

Standard Operating Procedure (SOP) for Centre

KAUSHAL VIKAS (SKILL DEVELOPMENT) PROJECT is only for the resident of Bihar.

One candidate can enrol only one course throughout the Kaushal Vikas (Skill Development) Project exists.

Aadhar card is mandatory for each and every candidate for enrolling in Kaushal Vikas (Skill Development) Project

❖ **Batch:-**

- Minimum qualification for candidate to enrol in this project is Matric/10th Passed
- Batch size of 20/ 40 candidate can be kept in a batch as per the infrastructure available.
- Duration of a training session should be 2 hours per day per batch
- Course duration is only 2 (two) months i.e. 80hours for a batch

❖ **Trainer:-**

- It is mandatory for a centre that the trainer must be certified from NIELIT Patna.
- A trainer must be familiar with Kaushal Vikas (Skill Development) Project
- A trainer can conduct maximum 4 batches in a day during the course.
- Aadhar card is mandatory for the Trainer.

❖ **Reporting:-**

- Batch wise attendance signature sheet has to be submit with the Trainer & Centre In-Charge Signature and Stamp over the attendance sheet
- Batch Starting date with written or email approval from NIELIT Patna Centre.
- It is mandate for centres to keep the hard copy of all approvals from NIELIT Patna.
- Any Authorized person of NIELIT Patna centre can visit centre without prior notice. If any discrepancy found during the visit, it is the right of NIELIT to cancel/terminate that centre.