



CENTRAL BOARD OF SECONDARY EDUCATION

(An autonomous Organization under the Union Ministry of Human Resource Development, Govt. of India)
Shiksha Sadan, 17, Institutional Area, Rouse Avenue, New Delhi-110002

F.301/01/2014/CBSE/Acad/Trg./

Circular No- Acad-09/2015
23/01/2015

All Heads of Institutions affiliated to the Board.

Subject: Streamlining the process of selecting the training programmes and the empanelled agencies for various capacity building programmes.

Dear Principal,

This is in continuation of Circular No. Acad.-2/2013 and notification from Affiliation Branch dated 04/01/2013. A number of agencies have been empaneled by CBSE for conducting Capacity Building Programmes in pursuance of the implications of Affiliation Bye Laws as amended from time to time. At present CBSE is conducting training programmes through CBSE's own **Centers of Excellence** and empanelled agencies for Teachers, Principals, Students and Parents. A number of initiatives have been taken by CBSE to formalize and systematize the process of various Trainings Programmes. One such initiative was dedicating an exclusive website for the agencies empaneled with CBSE and the prospective participants attending these trainings. The various stages involved in the conduct of the Training Programme are as follows:-

- (a) CBSE will upload the list of agencies and the training programmes along with the fee for each Training Programme on the '**Capacity Building Program Website**'. The website can be reached through the link http://cbseacademic.in>>>training_innovation_and_research>>>capacity_building_program_website.
- (b) The participants/schools will visit the Training website and select/register for the desired programme and select the agency of their choice.
- (c) The details of the fee will be displayed and the payments will be made by the participant strictly as per the details displayed only. The school/participant has to pay 10% of the training fee to the CBSE directly (through e-challan or online mode) and 90% will be paid to the agency at the training venue against proper receipt. In case the school/participant is in contact with the agency and convinced, the agency component of 90% of the fee can be deposited by the school on any day preceding the date of training subject to the condition that the CBSE component of 10% of fee has already been deposited through e-challan or online mode.
- (d) The trainee will attend the training and insist that his/her attendance be marked by the agency online.
- (e) After marking of the attendance the participant is expected to submit the online feedback available on training website using the user-id and password that was used at the time of registering for the training program..

The detailed procedure of above stages is given in the user manual for participants as available on the training website.

An option has been given to all the schools that they can either register their teachers in groups for training or the individual teacher, principal, student and parent can also register for the training in the same manner.

CBSE expects strict compliance of the instructions given to the empaneled agencies to ensure uniformity and effectiveness in the training programmes. The role of individual schools and other participants is of utmost importance in the endeavor. The Board believes that the importance of in-service teachers training is appreciated by all the schools and accordingly the schools are in the process of training as many numbers of teachers as possible in the light of stipulations given in the Affiliation Byelaws.

It is further expected that:

- (i) During the year 2015 the schools will make concerted efforts to get all of their teachers trained.
- (ii) The schools will take special care that the trainings are conducted by the empaneled agencies or CBSE's own Centers of Excellence.
- (iii) Training should not be allowed to be conducted by a school without registering the candidates online under any circumstances even by the empanelled agencies.
- (iv) In case any agency contacts the school for organizing training, the school should immediately check the credentials of the agency on Training website.
- (v) The school will notify CBSE immediately in case an agency not empaneled with CBSE offers to conduct the Training Programme
or
an agency offers to conduct a Training Programme without online registration of participants.
or
an agency offers to conduct the Training and issue certificates to the participants on the rates lower/higher than the CBSE prescribed rates.
- (vi) The schools will ensure that online attendance is marked by the agency and the participants deputed by the schools have submitted online feedback.

Central Board of Secondary Education is doing quality audit and monitoring of agencies and their training programs by deputing special observers and employing the method of online feedback from the participants.

