

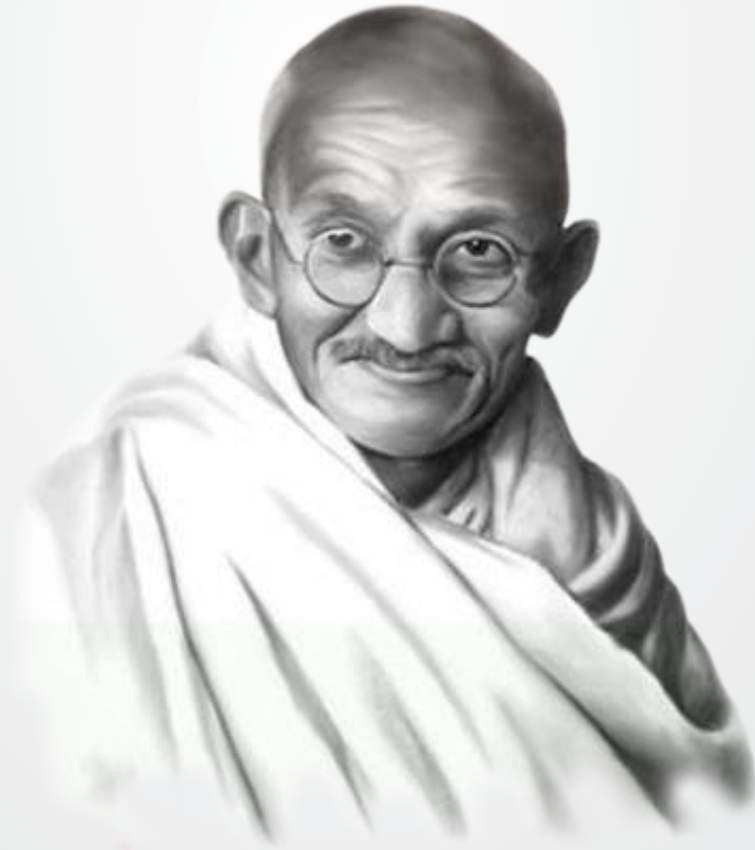
# Standard Operating Procedures Manual for RSETIs

## Part - II

### Training and Post Training Facilitation

October 2018 | Version. 1.0.1





### **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



**Standard Operating Procedures Manual for RSETIs**  
**Part - II**  
**Training and Post Training Facilitation**

October 2018 | Version. 1.0.1



अमरजीत सिन्हा  
AMARJEET SINHA



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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



# **National Academy of RUDSETI**

Sponsors: SDME Trust, Syndicate Bank & Canara Bank

Bengaluru

## *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

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## *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.

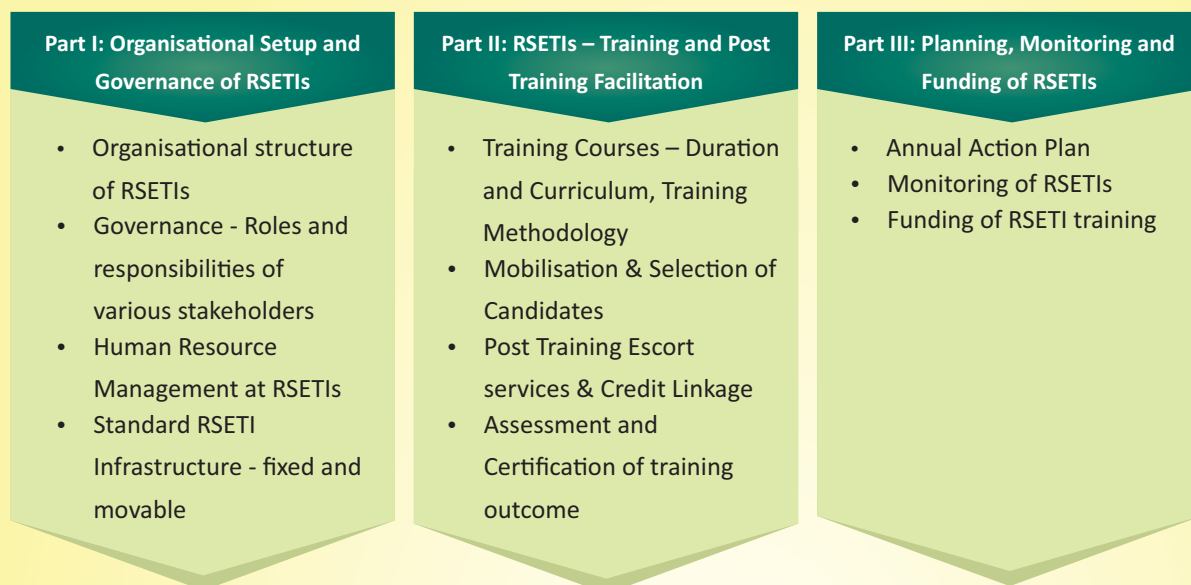
  
**Alka Upadhyaya**  
Joint Secretary

## 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:



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 II of the set of 3 SOPs and deals with Training & Post Training Facilitation of RSETIs explained in 6 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.

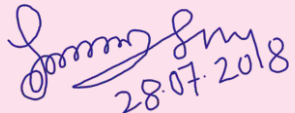


**Target audience:** Different stakeholders of RSETIs.

**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<br>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<br>(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<br>National Academy of RUDSETI<br>Bengaluru        | <br>28.07.2018 |
| 2     | Content Reviewed by | Director (Skills)<br>Ministry of Rural Development<br>Govt of India |                |
| 3     | Content Approved by | Joint Secretary<br>Ministry of Rural Development<br>Govt of India   |                |

# Standard Operating Procedure Manual

## Part II

### Training & Post Training Facilitation

| Chapter No. | Contents                      | Page No. |
|-------------|-------------------------------|----------|
| <b>01</b>   | Pre Training Activities       | 013      |
| <b>02</b>   | Administration of Training    | 041      |
| <b>03</b>   | Assessment and Certification  | 089      |
| <b>04</b>   | Post Training Facilitation    | 101      |
| <b>05</b>   | Evaluation of RSETI           | 127      |
| <b>06</b>   | Management Information System | 169      |



# Chapter 1

## Pre Training Activities





## Pre Training Activities

### Objectives:

Objectives of this chapter are to:

- I. Explain the need & significance of Pre Training activities of RSETIs including awareness creation, mobilising the candidates for training and designing a Training Programme.
- II. Lay down the methodology, guidelines and processes of conducting pre training activities.
- III. Define the role of different agencies/organisations in mobilising the candidates for training.
- IV. Prescribe the formats for reporting of performance

### Synopsis:

The important activities to be undertaken by RSETIs during the pre-training stage include :

- Creating Awareness among the unemployed youth towards Skill Development and Self Employment
- Conducting Entrepreneurship Awareness Programmes across the area of operation is an effective tool for mobilising the candidates.
- Motivating the youth to take up self-employment.
- Mobilising the aspirants and selecting the eligible candidates for training programmes.
- Networking with Government agencies, Banks and NGOs for mobilisation of candidates.
- Selecting candidates for every batch of training through the process of Written Test, Skill Test and Personal Interview cum Counselling.
- Designing the demand driven Training programmes taking into consideration the availability of local resources and market.
- Developing the curriculum and content for training programmes.
- DRDA/ZP/SRLMs have to sponsor the candidates from BPL families and other eligible category households.
- Youth in the age group of 18- 45 years, who are able to read and write, having some basic skills and desirous of taking up self-employment are eligible for RSETI training irrespective of social category, economic status and educational background.

### 1. Background:

Under the RSETI model of Entrepreneurship Development, an unemployed/unskilled/under-skilled youth is transformed to become a skilled person who establishes and manages a micro enterprise.

This Entrepreneurship development process involves three distinct Stages:

- I. Pre-Training
- II. Training
- III. Post Training

All the 3 stages have their significance in achieving the objective of successful enterprise creation. The Trainer/RSETI professionals need to understand the interventions and processes involved in all these stages and conduct specific activities to get desired outcomes.

**Table 1 : Pre-Training activities:**

| Stages | Programmes         | Activities  |
|--------|--------------------|---|
| I.     | Awareness          | Creating Awareness and orienting the unemployed youth towards skill development and self employment |
| II.    | Mobilisation       | Mobilising the aspirants and selecting potential candidates for training                            |
| III.   | Selection          | Selection of candidates   |
| IV.    | Training programme | Designing the training and developing curriculum and content for Training                           |

## 2. Creating Awareness on Skill Development and Self-Employment

According to NSSO survey (2011) every year over 10 million educated youth enter the job market in the country, out of which more than 75% lack employable skills. This is more so in case of rural youth with basic education or the school drop outs. These youth are generally oriented towards wage employment. They are not conscious of their unrealistic aspirations for a cozy job, which are of very short supply. They are unaware of the need for and possibility of developing skills and taking up self-employment as alternative career option. These youth are having attributes like low self-confidence, lack of motivation, fear of failure. They also lack knowledge about availability of business opportunities and don't have adequate knowledge about the institutions supporting entrepreneurs. Further, they have little technical and managerial skills to start and manage their own enterprises.



RSETI's efforts of Entrepreneurship Development starts from orienting the target youth towards acquiring necessary skills and taking up self-employment. Through semi-formal and formal structured interventions, RSETIs have to create awareness among the rural youth on Skill Development and orient them towards self – employment. This shall be done by providing them knowledge on:

- a. The need for and importance of acquiring various skills
- b. The advantages of Self Employment
- c. Business opportunities available in the area
- d. The aptitude and skills required to take up self-employment
- e. Support system / facilities available for acquiring the skills,
- f. The role of various government and other institutions in enterprise promotion
- g. Information on the role and activities of RSET Institutes.

The target group of RSETIs are generally rural youth. While undertaking various mobilization efforts, following eligibility criteria of RSETI training should be kept in mind:

- i. Age from 18 - 45 years
- ii. Youth from rural poor family like
  - a. SECC household
  - b. BPL family
  - c. MGNREGA Card holder
  - d. Identified through PIP
  - e. Anthyodaya Yojana PDS Card holder
  - f. SHG member under NRLM
  - g. Beneficiary of other Government poverty alleviation programmes like PMAY

Conducting Entrepreneurship Awareness Programmes (EAP) or Entrepreneurship Awareness Camps is one of the effective tools to RSETIs for awareness creation and mobilisation of candidates for training

### 2.1 Entrepreneurship Awareness Programmes (EAPs) :

Conducting Entrepreneurship Awareness Camps at different places in the area of operation is one of the core activities of RSETIs as it serves the objectives of:



- a. Creating awareness, among the youth on skill development and orienting them towards Self-Employment/ entrepreneurship.
- b. Providing information about the support available from the Banks and Government Agencies for enterprise promotion.
- c. Informing about the activities and services of RSETI for skill development and enterprise promotion.

- d. Counseling the youth to identify their particular needs and interests and choose skill development options
- e. Motivating the youth to take up self-employment by presenting the role models.
- f. Spreading the message of Self-employment as an alternative career option.
- g. Making the general public to know about RSETI and its activities.
- h. Networking with different social/developmental forums/institutions and organizations for reaching out to large sections of society.

## 2.2 Guidelines for conducting Entrepreneurship Awareness Programmes

- i. The Director and Faculty of the Institute should acquire full knowledge about the area of operation of the Institute/District.
- ii. EAPs are to be conducted in different locations covering the entire area of operation of the Institute.
- iii. Locate important places/towns which serve as a nucleus of villages/locations and conduct EAPs in these places so that the target group from a cluster of villages can assemble there.
- iv. Organize EAPs in association with local Bank branches, Government Departments, SHG Federations, Rotary Club, Lions Club, Junior Chambers, Mahila Mandals, Farmers' Clubs, Youth Clubs, Colleges, NGOs etc.
- v. Give wide publicity through press, pamphlets, banners, All India Radio and past trainees.
- vi. Select a Venue in a school, college, Government building, private building with adequate facilities to accommodate 50 to 100 persons.
- vii. Every Institute should conduct at least 5 EAPs per staff (Director and faculty) per month.
- viii. Each EAP should ensure participation of 50 to 100 youth. It is expected that at least 25 % of these participating candidates are converted as candidates for training.
- ix. Institutes should submit the Report on EAP every month to the Controlling Office of the sponsor Bank and upload the report in MIS, along with the attendance sheet of the participants of EAP
- x. Only Director and Faculty of RSETI to organise EAPs

- A check list for conducting EAPs is provided in Appendix II and
- Format for reporting of EAP programme is provided in Appendix III

## 3. Mobilization of Candidates for Training Programmes:

Generating applications and mobilizing candidates for training programmes of RSETI is one of the critical aspects. Intensive and sustainable efforts are needed to mobilize suitable candidates for training from across the district and put the training resources to optimum use. RSETIs have to adopt various methods effectively to achieve this.

Some illustrative methods of mobilization are explained below:



### 3.1 Word of Mouth:

The past trainees are the ambassadors of the Institute. They serve as carriers of message by way of “word of mouth” to other unemployed youth in their community/neighbourhood or among their peer group. Further, RSETI trained entrepreneurs in different villages and towns across the district, can inspire youth to acquire skills and shape a career by joining RSETI training. Sharing of information has a multiplier effect and helps in generating more applications.

In the valedictory of each training programme, the trainees should be informed to spread the message of RSETI in their area and asked to direct the needy youth to the Institute for counseling and training.

### 3.2 Media Coverage :

Advertising about the Training offered by RSET Institute in the mass media reaches out to a larger audience effectively. The Institute should ensure -

- a. Publication of calendar of training programmes/ announcement of specific training programmes in the local/regional press and electronic media
- b. Announcements in All India Radio (AIR) and Television.
- c. Publishing the reports on important events of the Institute like visit of dignitaries
- d. Publishing the success stories of RSETI trained Entrepreneurs and their achievements also generate interest among the general public about the Institute.
- e. If these means do not generate required number of applications, paid advertising can be resorted to as a last means. This includes putting slides in Cinema Theatres, Scrolling bar in local cable TV, newspaper advertisements, posters, etc.,

### 3.3 Role of Government agencies in mobilizing candidates for Training

RSETI initiative is a three-way partnership between the Ministry of Rural Development, the Banks and the States. Combined efforts of all the partners is very important for mobilising the unemployed youth for training in RSETIs.

It shall be the primary responsibility of all DRDAs and the branches of the sponsoring Bank to sponsor the youth from rural BPL families. Other Bank branches/Government Departments operating in the area, District Industries Centre, ITDAs, NYKs, etc. should be persuaded to sponsor candidates.

The role of the States is very crucial in working as a bridge to connect the RSETIs i.e, the training providers with the training users i.e, the targeted youth. Getting the right candidate into the right RSETI program is critical for the successful implementation of RSETI and promotion of rural entrepreneurship. The following process shall be adopted by States and RSETI Directors for mobilization of the candidates.

**Table 2 : Role of Government agencies in mobilizing candidates for Training**

| Role of States  | By RSETIs   |
|---|---|
| <ul style="list-style-type: none"> <li>a. States shall compile village wise list of potential candidates from the categories eligible and make it available to the RSETI Directors.</li> <li>b. States shall adopt Gram Panchayat saturation model and keep a list of identified candidates with the involvement of District Mission Management Units/Village Level Organizations/Gram Panchayat.</li> <li>c. States shall facilitate mobilization of candidates and review implementation by RSETI Directors.</li> </ul> | <ul style="list-style-type: none"> <li>a. RSETIs should seek a list of identified candidates from SRLMs and adopt a GP saturation model while mobilizing.</li> <li>b. Ensure that the skills and entrepreneurship needs of all the identified candidates are mapped at the time of mobilization to achieve a fine balance between aspiration, eligibility and aptitude.</li> <li>c. They should extensively canvass in the village using Information, Education and Communication (IEC) tools.</li> <li>d. All the contacted candidates should be listed by RSETIs for future reference.</li> </ul> |

### 3.4 District Rural Development Agency(DRDA) or Zilla Panchayath/Parishad:

The National Rural Livelihoods Mission (NRLM) project is mandated to reach out to all the rural poor families and uplifting the families, linking them for sustainable livelihoods. They have to adopt saturation approach in this regard. The NRLM set up at State level (SRLM), District level (DMMU), Block/Taluka level Units are managed by the Department of Rural Development and Panchayath Raj. Their units will have comprehensive and exhaustive data on rural BPL households and other category households eligible for support under the Government schemes.

DRDAs/Zilla panchayaths should provide the data on BPL families and other eligible category of households to RSETIs. At Taluk Level /Block Level, the Block Development Office / Taluk panchayath office should provide the data of SECC/BPL families and other eligible category families to RSETIs.

These agencies should also forward the list of candidates/stakeholders identified for Government support under the schemes/projects, to RSETIs for including them in their training programmes.

### 3.5 Other Government Departments:

Different departments of State and Central Governments are implementing development schemes having livelihoods promotion components and promotion of particular economic activity like fisheries, sheep/goat rearing, sericulture, handicrafts development, etc. These departments /institutions should be approached to sponsor the target group candidates for RSETI training. This will also help in achieving convergence between different government programmes.

### **3.6 Development/Non Government organizations:**

Many reputed NGOs operating across the country are involved in organizing the community at grass root level and working for improving their living conditions including health, education and livelihoods. The RSETIs should identify credible NGOs operating in the district, network with them for mobilizing candidates for training.

### **3.7 Sponsoring of Applications by Bank branches:**

RSETIs being Bank led Institutions it shall be the primary responsibility of the branches of the sponsoring Bank to sponsor youth / potential borrowers for training in RSET Institutes. Branches of other Banks, MFIs, Financial Institutions operating in the area should also be tapped to sponsor the candidates. Lead Bank offices and other associated developmental agencies should be approached for sponsoring the candidates. Progress of the sponsoring of applications by the Banks should be discussed in the BLBC, DCC/DLRC meetings and the Director of the RSET Institutes shall invariably attend all these meetings.

### **3.8 Involvement of Banks in Generation of Applications**

RSETI should invite the Bank Managers for Inauguration/Valedictory of Training batches, as guests. This will enable to sensitize them about the activities of the Institute. The calendar of Training programmes for the year should be sent to all the Bank branches well in advance and these can be displayed in the Branches for the information of the public.

### **3.9 Kaushal Panjee**

The Ministry with the intention of reaching out to large number of rural families, has recently launched a web based platform called “Kaushal Panjee” in mobilising the candidates and issued the guidelines, vide notification file No. J17060|103|2017 DDG-GKY dated 13-09-2017

## **4. Sensitization/Orientation Workshops to Bank and Government Officials**

The RSETIs should conduct one-day orientation workshops for Branch Managers and Senior Bank Officers in the District (Sponsoring Banks as well as other Banks including RRBs and Cooperative Banks) on an annual basis. These workshops will help to develop better relationship between RSET Institutes and Banks and help for mobilization of candidates for training and also for credit linkage for trained candidates. These workshops should focus on informing the participants about the activities of RSET Institutes and demonstrating the impact of training and facilitating by the Institute. The workshops will also serve as a forum for clarifying the doubts and motivating the Bank Officers to participate in the process of promoting micro enterprises in the region. Similar workshops should be conducted for the officials of development departments of the government.

## 5. Other Promotional Measures

RSETIs are also advised to adopt the following other measures for reaching out to larger community, for creating awareness and mobilise candidates for training courses:

- i. Community/Gram panchayath Meetings at village level
- ii. Displaying eye-catching Banners and Posters at public places like Municipal /Gram panchayath offices, market places, bus stands, convention halls, etc..
- iii. Personal contacts through door to door visits during follow up activities
- iv. Conducting road shows by RSETI with the help of ex-trainees and present trainees
- v. Audio-Visual presentations on the activities of the institutes and success stories of RSETI trained entrepreneurs, in public forums and exhibitions

## 6. Selection of Candidates for Training

RSETI training programmes are conducted with specific objectives of skilling the unemployed youth, developing entrepreneurship and linking them to employment/self-employment. Considerable amount of resources are invested into the venture. Hence all the training programmes of the Institute shall be need based and result oriented. There must be credible outcome from every training contributing to the overall objectives of the Institute. In this backdrop, it is imperative for the Institute to select appropriate and suitable candidates for every training programme. RSETIs have adopted flexible and broader criteria for eligibility of candidates for training. However, a structured and scientific process shall be adopted for selection of suitable candidate for every batch of training.

### 6.1 Eligibility Criteria for RSETI Training:

The eligibility criteria for the self-employment training and support services of the RSETIs are as under:

- i. The target group for RSETI training are the unemployed rural youth in the age group of 18-45 years and who are able to read and write.
- ii. The candidate should have desire, aptitude and willingness to take up self-employment after completion of the training.
- iii. In respect of Self Help Groups (SHG) members, sponsored to RSETI training by any Government Agency/Bank/NGO under any credit/assistance linked livelihood or enterprise promotion programme of the above organization, the eligibility criteria of the respective scheme would be the primary criteria for admitting them to RSETI training.

The RSETIs are mandated to train rural youth and ensure that 70% of the total trained candidates are from one of the following categories:

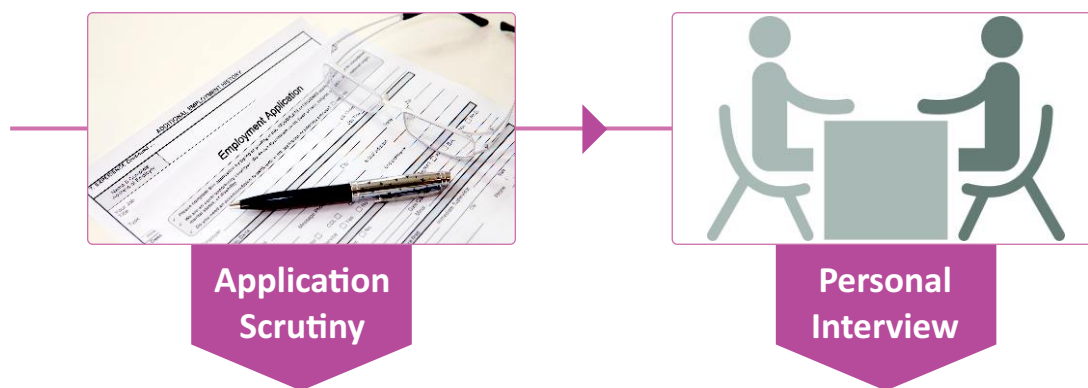
- i. Members of BPL families
- ii. Members of MGNREGA household with 35 days work in the previous year
- iii. Candidates from SECC households deprivation/auto included category
- iv. Candidates identified through Participatory Identification of Poor (PIP) method and approved by Gram Panchayats

- v. Candidates from a household with RSBY Card where in the details of youth are mentioned
- vi. Youths from household who have been issued Antyodaya Yojana / BPL PDS Cards
- vii. Youth from a household where a family member is a member of SHG under NRLM

In respect of the candidates sponsored by the DRDA/ZP under their livelihoods promotion/skill development schemes/projects, the eligibility criteria prescribed in the respective scheme/project shall prevail.

