCERT
10	Physical Education	Dr. Rakesh Mohan Kothari	DIET Keshav Puram	Mr. Deepak Kumar	DIET Karkardooma
11	Drawing	Ms. Jyoti Varshney	DIET Pitampura	Mr. Ashish Arora	DIET Daryaganj

The Guidelines for smooth conduction of these INSET trainings are as follows:

#### Guidelines for Subject Nodal In-charges

- ❖ The Subject Nodal In-charges must ensure that the planning and execution of INSET Programs is done through the TTMS portal only.
- ❖ Subject Nodal In-charges are responsible for their respective subject training, need assessment, training support material development, development of course design with scheduling of sessions, resource person details, orientation of resource persons, and batching of participants in groups of 40-50 or as directed by SCERT.
- ❖ Subject Nodal In-charges must ensure that all academic and infrastructural procedures and requirements are followed at the venue of the training center in coordination with HoS and DIET INSET Heads, where the venue is scheduled.
- ❖ Regarding the duration of each activity of INSET following table may be considered:

*Pa.*



S.No	Title	No of Days
1	Need Assessment Workshop	2 Days
2	Course Design and Vetting Workshop	2 Days
3	Orientation of Master Trainers(Training)	3 Days
4	Capacity Building Program of PGTs/TGTs	5 Days

- ❖ The Team for the Need Assessment, Course Design, and Vetting Workshop shall comprise members as follows:

S.No	No. of Teachers of the Subject	Max. No. of External RPs	Max. No of Internal RPs
1	Up to 700 Participants	2	3
2	701 to 1800 Participants	3	3
3	More than 1800	4	3

- ❖ The mode of workshops (online/Offline) may be decided by the Subject Nodal In-charge as per the need. The Subject Nodal In-charge is authorised to share the Google Form from their email ID for the same.
- ❖ The Course Design shall be submitted to the INSET Cell along with the list of RPs and Master Trainers with the Proposal.
- ❖ Regarding the Selection of Master Trainers, the internal faculty of SCERT/DIETs may be preferred. Faculty from Universities, ex-faculty of SCERT/ DIETs, BRPs, and Freelancers (after evaluating their CVs) shall be part of the Master Trainer Pool.
- ❖ All the Proposals regarding INSET must be submitted to the Nodal Officer, INSET Cell, at least 15 days before the first cycle of CPD for Participants.
- ❖ The Subject Nodal In-charges must update the Monthly calendar shared in the official WhatsApp Group as per their actual plan.
- ❖ The Subject Nodal In-charge should brief the Principal of the DIET about the process, like Need Assessment Workshop, Course Design, Master Trainer Training Program, etc.
- ❖ After Approval of the Proposal, a Sanction order will be released by the Academic Branch of SCERT.
- ❖ 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.

### **Guidelines for Impact Study In-charges**

- ❖ INSET Impact Study In-charges are responsible for conducting the research study to determine the efficacy of INSET training in the context of the Learning Outcomes of the training, impact on teacher effectiveness, and its effectiveness on students' outcomes.
- ❖ INSET Impact Study In-charges may collect the baseline data from Nodal In-charges INSET Training to measure teachers' existing knowledge, skills, and practices. and conduct follow-up assessments to evaluate changes in teaching practices and student outcomes after the training Program.

- ❖ INSET Impact Study In-charges may collaborate with School leaders, teachers, and resource persons in designing evaluation tools to find out the insights of the training programs.
- ❖ INSET Impact Study In-charges will submit a report on the Impact of the training on their subjects within two months of completion of the INSET training.



Dr. Nahar Singh  
Joint Director, SCERT.

Date: 23/04/25

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**Copy to:-**

1. PA to Director, SCERT.
2. Principals' of Concerned B.Ed Division/DIETs.
3. Nodal Officer, INSET Cell.
4. Concerned Officials.
5. WIM SCERT.
6. Guard File.



Dr. Nahar Singh  
Joint Director, SCERT.