

बिहार सरकार,  
बिहार कौशल विकास मिशन,  
श्रम संसाधन विभाग

आदेश

बिहार कौशल विकास मिशन के नियंत्रणाधीन कुशल युवा कार्यक्रम से संबंधित सभी KYP केन्द्रों में प्रशिक्षण कार्य दिनांक-14.12.2020 से निम्नवत शर्तों के अनुरूप प्रारम्भ किये जाने की अनुमति प्रदान की जाती है:-

1. सभी केन्द्र संचालक/समन्वयक कोविड 2020 के रोकथाम से संबंधित दिनांक-25.11.2020 को गृह मंत्रालय भारत सरकार द्वारा दिया गया दिशा निर्देश तथा MOHFW से दिनांक-08.09.2020 को निर्गत दिशा निर्देश का अक्षरशः अनुपालन करना सुनिश्चित करेंगे(SOP संलग्न)। साथ ही भविष्य में गृह मंत्रालय, भारत सरकार से प्राप्त होने वाले नये मार्गदर्शन का भी अनुपालन किया जाना अनिवार्य होगा।
2. COVID-19 के रिस्क को कम करने हेतु केन्द्रों के सभी Faculty members, Employees, Student, Visitor को हर समय निम्नांकित विषयों का अनुपालन एवं ध्यान रखना होगा।
  - i. दो व्यक्तियों के बीच यथासंभव 6 फीट की दूरी, साबुन अथवा सेनिटाइजर से समय हाथ धोना, खांसने या छींकने के वक्त मूँह को रुमाल टीसू पेपर या कहेडुनी से ढकना अपने स्वास्थ्य की सेल्फ मॉनिटरिंग करना एवं बिमार होने पर सूचित करना।
  - ii. सभी कर्मियों एवं प्रशिक्षणार्थियों को Face mask लगाना अनिवार्य होगा।
  - iii. आरोग्य सेतु ऐप का यथा संभव इनस्टॉलेशन एवं प्रयोग करना।
  - iv. सारे केन्द्रों को खोलने से पूर्व 1% Sodium Hypochloride Solution से सेनिटाइज कराना होगा।
3. प्रशिक्षण केन्द्रों पर सिर्फ पूर्व से नामांकित प्रशिक्षणार्थियों का प्रशिक्षण पूर्ण किये जाने की अनुमति होगी।
4. नये प्रशिक्षणार्थियों के नामांकन की अनुमति नहीं होगी।
5. केन्द्र पर कार्यरत LF/Trainer को भुगतान की जाने वाली राशि केवल चेक अथवा Account transfer के माध्यम से किया जायेगा। जिससे संबंधित प्रमाण केन्द्र को बिहार कौशल विकास मिशन के पोर्टल पर अपलोड करना होगा।
6. सभी कौशल प्रशिक्षण केन्द्रों पर प्रशिक्षणार्थियों/LF/Trainer की उपस्थिति दर्ज किये जाने हेतु आधार आधारित बायोमेट्रिक मशीन का ही उपयोग किया जायेगा।
7. यह भी सुनिश्चित किया जाये कि बायोमेट्रिक मशीन के बगल में हैंड सेनेटाइजर की समुचित व्यवस्था हो।

अनुलग्नक-यथोक्त

मिहिर कुमार सिंह 12/12/2020

मुख्य कार्यपालक पदाधिकारी  
बिहार कौशल विकास मिशन।

ज्ञापांक-BSDM/KYP-73/2020-814

पटना, दिनांक- 12.12.2020

- प्रतिलिपि- 1) सभी अपर मुख्य सचिव/ प्रधान सचिव/ सचिव, बिहार को सूचनार्थ प्रेषित।  
2) अपर मुख्य कार्यपालक पदाधिकारी/ मिशन निदेशक/ मिशन प्रबंधक, कार्यक्रम क्रियान्वयन/ मिशन प्रबंधक, समन्वय/ मिशन प्रबंधक, वित्त एवं लेखा/ सहायक निदेशक, नियोजन/ प्रोजेक्ट डायरेक्टर E&Y/ प्रोजेक्ट डायरेक्टर MKCL को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।  
3) सभी केन्द्र संचालक/ केन्द्र समन्वयक को सूचनार्थ एवं आवश्यक कार्रवाई हेतु प्रेषित।

819  
12/12/2022

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- 4) सभी श्रम प्रवर्तन पदाधिकारी, बिहार को निर्देश दिया जाता है कि वे अपने संबंधित प्रखण्डों में अवस्थित कौशल प्रशिक्षण केन्द्रों का निरीक्षण संयुक्त रूप से जिला कौशल प्रबंधक के साथ करते हुए तत्संबंधी जाँच प्रतिवेदन विहित प्रपत्र में Solar visit App के माध्यम से बिहार कौशल विकास मिशन को उपलब्ध करना सुनिश्चित करेंगे।

अनुलग्नक-यथोक्त

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मुख्य कार्यपालक पदाधिकारी,  
बिहार कौशल विकास मिशन ।

**Press Information Bureau  
Government of India**

**MHAGuidelines for Surveillance, Containment and Caution  
States/ UTs mandated to strictly enforce containment measures, SOPs on  
various activities and COVID-Appropriate behavior and exercise caution  
and regulate crowds**

**New Delhi: November 25, 2020**

- Ministry of Home Affairs (MHA) issued an Order today with **Guidelines for Surveillance, Containment and Caution**, which will be effective from December 1, 2020 and to remain in force upto 31.12.2020.
- The main focus of the Guidelines is to consolidate the substantial gains that have been achieved against the spread of COVID-19 which is visible in the steady decline in number of active cases in the country. Further, keeping in view the recent spike in new cases in few States/ UTs, ongoing festival season and onset of winter, it is emphasised that to fully overcome the pandemic, there is need to maintain caution and to strictly follow the prescribed containment strategy, focussed on surveillance, containment and strict observance of the guidelines/ SOPs issued by MHA and Ministry of Health & Family Welfare (MoHFW). Local district, police and municipal authorities shall be responsible to ensure that the prescribed Containment measures are strictly followed. States and UTs, based on their assessment of the situation, may impose local restrictions, with a view to contain the spread of COVID-19.

**Surveillance and Containment**

- States/ UTs to ensure careful demarcation of Containment Zones by the district authorities, at the micro level, taking into consideration the guidelines prescribed by MoHFW in this regard. The list of Containment Zones will be notified on the websites by the respective District Collectors and by the States/ UTs. This list will also be shared with MoHFW.
- Within the demarcated Containment Zones, containment measures, as prescribed by MoHFW, shall be scrupulously followed, which includes:
  - Only essential activities shall be allowed in the Containment Zones.
  - There shall be strict perimeter control to ensure that there is no movement of people in or out of these zones, except for medical emergencies and for maintaining supply of essential goods and services.

- There shall be intensive house-to-house surveillance by surveillance teams formed for the purpose.
- Testing shall be carried out as per prescribed protocol.
- Listing of contacts shall be carried out in respect of all persons found positive, along with their tracking, identification, quarantine and follow up of contacts for 14 days (80 percent of contacts to be traced in 72 hours).
- Quick isolation of COVID-19 patients shall be ensured in treatment facilities/ home (subject to fulfilling the home isolation guidelines).
- Clinical interventions, as prescribed, shall be administered.
- Surveillance for ILI/ SARI cases shall be carried out in health facilities or outreach mobile units or through fever clinics in buffer zones.
- Awareness shall be created in communities on COVID-19 appropriate behaviour.
- **Local district, police and municipal authorities shall be responsible to ensure that the prescribed Containment measures are strictly followed and State/ UT Governments shall ensure the accountability of the officers concerned in this regard.**

#### **COVID-Appropriate behavior**

- State/ UT Governments shall take all necessary measures to promote COVID-19 appropriate behavior and to ensure strict enforcement of wearing of face masks, hand hygiene and social distancing.
- In order to enforce the core requirement of wearing of face masks, States and UTs may consider administrative actions, including imposition of appropriate fines, on persons not wearing face masks in public and work spaces.
- For observance of social distancing in crowded places, especially in markets, weekly bazaars and public transport, Ministry of Health and Family Welfare (MoHFW) will issue a SOP, which shall be strictly enforced by States and UTs.
- **National Directives for COVID-19 Management** shall continue to be followed throughout the country, so as to enforce COVID-19 appropriate behavior.

#### **Strict adherence to the prescribed SOPs**

- All activities have been permitted outside Containment Zones, except for the following, which have been permitted with certain restrictions:
  - (i) International air travel of passengers, as permitted by MHA.
  - (ii) Cinema halls and theatres, with upto 50 percent capacity.

- (iii) Swimming pools, only for training of sports persons.
- (iv) Exhibition halls, only for business to business (B2B) purposes.
- (v) Social/ religious/ sports/ entertainment/ educational/ cultural/ religious gatherings, with upto a maximum of 50 percent of the hall capacity, with a ceiling of 200 persons in closed spaces; and keeping of the size of the ground/ space in view, in open spaces.

**However, based on their assessment of the situation, State/ UT Governments may reduce the ceiling to 100 persons or less, in closed spaces.**

- For the information of all, the Guidelines enclose a list of 19 SOPs that have been issued from time to time to regulate the activities that have been permitted. **These SOPs shall be strictly enforced by the authorities concerned, who shall be responsible for their strict observance.**

#### **Local restrictions**

- States and UTs, based on their assessment of the situation, may impose local restrictions, with a view to contain the spread of COVID-19 such as night curfew. However, State/ UT Governments shall not impose any local lockdown (State/ District/ sub-division/City level), outside the containment zones, without prior consultation with the Central Government.
- States and UTs also need to enforce social distancing in offices. In cities, where the weekly Case Positivity Rate is in more than 10 percent, States and UTs concerned shall consider implementing staggered office timings and other suitable measures, with a view to reduce the number of employees attending office at the same time, thereby ensuring social distancing.

#### **No restriction on Inter-State and intra-State movement**

- There shall be no restriction on inter-State and intra-State movement of persons and goods including those for cross land-border trade under Treaties with neighbouring countries. No separate permission/ approval/ e-permit will be required for such movements.

#### **Protection for vulnerable persons**

- Vulnerable persons, i.e., persons above 65 years of age, persons with co-morbidities, pregnant women, and children below the age of 10 years, are advised to stay at home, except for meeting essential requirements and for health purposes.

#### **Use of *Aarogya Setu***

- The use of *Aarogya Setu* mobile application will continue to be encouraged.

Government of India  
Ministry of Health & Family Welfare  
Directorate General of Health Services  
(EMR Division)

**SOP on preventive measures to contain spread of COVID-19 in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.**

**1. Background**

Government of India is following a phase-wise unlocking of activities. In days to come, this would also involve resumption of activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

**2. Scope**

This SOP aims to enable safe resumption of teaching/ training activities in skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies in technical & professional programs requiring laboratory /experimental work.

As far as **skill or entrepreneurship training** is concerned the same shall be permitted in national skill training institutes, industrial training institutes, short term training centres registered with National Skill Development Corporation or State Skill Development Missions or other Ministries of Government of India or State government, National Institute for Entrepreneurship and Small Business Development (NIESBUD), Indian Institute of Entrepreneurship (IIE), and their training providers.

Similarly, for Higher Educational Institutions conducting PhD or technical and professional programs requiring laboratory / experimental works will be permitted by Department of Higher Education in consultation with Ministry of Home Affairs (MHA).

This SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken at these institutes to prevent spread of COVID-19.

**3. Generic Preventive Measures**

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (faculty, employees, students and visitors) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.

- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised wherever feasible.

**4. All Institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall specifically ensure the following arrangements**

- i. Online/distance learning shall continue to be permitted and shall be encouraged.
- ii. Skill or entrepreneurship training will be permitted with effect from 21<sup>st</sup> September 2020
- iii. Higher educational institutions conducting PhD or technical and professional programs requiring laboratory / experimental works will be permitted by Department of Higher Education in consultation with MHA strictly following guidelines as indicated in the SOP.

**4.1 Before opening up of the institution**

**a) Planning of reopening of institutions**

- i. The institutions conducting skill or entrepreneurship training institutions, higher educational institutions conducting doctoral courses and post graduate studies shall only be allowed to open if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the Institution. Students and staff shall also be advised not to visit areas falling within containment zones.
- ii. Prior to resumption of activities, all work areas intended for conduct of skill or entrepreneurship training, doctoral courses and post graduate studies including hostels, laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.
- iii. Wherever skill based training on equipments are envisaged to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in verandah, courtyard, shed, etc.
- iv. Instead of biometric attendance alternate arrangements for contactless attendance may be made.
- v. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
- vi. The institute should display State helpline numbers and also numbers of local health authorities etc. to faculty/trainees / staff to contact in case of any emergency.
- vii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30° C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there.
- viii. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.
- ix. Gymnasiums shall follow MoHFW guidelines (available at: <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).
- x. Swimming Pool (wherever applicable) shall remain closed.
- xi. Prominently display signages, posters and standees must indicate the dos and don'ts for the staff and students.

**b) Planning and scheduling of activities**

- i. The academic calendar shall be planned with a view to avoid overcrowding, congregation etc. As far as possible, the academic calendar should promote a mix of regular classes and online teaching/training, assessments
- ii. The day-wise, time-wise scheduling of teaching/training activities may be done in a staggered manner so as to avoid overcrowding at any one location on any day.
- iii. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
- iv. All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the students.

**c) Availability and management of supplies**

- i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the teachers and staff.
- ii. Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.
- iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iv. Ensure availability of sufficient covered dustbins and trash cans
- v. Provision for proper disposal of used personal protection items and general waste in accordance with CPCB guidelines (available at: [https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID\\_1.pdf](https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf))
- vi. Housekeeping staff to be informed & trained about norms for waste management & disposal

**4.2 After opening of the teaching/training institutions**

**a) At the entry point**

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit while maintaining physical distancing norms.
- ii. Only asymptomatic persons (faculty, employees, students and visitors) to be allowed in the premises. If a faculty/employee/student/visitor is found to be symptomatic, he/she should be referred to nearest health center.
- iii. Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.
- v. Entry of visitors should be strictly regulated/restricted.

**b) Conduct of teaching activities in the classrooms**

- i. Seating arrangement to ensure a distance of 6 feet between chairs, desks etc.

- ii. Staggering of classroom activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises
  - iii. Academic scheduling should have intermix of regular classroom teaching and online teaching/assessments
  - iv. The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities
  - v. Sharing of items like laptops, notebook, stationary etc. amongst students should not be allowed.
- c) Conduct of skill based training in workshops/laboratories**
- i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use
  - ii. Ensure a floor area of 4m<sup>2</sup> per person is available for working on equipment/work station
  - iii. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations/simulation labs etc.
- d) Activities in common area – library, canteen, common rooms, gymnasium, etc.**
- i. Physical distancing of 6 feet needs to be maintained
  - ii. Person using the common areas need to use mask/face cover all the time
  - iii. Canteens may remain closed as far as possible.
  - iv. Wherever applicable, avoid cash transactions and e-wallets etc may be promoted.
- e) Transportation to and from the institution**
- If transportation facility is being managed by the institution, proper physical distancing, sanitization of buses/ other transport vehicles (with 1% sodium hypochlorite) shall be ensured.

## **5. Hygiene and Sanitation**

- i. Daily cleaning of the floors shall be taken up.
- ii. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.
- iv. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- vi. Students and staff should be advised to dispose of used face covers / masks in separate covered bins placed in class rooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.
- vii. Residential buildings, if any, also needs to be sanitized regularly.

## **6. Risk Communication**

- i. Create awareness to ensure the students do not gather when leaving the institute and in their free time

- ii. Create awareness among the students to follow simple preventive health measures like hand hygiene, respiratory hygiene, physical distancing and wearing of masks.
- iii. Ensure regular counselling is done for students reporting mental health issues such as anxiety and depression
- iv. If a student, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard

**7. Additional considerations for medical post-graduate students needs to be ensured.**

Post-graduate medical students involved in COVID patient care and in essential non-COVID work shall familiarize themselves with the Infection Prevention and Control protocol guidelines available at: (<https://www.mohfw.gov.in/pdf//National%20Guidelines%20for%20IPC%20in%20HCF%20-%20final%281%29.pdf>) besides guidelines on rational use of Personal Protective Equipment available at :

(<https://www.mohfw.gov.in/pdf/GuidelinesonrationaluseofPersonalProtectiveEquipment.pdf> and <https://www.mohfw.gov.in/pdf/UpdatedAdditionalguidelinesonrationaluseofPersonalProtectiveEquipmentsettingapproachforHealthfunctionariesworkinginnonCOVID19areas.pdf>)

**8. Ensure Safe Stay at Hostels, guest houses and other residential complexes**

The measures as proposed above related to use of mask/face cover, hand hygiene, respiratory hygiene, physical distancing norms and environmental sanitation will apply to hostels and other residential buildings.

Further, the following specific points for Hostels/guest houses/other residential complexes shall also be followed:

- i. Students who are not local residents of the city/town, or do not have any support at home, or do not have facility for on-line education may be prioritized for allotment of hostel rooms.
- ii. Since students may be coming from different locations, they shall remain in quarantine and self-monitor their health for a period of 14 days before being allowed to attend classes or as per the policy opted by the State Government for quarantine.
- iii. Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join. Symptomatic boarders shall be isolated in the designated isolation facility at the institute, till such time, they are seen by a doctor.
- iv. Proper crowd management in the hostel as well as in outside premises like parking lots – duly following physical distancing norms shall be ensured. Gatherings/congregations shall continue to remain prohibited.
- v. In shared rooms/dormitories, the beds should be placed at a distance of 6 feet from each other. Temporary partitions may be considered, if feasible. Any symptomatic student should be immediately given a single room and then provided requisite medical care.
- vi. Mess facility, if any within the premises, shall follow physical distancing norms at all times. Staggering of meal timings may be done to prevent overcrowding.
- vii. Hostel should be out of bound for all persons except essential staff with known health status.

**9. SOP to be followed in case a student/faculty/staff develops symptoms (fever, cough, difficulty in breathing)**

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Inform parents/guardians as the case may be
- iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- iv. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- v. A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
- vi. Disinfection of the premises to be taken up if the person is found positive.
- vii. If there is clustering of cases in hostel/residential building, inform local health authorities immediately.

### Centre Visit Report

Name of scheme/ Program				Centre Code:	
Domain/PMKVY/RTD/RPL/BSCFA)				Date of Visit:	
Name of the Centre:		District:		Designation:	
Block:					
Visited by (Name):					
Address on Portal					
Sector (other than KYP and BS-CFA)			Job Role (other than KYP and BS-CFA)		

Sl. No.	Check Point	Availability as per Visit (Y/N)/(Number)	Remarks if any
1	Center was open at the time of visit		
2	Batch was running at the time of visit		
3	The centre is running at the approved address on Portal		
4	Availability of Class Room area as per norm.		
5	Availability of Lab Room area as per norm.		
4	Approved Centre coordinator present.		
5	Number of Approved Learning Facilitators/ TOT Passed Trainer as per Portal, Present at Center		
6	Number of candidates present at the time of visit.		
7	Approved Centre coordinator present.		
8	Availability of biometric device as prescribed		
9	Irregularity or impersonation report, if any, through physical checking of all 10 finger impressions of at least 10 candidates or maximum.		
10	Availability of functional CCTV/ IP based Camera and last 7 days recording available at centre.		
11	Availability of Equipment's as per course.		
12	Operational LCD/ Projector available.		
13	Availability of Power back-up: functional On-line UPS.		
14	Internet Available.		
15	Visiting Register available.		
16	Availability of Drinking Water Facility.		
17	Separate functional Toilets available		
18	Reception available.		
19	Signage/Banner mandated by Department, BSDM or any other regulatory entity are in place.		
20	<b>Overall satisfied with the center</b>		

Verification Officer's Name, Designation & Sign

SDC representatives Name, Designation & Sign

\*Important Instructions:

- 1- Please download approved SDC report before verification
- 2- Verify Tools and Equipment's with Excel file uploaded on Portal for each course is being run at the centre.