## 6.2 Selection of Candidates – Tools and Techniques:

Selection of the right candidates with 'felt-need' is one of the important factors determining the quality, outcome and impact of the training. The following tools are devised for the selection process of potential candidates:



### 6.2.1 Bio data questionnaire (Application form):

The format of the Application has been designed in such a way that complete information about the candidate, such as candidate's personal background, his/her role and responsibility in the family, basis for opting a particular training programme, his/her investment capability etc.

**Scrutinizing the application form** - Scrutinizing the application provides a fair idea on the potential of the candidate. The format of application is provided at **Appendix IV**.

Each RSETI shall translate the format of the application into the local language and provide it to the applicants. When the candidate delivers the application in person, detailed discussions with the candidate would provide adequate information to the Director/Faculty to take a decision regarding selection of the candidate.

### 6.2.2 Personal Interview cum counselling:

Personal interview of the applicant by the Director or by the Faculty is the most critical aspect of selection of candidates. This must be administered compulsorily in respect of all the candidates for all the Skill Development/Entrepreneurship Development training programmes of RSETIs. In case of skill training courses, concerned domain trainer should be involved in the interview. Personal interview provides an insight into the personality of the candidate, his attitude, aspirations, presence of minimum entrepreneurial traits, perception about the proposed activity, etc. This helps the Director to assess the suitability of the candidate for that skill, his ability to acquire the skill, etc.

In case it is found during the interview that the applicant is not suitable for such activity, or the chosen activity is not viable in the area, the Director shall counsel the applicant appropriately and guide him to join the relevant course or acquire the required basic skills, so that he can be admitted to the next batch of the training he has opted.

A format for recording data regarding the Interview is given in **Appendix V**

## Selection of candidates for Training:

### Overview

| Item                    | Description  |
|-------------------------|--|
| Purpose                 | Selection of Candidates for Skill Training                   |
| Reference to guidelines | Instructions from Sponsor Bank/Trust<br>Guidelines from MoRD |
| Time for completion     | 2 weeks prior to commencement of Training                    |
| Resource/s              | Applications<br>Interview and counselling format             |
| Process Owner           | RSETI Director   |

### Activities

| Sl. | Action   | Actor                                    | Time for completion                       | Relevant documents   |
|-----|--|--|---|--|
| 1.  | Fixing a specific Training Programme and date                              | RSETI                                    | 60 days prior to commencement of training | a. Annual Action Plan<br>b. Training calendar                            |
| 2.  | Calling for and mobilising applications                                    | RSETI                                    | 60 days prior to commencement             | Training Calendar  |
| 3.  | Calling the applicants for selection process                               | RSETI                                    | 30 days prior to commencement             | a. Training Calendar<br>b. Applications                                  |
| 4.  | Scrutiny of individual applications  | RSETI<br>Director/<br>Faculty            | On the day of selection                   | Applications   |
| 5.  | Personal Interview cum counselling   | Director/<br>Faculty/Gen<br>eral Faculty | On the day of selection process           | a. Application,<br>b. Marks of written Test<br>c. Feedback on skill test |
| 6.  | Final selection of the candidate   | Director<br>RSETI                        | On the day of selection                   | a. Application,<br>b. Assessment in interview                            |
| 7.  | Preparation of the final selection list and displaying on the notice board | Director<br>RSETI                        | On completion of the selection process    | Final list of selection of candidates                                    |
| 8.  | Communicating the selection to the candidate                               | RSETI                                    | Before 3 days of commencement of training | Selection Letter as per <b>Appendix VI</b>                               |

## 7. Preference for Candidates with Bank Credit Linkage :

If all the conditions for selections are fulfilled, preference may be given to applications sponsored by Bank branches. Availability of credit assistance increases the chances of early and sustainable settlement of the trained candidate.

After the selection process is over, an intimation letter should be issued to all the selected candidates informing the selection, facilities available in the institute and instructions to bring the prescribed documents and materials. Format of Intimation letter is furnished at **Appendix VI**.

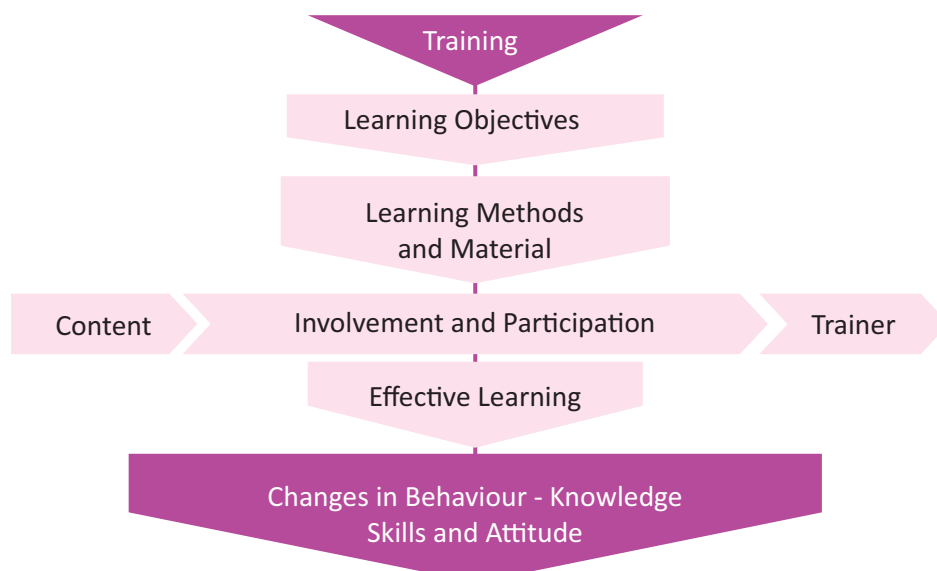
## 8. Designing the Training, Developing Curriculum and Contents for Training:

### 8.1 Designing a Training Course

Designing a training course to suit the need of the target group is one of the important aspects of training in RSETI. RSETIs have to effectively train the youth in a short duration of 10 days to 45 days so that they can acquire necessary skills to start an activity with confidence. Hence a robust training curriculum and content coupled with effective delivery are the prerequisites.

The following aspects of training should be considered while designing a Training:

- a. Training is a process of learning with clearly defined learning objectives and parameters.
  - i. Training enables acquiring competencies - Knowledge, skills and attitude.
  - ii. It is a process of empowerment of the participants - It helps the participants to explore and realize their potentialities and talent.
  - iii. Training is a journey of self-awareness and self-discovery, leading to growth and development.
  - iv. Training also assists in removing mental blocks or dispelling those reasons that prevented a participant from using the full range of his capabilities.
  - v. Training develops in an individual the ability to translate acquired knowledge and skills into perceptible and functional behaviour or actions.
  - vi. Training brings about profound and far-reaching changes in the behaviour of an individual in terms of knowledge, skills and attitude.



## 8.2 Developing the Training Curriculum

The participants in RSETI Training are adults. Experts have found out that adults learn what is of interest to them. Their learning is autonomous or voluntary. They use personal experience for their learning. Experiential learning is the most preferred and effective way of training to adults. Hence adult learning principles are to be integrated while developing a training curriculum. The word curriculum in simple terms may be understood as “what is to be learnt” and the sequencing of learning.

Generally, it is the responsibility of a training organisation to develop training curriculum and contents before commencement of the training, based on the learning objectives. Learning objectives are to be defined taking into consideration the entry status and exit status of the trainees in terms of Knowledge, Skills and Attitude. The training curriculum for Skill and Entrepreneurship Training programmes of RSETIs are developed by the National Academy of RUDSETI. The courses are aligned with NSQF and approved by the NSQC. All the RSETIs have to administer the training modules developed and prescribed as above.

### 8.3 Table 3 : Structure of RSETI Training courses (developed by NAR)

| Module  | Contents  |
|---|---|
| Module I<br>Behavioural/Entrepreneurship aspects                    | <ul style="list-style-type: none"> <li>a. Ice breaking exercises</li> <li>b. Self-evaluation exercise for assessing one's own potential</li> <li>c. Attitude development</li> <li>d. Achievement motivation</li> <li>e. Developing Self Confidence</li> <li>f. Entrepreneurial competencies</li> </ul>  |
| Module II<br>Business Opportunity Guidance and Enterprise launching | <ul style="list-style-type: none"> <li>a. Generating business ideas</li> <li>b. Evaluating and selecting business ideas</li> <li>c. Market survey</li> <li>d. Preparation of business plan</li> <li>e. Resource mobilisation - Banking</li> <li>f. Launching formalities</li> <li>g. Pitfalls in enterprise launching</li> </ul>  |
| Module III<br>Skill Development                                     | Skill inputs on production, service activities specific to the programme  |
| Module IV<br>Enterprise Management aspects.                         | <ul style="list-style-type: none"> <li>a. Marketing Management</li> <li>b. Financial management-Book keeping and accounts</li> <li>c. Time management</li> <li>d. Costing and Pricing</li> <li>e. Inventory Management</li> <li>f. Rules of business and statutory provisions</li> <li>g. Effective communication</li> <li>h. Customer relations / Human relations</li> <li>i. Labour management</li> </ul> |



## 8.4 Standard Training Contents

- i. All the Training programmes of RSETIs shall be predominantly practical oriented wherein the participants shall practice and acquire the skills under the guidance of a qualified trainer.
- ii. The training contents should be appropriate to the participants and relevant for the particular activity and comprehensive to enable the participants to acquire adequate skills to pursue the activity with confidence after the training.
- iii. The course module should be in accordance with the NSQF norms notified by the Ministry of Skill Development and Entrepreneurship, Government of India.
- iv. NAR will be the nodal agency who will be aligning the RSETI courses with those of NSQF.
- v. To maintain uniformity in training programmes all the RSETIs shall conduct the training programmes according to these modules designed by NAR.
- vi. Inputs on Entrepreneurship/behavioural aspects and Enterprise management aspects (EDP inputs) are an integral part of Entrepreneurship Training Programmes of RSETI model.
- vii. It must be ensured that about 25% to 30% of course contents of skill development Training programmes (Agriculture EDP, Product EDP and Service EDP) of RSETIs shall comprise EDP inputs.
- viii. In line with the prescription of CNN, all the training courses should compulsorily cover the classes on Computer Literacy and Basic Communicative English.
- ix. The Contents and level may be adapted as per the respective training batch.
- x. The orientation inputs shall be in addition to the prescribed course syllabus of respective qualification file.

## 9. Designing a new Training Course:

The RSETIs are prescribed to conduct innovative training programmes every year. These courses are area specific for enabling the trainees to acquire specific skills required to undertake the emerging entrepreneurial activity successfully. The basket of training programmes could vary every year and it should be dynamic. Innovative training programme in this context means, training in such a vocation/activity which shall be conducted in the particular institute for the first time. It is not repetition or redesigning of an existing programme.

When the RSETIs are proposing to conduct an innovative, region /activity specific Skill /Entrepreneurship Development Training, they have to design the training as per the guidelines of NAR and submit to NAR for NSQF compliance and approval.

## Process of designing a new Skill and Entrepreneurship Development Training Course:

### Overview

| Item                    | Description   |
|-------------------------|---|
| Purpose                 | <ul style="list-style-type: none"> <li>a. To design a Skill and Entrepreneurship Development Training Course for a specific skill based activity.</li> <li>b. To enable the trainees for acquiring the appropriate skills to start and manage an enterprise in that specific skill based activity.</li> <li>c. To facilitate the prospective entrepreneurs to harness the innovative opportunity in entrepreneurship.</li> </ul>                          |
| Reference to guidelines | <ul style="list-style-type: none"> <li>a. Annual Action Plan</li> <li>b. Guidelines from MoRD, Sponsor Bank, NAR</li> </ul>   |
| Pre requisites          | <ul style="list-style-type: none"> <li>a. The Training programme must promote self-employment / entrepreneurship</li> <li>b. There must be available or emerging business opportunity in the area for pursuing that activity in a viable scale.</li> <li>c. RSETI must be in a position to mobilize training materials and technical assistance for conducting the training Programme.</li> <li>d. Appropriate Guest Faculty must be available</li> </ul> |
| Time for completion     | Before preparation of AAP   |
| Resources               | <ul style="list-style-type: none"> <li>a. Potential Linked Credit Plan of NABARD,</li> <li>b. Data/Report on potential entrepreneurial opportunities in the region</li> <li>c. Website details on particular skill</li> <li>d. Feedback from the users and practitioners</li> </ul>   |
| Process owner/s         | RSETI Director and team   |

## Activities

| Sl. No. | Action  | Actor                   | Time for completion                                | Relevant documents   |
|---------|---|-------------------------|--|--|
| 1.      | Scan the environment in the region. Scout for emerging business opportunities to groom and facilitate entrepreneurs to utilize the emerging opportunities | RSETI Director and Team | Continuously                                       | a. Socio economic study of the district.<br>b. Data collected for preparation of Annual Action Plan<br>c. Market information |
| 2.      | Verify the demand for the new product or service in the market  | RSETI Director and Team | Before drawing Annual Action Plan                  | State and Central Govt. budget. Economic analysis report, etc.   |
| 3.      | Prepare a module of the training and decide the contents. Determine the duration.   | RSETI Director and Team | Before 3 months of scheduled date                  | Guidelines from NAR  |
| 4.      | Prepare the draft curriculum using the services of technical experts/faculty /practitioner in that field.   | RSETI Director and Team | Before closure of the Financial Year               | a. Curriculum of Technical courses<br>b. Project Report relating to specific activity  |
| 5.      | Submit the draft curriculum and course module to NAR for aligning as per NSQF and seeking NSQC approval   | RSETI Director and Team | Before closure of the Financial Year               | A draft course module and curriculum of the proposed training course   |
| 6.      | Refine the draft and finalise the curriculum as per NSQF guidelines   | NAR                     | Within 15 days from the date of receipt from RSETI | a. NSQF guidelines<br>b. Common norms guidelines   |
| 7.      | Accord approval of new Course   | NSQC                    | During their regular meeting                       | File format  |



**TRAINEE REGISTRATION**



# Chapter 1

Pre Training Activities

Appendices



## Checklist for conducting Due diligence of RSETIs

### Pre Training Activities

| Sl | Parameter  | Requirement   | Actuals |
|----|--|---|---------|
| 1. | Entrepreneurship Awareness Programmes (EAP)      | 5 EAPs by each staff (Director and Faculty) in a month  |         |
| 2. | Geographical coverage of EAPs                    | EAPs to be conducted at different places in the area of operation   |         |
| 3. | Reporting of EAPs                                | RSETI to prepare & submit report on EAPs to Controlling Office  |         |
| 4. | Quality of EAP                                   | <ul style="list-style-type: none"> <li>a. Each EAP should have 50-100 participants.</li> <li>b. Suggested activities should be conducted</li> </ul>   |         |
| 5. | Mobilisation of candidates for training          | <ul style="list-style-type: none"> <li>a. RSETI to mobilise through Alumni of RSETI</li> <li>b. Give publicity through Print &amp; Electronic media</li> <li>c. DRDA/ZP to sponsor the BPL &amp; other eligible category candidates</li> <li>d. Banks to sponsor the candidates</li> </ul>  |         |
| 6. | Selection of eligible candidates                 | <ul style="list-style-type: none"> <li>a. Candidates to fulfil eligibility criteria</li> <li>b. RSETI Director/Faculty to compulsorily conduct personal interview of every candidate before selection</li> <li>c. RSETI to conduct Skill &amp; Written test for selection of candidates to Skill batches</li> <li>d. Selection process should be completed before 30 days of commencement of Training.</li> </ul> |         |
| 7. | Designing a Skill Development Training programme | Training modules developed by NAR to be followed  |         |
| 8. | Designing a new Training programme               | RSETI to design as per guidelines & submit to NAR for approval of NSQC  |         |

## **Checklist for conducting Entrepreneurship Awareness Programmes**

---

1. Is the EAP as per the Annual Action Plan - or is to due to an emerging opportunity?
2. Who is local partner of the event - NGO / Local government Body / Government Agency/Bank Branches etc.?
3. Has adequate publicity been given? How many people are expected, are they from the target group?
4. Which is the Venue? Does it suit the requirements for conducting the meeting and sessions?
5. What is the broad profile of the proposed participants - urban / rural / semi –urban/ belonging to the same institution, etc.?
6. Who are the guests and resource persons?
7. Who are the Resource persons from RSETI to conduct the EAP. Are they well prepared? who are the substitutes, in case the assigned staff is not able to attend the event due to some contingencies?
8. Will the proposed talk / games, etc. be relevant to the target audience, what modifications need to be made in the same?
9. What Training / other materials are required (for simulation game, etc.). Has it been readied?
10. Whether attendance sheets/Register is ready?
11. What information is to be given in the programme regarding RSET Training/ upcoming courses etc.?
12. Has some publicity material – such as pamphlets / brochures etc. been prepared?
13. Are there enough application forms for filling up at the venue itself?



### Format of Report on Entrepreneurship Awareness Programme

|    |  |  |
|----|--|--|
| 1  | Date of the Programme  |  |
| 2  | Place and Venue  |  |
| 3  | Profile / Special features / Main economic activities / potential economic activities of the area where the EAP was conducted  |  |
| 4  | Sponsoring / Partner Organization  |  |
| 5  | Resource Person (Director / Faculty / External Guest)  |  |
| 6  | Chief Guest and Other Dignitaries  |  |
| 7  | No. of Participants (Male / Female = Total)  |  |
| 8  | Profile of Participants (Students, SHG Women, Tribal, Youth, Literate / Illiterate)  |  |
| 9  | Gist of activities conducted & information provided to the participants  |  |
| 10 | Response of participants and guests  |  |
| 11 | Feedback from the RSETI official   |  |
| 12 | No. of Applications generated at the Venue   |  |
| 13 | <b>Note:</b><br>1. Attach attendance sheet of participants as per the enclosed format<br>2. Attach 3-4 action photographs of the programme<br>3. Upload the data in MIS<br>4. Send the report to controlling office of RSETI |  |

**Format of attendance sheet of Participants in EAP**

---

**Date of EAP:**

**Place:**

| Sl. | Name | Village/Locality | Contact No. | Signature |
|-----|------|------------------|-------------|-----------|
| 1.  |      |                  |             |           |
| 2.  |      |                  |             |           |
| 3.  |      |                  |             |           |
| 4.  |      |                  |             |           |
| 5.  |      |                  |             |           |
| 6.  |      |                  |             |           |
| 7.  |      |                  |             |           |
| 8.  |      |                  |             |           |
| 9.  |      |                  |             |           |
| 10. |      |                  |             |           |
| 11. |      |                  |             |           |
| 12. |      |                  |             |           |
| 13. |      |                  |             |           |
| 14. |      |                  |             |           |
| 15. |      |                  |             |           |
| 16. |      |                  |             |           |
| 17. |      |                  |             |           |
| 18. |      |                  |             |           |
| 19. |      |                  |             |           |
| 20. |      |                  |             |           |
| 21. |      |                  |             |           |
| 22. |      |                  |             |           |

### Format of Application by the candidates

| <b>Eligibility for Training Programmes</b>  |   |       |         |          |  |
|---|---|-------|---------|----------|--|
| <p>Any unemployed youth in the age group of 18-45 years, irrespective of caste, creed, religion, gender and economic status, having aptitude to take up self-employment and having some basic knowledge in the related field can undergo Training which is totally free. Interested candidates may apply to the nearest RSET Institute in the format given below:</p> |   |       |         |          |  |
| <p>To,<br/>The Director,<br/>RSET Institute, _____</p>  | PHOTO   |       |         |          |  |
| <p>Dear Sir,<br/>I am an unemployed youth, and desirous of undergoing Training in RSET Institute. My personal information is as follows:</p>  |   |       |         |          |  |
| 1. Name of the Candidate  |   |       |         |          |  |
| 2. Father's / Husband's Name  |   |       |         |          |  |
| 3. Full Postal Address<br>How to reach the address- Land marks  |   |       |         |          |  |
| 4. Phone No.  |   |       |         |          |  |
| 5. Date of Birth & Age  |   |       |         |          |  |
| 6. Educational Qualifications<br>(Mention Technical Education if any)   |   |       |         |          |  |
| 7. Social Category  | SC/ST/OBC/Minority/General/Differently abled/<br>Transgender  |       |         |          |  |
| 8. Occupation of the Family   |   |       |         |          |  |
| 9. Income of the family/<br>Whether belong to BPL/SECC data/PIP   |   |       |         |          |  |
| 10. Present Occupation of the Candidate   |   |       |         |          |  |
| 11. Training Interested In and<br>Reasons for opting to this training   |   |       |         |          |  |
| 12. Work Experience / Skills already<br>acquired, if any.   |   |       |         |          |  |
| 13. Hobbies and special skills  |   |       |         |          |  |
| 14. Name and Address of the nearest<br>Bank where I have an Account   | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Bank:</td> <td style="width: 50%;">Branch:</td> </tr> <tr> <td>A/c. No.</td> <td></td> </tr> </table> | Bank: | Branch: | A/c. No. |  |
| Bank:   | Branch:   |       |         |          |  |
| A/c. No.  |   |       |         |          |  |

|   |                            |
|---|----------------------------|
| 15. If student, studying in class, course and Institution   |                            |
| 16. Name of the Sponsor - Bank/NGO/Govt. Dept. if any   |                            |
| Place:<br>Date:   | Signature of the Applicant |
| Note: Duly filled in Application form along with self addressed envelope and requisite stamp must be submitted to nearest RSET Institute. |                            |

### ARE YOU UN-EMPLOYED AND IN SEARCH OF EMPLOYMENT

If yes, RSETI Institute is the place where you can get free Training and get support to become an entrepreneur

### Which Training Programme should I select?

This is an important decision, and hence has to be taken carefully. Please consider the following points while taking this decision:

1. Would you want to continue working in this activity/vocation after the Training?
2. Do you want to be self employed entrepreneur?

Please attend the Entrepreneurship Awareness Programme conducted by RSETIs, meet RSETI representatives, and RSETI trained entrepreneurs in your region and discuss this with your family members, and well wishers and mentors. After consulting all persons, including RSETI staff and taking their guidance, please select a Training programme appropriate to your needs and interest.

Write some highlights of the Institute, such as Free Training, Linkage with Banks etc.

Mention the Name and Duration of the Training Programmes being offered

Mention about Eligibility Criteria

Write about Achievement of the Sponsoring Banks' RSET Institutes

**Interview format for selection of Candidates for Training**

Date of the Interview : ..... Name of the Training Programme: .....

Interview conducted by: ..... Domain Faculty for Skill Test:

| Sl. No. | Application No. | Name | Age | Education / Technical Qualification | Rural / Urban / Semi-Urban | Experience in Selected Venture | Present Occupation | Aptitude for Self Employment and economic conditions | Skill Test – Marks / Grade | Phone No. | Selected / Not Selected |
|---------|-----------------|------|-----|-------------------------------------|----------------------------|--------------------------------|--------------------|--|----------------------------|-----------|-------------------------|
| 1.      |                 |      |     |                                     |                            |                                |                    |  |                            |           |                         |
| 2.      |                 |      |     |                                     |                            |                                |                    |  |                            |           |                         |
| 3.      |                 |      |     |                                     |                            |                                |                    |  |                            |           |                         |
| 4.      |                 |      |     |                                     |                            |                                |                    |  |                            |           |                         |
| 5.      |                 |      |     |                                     |                            |                                |                    |  |                            |           |                         |

Signature of the Director

## Intimation letter to Candidates selected for Training

Ref: RSETI./

Date:

Dear Sir/ Madam \_\_\_\_\_

### Sub: Your Selection for ..... Training

We are happy to inform you that you are selected for the .....Training to be conducted at our RSETI from \_\_\_\_\_ to \_\_\_\_\_

### The Training course details are as follows:

- 1) Training course is of ... days duration from \_\_\_\_\_ to \_\_\_\_\_. You are expected to present at RSETI on the training day before 9.00am. If you hail from long distance, you may reach the Institute on previous day evening before 6 pm. Dinner will be provided for the previous night.
- 2) Training is compulsorily residential and no holidays (Including Sundays) will be given.
- 3) During training period, breakfast, tea, lunch and dinner will be provided free of cost.
- 4) You should follow the discipline of the Institute very strictly and violation of the rules will be viewed seriously including debar from the training.
- 5) While coming for training course, you should bring all necessary items like enough cloths for staying, regular medicines (if any), Torch, Scale, Pen, Pencils and 200 page Long Register. You should also bring a dress suitable for Yogasana and it is compulsory.
- 6) We have drinking water facility at RSETI. Hence please bring empty water bottle for the purpose of drinking water.
- 7) Please bring one small lock and key to lock your belongings in the locker provided at hostel. However Institute will not take responsibility of your belongings.
- 8) Please bring this letter for enrollment while attending the training.
- 9) During the training period, your relatives/ friends are not allowed inside the class / hostel room without the permission of the Director.
- 10) Use of Mobile Phones are restricted inside the campus.
- 11) You must bring Xerox copies of SSLC/ School Leaving Certificate, Adhar Card, PAN Card, Ration Card (BPL), Caste Certificate, Voter ID and 5 PP size photographs for Registration.
- 12) For any further details you can contact Office No –.....during office hours from 9.30am to 6.00pm.

Yours Faithfully

**DIRECTOR**

**Note: Shall be in Local Language also.**



## Chapter 2

# Administration of Training







## Administration of Training

### Objectives:

The objectives of this chapter are to :

- I. Provide guidelines and instructions in detail on various processes and activities involved in preparation and conduct of training programmes in RSETIs
- II. Define and codify the individual processes and activities
- III. Explain the purpose and importance of each activity
- IV. Provide formats used for effective delivery and monitoring of training

### Synopsis:

Conducting RSETI Training involves 3 stages:

- A. Planning
  - B. Preparation
  - C. Implementation
1. Planning of the training should be as per the Calendar of training programmes prepared by the institute basing on AAP. If any of the Govt. department/Agency sponsors the training batches like PMEGP etc., institute shall plan such programmes accordingly.
  2. Preparation starts from selection of trainees, arranging training resources, preparing infrastructure and logistics, training material and arranging Domain Faculty, etc.
  3. Implementation includes:
    - Registration of candidates and setting the tone for learning
    - Effective training delivery methods like behaviour simulation games, group activities, practicals, exposure visits, interactions are integrated into the training modules to provide experiential learning to the trainees.
    - Tested and impactful practices like MILLY, interaction with successful entrepreneurs are part of training methodology.
    - Unique feature of the course curriculum is that it has the combination of 4 modules viz, Behavioural, Technical skills, Enterprise management and Enterprise launching aspects.
    - Practitioners in the respective fields of technical activities are the Faculty for skill programmes.
    - RSETI Director and Faculty deliver Entrepreneurship Development/Behavioural aspects of training.
    - Formats of processes/activities are provided in the appendices

## 1. Background:

Effective administration of training is the most critical aspect of RSETI training. The trainees come with lots of expectations to learn from the training which can change their lives. The learning should happen in a short duration in RSETI training. Hence, meticulous planning, adequate preparations and perfect execution are the keys for successful training administration. Planning for training starts with preparation of Annual Action Plan followed by generation of applications and selection of candidates for training. The next stage of activity is preparations for rolling out the training smoothly.



## 2. Planning:

Planning of the training should be as per the calendar of training programme prepared by the Institute based on AAP. If any of the Govt. department/Agency sponsors the training batches like RGCY, PMEGP, etc. institute shall plan such training programmes accordingly.

## 3. Preparations:

Selection of candidates, developing course curriculum and contents are part of preparations, which are already dealt in the previous Chapter. The preparations for commencement and effective delivery of training are the critical components. The following preparations should be made before commencement of any batch of Training in the RSETI for smooth conduct of the training:

### Overview

| Item                    | Description   |
|-------------------------|---|
| Purpose                 | Preparation for effective training administration   |
| Reference to guidelines | SOP Guidelines  |
| Time for completion     | Before commencement of training   |
| Resource/s              | <ul style="list-style-type: none"> <li>▪ Training Infrastructure and logistics</li> <li>▪ Training contents and curriculum</li> <li>▪ Training equipment and raw materials</li> </ul> |
| Process Owner           | RSETI   |

## Activities

| Sl. | Action   | Actor                | Time for completion                         | Relevant documents   |
|-----|--|----------------------|---|--|
| 1.  | Sending intimation to selected candidates  | RSETI staff          | 2 weeks prior to training*                  | <ul style="list-style-type: none"> <li>Selection list</li> <li>Selection letter</li> </ul> |
| 2.  | Preparing Training Curriculum  | Director/<br>Faculty | Available with approved Qualification Files | Training Curriculum  |
| 3.  | Engaging domain/guest faculty and getting confirmation                                       | Director/<br>Faculty | One week prior to training*                 | Training Curriculum  |
| 4.  | Inviting Entrepreneur for interactions and getting confirmation                              | Faculty              | One week prior to training*                 | Training Curriculum  |
| 5.  | Checking and ensuring the working conditions of training equipments                          | Faculty/<br>Staff    | 5 days prior to training*                   | RSETI Level  |
| 6.  | Servicing/arranging the machinery, vehicle, etc required for Technical Training and practice | Faculty/<br>Staff    | 5 days prior to training*                   | RSETI Level  |
| 7.  | Arranging Training material/Raw material for learning  | Faculty/<br>Staff    | 5 days prior to training*                   | Training Schedule<br>Guest faculty   |
| 8.  | Procuring and keeping ready Training kit and stationery to candidates                        | Faculty/<br>Staff    | 5 days prior to training*                   | Training Schedule  |
| 9.  | Fixing the unit/place for field visits and obtaining confirmation                            | Faculty/<br>Staff    | 5 days prior to training*                   | Programme schedule   |
| 10. | Arranging accommodation for trainees and ensuring functioning of all facilities              | Faculty/<br>Staff    | 5 days prior to training*                   | SOP provisions on residential facilities   |
| 11. | Making boarding arrangements   | Faculty/<br>Staff    | 5 days prior to training*                   | SOP provisions on residential facilities   |
| 12. | Intimating the Evaluators/Assessors  | Faculty/<br>Staff    | Day of commencement of training *           | NAR contact  |
| 13. | Preparing and keeping ready forms for candidates' Registration, Feedback, etc.               | Faculty/<br>Staff    | 5 days prior to training*                   | Related forms  |
| 14. | Arranging class room, work shed, seating, etc.,  | Faculty/<br>Staff    | One day prior to training*                  | No. of Candidates selected   |
| 15. | Inviting Guests for Inauguration and Valedictory functions                                   | Director             | One week prior to the date                  | Training Schedule  |
| 16. | Engaging photographer and Inviting Press/Media persons for Inauguration and Valedictory      | Director             | One week prior to the date                  | Training Schedule  |

\* Training = commencement of Training

#### **4. Intimation to Selected Candidates:**

After completion of selection process, all the selected candidates should be intimated about their selection through a selection letter (As per the appendix VI in chapter 1) and instructed to report to the training well before the time of commencement. They should also be advised about the preparations they have to make, things they have to bring and intimated about observing/not observing holidays during the training. Such an intimation shall be sent by post, courier or email, etc. The candidates shall also be advised to confirm receipt of intimation and their participation in training. This will be helpful to arrange required number of training kit and material.

#### **5. Training Curriculum/Schedule:**

Training Curriculum and Session Plan for all the training courses done by the RSETIs have been developed by NAR. The same have also been approved by the NSQC. RSETIs need to follow the same Curriculum and Session Plans which are available in NAR website and RSETI MIS.

The Session Plans also should be displayed in the Notice Board of the Institute so that the trainees are aware of the incoming sessions. This also helps the trainees to know about the complete contents which will be delivered to them. Trainees can also comment if the contents are not delivered fully. The Faculty need to record the sessions taken by them in training log which should be in sync with the approved Session Plan.

#### **6. Engaging the Domain Experts/Faculty for skill training:**

The institute should identify, select and maintain a panel of qualified and experienced persons/practitioners in respective vocation as Domain/Guest faculty for skill training. Domain faculty should be a certified trainer as per CNN guidelines. The relevant Guest Faculty should be contacted well in advance to confirm availability of his services for the training. Commitment has to be obtained from the Guest Faculty by sending formal request along with training schedule in advance.

Identifying persons to work as Guest Faculty and empanelling them should be done on an on-going basis. During this process, it is also necessary to plan for unforeseen situations like illness or sudden absence of the Faculty so that the training schedule is not adversely affected.

As per CNN it is mandatory to use only certified Faculty for RSETI training. NAR will conduct Trainers' Training Programmes all across the country for various Qualification Files and host the names and contact details of certified trainers in its website. The Institutes shall compulsorily contact the certified trainers and utilise their services for RSETI training.

The RSETIs shall send their feedback on the conduct and quality of these faculties to NAR.

## **7. Inviting Successful Entrepreneurs for interactions:**

Interaction of trainees with successful Entrepreneurs has been found very effective in motivating the participants and enabling them to firm up / resolve their decision to start an enterprise. In every batch of training programme, RSETI should arrange the interaction with RSETI trained successful entrepreneurs, preferably from the same activity / background. If such a person is not available among the past trainees, then an entrepreneur from similar background can be chosen. Direct interaction of a local entrepreneur who has a background similar to the trainees and who has been successful, provides a good role model example for aspiring candidates. Interaction with such person(s) also give an opportunity to the aspirants to discuss about the practical aspects of Enterprise creation and its management. RSETI Director / Faculty should identify suitable persons for such interactions in every batch of training.

## **8. Training Equipment and Training materials:**

Each RSETI must be equipped with computers, multimedia projectors and audio visual systems for the class rooms as specified in SOP part-I. Further, for each type of skill training, specified equipment in adequate numbers, as prescribed by NAR should be arranged before the commencement of the programmes. The Director / Faculty should inspect and ensure working condition of all the equipments and get them serviced including replacement of worn out components, if any, before commencement of training.

## **9. Training Kit to Trainees:**

Each Trainee has to be provided with a training kit containing basic tools related to the training undertaken, necessary stationery for taking notes, Achievement Motivation Training Work Book, Code of conducts sheet, ID Card, etc. All the tools required for practical work as specified under the schedule of training should be included in the training kit. However, in case of certain training, where expensive materials are required (for example photography) the trainees may be asked to bring their equipments (such as camera) while coming to RSETIs.

Handouts and study / reading materials required for each session of training should be prepared and updated well in advance and kept ready in sufficient numbers. In EDP sessions and training on management topics, brief write-ups containing the key learning points should be prepared by the Director / Faculty and provided to the candidates. In respect of skill development inputs, the Guest Faculty has to dictate the notes for each session. RSETI should also provide Training and Learning Materials on the related course to the trainees.

## 10. Training Raw Materials:

Training raw materials required for practical skill training like cloth and threads for dress designing, wires, testing board and tools for electrical/electronic course, raw materials for other products like food processing, Agarbathi making, etc., should be planned in consultation with the technical faculty. All required items should be procured in sufficient quantity in advance and provided to the trainees as prescribed by NAR.

## 11. Guests for Inauguration and Valedictory functions:

Each training course should commence with a formal Inauguration and conclude with a Valedictory function. Appropriate persons like eminent personalities, achievers in the respective fields, outstanding entrepreneurs, Bank Executives/Managers, Officials from training sponsor agencies, DLRAC members, etc. should be identified and invited in advance as guests.

## 12. Actions on commencement of training:

### Overview

| Item                    | Description                                   |
|-------------------------|---|
| Purpose                 | To ensure smooth commencement of the training |
| Reference to guidelines | As per SOP                                    |
| Pre requisites          | Preparations as per Chart in SOP              |
| Time for completion     | First day of the training programme           |
| Resources               | As listed in the Chart at SOP                 |
| Process owner/s         | Director/Faculty/Staff of RSETI               |

## Activities

| Sl. No. | Action   | Actor  | Time for completion                                  | Relevant documents                 |
|---------|--|--|--|------------------------------------|
| 1.      | Registration of Trainees   | Office Assistant of RSETI                    | Before Inauguration                                  | Registration format                |
| 2.      | Inauguration of the Training   | Director/Training Coordinator/ Guest Faculty | First session on the first day of the training prog. | Training Schedule/curriculum       |
| 3.      | Making Boarding and Lodging arrangements for all the trainees.                 | Faculty/Office Assistant                     | First day of training                                | Hostel Facilities                  |
| 4.      | Preparing a report on Inauguration and sending to controlling office and Press | Director                                     | Immediately after inauguration                       | Inaugural proceedings              |
| 5.      | Upload the details of Candidates in MIS  | Office Assistant                             | Within 3 days  | MIS package                        |
| 6.      | Providing Instructions to the candidates on the code of conduct                | Director/Faculty                             | First session of training                            | Code of conduct format in appendix |
| 7.      | Fixing the boarding menu for the entire training                               | Director/Faculty                             | First day  |                                    |
| 8.      | Marking attendance of trainees   | Faculty/Office Assistant                     | All the days of training                             | Training Schedule                  |

### 12.1 Registration of Candidates:

All the candidates admitted to the training course must be registered on the first day of the training by obtaining a Registration form. The registration form should contain basic information about the candidate such as: Name, Address, (also the landmarks to identify the address) Contact Number, PAN No., Adhaar No., Social Category, APL/BPL status, SECC number/PIP number, Family Background, Source of the Income of all members in the Family, Assets held by the Family, Current Status of the Candidate, Future Plans, Details of nearest Bank and Branch, Details of Sponsoring Bank and Branch if any, source from which obtained information about RSETI, etc., along with latest Photographs.

The information furnished by the trainees in the registration form, particularly Aadhaar No., Social category, date of birth, should be verified by the RSETI staff referring to the copies of documents produced. RSETIs should also upload related documents in the MIS.

Registration forms of all the trainees should be kept in the batch file maintained, after uploading the details in MIS. Format of Registration form is furnished at **Appendix - I**

## Overview

| Item                    | Description  |
|-------------------------|--|
| Purpose                 | To register the candidates in each training.   |
| Reference to guidelines | Format as per Appendix: I  |
| Pre requisites          | Relevant documents like copy of Adhaar card, PAN Card, BPL Card, Photo ID and Address Proof. |
| Time for completion     | First day, first session of the training programme   |
| Resources               | NA   |
| Process owner/s         | Office Assistant   |

## Activities

| Sl. No. | Action  | Actor                     | Time for completion                                 | Relevant documents  |
|---------|---|---------------------------|---|---------------------|
| 1.      | Briefing the trainees on how to fill the Registration format    | Office Assistant of RSETI | Immediately after inauguration of the training      | Registration format |
| 2.      | Filling of Registration format and declaration                  | Trainees                  | First session on the first day of the training prog | Registration format |
| 3.      | Attaching the relevant documents as referred in pre requisites. | Office Assistant          | After filling the Registration format               | Relevant documents  |
| 4.      | Verify the details of the trainees and signing the format       | Director                  | At the end of the registration                      | do                  |
| 5.      | Upload the details in MIS                                       | Office Assistant          | Within 3 days                                       | MIS package         |
| 6.      | File the entire Registration format in Master Batch file        | Office assistant          | On completion of the training                       | Master Batch file   |

### 12.2 Attendance of Trainees:

#### Aadhar Enabled Biometric Attendance System (AEBAS)

Recording of candidate attendance via the Aadhar Enabled Biometric Attendance System through <http://rural.skillattendance.gov.in> has been made compulsory to participate in RSETI training.



It is mandatory to install wall mounted (Tablet) device for every 30-40 students (each batch). There is requirement of Wi-Fi and 3G data sim to be used for wall mount devices.

#### **The process of marking Bio-metric attendance:**

- i. After registration of all the candidates on the URL provided to RSETI's by helpdesk team, attendance ID will be generated.
- ii. Candidates to enter their 8-digit attendance ID on screen.
- iii. A red light will start to glow on finger print scanner (wall mount Tablet/FPS).
- iv. Candidates then have to put any one of their fingers on the Finger Print scanner.
- v. On authentication, a pop-up screen will show their photo and attendance type as "Opening" for the first time in case they mark the attendance for that day.
- vi. If attendance type is "Closing" then it will be continued as OUT Time.

Every candidate for successful attendance has to mark opening and closing attendance. The detailed manual on AEBAS is provided for reference at **Appendix X**.

In addition to AEBAS, every institute should maintain manual attendance register to mark the attendance of the trainees in each training programme. This register should be maintained either by the Director himself / herself or by the Institute Faculty in-charge of a particular training programme. This responsibility should not be entrusted to a Guest Faculty. Attendance of each participant has to be marked at the beginning and end of the training every day. The Format of trainees' attendance register is provided in **Appendix II**.

### **13. Delivery of Training Programmes:**

After successful launching of the Training course, all efforts should be made to conduct the entire programme effectively. Some important components of delivery of training are discussed in the following paragraphs:

#### **13.1 Delivery of Contents:**

Contents of the entire training course should be delivered session wise in the same sequence/order by the respective Faculty as detailed in the training schedule/curriculum. Any change in the order due to practical reasons should be justified and with the approval of the Director. However, the flow of contents in the logical sequence to enable the participants to understand and register the inputs in mind should be ensured. The session wise contents of the whole training curriculum, both theory and practical should be imparted by adopting effective delivery methods as prescribed in the course modules. Quality of delivery should not be compromised.

RSETI Director and Faculty should deliver the sessions/inputs relating to Entrepreneurship, Enterprise launching and Management aspects and other soft skills. In respect of skill development, inputs are delivered by the Domain Faculty/Technical persons who are the practitioners in the respective activity.

## 13.2 Training Log

Daily Training log is the recording of actual delivery of training session vis - a - vis the training schedule/curriculum drawn prior to the commencement of each training. At the end of each session, the Faculty who has delivered the session should record it in the Training Log Register maintained. This is a professional document to verify the delivery of training as planned and coverage of contents. This gives information as to the contents delivered and methodology adopted by the Trainer, which will be helpful to evaluate the training and take corrective steps, in case of deficiencies. The format of Training Log Register is furnished at **Appendix III**

### Overview

| Item                    | Description   |
|-------------------------|---|
| Purpose                 | To record the summary of the training sessions conducted on a day- to-day basis.  |
| Reference to guidelines | Training schedule and Curriculum  |
| Pre requisites          | <ul style="list-style-type: none"> <li>▪ Faculty/Trainer delivering the sessions</li> <li>▪ Contents of Training</li> <li>▪ Session Plan</li> <li>▪ Training Log as per Appendix III</li> </ul> |
| Time for completion     | On Daily basis  |
| Resources               | Notes, reading materials provided to trainees   |
| Process owner/s         | <ul style="list-style-type: none"> <li>▪ Resource person who handled the particular session/s</li> <li>▪ RSETI Director</li> </ul>  |

### Activities

| Sl. No. | Action   | Actor  | Time for completion            | Relevant documents                          |
|---------|--|--|--------------------------------|---|
| 1.      | Recording in the Training log on the topic delivered in the session and summary points     | Faculty/<br>Resource person delivering the session | Immediately after each session | Training Log, as per format in Appendix III |
| 2.      | Verification of Training Log for confirming delivery of contents as prescribed and planned | RSETI Director                                     | At the end of every day        | Training Log, as per format in Appendix III |
| 3.      | Referring to Training log for preparing Post Programme Report and up loading to MIS        | RSETI Faculty/Training Coordinator                 | At the end of the Training     | Training Log, as per format at Appendix III |

### 13.3 Methods of Delivery of Training Contents

The central aspect of effectiveness of training lies in effective delivery of training contents to ensure effective learning by the trainees.



Various delivery methods are devised for delivery of training sessions, taking into consideration effective communication skills/techniques and adult learning habits. Based on the research and practices, generally the following delivery methods are adopted by the Trainers:



The sessions should be participatory and interactive and not monotonous lectures.

Taking into consideration the past experience, depending upon the content and expected learning outcome, specific training delivery method for each session in every training are defined and prescribed in the training modules developed by National Academy of RUDSETI. RSETIs are advised to follow the prescribed methods for effective delivery of sessions. In case any RSETI Faculty/Guest faculty has adopted any other methodology/technique and if it is found more effective, the institutes should provide the details to NAR for evaluation and universal introduction in all RSETIs.

In RSETI Training programmes the following techniques are also adopted which are found very effective:

1. Interaction with successful entrepreneurs/role models/achievers and stakeholders (Bank Managers/SRLM officials, etc.,)
2. Exposure/field visits to ideal units/ industries/farms etc.
3. Video Clippings and short films of related incidence/activity

## Overview

| Item                    | Description  |
|-------------------------|--|
| Purpose                 | To create an opportunity to the aspirants to discuss about the practical aspects of enterprises creation and management. |
| Reference to guidelines | Training module, Training Schedule, SOP  |
| Pre requisites          | RSETI Director / Faculty have to identify suitable persons for such interactions in every batch of training.             |
| Time for completion     | During 2nd part of the training – i.e. during enterprise management session  |
| Resources               | Panel of successful entrepreneurs in the area  |
| Process owner/s         | Director/Faculty/Office Assistant  |

### 13.4 Field / Exposure Visit

Field Visit /exposure visit of trainees to locations of the enterprises/industries/farms or other institutions related to the activity in which the training is being conducted should be organized as an integral part of the training programme. This will inspire the trainees and strengthen their resolve to take up such activity on completion of the training. The learning objectives and expected outcomes should be clear to the trainees and faculty so that such visits become a fruitful learning experience. The checklist for organising field / exposure visit is provided in **Appendix IV**.

## Overview

| Item                    | Description  |
|-------------------------|--|
| Purpose                 | To provide first-hand information and experience to the trainees on the activity they have proposed to undertake after the training.   |
| Reference to guidelines | Training module and Curriculum Training Schedule   |
| Pre requisites          | Locate appropriate places and organizations to which field visits can be undertaken e.g. Dairy, Vehicle Service Centre, etc. These places should be visited by the Director/Faculty well in advance and points of learning should be marked. |
| Time for completion     | During the 2nd part of the training – i.e. during enterprise management  |
| Resources               | NA   |
| Process owner/s         | Director/Faculty/Office Assistant  |

### 13.5 “MILLY” (Most Important Lessons Learnt Yesterday)

Write up and presentation of MILLY in RSETI Training has been found very useful for effective learning. Writing MILLY helps the trainees to recollect, revise, reflect and reinforce the previous day's Training inputs. All the trainees should compulsorily write MILLY, session wise every day. Every day, after the prayer, the Training should begin with presentation of the previous day's learning (MILLY) by 2-3 trainees. The Director of the Institute/Faculty should be compulsorily present while presentation of MILLY on all the days. This will provide immediate feedback on the Training inputs, delivery of inputs and effective learning by the trainees. This will also enable the Director to know effectiveness of the Faculty and to take immediate steps for improvements needed. The quality and presentation of MILLY has to be evaluated by the Director/Faculty and trainees should be guided to prepare for the MILLY effectively. Generally, most of the trainees tend to write the process or vague statements. (like so and so's session was good, we had good breakfast, the session was good / interesting, I enjoyed the game, I liked the session, etc.). Hence Director and Faculty should guide the trainees to record the learnings (What exactly he/she has learnt) from each session. Director/Faculty should verify the contents of the 'MILLY' written by all the trainees and put their signature. Copies of the 'MILLY' of one or two candidates should be collected every day and preserved as a record in the master batch file.

The Format of MILLY is provided in **Appendix V**.

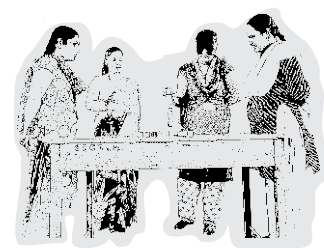
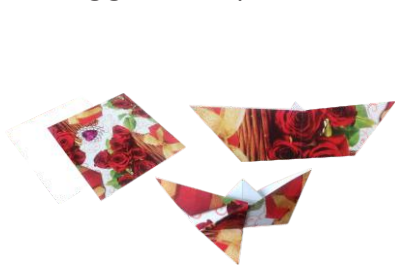
#### Overview

| Item                    | Description   |
|-------------------------|---|
| Purpose                 | <ul style="list-style-type: none"> <li>To reinforce learnings of training sessions and enhance the learnings by the trainees</li> <li>To get immediate feedback on the training inputs, delivery and effectiveness of the Faculty</li> <li>Enabling RSETI Director to take immediate steps for improvements.</li> </ul> |
| Reference to guidelines | Training Schedule   |
| Pre requisites          | Trainees should be provided MILLY Booklet for recording. Relevant pages of AMT booklet can also be used. RSETI Director and Faculty must be present during MILLY presentation<br>MILLY Format- As per Appendix V  |
| Time for completion     | On Daily basis  |
| Resources               | Notes, reading materials provided by Faculty  |
| Process owner/s         | Director, Faculty and Office Assistant  |

### 13.6 Administering Training Games

Developing motivation and building confidence of the trainees is the critical factor for success of RSETI's Training. To the adult target group whose critical faculties of learning is different from children, imparting learning through administering behaviour simulation games is one of the most

effective methodology practiced all over the world. In RSETI training modules following three major training games are prescribed.



|  |
|--|
| <b>Boat Game</b>                               |
| For Internalising Entrepreneurial Competencies |
| Learning from experience                       |

|                            |
|----------------------------|
| <b>Ring Toss</b>           |
| Risk taking & Goal Setting |
| Decision making            |

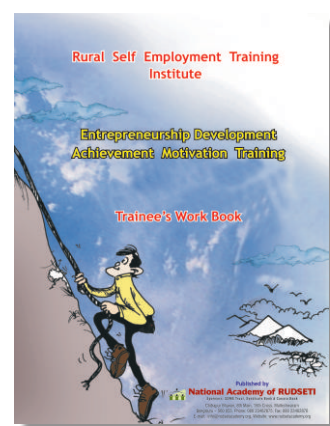
|                              |
|------------------------------|
| <b>Tower building</b>        |
| Removing dependency syndrome |
| Developing self confidence   |

These games should be compulsorily administered by all the RSETI Directors and Faculty, as per the modules in the respective training sessions. All RSETI Directors and Faculty are trained to administer these games, in the Trainers' Training Programme on Entrepreneurship Development conducted by National Academy of RUDSETI. Detailed instructions contained in the notes (Provided to all the participants in Trainer's Training Programme) should be followed for proper briefing about the games and for highlighting the appropriate learning points to the trainees.

The experiencing of behaviour games should enable the participants to understand the key learning points of the respective sessions. The games materials should be as per the prescribed specifications to get the desired results and appropriate learning. National Academy of RUDSETI procures/arranges for supplying such game materials. RSETIs may procure such material from NAR and maintain them as Fixed Asset (Training Material) of the institute.

### 13.7 Achievement Motivation Training Manual cum Work Book

Achievement Motivation Training Manual cum Work Book, developed by RUDSET Institute is prescribed for use by all the RSETIs. All the RSETIs have to provide the AMT Work book in all the training batches (except to the candidates who are not able to write). Since the exercises in AMT work book are over and above the prescribed training sessions, RSETIs have to do these exercises during pre-morning or post evening sessions. The required number of copies for each trainee in the vernacular languages may be procured from National Academy of RUDSETI on payment basis.



### **13.8 Maintaining Discipline and Punctuality**

The most important factor contributing to the success of the RSETI training programmes is maintaining high standards of discipline (both in the classroom and outside). The RSETI Management, with the personal involvement of the Director, should ensure that discipline and punctuality are maintained in all aspects, i.e. training and academics, non-academic activities (extra-curricular activities) and in the hostel and dining hall of the trainees. This is also necessary to ensure safety (especially in workshops, field visits, etc.) and quality learning outcomes. Trainees should be informed about the model code of conduct and instructed to follow them. At the time of registration a copy of model code of conduct should be given to each trainee.

A format of model code of conduct is provided in **Appendix VI**

### **13.9 Leave of absence for Trainees**

Training programmes conducted by RSETIs are of short duration and demand driven, catering to the felt needs of the trainees. It should be seen that trainees are taking the training seriously and do not miss the Training sessions. Any break in attendance will dilute the learning and missing of inputs shall reduce the learning and confidence of the trainees. Hence, leave should be permitted by the Director only under compelling circumstances like sickness or statutory obligations, that too for a day or two and not more than that. If long duration leave is required, the candidate should be advised to exit from the training.

As per the assessment and certification norms prescribed under the common norms, a minimum of 75% attendance is mandatory for a trainee to undertake assessment test. However, the leave permitted should be restricted to a day or two only to ensure learning outcome.

### **13.10 Business Plan Preparation**

In each training batch, sessions on market survey and project report (Business plan) preparation should be conducted as per the prescribed module. At the end of the training, each trainee should be given an exercise to prepare a project report for establishing an enterprise in the business activity for which he / she has been trained (or any similar/related activity he / she has proposed to start). The Director / Faculty shall guide the trainee to prepare the project report in a simple manner and maintain a copy of the same in the Institute for records. The project report prepared by the trainee duly signed by the Director may be used by RSETI for recommending the proposal of the trained candidates for credit linkage to Bank branches.

## **14. Exit interview and Counselling of Individual Trainees during the Training Programme:**

When the training is in progress, the Director / Faculty should closely observe the involvement of the individual trainees. Through interactions, they should discuss with the trainee to ascertain his/her level of learning in the training, future plans for establishing the enterprise, strength / weakness, information, knowledge and skill requirements, etc. Hence, at the end of

the training programme, the Director/other staff members have to provide one to one counselling/exit interview to the individual trainees, to enable him/her to fill up the gaps in knowledge, skills, etc, and prepare a clear course of action to crystallize his/her business plans. This will help the trainee to complete the training with confidence, clarity of goals and initiate action at the earliest. This will lead to achievement of the desired settlement rates.

## **15. Feedback and Evaluation of Training:**

Every RSET Institute must conduct evaluation and obtain the feedback of the trainees at the end of each training course. The information obtained from the feedback should be compiled and analyzed. This analysis should be discussed among the Director and faculty members including the guest faculty. The feedback should be effectively utilized to enhance training quality by identifying the relevancy and adequacy of inputs and efficacy of delivery and take corrective steps including modifying the contents, improving delivery methods and change of guest faculty, etc.

The post Training feedback format is provided in **Appendix VII**.

Assessment and Evaluation of trainees in all the training programmes of RSETIs by external Assessors/Assessment agencies is made compulsory in compliance with common norms notified by the Ministry of Skill Development and Entrepreneurship. This will fulfil the requirement of exit test to assess the level of learning by individual trainees. Detailed guidelines are issued separately in this regard. However, the Institutes should continue to obtain feedback as per **appendix VII**.

## **16. Inauguration and Valedictory :**

Every Training course must have an Inauguration and Closing (Valedictory) Function. The inauguration event can be used as an opportunity to make the participants comfortable in the new setup, give them detailed information about the training they are about to undergo and other instructions related to discipline, code of conduct, etc. These functions can be utilized as platforms for showcasing success stories, calling eminent personalities to make motivational speeches and set the right tone for learning. The Valedictory function can be a forum to distribute certificates. Executives/Officers from local Banks, other Government Agencies, NGOs and persons of eminence should be invited to these functions. This will help to build rapport between RSETI and other organizations in the area and also expose the trainees to new persons and institutions. Inviting prominent personalities and officials to these functions will also help to sensitize the support system about RSETI and its functions. However, care should be taken not to over crowd the function with too many guests/ long lectures and inviting people not relevant to the training.

## **17. Certificate to Trained Candidates:**

All the RSETIs should give certificates to candidates trained in Skill/Entrepreneurship Development Training Programmes confirming the participation and completion of training by the trainee. The certificate should clearly mention the name of the training completed by the



candidate, the duration (from and to date). The Certificate should contain the logo of the RSETI sponsoring Trust/Bank. Further, if the Training programme has been sponsored by MoRD/ NABARD/ SIDBI and any other organization, the same must be mentioned on the certificate. The certificate should be signed by the Director of the institute. The above certificate of participation issued by the Institutes will be in addition to a separate assesment certificate issued by the NAR for assesment test passed candidates.

An illustrative format of the Training Certificates is provided in **Appendix No. VIII**

## **18. Extra curricular Activities – Yoga and Shramadan:**

Extra curricular activities such as Yoga in the morning, Shramdan (voluntary physical work) and also cultural activities in the evenings, sports in free time, etc., should form an integral part of the RSETI training programme. These activities help in destressing the participants and refreshing them for enhanced learning and also help them to inculcate values in life, team spirit and life skills. Such skills are essential for grooming of their personality and for becoming successful entrepreneurs. Motivational and educative films can be shown by installing TV in the dining hall / reading room.

In conclusion, the RSETI training must be comprehensive, loaded with variety of contents, experiential, eventful and impactful on the participants. On the whole, the training in RSETI should be made an everlasting learning experience to the participants.

## **19. Post Programme Report**

This is the first and foremost report which should be compiled after the training programme is completed. This report inter-alia should contain information about the following aspects – Name of the RSETI, Name of the training course, duration, batch size (along with list of trainees with their details), broad narration of the topics covered, gist of important points covered in each session / module. Names of resource persons, report on inauguration and valedictory function, projects chosen by candidates, plan for follow up and hand holding. This report should contain action photos of the training in progress and other events forming part of the training.

The Format of the Post Programme Report (PPR) is provided in **Appendix - IX**

## **20. Monitoring of Training:**

Monitoring of any activity is continuous observation and checking the processes involved. Monitoring of training administration is essential for success of the programme. RSETI training programmes are designed with specific learning outcomes in terms of Knowledge, Skills and Attitude of the trainees. The impact of training should bring out behavioural changes in the participants. Though well designed and well prepared, deficiencies in execution will dilute the results of training. Continuous monitoring will help to enhance the effectiveness of training. Various tools for monitoring the RSETI training are built into the activities of RSETI. The significant indicators available to RSETI s are:

|    |   |
|----|---|
| 1. | Comparison of Training log V/S Training Schedule/curriculum |
| 2. | Effectiveness of MILLY – Preparation and presentation       |
| 3. | Training Feedback from Trainees - Good   Bad, etc.          |
| 4. | Attendance at class room and hostel                         |
| 5. | Notes written by trainees in AMT Work Book and Notes        |
| 6. | Discipline in the campus                                    |
| 7. | Formal and Informal interaction with the trainees           |

The above indicators of ongoing trainings should be used effectively for monitoring the training continuously and for taking corrective steps on observing deficiencies if any. The Director/Faculty and staff members should be always alert and observe the happenings in the training and hostel activities continuously for ensuring perfect Training administration.

# **Chapter 2**

## **Administration of Training**

### **Appendices**



### Trainee's Registration Form

| Sl. | Name & Logo of the RSET Institute   | Photo   |
|-----|---|---|
|     | Registration Form   |   |
| 1   | Unique RSET Institute No.   | <input type="text"/> <input type="text"/> <input type="text"/><br>(will be provided by centralized MIS of the RSETI Monitoring Cell of NAR)   |
| 2   | Batch No.   | <input type="text"/> <input type="text"/> <input type="text"/><br>(to be provided on running basis by each Institute)   |
| 3   | Roll No.  | <input type="text"/> <input type="text"/><br>(to be provided by Institute for each candidate in every batch)  |
| 4   | Serial No. of Candidate in Institute  | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/><br>(to be provided by the Institute on running basis for each and every candidate admitted into the Institute)  |
| 5   | Unique Candidate Registration No. (14 Digit):   | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
| 6   | Training Programme  |   |
| 7   | Duration  | From Date:                      To Date:  |
| 8   | Name  |   |
| 9   | Sex – Male / Female   |   |
| 10  | Date of Birth and Age   |   |
| 11  | Educational Qualifications  |   |
| 12  | Skill if any acquired due to Work Experience (mention no. of years of Work Experience)                    | a) Skill:<br>b) Years of Experience:<br>c) How acquired:  |
| 13  | Category (pl. attach relevant documents - Caste Certificate, Income Certificate, BPL Card, etc. as proof) | (SC/ST/OBC/GEN/MIN/BPL/Women/Person with disabilities)  |

|    |  |  |         |
|----|--|--|---------|
| 14 | Residential Address<br>(with landmarks on how to locate the house).            |  |         |
| 15 | Residence Category   | Rural / Semi Urban / Urban   |         |
| 16 | Contact Number   | Landline:  | Mobile: |
| 17 | Occupation of Parents  |  |         |
| 18 | Sources of Family Income -   | a) Agriculture b) Business c) Government Job<br>d) Private Job e) Others (Specify) |         |
| 19 | Annual Income of the Family from all sources in Rs.                            |  |         |
| 20 | In case of Sponsored Candidate, Name and Address of the Sponsoring Bank/Agency |  |         |
| 21 | Nearest Bank and Branch  |  |         |
| 22 | Savings Bank Account No.   |  |         |
| 23 | ID proof documents produced  |  |         |
| 24 | Aadhaar No.  |  |         |
| 25 | Address proof documents  |  |         |
| 26 | How came to know about RSETI   |  |         |
| 27 | What prompted you for joining this training.                                   |  |         |
| 28 | Date:<br><br>Place:  | Signature of Candidate   |         |

Verified the details with the documentary proof provided by the trainee.  
The above trainee has been admitted for the training.

DIRECTOR

DATE:



**Training Log Register**

| Training Programme ..... |      |   |                  |                 |                 |           |
|--------------------------|------|---|------------------|-----------------|-----------------|-----------|
| Batch No.:               |      | Date: (From): ..... (to) ..... Duration .....days |                  |                 |                 |           |
| Day                      | Date | Session No.                                       | Topic / Activity | Delivery Method | Name of Faculty | Signature |
|                          |      | 1   |                  |                 |                 |           |
|                          |      | 2   |                  |                 |                 |           |
|                          |      | 3   |                  |                 |                 |           |
|                          |      | 4   |                  |                 |                 |           |
|                          |      | 1   |                  |                 |                 |           |
|                          |      | 2   |                  |                 |                 |           |
|                          |      | 3   |                  |                 |                 |           |
|                          |      | 4   |                  |                 |                 |           |

**Summary Table for Each Batch (at the end of the training)**

| Sl. No. | Name of the Faculty | No. of Sessions handled | Percentage of total Sessions in the Batch |
|---------|---------------------|-------------------------|---|
| 1       |                     |                         |   |
| 2       |                     |                         |   |
| 3       |                     |                         |   |
| 4       |                     |                         |   |
| 5       |                     |                         |   |

Seal and  
Signature of  
the Director



### **Checklist for Field/Exposure visits**

---

Field Exposure visits are part of the training programmes. While planning for an exposure visit, the following points should be taken into consideration:

1. To which place /organization/ venue the exposure trip is being planned?
2. In what way the activities of the organization are relevant to the trainees?
3. What has been the previous experience/feedback if this place has been visited by earlier batches? Is it a positive feedback? If No why, what are the reasons for the negative feedback?
4. What major learning outcomes are expected from the visit? How it is related to the topics being taught in the classroom as part of the course?
5. Is the venue a private property or Government Institution?
6. What are the necessary permissions required, if any? Have they been arranged for?
7. Have the contact person(s) been contacted and the schedule been properly worked out?
8. Who will be the guide during the visit and has the necessary briefing been done to the guide?
9. What is the mode of transportation for reaching the venue?
10. What is the expected time duration required ?
11. Does the trip require over-night halt?. if yes, are adequate arrangements made?
12. Whether the food/boarding arrangements taken care of properly?
13. What arrangements are made for drinking water and wash room facility?
14. Who are the persons/functionaries to be interacted with the trainees during the visit?
15. What is to be observed/seen, and what is to be known (heard) from the interactions during the visit?
16. Briefing to the trainees before the visit regarding the discipline to be followed during the visit and what are the things to be observed there?
17. What are the assignment / notes / presentation / class discussion to be given/ conducted to the trainees after the visit?



|   |   |
|---|---|
| <b>Session III:</b>                             |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
| <b>Session IV:</b>                              |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
| <b>Post Evening Session:</b>                    |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
| <b>Conclusion / Any other Important Things:</b> |   |
|   |   |
|   |   |
|   |   |
|   |   |
| Comments on the training inputs/faculty         | Comments of the Director                                      |
| <b>Name &amp; Signature of the Candidate</b>    | <b>Name and Signature of Director/Faculty verifying MILLY</b> |

## **Model Code of Conduct for RSETI Trainees**

---

### **Code of Conduct undertaking by the Trainees**

I, ..... son/daughter/wife of ..... resident of ..... who have applied for ..... training programme and have been selected for the same. I am thankful to ..... RSETI for giving me an opportunity to undergo Entrepreneurship Development and Skill Development training at the Institute. I hereby agree to the following rules of the institute and will adhere to the code of conduct prescribed by the institute during the training programme:

1. I am aware that this residential training is being imparted to me by RSETI free of cost to enable me to equip myself with knowledge, skills and attitude to take up self-employment.
2. I am also aware that this training programme/Institute is supported by the Ministry of Rural Development, Government of India
3. I am aware that I would be benefitted by the training in terms of development of my knowledge, skills and attitude to take up Self Employment or wage employment for earning my livelihood.
4. Since, the primary objective of RSETI is to promote Self Employment, I shall strive to become self employed / entrepreneur for earning my livelihood.
5. I will attend all the classes/sessions in the training and complete the training, without taking leave. I am aware that if my attendance is counted less than 75%, then I will be debarred from the training programme.
6. I will be punctual to class and other training activities. I understand that if I am absent or not punctual, I shall be removed from the training.
7. I will do all my home work/assignments promptly and complete & submit the assignments.
8. I will record MILLY everyday and present it whenever I will be asked to do so.
9. I will voluntarily participate in all Shramdaan activities and contribute to the upkeep of the campus and dormitories, etc.
10. I shall not consume Gutka or smoke or consume alcohol in the premises or during the training.
11. I shall take good care of the Institute properties and shall not cause any damage to the same and use the facilities in a responsible manner.

12. I will be friendly with all fellow trainees & co-operate with Trainers/RSETI staff, Faculty, Director & Hostel warden.
13. I shall take full responsibility for all my belongings including mobile phone, jewellery, etc.
14. I understand that trainees are not allowed to talk over phone, meet other outside persons/relatives etc. during training. Such meetings are allowed only to meet emergency situations and that too after taking due permission from the Faculty/Director of the Institute.
15. As a trainee, I shall not waste my time and utilize my time properly during the training programme.
16. I shall strictly adhere to the time table of the Institute as notified from time to time.
17. I will contribute positively for maintaining cleanliness in the campus by not littering it .
18. I understand that the organization can expel/debar me from training programme if found guilty of any theft or breakage to the infrastructure or any inappropriate behaviour with the fellow trainees, faculties, administrative staff and other stakeholders.
19. I hereby declare that in the event of any accident or any other mishap during my training period, or during traveling from my residence to the training Institute and vice versa, I shall not hold the RSET Institute responsible in any manner and would bear all the costs/damages arising out of any such eventuality.
20. I hereby agree to follow the above rules and adhere to the discipline of the Institute and other instructions as will be provided from time to time. I shall devote my full capabilities to the learning process and make full use of the training opportunity being provided by the RSET Institute.