CBSE is looking forward to your continuous support and co-operation in the matter. For any further queries you may contact JD (Training) at 011-23231070 or email at trainings.cbse@gmail.com



(Gyanendra Kumar)
Joint Secretary (Training)

Copy with a request to respective Heads of Directorates/KVS/NVS/CTSA as indicated below to also disseminate the information to all concerned schools under their jurisdiction:

1. The Commissioner, Kendriya Vidyalaya Sangathan, 18-Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016.
2. The Commissioner, Navodaya Vidyalaya Samiti, B-15, Sector-62, Institutional Area, Noida-201309.
3. The Director of Education, Directorate of Education, Govt. of NCT of Delhi, Old Secretariat, Delhi-110 054.
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 of Education, S.I.E., CBSE Cell, VIP Road, Junglee Ghat, P.O. 744103, A&N Islands.
9. The Secretary, Central Tibetan School Administration, ESS Plaza, Community Centre, Sector 3 Rohini, Delhi-110085.
10. The Additional Director General of Army Education, A -Wing, Sena Bhawan, DHQ, PO, New Delhi-110001.
11. The Secretary AWES, Integrated Headquarters of MoD (Army), FDRC Building No. 202,Shankar Vihar (Near APS),Delhi Cantt-110010.
12. 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.
13. All Associate Professor & Additional Directors/ Advisors/ Consultants/Education Officers.
14. All Additional Director/ Joint Director/ Deputy Director/ Assistant Director, Vocational Cell.
15. The Education Officer in charge of I.T. with the request to put this circular on the CBSE websites.
16. All Assistant Professor & Joint Directors, CBSE
17. All Assistant Professor & Deputy Directors, CBSE
18. The Deputy Director (Examination & Reforms), CBSE
19. The Assistant Librarian, CBSE
20. The Public Relations Officer, CBSE
21. The Hindi Officer, CBSE
22. PS to Chairman, CBSE
23. PS to Secretary, CBSE
24. PS to Controller of Examinations, CBSE
25. PS to Director (Special Exams and CTET), CBSE
26. PA to Professor & Director (Academics, Research, Training & Innovation),CBSE
27. PA to Director (Information Technology)



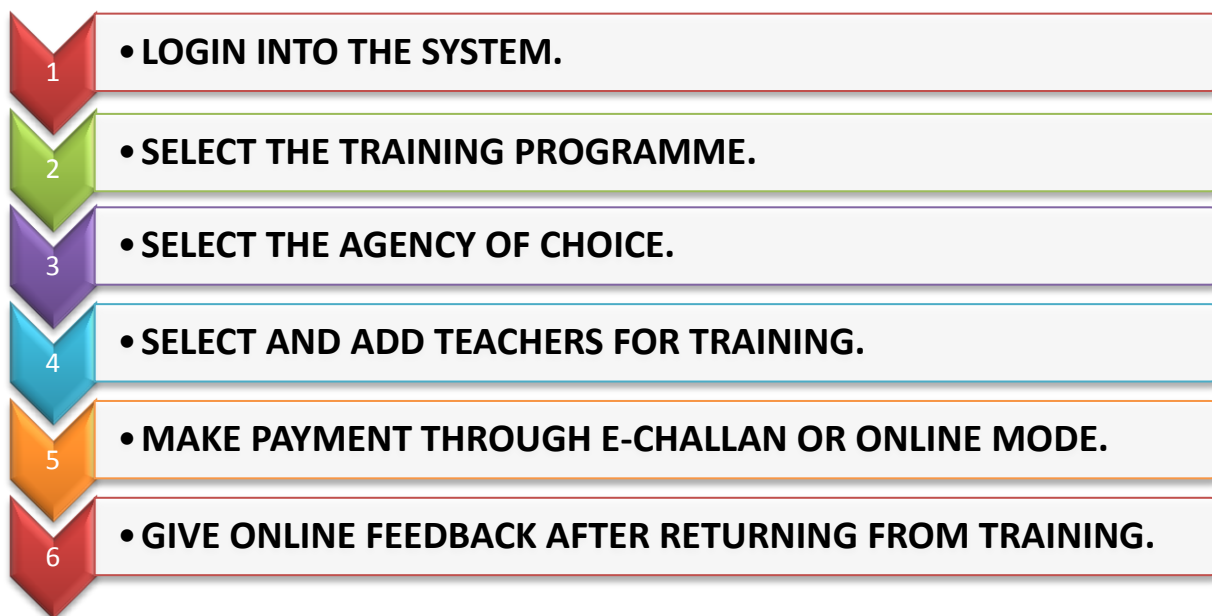
Joint Secretary (Training)

Training Management System

The Process Flow

<http://cbseacademic.in>>>>training, innovation and research>>> capacity building program website.

For the Schools:



For individual participants:

