Skill India
कौशल भारत - कुशल भारत
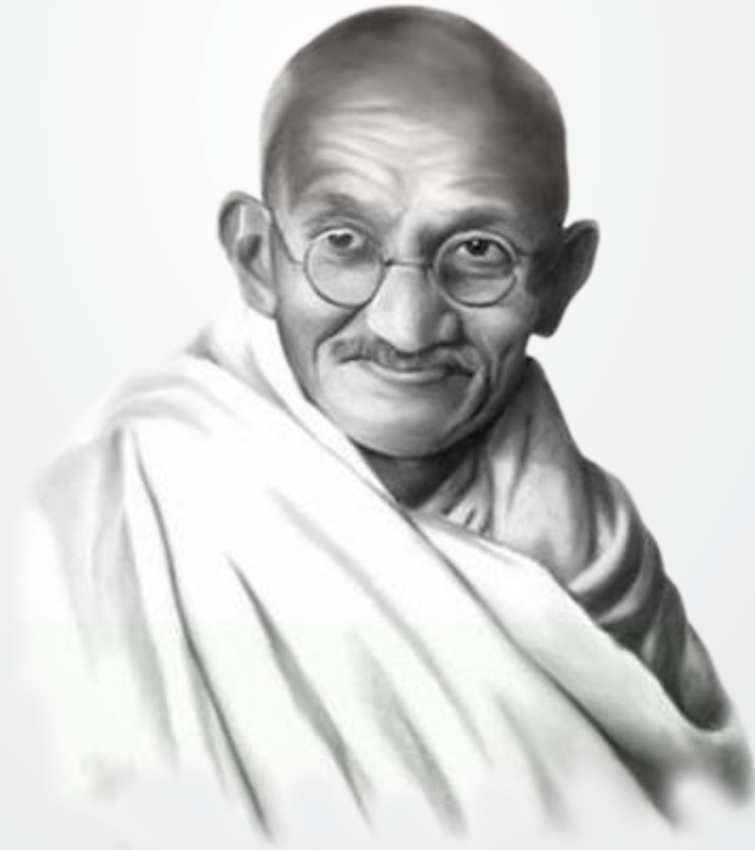
AAJEEVIKA

Ministry of Rural Development
Government of India

Standard Operating Procedures Manual for RSETIs
Part - I
Organisational setup & Governance of RSETIs

October 2018 | Version. 1.0.1

DOMESTIC ELECTRICAL APPLIANCES REP

RSETI
Rural Self Employment
Training Institutes
Powering Rural Entrepreneurship

Revisiting Gandhian views on vocational education

"Taken as a whole, a vocation or vocations are the best medium for the all-round development of a boy or a girl and, therefore, the syllabus should be woven round vocational training, primary education thus conceived as a whole is bound to be self-supporting..."

- Mahatma Gandhi

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अमरजीत सिन्हा
AMARJEET SINHA

सचिव
भारत सरकार
ग्रामीण विकास मंत्रालय
ग्रामीण विकास विभाग
कृषि भवन, नई दिल्ली-११०००१
SECRETARY
Government of India
Ministry of Rural Development
Department of Rural Development
Krishi Bhawan, New Delhi-110001
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Message

Ever since our Ministry decided to replicate RUDSETI model of entrepreneurship development training as RSETIs across the country, it has been our continuous endeavour to strengthen the Institutes. Initially the focus was on establishing maximum number of Institutes covering more and more number of districts. The focus progressively moved towards emphasis on the quality training with sustainable settlement of trained candidates. Aligning the RSETI courses with National Skill Qualification Framework (NSQF) was another leap forward to bring in quality standards into RSETI training. The functioning of RSETIs has further been brought in sync with the Common Norms Notification (CNN) of Skill training.

Having travelled this long with lots of changes happening on the way, it was pertinent to have a standard document of reference for all the concerned working in RSETI set-up. A standard document of reference was further needed in view of the multi-stakeholder nature of the programme where sponsoring Banks, the States and the Ministry have to work together for achieving the common objective of providing sustainable livelihood through skill training to the rural poor.

I am very happy to note that the National Academy of RUDSETI, Bangalore under the guidance of the Skill Division in our Ministry has brought out Standard Operating Procedure (SOP) Manuals for the RSETIs. The SOPs have been presented in a very effective and lucid manner.

I am hopeful that the SOPs will serve as standard reference materials and bring in uniformity and standard in functioning of the RSETIs. This will further help establishing RSETIs as very strong Skill development Institutions at district level working within the reach and approach of needy rural youth of our Country.

With Best wishes,

Amarjeet Sinha
7 September 2018

Message

Human resources remain to be the greatest strength of our country, particularly the youth. Harnessing the youth power for productive activity is critical for the all-round development of the nation. 36 years ago, RUDSETI experiment was initiated to orient, train, motivate and facilitate rural unemployed youth to take up self employment as a source of livelihood.

The commitment of the Directors, well structured residential training and the disciplined environment created in the institutes have influenced the mindset of the youth to acquire the necessary skills in their chosen profession, develop confidence and venture into their own Enterprise. In the process, they have also created more jobs highlighting the success of their efforts.

Impressed by the proven record of the RUDSETI model of self employment promotion, the Ministry of Rural Development, Government of India is up scaling the RUDSETI model by facilitating establishment of Rural Self employment Training Institute (RSETIs) throughout the country by the Banks. It is indeed a matter of great pride that the National Academy of RUDSETI (NAR), a resource organization for RSETIs has been chosen to play a decisive role in capacity building and mentoring these RSETIs.

In our endeavour to facilitate standardization in functioning of RSETIs and uniform training practices to achieve the desired results, Standard Operating Procedure Manuals have been developed. These Manuals will be of immense use for the Institutes and other stakeholders in their day to day functioning.

The team of National Academy of RUDSETI led by Sri R R Singh, Director General has developed this Standard Operating Procedures (SOPs) Manual comprehensively defining all the activities. It is my earnest desire that all the RSETIs established by different Banks should function uniformly and effectively and develop into model training institutes by producing Rural Entrepreneurs out of unemployed youth and contribute to the task of nation building.
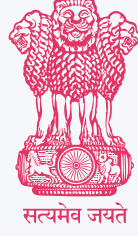
With Greetings,

D Veerendra Heggade

President
National Academy of RUDSETI

Alka Upadhyaya, IAS
Joint Secretary
Tel No: 011 - 23384707
ualka@ias.nic.in

Foreword

Rural Self Employment Training Institutes (RSETIs) established and managed by different Banks are operating with common objectives of identifying, training, motivating & facilitating unemployed youth to take up self employment. This model has been considered as an effective model for creation of sustainable livelihoods through Self Employment. The Ministry of Rural Development, Government of India (MoRD), under its flagship programme NRLM, has been providing financial assistance to Banks for setting up and operating the RSETIs.

The Government of India, to fulfill its vision of Skilled India to empower the youth of the country with skill sets which make them more employable and more productive in their work environment, has formed Ministry for Skill Development & Entrepreneurship (MSDE). The MSDE has launched National Skill Development Mission and adopted National Policy on Skill Development and Entrepreneurship, 2015. These initiatives are expected to meet the challenge of skilling at scale with speed and standard (quality). In terms of National Policy for Skill Development and Entrepreneurship 2015, MSDE has notified Common Norms (CNN) for rationalization of Central Government Schemes on Skill Development. The norms stipulate standards for training inputs/output, funding/cost norms, third party certification and assessment, etc. across various skill development programmes.

The training programmes conducted by the RSETIs have already been aligned with the stipulations of the Common Norms. Besides the training courses there are other aspects of training and administration which RSETIs need to change as per the requirements of CNN.

At present the RSETIs are governed by the Manual of Standard Practices released by the Ministry in April 2012 and also the notifications issued from time to time.

In view of the changes required by the CNN and the other changes needed to suit the contemporary demand of the target group, revised Manuals are issued in the form of Standard Operating Procedures (SOPs).

I hope that the SOPs will work as Standard reference material for all the concern stakeholders of RSETI movement and bring uniformity and standard in functioning of the RSETIs.
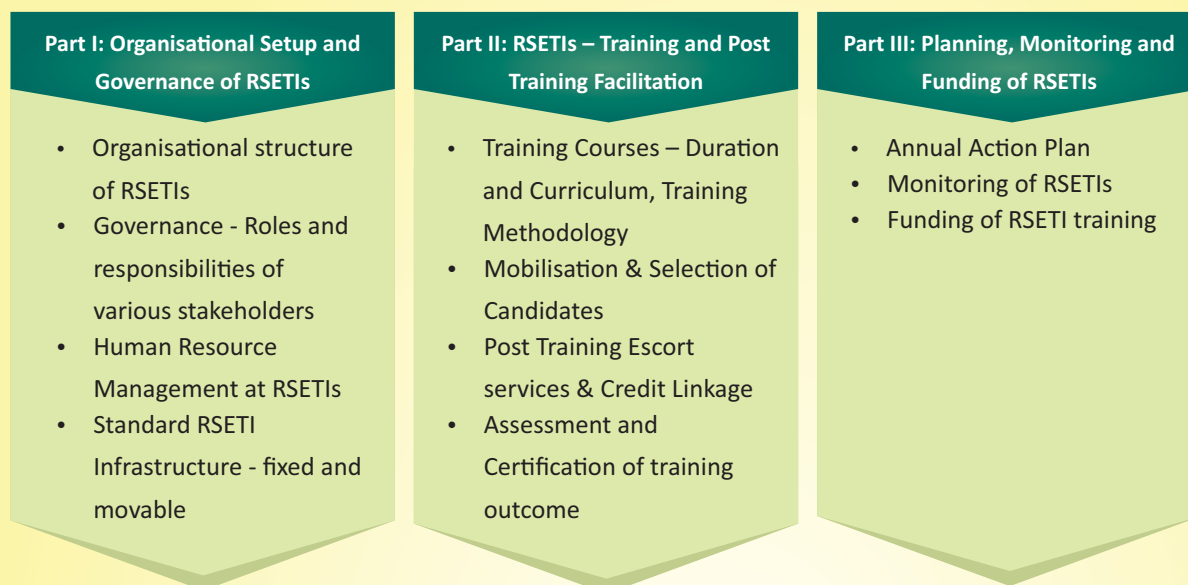
Alka Upadhyaya
Joint Secretary

Preface

Rural Self Employment Training Institutes (RSETIs) are unique skill development organisations operating at district level across the country. The RSETIs are engaged in developing skills among rural youth and facilitate them establish rural enterprises and secure sustainable livelihoods. Though RSETIs are sponsored and managed by different Banks they have a common objective of promoting creation of sustainable rural enterprises. To achieve the common goal, the RSETIs need to follow uniform practices, systems and procedures. RSETIs are also required to have standardised training infrastructure and training inputs to bring in quality outcome.

Hence it is desirable to have systematically documented Standard Operating Procedures (SOPs) for RSETIs to ensure consistency in their operations and facilitate the stakeholders to have standard source of reference. The development and use of SOPs are fundamental part of a successful quality system as it makes available information to concerned stakeholders to perform their role effectively and efficiently. SOPs facilitate consistency in the quality and integrity of an end product or end result. Clear and effective SOPs are essential in the development and deployment of any solution.

Documenting the Standard Operating Procedures gains still higher significance in view of the stakeholders' multi-diversity in the RSETI programme. RSETI is a three-way partnership between the Ministry of Rural Development, Govt. of India, the Banks and the State Governments. It is essential to have a standard document of reference so that all the partners perform their respective roles with clarity. In the above backdrop, National Academy of RUDSETI (NAR) has developed SOPs in 3 parts covering the entire gamut of RSETI functioning:

Part I: Organisational Setup and Governance of RSETIs	Part II: RSETIs – Training and Post Training Facilitation	Part III: Planning, Monitoring and Funding of RSETIs
• Organisational structure of RSETIs • Governance - Roles and responsibilities of various stakeholders • Human Resource Management at RSETIs • Standard RSETI Infrastructure - fixed and movable	• Training Courses – Duration and Curriculum, Training Methodology • Mobilisation & Selection of Candidates • Post Training Escort services & Credit Linkage • Assessment and Certification of training outcome	• Annual Action Plan • Monitoring of RSETIs • Funding of RSETI training

The SOPs have been prepared based on the guidelines of MoRD along with effective practices and finalised after due process of consultations with the Banks and the States. These are intended to be used as a base to various guidelines on RSETIs issued from time to time.

The present SOP is the Part I of the set of 3 SOPs and deals with Organisation and Governance of RSETIs explained in 11 different chapters.

R R Singh

Director General

National Academy of RUDSETI
Sponsors: SDME Trust, Syndicate Bank & Canara Bank

Certificate

Standard Operating Procedures for RSETIs

Goal of SOPs: As standard documents for reference.

Scope of SOPs: To provide collective information about the whole gamut of RSETI functioning.
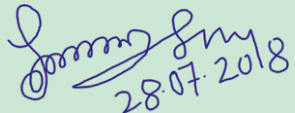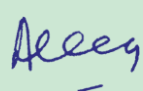
Target audience: Different stakeholders of RSETIs.

Dispute and Complaint Procedures: Disputes related to interpretation of the guidelines of SOPs should be sent to the Director General, NAR who, in the light of available guidelines will clarify. Or else, will refer to MoRD and obtain clarification. MoRD will be the authority to finally interpret the contents.

Grievance Redressal System:

Level	Grievance/difference in opinion against	Redressal Authority
I	SDR/District Authorities	Mission Director Concerned State SRLM
II	Not satisfied with the judgement of the Mission Director	Director (Skills), MoRD
III	Not satisfied with the judgement of the Director Skills	Joint Secretary (Skills), MoRD (Judgement is abiding to all stake holders)

Disclaimer: SOPs give the stakeholders a thorough idea of the RSETI concept and its management. SOPs are formulated based on the vision and the objectives of RSETIs and are built on past practices and existing guidelines. No content of the SOPs can be challenged in any court of law. But the discrepancies, if any, are to be brought to the notice of the authors who may either remove or correct it.

Sl No	Role Player	Designation	Signature with date
1	Content Author	Director General National Academy of RUDSETI Bengaluru	*(signature)* 28.07.2018
2	Content Reviewed by	Director (Skills) Ministry of Rural Development Govt of India	*(signature)*
3	Content Approved by	Joint Secretary Ministry of Rural Development Govt of India	*(signature)*

Standard Operating Procedure Manual
Part I
Organisational set up & Governance of RSETIs

Chapter 1

Organisational set up and Governance of Rural Self Employment Training Institutes

Organisational set up and Governance of Rural Self Employment Training Institutes

Objectives:

Objectives of this chapter are to:
I.   Explain the evolution of RSETIs and RUDSETI model of training.
II. Inform the structure of organisation and establishment procedure.
III. Provide standard guidelines on the governance structure and governance mechanism for RSETIs.

Synopsis:

- RSETIs are evolved on the successful RUDSETI Model of Short duration Intensive Training
- RSETIs are sponsored and managed by Banks
- Sponsor Banks create a separate Trust or Society for giving institutional status to RSETIs
- The Ministry of Rural Development, Government of India (MoRD) is driving the RSETI movement by providing funding support, policy guidelines, monitoring and evaluation
- Structured Governance Mechanisms for RSETIs are created by the sponsor Banks and the Government.
- The Governance structure created by the Sponsor Banks are-Board of Trustees/ Governing Council, Executive Committee, Managing Trustees, Secretariat, etc.
- MoRD has created the following Governance structure for RSETIs:
    - National Level Advisory Committee for RSETIs (NLACR)
    - State Level Steering Committee (SLSCR) and
    - District Level RSETI Advisory Committee (DLRAC)

1. Background

Our country presently faces the challenges of paucity of skilled workforce and non-employability of large sections of the conventionally educated youth, who possess little or no job skills. Millions of youth are entering the job market every year but are unable to find suitable employment. The country is facing a daunting task of enabling these aspiring youth for employment, as most of these youth, both educated and semi educated, do not possess employable skills. This is more so in case of youth from rural and semi urban background, in view of dearth of jobs in rural areas. Lack of necessary skills for undertaking particular entrepreneurial activity and lack of awareness to access the formal vocational training institutions is making it difficult for the rural youth to take up Self Employment. Even where they initiate some Self Employment activity they need hand holding in the form of periodic skill up gradation/Entrepreneurship training for making their ventures viable and sustainable in an increasingly competitive environment.

In such a scenario, the need for promoting self employment for the unemployed rural youth by skilling and periodic skill up gradation to keep them abreast of latest technologies and market trends assume greater importance. Once trained appropriately, the youth will be able to launch profitable micro-enterprises for a sustainable livelihood and enhance their standards of living. In the process, they will also contribute for job creation in MSME, Agriculture and Allied sectors which are playing a significant role in economic development of the country.

2. History of Rural Self Employment Training Institutes (RSETIs)

With the aim of mitigating the unemployment problem among the youth, a unique initiative was tried jointly by Sri Dharmasthala Manjunatheshwara Educational Trust, Syndicate Bank and Canara Bank in 1982 by setting up of the "RURAL DEVELOPMENT AND SELF EMPLOYMENT TRAINING INSTITUTE" with its acronym RUDSETI near Dharmasthala in Karnataka. After realising the success of this model in facilitating unemployed youth to launch and manage Self Employment ventures, the initiative was expanded by establishing RUDSETI type training Institutes across the country.

The Government of India has been implementing the National Rural Livelihoods Mission (NRLM) through the Ministry of Rural Development (MoRD). The Mission aims to create sustainable livelihoods for Rural BPL families through various interventions largely focusing on skill development for employment and promotion of Micro enterprises. Since RUDSETI was viewed as a successful and replicable model, MoRD decided to support establishment of one RUDSETI type Institution in every district of the country. Accordingly, the Ministry initiated action and played a significant and decisive role in expansion of RUDSETI Model of institutions across the country. The replicated Institutes called Rural Self Employment Training Institutes (RSETIs) are established at the district level by the respective Lead Banks across the country. These are Bank led institutions - established, owned and managed by the Banks.

3. RUDSETI Model of Skilling and Entrepreneurship Development

The core concept of RUDSETI model is 'Intensive Short Term Residential Training' for Skill development and motivation to rural youth coupled with post training hand holding services to ensure establishment of the Micro Enterprises by them and their sustainability.

4. Vision, Mission and Objectives of RSETIs

Development institutions are created and nurtured to achieve specific objectives contributing for socio economic development of the country. The sustainability of the organization lies in commitment to the objectives and consistent efforts. The objectives of RSETIs are defined to guide the stakeholders and the functionaries to focus on achieving them in a sustainable manner.

Vision	Developing Human and Social Capital for Nation building
Mission	Transforming the rural youth through short duration training interventions. Empowering them to share economic prosperity.

Organisational setup & Governance of RSETIs

Objectives	I.	To Identify, Orient, Motivate, Train and Assist the youth to take up Self Employment as an alternative career.
	II.	To skill the unemployed youth for taking up self employment as a source of livelihood.
	III.	To promote Rural Entrepreneurship
	IV.	To enhance the effectiveness of Livelihood promotion programmes of the Government.
	V.	To facilitate sustainability and growth of Micro Enterprises of RSETI trained candidates with Credit Linkage and Skill upgradation training.
	VI.	To provide counselling and project consultancy services.
	VII.	To take up research and development in the area of Entrepreneurship and Rural Development
	VIII.	To train the stakeholders and personnel of Community Development and Financial inclusion programmes.

5. Organisational set up of RSETIs

5.1 RUDSETIs and RSETIs:

The RUDSETI is a society established jointly by three agencies viz. Syndicate Bank, Canara Bank and Sri Dharmasthala Manjunatheshwara Educational Trust. RUDSETI is a registered trademark with a distinct logo. The individual Institutes are managed by a Director deputed from sponsor Banks. Executive Director of RUDSETI is an executive deputed from either of the sponsor Banks and monitors the functioning of all RUDSETIs across country. Governing Council and the Board of Governors are the apex policy making and guidance bodies of the RUDSETIs. The organisational set up and governance practices similar to RUDSETI are adopted for RSETIs which are established on the model of RUDSETI.

5.2 Nomenclature:

The institutes opened in all the districts of the country should have a simpler name and preferably should be identical. These institutes are called 'Rural Self Employment Training Institutes' (RSETIs). The acronym 'RSETI' may be prefixed with the abbreviation of the concerned Bank, e.g., SBI RSETI, PNB RSETI, BOB RSETI, CORP RSETI, etc. Some Banks who have already established their organizations with similar objectives and distinctive names with some other brand name, such institutes shall continue with their own nomenclature but indicating within the parentheses that it is a RSETI type institution established with the support from the MoRD.

5.3. Nature of the Organisation:

Rural Self Employment Training Institutes (RSETIs) are created to serve the social objective of solving the unemployment problem by empowering the youth. The targeted people are provided with free training and other services. As such, RSETIs are considered as Social organisations operating on no profit basis.

Any organisation to operate efficiently and achieve the objectives should have proper organisation structure and governance practices confirming to the statutory requirements. RSETIs being social organisations should have simple organisational structure, non bureaucratic administrative machinery and efficient operational procedures. The focus should be on easy accessibility to the users and hassle free and efficient delivery of services. Transparency and accountability are to be the hallmarks of such organisations. Structure of a Not-for-Profit organisation is appropriate for RSETIs. RSETI sponsor Banks shall create a separate organisation under one of the following forms at the apex level:

- Society, governed under the Societies Registration Act 1860 and subsequent amendments .
- Trust, governed under the Indian Trusts Act 1882.
- Or any other similar Act prevailing in the respective area.

5.4 Sponsorship:

RSETIs are sponsored by the Banks and hence ownership of RSETIs vests with the sponsoring Bank. Other Developmental/Social/Educational/Voluntary Organisations may join as co-sponsors. Since RSETIs are supported and funded by multiple agencies including Government of India, State Governments, etc., other stakeholders shall also be represented in the Governance structures of RSETIs.

Primary Stakeholders of RSETI

5.5 Establishment procedure

For setting up of RSETIs the following procedures are followed:
i.   The State Government in consultation with the banks in SLBC, assigns districts in the States to set up RSETIs preferably to the respective Lead Banks..
ii.   There shall be a single Bank, preferably Lead Bank sponsoring the RSETI in a given district to avoid any overlapping / disruption in management. This also helps in branding the RSETIs in future.
iii.   Suitable land for setting up one RSETI in a district shall be allotted to the concerned Bank, free of cost, by the State Government.
iv.   The construction of the building for the RSETI will be undertaken by the concerned Bank, Trust/Society.
v.   Till the time a suitable land is identified and building constructed, the RSETI may operate from hired premises or a rent-free Government building provided in the District.

6. Governance Structure of RSETIs

RSETIs are funded and managed in partnership mode involving the sponsor Banks and the Government. Following Governance structure is created for efficient functioning of the RSETIs:

6.1 Governance Structure– Bank Level

Board of Governors or Board of Trustees	The apex body provides leadership to the organization including overall guidance, defining the vision, framing the policies, setting the goals and objectives, advising the policies and reviewing the implementation.
Governing Council or Executive Committee	Comprising of Senior Executives of Sponsor Banks and eminent personalities from the field of Entrepreneurship/Rural Development. Assists the Board of Governors/Trustees for guiding and monitoring the implementation of the policies and programmes of RSETIs.
Secretary/ Executive Director /Executive Officer	An official appointed or deputed by the Bank. Manages the affairs of the Trust/Society controlling the RSETIs.
Director	Head of the individual unit of RSETI at the district level, who is an officer deputed by the sponsoring Bank.
Support Staff	A team of staff of the institute including Faculty/Training Co-ordinator, Office/Training Assistant, Attender, Gardener, Watchman, etc., assist the Director in managing the affairs of the Institute.

6.2 Governance Structure - Government Level

6.2.1 National Level Advisory Committee on RSETIs (NLACR)

National Level Advisory Committee on RSETIs headed by the Secretary, Ministry of Rural Development will guide and monitor the governance and activities of Rural Self Employment Training Institutes. The committee shall also lay down policies concerning RSETIs and review the performance of each of the sponsoring banks periodically. The constitution of the committee shall be as below:

1. Secretary, MoRD, GoI - Chairman
2. Dr. D Veerendra Heggade, President, NAR, Bangalore - Co-Chairman
3. Joint Secretary (RS), MoRD - Member
4. Joint Secretary, Banking, Ministry of Finance - Member
5. Joint Secretary, Ministry of Skill Development and Entrepreneurship- Member
6. Nominee of Secretary, NITI Ayog - Member
7. Chairman, SIDBI (or his representative) - Member
8. Chairman, NABARD (or his representative) - Member
9. Chief Executive, IBA - Member
10. Representative of RBI - Member
11. Director General, CAPART - Member

12. Director General, NIRD and PR, Hyderabad - Member
13. Executive Director, RUDSETI - Member
14. Director, BIRD Lucknow - Member
15. Director EDII, Ahmedabad - Member
16. NIESBUD, Noida - Member
17. General Manager, Canara Bank, Syndicate Bank, State Bank of India, Punjab National Bank, Bank of Baroda, Bank of India, Central Bank of India - Members
18. General Manager, any other three Banks by rotation
19. Principal Secretary, Rural Development of three States (on rotation basis)
20. Director General, NAR, Bangalore - Member
21. National Director, NACER - Member

The committee shall have the following terms of reference:

i) To lay down the policies concerning the RSETIs and approve the guidelines for operationalising the scheme.
ii) To periodically monitor the progress and review the performance of each of the sponsoring Banks.
iii) To peruse and approve the reporting formats and to furnish such reports, as may be necessary, to the Ministry of Skill Development and Entrepreneurship as well as the Ministry of Finance, on the functioning of the scheme.
iv) To commission periodical studies or evaluations, to be done by agencies as decided by the Committee.
v) Any other matter related to the functioning of RSETIs.

The Committee shall meet at least twice in a year at half yearly intervals. The Committee, if it feels the need for it, may invite representatives of any Bank/s, other than those specified above, as special invitees.

6.2.2 State level Steering Committee on RSETIs (SLSCR)

A sub-committee of the SLBC is set up in every State which functions as the State level Steering Committee for all the RSETIs operating in the State. This will be chaired by the Principal Secretary, Rural Development of the State and co-chaired by the General Manager, SLBC Convener Bank. The members shall include top executives of those Banks sponsoring RSETIs in the State and CGM, NABARD. The committee shall have the following terms of reference:

i. To monitor the progress and review the performance of each of the RSETIs through the Lead Bank forums i.e. DCC/SLBC.
ii. To conduct evaluation of functioning of RSETIs by agencies as decided by the Committee.
iii. Any other matter related to the functioning of RSETIs.

The Committee shall meet at least four times in a year at quarterly intervals. The Committee, if it feels the need for it, may invite representatives of any Bank/s, other than those specified above, as special invitees.

6.2.3 District Level RSETI Advisory Committee (DLRAC)

District Level RSETI Advisory Committee (DLRAC) at the Institute level should be formed with District Collector/CEO of DRDA/Zilla Panchayath as Chairperson and Regional Head of the RSETI sponsoring Bank as Co-chairperson. Lead District Manager, District Development Manager, NABARD, GM, District Industries Centre, PD, DRDA, District Manager of NRLM, Regional Manager of RRB, the District Employment Exchange Officer, heads of vocational institutes in the district like ETCs, ITIs, Polytechnics, KVKs, etc. and two or three eminent personalities connected with rural development training in the district shall be the members. The Director of the RSETI shall be the Convenor. The DLRAC shall also have representation from local business and industrial houses and leading NGOs working in the areas of skill development and self-employment. The committee shall have the following terms of reference:
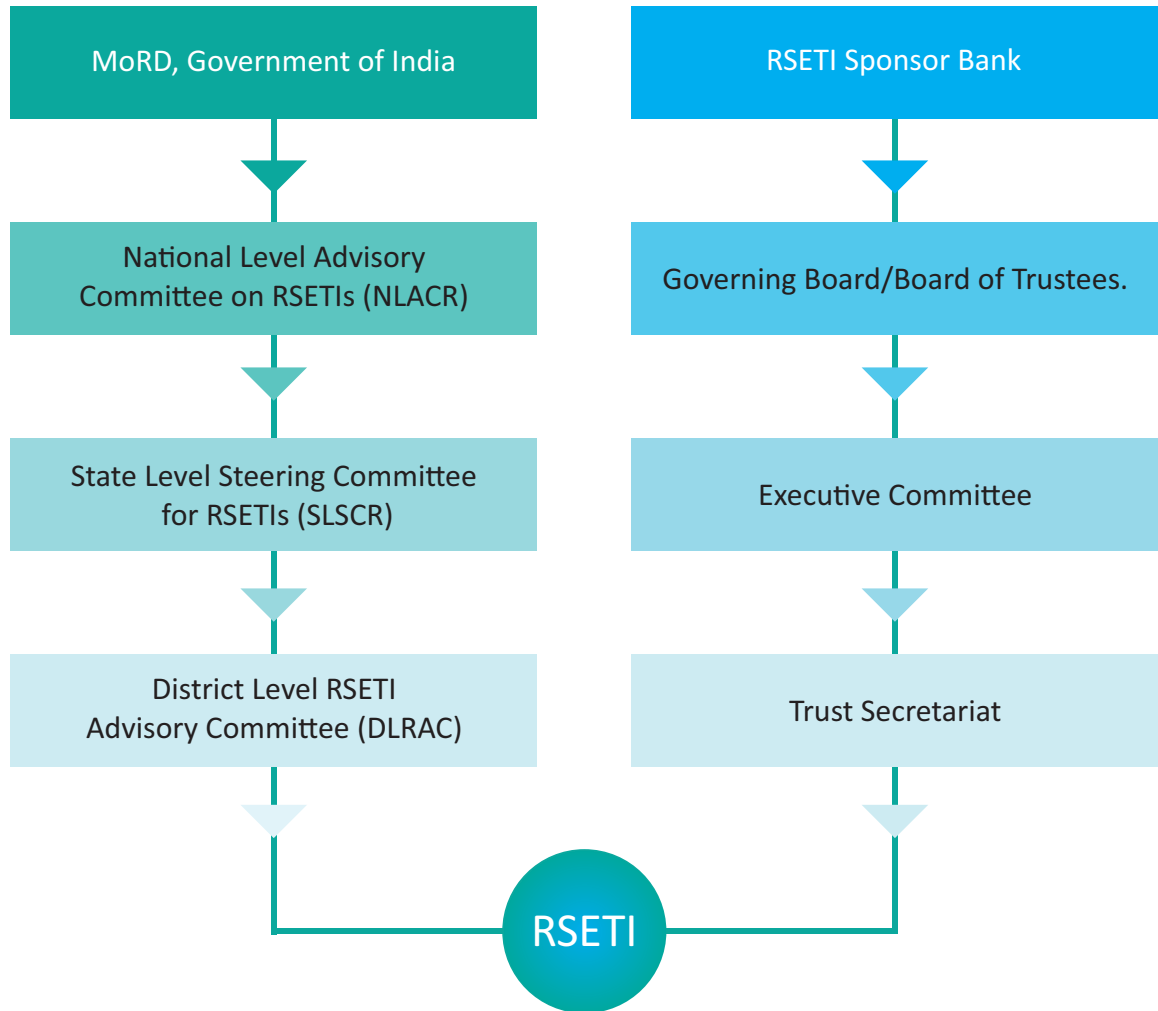
I.   To assist the Institute in ensuring that the objectives of RSETIs are effectively achieved.
ii.   To guide the Institute, to identify, orient, motivate, train and assist the eligible rural youth to take up self-employment ventures as an alternative career or to secure wage employment.
iii. Periodically review and monitor the progress of the concerned RSETI.
iv.   To recommend Annual Action Plan of training and budget to competent authorities for approval.
v.   Provide a forum for networking with interest groups and stakeholders and ensure better identification of opportunities and support for RSETI trained Entrepreneurs.

Table 1 :
Committees on RSETIs in a Nutshell

Name of the Committee	Chaired by	Co-chaired by	Frequency of Meeting
National Level Advisory Committee on RSETIs (NLACR)	Secretary, Ministry of Rural Development, GoI	Dr D Veerendra Heggade, President, NAR, Bangalore	Half Yearly
State Level Steering Committee on RSETIs (SLSCR)	Principal Secretary, Rural Development Department of the concerned State	GM, SLBC Convener Bank of the State	Quarterly
District Level RSETI Advisory Committee (DLRAC)	District Collector/CEO of DRDA/Zilla Panchayath	Regional Head of the RSETI sponsoring Bank of the District	Quarterly

(Checklist for conducting DLRAC meetings and agenda items are furnished in Appendix I)

Governance structure of RSETI

MoRD, Government of India	RSETI Sponsor Bank
↓	↓
National Level Advisory Committee on RSETIs (NLACR)	Governing Board/Board of Trustees.
↓	↓
State Level Steering Committee for RSETIs (SLSCR)	Executive Committee
↓	↓
District Level RSETI Advisory Committee (DLRAC)	Trust Secretariat

RSETI

Chapter 1

Organisational set up and Governance of Rural Self Employment Training Institutes

Appendices

Checklist for conducting DLRAC Meetings & Agenda items

A: Checklist for conducting meetings

1. Conduct the Meeting once in every quarter.
2. Fix up a suitable date in consultation with the Chairman & Co Chairman of DLRAC.
3. Finalise the venue for the meeting and time of the meeting.
4. Send Invitation/Notice to all the members in advance.
5. Attach a copy of Minutes/Proceedings of previous meeting to the notice.
6. Prepare and circulate Agenda Notes for the Meeting .
7. Send a copy of agenda items /Notes for the meeting either as an attachment to Meeting Notice or subsequently, but sufficiently in advance.
8. Provide further details/clarifications regarding agenda items or any other matters.
9. Make arrangements for stationery, refreshments, etc., at the Venue of the meeting.
10. On the day of meeting, inspect the arrangements, including logistics.
11. Record the deliberations of the meeting.
12. After the meeting, prepare the proceedings/minutes of the meeting clearly recording the observations, advice/suggestions given, action proposed by the committee in respect of each agenda item discussed.
13. Send the proceedings to the members/participants and controlling office of sponsor Banks.
14. Upload the information to MIS.
15. Initiate action to implement the decisions of DLRAC.