Date:

Place:

Signature of the Trainee

### Training Feedback from the Trainees

| Sl. | Name and Logo of the Institute   |  |             |  |
|-----|--|--|-------------|--|
|     | <b>Post Training Feedback and Evaluation from Trainees</b>   |  |             |  |
|     | Name of the Training Programme .....   |  |             |  |
|     | Duration ..... days  | From .....   | To .....    |  |
|     | Name of the Course Coordinator .....   |  |             |  |
|     | Note: please provide information and tick appropriate responses based on your training experience. Do not consult your batch mates.  |  |             |  |
| 1.  | What was your expectation from the Training Programme?   |  |             |  |
| 2.  | To what extent your expectations were met in the Training Programme?   | a. More than the expected level<br>b. Completely met<br>c. Partially met |             |  |
| 3.  | To what extent did you get information and Training on the following aspects   | Excellent  | Good        | Satisfactory                                   |
| a)  | About Entrepreneurship and Enterprise Creation   |  |             |  |
| b)  | Identification of the right Activity   |  |             |  |
| c)  | Financial Management   |  |             |  |
| d)  | General Management of an Enterprise  |  |             |  |
| 4.  | List out the topics covered in the training Programme which you found (a) most relevant to the overall theme of the Training programme, and (b) not at all relevant to you | Most relevant Topics<br>.....<br>.....<br>.....                          |             | Not relevant Topics<br>.....<br>.....<br>..... |
| 5.  | Which topic / session appealed to you the most and why?  |  |             |  |
| 6.  | Which topic / session was not liked by you the most and why?   |  |             |  |
| 7.  | Was the sequence of topics in the Training programme appropriate?  | Very Appropriate   | Appropriate | Not Appropriate                                |

|     |  |                  |             |                 |
|-----|--|------------------|-------------|-----------------|
| 8.  | Was the duration of the Training Programme Appropriate?  | Very Appropriate | Appropriate | Not Appropriate |
| 9.  | How do you rate the Faculty providing General EDP Training and motivation?   | Excellent        | Good        | Satisfactory    |
| 10. | How do you rate the Faculty providing technical / skill Training?  | Excellent        | Good        | Satisfactory    |
| 11. | How do you rate the daily time table and duration of sessions?   | Excellent        | Good        | Satisfactory    |
| 12. | How do you rate the following inputs provided during the Training  | Very Useful      | Useful      | Not Useful      |
| a)  | Achievement Motivation   |                  |             |                 |
| b)  | Entrepreneurial Competencies   |                  |             |                 |
| c)  | Identification of Right Activity   |                  |             |                 |
| d)  | Market Survey  |                  |             |                 |
| e)  | Enterprise Creation  |                  |             |                 |
| f)  | Communication Skills   |                  |             |                 |
| g)  | Managing the Enterprise  |                  |             |                 |
| h)  | Financial Management   |                  |             |                 |
| l)  | Guidance and Counseling provided by Faculty/Director   |                  |             |                 |
| 13. | Which of the following training activities were very effective for you/most liked by you. Rate them in the order of 1, 2, 3, etc., against the respective item.  |                  |             |                 |
|     | <ul style="list-style-type: none"> <li>a) Games</li> <li>b) Lectures</li> <li>c) Slide Shows</li> <li>d) Documentary /Video Show</li> <li>e) Role Play</li> <li>f) Case study</li> <li>g) Group Discussions</li> <li>h) Field Visit</li> <li>l) Interaction with Successful Entrepreneurs</li> <li>j) Project Report Preparation</li> <li>k) Practical hands on working</li> </ul> |                  |             |                 |

|     |   |  |      |              |
|-----|---|--|------|--------------|
| 14. | Was the skill Training / inputs given in the training are adequate to enable you to start your own enterprise, If not what other inputs are required? |  |      |              |
| 15. | Was the practical hands on experience provided to you was adequate?   | Adequate:<br>Inadequate:                                   |      |              |
| 16. | Was the training raw material provided to you for practicing was adequate?  | a) Adequate:<br>b) Would have been more:<br>c) Inadequate: |      |              |
| 17. | How do you rate the adequacy and quality of the Training materials / notes etc. provided?   | Excellent  | Good | Satisfactory |
| 18. | Has the Training helped to increase your confidence.?   |  |      |              |
| 19. | When you will be able to start your enterprise. ?   |  |      |              |
| 20. | What type of support do you expect from the Institute in future?  |  |      |              |
| 21. | What are your suggestions for improving the Training Programme?   |  |      |              |
| 22. | How will you help to take the message of the Institute to more youth and help them to avail the services of the Institute?                            |  |      |              |
|     | Date:   | Name and Signature of the Trainee                          |      |              |
|     | Place:  |  |      |              |

(Note to RSETI: Use this format by translating into the respective local/regional language).



## Format of Training Completion Certificate

---

|  |  |
|--|--|
| <p><b>Name and Logo of the Institute</b></p><br><br><p><i><b>Certificate</b></i></p><br><br><p>This is to Certify that Shri/Smt./Kum. .... Son/daughter<br/> of .....resident of ..... has participated and<br/> successfully completed the Training Programme.. ..<br/> conducted at the Institute from ..... to .....</p> <p>The Training Programme was sponsored by .....</p> | <div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>Photo</p> </div> |
| <p>Date:</p>   |  |
| <p>Place:</p>  | <p>Course Coordinator</p>  |
|  | <p>Director</p>  |


**Format of Post Programme Report**

|   |
|---|
| <p><b>Institute Name and Logo</b></p>   |
| <p><b>Post Programme Report (ppr)</b></p>   |
| <p>NAME OF THE TRAINING PROGRAMME.....</p> <p>BATCH NO.....</p> <p>NAME OF THE COURSE COORDINATOR .....</p> <p>DURATION – XXX DAYS FROM ..... TO .....</p>                                    |
| <div style="border: 1px solid #A08040; border-radius: 15px; padding: 20px; width: fit-content; margin: auto;"> <p><i>Photo of inaugural function with banner in the background</i></p> </div> |
| <p>Training Sponsored by:(External Agency sponsoring the programme - MoRD, SIDBI, NABARD, DRDA etc.,)</p>   |
| <p><b>Name of Sponsoring Bank / Institution</b></p>   |

## Contents of the Report

| 1.                           | Name of the Training Programme   |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
|------------------------------|--|-----------------|---------------------|-----------------|---------------------|----|---------------------|--|--|----|----------------------|--|--|----|----------------------------|--|--|----|---------------|--|--|----|---------|--|--|
| 2.                           | Dates and duration of the Programme  |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
| 3.                           | Objectives of the Training Programme( List out the objectives of the training programme, as defined while designing the training programme.  |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
| 4.                           | Number of:<br>a) Applications Received .....<br>b) Candidates Attended Interview .....<br>c) Candidates Selected .....<br>d) Candidates Registered for Training .....<br>e) Candidates Dropped Out of the Training .....<br>f) Candidates Completed the Training .....   |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
| 5.                           | Trainees Profile<br>(Attach a detailed List of trainees as per the format provided in the annexure)  |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
| <b>5.1 Education Profile</b> |  |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
|                              | <table border="1"> <thead> <tr> <th></th> <th>Educational Level</th> <th>No. of Trainees</th> <th>Percentage to Total</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Up To Class 7</td> <td></td> <td></td> </tr> <tr> <td>b)</td> <td>Class 8 to 10</td> <td></td> <td></td> </tr> <tr> <td>c)</td> <td>Class 12 to Graduate</td> <td></td> <td></td> </tr> <tr> <td>d)</td> <td>Post Graduate</td> <td></td> <td></td> </tr> <tr> <td>e)</td> <td>Diploma</td> <td></td> <td></td> </tr> </tbody> </table>           |                 | Educational Level   | No. of Trainees | Percentage to Total | a) | Up To Class 7       |  |  | b) | Class 8 to 10        |  |  | c) | Class 12 to Graduate       |  |  | d) | Post Graduate |  |  | e) | Diploma |  |  |
|                              | Educational Level  | No. of Trainees | Percentage to Total |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
| a)                           | Up To Class 7  |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
| b)                           | Class 8 to 10  |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
| c)                           | Class 12 to Graduate   |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
| d)                           | Post Graduate  |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
| e)                           | Diploma  |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
| <b>5.2 Social Profile</b>    |  |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
|                              | <table border="1"> <thead> <tr> <th></th> <th>Social Group</th> <th>No. of Trainees</th> <th>Percentage to Total</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Schedule Caste (SC)</td> <td></td> <td></td> </tr> <tr> <td>b)</td> <td>Scheduled Tribe (ST)</td> <td></td> <td></td> </tr> <tr> <td>c)</td> <td>Other Backward Class (OBC)</td> <td></td> <td></td> </tr> <tr> <td>d)</td> <td>Minorities</td> <td></td> <td></td> </tr> <tr> <td>e)</td> <td>Others</td> <td></td> <td></td> </tr> </tbody> </table> |                 | Social Group        | No. of Trainees | Percentage to Total | a) | Schedule Caste (SC) |  |  | b) | Scheduled Tribe (ST) |  |  | c) | Other Backward Class (OBC) |  |  | d) | Minorities    |  |  | e) | Others  |  |  |
|                              | Social Group   | No. of Trainees | Percentage to Total |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
| a)                           | Schedule Caste (SC)  |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
| b)                           | Scheduled Tribe (ST)   |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
| c)                           | Other Backward Class (OBC)   |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
| d)                           | Minorities   |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |
| e)                           | Others   |                 |                     |                 |                     |    |                     |  |  |    |                      |  |  |    |                            |  |  |    |               |  |  |    |         |  |  |



| 11. | <p>Summary of Feedback Received from Trainees</p> <p>(Obtain the Data for this Table from the Post Training Feedback Form Filled up by the Trainees).</p>   |                                |  |                  |                     |
|-----|---|--------------------------------|--|------------------|---------------------|
|     | Sl. No.   | Particulars                    | Self Rating Parameters   | No. of Responses | Percentage to Total |
|     | I   | Duration of the Programme      | Most Appropriate   |                  |                     |
|     |   |                                | Appropriate  |                  |                     |
|     |   |                                | Insufficient   |                  |                     |
|     | ii.   | Training Methodology           | Very Good  |                  |                     |
|     |   |                                | Good   |                  |                     |
|     |   |                                | Not Good   |                  |                     |
|     | III.  | Post Training Confidence Level | Increased  |                  |                     |
|     |   |                                | No Change  |                  |                     |
|     |   |                                | Reduced  |                  |                     |
|     | IV.   | Future Goal                    | Clear  |                  |                     |
|     |   |                                | Somewhat Clear   |                  |                     |
|     |   |                                | Not Clear  |                  |                     |
| 12  | <p>Plan of Action for Follow-up and settlement:</p> <p>(Write a brief report about the settlement rate and nature of settlement expected based on post Training feedback obtained from the trainees. Also annex plan for follow up as per format provided below).</p> |                                |  |                  |                     |
|     | <p>Date:</p> <p>Place:</p>  |                                | <br><p>Stamp and Signature of the Director</p> |                  |                     |

## Annexures to Post Programme Report

### Annexure 1: List of Trainees

| Sl. No. | Name and Address of the Trainee | Age | Education | Category |
|---------|---------------------------------|-----|-----------|----------|
| 1.      |                                 |     |           |          |
| 2.      |                                 |     |           |          |
| 3.      |                                 |     |           |          |

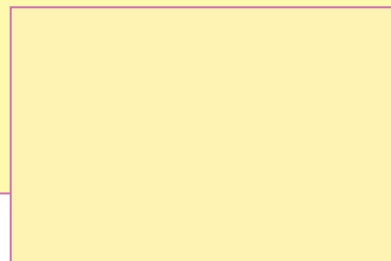
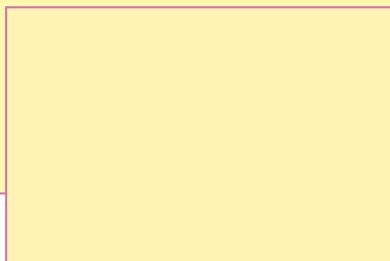
### Annexure 2: Training Log / Programme Schedule / Programme Contents

(Attach here extract of complete Training Log Register and extract of MILLY of 4 Key Sessions).

### Annexure 3: Plan for Follow up

| SL. No. | Week | Month & Year | Place for Proposed Visit | Method of Follow Up<br>(Letter / Unit Visit / Group Meeting / Institute Level Mtg. / Mtg. in Bank / DRDA) | No. of Trainees to be contacted |
|---------|------|--------------|--------------------------|---|---------------------------------|
| I.      |      |              |                          |   |                                 |
| II.     |      |              |                          |   |                                 |
| III.    |      |              |                          |   |                                 |

### Annexure 4. Action Photos



**AEBAS**  
**(Aadhaar Enabled Biometric Attendance System)**  
**GUIDELINES for Organization ON-BOARDING and NIC AEBAS**  
**Compliant Device Installation Process**

---

1. Introduction
2. Installation of AADHAAR Enabled Biometric Device
3. Instructions for Organization On boarding
4. Device Activation
5. How to mark the Attendance
6. Error Code Description
7. Helpdesk Support
8. Helpdesk Escalation Matrix for Support
9. How to Generate Attendance Reports

## 1. Introduction

Dear PIAs/Banks,

In continuation to our efforts to seamlessly onboard your Training Centers for DDU-GKY & RSETI, we would like to assist you with the process of setting up the Aadhaar Enabled Biometric Attendance System (AEBAS). Recording of candidate attendance via the Aadhaar Enabled Biometric Attendance System through <http://rural.skillattendance.gov.in> is a pre-requisite to participate in DDU-GKY & RSETI.

It is mandatory to install Wall mounted (Tablet) device for every 30-40 students (each batch). There is requirement of Wi-Fi and 3G data Sim to be used for wall mount devices.

## 2. Installation of AADHAAR Enabled Biometric Device

The procuring of these devices is a parallel process in addition to Organization onboarding process.

We recommend procuring DGS&D Approved Biometric Devices for UIDAI Attendance System (PI refer to FAQ ->DGS&D RCs for devices though DGS&D Rate Contract has already expired on Dec 2016, So rates will not be applicable but they are technical compliant).

Further above OEM's have provided their authorized Suppliers Name and Address / Contact Details etc. which is also attached for your ready reference.

Click below:

List of Authorized NIC AEBAS Compliant Devices Vendors for DDUGKY/RSETI.

Now we have one stop Government eMarketplace (GeM) to facilitate online procurement <http://www.gem.gov.in>

TP / TC's may buy AEBAS Wall Mounted Devices through GEM Portal also with following Mandatory Technical Specifications compliance.

1. NIC AEBAS (Aadhaar Enabled Biometric Attendance System) Compliant Wall Mount Tablet and
2. UIDAI Approved ; and
3. Android 4.4. & Android 5.1 or above; and
4. STQC approved FPS integrated Tablet

The Device KYC form is required to be filled by each centre for device site readiness before installation of device.

### **3. Instructions for Organization On boarding**

Instructions for Organization On-boarding on <http://skill.attendance.gov.in>

1. Kindly explore the skill attendance portal:<http://rural.skillattendance.gov.in> in advance with FAQs.
2. Kindly download the organization Onboarding form from below Url:  
<http://rural.skillattendance.gov.in/assets/doc/OrganizationRegistration.pdf>
3. Kindly fill up the Organization Onboarding form for each Training centre and get it signed by Training Head of respective training centre and send hard copy to below mentioned address of Rural Skills Division for their approval and counter signature & seal.

AEBAS Helpdesk Team, DDU-GKY Division, Thapar House, West Wing,1st floor, Janpath, New Delhi - 110001

4. After approval and counter signature from Rural Skills Division, Organization On-Boarding Form is sent to AEBAS team of NIC. The team will make the master entry of the organization on <http://rural.skillattendance.gov.in>
5. NIC AEBAS team will intimate the Nodal officer on his/her email-id (spam folder also) to onboard the organization with all the steps. Nodal officer is requested to continuously check their mail-id. Also the organization may check their organization master entry in organization registration module of Rural Skill portal available at following URL:  
<http://rural.skillattendance.gov.in/register/organization>
6. Select your Organization name in Organization drop down list and follow the Steps to complete the Organization On-boarding Process mentioned on the right side at URL:  
<http://rural.skillattendance.gov.in/register/organization>
7. The sub-domain/URL of the organization will be created by NIC and email will be sent with login credentials to Nodal officer on his/her email id after completion of above steps as mentioned at point 6 above.  
(The above process may take 2-5 days).



8. It should be ensured that the username and password kept with the organization Nodal Officer only, In case of password reset request it should be sent by Nodal officer on the same mail from which you have received credentials from NIC AEBAS Team.
9. First of all the Nodal Officer has to complete the portal related activities as mentioned at point 10 below, without this device can't be activated.
10. Nodal officer has to make necessary global master entry after logging in Portal with the credentials received from AEBAS team.

#### Manage Masters

- (i) Division Units e.g. Trade/Job profile.
  - (ii) Designation e.g. Trainee, Trainer etc.
  - (iii) Office location (sent with credentials)
  - (iv) Device location e.g. first floor, ground floor, reception etc.
  - (v) Shifts Batches (Add shift)
  - (vi) Office timings (TC time e.g. 8.00 to 18 or 20 hrs).
11. Once the above master entry as mentioned at point 10 above is made by Nodal officer, Candidate may register themselves on the respective TC URL (allocated by NIC AEBAS Team) without login by choosing Candidate Registration tab and fill the Personal details like Candidate Name, Aadhaar no, D.O.B etc. and Organization Details like Candidate type i.e. Non-Government, designation as Trainee/Trainer/Training


Head as may be applicable etc., Division Unit - Job Trade e.g. BEAUTY, TELECOM Sector etc.

12. Once candidates are registered on portal, Nodal officer may go to Manage Candidates ->Aadhaar by pass option-> process (if all details found OK and make them active, if details are not correct please reject and register again)

## 4. Device Activation

1. Make one of the candidate (Trainer/Training Head) etc. as Biometric Administrator, go to Manage Device->Add Biometric Admin (Please ensure that the person to whom you are making biometric admin must be registered and activated on the portal).
2. Nodal officer may generate activation code for Biometric Admin (Go to Manage device->Activation Code).
3. Now use AEBAS Wall mount DEVICE preconfigured by Vendor or download software through URL: <http://basreports.attendance.gov.in/downloads/>
4. Open the AEBAS app in the wall mount device, select domain as Rural Skill Development and enter the activation code generated at step15 above and click on lock icon.

5. Select Entry point i.e. Device location entered by Nodal officer.
6. Scan finger of biometric admin for whom Activation code was generated.
7. After Scanning finger of Biometric Admin, in case of Invalid Activation code Please check the Device location in the portal, Status must be like this as shown below, here Deactivate means device location is Activated:

|   |                             |            |   |   |
|---|-----------------------------|------------|---|---|
| 2 | Marvel CityRatia RoadTohana | Reception. |  |  |
|---|-----------------------------|------------|---|---|

## 5. How to mark the Attendance

After registration of all the candidates by Nodal officers or Candidate by themselves on the URL (Provided to PIAs/RSETI's by helpdesk team) the Attendance ID will be generated from your Aadhaar number, the last 8 digit number of their Aadhar is attendance id for each student. The attendance ID will only be active to mark attendance only when your Aadhaar information is verified by UIDAI and activated by you Nodal officer.

- Attendance ID has also been sent by SMS to your registered Mobile Number.
- Enter your 8-digit Attendance ID on Screen.
- A Red light will start to glow on Finger Print Scanner (Wall mount Tablet/FPS).
- Now put any one of your fingers on the Finger Print Scanner.
- DO NOT move your finger on scanner otherwise finger prints will not be properly scanned.
- DO NOT Press very hard on Finger Print Scanner.
- Once the screen shows “Authenticating, Please Wait”. Remove your finger from the scanner.
- A pop-up screen will show your Photo and Attendance Type as “Opening” for the first time you mark the attendance for that day.
- If Attendance Type is “Closing” then it will be counted as OUT Time. However, OUT time would be the LAST “Closing” time marked by you. Any “Closing” time in-between “Opening” time and Last “Closing” time would be ignored.
- If you see a CROSS instead of your photo, then some ERROR has occurred while marking attendance.
- You will be able to mark your attendance in any Wall-Mounted biometric terminal installed in your PIA's/RSETI's Training Centers.
- If you are having difficulty in marking attendance-using Wall mount fingerprints scanning devices, please try marking your attendance through Iris Device.

## 6. Error Code Description

What each ERROR code means (for more details refer to Error codes in FAQ on <http://rural.skillattendance.gov.in>)

- 300** Biometric data did not match.
- 330** Biometric locked. Kindly contact UIDAI Helpline.
- 500** Invalid encryption of Skey.
- 502** Invalid encryption of PID.
- 511** Invalid PID XML format.
- 561** Request expired.
- 562** Timestamp value is future time (value specified “Pid->ts” is ahead of authentication server time beyond acceptable threshold).
- 800** Invalid biometric data.
- 811** Missing biometric data in CIDR for the given Aadhaar number.
- 951** Biometric lock related technical error. Kindly contact UIDAI Helpline.
- 997** Biometric corrupt at UIDAI.
- 998** Template not in Aadhaar. Try after 15 minutes after first Try.
- 1201** ASA Connectivity Lost to UIDAI.
- 1204** No Response UIDAI.
- 1205** Delay in response from AUA/ASA to UIDAI.
- 9901** Technical Error.
- 9902** User Not Registered.
- 9903** Invalid Device.
- 9904** Delay in response from AUA/ASA to UIDAI.
- 9904** A Delayed Reply from AUA/ASA.

#### Abbreviations and Meanings

- Skey** - Session key.
- PID** - Personal Identity Data.
- CIDR** - Central Identities Data Repository.
- UIDAI** - Unique Identification Authority of India.
- ASA** - Authentication Service Agency.
- AUA** - Authentication User Agency.

## 7. Helpdesk Support

### Helpdesk Support For support may you send email to :

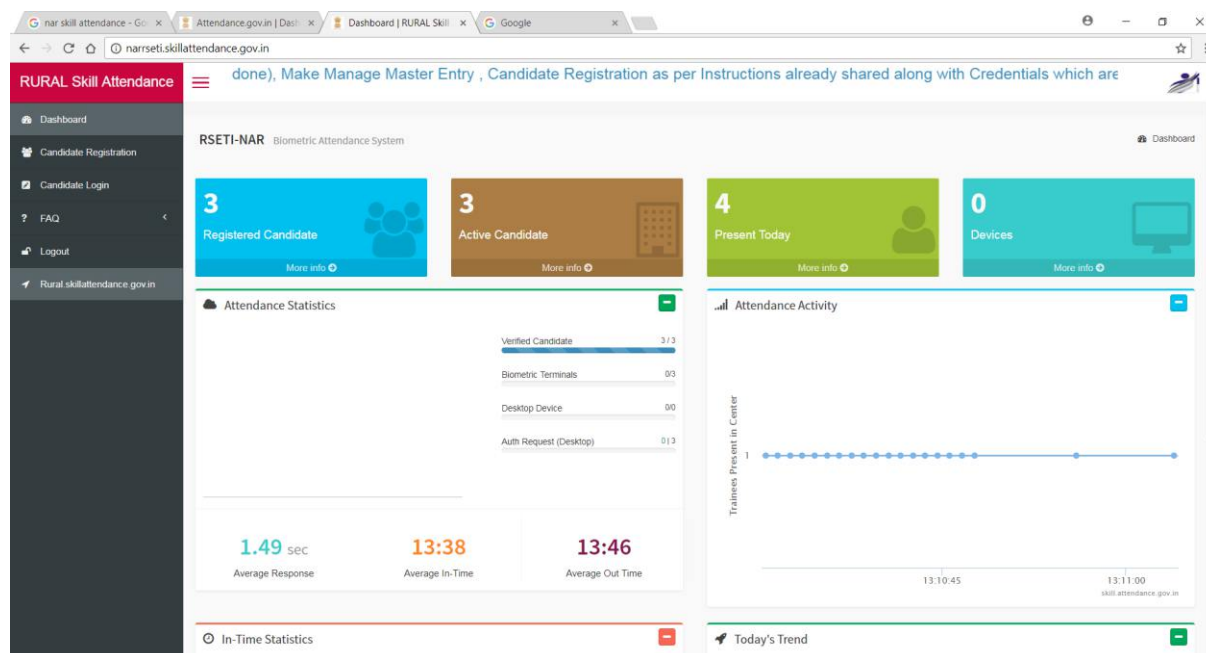
1. For any issues related to AEBAS, Please contact at Toll-Free number 1800113625 or email to helpdesk-rural@gov.in
2. For issues related onboarding AEBAS onboarding-rural@gov.in
3. For issues related to Login Credential bas-rural@gov.in
4. For issues related to Biometric Devices aebasdevice-rural@gov.in
5. List of Authorized NIC AEBAS Compliant Devices Vendors for PMKVY Helpdesk Escalation Matrix for Support ( <http://rural.skillattendance.gov.in>)

## 8. Helpdesk Escalation Matrix for Support (<http://rural.skillattendance.gov.in>)

PIA's/RSETI's are requested to follow the below Escalation matrix for resolution of queries.

| Query Related                     | L1 Support  | L2 Support  | L3 Support   | L4 Support                                   |
|-----------------------------------|---|---|--|--|
| Organization onboarding Related   | Ph:-+91-11-23743629<br>Ext. :- 227, Email:-<br>helpdeskrural@gov.in | Ph:- +91-11- 23743629<br>Ext. :- 226, Email:-<br>bas-rural@gov.in | Mob :- 9643402065,<br>Email:-<br>aebasmgr-rural@gov.in | Ph:- 9868547045<br>Email:-<br>kashyap@nic.in |
| BAS Device Related                | Ph:-+91-11-23743629<br>Ext. :- 227, Email:-<br>helpdeskrural@gov.in | Ph:- +91-11- 23743629<br>Ext. :- 226, Email:-<br>bas-rural@gov.in | Mob :- 9643402065,<br>Email:-<br>aebasmgr-rural@gov.in | Ph:- 9868547045<br>Email:-<br>kashyap@nic.in |
| Sub Domain Activation Related     | Ph:-+91-11-23743629<br>Ext. :- 227, Email:-<br>helpdeskrural@gov.in | Ph:- +91-11- 23743629<br>Ext. :- 226, Email:-<br>bas-rural@gov.in | Mob :- 9643402065,<br>Email:-<br>aebasmgr-rural@gov.in | Ph:- 9868547045<br>Email:-<br>kashyap@nic.in |
| Credentials Related               | Ph:-+91-11-23743629<br>Ext. :- 227, Email:-<br>helpdeskrural@gov.in | Ph:- +91-11- 23743629<br>Ext. :- 226, Email:-<br>bas-rural@gov.in | Mob :- 9643402065,<br>Email:-<br>aebasmgr-rural@gov.in | Ph:- 9868547045<br>Email:-<br>kashyap@nic.in |
| Candidate Registration Related    | Ph:-+91-11-23743629<br>Ext. :- 227, Email:-<br>helpdeskrural@gov.in | Ph:- +91-11- 23743629<br>Ext. :- 226, Email:-<br>bas-rural@gov.in | Mob :- 9643402065,<br>Email:-<br>aebasmgr-rural@gov.in | Ph:- 9868547045<br>Email:-<br>kashyap@nic.in |
| Software Download and Other Query | Ph:-+91-11-23743629<br>Ext. :- 227, Email:-<br>helpdeskrural@gov.in | Ph:- +91-11- 23743629<br>Ext. :- 226, Email:-<br>bas-rural@gov.in | Mob :- 9643402065,<br>Email:-<br>aebasmgr-rural@gov.in | Ph:- 9868547045<br>Email:-<br>kashyap@nic.in |

If Problem not resolved at L1 & L2 Level, may Contact at L3 & L4 Level and may Whats App on : 9868547045, 9643402065



## 9. How to Generate Attendance Reports

Nodal officer can generate Attendance Reports of the candidates as per requirement.

Types of Reports:

1. Attendance Today
2. Attendance Register
3. Advance Reports
4. Dynamic Advance Reports
5. Date wise Attendance
6. Dynamic Date wise Attendance
7. Weekly/Monthly Report
8. Shift Report etc.

Students may also check their attendance itself by choosing Candidate Login tab and enter their attendance ID, an OTP will be sent to Candidate's registered mobile no. for login.

For further assistance you may raise Ticket and assign to concern Team

<http://support.attendance.gov.in/open.php>

Further you may contact at <https://servicedesk.nic.in/>

Helpline Number (Toll free): 1800 111 555





## Chapter 3

# Assessment and Certification







## Assessment and Certification of Trainee

### Objectives:

Objectives of this chapter are to:

- I. Explain the need for and importance of assessment of training of RSETIs
- II. Define the frame work and the process of Assessment and Certification
- III. List out the methods of Assessment
- IV. Lay down the guidelines for assessment to measure the competency of trained youth
- V. Facilitate the RSETIs to adopt scientific assessment model by gathering evidence of performance and evaluating the same against the desired learning outcome.

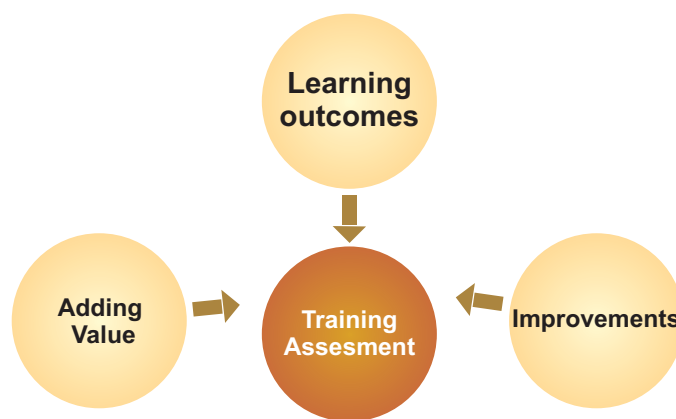
### Synopsis:

- Every trainee undergoing the NSQF aligned Training Courses at RSETIs should be assessed and certified for having achieved the desired outcome.
- The Assessment and Certification Board is the Apex Body for governance and administration of the Assessment and Certification of RSETI trainees.
- A separate vertical of NAR, Bangalore shall carry out the work of assessment at all the RSETIs across the country.
- The assessment involves Assessment of pre and post training behaviour, Assessment of Enterprise Setting Skills and Hybrid Assessment on Hard and Soft Skills.
- Each assessment will be administered by Assessor/Assessors having proven credentials in the field of specific hard as well as soft skills.
- Parameters for Assessment are - Knowledge, Understanding, Skills, Abilities and Attitude of the trainees.
- Hybrid mode of assessment includes - online assessment (CBT) for capturing the command gained over the theoretical component and simulation tests and practical assessment by the subject matter assessors.
- After the assessment, trainees who score 50% or more marks shall be passed and certificate issued. Failed trainees will be given one more chance to undergo reassessment after 3 months.

### 1. Need for and Importance of Training Assessment:

Evaluation or assessment of training is an important process of a training. This helps to reflect, analyse and improve training effectiveness. Evaluation is done through collection, analysis and interpretation of outcome of training. It is a part of a recognised process of judging the training effectiveness in achieving certain pre-defined outcome.

Evaluation of training helps to confirm whether the learning objectives of the training have been met in terms of the trainee learning. It also helps the training institute to know whether the training has added any value to the trainees' desired behaviour or not.



RSETIs are conducting short term skill development training courses. The participants are expected to acquire necessary skills during the training and should be competent to apply these skills for performing a job or establishing a productive venture. It is desirable to have a scientific mechanism to assess pre-defined learning outcomes in respect of every trainee who undergoes the training course.

Training Programmes conducted by RSETIs are now aligned with the National Skill Qualification Framework (NSQF). This is a shift from input based training to outcome based training. As per the Common Norms, notified by the Ministry of Skill Development and Entrepreneurship, Government of India, every trainee passing out of a training system need to be assessed and certified.

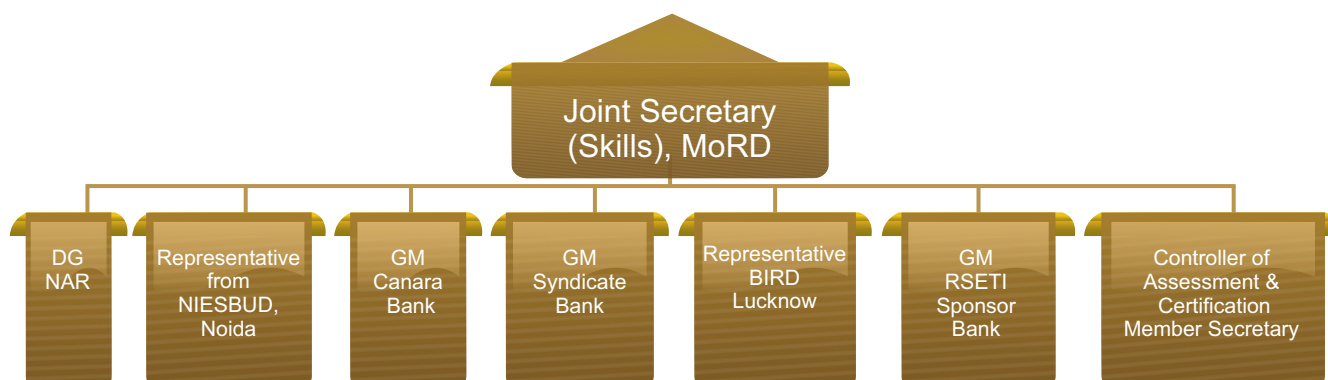
## 2. Framework for Assessment & Certification:

The Ministry of Rural Development, Government of India, the apex body governing the RSETIs, keeping in tune with the common norms requirements has developed the architecture for implementing the Assessment and Certification of RSETI trainees across the country.

### 2.1 Assessment and Certification Board for RSETIs

There will be an independent Board for Assessment and Certification called Assessment and Certification Board (ACB) for RSETIs. The ACB will be the Apex Body for Assessing the RSETI trainees. The management and operation of the Assessment Board will be maintained as independent to the training and monitoring functions of NAR. The Board will have independent professionals to guide and control the affairs of Assessment and Certification.

### 2.2 Composition of Assessment and Certification Board for RSETIs



- a). The Chairperson of the Board is authorised to co-opt any other person as deem fit.
- b). The Board may meet as and when required but at least once in a year.

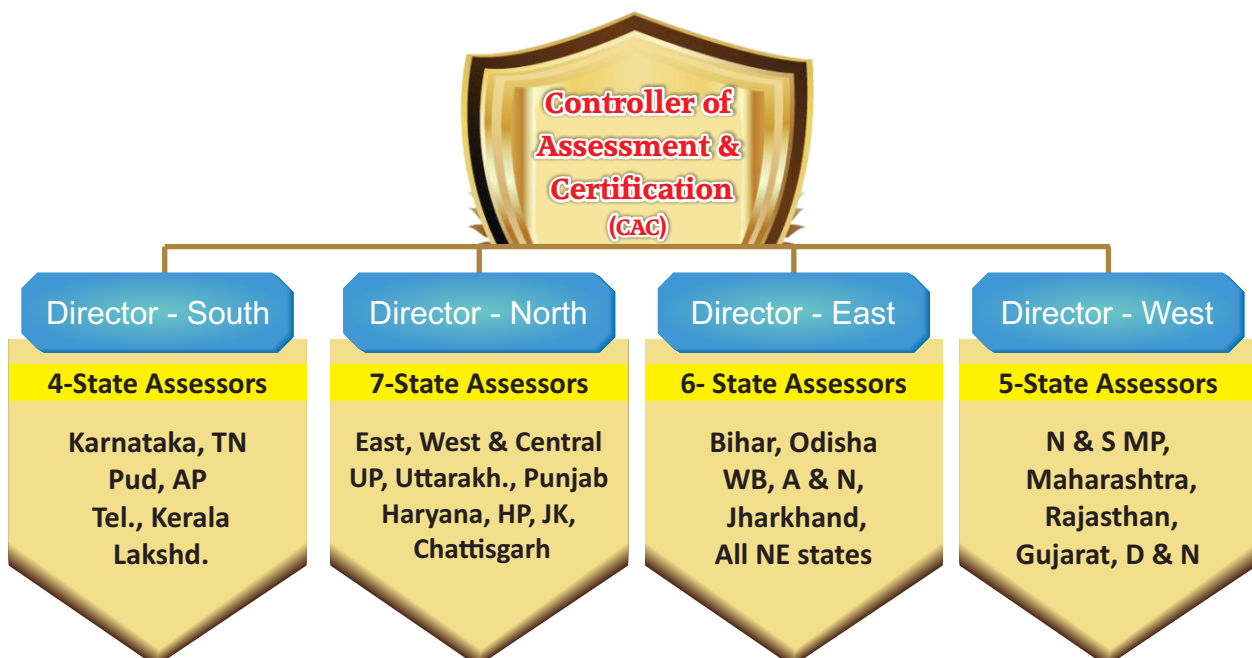
### 2.3 Role of Assessment and Certification Board

- i. Framing the Policy and guidelines in respect of Assessment and Certification.
- ii. Guiding the team of Assessors headed by the Controller of Assessment & Certification on the lines of Qualification file protocols approved by the National Skill Qualification Committee (NSQC).
- iii. Approval of Qualifications and terms of engagement of Country and Zonal heads of Assessment and Certification vertical.
- iv. Serving as a link between the NAR and the Assessment and Certification vertical.
- v. Reviewing and Monitoring the performance of assessors.
- vi. Sanctioning of the per trainee assessment cost in the prescribed range of Rs. 600 to Rs. 1500 under common cost Norms to be paid by the MoRD directly to NAR

### 2.4 Body to carry out Assessment and Certification in respect of RSETIs

A separate vertical dedicated to Assessment and Certification at National Academy of RUDSETI (NAR), Bangalore will be carrying out the assessment. The assessment will be done in respect of the trainees trained by all the RSETIs across the country.

#### Administrative Structure of Assessment and Certification Vertical for RSETIs:



The assessment vertical shall be headed by a Controller of Assessment and Certification (CAC) who will be an experienced professional in the RSETI training system. The CAC will be assisted by 4 Zonal Heads controlling the whole country operations divided into 4 parts. Below the CAC there will be 22 State Assessors who will be in-charge of a cluster of 25-30 geographically congruous RSETIs. The RSETI level assessment will be done by about 400 empanelled assessors.

### **3. Assessment process:**

The assessment involves the following three processes:

- I. Assessment of pre and post training behaviour
- II. Assessment of Enterprise Setting Skills
- III. Hybrid Assessment on Hard and Soft Skills

Certification will be made by aggregating the marks of all the above three assessments. Candidates who score more than 50% of the aggregate marks allotted shall be passed for certification.

The assessment will be primarily carried out by:

- a) collecting evidence of competence gained by the trainees by observing them at work,
- b) asking questions and initiating formative discussions to assess the understanding and
- c) by evaluating their practical work.

The question papers for the theory examinations contain objective/descriptive type questions, drawings, etc.

### **4. Testing and certifications for the course:**

A transparent and objective mechanism is created to ensure that the evidence on which assessment / judgments made are comparable for all trainees and that the judgments made do not vary from Assessor to Assessor. The mechanism is as under:

- i. Question papers shall be prepared in consultation with vocation experts in the field.
- ii. Structured tests at the Institute level shall be administered in the presence of the assessors.
- iii. The tests shall be supervised and monitored at every centre.
- iv. Theory and practical examinations shall be carried out with Invigilators/Examiners under the overall supervision of the certified assessors.
- v. Examiners called for evaluation of practicals shall have technical expertise in the field.

### **5. Assessment Rubrics:**

- i. Behavioural assessment for prospective business enterprise establishment.
- ii. Pre and post training assessments - Mapping the change in trainee behaviour before and after the training.
- iii. CBT for enterprise setting up skills - The test to include sections on theoretical knowledge; change in self-drive and behavioural aspects.
- iv. Hybrid assessment for hard and soft skills.

## 6. Hybrid mode of assessment:

- i. Each assessment will be administered by Assessor/Assessors having proven credentials in the field of specific hard as well as soft skills.
- ii. There will be an online assessment (CBT) for capturing the command gained over the theoretical component and the CBT also offers simulation tests where the response of the assesses would be recorded and compared with a set standard.
- iii. The subject matter Assessor will perform the practical part of the assessment and enter his observation against performance criteria.

The practical part of assessment will primarily test the following:

- a. Manipulative skills to handle tools and equipment
- b. Speed in doing work
- c. Accuracy maintained
- d. Quality in workmanship
- e. Sequence of performance
- f. Economical use of material
- g. Neatness and housekeeping
- h. Command over all the competencies prescribed in the course curriculum

## 7. Table 1: Assessment Parameters

| Sl No. | Parameter     | Components   | Assessment Method  |
|--------|---------------|--|--|
| 1.     | Knowledge     | <ol style="list-style-type: none"> <li>a) Of equipment</li> <li>b) Of limitation of use of tools and equipment</li> <li>c) Of methods and procedures</li> </ol>  | Real time usage of tools and equipment in practical assessments, use of stimulations wherever possible   |
| 2.     | Understanding | <ol style="list-style-type: none"> <li>a) Of functioning of equipment and tool</li> <li>b) Of criteria to be used in selecting tools for given job</li> <li>c) The process of measurement</li> </ol>   | Theoretical questions - direct questions, Case based questions, Real time usage of tools and equipment in practical assessments, use of stimulations wherever possible |
| 3.     | Skill         | <ol style="list-style-type: none"> <li>a) Precision</li> <li>b) Computing - Handling measurements and calculations</li> <li>c) Manual - Handling tools and equipment with ease</li> </ol>  | Theoretical questions- Case based questions, Real time usage of tools and equipment in practical assessments, use of stimulations                                      |
| 4.     | Abilities     | <ol style="list-style-type: none"> <li>a) To take corrective steps</li> <li>b) To use correct work habits</li> <li>c) To take measurements</li> <li>d) To complete the job within the stipulated time</li> <li>e) To adopt safe practices</li> </ol> | <p>Case based questions and role plays</p> <p>Real time execution of practical tasks given</p>   |

| Sl. | Parameter | Components   | Assessment Method  |
|-----|-----------|--|--|
| 5.  | Attitudes | a) Towards the work<br>b) Regarding appreciation for accurate and precise work<br>c) Towards co-workers and supervisor | Case based questions and role plays, Behavioural questions |

## 8. Multi Lingual Mode

The content for assessment will be translated into different languages and provision for multi-lingual administration of assessments will be provided to ensure optimum result across different linguistic regions.

## 9. Administration of Assessment

### Step 1

Based on MIS Trainee registration no., login credentials are generated for each candidate

### Step 2

Assessor creates Assessment for the completed batch

### Step 3

Trainee logs in to Assessment Portal and takes the test. MCQs from Data Base randomly appear  
In case of offline/off campus, a print out of questions are administered

### Step 4

On completion of the test, either on expiry of time or submission by the trainee, the system declares the score

### Step 5

Assessor simultaneously conducts Practical & Viva and feed the marks against the respective trainee ID

### Step 6

The file moves to State Assessors on whose validation the Final Score/result is generated for each trainee of the batch

### Step 7

System generates the Certificates and a link is sent to the e-mail ID of trainee who can print. A hard copy of certificate is also generated and posted to concerned RSETI who in turn delivers the same to the trainees.

## 10. Formative and Summative Assessment:

Assessment and evaluation of training outcome is always useful in knowing how much of the desired results have been achieved. It is a tool to benchmark training effectiveness. There are broadly two different methods of assessment used in training systems :

- I. Formative Assessment and
- II. Summative Assessment

Formative Assessments are done during the course of training. The goal of a Formative assessment is to know whether the desired learning is taking place or not. It provides both the trainee as well as the Faculty with the information on slow learners, fast learners, the level of understanding among the general class, efficacy of content and delivery etc. Since this happens during the training, corrective steps can be taken to improve the learning.

Summative Assessments are generally administered at the end of the training course to evaluate trainee learning against a predefined outcome.

The training in RSETI is basically residential and the trainees are practicing and learning the skills during the training and also beyond the structured training hours. Further, the trainers also remain with the trainees throughout the training, observing the involvement and learning abilities of individual trainees. The trainers identify the slow learners and with focused attention facilitate them for appropriate learning. The Director and the Faculty of the institute also involve in day to day monitoring of training and facilitate effective learning to the trainees. They are the trained behavioural trainers and they are mandated to give focused attention to bring out transformation in the behaviour of the trainees during the training.

Further, the objective of RSETI training is to build the confidence of the unemployed youth by skilling them. It is desirable to have some ongoing mechanism to identify the slow learners and facilitate them for proper learning. In addition, the summative assessment which will be taking place at the end of training leave little scope for improvement. It does not provide a chance to the failing candidates to get awakened and put in extra learning efforts to reach the desired standard of learning.

Considering the above factors, it is felt necessary to have an ongoing assessment of trainees during the training internally which will be useful to undertake mid-term course corrections. Hence a combination of external assessment as well as internal assessment is introduced as under:

### A. Formative assessment -

Internally by the RSETI Trainers during the course of training (at different stages-either at the end of each module of training or at the end of day/week).

### B. Summative Assessment -

By the External Assessors at the end of the training course.

Marks for the assessments are allocated as under:

|   |                  |
|---|------------------|
| Internal Assessors (Formative assessment) | 100 Marks        |
| External Assessors (Summative Assessment) | 200 Marks        |
| <b>TOTAL</b>                              | <b>300 Marks</b> |

Trainees scoring an aggregate of 150 marks (50% of allotted marks) shall be considered as qualified for certification. Trainees who score aggregate marks below 150 shall be considered as failed.

Failed trainees will be provided one more attempt to undergo reassessment and certification after 3 months.

