

ANNEXURE: STAFF CPD NEEDS ASSESSMENT & TRAINING ROADMAP – FILL-UP FORMAT (2026–27)

A. GENERAL DETAILS

- School Name: _____
- Academic Session: _____
- Prepared By (Name & Designation): _____
- Date of Submission: _____
- Total Teaching Staff: _____

B. STAFF PROFILE SUMMARY

Department	No. of Teachers	Experience Range	Key Subjects
Primary			
Middle			
Secondary			
Sr. Secondary			

C. TEACHER-WISE CPD NEEDS ASSESSMENT

S. No.	Teacher Name	Subject	Classes Taught	Self-Evaluation Score	Student Feedback Score	Key Strengths	Areas for Improvement	Training Required (Yes/No)	Priority (H/M/L)

D. SELF-EVALUATION REVIEW SUMMARY

- Common Strengths Identified:

- Common Gaps Identified:

- Teaching Methodology Gaps (Tick):
 Experiential Learning
 ICT Integration
 Assessment Design
 Classroom Management
 Differentiated Instruction

E. STUDENT FEEDBACK ANALYSIS

Parameter	Average Rating	Key Observations
Teaching Clarity		
Engagement Level		
Doubt Resolution		
Assessment Fairness		

F. TRAINING NEED IDENTIFICATION (SUBJECT-SPECIFIC)

Subject	No. of Teachers	Key Training Area	Type (Pedagogy/Content/Assessment/Tech)	Priority
English				
Mathematics				
Science				
Social Science				

G. DIAGNOSTIC TOOL INTEGRATION (diagnosticassessment.in)

- Platform Usage (Yes/No): _____
- Assessment Conducted (Yes/No): _____
- Key Insights Generated:

- Teachers Identified for Intensive Training: _____

H. CPD TRAINING CALENDAR (MONTH-WISE)

Month	Training Topic	Target Group (Subject/Class)	Mode (Online/Offline)	Resource Person	Platform/Tool
April					
May					
June					
July					
August					
September					
October					
November					
December					
January					
February					
March					

I. TRAINING TYPE BREAKUP

Training Type	No. Planned	Focus Area
Pedagogical Training		
Subject Enrichment		
Technology Integration		
Assessment & Evaluation		

J. BUDGET & RESOURCE PLANNING

Category	Estimated Cost (INR)	Approved Budget
External Trainers		
Online Platforms		
Training Materials		
Miscellaneous		

- Total Budget: _____

K. IMPACT MEASUREMENT PLAN

Parameter	Pre-Training Score	Post-Training Score	Improvement (%)
Teaching Quality			
Student Engagement			
Assessment Quality			

L. FOLLOW-UP & REVIEW MECHANISM

- Classroom Observations Planned (Yes/No): _____
- Peer Review System (Yes/No): _____
- Re-assessment Timeline: _____

M. RISK & MITIGATION

Risk	Impact	Mitigation Strategy	Responsible Person
Low participation			
Time constraints			
Ineffective training			

N. FINAL APPROVAL

- Academic Head Signature: _____
- HR/Training Coordinator: _____
- Principal Approval: _____
- Date: _____

O. REMARKS

Note:

- Ensure CPD is continuous and aligned with **student learning outcomes**.
- Use diagnostic tools regularly to track improvement.
- Maintain proper documentation of all training sessions for records and audits.