B: Agenda for DLRAC Meetings

i. Action taken report in respect of the decisions taken in/directions of the previous meeting.
ii. Performance Review -Annual Action Plan vis-à-vis actuals - at a Glance in the respective Quarter consisting of the following items:
   a. Training Programmes conducted,
   b. Candidates trained,
   c. Trainees Settled,
   d. Sponsorship of Candidates from Banks
   e. Credit linkage
   f. Applications generated for next batches.

iii. Details of the Training Programmes conducted during the quarter and for the year – Title, Date and Duration, Number of Trainees,
iv. Details of Entrepreneurship Awareness Programmes Conducted.
v. Details of other Activities conducted.
vi. Review of expenditure – Income & Expenditure statement.
vii. Report on evaluation of last 50 batches.

viii. Details of pending reimbursement of claims from SRLM & other training sponsor agencies.

ix. Progress in construction of Campus (If under construction/Not constructed).

x. Co-ordination with supporting agencies like DRDA, NABARD, SIDBI, DIC, Banks etc, and matters pending with them regarding facilitation support to RSETI trained entrepreneurs.

xi. Important guidelines/communications received from the sponsor Bank and MoRD.

xii. Observations/Feedback on performance received from Controlling Office/Ministry entrusted monitoring agency/Visit report of State Director, etc.

xiii. List of Eminent Visitors.

xiv. Success Stories of RSETI Trained outstanding Entrepreneurs.

xv. Action Plan for the next Quarter.

xvi. Any other relevant matter.

Chapter 2

Roles and Responsibilities of RSETI Stakeholders

इलाहाबाद बैंक
ALLAHABAD BANK
Har kadam aap ke sath

ANDHRA BANK

AGVB
असम ग्रामीण विकाश बेंक
ASSAM GRAMIN VIKASH BANK

APRB
Arunachal Pradesh Rural Bank

बैंक ऑफ़ बड़ौदा
Bank of Baroda

बैंक ऑफ़ इंडिया
Bank of India

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Roles and Responsibilities of RSETI Stakeholders

Objectives:

Objectives of this chapter are to:
I.   Define/specify the stake holders of RSETIs.
II. Provide information and clarity on the roles and responsibilities of various stakeholders in establishment and management of RSETIs.
III. List out broadly the functions and activities of RSETIs.

Synopsis:

- Sponsoring Bank of RSETIs set up an exclusive Trust/Society for establishment and management of RSETIs. They develop the campus, deploy staff, ensure sustainable funding, provide guidance and monitor the functioning of the Institutes.
- Ministry of Rural Development, Government of India drives the movement by providing policy directives, infrastructure grants, capacity building, co ordinating with the other sponsors, facilitating support from State Governments and Other departments/ Organizations of the Government.
- State Governments support infrastructure development and training.
- Ministry of Skill Development and Entrepreneurship facilitates covering the RSETIs under Common Norms.
- National Academy of RUDSETI, the apex level Resource organization for RSETIs is involved in capacity building, developing training modules and learning materials, assessment and certification in respect of RSETI Training Programmes. Also provide the services of mentoring, monitoring and evaluation of RSETIs.

### 1. Stakeholders of Rural Self Employment Training Institutes:

RSETIs sponsored by Banks and operating at the district level have to work in close co-ordination with a host of other agencies/organisations for effective functioning and achieving the objectives. The following agencies are directly involved in establishment and management of RSETIs by providing guidelines, funding, capacity building, mobilising the candidates, sharing the resources, monitoring, etc. The role of these agencies is of critical importance for establishment and effective functioning of RSETIs.

A. Banks sponsoring the RSETIs
B. Ministry of Rural Development, Government of India
C. State Governments
D. Candidates undergoing Training in RSETIs
E. National Academy of RUDSETI (NAR)
F. Ministry of Skill Development and Entrepreneurship, Government of India

The above agencies/community are considered as the primary stakeholders of RSETIs.

Apart from the above, there are host of other agencies/organisations whose involvement/services are significant for effective functioning of RSETIs. An illustrative list of such significant agencies is furnished below:

a) Ministry of MSME, Government of India
b) Department of Financial Services, Ministry of Finance, Government of India
c) Reserve Bank of India
d) State Level Bankers Committee (SLBC)
e) District Administration – DRDA/ZP, DMMU, etc.,
f) NABARD
g) NIRD and PR

Stakeholders of RSETI
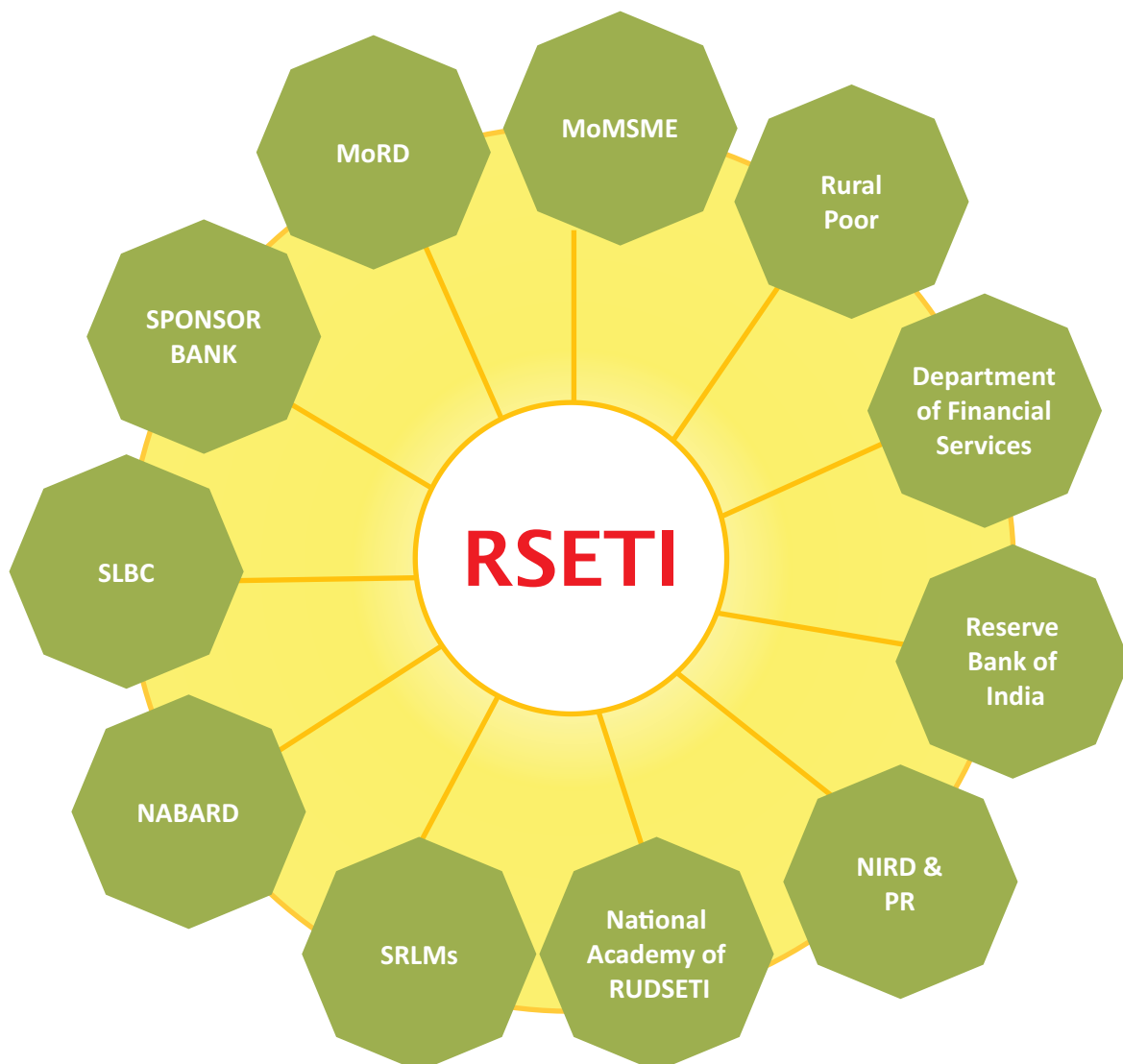
Brief description of significant Role and Responsibilities of various RSETI stakeholders are provided below for the guidance of RSETIs. It is the responsibility of the RSETIs to maintain close co-ordination with the various stakeholders and secure their support/services for effective functioning and development of RSETIs.

2. Rural Self Employment Training Institutes (RSETIs) - Role, Functions and Activities

RSETIs are District level Skill and Entrepreneurship Development Organisations broadly playing the following roles:

i. Creating awareness on skill development among the rural youth and orienting them towards self employment.
II. Skilling the rural youth through training. Motivating and facilitating them to take up self employment.
III. Promoting Rural Entrepreneurship and facilitating growth of Micro and Small Enterprises.
IV. Facilitating creation of Sustainable livelihoods to rural poor families.
V. Designing and implementing programmes for socio economic development of the region.
VI. Empowering women and disadvantaged sections of the society.

Functions and Activities of RSETIs:

i) Creating awareness among the rural unemployed youth for developing skills and taking up self employment as a career option, through formal outreach programmes and using various forums.
ii) Maintaining comprehensive information on the potential of the district, entrepreneurial opportunities, developmental projects / schemes in the district, institutions operating in the region, profiles of existing industries, locally available resources and skills, etc, through socio economic survey and collecting information from different sources.
iii) Mobilizing candidates for training by reaching out to people in all the parts of the district through DRDA, Banks, NGOs, Government departments and other organizations.
iv) Designing and conducting Skill development, reskilling, entrepreneurship development training courses to unemployed persons and Micro entrepreneurs.
v) Conducting training courses as per the course modules designed by National Academy of RUDSETI and approved by NSQC, Ministry of Skill Development and Entrepreneurship.
vi) Designing and conducting exclusive training courses to Women and Persons with Disabilities for skill development and empowerment.
vi) Designing innovative training programmes, which are dynamic and area specific, to enable the emerging entrepreneurs in acquiring the appropriate entrepreneurial skills to tap the business opportunities in the emerging areas.
vii) Conducting skill upgradation/reskilling training programmes to hone the skills of entrepreneurs to catch up with the latest cutting edge technologies and to compete in ever-developing global market.
viii) Providing handholding services to the trained persons including business counseling, marketing exposure, networking, credit linkage, innovative and all such comprehensive Business Development Services.

ix) Conducting HRD Training programmes for various support organisations including Banks, Development organizations and Government agencies for capacity building in the area of Soft skills, Rural Development and Entrepreneurship Development.

x) Conducting Training to the technical faculty/trainers to build their skills and attitude.

xi) Identifying, selecting and developing technical trainers and maintaining a pool of technical professionals for effective skill imparting in RSETI training courses.

xii) Organizing specific skill development training courses to the target group and stakeholders of the Government programmes like PMEGP, MGNREGA, etc., being implemented under Skilling India and Make in India and other initiatives by different Ministries like Ministry of MSME, MoRD, MoSDE, etc., State Governments, Banks and Financial Institutions.

xiii) Creating a wide network of people and organisations connected with Rural Development activities by organizing NGO-Banker, Govt. official-Banker, Industrialist-Banker Interface Meetings on the issues related to the Micro Enterprises.

xiv) Recognizing the achievers among the RSETI trained entrepreneurs, project them as role models, encouraging and promoting Alumni associations of RSETI trained entrepreneurs for multiplier effect and also facilitating growth of Micro Entrepreneurs.

xv) Promoting Agriculture and allied activities by enabling the farmers to hone their skills to improve farm practices focusing on reducing the cost and increasing their income.

xvi) Conducting all relevant promotional, outreach and IEC activities in the District for wider reach of RSETI.

Notes

A. The above list of functions of RSETIs are illustrative only. These are provided to guide and orient the new functionaries.

B. RSETIs are expected to conceive and conduct appropriate activities for achieving the defined objectives, with the approval of the competent authorities as explained in related chapters of the SOP manual.

C. Wherever the activities are codified in SOP manuals, such functions should be performed by following the processes and adhering to the requirements prescribed in the manual

3. Banks sponsoring the RSETIs - Roles and Responsibilities:

RSETIs are established, managed and owned by the Banks. The sponsoring Banks being the main stakeholders of RSETIs, it shall be their primary responsibility to ensure effective functioning of the institutes for achieving the objectives by developing them as the centres of excellence.

Major responsibilities of the sponsor Banks are:

i. Forming exclusive Trust or Society for establishment and management of RSETIs and deploying a dedicated team at the Corporate/Controlling Offices for continuous facilitation and monitoring of RSETIs.

ii.   Providing standard infrastructure, training logistics and required staff to the RSETIs.

iii. Constituting the Board of Trustees/Governing Council and Executive Committee for monitoring and guiding the RSETIs and ensuring their periodical meetings to provide guidance and directions.

iv.   Approving annual budget of the RSETIs and providing seamless flow of funds for implemention of the Annual Action Plan.

v.   Coordinating with Central and State Governments, SLBC, NABARD, NAR/NACER etc for mobilization of training programmes, trainees, funding support, capacity building and other resources to the institutes.

vi.   Assisting the RSETIs for mobilizing the candidates for training and providing credit linkages to the trained entrepreneurs by educating and directing the Bank branches appropriately.

vii. Continuously monitoring the activities of the institutes by obtaining periodical progress reports and personal visits of executives, reviewing every aspect of functioning and providing feedback and directions for desired performance.

viii. Continuous capacity building of the institutes by arranging training for the Director and the staff to acquire knowledge and skills in the areas of latest developments and organizing innovative activities for involving the institutes in various socio-economic development activities in the region.

4. Ministry of Rural Development, Government of India (MoRD) - Roles and Responsibilities:

As the promoter and major partner, MoRD has been instrumental in establishment and bringing standardisation in the functioning of the RSETIs which are established by different Banks. As the apex level authority for RSETIs in the country, MoRD shall play following major roles for effective functioning of RSETIs:

i.   Constitution of National Level Advisory Committee (NLACR) on RSETIs in the Ministry for policy making and monitoring of the RSETIs. Ensuring its effective functioning by conducting periodical meetings of NLACR.

ii.   Framing, approving and issuing guidelines for RSETIs by following due process of consultation.

iii. Obtaining feedback/study reports, views and suggestions from various stakeholders.

iv.   Extending funding support for infrastructure development of RSETIs and also Training programmes for different stakeholders of the various Schemes of the Ministry and for any other initiatives for growth of RSETIs.

v.   Facilitating RSETIs to access the target group of various schemes of the Ministry as trainees by issuing appropriate instructions to State Governments, DRDAs, Banks, Development bodies and such other agencies as may be needed.

vi.   Coordinating with the Ministry of Skill Development and Entrepreneurship and other apex level bodies constituted for skill development including NSDC, NSDA, etc.

vii. Extending support for aligning the RSETI training programmes with the Common Norms notified by the Ministry of Skill Development and Entrepreneurship and facilitating flow of funds to RSETIs.

VIII. Continuous monitoring of RSETIs through the designated organizations like NACER of NAR, NIRD and PR, etc.

IX. Annual evaluation and rating of performance of RSETIs and rewarding and encouraging them for achieving excellence.

X. Continuous capacity building of RSETIs, through training by NAR enabling them to conduct variety of training programmes catering to the emerging needs of rural poor.

XI. Co-ordinating with sponsor Banks, other Ministries and organizations for facilitating growth and effectiveness of RSETIs.

5. State Governments - Role and Responsibilities:

State Rural Livelihood Missions (SRLMs) established in States exclusively for elimination of rural poverty shall play an active role in setting up and effective functioning of RSETIs in the respective State. Their roles include facilitating establishment of RSETIs, Branding, Reimbursement of training cost, Monitoring and ensuring convergence.

The specific responsibilities are:

i. Allotment of suitable land to RSETIs for developing own campus, free of cost/at nominal cost. Transferring the rights over the land, permitting land usage and handing over possession of the property to the RSETI concerned.

ii. Assisting infrastructure development, including various licenses/approval for building construction, water, electricity, access road, etc.

iii. Utilizing the services of RSETIs for training the stakeholders of livelihood promotion and development projects of the Government.

iv. Sponsoring eligible candidates under NRLM and other schemes of the Government for RSETI Training and reimbursing training cost.

v. Assisting RSETIs for mobilization of candidates for training through Government bodies/forums.

vi. Enabling the RSETI trained entrepreneurs to access the incentives and assistance of the Government for promotion of Micro and Small Enterprises.

vii. Supporting the RSETIs for expansion/enhancement of training infrastructure through the development schemes of the Government.

Notes

State Governments mentioned in the above context generally refer to the following:

A. Department of Rural Development and/or Panchayath Raj in the respective States which are implementing NRLM.

B. Other State agencies set up at various levels for implementing livelihood promotion and skill development schemes of the Government.

C. SRLMs at the State level and the DMMUs at district level which are created for implementation of NRLM.

D. District Administration comprising of DRDA/Zila Panchayath - the implementing agencies at the District Level for the above mentioned projects/schemes.

6. Candidates undergoing Training in RSETIs- Responsibilities:

Unemployed youth aspiring to acquire the skills and take up self employment/ entrepreneurial ventures are the target group of RSETIs. They are the most important stakeholders of RSETIs.

Broadly they have the following responsibilities:

i.   Taking interest in acquiring the employable/technical/entrepreneurial skills through RSETI Training.
ii.   Transparently discussing with the Director/Faculty of RSETI regarding their aspirations, strengths, deficiencies, interests, future career plans. Seeking required information and guidance for deciding a career option.
iii.   Diligently participating in all the activities during the training and focusing on learning the skills.
iv.   Discussing with the trainers, the learning requirements and seeking their clarification, information and guidance.
v.   Undertaking the practicals during the training, under the guidance of the trainers.
vi.   Interacting with fellow trainees, seeking and sharing the skills and various enterprise related informations.
vii.   Strictly following the code of conduct prescribed by the institute during the training and stay in RSETI.
viii. Preparing a business plan of the proposed entrepreneurial activity under the guidance of RSETI Director/Faculty.
ix.   Opening a Savings Bank account (if not already done) and operating the same.
x.   Taking immediate action, to start self-employment venture on completion of training.
xi.   Promptly responding to the post training follow up calls/meets/letters/communications of RSETI and informing the factual position on the status/progress of establishing or otherwise and managing the enterprise.
xii.   Discussing the problems faced in establishing and managing the enterprise with RSETI Director/Faculty and seeking their guidance.
xiii. Spreading the message on the services of RSETI among the community in general and unemployed youth in particular.
xiv.   Motivating felow unemployed youth to undergo RSETI training.
xv.   Utilising the Bank loan for the purpose for which it has been sanctioned and repaying the loan promptly.
xvi.   Disclosing the correct information to the Banks while applying for loans.
xvii. Practising the Enterprise Management and Customer service techniques imparted/learnt in RSETI training and strive to be a model entrepreneur.
xviii. Developing Social responsibility and striving to grow the enterprise ethically.
xix.   Be an active alumni of RSETI keeping regular contact with RSETI.

7. National Academy of RUDSETI (NAR)

NAR is the apex Resource Organization established exclusively for RSETIs. NAR is the custodian of RUDSETI model and concept. It possesses the expertise for capacity building and mentoring of RSETIs. Ministry of Rural Development, Government of India has notified NAR as the National Resource Organisation (NRO) for implementation of World Bank supported development projects/schemes. NAR is rendering the following services for the development and effective functioning of RSETIs.

i.   Capacity building of RSETIs – training need assessment of RSETIs, training the Directors, Faculty and other staff in RUDSETI model of Entrepreneurship Development and other areas.

ii.   Orienting and capacity building of support system including Banks and Government departments in the area of Skill/Entrepreneurship Development, Micro Enterprises promotion, Financial Inclusion and Livelihoods promotion.

iii.   Developing Administrative/Management protocols for RSETIs

iv.   Developing training course modules for RSETIs in conformity with RUDSETI model and Common Norms requirements of the Ministry of Skill Development and Entrepreneurship

v.   Assessment & Certification of candidates undergoing training at RSETIs.

vi.   Thematic and strategic planning and support services to RSETIs.

vii.   Partnering with industries, business value chains, franchisee.

viii. Identifying implementation bottle necks and suggest potential improvements.

ix.   Developing Enterprise Resource planning (ERP) for RSETIs.

x.   Mentoring, Monitoring and Evaluating the performance of RSETIs.

8. Ministry of Skill Development and Entrepreneurship, Government of India

The role played by the ministry in effective functioning of RSETIs shall be broadly as under:

i.   Facilitate RSETIs to align their Training courses with the Common Norms notified by the Ministry to ensure standardization and uniformity of Skill development models in the Country.

ii.   Co-ordinate with other Apex agencies under Skill India Mission of the Government including NSDC, NSDA, etc., for facilitating the RSETIs to be part of this national ambitious initiative.

iii.   Facilitate RSETIs to join the mainstream of skill development initiatives of the Government.

iv.   National Skill Development Agency (NSDA), an autonomous body under the Ministry of Skill Development and Entrepreneurship which anchors the National Skill Qualifications Framework (NSQF) and allied quality assurance mechanisms, shall facilitate the RSETIs for synergizing the Skill Development Training modules with the standards prescribed by the ministry under common norms.

9. Other Stakeholders/Support Organizations:

The significant Roles of other National/Apex level organisations are listed in the following table:

Table 1 : Roles of other stake holders of RSETIs

Sl No.	Agency/Organisation	Role
1	Department of Financial Services, Ministry of Finance, Government of India	Facilitating RSETIs to train the stakeholders of Financial Inclusion and providing other services in FLC Initiatives of the Banks. Issuing necessary instructions to Banks for credit support to RSETI trainees.
2	Reserve Bank of India	Facilitating RSETIs to train the stakeholders of Financial Inclusion and providing other services in FI Initiatives of the Banks.
3	Ministry of MSME, Government of India	Facilitating RSETIs for training the entrepreneurs and providing other services for implementation of PMEGP. Issuing instructions to KVIC/KVIB and DICs in this regard.
4	NIRD and PR, Hyderabad	Monitoring and release of one time building grant to the RSETIs.
5	State Level Bankers Committee (SLBC)	Monitoring of RSETIs through SLSCR and issuing suitable instructions to Banks and FIs of the State.
6	NABARD	Facilitating RSETIs for implementation of NABARD's projects. Monitoring the RSETIs through DLRAC.

Model of processes involved, roles and responsibilities of different stakeholders in establishing and operationalising RSETIs is presented below:

A. Establishment and Operationalising RSETIs

Overview

Item	Description
Purpose	To initialise/establish and operationalise the RSETIs
Reference to Guidelines	Guidelines from MoRD/Sponsoring Bank
Prerequisites	Sponsoring Bank should be the Lead Bank of the respective district identified for starting RSETI or other Bank selected by SLBC
Time for completion	Immediately after getting the approval of SLBC /MoRD
Resources	Required infrastructure and manpower as specified in SOP
Process owner	MoRD, GoI, Sponsoring Bank/ Trust Sponsored by the Bank and State Government

Activities

Sl.	Actor	Action	Time for completion	Relevant Document
1	SLBC	Identifying the District for starting RSETI and passing resolution in the meeting	As and when need arises	MoRD guidelines
2	RSETI Sponsoring Bank (Lead Bank of the District)	Forming exclusive Trust or Society for establishment & management of RSETIs	Immediately	Trust deed/Minutes of the Board of Directors of the Bank for forming the Trust
3	RSETI Sponsoring Bank	Deploying a dedicated team at the Corporate/Controlling Office for guiding and continuous facilitation and monitoring of RSETIs	Immediately	Office Order/Note of the concerned section of the Bank
4	Trust/Sponsoring Bank	Identify a suitable place for starting RSETI in the District	Within one month of SLBC allotment	Minutes of SLBC Meeting
5	Trust/Sponsoring Bank	Identifying a suitable Officer and posting him/her as Director to the RSETI on deputation	Within one month of identifying the place	Transfer Order
6	Director of RSETI	Identifying and fixing a suitable building for RSETI either on rent or lease	Within One month of posting	SOP on Campus Development
7	Trust/Sponsoring Bank	Providing standard infrastructure, training logistics and required staff component to RSETIs	Within one month of fixing the building	a. Training infrastructure as per chapter 6 - 9 of SOP I b. Staff component as per chapter 3 of SOP I
8	Director of RSETI	Prepare training plan for the year, get its approval from the Trust and schedule the training	Within one week of opening RSETI Office	Training plan and budget
9	Director of RSETI	Mobilise Candidates for training programmes	One month from opening	▪ Awareness programmes ▪ Newspaper ad ▪ Radio announcements ▪ Mass contact
10	Trust/Sponsoring Bank	Ensure constitution of the DLRAC to provide guidance at the district level	Within one week of opening of RSETI	MoRD guidelines and minutes of the Trust meeting
11	Director of RSETI	Constituting the District Level RSETI Advisory Committee	Within a week of starting	MoRD guidelines & Instructions of the Trust

Activities

Sl.	Actor	Action	Time for completion	Relevant Document
12	Trust/Sponsoring Bank	Providing all instructions/material/manual/guidelines for functioning and organising training	One week before opening RSETI	▪ MoRD guidelines ▪ SOPs
13	RSETI	Launch the training activity	One month from the date of opening.	▪ SOPs ▪ Candidates selected for training
14	Trust/Sponsoring Bank	Posting the Director and Faculty to undergo Trainers' Training Programme on EDP at National Academy of RUDSETI, Bengaluru	Within 3 months of launching RSETI	▪ MoRD Guidelines
15	Director/Bank/Trust	Coordinating with Central and State Governments, SLBC, NABARD, NAR/NACER, etc. for mobilization of training programmes, mobilisation and selection of trainees, funding support and other resources to the Institutes	Ongoing	NABARD, SIDBI, State and Central Govt. scheme guidelines/circulars

B. Role of Stakeholders in functioning of RSETIs

Overview

Item	Description
Purpose	Effective functioning of the RSETIs on sustainable basis. Standardisation in training practices and uniformity in administration.
Reference to Guidelines	Guidelines from MoRD/Sponsoring Bank
Prerequisites	RSETI has commenced its operations in the Lead District of the Sponsoring Bank.
Time for completion	Ongoing basis.
Resources	Prescribed infrastructure and manpower as specified in SOP
Process owner	RSETI, MoRD, GoI, Sponsoring Bank/ Trust Sponsored by the Bank and State Government.

Activities

Sl.	Actor	Action	Time for completion	Relevant Document
1	RSETI	Prepare Annual Action Plan and Budget	By 30th November of previous FY	• Guidelines of MoRD • SOP Manual • Guidance from NAR
2	Trust/Sponsoring Bank	Approve the Annual Action plan and annual budget of the RSETIs	By 15th December of previous FY	• MoRD guidelines. • AAP submitted by RSETI
3	Trust/Sponsoring Bank	Provide funds to RSETIs as per the approved budget	On monthly basis in advance	Annual Action Plan
4	RSETI	Organising training programmes and other activities as per the approved AAP	As per the training calendar	Approved Annual Action Plan
5	Branches of Sponsor Bank	Assist RSETIs in organising the EAPs for mobilizing the candidates for training.	Ongoing basis	Instructions from sponsor Banks
6	Controlling Office of sponsored Bank	Issuing the directions/circular to Bank Branches for extending credit linkages to the RSETI trained entrepreneurs.	Occasionally	MoRD guidelines on credit linkage Banks circulars on different schemes for MSME
7	Controlling Office of sponsored Bank	Monitor the activities of the institutes. Review every aspect of functioning and provide feedback and directions for desired performance.	• Monthly Review • Quarterly visits by Bank Executives	• MPR, MIS. • Visit reports of State Directors of RSETIs of NACER • Review Report of NDR
8	Controlling Office of RSETI sponsor Bank	Continuous capacity building of the Institutes by posting the Director and staff for training(TTP and RTP) to acquire updated knowledge and skills in the relevant areas	TTP- within 6 months of reporting RTP after completion of one year	MoRD Guidelines
9	Sponsor Bank/Trust	Sanctioning Leave/travel etc., staff	Ongoing basis	Leave application/HRMS
10	Sponsor Bank/Trust	Performance Appraisal of staff	Half yearly	Appraisal Form
11	RSETI	Identifying suitable land and apply to State Government for allotment.	Immediately on commencement of functioning	MoRD guidelines

Activities

Sl.	Actor	Action	Time for completion	Relevant Document
12	State Government	Allotment of land, transferring the rights, permitting land usage, handing over possession and permission for building construction	Within the time frame fixed by MoRD, GoI	MoRD Guidelines
13	RSETI	Apply to MoRD, GoI for sanctioning the grant for owned campus development	Immediately on: 1. Taking possession of the land 2. Readiness to construct the building	MoRD guidelines
14	MoRD, GoI	Sanction infrastructure grant after due diligence through NIRD & PR	Within One month of receiving the proposal with all requirements	MoRD Guidelines
15	NIRD & PR	Disburse the infrastructure grant	As per the progress, within 2 weeks of receiving the claim	MoRD guidelines
16	NIRD & PR	Monitor the progress of campus development	As per the progress, till completion	MoRD guidelines
17	RSETI and Bank's Trust	Construct Campus and create infrastructure	Within 2 years from the date of opening	▪ Guidelines of MoRD and Trust ▪ SOP Manual
18	State Government	Sponsor eligible candidates for training and reimburse training cost.	Ongoing basis	MoRD guidelines
19	MoRD, GOI	Constitute National Level Advisory Committee (NLACR) on RSETIs	Ongoing	MoRD guidelines
20	MoRD, GOI	Conduct meetings of NLACR	Half yearly	MoRD guidelines
21	MoRD, GOI	Issue instructions to State Governments, DRDAs, Banks, development bodies and such other agencies for facilitating RSETIs to access the target groups	Periodically	MoRD guidelines, Minutes of NLACR
22	MoRD, GOI	Coordinate with Ministry of Skill Development and Entrepreneurship Development (MSDE) and other skill development related apex level bodies	On an Ongoing basis	Minutes of NLACR Meetings

Activities

Sl.	Actor	Action	Time for completion	Relevant Document
23	MoRD, GoI	• Monitoring • Evaluation of RSETIs	• Monthly • Annually	• MIS • Evaluation Reports
24	National Academy of RUDSETI	Training RSETI staff	Ongoing basis	MoRD guidelines/SOP
		Providing SOPs, Training modules and Learning Material	Within 1 month of indent	
		Assessment and Certification of trainees of RSETIs.	On the last day of each Training course	
		Mentoring,Monitoring of RSETIs through NACER	Ongoing basis at monthly intervals	
		Evaluation of RSETIs through NACER	Yearly before May of the succeeding year	

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Chapter 3

Human Resource Management

Human Resource Management

Objectives:

Objectives of this chapter are to:
I. Provide information, guidelines and practices relating to Human Resource Management in RSETIs.
II. Define the Role and Responsibilities of different functionaries of RSETIs.

Synopsis:

- Every RSETI has two categories of staff viz., deputed from the sponsor Banks and engaged by RSETI Trust on contract.
- The Director, a Bank Officer on deputation, is the Head of the Institute. He is responsible for all the activities of the Institute,
- The Director is assisted by the Faculty, Office Assistants, Attender and Watchman cum Gardener.
- Each category of staff have distinct eligibility criteria and service conditions.
- Role and responsibilities of all staff members are clearly defined and are subjected to periodical performance evaluation.
- The model HR policy for RSETIs approved by the NLACR shall be adopted and implemented by RSETI sponsor Bank Trusts.

1. Background:

Developing Human Capital is the core activity of RSETIs. As such, the institutes should be equipped with committed and professional team of personnel for effective conduct of the RSETI activities. As a professional management practice, RSETIs should have comprehensive Human Resources Policy to engage, develop and retain competent staff for efficient functioning of the institute.

The MoRD has prepared a draft HR policy through consultation with the sponsor Banks. NLACR, the apex policy making body has approved the policy and advised the sponsoring banks to adopt a policy on similar lines for their RSETIs. The RSETIs should adopt and put into practice the HR policy ensuring that they are in conformity with the statutory provisions of labour laws.

2. Staffing pattern of RSETIs:

The RSETIs are mandated to have following staff structure for each unit:

Sl No.	Designation	Staff Strength
1	Director	1
2	Faculty	2
3	Office Assistant	2
4	Attender	1
5	Watchman Cum Gardener	1

3. Director:

The Director is a Middle Management Grade officer deputed by the Sponsor Bank to RSETI. The Director shall be holding independent charge of the institute and will be responsible for overall functioning of the institute. The Director assumes the role of an Entrepreneurship Development Facilitator managing training, facilitation of trained candidates and administration of the institute. The role of Director is of critical importance for achieving the objectives of RSETIs.

The Director is posted for a minimum tenure of 3 years to maintain consistency in management and operations of the institute. Persons with impeccable track record and zeal are identified through a transparent process and posted to RSETI by the Bank.