## Overview

| Item                    | Description  |
|-------------------------|--|
| Purpose                 | Assessment & Certification of RSETI Training   |
| Reference to guidelines | SOP Guidelines from ACB for RSETIs   |
| Time for completion     | At the end of every batch of training  |
| Resource/s              | <ul style="list-style-type: none"> <li>▪ Training Schedule</li> <li>▪ Training Log</li> <li>▪ Assessment formats</li> <li>▪ Independent Assessors</li> </ul> |
| Process Owner           | <ul style="list-style-type: none"> <li>▪ RSETI - For preparation</li> <li>▪ National Academy of RUDSETI -A &amp; C vertical</li> <li>▪ ACB</li> </ul>        |

## Activities

| Sl. | Action  | Actor                                   | Time for completion            | Relevant documents   |
|-----|---|---|--------------------------------|--|
| 1.  | Conducting Training programmes as per NSQC approved course modules developed by NAR | RSETI                                   | As per AAP & Training Schedule | SOP  |
| 2.  | Assessment of performance of Trainees   | RSETI Trainers (Both in house & domain) | During the course of Training  | SOP  |
| 3.  | Hybrid assessment by external assessors of NAR                                      | A & C Vertical, NAR                     | Last day of each Training      | <ul style="list-style-type: none"> <li>▪ SOP</li> <li>▪ Guidelines from MoRD</li> <li>▪ NSQF guidelines</li> </ul> |
| 4.  | Certification of successful Trainees  | A & C Vertical, NAR                     | Within 1 week of training      | <ul style="list-style-type: none"> <li>▪ Guidelines from MoRD</li> </ul>   |

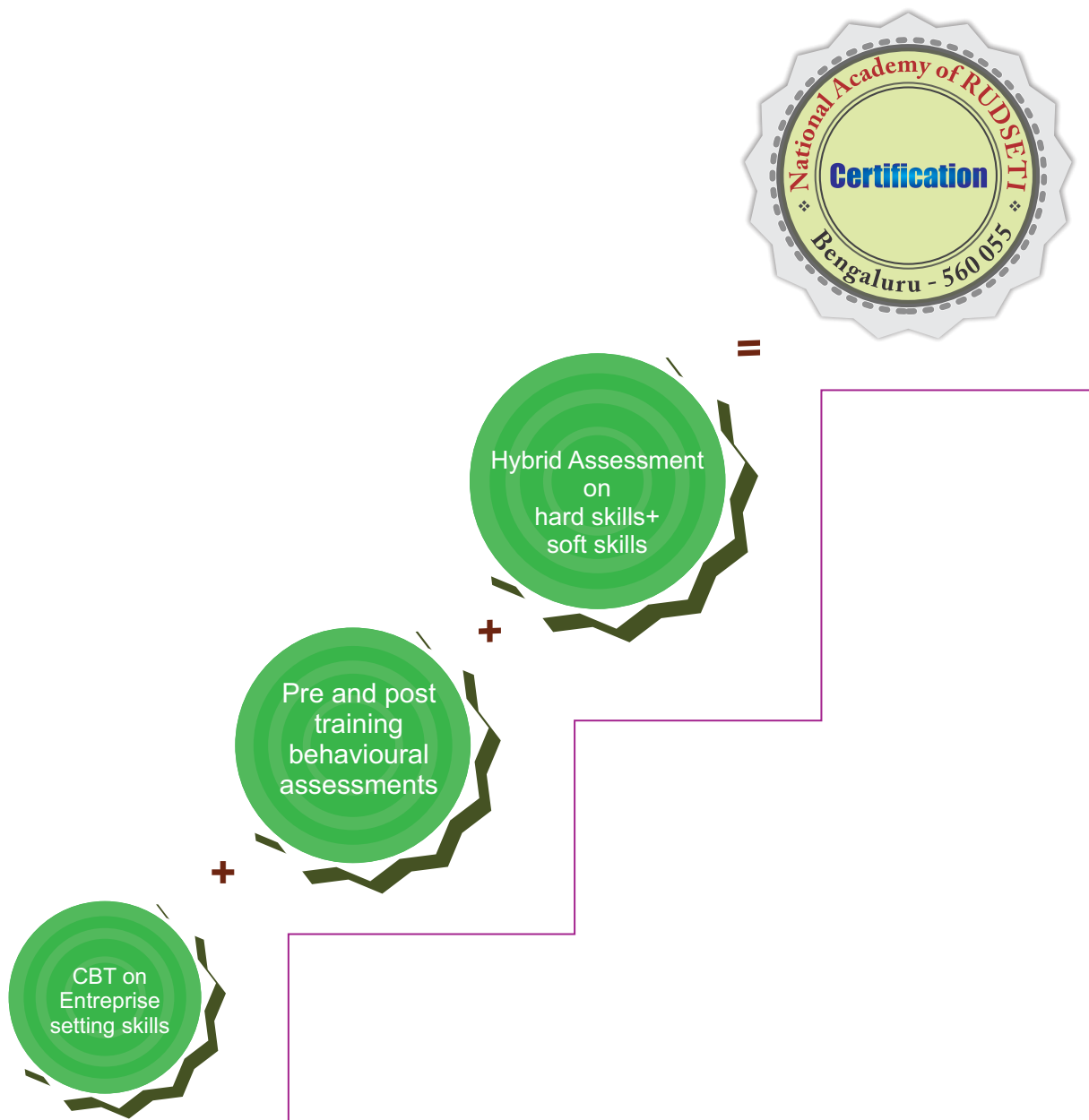


## 11. Result and Certification:

Post assessment, the Assessor shall feed his/her inputs against each of the candidates into a dedicated portal created for data management. The inputs shall be added to the system generated scores which is the score obtained in the CBT part of the test.

There will be another round of verification of the scores at the central level. Subsequent to the final approval of the scores, each candidate will receive a link in his/her registered e-mail id, through which he/she can download his/her score card and certificate.

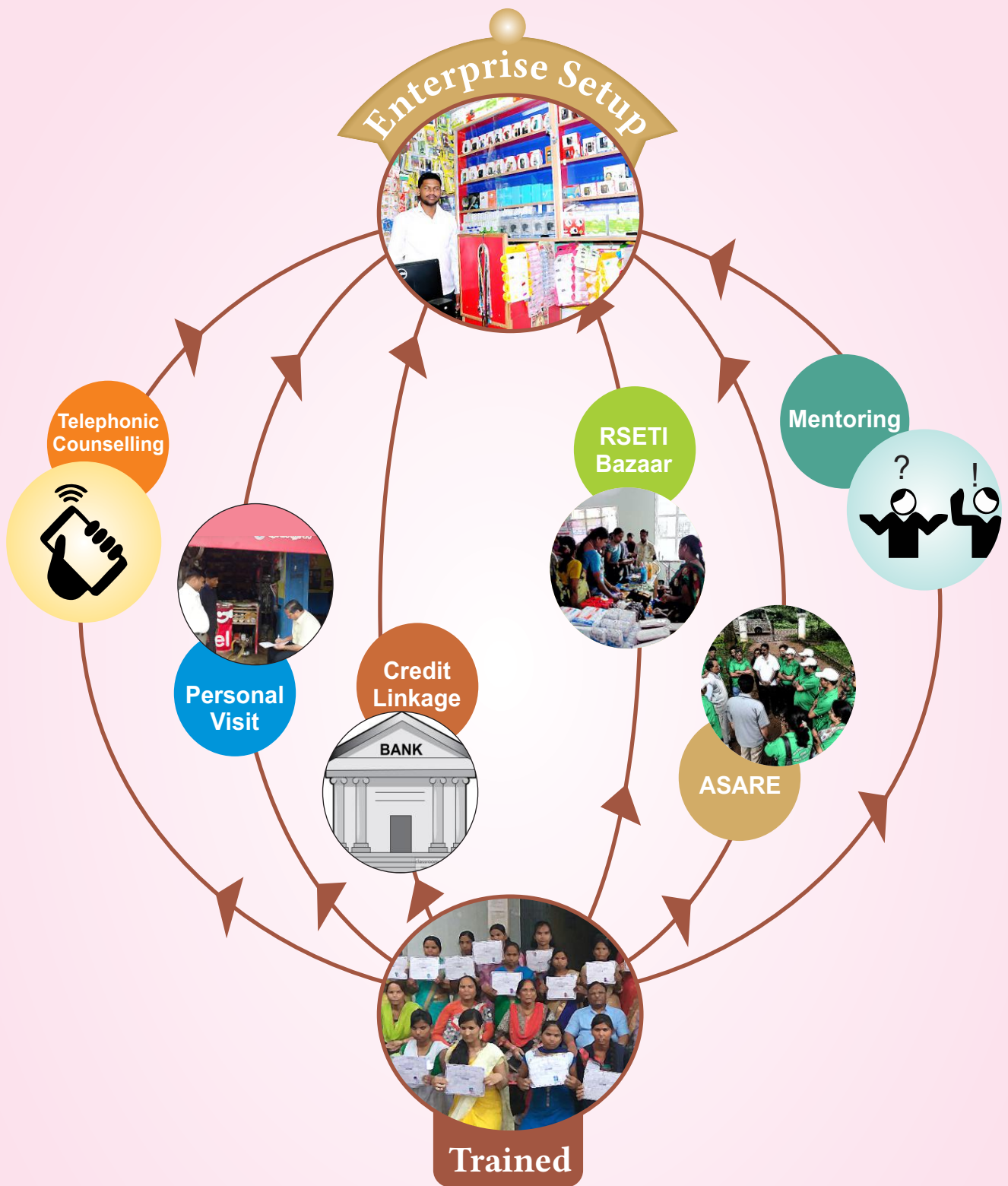
A hard copy of the Certificate will also be dispatched by the NAR to the concerned RSETIs who in turn will deliver them to the trainees.





# Chapter 4

## Post Training Facilitation



## **Post Training Facilitation**

### **Objectives:**

The objectives of this chapter are to:

- I. Explain the need for and importance of post training facilitation to RSETI trainees
- II. Elaborate on the methods of follow up and guidelines to be followed
- III. Define the meaning of settlement of RSETI trainee and the evidence of settlement and guidelines for recording of settlement
- IV. Inform about other post training handholding services to RSETI trainees

### **Synopsis:**

- Providing post training escort services to the trained candidates is a distinct feature of RSETIs. It is done to build the confidence of trainees and maximise the results of successful enterprise creation.
- To facilitate trainees' settlement in self-employment or placement in jobs, each trainee should be followed up at least once in 60 days during the first 6 months of the training and at least once in three months there afterwards or till settlement of the trainee whichever happens earlier.
- Settlement of trained candidates should be recorded with credible documentary evidence/s.
- RSETIs to take proactive steps to facilitate Credit linkage to the trained candidates.
- RSETIs to extend marketing support to the businesses established by the trainees by organising RSETI Bazaars.
- Networking of Alumni should be encouraged to promote sustenance and growth of Micro Enterprises.

### **1. Need for follow up:**

Short-duration training followed by long-term handholding of trainees is the hallmark of RSETI philosophy. Post Training follow up of RSETI trained candidates has been found effective in facilitating launching of self employment ventures, termed as SETTLEMENT of trained candidates.

Post training hand holding is an important factor which influences the success rate of RSETI training programmes. In the challenging business environment of the country, Micro and Small Enterprises need a host of Business Development Services to establish, sustain and grow. Realising this need, in RSETI model of training post-training interventions have been integrated with the following objectives:

- a) Sustaining the level of motivation of trained candidates.

- b) Linking them for self employment by encouraging them to use the skills acquired during training.
- c) Assisting them in mobilising resources and launching of Micro enterprises .
- d) Facilitating them for Bank credit linkage.
- e) Networking and marketing support to trained candidates.

A formal system of follow up is adopted to extend handholding support services to the trained persons.

## 2. Post Training Follow Up

The following guidelines should be followed for effective follow up of trained candidates:

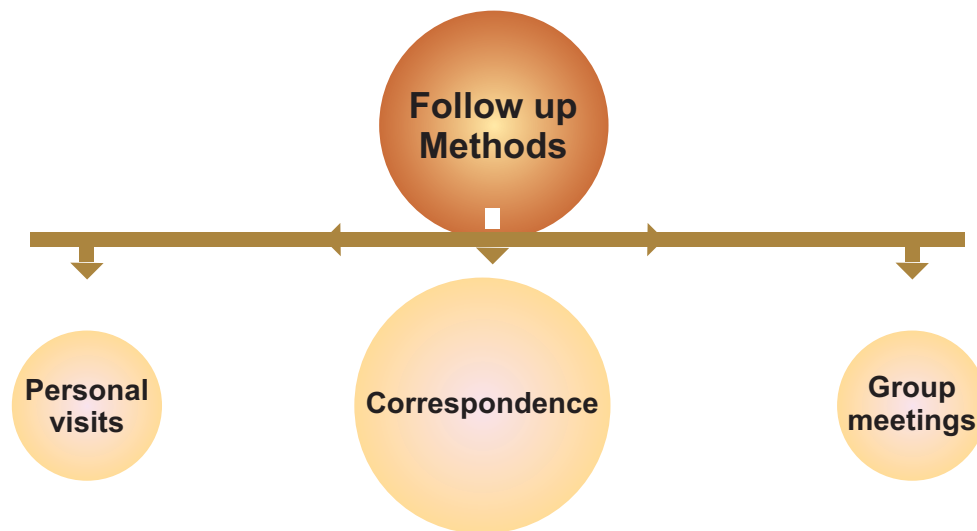
- a) Every person trained by RSETI (RSETI Trainee) should be followed up for a period of two years, after the training by the institute.
- b) Each trainee should be followed up at least once in 60 days during the first 6 months after the training and at least once in three months there after or till settlement of the trainee whichever happens earlier. After the settlement of the trainee also, the trained entrepreneurs should be followed up till completion of two years to ensure continuity in the enterprise.
- c) A follow-up Schedule should be prepared before commencement of each month and submitted to the controlling office of the concerned RSETI for information/approval under copy to the State Director for RSETIs.
- d) The follow-up visits/meets should be carried out in a systematic and purposeful manner by Director, Faculty members and Office Assistants.
- e) The Director, Faculty members and Office Assistants should undertake post-training follow-up /visits for a minimum of 5 full days in a month.
- f) On an average more than 10 trained candidates should be contacted in each follow-up visit/day.
- g) After the follow up visit, observations and counselling provided should be recorded in the prescribed documents and uploaded in MIS immediately.

**Note:** Though the follow up of trained candidates by the RSETI ceases after 2 years, the services/assistance of RSETI for setting and managing the enterprise is available to all the alumni even after 2 years of training.

A check list for follow up activities is provided at **Appendix - I**



### 3. Methods of Follow-up



#### 3.1 Personal Visit/Contact:

Personal contact of the trainee with the institute is critical for effective post-training handholding. RSETI Personnel should undertake visit to the trainees' places, as part of follow up. This is apart from group follow up meetings at Block/District Level. This is necessary to ascertain the exact status of settlement, activity launched by the trainee, status of the enterprise and problems if any, in managing the enterprise and support required from RSETI.

The fact of visit and observations should be recorded in the Trainee follow up card.



### 3.2 Correspondence:

Correspondence is the primary means of establishing contact with the trainees. The institute has to send the first letter to all trainees immediately after one month of the completion of training. If the letters do not get the desired response, messages may be sent to the cell phone or email or both reminding the candidate on the above lines.

However, communication made with trainees through letters, messages, telephone calls, etc. will not be construed as 'Follow-up Visits of RSETI staff since they are only methods to gather required information about the trainees and do not substitute the follow-up visits. Format of follow up letter to be addressed to the trainees is provided at **Appendix II**.

### 3.3 Group Meetings at Block/Taluk level:

At places/villages where the number of past trainees is less and if they are scattered all over the district, then group meetings can be held at the Taluka/Block. Group meetings may be organized at convenient location in public places like Bank branches, Block Development office, Lead Bank Office, etc. Officials of the support system like LDM, local Branch Heads of all Banks, officials from the local controlling offices of the Banks, BDOs, etc., should be involved in the meetings. Intimation of the meeting should be sent to the trained candidates and the officials sufficiently in advance, duly informing the time and venue of the meeting.

### 3.4 Cluster Follow up Meets at the Institute:

Follow up meetings should also be organised at the institute occasionally by calling the trainees trained in a specific activity in a number of batches. This will also be useful to the institute for ascertaining the business potential/prospects in that particular activity and also issues affecting the enterprises. The occasion can be utilised to provide guidance.

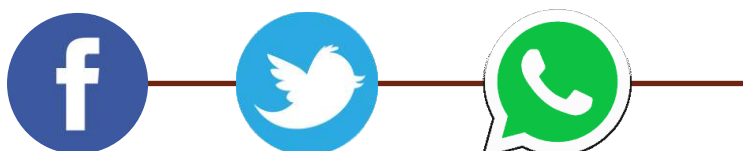
### 3.5 Other methods of Follow up:

#### 3.5.1 Business Correspondents/Business Facilitators (BC /BF)

BCs will be visiting different villages in the course of discharging their duties. RSETIs can make use of the BCs for mobilization of candidates, follow-up of trained candidates and for credit linking them.

#### 3.5.2 Social Media:

RSETIs can make use of other social media like Whatsapp, Facebook, Twitter to keep in touch with the trained candidates.





## 4. Documents/Registers/Files to be maintained:

### 4.1 Trainees' Follow up Card (TFC)

Follow-Up' Cards should be maintained in respect of each trainee to record the details of follow up made, status/progress of the trainee and the status of the enterprise established. A photograph of the trainee should invariably be affixed to the follow-up card for easy identification of the trainee. Along with the address of the trainee, specific land marks to locate the address should be recorded in the card for easy access by the RSETI personnel. The Follow-up Cards are to be maintained village-wise so as to enable reaching the official of the RSETI conducting the follow-up visit to cover maximum trainees in one visit to that village. The entry in the card shall be updated during/immediately after the visit and also recorded in MIS. This document will also serve as progress report of RSETI trained entrepreneur and escort services provided by the institute.

**The Format of Follow-up Card is provided in Appendix III.**

### 4.2 Register for recording the Trainees' visit to the Institute

RSETI should maintain a Register to record the visit of past trainees to the Institute for follow-up purposes. Information elicited from the trainee regarding the purpose of visit and the counselling/information provided should be recorded in register. The format of this Register is provided in **Appendix IV**

## 5. Reporting of Follow Up

The details of follow up made during a particular month should be uploaded to MIS with in three days after the meet/visit to enable the controlling offices to generate report and review the performance.

## 6. Settlement of Trained Candidates

Settlement is the ultimate objective of training the unemployed youth at the RSETIs and the perceived outcome of training. A trained candidate will be treated as settled only when he/she starts his/her own enterprise and is able to earn regular income. The settlement in case of self-employment is defined as:



The candidates should have been gainfully employed in livelihood enhancement occupations within 12 months of completion of training, earning a minimum of Rs 5000/- per month for at least 3 continuous months.

**In case of wage employment, the criteria for settlement are:**

- a) The trainee should take up a job and continue to be in job for a minimum period of three months from the date of employment in the same or higher level with the same or any other employer.
- b) The income should be at least equal to or more than the minimum wages prescribed under the Law of the State.

**6.1 Documentary Evidence of Settlement under Self-Employment:**

The settlement should be evidenced by a photograph of the business enterprise/activity and anyone or more of the following:

- i. Trade licence
- ii. Candidate concerned attested certificate on business turnover
- iii. Becoming a member of a producer group
- iv. Proof of additional earnings inferred from transactions in bank statement
- v. Bank loan sanction document
- vi. Bills/vouchers of fixed assets or raw materials purchased for running the enterprise which gives indication as to the investment and the resultant income
- vii. Proof of non-institutional borrowings
- viii. IT Returns
- ix. Proof of having employed at least one more person in the business enterprise
- x. Sales register

The referred proof shall be certified by the RSETI Director and uploaded in RSETI MIS.

**6.2 Documentary Evidence of Settlement for Wage Employment:**

1. Letter of appointment from the Employer
2. Copy of Salary Slip for the last three months
3. Identity Card issued by the Employer
4. Photostat copy of the Bank Passbook showing credit of salary for at least three months.
5. Any other credible document to support or convince about settlement under Wage Employment.

Of the evidences above, documents under 2 & 4 compulsory. It should be ensured that the wages paid comply with the minimum wages Act for relevant state.

## 7. Recording of settlement

The fact of settlement in respect of self employment should be recorded by strictly observing the following procedure:

- a) RSETI Director/Faculty/staff should invariably visit the place of activity/unit
- b) Take/obtain a photograph of the unit along with the trained entrepreneur in action.
- c) Fill up settlement form in the format provided in **Appendix V** and obtain signature of the trained entrepreneur.
- d) The Director to confirm each settlement reported by countersigning in the format.
- e) The settlement should be recorded in the respective Trainees' follow up card (Appendix III)
- f) A batch-wise settlement register should be maintained by the Institute recording the details of settlement of all trainees. The following details are to be compulsorily recoded in the register:
  - i. Investment made in the enterprise.
  - ii. Bank loan sanctioned/disbursed
  - iii. No. of persons employed.

The Format of the register is provided in **Appendix VI**.

### Note:

- A. Since that record of settlement is fed into MIS the settlement register may be system oriented
- B. The data on settlement and the relevant documents of proof should be uploaded in MIS.

## 8. Targets for Settlement of trained candidates

Out of the total candidates trained by a RSETI every year:

- (i) at least 70% of the candidates shall be certified;
- (ii) at least 70% of the candidates shall be settled, of which minimum 90% shall be in self employment and remaining may be in wage employment in jobs (with minimum wages).
- (iii) For PwD candidates, settlement rates shall be as below:
  - (a) 60% - in case of all types of disabilities except intellectual disabilities
  - (b) 40% - in case of intellectual disabilities.

### Explanation:

- (i) *Settlement, for the purpose of RSETI, means either placement of a trained candidate in a wage employment or establishment of a business enterprise by a trained candidate.*
- (ii) *In case of wage employment, a placement shall qualify as placement only when trainee continues for 3 months in one or more job(s) with minimum wages prescribed.*
- (iii) *All placements shall have to commence within one year period from date of completion of training.*
- (iv) *Settlement in self employment ventures of candidates needs to be supported with any one of the Bank Statements on accrual of income, photographs of business enterprise set up by the trainee, copy of document showing registration of the business enterprise, credit linkage with Banks and/or any other credible evidences, etc.*

- (v) *In case of re-skilling or skill up-gradation of persons already engaged in an occupation, at least 70% of such persons shall have an increase of at least 3% in remuneration within 14 months of completion of the skill development training. Post training incremental income to be evidenced through credible evidences like Bank Statement, increase in turn over, etc.*

## 9. Recording the Growth of Trained Candidate

The RSETIs should keep track of the enterprises of settled trainees to know the credit requirement for expansion/diversification. Such information has to be provided to the Bank for providing subsequent doses of credit to meet the genuine requirements. The details of such expansion/diversification, increased investment and credit should be up loaded to MIS.

## 10. Bank Credit Linkage to RSETI trained Entrepreneurs

Getting credit assistance to the Micro and Small Enterprises from the formal Banking system is a big challenge in our country. The core objective of RSETIs being promotion of Micro Enterprises, securing Bank credit to trained candidates is the prime responsibility of RSETIs. RSETIs being Bank-led Institutions, Banks should be proactive and supportive in meeting the credit requirements of RSETI trainees for starting/running their enterprises. The RSETI Director should take note of the following factors and take appropriate steps for enabling credit assistance to the trained Entrepreneurs:

- a) The activities undertaken by RSETI trainees fall under Priority Sector lending of Banks either Agriculture or Micro, Small and Medium Enterprises (MSME).
- b) Government of India has mandated the Banks to progressively increase lending to priority sector and each Bank branch has to achieve the target under priority sector lending.
- c) Each Bank branch has to achieve target under PM MUDRA Yojana, under which the RSETI trainees can be covered.
- d) Under “Stand up India” Programme women and other vulnerable sections of the society are to be assisted by the Banks.
- e) The Government, with the participation of Banks has been implementing massive financial inclusion programme under PMJDY
- f) It is also found that RSETI trained entrepreneurs show responsible behaviour in utilising and repaying Bank borrowings, on account of training.