3.1   The desirable attributes for selecting a Director:

Table 1 :

Attributes	Criteria for selection
Age	Less than 45 Years
Education	Graduation/Post graduation (Preferred: Agriculture Science/Social Science/Management)
Scale/Rank in the Bank	Middle Management Scale II/III
Core Experience	Rural Banking 3 to 5 years MSME Credit, Financial Inclusion, CSR projects, etc
Competencies	Communication, Public Relations, Leadership
Preferred Skills	Command over English and Regional language, trainer skills

3.2   Process of posting of the Director

Overview:

Item	Description
Purpose	To posting a suitable Officer to head the RSETI
Reference to Guidelines	Guidelines from MoRD/Sponsoring Bank
Prerequisites	Refer Eligibility criteria at Table No. 3.1 as above
Time for completion	One Month before opening of the RSETI/Before transfer and relief of the existing Director
Resources	Pool of suitable Bank Officers
Process owner	Sponsoring Bank

Activities

Sl.	Actor	Action	Time for completion	Relevant Document
1	HO/Corporate Office of RSETI Sponsor Bank	Identifying eligible Officers through options from the employees or reference from Regional/Zonal Offices	4 Weeks from the date of arising of vacancy.	Criteria prescribed at Table No. 3.1
2	HO/Corporate Office of RSETI Sponsor Bank	Selecting the suitable Officer as per the criteria prescribed at Table No.3.1	2 weeks from identification of the Officer	▪ Officer's Bio data/ profile ▪ Performance Appraisal Reports/Records ▪ Interview
3	HO/Corporate Office of RSETI Sponsor Bank	Obtaining permission from the competent authority for posting	Within one week of selection	Selection panel's report
4	HO/Corporate/Zonal Office of RSETI Sponsor Bank	Posting the Director to the RSETI on deputation	1 Week of granting permission.	Transfer order
5	Designated Director	Reporting at RSETI	Within 1 week of receiving instructions and Immediately on relief	Transfer/posting order
6	NAR	Trainers' Training Programme on EDP	Within 6 months from reporting to RSETI	Sponsoring Banks posting order for TTP

4. Support Staff at RSETIs:

Except the Director who is a serving Bank officer deputed from sponsor Bank, all other staff of RSETI are the employees of the Trust. The support staff at RSETI should be hired by the respective Bank's Trust by following a transparent and objective process of engagement.

5. Roles and Responsibilities of Staff at RSETI

The roles and responsibilities of different categories of RSETI staff is clearly defined for ensuring smooth functioning of the Institute. Following are the roles of each staff of RSETI:

Table: 2 Roles of RSETI Staff

Sl.	Personnel	Role/s
1	Director (Head of the Institute)	• In charge of affairs of the Institute • Trainer • Administrator • Facilitator
2	Faculty	• Trainer • Facilitator • Supervisor • Training Coordinator
3	Office Assistant	• Training Assistant • Office Record Keeper • Accounts Keeper • Facilitator
4	Attender	• Subordinate Staff • Campus Maintainer • Helper to the Director and staff in the activities of the Institute
5	Watchman cum Gardener	• Security personnel of the Institute • Garden Keeper

6. Job Orientation and Training of RSETI Staff

RSETIs are the vibrant institutions engaged in diversified activities. All the personnel of the Institute should develop capabilities to perform the assigned/expected job efficiently as prescribed/expected. They should be equipped with appropriate job knowledge, skills and right attitude required to play their roles effectively. These are to be acquired and updated on an ongoing basis. To facilitate this, capacity building of personnel is the integral part of Human Resources Management practices of the Organisation.

The Director coming from banking experience, assumes a different role primarily as a Trainer, Facilitator and Administrator. It is necessary for him/her to understand the various aspects of RSETI model of entrepreneurship development and acquire the required knowledge and training skills. Hence, he should undergo a formal induction training immediately on joining the Institute. Similarly the Faculty also should be trained in a formal training programme.

Apart from training skills and knowledge on Entrepreneurship Development, they should be proficient in handling rural development and other initiatives undertaken by the institute. To enable this, they need to be exposed to related training programmes, periodically. There are National level Training Organisations like EDII, Ahmedabad, NIRD, Hyderabad, BIRD, Lucknow, etc. offering the courses on Entrepreneurship Development and Rural Development.

National Academy of RUDSETI (NAR) Bengaluru, a professional and exclusive resource organisation for RSETIs promoted and managed by the pioneers of RUDSETI model is recognised by the Ministry of Rural Development, Government of India for Capacity building of RSETIs.

The following Training courses offered by National Academy of RUDSETI, Bengaluru are prescribed /recommended for RSETI personnel. It is mandatory for the Banks to post the concerned personnel of RSETIs for the training programmes at NAR.

Table: 3 Training courses of NAR prescribed/recommended for RSETI personnel

Sl.	Training Course	To Whom	At what time
1	Trainers' Training Programme on Entrepreneurship Development	▪ Director ▪ Faculty	Within 6 months of joining
2	Refresher Training Programme	▪ Director ▪ Faculty	After 1 year of service at RSETI
3	Trainers' Training on Financial Inclusion/Financial Literacy	Director	As & when required
4	Efficiency Enrichment Programme	Office Assistants	Once in a year
5	Faculty Orientation Programme	Technical Faculty	Within 6 months of enrolment
6	Workshops/Capsule programmes on specific areas like: ▪ Common Norms ▪ NRLM ▪ Project Report Preparation, ▪ Facilitation Skills ▪ Training module & Content development ▪ Trainers' skills, etc.	▪ Director ▪ Faculty	As & when Required

7. Roles and Responsibilities of Director of RSETI

Major roles of the Director of RSETIs are as follows:

i.   Creating awareness on the Institute, its objective and the importance of Self-employment/ entrepreneurship in the area of operation
ii.   Identification and selection of candidates for the training
iii.   Identifying the potential entrepreneurial opportunities in the area and designing/planning suitable training programmes and seeking approval of NAR

iv.   Organizing faculty for skill training

v.   Arranging training materials

vi.   Imparting Entrepreneurship aspects/Soft skills in the training

vii.   Maintaining quality of training

viii.   Developing and maintaining suitable infrastructure

iv.   Effective post training facilitation and counselling to the trained candidates

x.   Credit linkages to trained Entrepreneurs with the Banks

xi.   Organizing sensitization workshops for Bank Officers, NGOs and Government Officials

xii.   Liaisioning with Banks, NGOs and Development Institutions, Government departments, etc.

xiii.   Efficient management of the Institute

The detailed responsibilities/functions of the Director are as under:

1.   Studying the potential of the area of operation of the Institute for promoting self-employment and Micro, Small and Medium Enterprises (MSMEs) with available resources and skills. This consists of mapping the potential business opportunities and skill gaps, collecting relevant data from different sources (DIC, NABARD, DRDA, Field enquiry, etc.) and assessing scope for different trades / vocations for promoting self employment.

2.   Preparing Annual Action Plan (AAP) for the Institute taking into consideration the objectives and expectations of sponsor Banks, commitments to the Ministry of Rural Development, other sponsoring and funding agencies. Getting approval of Annual Action Plan from the competent authority.

3.   Creating awareness about the Institute, its objectives and importance of Self-Employment and Entrepreneurship in the area of operation.

4.   Conducting Entrepreneurship Awareness Programmes (EAP) in association with various agencies including DRDA, other Government Agencies, NGOs and other social and developmental organizations for generating applications for different training programmes.

5.   Selection of candidates for various trainings through screening of applications, conducting tests and personal interviews.

6.   Conducting Entrepreneurship Development (Skill development and Entrepreneurship Development training), Rural Development, HRD and Technology Transfer programmes as per the approved Annual Action Plan (AAP) of the Institute and achieving the targets fixed under AAP.

7.   Designing and conducting training programmes to SHGs on SHG 'Management' and Micro enterprise creation and skill development and also programmes under Financial Inclusion.

8.   Handling sessions on Motivational, Entrepreneurship Development, Business Opportunity guidance and Enterprise Management aspects in all the training programmes.

9.   Conducting second level of training/reskilling wherever required (Skill up-gradation and Growth training) for sustenance and growth of settled Entrepreneurs.

10. Arranging the required training material and skilled/technical faculty for the training programmes.

11. Ensuring quality of training by providing a conducive environment in the Institute, suitable training modules and delivery of inputs.

12. Ensuring effective post training hand holding support and guidance, including counseling to trained candidates and help them to set up their own enterprises.

13. Achieving the targeted settlement of trained candidates by Intensely following up with the trained candidates, facilitating credit linkage in desirable cases.

14. Facilitating marketing support to trained entrepreneurs by organizing RSETI bazaars.

15. Guiding and facilitating the RSETI trained entrepreneurs to organize Alumni Associations for mutual benefits and supplementing the efforts of RSETI.

16. Maintaining all the prescribed records and books ensuring proper housekeeping of the Institute.

17. Maintaining the accounts of the Institute as prescribed. Submission of monthly accounting statements and annual audited financial statements (balance sheet, income and expenditure statement and receipts and payments account) to the controlling office.

18. Conducting sensitization programmes to Bank officers/executives, DRDA/Govt. Officials and others in the various organizations/Institutions which are expected to support the RSETIs in achieving its objectives.

19. Liaisioning with sponsoring Bank (head office, regional/zonal office as well as branches) as well as other Banks (PSBs, RRBs, Cooperative Banks, Private Sector Banks, NBFCs, MFIs) for mobilizing credit linkage for trained candidates to help them set up their own enterprises.

20. Convening periodical DLRAC meetings, preparing exhaustive and relevant/prescribed agenda for meetings and implementing the decisions and guidance.

21. Plan and devise the training programmes according to the objectives of each training programme, duly incorporating the latest guidelines, feedback and inputs received from resource and support organizations.

22. Continuously developing his/her own capacity and that of the staff members by reading, practicing and seeking training/guidance from resource organizations like National Academy of RUDSETI. Keeping abreast of the latest developments in the field of Entrepreneurship Development and Skill Development

23. Promotion of the Institute through regular image building activities, publicity in the media, inviting important personalities, representing in various forums, etc.

24. Maintaining liaison with Banks, SIDBI, NABARD, DIC, DRDA/ZP, other state level development agencies/bodies, NGOs, internationally funded projects operating in the area of operation. Coordinating with those agencies for mobilizing candidates to the RSETI training and extending training services to the beneficiaries of those schemes.

25. Continuous evaluation of efficacy and adequacy of training curriculum/inputs and viability of the activity in respect of each training programme by collecting feedback from the skill faculty, trainees, experts/practitioners and market information. Incorporate the required modifications/additions in to the training modules (under information to NAR).

26. Participating in BLBC/DLRC/DCC meetings for sensitizing the stakeholders and to discuss about the credit linkage with the Bankers.

8. Roles and Responsibilities of Support Staff of RSETIs

Notes

The Roles and responsibilities listed hereunder are illustrative and not exhaustive. The staff members are expected/bound to discharge all the responsibilities entrusted by the organisation through the designated authorities for effective functioning of the Institute.

8.1 Roles and Responsibilities of the Faculty:

1. Assisting the Director in conducting Training Programmes
2. Conducting pre training activities including awareness programmes, generation of applications and selection of candidates.
3. Assisting the Director in preparation of Annual Action plan, designing customized training programmes and evaluation of training.
4. Organizing logistics for the training programmes, including training materials and guest faculty.
5. Handling sessions relating to motivation, entrepreneurship, market survey, Business Opportunity Guidance, Business plan preparation, launching formalities and enterprise management aspects (costing, pricing, inventory management, marketing, customer relations, etc.)
6. Drawing the training curriculum well in advance and fix the resource persons.
7. Providing post training escort services including follow up meets/visits.
8. Preparation of Business plans/Project report for RSETI trained entrepreneurs.
9. Providing counselling, credit linkage, marketing linkage support etc., to the trained entrepreneurs.
10. Preparation of success stories/case studies of entrepreneurs.
11. Collection of settlement details from the settled candidates and updating in MIS.
12. Maintaining and updation of MIS pertaining to the training and post training activities.
13. Preparation of training session notes, post programme report, monthly progress report and Annual Activity Report.
14. Organising the functions, events and meetings of the institute.
15. Preparation of press release/reports on the activities of the institute for media coverage.
16. Supervising the work of the Office Assistant, (checking of day book and general ledger) sub-staff, watchman of the Institute.
17. Monitoring the performance of Guest Faculty (skill training).
18. Maintenance of Fixed assets and Library of the institute.
19. Overseeing the maintenance/upkeep of campus including class rooms, kitchen, dining hall and dormitories.
20. Maintaining the records of premises/campus of the Institute and all Fixed Assets including furniture and fixtures and library books of the Institute.
21. Maintaining discipline and punctuality in the Institute including the practices of DAILY ATTENDANCE, PRAYER, MILLY, YOGA and SHRAMADAAN.
22. Any other work / responsibilities, entrusted by the Director.

8.2 Roles and Responsibilities of Office Assistants:

1. Assisting the Director and Faculty in functioning of the Institute to achieve the objectives of the organisation.
2. Maintaining and updating the day book/cash book, General Ledger, preparation and maintenance of vouchers, maintaining the accounts in MIS, preparation of monthly and annual receipt and payment statement by following the prescribed procedure for managing the accounts of the Institute.
3. Maintaining the books and registers of the Institute (Manual or Electronic).
4. Creating, maintaining and updating data relating to training and all the activities of the Institute in MIS.
5. Preparation of periodical reports to be submitted to the controlling office, Ministry and other agencies.
6. Organizing the required logistics for the training programmes including Boarding and Lodging to the trainees.
7. Registration of candidates for the training, taking daily attendance in the training as well as for boarding.
8. Post training follow up of trainees and submission of report to the Director.
9. Maintaining of Library books and issuing books to the trainees as and when they demand.
10. Updating the trainee's follow up cards of all batches.
11. Upkeep of premises/campus of the Institute and all Fixed Assets including furniture and fixtures and library books of the Institute.
12. Carry out all the instructions/any other work entrusted by the Director and faculty from time to time.

8.3 Roles and Responsibilities of Attender

1. Up keeping of premises including office, training class rooms, dormitory, bathrooms, filing cabinet, visitors lounge, etc.
2. Filing the documents in respective files as per the directions of office Assistant/Faculty/Director.
3. Attending to Bank related works like getting pass book updation, depositing cheque, etc. as per the instructions of Director/faculty/office assistant.
4. Attending to dispatch work and maintaining stationery of the institute.
5. Any other work entrusted by the Director /faculty from time to time.

8.4. Roles and Responsibilities of Watchman cum Gardner

1. Watch and ward of the premises
2. Gardening work and maintenance and upkeep of the premises
3. In case of need to perform the duties of the attender
4. Any other work entrusted by the Director/faculty from time to time.

RSETI Campus and Infrastructure – an overview

Objectives:

Objectives of this chapter are to:

I.   Emphasise the need for appropriate Campus and Training Infrastructure.

II. Stress the importance of creating desirable learning environment for the adult learners.

III. Inform about MoRD support for infrastructure development.

Synopsis:

- Establishing an environment conducive to learning is critical aspect of a training organisation.

- Campus with proper ambience, adequate and suitable infrastructure facilities, training aids & equipments, proper administration and maintenance of facilities constitute a congenial training environment.

- A training facility for adults must have flexible and technologically-advanced learning environment that is safe, healthy, comfortable, aesthetically pleasing and accessible. It must be able to accommodate the specific space and equipment needs of the training program and curriculum.

- To enhance the learning, the participants must feel comfortable and confident in the training centre.

1. Components of a good learning environment
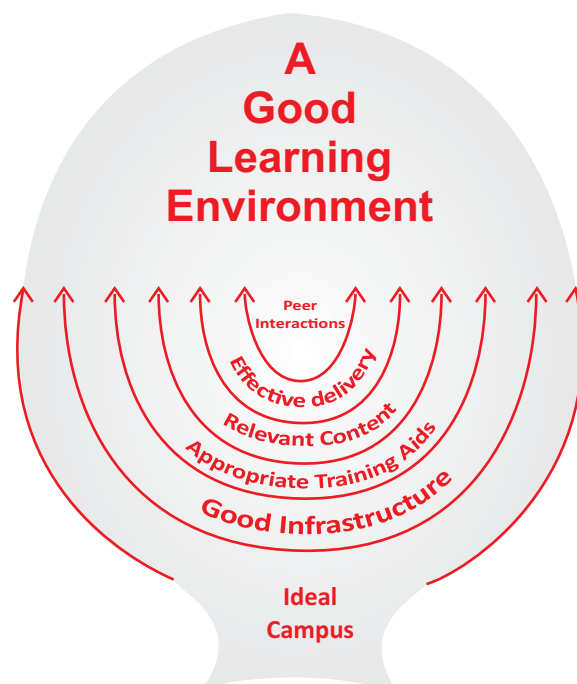
2. Importance of appropriate Training Infrastructure:

Rural Self Employment Training Institutes (RSETIs) are expected to flourish as Rural IITs, fulfilling the aspirations of rural youth who are otherwise not able to access formal technical / higher / professional education. The participants of RSETI training have to acquire skills in a very short duration and get transformed in to confident skilled persons motivated to take up employment/self employment. Hence, it is imperative to make the training intensive, powerful and impactful. To achieve this, RSETIs need to create conducive learning environment including good infrastructure and proper training facilities. Ideally, RSETIs should have own campus with comprehensive and standard training facilities. The Ministry of Rural Development, Government of India has been encouraging the RSETIs for developing own campus.

3. Government Support for creating infrastructure in RSETIs

The MoRD is extending the following support for developing own infrastructure by RSETIs

Support	Extent	Government
Land at free of cost /Nominal cost	1 Acre	State
Building and training infrastructure	₹1 Crore	Central

The training infrastructure of RSETIs should be consistent with the need of an effective training. It should be in compliance with the guidelines issued by MoRD. Various components of training infrastructure can be classified under the following categories:

Training Infrastructure

Fixed Infrastructure
- Land
- Building
- Fixed Installations
- Training Equipments

Movable Infrastructure
- Training Aids
- Training Materials
- Furniture/ Furnishing
- Trainees Kits
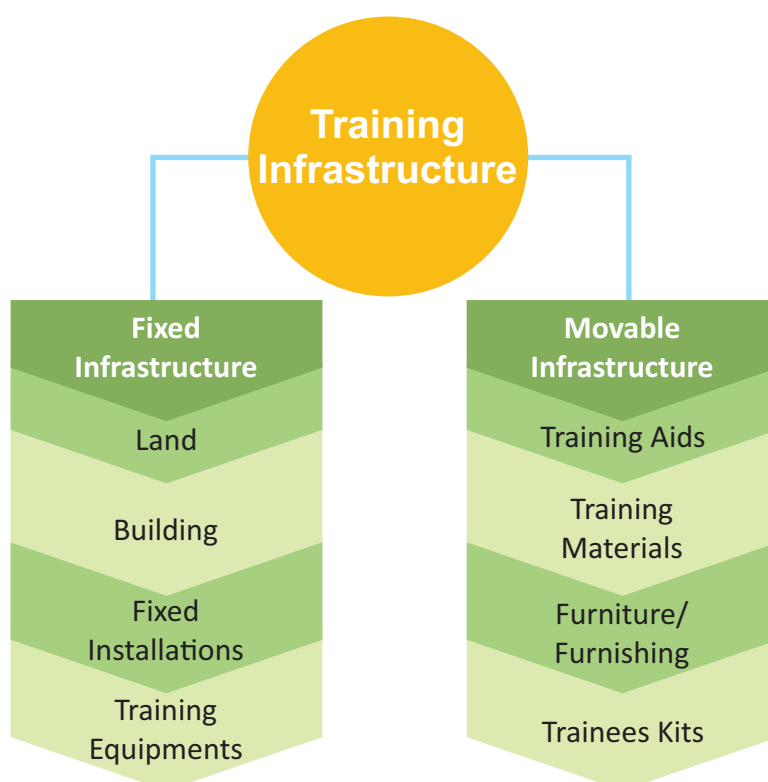
Chapter 5

Development of Own Campus

READING ROOM

Development of Own Campus

Objectives:

Objectives of this chapter are to:

I.   Developing own campus by the RSETIs.

II. Advantages of own campus over rented buildings.

III. Guidelines related to allotment of land for own campus including extent, location, responsible authority, etc.

IV. Mechanism of allotment of land– on lease, MoU, etc.

V.   Process/actions after getting land – Appointment of architect, Building plan approval.

VI. Ideal Building Plan.

VII. Tendering and Construction practices, project cost, cost sharing, etc.

VIII. Procedures of claiming fund from NIRD & PR.

Synopsis:

- RSETIs have to develop as district level centers of excellence for empowering the rural poor for creating sustainable livelihoods.

- Developing own campus is a must for RSETIs to facilitate impactful training and desirable outcome.

- Ministry of Rural Development, Government of India supports the RSETIs for developing own campus and Training infrastructure, by providing a grant of Rs.one crore to one RSETI in each district.

- State Governments provide lands for RSETI campus at free of / nominal cost

- The Trust of RSETI sponsor Banks shall take the responsibility of construction of buildings and creation of infrastructure by following transparent procurement processes.

- The Ministry has laid down common specifications for various aspects of owned infrastructure for RSETIs includingTraining block,hostel block,administrative block and other facilities.

- The RSETIs shall follow the laid down processes,step by step, for securing the grant from the Ministry and creating infrastructure.

1. Background

Transformation of rural unemployed youth through intensive skill development training, handholding and motivation is the mission of Rural Self Employment Training Institutes. To accomplish this mission, suitable & adequate training infrastructure is the prerequisite. An ideally situated, well developed, properly organised training campus along with appropriate training equipment/logistics and learning material for practical training are the critical elements of an ideal training infrastructure.

RSETIs start their initial operations from a simple infrastructure provided by the sponsor Bank or by state government or from a rented building. Initially focus is on mobilising the candidates for training and making RSETI presence felt in the region. This has been found useful only to the extent of creating awareness among the public, attracting the trainees and making their presence felt in the district. But that is not adequate to get desirable training outcome and developing the RSETIs as centres of excellence at district level for skilling the rural youth. Gradually, RSETIs need to acquire and enhance training infrastructure facilities as a full-fledged training institute.

Experience of RUDSETI has found that developing own training campus is a must to facilitate impactful training and desirable outcome.

The advantages of own campus over the rented buildings/infrastructure are described below:

Own Building

Rented Building

2. Table: 1 Comparison of rented buildings v/s own campus:

Sl.	Item/Feature	Rented Building	Own Campus
1	Location and Environment	Location may not be ideal and the environment unsuitable	Can choose ideal location in a proper environment
2	Space	Adequate & appropriate space may not be available for all facilities	Can have adequate & appropriate space for every facility
3	Layout	No flexibility to have appropriate layout for different functional blocks - classrooms, workshed, office, hostel, etc.	Flexibility to design & create appropriate layout for different functional blocks - classrooms, workshed, Office, hostel, etc.
4	Long term continuity	Uncertain - may have to shift to alternate campus	No such hassles.
5	Capital Asset	Capital asset not created for long term use	Capital asset is created for long term use
6	Asset Value/ Net worth	No appreciation	Appreciation over a period
7	Expansion of facilities	Limited scope	Scope is available
8	Recurring expenses	High proportion of revenue expenses towards rent resulting in high training cost	Nominal recurring expenses towards maintenance, resulting in low training cost
9	Campus ambience	Difficult to create campus ambience in the absence of open space	Can ideally create campus ambience having adequate open space.
10	Overall visibility	Overall visibility of the institute may not be impressive	Overall visibility of the institute can be made impressive

3. Own Campus Development

3.1 Initiatives of the Ministry of Rural Development, Government of India

Realising the immediate need for developing own campus by RSETIs and the limitations of the sponsor Banks for long term investments, Ministry of Rural Development, pitched in to support in a big way and play an active role for developing own campus by all the RSETIs. The Ministry rolled out a scheme in the year 2008-2009 to extend financial support by way of one time grant of up to Rupees One Crore for one RSETI in each district of the country. The grant is for construction of own buildings and creation of related training infrastructure. The Ministry also issued instructions to all the State Governments, making it obligatory for them to provide land, free of cost to the RSETIs in the respective states.

This progressive measure has led to forge a fruitful partnership between Central Government, the State Governments and the Banks. It opened a new chapter in the RSETI movement facilitating its sustenance and growth with the involvement of multiple stakeholders. This also encouraged the RSETI sponsor Banks to accelerate the process of establishing RSETIs and developing own campus.

The summary of guidelines of the Ministry for providing infrastructure grant to RSETIs is depicted below:

Table: 2 Summary of guidelines for providing Infrastructure grant to RSETIs by MoRD

Sl.	Item/Issue	Recommended as per MoRD guidelines
1	Location	District Headquarters. At nearest Block Head Quarters, in case of difficulty in getting suitable land at District HQ.
2	Minimum Extent of Land	▪ 1.00 acre (Standard) In case of difficulty in getting 1 Acre ▪ 0.5 acre-In plain areas ▪ 0.37 acres-In Hilly areas
3	Who has to provide Land	State Government @ free of cost/nominal Cost
4	Ownership of property	RSETI (RSETI sponsor Bank/Trust)
5	Type of ownership	▪ Absolute title or ▪ Long Term Lease (33 Yrs to 90 Yrs) or ▪ Possession on Memorandum of Agreement (MoA)
6	Minimum covered area (buildings) of the campus	8000 Sq ft.
7	Basic Infrastructure facilities to be created	Administrative block, Training block including work shed, Kitchen & dining and Hostel block. Furniture & Fixed Training equipments.

Sl.	Item/Issue	Recommended as per MoRD guidelines
8	Responsible Organisation for development	RSETI and RSETI sponsor Bank's Trust
9	Monitoring the creation of infrastructure	District Level RSETI Advisory Committee, BCMC, RSETI cell, NIRD and PR Hyderabad
10	Process of development	- Allotment of land - Taking Possession & transfer of rights - Appointment of architects - Building plan - preparation and approval - Assignment of contract through tendering process - Construction of buildings/facilities - Procuring Furniture & Equipment
11	Disbursement of funds	1st Installment 2nd Installment

Notes:

A. The State governments are free to choose the mechanism of the land transfer depending upon the laws of the State.

B. This assistance for infrastructure would also be provided if the Banks are already having the land and wish to set up a RSETI there.

C. This one time grant is also available to the existing RUDSETI type Institutions for upgrading present infrastructure up to the minimum standards prescribed in these guidelines.

D. Only one RSETI/RUDSETI will be provided infrastructure grant in a district.

E. Where land allotment/transfer is taking time, Banks may start the RSETI from hired/rented premises.

F. As per the prevailing rules in some States, no land can be allotted free of cost. As a way out, the State Governments may hand over the possession of land to Banks through signing of Memorandum of Agreement (MoA) on condition that the land shall be under the possession and usage of the Banks as long as RSETI is functioning. If the RSETI becomes non-functional for any reason, the land would revert back to the State Government.

G. State Government referred in this context is the appropriate department which is having the ownership of land. It differs from State to State. As such, uniform guidelines are not framed. Generally Revenue Department is authorised for transfer of rights, conversion/permission of land use.

4. Government agencies for allotment of land and permitting constructions

After identifying a suitable land RSETIs have to approach various agencies for securing the land and constructions. Some of such important agencies are listed below:

Table 3 : Agencies to approach for land allotment and construction

Sl.	Whom to approach	Purpose
1	Govt. Department/Agency owning the land	Allotment of land
2	Rural Development & Panchayath Raj Dept., through DRDA/ Zilla Panchayath	Recommending the proposal and follow up for allotment
3	Revenue Department - Revenue Secretary, DC, Tahsildar/BDO, District Registrar/Sub Registrar	- Allotment of Land - Permission for Land use - Transfer of rights/interests - Registering the rights/property
4	Local body – Panchayath/Municipality/Corporation or other competent authorities	- Approval of building plan - License for construction - Fixation of tax - Providing water supply, drainage facility & electricity.

There is no limit for the extent of creation of training infrastructure by RSETIs. The Ministry has advised only the common minimum infrastructure to be created out of the grants provided by the Ministry. The RSETI sponsoring Banks/Trusts have to create adequate infrastructure taking into consideration the need for meeting the training requirements.

5. Role/Responsibilities of different agencies in RSETI's owned campus development

RSETI
- Identification & Selection of Land
- Taking possession & creating titles/rights over the property
- Construction of buildings & creating facilities

State Government
- Allotment of suitable land
- Transfering the titles/rights
- Handing over possesion of property to RSETI
- Providing permission/approval for use of land

NIRD & PR
- Release of funds to RSETI in installments
- Monitoring the progress in construction

MoRD
- Sanction of one time grant assistance to each RSETI
- Releasing the funds to NIRD & PR for onward disbursement to RSETI

Summary of Standard Instructions

Overview

Item	Description
Purpose	To construct and develop own campus for RSETI
Reference to guidelines	MoRD Guidelines
Prerequisites	Allotment of Land by State Government, Sanction of Grant from MoRD, GoI, Preparation of Plan & Estimate
Time for Completion	2 years
Resource/s	Land, Approved Building plan and Estimates, Grant for Construction
Process Owner	RSETI & RSETI Sponsor Bank's Trust MoRD, GoI NIRD & PR, Hyderabad State Governments – RDPR, ZP/DRDA & Revenue Departments

Activities

Sl.	Actor	Action	Time for Completion	Relevant Documents
1	RSETI/ Bank's Trust	Identification of suitable land & applying to State Government	Within 3 months	▪ RSETI Annual Reports & Audited Financial statements ▪ Documents relating to the land ▪ Resolution/direction from the Bank/Trust
2	State Government	Allotment of Land	Within 6 months of application	▪ Documents of titles/rights of the land ▪ Permission for land use
3	State Government RSETI/ Bank's Trust	▪ Execution of documents transferring rights in favour of RSETI ▪ Handing over possession of property	Within one month of allotment of land	▪ Agreement/MoU transferring right ▪ Khata certificate/RTC ▪ Possession certificate/deed
4	RSETI/ Bank's Trust	Appointment of Architect	Within one Month of allotment	▪ Tender/RFP documents

Sl.	Actor	Action	Time for Completion	Relevant Documents
5	RSETI/ Bank's Trust	Preparing estimate & building plan & apply for approval & construction licence	Within one month of appointment of architect	- Land Records - Building Plan & Estimate
6	RSETI/ Bank's Trust	Submitting application to NIRD & PR for sanctioning the grant	Immediately after preparing plan & estimate	- Approved building plan & construction license - Detailed Estimate - Undertaking from the Bank's Trust - Documents of RSETI performance
7	NIRD & PR, Hyderabad	Recommending the grant proposal to MoRD,GoI	Within 7 days of submission by RSETI/Trust	- Approved building plan & construction license - Detailed estimate - Undertaking from the Bank's Trust - Documents of RSETI performance
8	MoRD, GoI	- Sanctioning the grant & communicating to NIRD. - Releasing Funds to NIRD & PR	Within one month of receipt of application	Sanction convey letter with terms & conditions
9	NIRD & PR, Hyderabad	Release of Ist Installment	Within 2 Weeks of receipt of Grant from MoRD	Disbursement Memorandum with terms & conditions
10	RSETI/ Bank's Trust	Awarding Contract	Within one month of receiving advance	- Contract Agreement - Approved Plan & Estimate(selected bid) - Construction license
11	RSETI/ Bank's Trust Building Contractor	Commencement of Construction	Within one month of awarding contract or as per contract terms	Contract agreement

Sl.	Actor	Action	Time for Completion	Relevant Documents
12	RSETI/ Bank's Trust	▪ Supervising the construction ▪ Inspection of work ▪ Verification of bills ▪ Releasing payments ▪ Report periodical progress to NIRD	As per the progress of construction	▪ Certified Building Progress report*
13	RSETI/ Bank's Trust	Submission of claim for IInd Installment	As per the progress of construction	▪ Utilisation Certificate in format III prescribed ▪ GFR 19A, showing interest earned on the grant deposit ▪ Photos of physical status of construction
14	NIRD & PR, Hyderabad	▪ Forwarding the proposal to MoRD, GOI ▪ Site visit & physical verification ▪ Release of IInd Installment	Within 2 weeks of receipt of claims	Site visit report

*Notes

A. Ongoing progress in building construction to be inspected/verified and certified as to the physical work & quality in terms of contract, by the Engineer of the Bank/Trust or an external registered Engineer duly appointed by the Bank/Trust for the purpose.

B. The Engineer has to certify/confirm the bills submitted by the Contractor for payments.

6. Other important provisions & guidelines regarding release & utilisation of grant

6.1 Release of Ist installment

i.   After allotment of the land and taking over the possession, RSETI/Banks have to submit the infrastructure grant proposal in the prescribed format to NIRD & PR, Hyderabad along with an undertaking/ declaration in the prescribed format with regard to undisputed possession of the land & preparedness of the Bank to start the construction immediately on receipt of the grant amount.

ii. The grant proposal will be recommended by NIRD & PR to the MoRD for their approval and release of funds.

iii. A tripartite MoU is to be executed between the NIRD &PR, the RSETI sponsor Bank and the Bank's Trust managing RSETI, duly signed by the authorized signatories of all the 3 parties.

iv. 50% of the sanctioned grant will be released as advance in the first installment by MoRD. After receipt of the funds from MoRD, the NIRD & PR shall release the same to respective RSETI/Bank.

6.2 Release of IInd installment

i.   RSETIs/Banks/Trusts to submit the claims for IInd installment to NIRD & PR after utilising a minimum of 60% of first installment received i.e. Rs.30.00 lakhs. The following documents are to be submitted along with claim application:

  ✓ Utilisation Certificate(U C) in format-III duly signed by Architect, Chartered Accountant and Bank Officials.

  ✓ GFR 19-A, showing interest earned if any on Ist installment deposited in the Bank.

  ✓ 2-3 latest photographs showing physical status of the construction.

ii. After receipt of the above, the UC will be forwarded to MoRD with a request to release the funds for IInd installments.

iii. After receipt of funds the officials from NIRD&PR will visit the construction site for physical verification before release of IInd installment.

Table 4 : Activities in respect of release of infrastructure grant

Step	Activities	Actor	Time for Completion	Formats
1	Infrastructure grant proposal	Concerned Bank's Trust	Immediately on taking possession of land	Grant proposal format of NIRD
2	Forwarding the proposal to MoRD	NIRD	Within 7 days of receiving the proposal	NIRD letter
3	Tripartite agreement	RSETI sponsoring Bank, Bank's Trust and NIRD	30 days	MoU
4	Release of Grant – Ist installment	MoRD to NIRD	30 days	NIRD letter
5.	Release of Grant- IInd Installment	NIRD to Bank's Trust	7 days	MoRD Sanction

7. Closure clause

A. Looking at slow progress in infrastructure development for RSETIs, MoRD vide their letter No. I-12011/02/2015-NRLM (RSETI), dated.6/4/15 has brought in closure clause. Accordingly, with effect from 1.4.2015:

i.   No request for new administrative approval would be considered by the Ministry
ii.   RSETIs where approval is granted, no grant will be released if the construction work was not initiated on/or before 30.6.2015.
iii. Ongoing construction work must be completed latest by 30.6.2016, failing which Banks will forfeit balance grant and unspent amount, if any, have to be refunded to the NIRD & PR.
iv.   The RSETIs where the construction is yet to start, physical construction work shall commence on/or before 1.7.2015, failing which Banks are liable to refund the funds, if any, to NIRD & PR.

B. The closure clause was extended vide their letter No. I-12011/02/2015-NRLM (RSETI), dated.18.5.2016, as follows :
i.   Time limit for administrative approval and/or claiming the first instalment has been extended up to 31.12.2016.
ii.   Time limit for claiming the second instalment has been extended up to 30.6.2017.

C. Keeping in view the unavoidable circumstances like non-allotment of land, delay in handing over possession, non suitability of the land, litigation/encroachment on the allotted land, delay in approval of the plan/maps by the authorities, etc, vide letter No. I-12011/02/2015-NRLM (RSETI), dated 11 July 2017 the closure clause has been further extended upto 30/6/2018. Vides its letter dated 29th June 2018, the Ministry has further extended the closure clause upto 30-06-2019

8. Other Issues:

i.   Grant released by NIRD is to be kept by the Banks in CLTD or Term Deposit account, so that it may earn interest. Interest earned on this deposit is treated as part of infrastructure grant of Rs.1.00 crore. Hence such interest earned will be deducted from the second installment.
ii.   Banks/RSETIs also give proof for TDS if any deducted by the Banks on interest earned on the grant amount kept as deposit.
iii. RSETI sponsor Banks have to obtain Income Tax exemption orders from Commissioner of Income tax. In the absence of this, NIRD & PR will deduct 2% of the grant released as TDS.
iv.   Whenever the minimum requirement of 8000sq fts of constructed/ covered area stipulated by MoRD is not complied with, second instalment will be released after the Banks give an undertaking to the effect that additional construction will be made to meet the minimum requirement of 8000 sq fts.
v.   The additional cost of construction, to meet the minimum requirement of 8000 sq fts is to be borne by concerned Bank from their CSR funds as per the decision taken in the NLACR meeting held on 20.8.2013

9. Minimum facilities to be created

Upon taking possession of the land the concerned Bank's Trust has to take steps for construction of RSETI buildings. The following minimum facilities should be created:

Sl.	Item	No.	Suggested Area in Sft	Remarks
1	Class Rooms	2	1400	For running two parallel batches of training
2	Workshop	1	600	For practical work
3	Computer Lab	1	500	IT lab
4	Store Room	1	150	Storing training aids
5	Directors Chamber	1	100	For Director
6	Administrative Office	1	400	For admin staff – faculty, office assistant, attender
7	Reception	1	100	Attending the trainees
8	Kitchen	1	200	Cooking food
9	Dining Hall	1	600	Dining arrangement for one batch of trainees at a time
10	Dormitory - Gents	1	1200	Accommodate about 50 male trainees
11	Dormitory - Ladies	1	800	Accommodate about 30 female trainees
12	Guest Rooms for Faculty	2	300	For Domain guest faculties
	Total		6350	
	Multiply with 1.25 for built up area		7938 say 8000	

The above suggested facilities are the minimum infrastructure recommended for RSETIs. The Banks are at liberty to create additional infrastructure depending upon the funds available with them. The building plan consisting of the above facilities may be prepared either having all the facilities in one block of the building or having two blocks e.g.

A.   Administrative Block - Class Rooms, Offices, Computer lab and Work shed
B.   Hostel Block – Dormitories separate for ladies and gents, Kitchen, Dining, Store room and Guest faculty rooms

10. Illustrative Process of Own Campus Development

Appointment of Architect
- Architects are appointed either through 2 way tender
- or from list of empanelled architects of the Bank concerned by obtaining price bids

Planning and approval
- Building plan and estimates prepared by the architect
- Sanction of concerned Bank/Bank's Trust
- Approval of plan by concerned Development Authority of area in whose juridication the building falls-in

Tendering
- Two bid system of tendering by the Bank's Trust
- Award of construction contract to lowest qualified bidder
- Constitution of Building Construction and Monitoring Committee (BCMC)
- Commencement of Construction

Construction
- Periodical supervision by BCMC/Architect/NIRD
- Payment of running bills
- Simultaneous release of infra grant-in-aid from MoRD
- Development of site and creation of full-fledged campus

11. Important aspects of developing own Campus:

a) Boundaries of the land allotted shall be at least wire fenced for clear demarcation.

b) Front elevation of the building may be given face lift for better look.

c) The access to the building should be disable (PWD) friendly. Hence, ramp is a must at the main entrance.

d) Director's room should have attached toilet for the convenience of visiting VIPs.

e) The Director's room and the reception area should be covered with vitrified tiles or marble for better look.

f) There should be separate toilets for male & female near class room/workshop.

g) The male & female dormitories should have minimum of 4 attached toilet/bath, to ensure average no. of persons per bath/toilets @7 -8.

h) There should be partition/distance between male & female dormitory to provide privacy. They should not have common passages.

I) The kitchen should have provision for separate washing area for cooking utensils and sufficient number of shelves for storage.

j) The power requirement for RSETIs may be properly assessed which shall be around approximately 10KWs to 15KWs. Efforts may be made to get government connection or residential connection.

k) RSETIs are not commercial ventures and are working for skill development & upliftment of weaker sections. Hence RSETIs may take up with the respective State Governments for waiver of property tax on the ground that the land belong to the State Govt. and building construction is funded by Central Govt.

12. Recommended common specifications

The infrastructure has to comply not only in terms of quantity, but should have appropriate specifications and desirable quality. Such specifications & quality requirements are described below for the benefit of RSETI stakeholders:

Sl.	Item of Infrastructure	Suggested Specifications and desirable quality
1	Location of RSETI	▪ Proximity to Railway Station & Bus stand ▪ Free from external disturbances with proper approach and public conveyance
2	Open Space	▪ Covered with trees ▪ Adjacent to class rooms ▪ Parking facility at appropriate place ▪ Adequate illumination during night
3	Buildings - General	▪ Overall design to facilitate easy access to different blocks & allow natural air & light to all the units. ▪ Placement of building to offer convenience and enhance the ambience ▪ RCC Roof with appropriate height ▪ Internal walls plastered & painted ▪ External walls plastered & painted

Sl.	Item of Infrastructure	Suggested Specifications and desirable quality
4	Segmentation of buildings	Following distinct & separate blocks: ▪ Academic/Administrative block, ▪ Training block ▪ Residential block (Hostel) ▪ Staff Quarters In case of multiple floors- segmentation may be made floor wise.
5	Stairs & Balconies	▪ Protection/Hand grip grills ▪ Disable friendly ramps
6	Common Area	Convenient access from Admin block to Training block
7	Training Hall	▪ Scope for flexible seating arrangements ▪ Adequate light ▪ Free flow of fresh air – Windows in opposite directions. ▪ Two walls free of windows if feasible
8	Computer Lab	False ceiling
9	Auditorium	Acoustics for sound proofing
10	Kitchen & Dining Hall	▪ Separate entry for transporting supplies ▪ Convenient access to dining hall from kitchen and washing area ▪ Pantry in between kitchen & dining hall ▪ Separate store room & rest room for cooks
11	Toilets	Wash basins at appropriate places
12	Telephone Line	A dedicated leased Telecom line with internet facility for the use at the Institute
13	Diesel Generator	The Institute shall have a Diesel generator set to ensure uninterrupted power supply

Chapter 6
Standard Training Infrastructure - Fixed

CLASS ROOM

Standard Training Infrastructure – Fixed

Objectives:

Objectives of this chapter are to:

I. Explain the need for appropriate Training infrastructure in RSETIs and various components of infrastructure.

II. Define the terms and meaning of Standard Training infrastructure and Common Minimum Infrastructure.

III. Classify the Fixed Training infrastructure and Movable infrastructure.

IV. Explain the desirable specifications of individual fixed infrastructure items.

Synopsis:

• For imparting effective training RSETIs have to develop training campus with Standard Fixed infrastructure including Training halls, Administrative Office, Hostel facility, Training aids &equipments.

• The Ministry has prescribed the specifications for common minimum Training infrastructure to be developed by RSETIs in respect of administrative block, class rooms, work shed, computer lab, library, sports and recreation facilities, training aids & equipments, security arrangements & Biometric devices.

• Each item of infrastructure should have the prescribed standards in terms of area, capacity, quantity and quality.

Conducting short duration skill development Training programmes is the core activity of the Rural Self Employment Training Institutes. Each unit of RSETI has the mandate to cater to the requirement of a district. They have to design and organise training programmes to develop specific skills which enable the trained candidate to acquire skills and access employment and Self employment in the emerging sectors. Besides a curriculum for such training, suitable training infrastructure, equipment and training aids/material are required to make such training effective. Since the trainings are of intensive and short duration, the courses are made residential so that more learning time and facilities will be available.

1. Important aspects of Campus design and Development.

The overall layout of the training campus should be aesthetically designed, efficiently organized and functionally convenient. Overall ambience of the campus is required to provide conducive learning environment. While designing the training campus and developing infrastructure and other facilities, the following aspects should be considered:

Table 1 : Important aspects of RSETI Campus design and Development.

Sl.	Item/Facility	Standard Requirements
1	Location	▪ Location of the Institute should be preferably in institutional area providing easy access to the participants travelling by public transport ▪ Free of distractions from outside as well as within the campus
2	Size of Training Hall	▪ The training has to accommodate optimum number of participants. Should not be too large or too small ▪ It should be adequate to conduct small group activities and also to change the seating pattern whenever required
3	Convenience	▪ The training room within the campus should be accessible to all, including those who have limited mobility ▪ All other facilities also should be easily accessible from the class rooms
4	Furniture & seating	▪ Ideally suited chair for comfortable sitting with table/desk for writing & practice related activities. ▪ Comfortable and flexible seating arrangements, as close as possible to the trainer to further enhance the learning environment.
5	Lighting	▪ Dimly lit room ambiance will not promote energy in a training session. ▪ Adequate lighting preferably allowing natural light to enter the room through well placed windows.
6	Walls & obstructions	▪ Window free walls on two sides to display flipchart pages. Placement of doors avoiding distractions. ▪ Class rooms should be free of structures such as posts or pillars that may obstruct participants' views.
7	Climate control	Free flow of natural fresh air and temperature control mechanism during extreme climatic conditions.
	Audio Visual systems	Appropriate acoustics and audio visual equipment for ensuring clarity and quality of sound and visuals.
8	Other aspects	▪ Technological connectivity ▪ User support spaces ▪ Administrative support spaces ▪ Maintenance support spaces ▪ Security & Safety ▪ Open grounds/Garden & Landscaping ▪ Flexibility for expansion/additional facilities ▪ Uninterrupted supply of water & electricity ▪ Maintenance of facilities in good condition

In the above backdrop, all the RSETIs are expected to develop and maintain standard infrastructure to provide appropriate learning environment to the trainees and make the institute a centre of excellence in the district. However, taking in to consideration certain practical aspects, the Ministry has advised that all RSETIs should have, to start with, common minimum infrastructure. The requirements according to these guidelines are furnished in the following chapters.

2. Standard Infrastructure and Common Minimum Infrastructure:

Standard Infrastructure is the desirable optimum infrastructure required for a RSETI type training organisation for conducting effective and impactful training, matching the industry standards.

Common Minimum infrastructure is the basic infrastructure advised and recommended by the Ministry for RSETIs, taking in to consideration the practical aspects of non availability of adequate and suitable land, running the institute in rented building, developing the infrastructure gradually depending up on the demand, limitations in funds supply, geographical & cultural differences etc,. This must be adhered to by all the institutes uniformly. Hence it is termed as common minimum infrastructure.

3. Fixed Training Infrastructure and Movable Training Infrastructure:

The overall training infrastructure requirement of RSETIs is classified as Fixed Infrastructure and Movable infrastructure to provide clarity for the purpose of acquisition, maintenance and funding.

Fixed Training infrastructure is the infrastructure fixed in nature like land & building, non detachable equipment having longevity of use and assets for which funding support from the Ministry is available.

Movable Training infrastructure includes all other infrastructure required in the training institute which is for either one time use or requires periodical disposal, replenishment etc., and whose original investment erodes quickly by usage. For practical purposes the investment in this type of infrastructure cannot be capitalised and has to be booked as expenses.

In this chapter the basic fixed training infrastructure as per Ministry's guidelines is explained. Movable infrastructure, related facilities and infrastructure for residential block are dealt in separate chapters.

4. Class Rooms

Each RSETI should have two class rooms having seating capacity of 30-40 trainees each to facilitate two parallel channels of training batches. The rooms should have pucca RCC roof with clean vitrified/marble flooring.Class rooms should be well ventilated and insulated from external noise. The suggested dimension of the class rooms are about 700-800 sft. To have effective presentation by the trainers, a small raised up platform of 6-8" height may also be created in the class rooms.
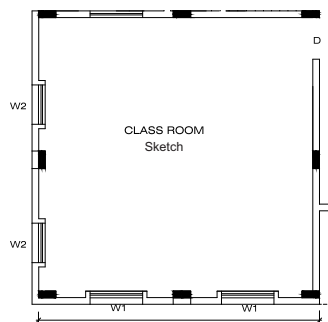
CLASS ROOM
Sketch

Classrooms should be equipped with the following amenities:

i) Desks and benches or chairs and tables in adequate numbers for trainees
ii) One separate table and chair for the Faculty
iii) One white board with marker pens
iv) Good quality electrical lights and fans, to enable conduct of classes even in the evenings and night, if required
vi) Audio-Visual Equipment such as LCD projector and Computer so that modern teaching aids such as CDs can be used for training
vii) Public Address System with cordless/collar mikes

Table 2 : Standard Class Rooms Specifications

Sl.	Items/Facilities	Specifications
1	No. of Class Rooms	2
2	Area of Class room	700-800 sft
3	Roof	RCC
4	Ceiling Height	>10.5'
5	Flooring	Vitrified/Marble/Granite
6	Electrical Wiring	Concealed
7	Lighting and Air circulation	▪ Adequate windows for ventilation and natural light ▪ Sufficient Tube lights & Fans
8	Seating furniture	Bench-desk or Chairs with writing pad or table
9	White Board	4'x6' or 6'x8'
10	LCD projector	1
11	Faculty chair and table	1+1
12	Windows furnishing	Glass windows fitted with curtains/blinds
13	External Noise	Should be insulated/minimized

For Due Diligence refer - Form No. 6.1

Organisational setup & Governance of RSETIs

5. Work shed

Since RSETI programmes aim to impart high amount of technical-hands-on training, all the RSETIs need to have a dedicated work shed for practical trainings. The work shed should be preferably constructed on the ground floor to give ease in movement of heavy machineries and equipment like vehicles, Welding machines, AC, refrigerators, etc. A well equipped workshop with the requisite materials, tools and machinery is very critical for conducting effective training, especially in product manufacturing and service related training programmes such as Electrical/Electronic equipment/gadgets Repairing, Dress designing, etc. The Important desirable features of an ideal work shed are listed below for the guidance of RSETIs:

i)   The work shed should have pucca RCC roof with anti skid cement flooring.

ii)   Cemented or Hard wood work counters should be designed for practicals.

iii)   Wiring in the shed should be high load industrial wiring with provisions of 15 amp switches which can support powering the heavy machineries.

iv)   Sufficient number of electrical power points should be provided so that a full batch consisting of 30-40 trainees can get connections for doing practicals simultaneously.

v)   The work shed should also have sufficient secure boxes to store training materials of different programmes separately.

vi)   It is advisable to provide stools for sitting of the trainees in the work shed so that sufficient space and movement is facilitated to accommodate different types of training machineries in the work shed.

vii)   One small white board should be provided for the instructors to explain the diagrams and practical sketches.

viii)   The work shed should be well ventilated and should have sufficient provision of lights surrounding work stations.

ix)   Proper earthling for electrical connections and arrangement of fire extinguishers must be made.
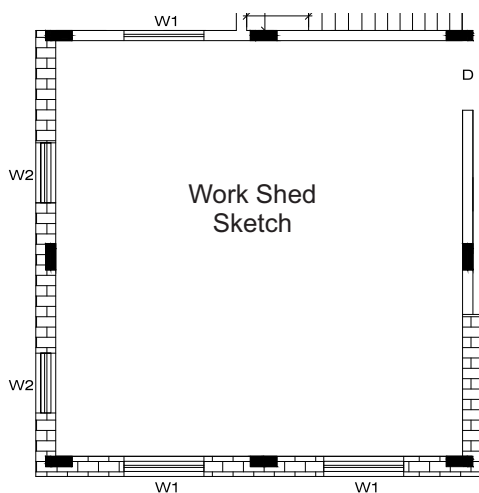
Table 3 : Standard Specifications of Work shed

Sl.	Items/Facilities	Specifications
1	No. of Work Shed	1
2	Area of Work Shed	600 sft
3	Roof	RCC
4	Ceiling Height	>10.5'
5	Flooring	Cement/anti skid
6	Lighting and Air circulation	▪ Adequate windows for ventilation and natural light ▪ Sufficient Tube lights & Fans
7	Electrical Wiring	Concealed
8	Seating furniture	Stools
9	White Board	3'x5'
10	Faculty chair and table	1+1
11	Fire extinguishers	1 each for electrical fire and general fire
12	Work Stations	12-15
13	Windows furnishing	Glass windows fitted with curtains/blinds
14	External Noise	Should be insulated/minimized

For Due Diligence refer – Form No. 6.2

6. Computer Lab

As per Common Norms it is mandatory for all the training programmes to have a component of IT training for the trainees. As such, it is mandatory for every RSETI to have an exclusive IT or Computer lab. Some important desirable features of an ideal computer lab are listed below:

i) The lab should be located in the portion of the building which is not directly exposed to extreme sunlight and is dust free.
ii) Wooden working counters should be made for placing the computers.
iii) Sufficient number of computers with requisite specifications should be installed.
iv) Adequate power back up should be provided so that the sessions are uninterrupted in case of power cuts.
v) Networking of the computers is advisable.
vi) All the systems should run on the licensed softwares.
vii) The number of Systems to trainee ratio should ideally be 1:1 but it should not be less than a system for every two trainees.

COMPUTER LAB
SKETCH
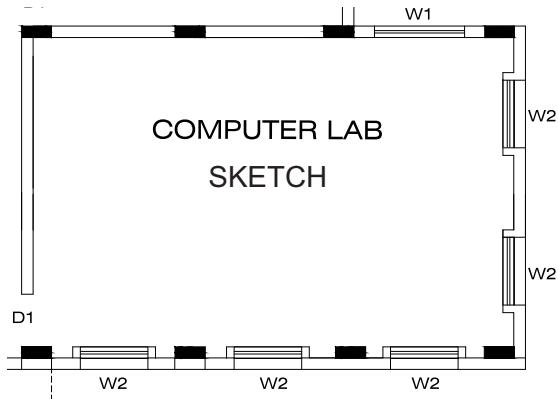
Table 4 : Standard Specifications of Computer Lab

Sl.	Items/Facilities	Specifications
1	No. of Computer lab	1
2	Area of Computer lab	500 sft
3	Roof	RCC
4	Ceiling Height	10.5'
5	Flooring	Vitrified/Marble/Granite
6	Computers	>15
7	Power supply	Un-interupted power supply
8	Broad Band Internet	Should be provided
9	Location	Away from direct sunlight and dust
10	Electrical Wiring	Concealed
11	Lighting	Sufficient Tube lights
12	Air Circulation and Temperature	▪ Sufficient number of fans ▪ Air Conditioners to maintain sytems specified temperature
13	Seating furniture	Movable chairs
14	White Board	3'x5'
15	LCD projector	1
16	Faculty chair and table	1+1
17	Windows	Glass windows fitted with curtains/Blinds
18	External Noise	Should be insulated/minimized

For Due Diligence refer – Form No. 6.3

7. Administrative office

To ensure smooth conduct of training and other activities, each RSETI should have an administrative set up to facilitate the Director in managing the affairs of the Institute. Administrative staff in RSETI consists of faculty, office assistant and sub staff / peon. All these staff work from Administrative office. The infrastructure facility created for these admin staff should be in such a way so as to provide physical comfort and ergonomic ease for discharge of their respective duties. One exclusive cabin for the Director should be provided and rest of the staff may be accommodated in a single hall at their respective work stations. Some important desirable features of the administrative office/Block are listed below:

i)   Administrative office is recommended to be kept in the front side of the RSETI building to facilitate the staff to keep a watch on overall movement of people entering the building.

ii) Being the face of the building, the administrative office should be designed aesthetically and should be maintained neat and clean.

iii) With in the administrative block some space may be designated to be used as Library wherein local newspapers, magazines and business periodicals are made available to the trainees.

iv) Adequate arrangements should be made for filing and safe storage of office files and other documents.

v)   The Institute shall provide office space or work station for the District Skill office in the Administration Block to facilitate its functioning during the visits.

vi) Adjoining the office, some space should be provided for the visitors and prospective trainees to sit and discuss their plans of joining the RSETIs.
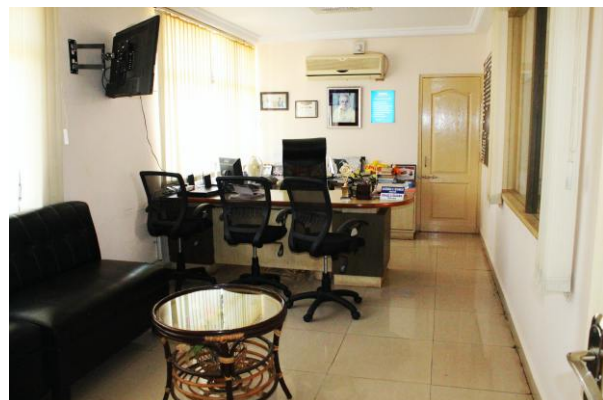
Table 5 : Standard Specifications of Administrative office

Sl.	Items/Facilities	Specifications
1	No. of Administrative office	1
2	Location	Front side of RSETI Building
3	Area of Admin office	400-500 sft
4	Roof	RCC
5	Ceiling Height	>10.5'
6	Flooring	Vitrified/Marble/Granite
7	Lighting and Air circulation	▪ Adequate windows for ventilation and natural light ▪ Sufficient Tube lights & Fans
8	Electrical Wiring	Concealed
9	Seating furniture	Tables & Chairs
10	Seating arrangements	▪ Exclusive Director Cabin ▪ Separate cubicles to faculty (In-house) ▪ Work stations - Chair, Table to other office staff
11	Other facilities	▪ Sufficient filing/storage facility ▪ Library facility ▪ Visitors' Lounge ▪ Work station to the district skill office
12	Window curtains/blinds	Glass windows fitted with curtains/Blinds
13	External Noise	Should be insulated/minimized

For Due Diligence refer – Form No. 6.4

"The specifications for Fixed Infrastructures will not apply to the buildings planned/constructed before introduction of this SOP. However, RSETIs to ensure Common minimum infrastructure facilities in already constructed buildings or premises taken on rent "or provided by Government".

PRACTICAL SESSION

Chapter 6

Standard Training Infrastructure - Fixed

Appendices

Checklist for conducting due diligence of RSETI Fixed Training Infrastructure –

Form No. 6.1 : Class Rooms

Sl.	Parameters	Specified	Actual
1	No. of Class Rooms	2	
2	Area of Class room	700-800 sft	
3	Roof	RCC	
4	Ceiling Height	>10.5'	
5	Flooring	Vitrified/Marble/Granite	
6	Electrical Wiring	Concealed	
7	Lighting and Air circulation	▪ Adequate windows for ventilation and natural light ▪ Sufficient Tube lights & Fans	
8	Seating furniture	Bench-desk or Chairs with writing pad or table	
9	White Board	4'x6' or 6'x8'	
10	LCD projector	1	
11	Faculty chair and table	1+1	
12	Windows furnishing	Glass windows fitted with curtains/blinds	
13	External Noise	Should be insulated/minimized	

Checklist for conducting due diligence of RSETI Fixed Training Infrastructure –

Form No. 6.2 : Work shed

Sl.	Parameters	Specified	Actual
1	No. of Work Shed	1	
2	Area of Work Shed	600 sft	
3	Roof	RCC	
4	Ceiling Height	>10.5'	
5	Flooring	Cement/anti skid	
6	Lighting and Air circulation	▪ Adequate windows for ventilation and natural light ▪ Sufficient Tube lights & Fans	
7	Electrical Wiring	Concealed	
8	Seating furniture	Stools	
9	White Board	3'x5'	
10	Faculty chair and table	1+1	
11	Fire extinguishers	1 each for electrical fire and general fire	
12	Work Stations	12-15	
13	Windows furnishing	Glass windows fitted with curtains/blinds	
14	External Noise	Should be insulated/minimized	

Checklist for conducting due diligence of RSETI Fixed Training Infrastructure –

Form No. 6.3 : Computer Lab

Sl.	Parameters	Specified	Actual
1	No. of Computer lab	1	
2	Area of Computer lab	500 sft	
3	Roof	RCC	
4	Ceiling Height	10.5'	
5	Flooring	Vitrified/Marble/Granite	
6	Computers	>15	
7	Power supply	Un-interupted power supply	
8	Broad Band Internet	Should be provided	
9	Location	Away from direct sunlight and dust	
10	Electrical Wiring	Concealed	
11	Lighting	Sufficient Tube lights	
12	Air Circulation and Temperature	▪ Sufficient number of fans ▪ Air Conditioners to maintain sytems specified temperature	▪
13	Seating furniture	Movable chairs	
14	White Board	3'x5'	
15	LCD projector	1	
16	Faculty chair and table	1+1	
17	Windows	Glass windows fitted with curtains/Blinds	
18	External Noise	Should be insulated/minimized	

Checklist for conducting due diligence of RSETI Fixed Training Infrastructure –

Form No. 6.4 : Administrative office

Sl.	Parameters	Specified	Actual
1	No. of Administrative office	1	
2	Location	Front side of RSETI Building	
3	Area of Admin office	400-500 sft	
4	Roof	RCC	
5	Ceiling Height	>10.5'	
6	Flooring	Vitrified/Marble/Granite	
7	Lighting and Air circulation	▪ Adequate windows for ventilation and natural light ▪ Sufficient Tube lights & Fans	
8	Electrical Wiring	Concealed	
9	Seating furniture	Tables & Chairs	
10	Seating arrangements	▪ Exclusive Director Cabin ▪ Separate cubicles to faculty (In-house) ▪ Work stations - Chair, Table to other office staff	
11	Other facilities	▪ Sufficient filing/storage facility ▪ Library facility ▪ Visitors Lounge ▪ Work station to the district skill office	
12	Window curtains/blinds	Glass windows fitted with curtains/Blinds	
13	External Noise	Should be insulated/minimized	

Chapter 7

Standard Training Infrastructure - Movable

Standard Training Infrastructure - Movable

Objectives:

Objectives of this chapter are to:

I.   Define the Training infrastructure that are classified as movable items.

II. List out the requirements of movable Training infrastructure for an ideal Training Institute.

Synopsis:

- Movable assets like furniture & fixtures, training aids, computers, sports and recreation aids, kitchen equipments, etc., are classified as movable infrastructure for the purpose of maintaining inventory.
- These have no permanent connection to the structure of a building or utilities. These are durable items and depreciate substantially over their long term use and need replacements.
- The items of movable infrastructure, with specifications for each infrastructure facility, viz, Administrative block, Training block & Hostel block are listed out.

Once the construction of administrative, training and residential blocks are completed in all respects, the Institutes shall focus on procuring various assets like furniture, fixtures, training aids, computers, sports and recreation aids, kitchen equipment, cup boards, shelves, etc. These items are classified under the category of movable infrastructure for the purpose of maintaining inventory, etc. These infrastructure items are termed as movable in the sense that they have no permanent connection to the structure of a building or utilities. These items are durable items and depreciate substantially over their long-term use and need replacements.

The initial investments will be high for these items considering the quality and quantity of items procured. Therefore, the Institutes are required to exercise great care in procuring these items, duly assessing the need, types of movable items, types of use of such items, etc.

RSETIs have fixed infrastructure facilities like office, class rooms, workshed, dormitories, kitchen and dining, etc. To make use of these facilities appropriately, necessary movable infrastructure should also be provided. Movable infrastructure items required to be procured are explained in detail as under:

1. Administrative Block:

Administrative Block consisting of Director's Room, Faculty Room and Office Room shall have the furniture necessary and suitable for an Administrative Unit consisting of Tables, Chairs, Visitors' chairs, Steel cupboards, Racks, phone stands. etc. The most essential items are listed below:

Table 1 : Essential movable infrastructure in administrative block

Sl.	Furniture item	Director's Room /Office	Faculty Room	Office Room
1	Table	1	2	2
2	Revolving Chair	1	—	----
3	Office Chairs	-----	2	2
4	Visitors Chairs	4	4	2
5	Almirah	1	1	2
6	Side racks	1	2	2

Notes

A. The Administrative Block should also be provided with a Sofa Set and 4-5 visitor's chairs in the Lounge/Reception area for the visitors.
B. The Office block shall be provided with necessary fixtures like Ceiling Fans, Computer Terminals, UPS etc for the Director, faculty and administrative staff for their use in training and administrative functions.
C. All the rooms /offices in the administrative block should be provided with venetian blinds for windows, floor mats, dust bins, etc to keep the premises dust free, clean and with enough ventilation and light.

2. Training Block (Class Rooms , Work shed & Computer Lab, etc) :

2.1 Class Rooms

The prime function of the Institute is to train the unemployed rural youth. The trainees spend considerable time in the class rooms undergoing training, listening to lectures, viewing PPTs, audio visual presentations, taking notes etc. Hence, the desks and seating arrangements in the class rooms must be comfortable to facilitate the conduct of training in a congenial atmosphere. Depending upon the size of the Class room and size of average training batch, the class rooms should be provided with suitable type of furniture & fixtures. The furniture required for a class room accommodating 30-40 trainees shall be as under :

Table 2 : Essential movable infrastructure in Class rooms

Sl.	Furniture Items required	Quantity
1	White Board	1
2	Table	1
3	Chair for the Faculty	1
4	Desks and Benches preferably wooden	10 to 20
5	Table for trainees (in lieu of desks)	40
6.	Screen with Stand for AVI use	1

Organisational setup & Governance of RSETIs

Note:-

A. The Table/desks for the trainees shall be placed in rows with space in between for the movement of Faculty/trainees, facing the White Board at a convenient distance facilitating clear view of the Board.

B. Sufficient number of Ceiling Fans (4-6), Pedestal Fans (2 nos.) shall be provided for the comfort of the trainees.

C. The furniture & fixtures should be properly maintained always, as per the instructions contained in the relevant chapter.

2.2. Work shed

Work shed is the place where practical trainings are held for process and product EDP training programmes. The seating arrangement of a class room may not be required in worshed. Large working tables should be provided, close to the wall all around with cabinets to keep the materials used for practical training .

The work shed should be equipped with sufficient number of electrical points nearer to the work area and sufficient number of Ceiling Fans to keep the work area cool in the summer.

2.3. Computer Lab

The following specific arrangements should be made in the computer lab, unlike a class room:

a   Long wooden platforms on the sides of the walls or in rows facing each other with Computer Chairs to facilitate easy and comfortable operation of the Computers.

b   Provision to keep the books and manuals/ stationeries of the trainees.

c)   Adequate number of electrical points/ terminals to operate the computers and printers and other peripherals.

d)   The windows should be covered with screens/ venetian blinds to prevent dust and rain drops entering into the lab.

e)   The Computer Lab shall be fitted with Air Conditioner/s to maintain temperature as required by the systems.

f) The electrical power requirements should be assessed correctly and sufficient nos. of power points should be provided in the computer Lab.
g) Extreme care should be exercised to keep the computer systems free of virus, etc.
h) AMC services shall be utilized to keep the computers in good trouble free working condition
i) The Lab shall be always kept clean and dust free.

2.4 Library Room

The Institute should have a Library wherein Books and Reference materials relevant to the Training Programmes , in English and in local languages, are made available to the trainees. Two to three News papers and Journals may also be provided in the Library for reading. The minimum requirements are listed as under:

a) Institute shall maintain the records of the books procured for the Library, News papers and Journals subscribed.
b) The Library Books shall be properly indexed and systematically arranged in the almirah for easy reference.
c) The issue of books to the trainees shall be recorded in the Library Books issued register and kept in the custody of the library in charge.
d) The library books should be bound with hard durable cover for longevity.

Table 3 : Essential movable infrastructure in Library

Sl.	Particulars	Quantity Required
1	Long table	1-2 depending on the size of the Library room
2	Chairs	10-12
3	Steel Almirah to keep books	2-3 (need based)
4	Ceiling Fans	1-2

3. Sports and Recreation Room

Facilities for sports and recreation shall be a part of the residential training programmes. Facilities to play indoor games shall be provided in the Institute premises. Play Ground for sports activities shall also be provided, depending upon the space available in the campus. Proper inventory of the sports/games materials should be maintained and the materials made available to the trainees under supervision to ensure proper use and benefit to the users. Arrangements should be made for safe keeping of the sports items when not in use.

4. Training Aids:

Training Aids and equipment like White Boards, LCD, PA Systems, etc are also classified as movable infrastructure with sub-classification as fixed and consumables depending upon the use of the items in training modules. The details are furnished in chapter 8.

5. Security Arrangements:

The Institutes should install CCTV cameras in the campus at strategic points to ensure safety of the premises, expensive equipment, furniture as well as of the inmates in the Institute.
CCTV instruments of desired specifications/requirements should be procured, based on the location, access and the need in consultation with the Controlling Office. The feedback should be recorded, analysed and appropriate record should be maintained compulsorily.

6. Biometric devices:

As advised by the Ministry of Rural Development (MoRD), all the Institutes are required to maintain Aadhar enabled Bio Metric Attendance at the Institutes. It is mandatory to comply with the MoRD, GOI guidelines in a time bound manner.

In consultation with the Controlling Offices, the Institutes should install Bio metric (Aadhar enabled) attendance systems at all Institutes . Procurement and installation of the Bio metric Device should be complied with as advised by the MoRD, GOI in consultation with the Controlling Office. The device should be properly maintained and operated. Inventory of the devices should be maintained as a movable asset.

LIBRARY

Chapter 8

Training Aids and Equipments

Training Aids and Equipments

Objectives:

Objectives of this chapter are to:

I. Describe various training aids and equipments required/used for skill development training at RSETIs.

II. Differentiate between Generic Training aids like White Boards, LCD, PA systems etc. and Specific Training aids like sewing machines, electric repair tools, etc.

III. Explain the training aids for soft skill trainings like workbook on Achievement Motivation, standard training kit for behaviour simulation games.

IV. List out prescribed Industry benchmarked Standard training aids and equipments for all the NSQF aligned RSETI courses.

Synopsis:

- The course modules of Skill/Entrepreneurship Development Training programmes of RSETIs are aligned with the common norms notified by the Ministry of Skill Development and Entrepreneurship Development. The institute should provide the specified Training aids and equipment for all the training programmes.

- There are two types of Training aids & equipments - Generic Training Aids & Equipments and Domain/programme specific Training aids & Equipments. As per Common Norms, the Training aids and Equipment should be as per industry benchmarks and conforming to the requirements of NSQF/SDIS.

- Generic Training aids include PPTs, Audio visual Instruments, X(LCD projectors, PA systems)White Board and markers, Case studies, Achievement Motivation Training Work Book and Behaviour simulation games kits.

- The programme/domain specific Training aids & equipment for 61 Training programmes, aligned with common norms, are listed in the appendix with diagrams/images and specifications.

All the training programmes of RSETIs shall be practical oriented and the participants shall practice and acquire skills under the guidance of a qualified trainer. The relevant training contents should be effectively delivered to the trainees. The RSETIs should enable the candidates to acquire the skills adequate for pursuing the business activity with confidence, after the training.

The course module shall be in accordance with the common norms notified by the Ministry of Skill Development and Entrepreneurship, Government of India. The training courses shall aim at developing both soft and hard skills of the participants and enable them to take up self-employment in a most effective manner.

It is the uniqueness of RSETI training that the candidates are not only given skills for performing certain technical work but are also imparted behavioral skills to face the market challenges of establishing and managing an enterprise. Hence the skills given at RSETI can be classified under two categories viz. Soft Skills and Hard or Domain Skills.

A. Soft Skills:

The Collins Dictionary terms the soft skills as "desirable qualities for certain forms of employment that do not depend on acquired knowledge: they include common sense, ability to deal with people and a positive flexible attitude".

The common and valuable soft skills required in a wide number of jobs descriptions are: Communication skills, Leadership skills, Adaptability and flexibility, Problem- solving, Decision-making, Creativity, Team working and Time management skills.

Soft skills are less tangible and hard to quantify but are very important, especially in self employment ventures.

B. Hard Skills

Hard Skills are specific, teachable abilities that can be defined, demonstrated and measured such as typing, writing, reading, math, ability to use software programmes, assembling, fabricating, moulding etc., Hard skills are teachable abilities or skill sets that are easy to evaluate, measure and quantify. Typically, hard skills are learnt in the class rooms through books and various other training materials, or on the job hands on working.

The course modules in RSETIs are required to be developed in such a way to fine tune and improve both the soft and the hard skills of the participants. The modules for RSETI trainings are formulated on effective participatory and innovative techniques based on adult learning process.

1. Training Aids/ Tools and Equipment

RSETI training programmes are of prescribed duration and as such maximum learning has to happen within the limited period as provided in each course module. Appropriate technology based tools, shall be used for effective delivery of training sessions.

In RSETI Trainings the following two types of training tools are used.

a). Generic Training Aids/Tools
b). Specific Training Aids/Tools

The combined uses of above tools should be made by RSETIs based on the target trainees and the course content. It is mandatory to use both the types of training tools for effective Training delivery. Based on the methodology prescribed in each course module, training tools need to be chosen and made use of by planning in advance as per the Course specific Check List

prepared by the RSETI as per the Format provided in the **Appendix No. I** These tools shall be part and parcel of each training programme.

2. Generic Training Aids/Tools

These Training Aids/Tools are general in nature and common to all training programmes of RSETIs as prescribed in the respective course modules

2.1. Power Point Presentation (PPT):

PPT is an effective training tool to tone up the soft skills as well as the hard skills during a training programme. It allows the users to create slides with recordings, narrations, transitions and other features accompanied by oral delivery of topic. Easier to be seen by a large audience and the trainer can still maintain eye contact with the audience.

RSETIs shall prepare and use appropriate and course specific PPTs to make presentations and make the training more effective and acceptable.

2.2 Audio Visual Instruments (AVI):

Audio visual instruments are the devices used to make the learning experience effective and more dynamic. It is a combination of:

a)   Auditory aids that can be heard but not seen. For example, Tape Records, Microphones, Audio Cassette Players, etc.

b)   Visual aids that can be seen but not heard like Charts, White Boards, Slide Projector, Print materials, Slides, Film strips, etc.

LCD Projectors, Television, Film Projector, Computer, VCD Player, Multimedia, etc. are the examples of Audio Visual Instruments.

The advantages of AVI are:
i).   It enhances the teacher's ability and makes the teaching- learning process more effective and conceptual.
ii).   It enables communicating with the participants according to their capabilities.
iii).   It grabs the attention of the participants, builds interest and motivates the participants in the learning process.
iv).   It enhances the energy level of the trainer as well as trainees.
v).   It provides trainees a realistic approach and experience as seeing is believing.
vi).   Increases understanding and retention and helps in positive transfer of learning.

AVIs create a stimulating and inter-active environment which is more conducive for learning. These instruments make the learning situations as real as possible and give the trainees the first hand knowledge through the organs of seeing and hearing.

Audio Visual Instruments (AVI) are extensively used in the present day training programmes. RSETIs are required to acquire such instruments and use them for effective training.

2.3 Case Studies:

Case Studies are effective way to enhance the learning level of trainees. The salient features and advantages of using case studies in RSETI training are as under:

I).   It is open house method of training wherein the participants are confronted with a real life situation documented in the form of a case. The participants are induced to ponder and reflect their views on the given situation.

ii).   This technique is used to develop participants' skill in observation of events and judicious selection of alternatives with experiential insight.

iii).   It also helps in developing an effective way of thinking about events with intuition and systematic application of knowledge.

iv).   It provides scope to develop a set of principles out of the responses that the trainer receives during analysis and discussion.

v).   Trainees are exposed to skills in problem analysis through group action.

vi).   Trainer, who plays the role of a facilitator, initiates the discussions with open ended questions in a neutral non-antagonistic way, giving the trainees an opportunity to think more deeply.

vii).   Administering case studies helps the trainees to internalise the key learning points discussed in the lectures sessions.

viii). It facilitates experiential learning which is considered as the most preferred adult learning technique.

2.4 LCD Projector

It is a type of video projector which enables display of videos, images or computer data on a screen or other flat surface. It is an improvised version of the slide projector or an Overhead projector and is extensively used in Training programmes. Generally, there are two types LCD projectors:

A. Wall mounted / Ceiling mounted LCD projectors:
    In this case the projector is mounted on the ceiling against a wall screen. It is convenient for a large class room. The participants can have a clear view of the display on the screen without any obstructions. However, the operation and maintenance of the projector will be little cumbersome in this case.

B. Portable/Table mounted LCD projectors:
    These are more suitable for a small or medium sized class rooms. They are light weight, compact and easy to use. On account of its portability, the projector can be shifted among the class rooms for use. The incidences of breakages are more in this case. Movement of participants and other obstructions also hinder the view of the screen in this case.

The positioning of the projector and the size and color of the screen should facilitate easy and comfortable view for the participants to absorb the information displayed on the screen. The Trainer should make use of the "POINTER" to enhance the quality of presentations and drive home the information on display. Care should be taken to select and procure a LCD projector serving the requirement of the Institute.

2.5 Public Address System

Public address systems are most essential for any training institute. The PA system include collar/hand mikes for the faculty and cordless mikes for the trainees for interaction, class room speakers. Good quality equipments should be procured in adequate numbers. The speakers should be positioned at suitable locations in the class room to enhance the quality of sound and receptivity.

2.6 White Boards and Markers

It is one of the most widely used tools in a training programme. It has a variety of advantages like materials presented can be erased, allowing repeated use of the surface, etc. The white boards serve as an excellent medium for joint trainer – trainee activity in a class room.
The following practices are necessary for effective use of the white Boards:

i).   Always keep the White Board Clean and erase all irrelevant materials
ii).   Keep Markers, erasers, cleaning cloths and other related items readily available to avoid interruptions of the presentation
iii).   Avoid overcrowding to make the presentation legible.
iv).   Writing and Drawings should be clear and large enough for everyone in the class to see.
v).   Use colored markers to emphasize a point.
vi).   Use upper part of the board to enhance visibility even to the last desk.
vii). Always stand to one side of the board to avoid hiding the essential information.
viii). Adjust the lighting so as to avoid any glare on the white board.

2. 7 Achievement Motivation Training Work Book

Developing motivation and bringing about desirable behavioral changes in the trainees is one of the important aspects of RSETI training. To achieve this objective, an exclusive work book has been developed by the National Academy of RUDSETI. The Achievement Motivation Work Book contains the chapters on:

i.   Evaluating one's self
ii.   Self rating questionnaire on various components of entrepreneurial competencies
iii.   Exercises to know difference between self employment, income generating activity and entrepreneurship
iv.   Write ups on various behavioural games

5. Market survey questionnaire
6. Business Opportunity Identification Guidance (BOIG)

At the end some blank pages are also provided to enable the trainees to write MILLY i.e. the Most Important Lesson Learnt Yesterday. The AMT work book has been translated in all major regional languages. It is compulsory for the RSETIs to provide this work book to every trainee of RSETI. This work book should be provided as part of soft skill training.
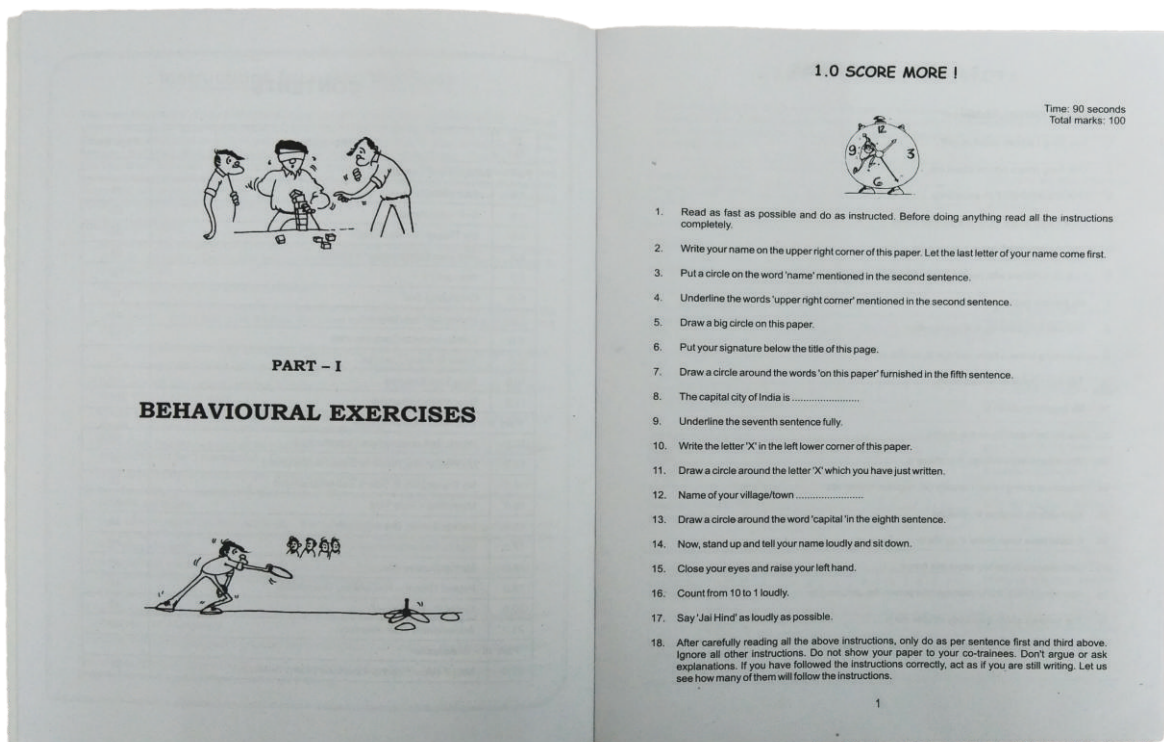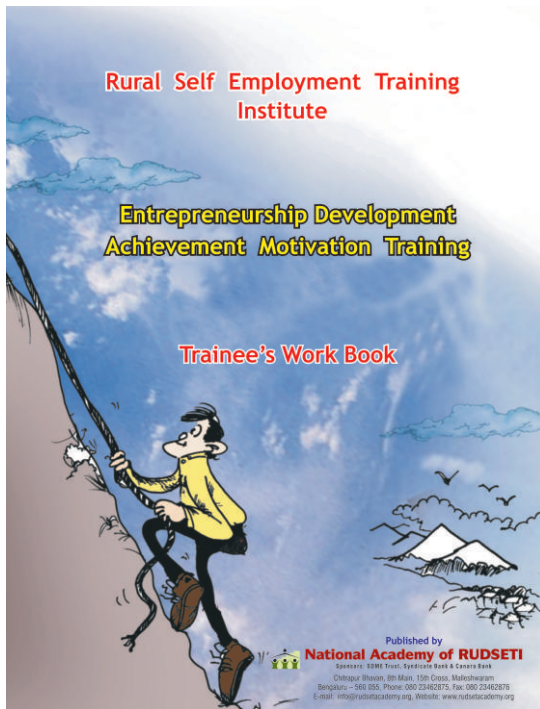
3. Behaviour/Simulation Games Tool Kits

In RESTI Training Modules it is prescribed to administer the following behaviour simulation games:

I.   Game of Boat Making (Business Game)
II.   Ring Toss Game and
III.   Tower Building Game

Effective administration of the above games is necessary to:

a).   Bring about desirable behaviour in the trainees
b).   Facilitate experiential learning
c).   Internalise the key concepts/Points discussed in the class
d).   Make the sessions participatory and interesting.

For each of the above games, National Academy of RUDSETI has devised standard materials. To administer these behaviour simulation games RSETIs should procure and maintain the prescribed game/tool kits.

3.1   Tool kit for the game of Boat Making

Boat making Game is a training tool administered to develop the entrepreneurial competencies of concern for quality, systematic planning, commitment to work contract, efficiency orientation, etc.

Materials required

1. Chart

2. One side colored glossy paper

3. Data Sheet

4. Instruction sheet

Played Individually

Entrepreneurial Behaviour/Competencies highlighted

1. Concern for quality

2. Systematic planning

3. Commitment to work contract

4. Efficiency orientation

5. Seeking challenges

6. Ability to cope with stress

7. Learning from experience

8. Sensitivity to the Environment

3.2 Tool kit for Ring Toss Game

To enable the trainees to examine their risk taking and goal setting behaviour this game is administered. It is played with four light weight rings (8 inch diameter) and one peg stand (18 inches height).

Materials required

1. Four light weight rings of 8 inch diameter

2. One peg stand of 18 inches height

3. Distance Marker

4. Scoring Sheet & Recording sheet

Played Individually

Assesses Risk taking and Goal setting behaviour
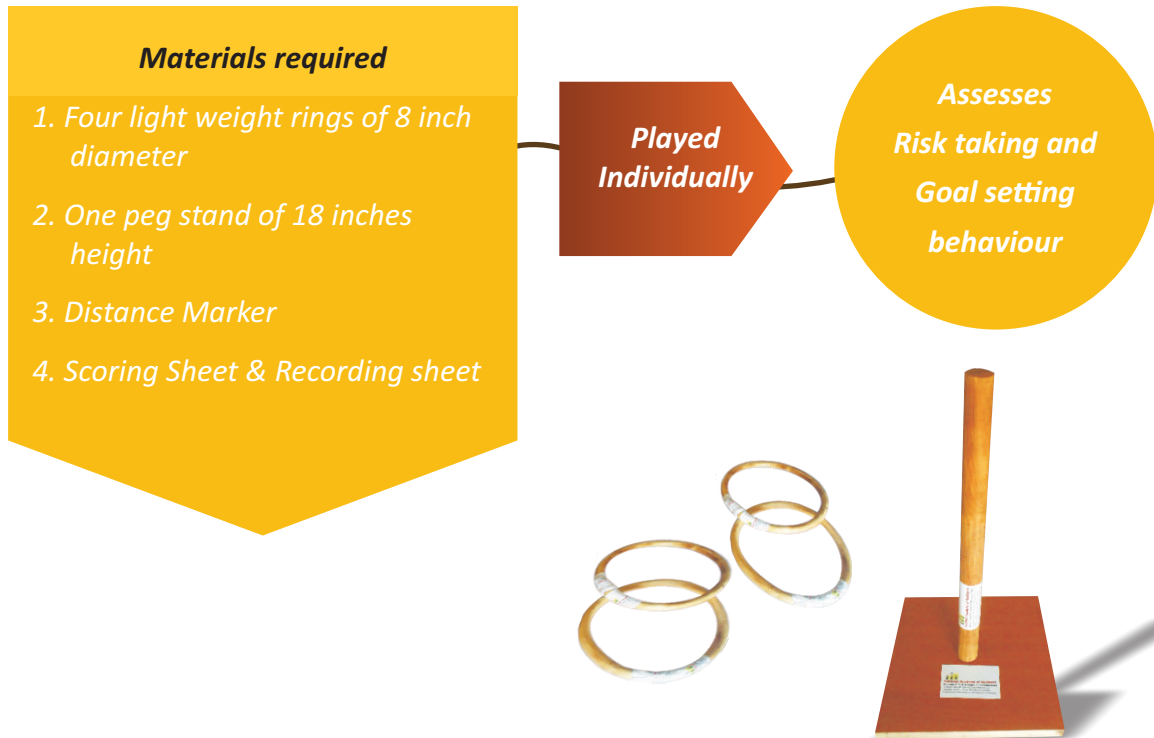
3.3 Tool kit for Tower Building (Block Building) Game

This game is administered to remove dependency syndrome from the participants. The tools needed for playing this game consists of wooden blocks and a black cloth/blind fold.

Materials required

1. 25 wooden blocks of size 9 sq.cms

2. One black cloth

3. Instruction sheets

Played In Groups

Competencies highlighted

1. Self confidence behaviour

2. Assessing dependency syndrome

3. Creative problem solving
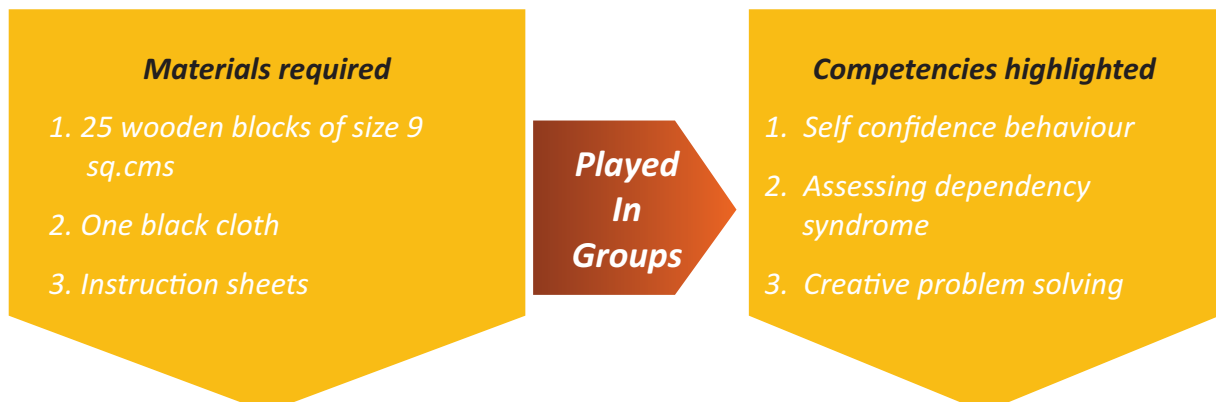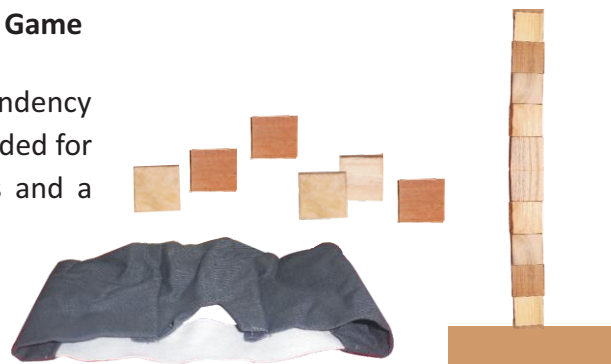
The above Games shall be compulsorily administered by all the RSETI Directors and Faculty as per the modules in the respective training sessions. Detailed instructions for administering the games are provided to all the participants in TTPs on EDP conducted by NAR. These instructions should be scrupulously followed for effectiveness of these exercises. RSETI Directors and Faculty are trained by NAR in TTP for conducting these games.

It is necessary to acquire the required games material as per the specifications prescribed to get the desired results and appropriate learning. RSETIs shall acquire all the business game tool kits and maintain them as Fixed Assets (Training Material) of the Institute.

All the above mentioned training aids, tools and equipments are generic in nature and will be generally used in all the types of training programmes conducted by the RSETIs. The RSETIs compulsorily maintain these tools for effective conduct of the training programmes. In addition, there are programme/domain specific training aids and equipments.

4. Domain/Programme specific Training Aids and Equipments

As per Common Norms, overall training infrastructure, especially the training aids and equipment should be as per industry benchmarks and conforming to the requirements of NSQF/SDIS. Appropriate and adequate training materials are to be provided to the trainees for practical training to enable them to practice and learn the skills in a systematic manner.

In compliance of the above, NAR has published a list of standard training aids/equipments for every course conducted by the RSETIs. RSETIs have to ensure availability of such materials before commencement of related training. Additional training tools and materials may also be procured as per the requirement in consultation with the domain trainer.

The list prescribed by NAR in the following pages is illustrative and basic. The RSETIs should procure all the necessary materials in consultation with the domain trainers so that trainees get enough hands-on practices at RSETIs.

Module/Course wise list of fixed and consumable training materials is furnished in the Appendices for all course modules aligned with NSQF and approved by NSQC.

Note:
a). It is reiterated that the training aids and equipments procured shall always satisfy the industry benchmarks in quality.
b). The institutes shall maintain the fixed items of equipments in good operating conditions by periodic servicing etc.
c). Before the training, the equipments should be checked for operating condition and sufficient quantity/numbers to meet the requirements of the participants.
d). *To keep the dynamics of training with the pace of fast changing technological advancements and to maintain its contemporary nature, it is necessary to update the training aids ,tools and equipments. NAR is delegated to regularly update the list of prescribed training aids and equipments . The RSETIs should refer them for compliance.*

WORKSHOP

Chapter 8

Training Aids and Equipments

Appendices

Check List on Training Aids and Equipment

Check List on Training Aids and Equipment

Form No. 8

1. Name of the Training Programme   :
2. No.of Participants   :
3. Training Aids required   :

A. Fixed :

SI.	Name of the item	No.s Required	Actual availability	Deficit	Owned	To be rented	Source of hire
A	B	C	D	E	F	G	H
1							
2							
3							
4							
5							

B. Consumables :

SI.	Name of the item	No.s /Quantity Required	Availability- Yes/No.	Deficit
A	B	C	D	E
1				
2				
3				
4				
5				

Notes

A. Check List need to be prepared Course-wise in advance by properly assessing the requirements and availability of the consumables.

B. The deficit numbers mentioned in the respective columns should be arranged/procured for meeting the requirements of the training.

Prepared by	Counter signed by	Confirmed by
(Faculty)	*(Guest Faculty)*	*(Director)*

Chapter 9

Hostel Infrastructure

Hostel Infrastructure

Objectives:

Objectives of this chapter are to:
I.   Inform the need and importance of developing hostel Infrastructure in RSETIs.
II. List out the items of infrastructure need to be created for residential training.
III. specify the standard requirements of various infrastructure facilities like dormitory, kitchen, dinning hall etc.,

Synopsis:

- Comprehensive residential infrastructure to promote gurukula system of education, is the unique feature of RSETIs.
- Each RSETI should create residential facilities catering to a minimum of 3 batches of training programmes at a time.
- The residential facilities including dormitories with bathroom/toilets, kitchen& dining hall should be as per standard specifications provided by the Ministry.
- The standard requirements are prescribed for the area and capacity, ceiling height, flooring, electrical fittings, furnishing, lighting and ventilation in respect of dormitories, Kitchen & dining hall.
- The requirements of other facilities like drinking water, first aid, cot & mattress, etc., for the inmates, warden, fire safety and security aspects are also laid down for adherence by the RSETIs.

1. Need for Residential Infrastructure for RSETIs

A comprehensive residential infrastructure inside the campus is unique feature of RSETIs. The residential facilities are required to promote and replicate a "gurukula" system of education and training. Residential Training facilitates:
a). Better interaction of Trainees amongst them selves
b). Better guidance of trainers
c). Enhanced hours of learning
d). Distraction free environment for focused learning
e). Internalising the learning through reflection
f). Adequate time for practicing the skills

Residential accommodation enables a temporary transplantation of trainees to an ideal learning environment. Hence in general, the facilities provided should be adequate and ideal to make the trainees comfortable and feel at home.

Un-hygienic and un-comfortable living conditions in the dormitories can seriously hamper the learning process of the candidates as they may not feel 'at-home' on the campus and this may lead to drop out or absenteeism of trainees. This is also necessary to maintain the reputation and image of the Institute.

Residential facilities include dormitory accommodation, kitchen, dining hall and other related facilities. Each RSETI should have adequate lodging facilities for trainees so as to accommodate up to three batches of trainees at a given point of time. It is necessary to have separate residential accommodation for ladies and gents. Keeping in mind that the Institute conducts training to a maximum of 3 batches at a time, the RSETIs must plan dormitories for accommodating at least 50 gents and 30 ladies at any given point of time. In case there is a change in the ratio of gents and ladies, the accommodation must be such that more gents or ladies can be accommodated without compromising the safety and privacy of the female inmates. The location and size of dormitories should be organized accordingly.

The overall requirements and standards of infrastructure including residential facilities are explained in chapter 5. Specific requirements and features of some important aspects of residential facilities/hostel infrastructure are explained below :

2. Dormitory/ Room for accommodation of trainees:

Dormitory rooms with RCC roof structure should be created separately for Ladies & Gents inmates. Non RCC roof structure should be avoided. A minimum area of 25 Sq. feet per trainee should be available with one cot and mattress/linen per trainee. Preferably independent single tier cot should be provided. The following standard items/facilities must be provided in the dormitories and maintained:

a) Plastered walls with colour wash/painting at frequent intervals.
b) Adequate windows & ventilators for natural air and light to the entire room/hall/dormitory.
c) Adequate number of lights and fans
d) Bed sheet, pillow cover & blanket to each trainee.
e) Periodical washing of bed sheet/linen, pillow cover & blanket.
f) Safety from predators like rats, snakes & pests
g) Insect proofing & fumigation to avoid occurance of vector borne diseases like dengue, chickengunea, etc.

i.   Bathrooms/Toilets:
All the dormitories/rooms should be provided with bathroom & toilets @ one unit per 5 persons and wash basins @ one per 8 persons. The rooms/ dormitories for ladies should have attached bathrooms/ toilets to ensure their safety by avoiding moving out to other locations at risk.It is desirable to provide dress changing room in ladies dormitory to facilitate privacy.

ii.   Electrification:
Uninterrupted power supply should be maintained in the rooms/ dormitories with required power backups like storage battery/ solar lighting. The electrification/ wiring/ cabling should

follow ISO standards and should have certification from the local SEB authorities. The rooms should have enough mobile- recharge facilities.

iii. Reading Room:
Reading room facility should be created adjacent to the dormitories to facilitate reading newspaper/ magazines, reference books and indoor games.

iv. Drinking water facilities:
Safe drinking water facility should be made available to trainees. Water filter and purification system should be installed in the dining hall and other important locations which are easily accessible from the dormitories.

v. First aid kit:
First aid kit containing basic/ generic medicine and common requirements like sterile cotton, bandage, sterile blades, scissors, needles, Iodine-compound, Potassium permanganate, Dettol, and common analgesics should be maintained in consultation with the visiting medical practitioner.

vi. Fire/ Emergency:
Sufficient fire extinguishers should be installed in the campus including in the dormitories. The staff of RSETI should be trained in the operation of fire extinguishing equipments and the trainees should be briefed about all likely emergencies and precautions.

vii. Warden
There should be a lady warden exclusively in charge of lady trainees preferably residing in the campus /nearby to ensure safety and wellbeing of the lady trainees. A male Faculty/Office Assistant of the institute should be designated as supervisor be in charge of the male trainees dormitory.

viii. Signboards and Visitor
Appropriate Sign Boards should be fixed in the hostel block clearly indicating :
a)   Dormitories/Rooms and other facilities – separately for gents & ladies.
b)   Going out and closure timings for inmates
c)   Visitors' timings

ix. Locker facility
Each inmate should be provided with a separate cupboard/almirah or locker facility to keep their valuable belongings under lock and key.

x. Security Guards
The hostel rooms/ dormitory should by guarded by reliable watchman/security guards preferably separate for male/ female blocks.

The details of minimum standard dormitory facilities to be provided in RSETIs is furnished below:

Table 1 : Standard facilities and Specifications for dormitories

Sl.	Items/Parameters	Specifications
1.	No. of Units	Minimum 2 (one each for Gents & Ladies separately)
2.	Capacity and Area	a) Gents Dormitory1200 Sft.,to accommodate 50 persons b) Ladies Dormitory 800 Sft., to accommodate 30 persons
3.	Roof	RCC
4.	Ceiling Height	>10.5 feet
5.	Flooring	Vitrified Tiles/ Marble/Granite
6.	Lighting & Air/Ventilation	a) Adequate windows for natural light & ventilation. b) Sufficient Tube lights/LED Lights c) Fans covering the entire space
7.	Electrical Fittings	a) Concealed & ISO standard wiring b) Generator/Solar power back up c) Mobile Charging points @ min. 4 per room
8.	Bedding Facility	Each inmate should be provided with the following items: a) Cot &Matress b) Bed sheet c) Pillow & Pillow cover d) Blanket
9.	Bathrooms/Toilets	a) Separately for Gents& Ladies b) Adjacent/attached to the respective dormitory c) @ one unit per 5 persons
10.	Wash basin/Urinals	@ one per 10 persons
11.	Water availability	Sump & Overhead tank with adequate storage capacity
12.	Luggage/Valuable Storage facilities	Each inmate should be provided with a separate cabinet/locker facility to keep their luggage/valuables.
13.	Other facilities	a) Facility for washing clothes b) Facility for drying the clothes c) Dress changing room within/adjacent to ladies dormitory

For Due diligence refer - Form No. 9.1

3. Kitchen

The institute should have a well planned, designed and well equipped kitchen to provide hygienic boarding facilities to the trainees. The food to the trainees should be prepared within the campus kitchen. Procuring food from outside should be avoided even when the institute is functioning in the rented premises. The catering services may be sub-contracted to a reliable contractor who can manage the boarding services.The details of minimum standard infrastructure facilities to be created for the kitchen in RSETIs is furnished below:

Table 2 : Standard facilities & Specifications for Kitchen

Sl.	Item/Facility	Specifications
1.	Area	200-300 Sft.(Carpet area)
2.	Other provisions	a) Store room with an area of 150 Sft in to store utensils, vegetables and other cooking ingredients b) Adequate shelves for storage.
3.	Cooking utensils	Institute should provide all the vessels, cooking pans etc required for cooking.
4.	Cooking infrastructure	The kitchen should be equipped with: a) Gas stoves b) Water taps with Wash basins c) Electrical points d) Cooking gas cylinders. e) Serving utensils/vessels f) Plates, glasses & cups
5.	Other equipment	Kitchen should be provided with: a) Refrigerator b) Mixer/ grinder, etc.
6.	Living room for cook /Caterer	There should be provision for a separate living space adjoining the kitchen with an area of 150 Sft for the caterer/ cook ,along with bathroom/toilet.
7.	Washing space	A separate washing area for washing cooking vessels.

For Due diligence refer - Form No. 9.2

4. Dining Hall

Exclusive common dining area is required for taking breakfast, lunch and dinner by the trainees. The Institute administration should create a conducive dining space where trainees can feel comfortable for taking food.

The dining hall should be well lit and properly ventilated. Adequate number of Dining tables and chairs should be provided. Adequate number of stainless steel plates for serving breakfast, lunch, dinner and separate glasses/tumblers for drinking water and separate tea / coffee cups should be provided. Electrical discharge insect control system should be installed in the dining hall. Stainless steel wash basin system in a separate corridor adjoining the dining hall should be installed to wash hands as well as plates. Dining hall should be maintained cleanly and neatly. The details of minimum standard infrastructure facilities stipulated for dining hall are furnished below:

Table 3 : Standard facilities and Specifications for Dining Hall

Sl.	Item/Facility	Specifications
1.	Dining hall Area	Minimum 600-800 Sft.(Carpet area)
2.	Capacity	Minimum 40 persons at a time
3.	Serving of food	Self-service counters /pantry on one side of the hall to keep all the food items.
4.	Dining tables & Chairs	Dining Chairs & tables to accommodate minimum 40 persons at a time
5.	Drinking water facility	Water purifying and water cooling system to provide clean & safe drinking water.
6.	Cutlery for eating food & drinking water & Coffee/tea.	a) Stainless steel plates for breakfast, lunch, dinner b) Stainless steel tumblers/glasses for drinking water c) Stainless steel/Porcelain cups for drinking tea/coffee.
7.	Pest Control	Electrical discharge insect control system should be installed in the dining hall.
8.	Hand wash & utensil wash facility	10 Wash basins, preferably stainless steel, fitted with taps in a separate corridor adjoining the dining hall, to wash hands as well as plates.

The specifications stipulated above are the minimum infrastructure recommended. The institutes/Banks can create additional infrastructure if required.

For Due diligence refer- Form No. 9.3

Chapter 9

Hostel Infrastructure

Appendices

Due diligence Checklists for Hostel facilities

Checklists for conducting Due diligence of RSETI Hostel Infrastructure Facilities

Form No. 9.1 : Due diligence checklist for Dormitory

Sl.	Items/Parameters	Specified	Actuals
1.	No. of Units	Minimum 2 (one each for Gents & Ladies separately)	
2.	Capacity and Area	a) Gents Dormitory 1200 Sft.,to accommodate 50 persons b) Ladies Dormitory 800 Sft., to accommodate 30 persons	
3.	Roof	RCC	
4.	Ceiling Height	>10.5 feet	
5.	Flooring	Vitrified Tiles/ Marble/Granite	
6.	Lighting & Air/Ventilation	a) Adequate windows for natural light & ventilation. b) Sufficient Tube lights/LED Lights c) Fans covering the entire space	
7.	Electrical Fittings	a) Concealed & ISO standard wiring b) Generator/Solar power back up c) Mobile Charging points @ min. 4 per room	
8.	Bedding Facility	Each inmate should be provided with the following items: a) Cot &Matress b) Bed sheet c) Pillow & Pillow cover d) Blanket	
9.	Bathrooms/Toilets	a) Separately for Gents& Ladies b) Adjacent/attached to the respective dormitory c) @ one unit per 5 persons	
10.	Wash basin/Urinals	@ one per 10 persons	
11.	Water availability	Sump & Overhead tank with adequate storage capacity	
12.	Luggage/Valuable Storage facilities	Each inmate should be provided with a separate cabinet/locker facility to keep their luggage/valuables.	
13.	Other facilities	a) Facility for washing clothes b) Facility for drying the clothes c) Dress changing room within/adjacent to ladies dormitory	

Checklists for conducting Due diligence of RSETI Hostel Infrastructure Facilities

Form No. 9.2 : Standard facilities & Specifications for Kitchen

Sl.	Item/Facility	Specified	Actuals
1.	Area	200-300 Sft.(Carpet area)	
2.	Other provisions	a) Store room with an area of 150 Sft to store utensils, vegetables and other cooking ingredients b) Adequate shelves for storage.	
3.	Cooking utensils	Institute should provide all the vessels, cooking pans etc required for cooking.	
4.	Cooking infrastructure	The kitchen should be equipped with: a) Gas stoves b) Water taps with Wash basins c) Electrical points d) Cooking gas cylinders. e) Serving utensils/vessels f) Plates, glasses & cups	
5.	Other equipment	Kitchen should be provided with: a) Refrigerator b) Mixer/ grinder, etc.	
6.	Living room for cook /Caterer	There should be provision for a separate living space adjoining the kitchen with an area of 150 Sft for the caterer/ cook ,along with bathroom/toilet.	
7.	Washing space	A separate washing area for washing cooking vessels.	

Checklists for conducting Due diligence of RSETI Hostel Infrastructure Facilities

Form No. 9.3 : Standard facilities and Specifications for Dining Hall

Sl.	Item/Facility	Specified	Actuals
1.	Dining hall Area	Minimum 600-800 Sft.(Carpet area)	
2.	Capacity	Minimum 40 persons at a time	
3.	Serving of food	Self-service counters /pantry on one side of the hall to keep all the food items.	
4.	Dining tables & Chairs	Dining chairs & tables to accommodate minimum 40 persons at a time	
5.	Drinking water facility	Water purifying and water cooling system to provide clean & safe drinking water.	
6.	Cutlery for eating food & drinking water & Coffee/tea.	a) Stainless steel plates for breakfast, lunch, dinner b) Stainless steel tumblers/glasses for drinking water c) Stainless steel/Porcelain cups for drinking tea/ coffee.	
7.	Pest Control	Electrical discharge insect control system should be installed in the dining hall.	
8.	Hand wash & utensil wash facility	10 Wash basins, preferably stainless steel, fitted with taps in a separate corridor adjoining the dining hall, to wash hands as well as plates.	

Chapter 10

Maintenance of
RSETI Campus and Infrastructure

Maintenance of RSETI Campus and Infrastructure

Objectives:

Objectives of this chapter are to:
I.   Explain the importance & need for maintenance of RSETI Campus.
II. Define the components of maintenance like the process, periodicity, etc.
III. Specify the standards for maintenance of various infrastructure facilities in the campus.
IV. Provide guidelines for maintenance.
V.   Define the Role & responsibilities of RSETI personnel & Trainees in campus maintenance.

Synopsis:

- All the Training infrastructure facilities created in the institute should be maintained properly for long term use, hassle free operations, safety and security and return on investment.
- The standard guidelines for maintenance of Buildings, Furniture and fittings, Residential facilities, Training equipment, Kitchen, Dining Hall and campus in general are provided in separate tables.
- Specific aspects/components of maintenance and standards of desirable quality are specified in respect of each facility/infrastructure.
- Checklists for due diligence of maintenance of Training infrastructure are developed & provided.

Appropriate Training infrastructure is critical to achieve excellence in training and facilitate optimum learning. The physical learning environment including Classrooms, Work shed, Computer lab, Training equipment in adequate numbers and efficiently functional manner is critical for hassle free learning. This can happen with proper maintenance of infrastructure.

1. Need for maintenance of Training infrastructure

All the assets of RSETI are public property created out of funding support from different agencies including the Government and sponsor Banks. It is the responsibility of the institute to take care of all the assets for their utility with safety and security. It is also required that the investment in infrastructure is protected for usage in a consistent, measurable and sustainable manner. The purpose of maintenance is to ensure:

The major components of Training infrastructure requiring maintenance are:

i.   Buildings
ii. Furniture & Fittings
iii. Residential facilities
iv. Training Equipment
v.   Kitchen & Dining Hall related facility.
vi. Campus- General aspect

The standard requirements of maintenance and specific guidelines for maintenance of the above components are furnished in the tabular forms in the succeeding pages:

Notes:

A.   The information contained within this document represents practices and procedures that are a framework, intended to guide and influence but not be prescriptive.
B.   Each RSETI is unique and must use these guidelines in a way that best meets their individual needs.
C.   This document is not all inclusive, the information must be used in conjunction with professional judgement for situations which are unique, one of a kind.
D.   This is intended to be a 'living' document, reviewed annually and updated periodically for relevance to the operations and maintenance professionals.

i.   Long term usage - durability of the asset/facility
ii. Hassle free operations for smooth training activity
iii. Safety & security of the users
iv. Return on Investment – utility v/s opportunity cost, resulting in reduction of recurring training cost.
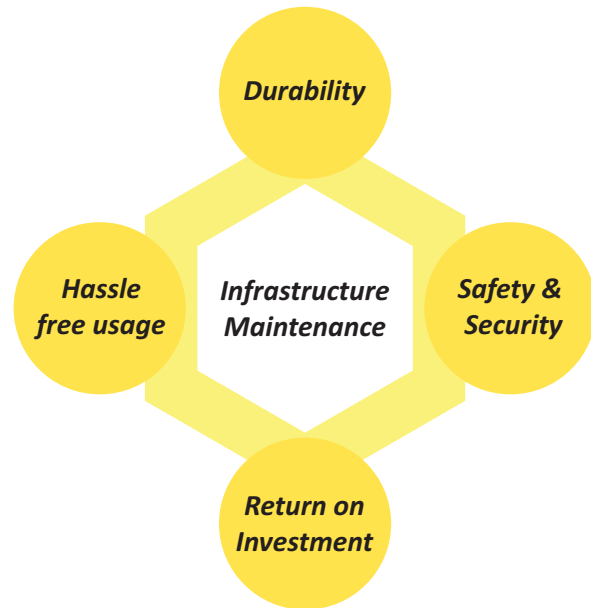
2. Mechanism for maintenance of Training infrastructure

Every RSETI shall put in place the following mechanism/arrangement for proper maintenance of Training infrastructure:

i.   Provide adequate budget for maintenance, including repairs and replacements, in the Annual budget of the institute.
ii. Prescribe the standards & guidelines for maintenance of each component of infrastructure.
iii. Assign the responsibility of every aspect of maintenance to the appropriate persons/agency.
iv. It is the responsibility of the Director in charge of RSETI to put in place the maintenance mechanism by delegating the responsibilities to the respective staff including the watchman/security staff. There must be one specific person responsible for a particular activity relating to maintenance.

3. Components of infrastructure requiring maintenance
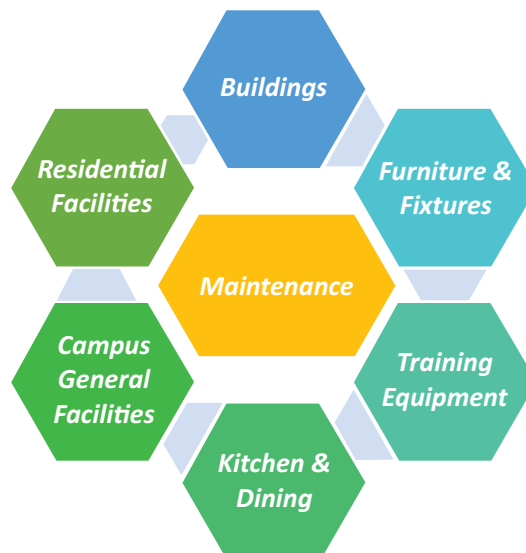
Table 1 : Maintenance of Buildings

Sl.	Item	Expectations	Guidelines for Maintenance	Periodicity
A	B	C	D	E
1.	Walls & ceilings of the rooms & Halls (Class room, Office, Corridors, Lobby, etc.,)	Walls must be Clean, free from dust, fungus cobwebs, crevices, dampness and dangling objects	a) Paint the walls, doors & windows b) Remove the dirt and cobwebs c) Clean the windows d) Fill the crevices with water proof material ,in case of dampness & fungus	a) Once in 2 yrs b) Monthly c) Daily d) As & when observed
2.	Floors	Clean, free from dust, mud, garbage	a) Sweep the floor b) Wash/Mop the floor	a) Daily b) Weekly
3.	Toilets	Clean, free from dust, garbage & smell	▪ Wash with cleaning chemical and water	▪ Twice every week
4.	Wash Basin	Stain free, No leakage in tap & easy drainage	▪ Clean with tile cleaner & water	▪ Weekly
5.	Doors & Windows	Free movements for opening, close,bolt & lock	a) Check the functioning of hinges & bolts. b) Grease the hinges c) Clean the glasses & panels	a) Monthly b) Daily
6.	Library	i) Books should be neatly staked in closed glass doored cup boards. ii) Reading room furniture should be neat, clean & in working condition	a) Index & arrange the Books b) Maintain Library inventory Register and Library Books issued Register. c) Account for all the Books purchased.	Ongoing basis
7.	Others	▪ Garbage collection at crucial points and disposal	a) Keep dustbins at important locations. b) Dispose off the garbage	a) Always b) Daily

Table 2 : Maintenance of Furniture and Fixtures

Sl.	Item	Expectations	Guidelines for Maintenance	Periodicity
A	B	C	D	E
1.	Chairs & Tables	Working condition & dust free	a) Repair & replace the worn out damaged part b) Dust/wipe the item c) Paint/varnish the furniture	a) As and when noticed b) Everyday c) Periodically
2.	Electrical fittings, Lights, Fans Coolers, Heaters	I) Firmly fixed to the wall/roof/stand ii) Always in working & usable condition iii) Free from shocks/ grounding/short circuit, etc. iv) Free from noise & vibrations	a) Check the fitness b) Dust the equipment c) Replace the defective/worn out part d) Use quality wire & material	a) Periodically b) As and when observed c) Always
3.	Electrical Installations	i) All electrical Installations like Transformer, Panel Board, starters, motors, pumpsets ,etc., must be of Standard BIS quality. ii) Installations to be lightning proof & shock/leakage proof	a) Earthing of the installations as specified by the Electricity Supply Board. b) Use standard lightning proof equipment. c) Inspection of the installations by a qualified & registered electrician. d) Replace the damaged parts with quality wires/spares	a) At the time of installation b) Monthly as and when complaint arises c) Ask when required
4.	UPS	Working Condition	a) Check & Fill distilled water b) Check the battery & Replace the defective one c) Arrange Annual Maintenance Contract	a) Periodically/ Monthly b) Ongoing basis
5.	Solar Panels & Solar water heaters	Panels should be in working condition & efficient	a) Check the efficiency b) Clean the panels c) Check the pipes & Tank for closing leakage	a) Periodically b) Weekly c) Monthly

Table 3 : Maintenance of Residential Blocks

Sl.	Item	Expectations	Guidelines for Maintenance	Periodicity
A	B	C	D	E
1.	Guest Rooms, Dormitories, Corridors, common passages, stairs, etc,	Walls & ceilings must be clean, free from dust, fungus cobwebs, dampness and dangling objects	a) Paint the walls, doors & Windows b) Remove the dirt c) Clean the windows d) Fill the crevices with water proof material ,in case of dampness & fungus	a) Once in 2 yrs b) Monthly c) Daily d) As and when observed
2.	Floors	▪ Clean, free from dust, mud, garbage	a) Sweep the floor b) Wash/Mop the floor	a) Daily b) Weekly
3.	Doors & Windows	▪ Free movements for opening, close, bolt & lock	a) Check the functioning of hinges & bolts. b) Grease the hinges c) lean the glasses & panels	a) Daily b) Monthly c) Daily
4.	Toilets	Keep them clean, free from dust, ,garbage & smell	a) Wash with cleaning chemical and water b) Use the services of scavengers for cleaning work c) Keep cleaning material and brush in all the toilets.	a) Twice a week b) Ongoing basis c) Always
5.	Bathrooms	Clean, free from dust, garbage & smell	▪ Wash with cleaning chemical and water	Daily
6.	Bed & bed sheets/rugs/ blankets, Window curtains	Clean & free from dust & smell	a) Dust the bed & laundry wash & dry the bed sheet b) Replace the torn & damaged ones	a) After use by one trainee of every batch b) As & when noticed.
7.	Taps & Showers	Leakproof,firmly fitted & functional	a) Check the working condition b) Repair & replace the defective parts/tap	a) Daily b) As & when noticed
8.	Drainage	Used/flushed water from bathroom & toilets to be moved out smoothly in closed pipes avoiding of flooding & wetness of the place	a) Check the drainage & gully traps for clogging. b) Clean the chambers to avoid clogging c) Tie up with municipality for disposal of solid waste from the sceptic tanks	a) Daily b) On going basis

General:

1. Replace the damaged consumable items like buckets, mugs, cleaning brushes, floor mat, door mat, etc., immediately.
2. Keep the place for washing & drying of clothes by the trainees clean and accessible to sunlight.
3. Ensure that used water is drained out smoothly from such place.

Table 4 : Maintenance of Training Equipment

Sl.	Item	Expectations	Guidelines for Maintenance	Periodicity
A	**B**	**C**	**D**	**E**
1.	Training Equipments	Training equipment like Tailoring machines, beauty parlour chairs, motor rewinding equipment, must be in working condition/ functional and free from rust.	a) Store the equipment in a separate store room with appropriate shelves b) Service the equipment. c) Sweep & dust the room d) Maintain the inventory register. e) Dispose off the obsolete items.	a) Ongoing Basis b) Before commenceme-nt of Training c) Daily d) Ongoing basis e) Ones in a year during January
2.	Tools for Practical Training	▪ Suitable, good quality tools in adequate numbers must be made available for all technical training programmes.	a) Grease the tools when not in use. b) Keep them in a moisture free store room. c) Arrange neatly d) Maintain Inventory	a) Regularly b) Always c) Always d) Ongoing basis
3.	Consumables for Practical Training	▪ Good quality consumables like thread, buttons, beauty aids, electronic components, spares wires, kits, etc., must be made available	a) Purchase only required quantity & quality for each Training. b) Dispose off unusable/used consumables immediately after training. c) Label & store the balance items in separate boxes in a moisture free store room.	▪ a) As per training schedule ▪ b) At the end of the respective training batch ▪ Ongoing basis

Table 5 : Maintenance of Kitchen and Dining Hall

Sl.	Item	Expectations	Guidelines for Maintenance	Periodicity
A	B	C	D	E
1.	Walls & ceilings	Walls & ceilings must be Clean, free from dust, fungus cobwebs, dampness and dangling objects	a) Paint the walls, doors & Windows b) Remove the dirt c) Clean the windows d) Fill the crevices with water proof material, in case of dampness & fungus	a) Once in 2 yrs b) Monthly c) Daily d) As and when observed
2.	Floors	▪ Clean, free from dust, mud, garbage	a) Sweep the floor b) Wash/Mop the floor	a) Daily b) Weekly
3.	Dining Chairs & Tables	▪ Firm, strong in working condition, and clean and free from dirt	a) Clean/mop b) Wash the furniture	a) As & when used b) Periodically
4.	Kitchen Equipment	I) Gas/electrical stoves and mixer/grinder in perfectly working condition	a) Service the stoves. b) Repair/replace the grinder/mixer	a) Quarterly b) As and when found faulty functioning
5.	Store Room	I) Store room should be equipped with well organized shelves to keep grocery, spices, vegetables, utensils etc., ii) No scope for contamination of food & material. iii) Maintain moisture free & dust free	a) Arrange the items neatly & separately. b) Remove the garbage & unwanted things. c) Keep the room ventilated d) Sweep & wash/mop the room	a) Always b) Daily c) Always d) Daily

Table 6 : Maintenance of Campus - General

Sl.	Item	Expectations	Guidelines for Maintenance	Periodicity
A	B	C	D	E
1.	Compound Wall/Fencing	Completely secured, neatly painted, free from posters, hangings. No access/entry from other than permitted gates	a) Clean the wall b) Repair the damaged portions c) Remove posters & such material d) Check the fencing for damages & repairs	a) Periodically b) As & When Noticed c) As & When Noticed d) Daily
2.	Entrance Gate	I) Free from obstructions ii) Secured & Lockable condition. iii) Smooth opening and closing operations	a) Remove obstructing objects/vehicles/vegetation b) Service the gates c) Lock the gate after working hours	a) As & When Noticed b) Periodically c) Daily
3.	Garden	▪ Keep the garden neat with well nurtured flowering & other plants	a) Water the plants b) Remove the fallen twigs, leaves and other garbage items c) Nurture the plants by applying manure & weeding d) Control the pests using bio-pesticides. e) Replant short duration plants	a) Daily b) Regularly c) Periodically d) As & when required
4.	Open Spaces	• All open spaces should be kept neatly free from garbages & unwanted objects.	a) Sweep the open ground. b) Ensure that vehicles are parked in the allotted space. c) Remove the garbage	a) Daily b) Always c) Daily
5.	Water Supply Installations.	I) All pumps in working condition ii) No leakage in supply pipes iii) Water Tanks & sumps clean & free from mud/external bodies/germs	a) Check the functioning b) Replace the damaged items c) Clean the water tank	▪ a) Daily ▪ b) Ask when observed ▪ c) Monthly
6.	Fire Safety Equipment	• Always in working Condition • Affixed at crucial locations • Easily accessible	a) Inspect the equipment. b) Refill/replace the gas/liquid c) When fire is noticed, inform fire station immediately i) Use the equipment instantly d) Train the staff in use of Fire Safety Equipment	a) Daily b) As and when required c) Always

7.	Pest Control	I) Entire campus must be free from pests including cockroaches rodents, snakes, insects, etc. ii) All the beds/matresses in the hostel, free from bed bugs.	a) Fix mosquito net fitted windows b) Apply/spray eco friendly pest control sprays in the entire campus c) Keep rodent traps d) Dry the matresses & beds in sunlight	a) Always b) Monthly c) As and when required
8.	Garbage Collection & Disposal	I) Entire campus must be garbage free. ii) Appropriate garbage collection, seggregation and disposal measures to be put in place.	▪ Keep dustbins at important locations in the entire campus - office, class rooms, passages, kitchen & dormitory. ▪ Keep separate dustbin for collection of dry waste & wet waste. ▪ Segregate dry waste & wet waste. ▪ Convert wet waste in to compost ▪ Tie up with municipality/panchayath and arrange for disposal of garbage	▪ Always ▪ Always ▪ Daily ▪ Daily ▪ Daily

3. Other Important Issues:

i)   Contact Numbers of essential services like water supply, electricity supply, telephone, broad band, plumber, electrician, technician for maintenance of computers & electronic & other training equipments must be kept in the office in a separate file. This must be easily accessible to the staff, guest faculty, kitchen staff, trainees and security staff.

ii)   All assets in the classrooms (furniture, fixtures) and in the workshop must be numbered using pre-fixed coding method and must be noted in the Fixed Assets Register maintained in the Institute. Changes in the same must be periodically updated.

iii)   The charge of depreciation on these assets must be accurately recorded in the Books of Accounts as well as in the Asset Register along with original cost (referring to receipt / Invoice) and voucher number.

vi) Apart from the Fixed Assets Register, a Movement Register must also be maintained to record movement of furniture and other items (such as AV equipment, CDs, etc.) from one Institute to the other or from Institute to field and back to the Institute Premises.

v) Obsolete and unusable fixed assets must be disposed off by following proper procedure as prescribed by the sponsoring Bank. The Format of the Fixed Assets Register is provided in Appendix 1.

vi) All fixed assets including building are to be compulsorily insured for proper value with a reputed Insurance Company. The Insurance Premia must be remitted and policy renewed annually without allowing it to lapse. Half yearly and Annual confirmation/Statement in this regard must be submitted to the controlling office of the sponsoring Bank.

vii) All assets of the Institute are public property (created out of Public / Bank / Government Funds) and hence their care and up keep is a national responsibility. This sense of care for the assets must also be instilled in the participating trainees so that they also use the Institute's assets and facilities in a proper manner.

viii) Shramadaan activity, an essential component of residential training for instilling in the trainees the dignity of labour & spirit of service. As part of shramadaan the trainees services can be utilised for cleaning the campus daily, under the supervision of staff members.

ix) A separate Register/Checklist should be maintained recording the maintenance activities/fumctions allotted to and performed by the respective designated persons. This checklist must be verified and signed by the Director once in a month

SHRAMADAN

Chapter 10

Maintenance of
RSETI Campus and Infrastructure

Appendix

Fixed Asset Register

Fixed Assets Register contains 2 Parts. Part A – Fixed Assets acquired & maintained, Part B – Fixed Assets Movement.

I. Separate pages in a single register may be allotted for part A & Part B.

II. Details of only such assets which are taken out of the campus should be entered in Part B

III. Present Book value of the asset is the purchase price minus accumulated/cumulative depreciation of the particular asset. This is available in the Schedules to the Balance Sheet prepared annually.

Part A: Fixed Assets acquired & maintained

Sl No.	Asset Code	Date of purchase	Description of the Asset (Item, Make, Model, Sl No. etc,.	Bill details	Purchase price	Sanction reference	Sanctioning Authority	Date of disposal	Price/value realised	Book value at the time of disposal	Remarks
A	B	C	D	E	F	G	H	I	J	J	K

Part B:Fixed Assets movement Register

Sl No.	Asset Code	Date of purchase	Description of the Asset (Item, Make, Model, Sl No. etc,.	Purcha se Price	Outgoing date	Outgoing location	Outgoing Purpose	Movement permitted by	Date of Return	Remarks	Signature of the Director
A	B	C	D	E	F	G	H	I	J	J	K

Chapter 11

Promotion of RSETIs
- Branding & IEC

RSETI

Rural Self Employment
Training Institutes

Powering Rural Entrepreneurship

Promotion of RSETIs - Branding and IEC

Objectives:

Objectives of this chapter are to:
I. Emphasise the need for and importance of Promotion of RSETIs.
II. Elucidate the objectives of a promotional strategy for RSETIs.
III. Explain the importance of branding RSETIs and components of brand building.
IV. Lay down the guidelines for branding of RSETIs.

Synopsis:

- RSETIs have to undertake extensive promotional activities for reaching out to various stakeholders including rural poor, Youth & women, Government departments, Financial institutions, development organisations, industry/corporate bodies and citizens at large.
- Promotional strategy objectives are laid down for the guidance of the institutes and components of promotional strategy are defined.
- The detailed guidelines are to be followed by RSETIs for effective brand building by adopting common logo and other brand building aspects.

1. Need for Promotion of RSETIs.

RSETIs are the district level development organisations created and nurtured by the Government and the Banks for serving the objectives of sustainable livelihoods to rural poor families, mainly targeting the youth. In the backdrop of creating infrastructure and deploying all resources for ongoing training activity, it is essential for the institutes to reach out to large target group in the nook and corner of the area of operations. Hence a sustained multifaceted campaign has to be undertaken to promote the RSETIs among the people especially targeting the following audience/stakeholders:

a) Youth & Women
b) Government departments both at Centre & State
c) Development Organisations/NGOs & Civil Societies
d) Financial Institutions
e) Academic Institutions
f) Industry Bodies/ Corporate bodies
g) Citizens at large

2. Promotion Strategy

A promotion strategy shall be adopted by the RSETIs with the following objectives:

I.   To effectively create and deliver the message of RSETIs as facilitators for creating sustainable livelihoods to rural families.
ii. To expand visibility of RSETIs by way of effective branding across various platforms with special focus on new media and public interface touch points.
iii. To disseminate the message of RSETIs across various communication platforms and to establish credibility of message by ensuring a value proposition.
iv. To connect with people in a sustainable manner by identifying and engaging stakeholders at various levels to expand the services of RSETI.
v.   To effectively communicate about the RSETI concept and activities in vernacular language as far as possible.

To achieve the above objectives, a Media and Communication strategy is necessary to create awareness, disseminate information, promotion and publicity about the RSETI platform, its activities and other components to all stakeholders. Effective IEC (Information, Education & Communication) tools shall be deployed to implement the strategy.

3. Branding of RSETIs

RSETIs need to have a proper Brand image and a collaborative appearance among the public and other stakeholders. A common branding of RSETIs in terms of uniform logo and appearance, and practices, etc will create a visible united image of brand RSETI overcoming the diversities of different promoters and location. A distinct branding is required also to gain further credibility to its programmes /activities and to attract the attention and interest of the youth aspiring to take up self employment as a career option and also other target groups and stake holders. The branding shall create a separate identity to RSETIs among the peers and enable to expand its horizon in creating value addition to the Trainers/Facilitators and various organizations involved in self employment promotion all over the country. The branding exercise shall cover the areas of Identity, Infrastructure, Corporate communication and Publicity.

3.1. Common Logo for RSETIs

As a part of branding exercise the logo has been developed for RSETIs and approved by the National Level Steering Committee for RSETIs (NLACR).

This common Logo should be used by all the RSETIs promoted by different Banks across the country.

The Ministry of Rural Development (MoRD), Government of India vide its Notification

no.3/2017 dated.23rd October 2017 has advised regarding the usage of Logo by RSETIs in all its operations as a brand building exercise. Specific guidelines have been issued in this regard. The usage of RSETI Logo will be mandatory in the following operations :

a.   Merchandise

b.   Cap

c.   Men's / Women's Uniforms

d.   Stationery – Envelope, Folders, Note Pad, Letter Head, Visiting Cards and Dealer Panels.

e.   Signage / Sign Boards etc.

The usage of RSETI Logo ,size, typography , color norms etc are explained in the following paragraphs:

Table 1 : Specifications and usage of common Logo for RSETIs

Sl.	Design Particulars	Relevance to RSETI
1.	The Brief	Should be used in all communications involving RSETIs
2.	Symbolism	The human figure represents ambition and positivity. The integration of the upward arrow signifies entrepreneurship. The grey wings serve as the spring board that RSETI provides to catapult the ambitious ones towards success and growth.
3.	Style	The logo is designed in a clean and orderly fashion to command respect as well as offer hope and encouragement. The rural entrepreneurs must look towards it as a symbol of acceleration and expansion of their business.
4.	Typography	The type faces used represent the strength of the project ,while relating well to the DDU-GKY logo personality.
5.	Colour	The colour green brings in a direct connect to the "rural" aspect of RSETI ,while naturally denoting the colour psychology of green: vitality and growth.
6.	Relationship with DDU-GKY	The logo has been designed to stay in balance with the DDU-GKY identity ,like the two arms of mother MoRD.

The brand manual to be followed by the RSETIs is furnished in the Appendix.

Chapter 11

Promotion of RSETIs - Branding & IEC

Appendix

Brand Manual for RSETIs

1. Logo

Denotes Ambition + Denotes Success =

2. Font Family

FIRA SANS

ABCDEFGHIJKLMN OPQRSTUVWXYZ 0123456789

Fira Sans Bold

Fira Sans Regular

Fira Sans Italic

3. Font Usage

HEADLINE FONT
Main headline is set up in upper case

Body copy font
Supporting or information headings and short passages
of copy are set in upper lowercase.

4. Color Code

C – 78 M – 11 Y – 45 K – 0	C – 0 M – 0 Y – 0 K – 60	Pantone Cool gray 8 c	Pantone 3262 c
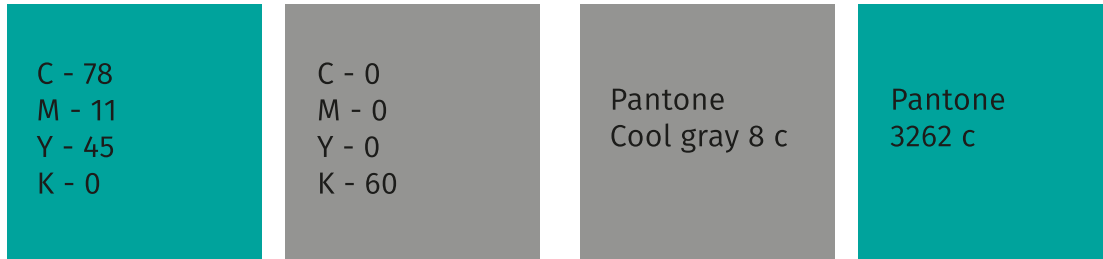
5. Signage

The logo should always come in the center on the Banner with the logo of Associate sponsor

6. Letter Head

Leaving equal space of 2cm both sides

RSETI, Flat/Room No., Building Name, Area Name, Road Name, New Delhi - 110 001.
P: +91 22 1234 5678 | F: +91 22 1234 5678 | Customer Support: +91 98765 43210

Size: A4

7. Visiting Card

Kabir Mehra
Managing Director

E: kabirm@rseti.com
M: +91 98765 43210

RSETI, Flat/Room No.,
Building Name, Area Name, Road
Name, New Delhi - 110 001.

P: +91 22 1234 5678
F: +91 22 1234 5678
Customer Support:
+91 98765 43210
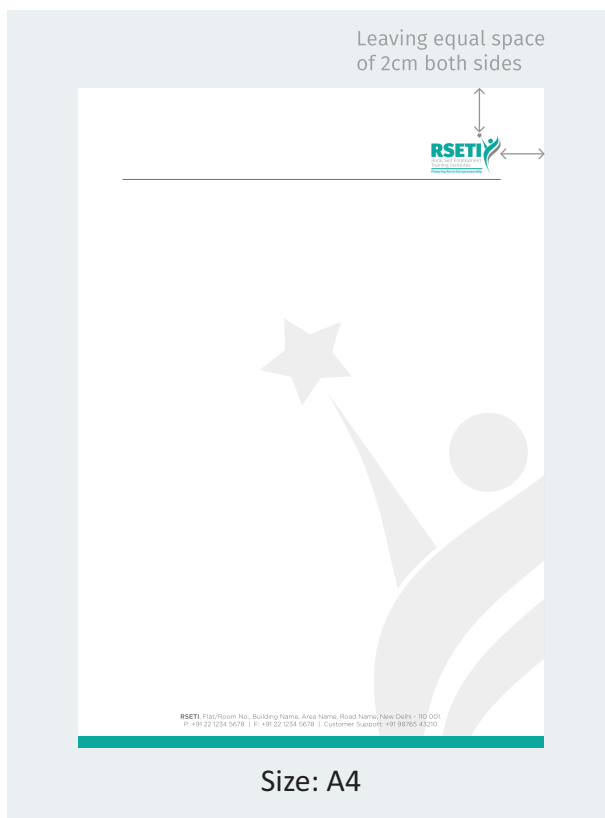
Size: 90mm(W) x 50mm(H)

8. Cap

9. Envelope

Size: 9'' (w) x 4.5'' (H)

10. Folder

Size: 240mm (H) x 320mm (W)

11. Note Pad

Size: A5

Front
Cover

Back
Cover

12. Uniform

12.1 Men's

12.2 Women's

Appendices
to Chapter No. 8
Training Aids and Equipments

Training Aids and Equipments

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Generic Training Aids

1 **White Board &
White Board Markers**

2 **LCD Projector**

3 **Computer /
Laptop**

4 **Printer**

5 **Scanner**

6 **Broadband Connectivity**

7 **Collar / Hand Mike & Class room speakers**

8 **Chart Papers & Markers**

09 **Achievement Motivation Training Work Book**
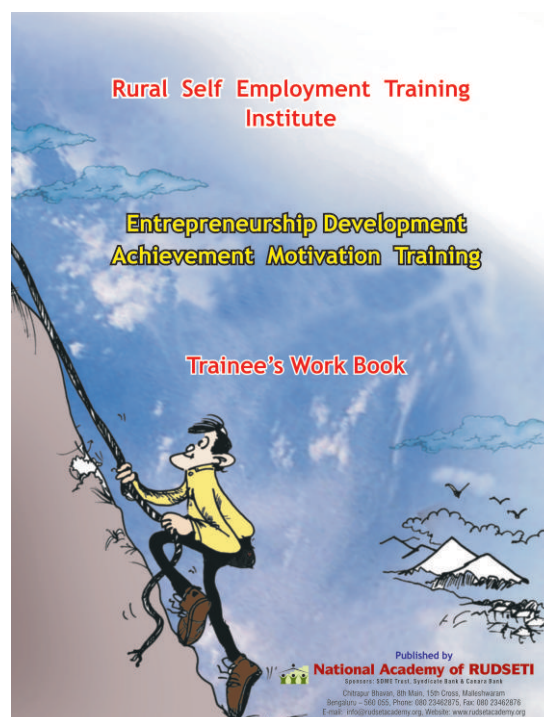
Programme Specific

1. Video clips for Achievement Motivation Training

2. Video clips for internalization of entrepreneurial competencies

3. Case Studies for identification of Entrepreneurial competencies

4. A poster / chart with competencies & description prominently written

5. Training aid for Boat Game:

 i. Glossy colour paper (one side only colored) of 10cmX10 cm dimension

 ii. About 20 such 10cm square paper for each candidate

iii. Instruction sheet & data record sheet for each candidate

6. Training aids for Ring Toss exercise :

i. 4 light weight rings of about 8" diameter,

ii. A wooden peg with stand of about 18" height

iii. Distance markers, scoring & recording sheet

7. Training aid for Tower building exercise:

I. About 25 wooden blocks (cube shaped)with plain surface of 9 Sq. centimeters each,

ii. Clean hand kerchief/cloth (black colour) for blind folding, observation sheets, paper slips
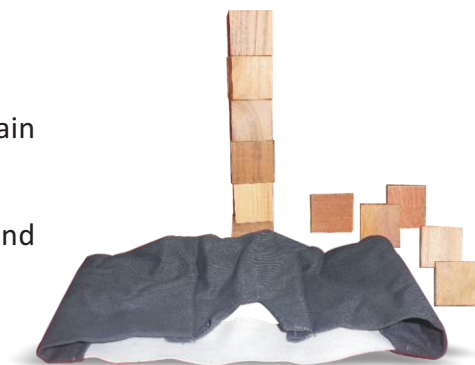
8. Demonstrative chart on Deposits, Advances & other banking services

Homemade Agarbatti Maker

Course Code 30004

Training Aids & Equipments

1. Model Project Report on Homemade Agarbatti Making
2. Pedal driven/motor driven Agarbatti Making Machine (1 No.)
3. Fully automatic machine (1No.)
4. Wooden Platforms for hand rolling of Agarbatti (20 Nos.)
5. Chopper small (5 Nos.)
6. Mixing machine – small/medium (I Nos.)
7. Sprayer (5 No)
8. Utensils (Big 3, small 5)
9. Consumables - Bamboo sticks 25kgs., Charcoal Dust 20kgs., White chips 50Kgs., Gigatu 20Kgs., Aromatics chemicals and Essential oils 15Kgs.

Resham Kosh Utpadak Udyami
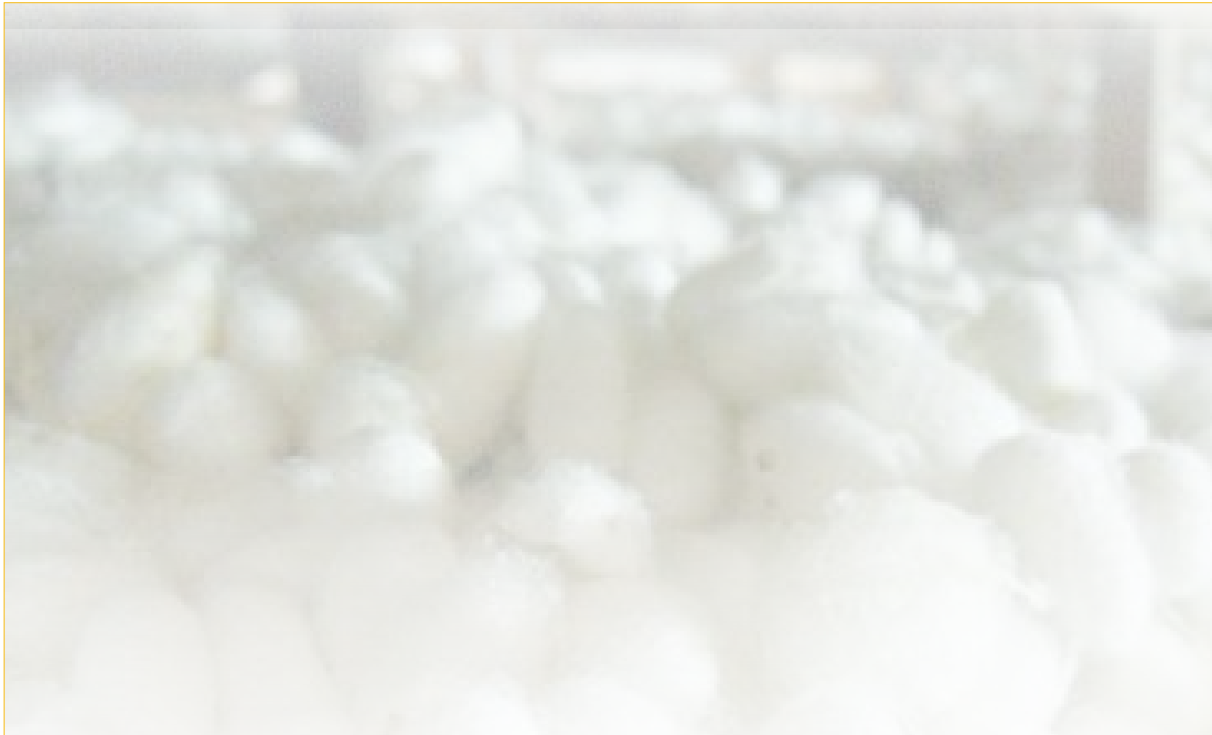
Training Aids & Equipments

1. Model Project Report for a Sericulture unit
2. Demonstrative charts for mulberry plants, cultivable host plants for Tussar, Eri & Moga
3. Demonstrative chart for productivity statistics
4. Demonstrative chart for life cycle of silk worm
5. Video clip/film on diseases
6. Silk worm rearing house and equipments - Specimen
7. Video clips/films on Sericulture (Chawki rearing, grainage activity, feeding & marketing of cocoon)
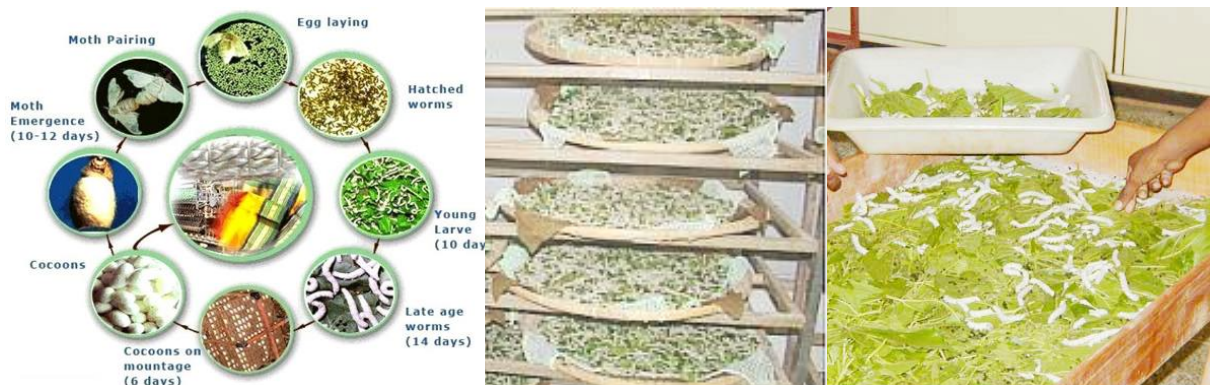
Dairy & Vermi Compost Making

Course Code 30006

Training Aids & Equipments

1. Model Project Report on Dairy Farming & Vermi compost making
2. Demonstrative charts on different breeds of cows
3. Video clips on fodder crops
4. Video clips on Mastitis and other diseases & their management
5. Video clips on artificial insemination
6. Shed/platform for vermin compost making
7. Equipments for digging of pits
8. Dressing materials, manure
9. Earthworm
10. Video on Milk marketing set up & Societies
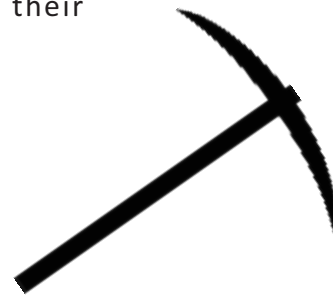
Paper Cover, Envelope and File Making

Course Code 30008

Training Aids & Equipments

1. Model Project Report on Paper Cover, Envelope & File Making
2. Scale / Ruler (2Nos.)
3. Scissors (5 Nos.)
4. Marker / Pencils (2 packet)
5. Hand operated paper cutting machine (1 No.)
6. Consumable like Design Papers 150 sheets, Hard sheets 60 sheets, Corner clips 90nos., Tapes 6nos, Glue 5 large bottles, Clips 90nos.

Commercial Horticulture

Course Code 30017

Training Aids & Equipments

1. Demonstrative chart on Deposits, Advances & other Banking services
2. Demonstrative chart on Agro climatic zones
3. Secature (2 Nos.)
4. Hand Fork (2 Nos.)
5. Trowel (2Nos.)
6. Grafting Knife (2Nos.)
7. Pen Knife (2 Nos.)
8. Kurpi (2 Nos.)
9. Plasti Tray for holding seedling pots, bags (5 nos.)
10. Nursery Polythene Bags (50)
11. Pots for plants (10 Nos.)
12. Vegetable Grow bags (25 Nos.)
13. Hand sprayer (1 No.)
14. Consumables like seeds, plants, fertilizers, pesticides, soil in required quantity in consultation with the Domain Trainer
15. Video clip on Bio-technology in horticulture and – BT varieties
16. Video clips on horticultural crops, fruit & flower crops of the region
17. Video clip on vegetable cultivation
18. Video clip on cultivation of medicinal & aromatic plants
19. Video clip on plantation crops of the region
20. Video clips on propagation techniques like grafting, budding & layering
21. Video clip on marketing of horticultural crops
22. Model project report for commercial horticulture

Krishi Udyami

Course Code 30021

Training Aids & Equipments

1. Video clips on soil types, fertility, sampling and soil test
2. Demonstrative chart on breeds of dairy animals
3. Video clip on Dairy management
4. Video clip on Agro processing
5. Video clip on marketing of agricultural produce, ware house and cold storage facilities
6. Video clips on nursery plant propagation house
7. Demonstrative chart on common pests/ insects of major agri crops of the region
8. Demonstrative chart on common pests/ insects of major horticultural crops of the region
9. Model project reports on Farm models & farm budgeting

Soft Toys Maker & Seller

Training Aids & Equipments

1. Model Project Reports on Soft Toys Making
2. Sewing Machine - Regular (5 Nos.)
3. Sewing Machine - Heavy Duty (2 Nos)
4. Scissors (5 Nos.)
5. Hack saw / Blades (2 Nos.)
6. Wire & Strip Cutter (2 Nos.)
7. Pliers (5 Nos.)
8. Measuring tapes (5 Nos.)
9. Cutting/Working tables (4 Nos)
10. Rectangular
11. Consumables like needles, long fur, short fur, medium fur, cotton, felt cloth, asbestos, acrylic cloth, sponge, gum, nichrome wire etc in sufficient quantity in consultation with the Domain Trainer
12. Video clips on soft toys Making & Selling
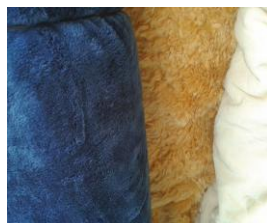
Sheep Rearing

Training Aids & Equipments

1. Demonstrative chart on Deposits, Advances & other Banking services
2. Demonstrative chart on indigenous sheep breeds
3. Demonstrative chart on exotic sheep breeds
4. Film/Video clip on Sheep rearing
5. Model Project Report on Sheep Rearing

Jute Products Udyami

Training Aids & Equipments

1. Model Project Report on Jute Products Making
2. Sewing Machine - regualar(5 Nos.)
3. Sewing Machine – Heavey Duty (2Nos.)
4. Needle (2 Packets)
5. Scissors (5 Nos.)
6. Cutting table
7. Measuring Tapes (5 Nos.)
8. Marker Chalk (2Box)
9. Consumables like Jute cloth, gum, buttons, jips etc in sufficient quantify in consultation with Domain Skill Trainers
10. Video clips on Jute Products Making & marketing
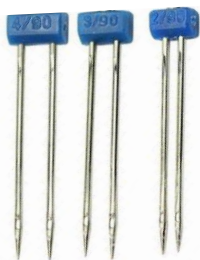
Poultry

Training Aids & Equipments

1. Demonstrative chart on Deposits, Advances & other Banking services
2. Demonstrative chart on Poultry breeds, Quail, Duck & Turkey
3. Demonstrative chart on Broiler & Layers
4. Video clip on chick procurement, transportation & care
5. Video clip on poultry equipments, their use and maintenance
6. Video clips on Poultry diseases, vaccination & prevention
7. Video on poultry waste management
8. Model Project Report for Poultry Farming

Papad, Pickles & Masala Powder Making

Training Aids & Equipments

1. Mixer/Grinder
2. Wooden roller & platform for papad making
3. Frying pan
4. Gas Stove
5. Kitchen Knife set
6. Spoon Set
7. Steel Buckets
8. Apron
9. Disposable gloves
10. Packing material (disposable)
11. Video clips on Papad making & selling
12. Video Clips on Pickle making & selling
13. Video clip on Masala Powder making & selling
14. Model Project Reports

Organisational setup & Governance of RSETIs

Goat Rearing

Course Code 30029

Training Aids & Equipments

1. Demonstrative chart on indigenous Goat breeds
2. Demonstrative chart on exotic Goat breeds
3. Film/Video clip on Goat rearing
4. Model Project Report on Goat Rearing

Cultivation of Medicinal & Aromatic Plants

Course Code 30030

Training Aids & Equipments

1. Video clip/Demonstrative chart for medicinal plants of the region
2. Video clip/Demonstrative chart for aromatic plants of the region
3. Video clip on cultivation of medicinal plants
4. Video clip on aromatic pants of the region
5. Video clips on extraction of aromatic oil, processing and usages
6. Video clips on water management – irrigation of crops of medicinal & aromatic plants
7. Video clip on harvesting, storage & package of harvested crops of medicinal and aromatic plants
8. Model Project Report for Cultivation of Medicinal & Aromatic plants

Rubber Tapping & Processing

Course Code 30031

Training Aids & Equipments

1. Model project report on rubber cultivation
2. Tapping knife
3. Latex collecting cups
4. Rain Guards
5. Tin / Bucket
6. Trays / Moulds
7. Chemicals for coagulation
8. Wooden Roller
9. Hand / Pedal driven sheet maker
10. Video clip on rubber nursery
11. Video clip on rubber tapping – girding, temptation & tapping
12. Video clips on rubber processing and sheet making

Fast Food Stall Udyami

Training Aids & Equipments

1. Model Project Report for Fast Food Stall
2. Kerosene/Gas Stove (1 No.)
3. Mixer/Grinder (1 No.)
4. Vessels / Utensils for making Fast Food Items
5. Kitchen Knife set (2 No.)
6. Frying Pans (2 Nos.)
7. Sev puri maker (2 nos.)
8. Noodle maker (2 nos.)
9. Gloves (30 nos.)
10. Chef's hats (30 nos.)
11. Working tables (3 nos.)
12. Refrigerator (1 nos.)
13. Cookers - 1ltr./2ltr - 1Each
14. Measuring Jars (3 nos)
15. Weighing machine (1 nos)
11. Consumables like Grocery items, masala items etc in sufficient quantity in consultation with the Domain trainer

Business Correspondent & Business Facilitator

Course Code 30037

Training Aids & Equipments

1. Demonstrative Chart for KYC norms
2. Demonstrative chart for Demand & Time Deposits
3. Demonstrative chart for credit schemes like MUDRA
4. Application/blank loan document forms for exercise in filling of account opening forms, loan forms and loan documentation
5. Demonstrative Chart on SHGs and Micro Finance
6. Demonstrative charts on Social Security Schemes –PMJDT, APY, PMJJBY, PMSBY, PMFBY etc.

Debt Recovery Agents

Course Code 30038
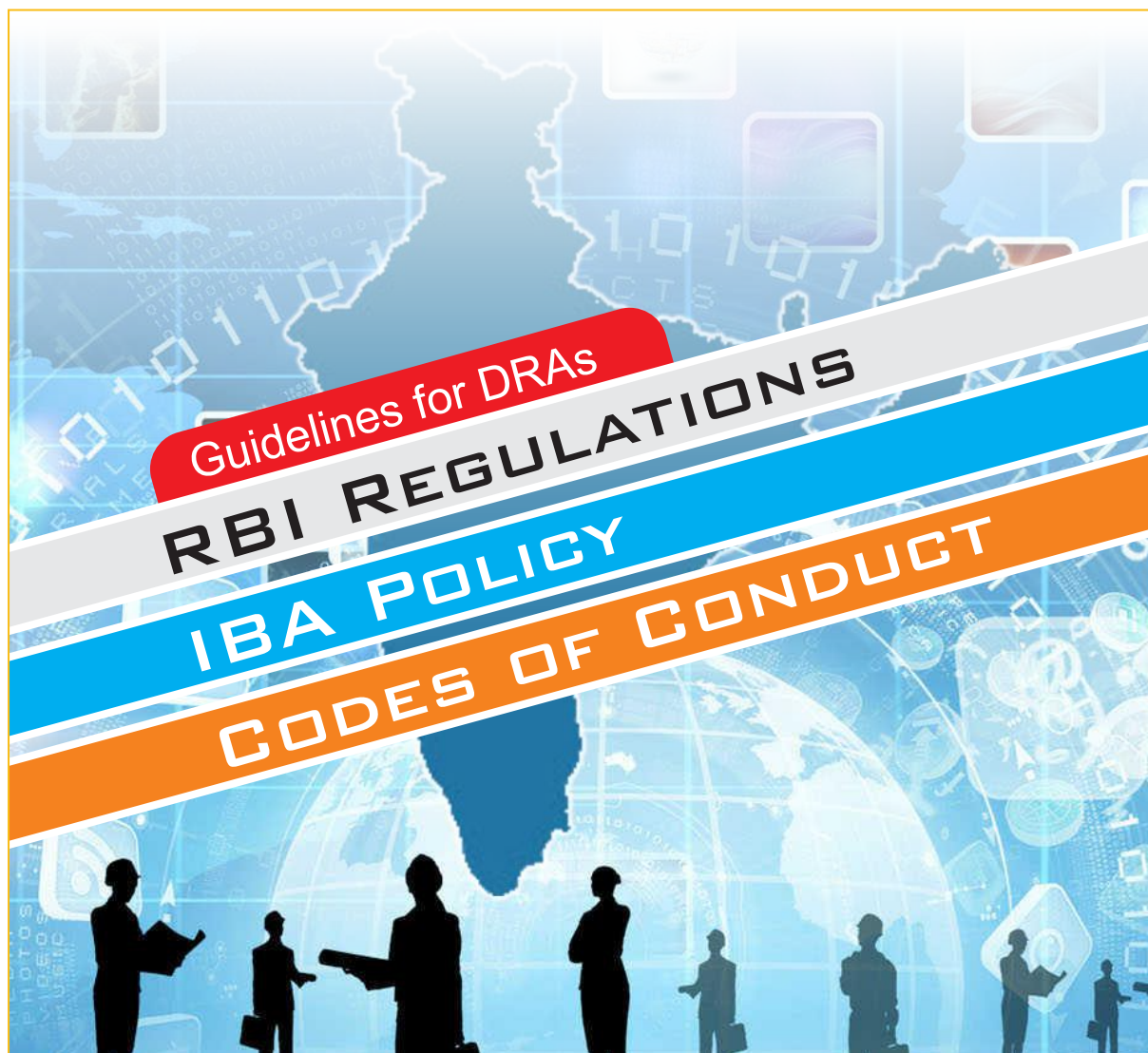
Training Aids & Equipments

1. Demonstrative Chart for KYC norms
2. Demonstrative Chart on NPA norms & methods of recovery
3. Video clips on Personal & Telephone etiquettes
4. Video clips on Persuasion and Negotiation Skills
5. Case Studies

Piggery

Training Aids & Equipments

1. Demonstrative chart/video clip on breeds of pigs
2. Video clip on Breeding practices, farrowing and weaning
3. Video clip on feeding of pigs
4. Demonstrative chart on age wise feeding of pigs
5. Video clip of general management of piggery unit (health & hygiene)
6. Video clip on common diseases in pigs and their control
7. Video clip on waste management in piggery
8. Video clip on marketing management in piggery
9. Model project report of a Piggery unit

Commercial Floriculture

Training Aids & Equipments

1. Video clip / Demonstrative chart for major flower crops
2. Video clip / Demonstrative chart for major foliage & ornamental plants
3. Video clip on nutrition, fertigation and irrigation management in flower crops
4. Video clip on propagation techniques in flower and ornamental plants
5. Video clip on harvesting and packaging methods in floriculture
6. Model project report for a Floriculture unit

Vegetable Nursery Management And Cultivation

Training Aids & Equipments

1. Cultivable plots for seed bed preparation
2. Pro-tray for nursery rearing
3. Poly bags for demonstration / practical
4. Video clip on vegetable nursery - propagation house, protected structures, poly house, shade net house etc.
5. Video clip on fertigation methods in vegetable cultivation
6. Demonstrative charts on common pests and insects
7. Model Project Report for Vegetable nursery management & cultivation

Bee Keeping

Training Aids & Equipments

1. Demonstrative chart for different species & races of honey bees
2. Chart depicting month wise calendar of operations in bee keeping
3. Bee Box ISI A-Type (2 nos)
4. Plunger marking cage, Press in marking cage, Clip type queen cage, Queen travelling & introduction cage
5. Combined veil & smoker
6. Pair of leather gloves
7. Contact feeder
8. Lightweight J-type hive tool
9. Queen gate
10. Queen excluder
11. Drone trap
12. Steel container
13. Fahrenheit Thermo meter
14. Gas Stove
15. Video clips on bee keeping
16. Model Project Report on Bee Keeping
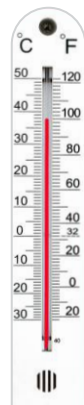
Travel & Tourist Guide

Course Code 30046

Training Aids & Equipments

1. Video clips on etiquettes for Tourist Guides
2. Video clips on important Tourist places / centers of the region
3. Model Project Report for Travel & Tourist Guide

Mushroom Cultivation

Training Aids & Equipments

1. Demonstrative chart on Deposits, Advances & other Banking services
2. Demonstrative chart showing various types of edible Mushrooms
3. Cultivable site / Mushroom Grow room for Mushroom cultivation
4. Straw immersion tank
5. Sprayer
6. Chaff cutter
7. Polythene bags
8. Paddy straw
9. Spawn bottles
10. Chemical for sterilization & processing
11. Video clips on commercial cultivation of Mushroom
12. Video clips on disease control & pest management in Mushroom cultivation
13. Video clips on harvesting, packing, storing, grading & marketing of Mushroom
14. Model Project Report on Mushroom cultivation

Bamboo & Cane Craft Making

Course Code 30048

Training Aids & Equipments

1. Knot Remover (2)
2. Round / Square Stick Machine (2 Nos.)
3. Hand Tools:

Hammer (30nos)	Chalk Line (6nos)	Tape Measure (30nos)	Levels (4nos)
Utility Knife (30nos)	Tin Snips (6nos)	Speed Square (30nos)	
Framing Square (30nos)	Nail Puller (6nos)	Carpenter's Pencil (30nos)	

4. Wood Chisel (1-inch 30nos)
5. Power Tools:

Circular saw (2nos)	Drill (3/8" to ½" chuck) (2nos)
Extension cords (4nos)	Reciprocating Saw (2nos)

6. Nail Guns (2 nos.)
7. Hand Saw (manual/electrical) (2 Nos.)
8. Inventory of Bamboos, Canes, Wood and other consumables like nails, adhesives, binding wires, polishing papers, paints etc in sufficient quantity in consultation with the domain Trainer

Gardening & Landscaping

Course Code 30049

Training Aids & Equipments

1. Video clips on home garden, rooftop garden, terrace garden
2. Model project report for Gardening and landscaping
3. Video clip on Terrarium
4. Kassi/Spade (5nos)
5. Kurpi (5 nos)
6. Hand hoes (5nos)
7. Saw (2nos)
8. Watering can (2nos)
9. Grass Cutters (2nos)
10. Budding & Grafting Knives (5nos)
11. Secature (2nos)
12. Buckets (5nos)
13. Edge Cutter (2nos)
14. Tree Pruner (2nos)
15. Earthen Parts (20nos)
16. Plastic Pots (20nos)
17. Video clip on Bonsai
18. Sample Bonsai Trees
19. Video clip on Commercial Gardening
20. Video clip on Rock Garden & Water Garden
21. Video clip on Sunken Garden
22. Video clip on landscaping
23. Grass Mover
24. Pick Axe & other digging equipments
25. Other Consumables like Seed Packets, Gunny Bags, Sutli, Moss-grass, Garden Plants etc. in sufficient quantity in consultation with Domain Trainer

House Aaya

Training Aids & Equipments

1. Wheelchair (1 No.)
2. First aid Box (5 Boxes)
3. Clinical Thermometer (5 Nos.)
4. Bandage Material (5 sets)
5. Sponge bath (5 Nos.)

Poly House & Shade Net Farming

Training Aids & Equipments

1.   Video clip on Protected cultivation using poly house – Green house, Shade net house , Low tunnels
2.   Video clip on Water Management systems in poly house & Shade net farming
3.   Video clip on fertigation
4.   Demonstrative chart on common pests & diseases
5.   Video clip on harvesting of crops grown under protected conditions
6.   Video clips on marketing of horticultural crops
7.   Model Project Report on Poly house and shade net farming

Photo Framing, Lamination and Screen Printing

Training Aids & Equipments

1. Model Project Report for Photo Framing
2. Different types of photo Frames
3. Material for lamination – hardboard etc
4. Material for Screen Printing
5. Visiting cards & invitation cards for screen printing
6. Decorative Photo frames (illuminated etc)
7. Scissors, Hammer & Hand Saw
8. Consumables like Gum, Nails, Frame Edges, & Lamination Materials in sufficient quantity in consultation with Domain Trainer

Masonry & Concrete Works

Training Aids & Equipments

1. Helmets (25nos)
2. Hand Gloves (25 Pairs)
3. Measuring boxes (Wooden or metal) (5nos)
4. Measuring Tapes (5nos)
5. Plumb line (5nos)
6. Trowel (Tape) (10nos)
7. Mason's Square (2nos)
8. Mason's Level (2nos)
9. Leveling pipes (5nos)
10. Leveling bars (2nos)
11. Wooden Floats (5nos)
12. Sample building materials like stones, sand, cement, cement blocks, lime, bricks, etc
13. Floor Tiles, Pavers, Vitrified, Granite
14. Scaffolding material & twine/rope
15. Vent Pipes
16. Manhole Covers
17. Door & Window Frames
18. Adhesives & solvents for joint filling
19. Damp proofing & water proofing chemicals
20. Anti termite solution/chemicals
21. Other consumables like Cement, Sand etc. for practical work in sufficient quantity in consultation with Domain Trainer

Installation & Servicing of CCTV Camera Security Alarm & Smoke Detector

Course Code 30056

Training Aids & Equipments

1. Model Project Report for CCTV Installation & Service
2. Cable 50 feet
3. CCTV Camera (4 units)
4. Display Device / Monitor (2 units)
5. Crimping tool (4 units)
6. Wire Cutter (4 Nos.)
7. Digital Video decoder (2 Nos)
8. Screw Driver set (4 units)
9. Connectors (12 nos.)
10. Adapter (2 Nos)
11. LAN connection
12. Modem (2nos)
13. Coaxial cables
14. Optic Fiber Cable
15. Smoke Detector Device

(1) 500 foot spool
(1) Cable Stripper

(1) Coax Crimp Tool

(10) BNC Crimp-on Connectors

Shop Keeper

Training Aids & Equipments

1. Video clips for negotiating skills
2. Model Project report on Shop Keeping

Pisciculture

Course Code 30059

Training Aids & Equipments

1. Demonstrative chart on cultivable fish species – Carps and alternate fishes
2. Video clip on construction of fish pond, seed stocking and fish seed rearing
3. Video lip on breeding of major fish species
4. Video clip on ornamental fish culture
5. Video clip on culture of alternate fishes – Pangasius and Nile Tilapia
6. Video clip on prawn and fresh water pearl culture
7. Demonstrative chart on Deposits, Advances & other Banking services
8. Video clip on fish processing
9. Model Project Report for Pisciculture

EDP for Micro Entrepreneurs

Training Aids & Equipments

1. Model Project Reports for Agri & MSME activities
2. Field visit observation sheet

Photography & Videography

Training Aids & Equipments

1. Model Project Report for Photography & Videography
2. DSLR – MAX5/Max/1/D3/D4 (2 unit)
3. Higher end SLR Camera (2 units)
4. Video camera p4 HD (2 units)
5. Camera Stand (1 No.)
6. FX 200 Lightings (6 units)
7. Umbrella (2 Nos.)
8. Snoot & Honey Comb (1 unit)
9. Light room software
10. Plain Backdrop – (8 ftX12 ft Welcome) (1 unit)
11. Design Backdrop – (8 ftX12 ft Welcome) (1 unit)
12. Back drops (3 units)
13. Lens 7300 (1 unit)
14. Lens 18105 (1 unit)
15. Macro lens (1 unit)
16. Card reader – Transcend (2 units)
17. Twister pro software
18. Photoshop software

Cell Phone Repairs & Service

Course Code 40003

Training Aids & Equipments

1. Model Project Report for Cellphone Repairs & Servicing
2. Digital Multimeter (6 units)
3. Screw Drivers Kit (4 units)
4. Tweezers – Straight & Bend (4 sets)
5. Blower machine (SMD rework station) (4 units)
6. DC soldering gun (4 units)
7. AC soldering machine with stand (4 units)
8. PCB holder (6 units)
9. IP (ISO profile alcohol) (4 bottles)
10. Soldering lead (4 units)
11. Jumper wire (40 Nos.)
12. Safety pin bunch (30 Nos.)
13. Dead Mobile Sets (10 Nos.)
14. Working mobile sets(10 Nos.)
15. Magnifying lamp (2 Nos.)
16. DC Power supply (3 Units)
17. Flashing Software (4 Nos)
18. ESD gloves (6 Nos)
19. ESD coat (6 Nos)
20. ESD brush (6 Nos)
21. Consumables like Elma solution, soldering paste, lead, IC chips in sufficient quantity in consultation with Domain Trainer

Beauty Parlor Management

Training Aids & Equipments

1. Model Project Report for Beauty Parlor Management
2. Multiple (Beauty Parlor) chair (2 units)
3. Facial Bed (1 No.)
4. Pedicure / Manicure chair (2 units)
5. Pedicure Tub (2 units)
6. Hair straightening machine (2 Nos.)
7. Hair Curling machine (2 Nos.)
8. Hair setting roller (2 units)
9. Hair sprayer (2 units)
10. Face Steamer (hot & cold) (2 Nos.)
11. Head Steamer (2 Nos.)
12. Professional Hair Dryer (4 Nos.)
13. Galvanic (4 Nos.)
14. Dressing Mirror with focus light (2 Nos.)
15. Apron (5 Nos.)
16. Wax heater (2 units)
17. Geyser (1 unit)
18. Wax knife (1 unit)
19. Scissors (5 Nos.)
20. Combs (different kind) (5sets)
21. Hair drier (2 units)
22. Hair coloring brush (5 Nos.)
23. Bowls (5 Nos.)
24. Gloves (10 set)
25. Towels (5 Nos.)
26. Tissue paper (5 packs)
27. Wash Basin + Tap (2 Nos.)
28. Sufficient consumable cosmetic items as per syllabus & batch size in consultation with Domain Trainer

Welding & Fabrication

Training Aids & Equipments

1. Model Project Report for Welding & Fabrication
2. Pop Rivet Gun (2nos)
3. Drill (2nos)
4. Die Grinder (1no)
5. Arch Welding equipment
6. Gas Welding equipment (1 no)
7. Soldering and Brazing kit (2nos)
8. Power screw driver (2nos)
9. Tin snips (1 set)
10. Wrenches (1 set)
11. Welding Helmets (2nos)
12. Hydro guard rod ovens (1 set)
13. Hack saw (1 no)
14. Hand held Plasma Cutter (1 no)
15. Welding safety glasses & gloves (2 nos)
16. Oxygen, Acetylene cylinder (2 each)
17. Consumables like welding wire, brushes, flux & Rods & welding fluids for practice of welding in consultation with the Domain Trainer

Men's Tailor

Training Aids & Equipments

1. Model Project Report for Men's Tailor
2. Sewing Machine (1machine for every trainee)
3. Zigzag machine (2 Nos)
4. Khaza button Machine (1 No.)
5. Scissors (25 nos)
6. Needles (5 packets)
7. Case (30 Nos.)
8. Bobbin (30 Nos.)
9. Marker Chalk (30 boxes)
10. Hemming Needles (100 Nos.)
11. Cutting Table (1 No)
12. Cutting Machine (1 Nos.)
13. Measuring Tapes (30 Nos.)
14. Ruler / scale (30 Nos.)
15. Iron Box (2 Nos)
16. Consumables like cloth for stitching (10mtrs. each) Hooks (5 Boxes), Buttons (5 Boxes), Zips (150 Nos.), Lining material etc., in sufficient quantity in consultation with the Domain Trainer
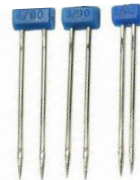
Vastra Chitra Kala Udyami

Course Code 40011

Training Aids & Equipments

1. Model Project Report on Embroidery & Fabric Painting
2. Sewing Machine (30 Nos.)
3. Embroidery Machine (2 Nos.)
4. Scissors (regular) (30 Nos.)
5. Wooden Embroidery Hoops & Frames (1:1 ratio)
6. Embroidery Scissors (1:1 ratio)
7. Embroidery Needles set (1:1 ratio) (30 packs)
8. Embroidery Fabric/Dress Material (Consumable)
9. Embroidery Thread (Consumable) (4 boxes)
10. Assorted size artist brushes (30 Nos.)
11. Iron Box
12. Hemming Needles (1 box)
13. Measuring Tapes (30 Nos.)
14. Video clips on hand embroidery
15. Video clips on Fabric painting
16. Disposable Hand Gloves (30 Nos.)
17. Disposable plastic aprons (30 Nos.)
18. Consumables like plain cloth for embroidery, threads, fabric paint boxes etc in sufficient quantity in consultation with Domain Trainer

Electric Motor Rewinding & Repair Services

Course Code 40012

Training Aids & Equipments

1. Model Project Report for Electrical Motor Rewinding & Repair Service
2. Induction motor (3 units)
3. Open well submersible motor pump (2 units)
4. Submersible motors (2 units)
5. Stand for mounting (2 Nos.)
6. High power extension cords(5 No.)
7. Multimeters (5 Nos.)
8. 21 gauge SWG copper wire (10 Kgs)
9. 1 mm copper wire (10 Kgs)
10. 7 mm insulation paper- white (2 KG)
11. 7 mm insulation paper- black (2 KG)
12. 25 gauge copper wire (2 KG)
13. 27 Gauge copper wire (2 KG)
14. Ceiling Fans (4 Nos)
15. All types of sleeves – 2mm (30 pieces)
16. All type of sleeves – 4 mm (10 pieces)
17. Submersible colour sleeves (1 bundle)
18. Submersible wooden Stick (2 bundle)
19. Benchwise (1 set)
20. Insulation tapes (20 nos)
21. Thread (2 bundle)
22. Submersible slot paper (100 grams)
23. Starter box-DOL (1 no.)
24. Cutting Pliers (5 Nos.)
25. Screw Drivers (5 Nos.)
26. Nose Pliers (5 Nos.)
27. Wire slippers (5 Nos.)
28. Wire cutters (5 nos)
29. Winding former – flat (1 nos)
30. Winding former – step/step (1 nos)
31. Slot paper unit (1 set)
32. All size spanner set (2 Nos)
33. Testers (4 Nos.)
34. Iron Hammers (2 nos)
35. Nylon hammers (2 Nos.)
36. Steer scale big (2 Nos.)
37. Water pond / tank / open well for demonstration of working of submersible pump
38. Mobilize repairable electrical appliances like Fans (4 No.), Pumps (4 Nos.), Grinder (4 Nos.), Mixy (4 Nos.) etc., from local market for hands on practice as per syllabus
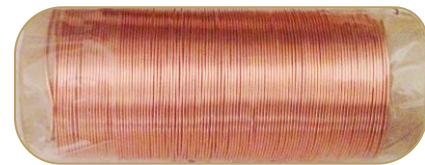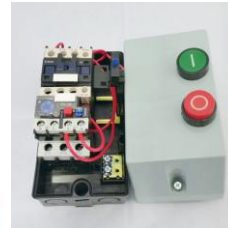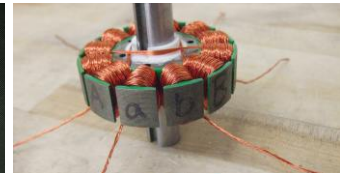
Costume Jewelry Udyami

Course Code 40013

Training Aids & Equipments

1. Model Project Report on Artificial Jewelry Making
2. Wire cutters (5 Nqos.)
3. Round nose pliers (5 Nos.)
4. Chain nose pliers (5 Nos)
5. Flat nose pliers (5 Nos.)
6. Crimpers (5 Nos.)
7. Solder guns (5 Nos.)
8. Jewelry Design Books
9. Consumables like wire, soldering materials, gems, pendants and other fancy items used in Costume Jewelry

Organisational setup & Governance of RSETIs

Two Wheeler Mechanic

Training Aids & Equipments

1. Model Project Report for Two Wheeler Mechanic
2. Ring Spanners of different sizes (10 Nos.)
3. Flat Spanners of different sized (10 Nos.)
4. T-Spanner (2 Nos.)
5. Stools (4 No.)
6. Drums of different sizes (3 Nos.)
7. Mobilize repairable Two Wheelers (motorcycle / scooters) of different make from local market for hands on practice as per syllabus (1 Each)
8. Cleaning Tray (6 Nos.)
9. Vernier Caliper (1 No.)
10. Consumables like Cotton waste, oil, grease, petrol etc in consultation with Domain Trainer

LMV Owner Driver

Training Aids & Equipments

1. Model Project Report for LMV Finance
2. Demonstrative chart on Traffic Rules
3. Dual control vehicle (hatchback/sedan) for driving practice or Simulator- owned / rented
4. Three Wheeler / Autorikshaw for driving practice
5. Pollution Testing machine
6. Tool kit set for LMV/car servicing
7. Safe Driving Manual

Gharelu Vidyut Upkaran Seva Udyami

Training Aids & Equipments

1. Used Single Phase Motors (2 Nos.)
2. Used Single Phase Centrifugal Motor (1 No.)
3. Used Wet Grinder (1 No.)
4. Used Washing Machine (Fully automatic)
5. DTH (1 No.)
6. Air Cooler (1 No.)
7. Ceiling Fans (3 Nos.)
8. Table Fan (3 Nos.)
9. Electric Stove (2 Nos.)
10. Induction Heater (1No.)
11. Room Heater (2 Nos.)
12. Electric Geyser (1 No.)
13. Mixer Grinder (2 Nos.)
14. Iron box (2 Nos.)
15. Exhaust fan (2 Nos)
16. Blenders
17. High power extension cord (2 Nos)
18. Different types of switches, sockets, fuses
19. Hand held drilling machine (1 No.)

20. LED & CFL Lamps (1 No.)
21. Emergency Lamps (1 No.)
22. Tube Choke (5 Nos.)
23. Sound system (1 Nos.)
24. Decorative lights (1 Set)
25. Voltage Stabilizers (2 Nos.)
26. Screw Driver Set (1 set)
27. Cutting Pliers (2 Nos.)
28. Nose pliers (2 Nos.)
29. Wire Striper (2 Nos.)
30. Wire cutter (2 Nos.)
31. Scissors (2 Nos.)
32. Punch and Bit (2 Nos.)
33. Hexa blade with frame (1No.)
34. Internal & External Bearing puller (2 Nos.)
35. Mixer Jar repair spanner (1 set)
36. Benchwise (1 set)
37. Multi meter (2 sets)
38. Voltmeter & Ammeter (2 no.)
39. 25 swg copper wire(for single phase motor winding) – 2 KG
40. 27 swg Copper wire (for ceiling & table fan winding) – 2 KG
41. 7 mm insulation white paper (1 KG)
42. 7 mm insulation black paper (1 KG)
43. Insulation Tape (10 Nos.)
44. Consumables like (switch, socket, board, 1.5sq wire, fuse, DP, MCB etc) in sufficient quantity in consultation with Domain Trainer
45. Mobilize repairable Domestic Appliances Like (Fan, Mixer, Grinder, Air cooler etc) from local market for hands on practice
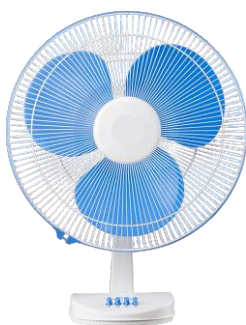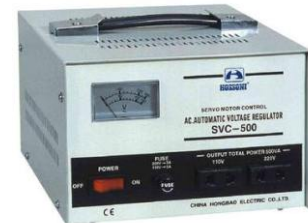
House Wiring
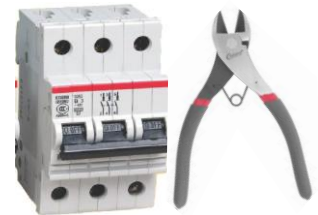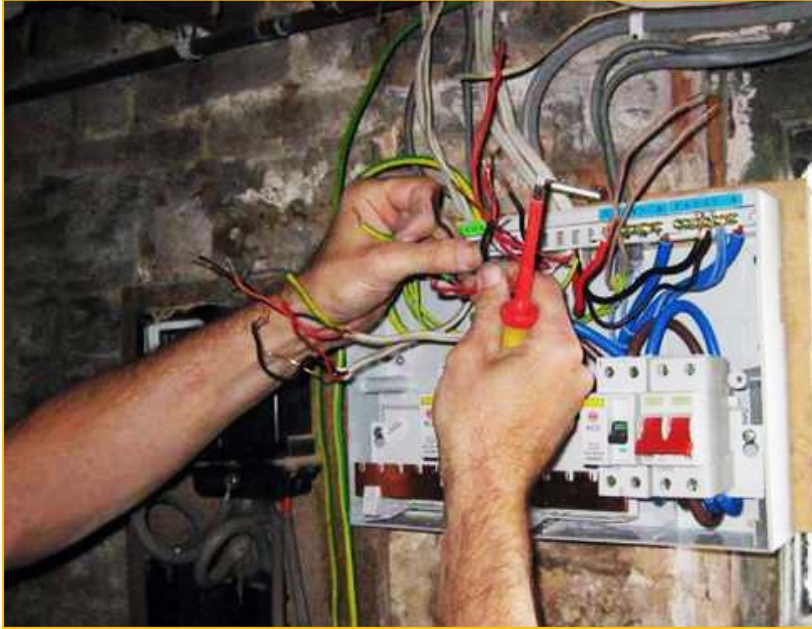
Training Aids & Equipments

1. Model Project Report for House Wiring
2. Combination pliers (5 Nos.)
3. Nose Pliers (5 Nos.)
4. Screw Driver Big size (8 Nos.)
5. Screw Driver Small size (8 Nos)
6. Line Tester (8 Nos.)
7. Knife (15 Nos.)
8. ½ pound hammer (15 Nos.)
9. Hack saw frame + blade (5 Nos.)
10. Hand held Drilling Machine (2 Nos.)
11. Wire Sleeve Cutter (10 Nos.)
12. 1 mm, 2 mm Drill bits (20 Nos.)
13. Switch Boards (4 Nos.)
14. Different types of Switches (10 Nos.)
15. DP MCB (4 Nos.)
16. Plug Pins (10Nos.)
17. Insulation Tapes (5 Nos.)
18. Consumables like wire, fuse wire, earthing materials like charcoal, salt, pipes etc in sufficient quantity in consultation with Domain Trainer

Men's Parlor and Saloon Udyami

Course Code 40019

Training Aids & Equipments

1. Model Project Report for Men's Parlor
2. Multiple (Beauty Parlor) Chair (2 units)
3. Hair straightening machine (4 Nos.)
4. Head Steamer (2 Nos.)
6. Face Steamer (hot & cold) (2 Nos)
7. Professional Hair Dryer (2 Nos.)
8. Galvanic (2 Nos.)
9. Dressing Mirror (2 Nos.)
10. Apron (5 Nos.)
11. Wax heater (2 units)
12. Wax knife (2 Nos.)
13. Geyser (1 unit)
14. Sterilizer (1 No.)
15. Scissors (5 Nos.)
16. Trimmers (2 Nos.)
17. Combs (different kind) (5 sets)
18. Hair coloring brush (5)
19. Bowls (5)
20. Gloves (10 set)
21. Towels (5)
22. Tissue paper (5 packs)
23. Sufficient consumable cosmetic items as per syllabus & batch size in consultation with Domain Trainer

TV Technician

Training Aids & Equipments

1. Model Project Report for TV Technician
2. Desoldering pump (2 Nos.))
3. Digital Multimeter (6 Nos.)
4. DTH with Dish Antena (I Unit)
5. ESD Gloves (5 Pairs)
6. ESD – Safe Tweezer (5 Nos.)
7. IC chip extractor (5 Nos.)
8. Insulation tapes (5 Nos.)
9. Lead solder (2 boxes)
10. Line tester (5 Nos)
11. Magnifying lens (2 Nos.)
12. Nose Pliers (5 Nos.)
13. High power Extension cord (5 Nos.)
14. Precision Screw Driver (5 Nos.)
15. Screw Driver set (5 Nos.)
16. Torque Screwdriver set (5 units)
17. Shear Cutters (5 Nos.)
18. Soldering Flux (2 Boxes.)
19. Soldering Iron (5 Nos.)
20. CRT TV with remote control (1 unit)
21. LCD TV with remote control (1 unit)
22. LED TV with remote control (1 unit)
23. Universal crimp tool (5 units)
24. Wire Striper (5 units)
25. Amplifier (1 unit)
26. Mother boards (5 Nos.)
27. USB Kit (1 No.)
28. Voltage Stabilizer (2 Nos.)
29. DVDs Player with DVDs (2 Nos.)
30. Home Theater (1 No.)
31. Hot Gun (2 Nos.)
32. SMD IC (5 Nos.)
33. UPS / Inverter (1 No.)
34. Modem (1 No.)
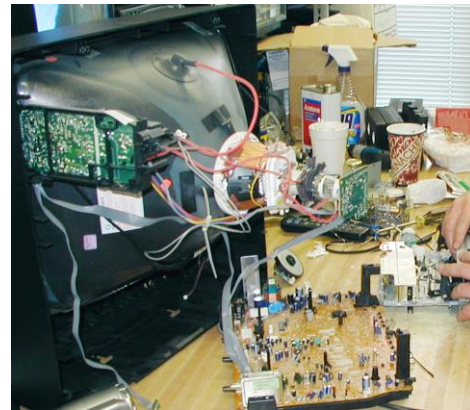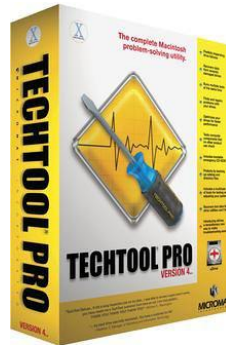
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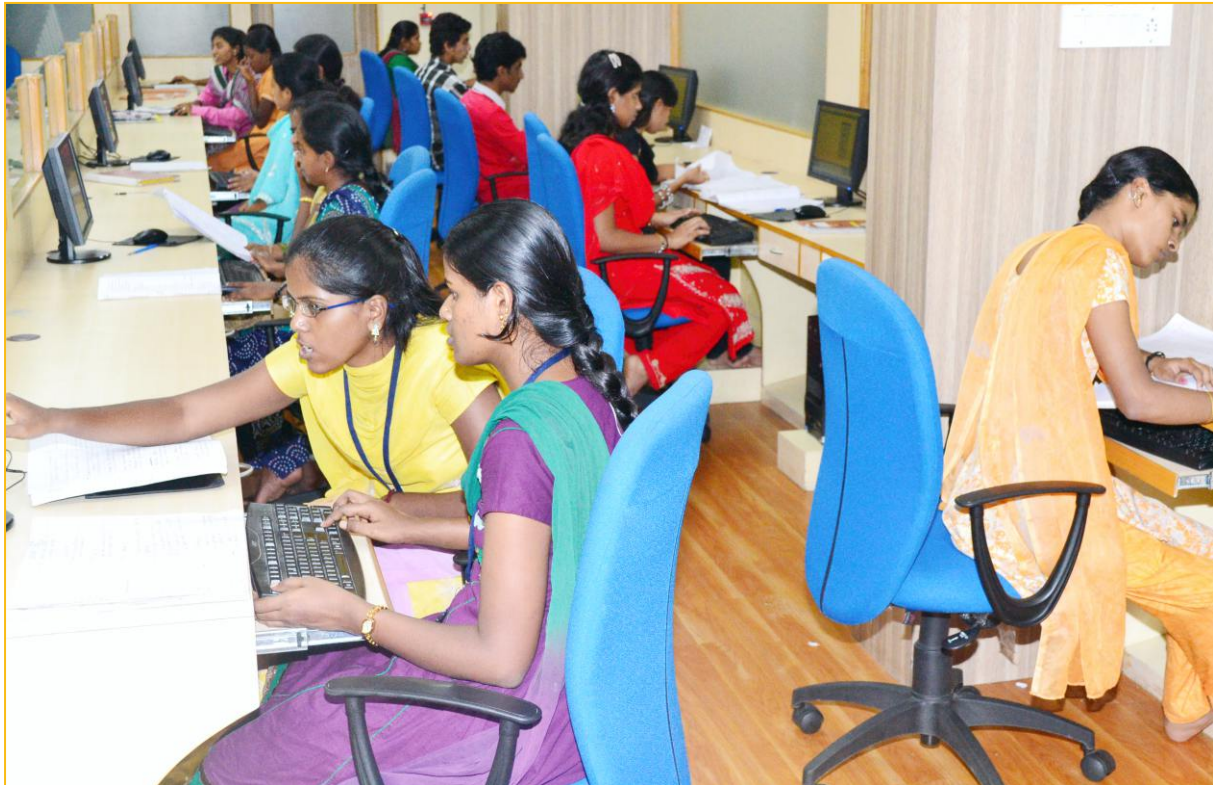
Training Aids & Equipments

1. Model Project Report for Computerized Accounting
2. Desktop Computers with 24 port switch, 500 VA or higher UPS (at minimum 1:3 ratio)
3. Network Rack
4. CAT 5 Cable
5. Node OS Windows 7 or higher
6. Accounting Software, MS Office & Tally ERP 9 or higher Multiuser and Anti Virus software
7. Open source E-Commerce Software

Women's Tailor

Training Aids & Equipments

1. Sewing Machine (30 Nos.)
2. Power driven Sewing Machine (2 Nos.)
3. Zigzag machine (1 No.)
4. Khaza button Machine (1 No.)
5. Scissors (1:1 ratio)
6. Needles (5 packets)
7. Case (30 Nos.)
8. Bobbin (30 Nos.)
9. Marker Chalk (30 boxes)
10. Hemming Needles (100 nos.)
11. Cutting Table
12. Cutting Machine (1 Nos.)
13. Measuring Tapes (30 Nos.)
14. Ruler / Scale (30 Nos.)
15. Iron Box
16. Model Project Report on Women's Tailor
17. Consumables like cloth for stitching (10mtrs. each), Hooks (4 boxes), Buttons (4 boxes), Zips (100 Nos.), Lining material (5mtrs.), Thread (100 Nos.) etc.,
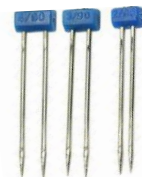
Desktop Publishing

Training Aids & Equipments

1. Model Project Report for Desktop Publishing
2. Desktop Computers with latest hardware and software configuration with Graphic Card (1:1)
3. Internet Connectivity
4. Printer
5. Scanner
6. External / portable storage device
7. Word Processing software
8. Graphics software
9. MS Office
10. Presentation software
11. PDF Converter
12. Page Maker Software
13. Adobe Photoshop & Corel Draw software
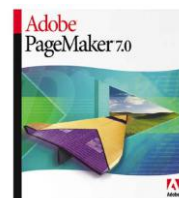
Computer Hardware & Networking

Course Code 40035

Training Aids & Equipments

1. Computer Desktops with latest hardware & software configuration (30 Nos.)
2. Computer Technician's Toolkit (6 Nos.)
3. PC Repair Kit (6 Nos.)
4. iFixit 54 Bit Driver Kit (6 Nos.)
5. iFixit Pro Tech Toolkit (6 Nos.)
6. 6-in-1 Auto-Loading Classic and Precision Screwdriver Set (5 Nos.)
7. LED Pen Flashlight (6 Nos.)
8. TRENDnet RJ11/RJ45 Crimp/Cut/Strip Tool
9. Network Cable Tester (2 Nos.)
10. Fluke Network Pro3000 Toner and Probe Kit
11. Victorinox Swiss Army Classic Pocket Knife
12. Spudger Tool, Stanley 8-Inch Needle Nose Pliers with Cutter
13. Thermal take Power Supply Tester (5 Nos.)
14. Hiren's Boot CD, 8X USB 2.0 Ultra Slim Portable DVD Rewriter (2 Nos.)
15. Ultimate Boot CD for Windows
16. Techtool Pro DVD
17. Blank CD-R, DVD-R and Dual
18. External Drive, Operating Software CD Player DVD-R
19. CMOS battery (30 Nos.)
20. Rj45 cable connector (30 Nos.)
21. Crimping tools (6 Nos.)
19. Model Project Report for Computer Hardware & Networking

Candle Making

Training Aids & Equipments

1. Model Project Report
2. Gas/Kerosene Stove
3. Different varieties of candle mould
4. Alluminium Vessel
5. Knife
6. Video clip on Candle making
7. Consumables like, Wax, Wick, Colour, packing material etc in sufficient quantity in consultation with the Domain Trainer

Plumbing & Sanitary Works

Course Code 40040

Training Aids & Equipments

1. Model Project Report for Plumbing and Sanitary Works Drilling Machine (1 No.)
2. Circular pipe cutting machine (2 No.)
3. Power saw (4 No.)
4. Grinding machine (1 No.)
5. Driller (portable type) (1 No.)
6. Power Threading machine (1 No.)
7. Guillotine shearing machine (1 No.)
8. Bench shears (1 No.)
9. Set of acetylene welding equipment (1 No.)
10. Standing vice (1 No.)
11. Bench Vice (2 Nos.)
12. Pipe vice (1 No.)
13. Electric Arc welding machine (1 No.)
14. Plunger (6 Nos.)
15. Wooden mallet (6 Nos.)
16. Wire brush (1 No.)
17. Snips (10 Nos.)
18. Gas pliers (2 Nos.)
19. Dividers (2 Nos.)
20. Marking knife (30 Nos.)
21. Centre punch (30 Nos.)

22. Heat treatment furnace (1 No.)
23. Screw drivers (large and small) (30 Nos.)
24. Hack Saw (30 Nos.)
25. Safety tool kits (5 Nos.)
26. Samples of commodes and wash basins (2 each)
27. Consumables like Cement, sand, adhesives, pipes, bends etc in sufficient quantities in consultation with Domain trainers
28. Blacksmith tools (5 sets)

Anvil	Hammers	Chisels	Fuller
Shape block	Pinches	Drifts	Tongues differential type

Refrigeration & Air Conditioning

Course Code 40042

Training Aids & Equipments

1. Single Door Refrigerator (1 No.)
2. Double Door Refrigerator (1 No.)
3. Water Cooler (1No.)
4. Window AC (1 No.)
5. Split AC 1.5 Ton (1 No.)
6. Multi Digital Clamp Meter (2 Nos.)
7. Digital Vacuum Gauge (2 Nos.)
8. Gas Recovery Machine (2 Nos.)
9. Faring and Swigging Tool kit (2 Nos.)
10. Pressure Gauge (0-50) (1 No.)
11. Pressure Gauge (0-650) (1 No.)
12. Gas Cylinder RSS Gas (1 No.)
13. Gas Cylinder RHC Gas (1 No.)
14. Pressure Gauge R22 Gas (1 No)
15. Pressure Gauge RHC Gas (1 No.)
16. Capillary Gauge (1 No.)
17. Liver Pipe Benders of different sizes (3 Nos.)
18. Allen Key set (2 Nos.)
19. Screw Driver Set (2 Nos.)
20. Hammer (2 Nos.)
21. Adjustable Wrench (2 Nos.)

22. Gas Charging Pipe (2 Nos.)
23. Vacuum Pump double stage (2Nos.)
24. Welding gas (1 Unit)
25. Welding Gun (1 Unit)
26. Pliers of different types (2 set)
27. Open Wrench (1 set)
28. Socket Wrench (1 set)
29. Files (2 no.)
30. Hammer Drill Machine (1 No.)
31. Welding rod (consumables)
32. Out door Wall stand (1 No.)
33. Water level Sensor (1 No.)
34. Hack saw (1 Nos.)
35. Inch tape (2 Nos.)
36. Pressure hand pump kit (1 Nos.)
37. Consumables like Welding rod, Copper pipes, Series Boards, Bulbs, Compressors, Condensers, Cotton clothes, etc in consultation with the Domain Trainer
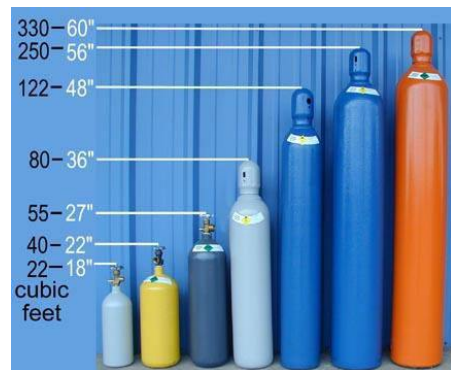
EDP for PMEGP Beneficiaries

Training Aids & Equipments

1. Demonstrative chart on PMEGP Scheme – salient features & lending norms
2. Demonstrative chart on steps in setting up of an enterprise
3. Field visit observation sheet

Aluminium Fabrication

Training Aids & Equipments

1.   Model Project Report for Aluminum Fabrication
2.   Bench Drilling Machine (1 No.)
3.   Portable Electric Drill (2 Nos.)
4.   Bench Grinder (1 No.)
5.   Plasma Cutting Machine (1 No.)
6.   Tube benders (1 No.)
7.   Punching & Bending tools (2 Nos.)
8.   Notchers (2 Nos.)
9.   Hacksaws (2 Nos.)
10. Basic Hand Tool set
11. Inventory of Aluminium   4" Square pipe, flats, sections, pipes etc for hands on training in sufficient quantity in consultation with the domain Trainer

UPS and Battery Making & Servicing
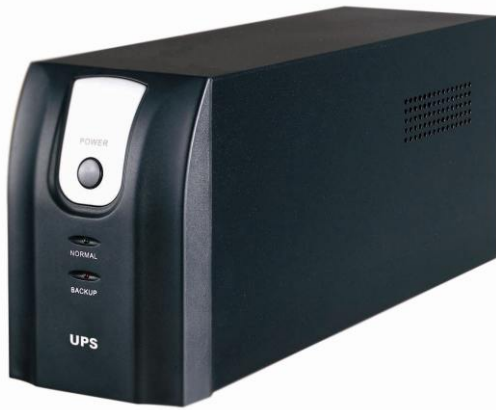
Training Aids & Equipments

1. Model Project Report for UPS and Battery Making & Servicing
2. Used UPS/Batteries for practice (2 Nos)
3. Tranformers (2nos)
4. Mosfet (2nos)
5. Rubber Shoes (5 pairs)
6. Relay (2nos)
7. 3 PIN Socket, Top
8. Containers for battery making (2nos)
9. Screw Driver set
10. Soldering Equipments
11. Consumables like Resistors, ICs, Capacitors, Acid, Distilled Water, Wires, +ve and -ve lead plates Etc. in sufficient quantity in consultation with Domain Trainer
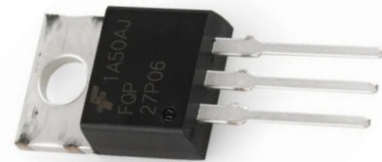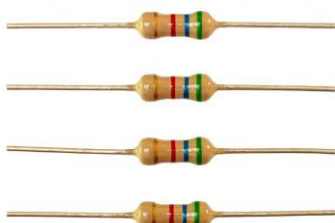
Carpentry

Course Code 40057

Training Aids & Equipments

1. Model Project Report for Carpentry
2. Hand Tools:

Hammer (30 Nos.)	Chalk Line (6 Nos.)	Tape Measure (30 Nos.)
Utility Knife (30 Nos.)	Tin Snips (6 Nos.)	Speed Square (30 Nos.)
Levels (4 Nos.)	Nail Puller (6 Nos.)	Framing Square (30 Nos.)
Wood Chisel (1inch) (30 Nos.)	Carpenter's Pencil (30 Nos.)	

3. Power Tools:

Circular saw Levels (2 Nos.)	Drill (3/8" to ½" chuck) (2 Nos.)
Extension cords (4 Nos.)	Reciprocating Saw (2 Nos.)

4. Nail Guns (2 nos.)
5. Hand Saw (manual/electrical) (2 Nos.)
6. Seat Cushions
7. Consumables like wooden planks, blocks, ply wood boards, Mica sheets, adhesives, nails, clamps etc in sufficient quantity in consultation with Domain Trainer

Organisational setup & Governance of RSETIs

EDP For Persons with Disability

Course Code 40060

Training Aids & Equipments

1. Model Project Reports for Agri & MSME activities
2. Demonstrative chart for Resource mobilization & Supporting Organizations

Abbreviations

Abbreviations

AAP	Annual Action Plan (of RSETIs)	**AEBAS**	Aadhaar Enabled Biometric Attendance System
ACB	Assessment & Certification Board for RSETIs	**AMT**	Achievement Motivation Training
AVI	Audio visual Instruments	**BPL**	Below Poverty Line
CBT	Computer Based Test	**CNN**	Common Norms Notification
CAC	Controller of Assessment & Certification	**DFS**	Department of Financial Services, (Ministry of Finance)
DLRAC	District Level RSETI Advisory Committee	**DDU-GKY**	Deen Dayal Upadhyaya – Grameen Kaushalya Yojana
DMMU	District Mission Management Unit (of NRLM)	**DDM**	District Development Manager (of NABARD)
DRDA	District Rural Development Agency	**DIC**	District Industries Centre
DCC	District Consultative Committee	**DLRC**	District Level Review Committee
EDP	Entrepreneurship Development Programme	**FY**	Financial Year
GP	Gram Panchayath	**GoI**	Government of India
IEC	Information Education and Communication	**ITDA**	Integrated Tribal Development Agency
KVIB	Khadi & Village Industries Board	**KVIC**	Khadi & Village Industries Commission
LDM	Lead District Manager	**MCQ**	Multiple Choice Questions
MoF	Ministry of Finance	**MIS**	Management Information System
MoRD	Ministry of Rural Development, Government of India	**MoSDE**	Ministry of Skill Development & Entrepreneurship
MGNREGA	Mahatma Gandhi National Rural Employment Guarantee Act	**NABARD**	National Bank for Agriculture & Rural Development
NRLM	National Rural Livelihoods Mission	**NAR**	National Academy of RUDSETI
NACER	National Centre for Excellence of RSETIs	**NSQF**	National Skill Qualification Framework

NIRD &PR	National Institute of Rural Development & Panchayath Raj		**NYK**	Nehru Yuvak Kendra
NLACR	National Level Advisory Committee for RSETIs		**NSDA**	National Skill Development Agency
NSDC	National Skill Development Corporation		**NSQC**	National Skill Qualification Committee
PDS	Public Distribution System		**PMJDY**	Pradhan Mantri Jan Dhan Yojana
PA (System)	Public Address System		**PMEGP**	Prime Minister's Employment Generation Programme
PMKVY	Pradhan Mantri Kaushalya Vikas Yojana		**PMAY**	Pradhan Mantri Awas Yojana
PFMS	Public Finance Management System		**PWD**	Person with Disability
PIP	Participatory Identification of Poor		**RSETI**	Rural Self Employment Training Institute
RUDSETI	Rural Development & Self Employment Training Institute		**SDIS**	Skill Development Initiative Scheme
SHG	Self Help Group		**SRLM**	State Rural Livelihoods Mission
SLBC	State Level Bankers' Committee		**SLSCR**	State Level Steering Committee for RSETIs
SOP	Standard Operating Procedures		**SECC**	Socio Economic and Caste Census
SDR	State Director for RSETIs		**TTP**	Trainers' Training Programme
ZP	Zila Panchayath			