## 11. Guidelines of Ministry of Rural Development, Government of India

**The MoRD has issued the following guidelines with respect to Bank Credit Linkage:**

RSETIs must provide assistance in Credit Linkage by recommending the specific proposals of the trained candidates to the Bank Branches and co-ordinating with Bank branches for extending financial assistance under RGCY, PMEGP, PM MUDRA or direct lending. It will be the primary responsibility of the Director of the RSETI to ensure credit linking. Director shall also take steps to arrange periodical interactive meets for ex-trainees involving officials of Bank branches to enable the trainees to overcome their problems in availing Bank credit.

## 12. Action Plan to RSETIs for Credit Linkage

In the light of the above, the RSETI Director should take the following specific action:

- i. Maintain liaison with Bank Managers by inviting them to the institutes for interaction with the trainees and also as guests for inaugural and valedictory functions,
- ii. Assist the trainees for preparing Project Report/Business Plan of the proposed venture, forward the loan proposals of viable ventures to the Banks for assisting under the schemes mentioned above.
- iii. Participate in BLBC/DCC/DLRC Meetings and make presentation on RSETI activities and sensitize them on RSETI movement
- iv. Co-ordinate and Follow up with Lead District Manager for early processing of credit proposals by the Banks.
- v. Facilitate opening of Bank Accounts by all the trainees before completion of training.
- vi. Upload the loan applications of trainees in PM MUDRA / Standupmitra portal of SIDBI and follow up the same with LDM.
- vii. Keep track of loan repayments by RSETI trained Entrepreneurs and assist the Banks in recovery of loans.
- viii. Arrange periodical orientation workshop to Bank Officials and arrange interaction with successful RSETI trained entrepreneurs during the workshop.
- ix. Make use of the available Business Correspondents' network and Certified Counsellors of SIDBI for Credit Linkage.

### Overview

| Item                    | Description   |
|-------------------------|---|
| Purpose                 | Assisting the trained candidates to avail credit from Bank for establishing the enterprise  |
| Reference to guidelines | MoRD Guidelines/RBI and Banks' norms  |
| Prerequisites           | a) Trained candidates should have a Bank Account<br>b) Project report is ready with all details<br>c) Candidate should be eligible under the respective schemes |
| Time for completion     | Within a month from the date of completion of the training the application should be lodged with the concerned  |
| Resource/s              | NA  |
| Process Owner           | RSETI Director  |

## Activities

| Sl. No. | Action  | Actor          | Time for completion                           | Relevant documents                        |
|---------|---|----------------|---|---|
| 1.      | Conducting of Market survey by the trainee  | Trainee        | Before preparation of Project Report.         | Market survey report                      |
| 2.      | Preparing Project Report based on Market survey, under RSETI guidance.                | Trainee        | Immediately after completion of Market Survey | Project Report format                     |
| 3.      | Submission of Project report to RSETI   | Trainee        | do  | -   |
| 4.      | Scrutiny of Proposal and Recommendation to Bank branch through a covering letter      | RSETI Director | Immediately on receipt of PR                  | Covering letter<br>Noting on the register |
| 5.      | Maintaining Register on recommendation of proposal                                    | RSETI          | Then and there                                | Bank Linkage Register                     |
| 6.      | Following up with the Bank branch for disposal of the proposal                        | RSETI          | 15 days from recommendation                   |   |
| 7.      | Discussing the pending Proposal in BLBC and DCC/DLRC meeting                          | Director RSETI | Every Quarter                                 |   |
| 8.      | Upload the loan proposal of the trained candidate in "Stand up Mitra" portal          | RSETI          | On the last day of the training batch         | Stand up Mitra portal of SIDBI            |
| 9.      | Organising Credit camps for the trained candidates in association with Bank/Lead Bank | RSETI          | Quarterly                                     | MoRD guidelines                           |
| 10      | Organising orientation workshop to Bank Managers and Government Officials             | RSETI          | Annually                                      | MoRD Guidelines                           |

### 13. Marketing support to RSETI trained Entrepreneurs – RSETI Bazaars

Marketing their products and services is a major challenge for RSETI trainees who establish Micro Enterprises. RSETIs should play an active role in facilitating the RSETI trained Entrepreneurs to successfully access various platforms/forums to market their products/services and gain confidence.



#### 13.1 RSETI Bazars

Organising RSETI bazaars during the local/regional events like exhibitions/fairs/fests to facilitate RSETI trained entrepreneurs to exhibit and market their products is one of the effective post training support initiatives. This is also useful for developing marketing contacts and networking of RSETI trained Entrepreneurs with the potential buyers.

#### 13.2 Interface Meetings and Networking:

Create a wide network of people connected with Rural Development activity and for promotion of micro enterprises, identification of market trends and opportunities etc., as it will be necessary to organize interface meetings with NGO-Banker, Govt. official-Banker, Industrialist-Banker. Such interfaces should be held at least twice or thrice annually at the RSETIs and should be separately budgeted for.

#### 13.3 Action plan for RSETIs:

- (i) Organize Interface workshops on marketing for trained Candidates/Entrepreneurs involving Industrialists and Promotion agencies.
- (ii) Organise at least one RSETI Bazaar every quarter at prominent places in the district for providing marketing exposure/ experience to RSETI trained Entrepreneurs and enable them to develop marketing contacts/network.
- (iii) Such Bazaars can be organised by mobilising resource/infrastructure support/sponsorship from SIDBI, NABARD, DIC, KVIC, Banks etc., under their schemes.
- (iv) Approach the organisers of the promotional events which occur at the district level on a regular basis organized by Govt agencies, Industry Associations, Social/Educational Institutions etc. for allotting a suitable Stall to RSETI Bazaar.
- (v) Identify RSETI trained entrepreneurs interested to participate in the RSETI Bazaar. Mobilise them for showcasing their products. Give preference to manufacturers of own products /value added products which are unique to the region.
- (vi) Train the participants to deal with customers with utmost care and courtesy.
- (vii) Give a briefing to the participants before the commencement of the Bazaar on marketing tips.
- (viii) Advise the participants to maintain a register in the stall for recording the details of participants, their products and daily sales.

- (ix) Display the Banner of RSETI prominently in the stall and maintain a Visitors' Book in the Stall along with some pamphlets/brochures of the RSETI. This is necessary for image building and awareness creation about RSETI.
- (x) After the Bazaar, review the sales made by each participants, elicit feedback from them on their experience/lessons learnt and provide guidance for better performance in future.

#### **14. Networking of RSETI Trained Entrepreneurs for mutual growth**

Micro and Small Enterprises face multiple challenges for sustaining in the business in the dynamic and competitive economic environment. Sustenance and growth of RSETI trained Entrepreneurs is another important area which requires attention of the RSETIs.

#### **15. Association of Successful Alumni of RSETI-trained Entrepreneurs (ASARE)**

Promoting the Alumni Associations of RSETI trained candidates is one of the initiatives found effective. ASARE is a forum for exchange of information, resolving the common problems / issues of entrepreneurs and to create a network for improving the products, services markets and capabilities of the members. It fosters mutual help, cooperation and adoption of modern ideas/ technologies.

- RSETIs should encourage formation and effective functioning of Alumni Associations (Settled Trainees only) by guiding them and providing infrastructure facilities in the institute.
- Video conference of the interested members of ASARE may also be facilitated by RSETI at regular pre-determined intervals, wherever possible.
- Their goodwill can be effectively harnessed to reach out to more number of eligible youth for training through their contacts, influence and propaganda.



#### **16. Social Network platforms**

- RSETIs may encourage and guide the trainees, both past and present, to form Whatsapp Groups for sharing information and experiences among the group members about their enterprises and market developments, technology, etc.
- Social media such as Facebook and Twitter may also be made use of by the group members of Alumni/ASARE for networking among themselves.



# **Chapter 4**

## **Post Training Facilitation**

### **Appendices**



## Follow-up Activities

| Sl. No. | Parameter  | Requirement  |
|---------|--|--|
| 1.      | Post Training Follow up                                    | Follow up each RSETI trainee upto a period of 2 years after training   |
| 2.      | Contacting Trainees in the first six months after training | Contact every trainee at least once in 60 days   |
| 3.      | Contacting Trainees after 6 months of training             | Contact every Trainee at least once in 3 months whichever happens earlier  |
| 4.      | Follow up Meetings   | Conduct group follow up meetings at Block level  |
| 5.      | Personal follow up visits                                  | Director and Staff of RSETI to conduct Personal follow up visits to the trainees place   |
| 6.      | No. of days of personal visits in a month                  | RSETI Director, Faculties and Office Assistants have to undertake Personal follow up visits as the trainees @ 5 days in a month each |
| 7.      | Settlement of trained candidates                           | Record Settlement of Trainees by taking documents of evidence  |
| 8.      | Sending follow up letter                                   | Send first follow up letter to all trainees after one month of training  |
| 9.      | Monthly follow up schedule                                 | Prepare schedule of monthly follow up and submit to controlling office   |
| 10.     | Follow up cards  | Maintain follow up cards for each trainee as per Appendix III and make entries   |
| 11.     | Trainees' visit to Institute                               | Maintain Trainees' visit to Institute as per Appendix IV   |
| 12.     | Report on settlement                                       | Obtain Report on settlement for all settled trainees as per Appendix V   |
| 13.     | Batch wise settlement Register                             | Maintain batch wise settlement register with update entries as per Appendix VI   |
| 14.     | Sensitisation to Bank Managers                             | Arrange sensitisation workshop to Bank Managers  |
| 15.     | Inviting Bank Managers                                     | Invite Bank Executives/Managers as guest for inauguration and valedictory functions  |

|     |  |  |
|-----|--|--|
| 16. | Interaction with Bank Managers                     | Arrange Interaction of Trainees with Bank Managers during training period  |
| 17. | Bank Credit Linkage to RSETI trained Entrepreneurs | Recommend Credit proposals of Trained Entrepreneurs to Banks   |
| 18. | Bank Credit Linkage to RSETI trained Entrepreneurs | Co-ordinate and follow up with Lead District Manager for Bank credit proposals of RSETI trainees *   |
| 19. | Marketing support to RSETI trainees                | Organise RSETI Bazaars   |
| 20. | Networking RSETI trainees                          | <ul style="list-style-type: none"> <li>• Network RSETI trained Entrepreneurs with Industry associations</li> <li>• Promote Alumni Association of successful RSETI trained Entrepreneurs (ASARE)</li> <li>• Promote Social networking forums of successful RSETI trained Entrepreneurs</li> </ul> |

\* Upload loan applications in the appropriate portals to facilitate Banks for quick and easy disposal of credit proposals

## Follow up letter to the Trainee

(To be sent in local language)

Ref.No: Roll No. \_\_\_\_/ Batch No.

Date:

To:

Sri/Ms \_\_\_\_\_

Address

Dear Sir/Madam,

Sub: Your training at our Institute under Batch No. \_\_\_\_ in \_\_\_\_ (activity) from \_\_\_\_ to \_\_\_\_ (dates).

As you are aware, you have completed the above training programme successfully at our Institute with an intention to start your self-employment venture. With the inputs provided to you during the training, we hope that you have already taken steps in this regard. It is a commitment on your part to use the skills learnt in the training for productive purpose and become self dependent.

Please note that it is our endeavour to help you in your efforts to set up your self-employment venture. We are eager to know your present status on commencement of your venture and we request you to inform us on the action taken by you for commencing your self employment venture. Please inform the progress or call on us to apprise the same immediately.

With best wishes,

Yours faithfully,

DIRECTOR

(Note: Translate this into local language and use.)

### Trainee's Follow Up Card

#### (Part A)

| Name & Logo of the RSETI<br><br>FOLLOW-UP CARD |   | Photo of<br>Trained<br>Candidate  |
|--|---|-----------------------------------|
| Name of the Training Programme                 | Course Code No :  |                                   |
| Duration (in days): _____                      | From Date :   | To Date:                          |
| Name of the Trained Candidate                  |   |                                   |
| Category                                       | SC/ST/OBC/GEN/<br>APL/BPL, Minorities, Women, Physically Challenged |                                   |
| Education Qualification (Latest)               | Age:  |                                   |
| Address (with landmarks to locate the address) |   |                                   |
| Contact Number: Land Line / Mobile             |   |                                   |
| If Sponsored Candidate, sponsorship Details    |   |                                   |
| Activity in which Enterprise Established       | Date of Commencement of the Enterprise:                             |                                   |
| Full Address of the Enterprise                 |   |                                   |
| Investment (Total in Rs.): _____               | Own funds:  | Bank Loan:      Other borrowings: |

|   |  |
|---|--|
| Name of the Bank and Amount in case of Bank Loan (Amt in Rs.) | Bank:  |
|   | Branch:  |
|   | Amount of Loan:  |
|   | Subsidy, if any:   |
| Income from the Enterprise (Rs.)                              | Gross Monthly Income:<br>Monthly Expenditure :<br>Net monthly Income : |

**Note:**

- A. In case of Seasonal Activities consider figures for the whole year.
- B. Provide land mark and draw direction to reach the address for follow up, starting from RSETI to trainee’s place:

**Trainee's Follow up Card (Part B)**

| Sl. No | Date of Visit to the Candidate's Place of Work / Residence | Name of the visiting Official | Current Status of the trained candidate and Venture | Guidance / Counseling given by visiting official | Gist of the action proposed for the candidate | If Bank Loan availed, Status of Repayment                 | Signature of Candidate | Date of entry in MIS | Signature of visiting official | Signature of Director |
|--------|--|-------------------------------|---|--|---|---|------------------------|----------------------|--------------------------------|-----------------------|
| 1.     |  |                               |   |  |   |   |                        |                      |                                |                       |
| 2.     |  |                               |   |  |   |   |                        |                      |                                |                       |
| 3.     |  |                               |   |  |   |   |                        |                      |                                |                       |
| 4.     |  |                               |   |  |   |   |                        |                      |                                |                       |
|        | <b>Date of Settlement</b>                                  |                               |   | <b>Date Uploaded to MIS for settlement</b>       |   | <b>Nature of Proof obtained at the time of settlement</b> |                        |                      |                                |                       |
|        |  |                               |   |  |   |   |                        |                      |                                |                       |



## Register of Trainees' visit to the RSETI

| Sl. No | Date of Visit of the trained candidate | Name of the Trained candidate and Phone No. | Name of the Training course completed | Batch No | Purpose of Visit | Details of Counseling done and / Information provided | Signature of the Trained candidate | Name & Signature of the RSETI staff who has attended the trainee | Signature of Director |
|--------|--|---|---------------------------------------|----------|------------------|---|------------------------------------|--|-----------------------|
| 1.     |  |   |                                       |          |                  |   |                                    |  |                       |
| 2.     |  |   |                                       |          |                  |   |                                    |  |                       |
| 3.     |  |   |                                       |          |                  |   |                                    |  |                       |
| 4.     |  |   |                                       |          |                  |   |                                    |  |                       |
| 5.     |  |   |                                       |          |                  |   |                                    |  |                       |

## Report on Settlement of Trained Candidate

### (Part A)

| Sl. No. | Particulars   | To be filled by RSETI Staff visiting the Trainee and Unit                         |
|---------|---|---|
| 1.      | Name & Address of the Candidate   |   |
| a.      | Training undergone  |   |
| b.      | Training Batch No. & Date   |   |
| c.      | Register/Unique No.   |   |
| d.      | Self Employment activity undertaken   |   |
| e.      | Address of the Enterprise   |   |
| f.      | Date of commencement  |   |
| g.      | Investment in the Enterprise & Sources  | I. Own funds<br>ii. Bank Loan<br>ii. Other sources<br>(Specify the actual source) |
| 2.      | Scheme under which finance availed/ received from Govt. Scheme.   |   |
| 3.      | Present Monthly Gross Income from the Enterprise (in Rs.)   |   |
|         | Monthly Expenditure for running the Enterprise (in Rs.)   |   |
| 4.      | Current Net Profit (Monthly)  |   |
| 5.      | No. of Workers Employed, if any.  |   |
| 6.      | What more support the trainee expects from RSETI?   |   |
| 7.      | What is the overall experience of the trainee till now in doing Self Employment?  |   |
| 8.      | Whether the trainee intend to continue this activity or change or make any modifications / changes in the current operations? |   |
| 9.      | Whether the trainee is able to meet the Bank repayment obligations properly? If No. what problems he/she is facing?           |   |

|     |   |  |
|-----|---|--|
| 10. | How the RSETI Training has helped in establishing and running this Enterprise?  |  |
| 11. | Have other youth taken information / inspiration from trainee and whether trainee has told them about RSETI   |  |
| 12. | Proof of settlement/Documents obtained<br>a) Photograph of Activity / Workplace<br>b) Registration Certificate (shop act, MSME etc.)<br>c) Bills for Purchasing of Assets<br>d) Copy of the Bank loan sanction letter<br>e) Copy of the Bank loan pass-sheet.<br>f) Any other | : Yes / No<br><br>: Yes / No<br>: Yes / No<br>: Yes / No<br>: Yes / No |
| 13. | Date:<br><br>Place:   | Signature of Trained Candidate/ Entrepreneur                           |
| 14. | Observations and Comments of the visiting RSETI Staff:  |  |
|     | Date of uploading the proof of settlement in MIS  |  |
|     | Comments of the Director of the RSETI   |  |
|     | Signature of the Visiting official  | Signature of the Director  |

## Appendix - VI

### Batch-wise Settlement Register

Name of the RSETI :                      Batch No :                      Name of the Training :                      Date of Commencement:                      Date of closure :

| Sl No. | Name of the Trained Candidate | Unique Registration No. | Roll No of the candidate | Dates of Follow up visits done | Description of Activity/ Enterprise | Address of the Enterprise / Place of Work | Supporting Documents attached (as per annexure ) | Settled under Self / wage | Date of Settlement | Investment made – Own Funds | Bank Finance Details      |                             |                    | Monthly income | Total Employment Created in the Enterprise |
|--------|-------------------------------|-------------------------|--------------------------|--------------------------------|-------------------------------------|---|--|---------------------------|--------------------|-----------------------------|---------------------------|-----------------------------|--------------------|----------------|--|
|        |                               |                         |                          |                                |                                     |   |  |                           |                    |                             | Name of the Bank & Branch | Loan sanctioned / Disbursed | Under which Scheme |                |  |
|        |                               |                         |                          |                                |                                     |   |  |                           |                    |                             |                           |                             |                    |                |  |
|        |                               |                         |                          |                                |                                     |   |  |                           |                    |                             |                           |                             |                    |                |  |
|        |                               |                         |                          |                                |                                     |   |  |                           |                    |                             |                           |                             |                    |                |  |
|        |                               |                         |                          |                                |                                     |   |  |                           |                    |                             |                           |                             |                    |                |  |

Amount in Rs.

## **Chapter 5**

### **Evaluation of RSETIs**



## Evaluation of RSETIs

### Objectives:

Objectives of this chapter are to:

- I. Explain the need for and importance of evaluation of RSETIs and their activities.
- II. Define the Scope of Evaluation, Tools for Evaluation and Agencies for evaluation.
- III. Explain the methodology of evaluation.
- IV. Lay down the guidelines for evaluation and process of evaluation.
- V. Provide comprehensive information on grading of RSETIs by MoRD.

### Synopsis:

- All the activities and Training programmes of RSETIs shall be evaluated periodically
- Monthly progress of the RSETIs is evaluated by the RSETI sponsoring Banks
- RSETI sponsoring Banks also conduct Annual Management Audit
- Performance of Training programme with regard to the outcomes should be evaluated on quarterly basis and the report placed before DLRAC and sponsor Bank.
- Evaluation of overall performance is done through the process of Annual Grading by MoRD

### 1. Background

Periodical evaluation of the activities is one of the basic management practices adopted to measure the performance of an organization. It is necessary to ensure achievement of overall goals of the organization, optimum utilization of resources, quality and effectiveness of training programmes and proper adherence to laid down standard practices by the Institute.

### 2. Scope of Evaluation and Tools for Evaluation

Each and every activity of the RSETIs should be evaluated periodically to assess the progress in quantity as well as quality in achieving the goals. Training is the core activity of RSETIs and it is outcome based. Hence the evaluation should specifically cover the training performance/ outcome in terms of settlement and entire gamut of RSETI activities in general. Annual Action Plan provides the basis for identifying the areas for evaluation and the results to be achieved. The following tools are devised for evaluation of RSETIs:

| Sl.  | Areas of operation   | Agency to evaluate   |
|------|--|----------------------|
| i.   | Training performance and settlement rate of each batch of Training | RSETI                |
| ii.  | Monthly Progress vis-a-vis Annual Action Plan                      | Bank's Trust         |
| iii. | Annual Management Audit  | Concerned Bank Trust |
| iv.  | Annual Evaluation/Grading  | MoRD                 |

### 3. Post Training Evaluation

Post Training Evaluation is important for ensuring effectiveness of RSETI training programmes. The evaluation serves the following purposes:

- I. Obtaining feedback on the actual outcome and utilization of the Training by the trainees.
- II. Assessing viability of particular activity / skill programmes in that area.
- III. Knowing relevance and adequacy of training coverage thereby reorienting the interventions and revisiting the training programmes.

#### 3.1. Guidelines for conducting Training Evaluation:

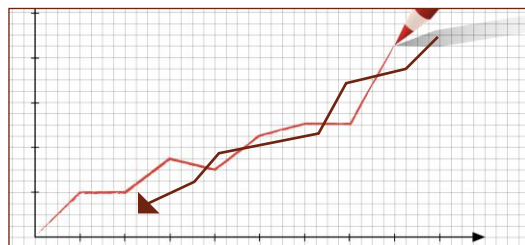
Every Institute should undertake post training evaluation every calendar quarter. The general guidelines for conducting evaluation are as follows:

- i. In each calendar quarter, 50 batches of training programmes conducted prior to the present quarter are to be evaluated.
- ii. Evaluation should be done batch-wise and should include all Self-employment / EDP training batches.
- iii. The Evaluation should be done by the Director personally with the assistance of staff for statistical work and tabulations.
- iv. The Evaluation has to be made as per the format provided in the appendix and comments / observations / findings of the Director have to be recorded.
- v. While conducting the Evaluation, the records of every trainee of every batch (follow up register, batch wise register, settlement register, follow-up card) should be studied and analyzed and the progress in respect of trainees should be classified into the following categories:



#### I. Training Wasted

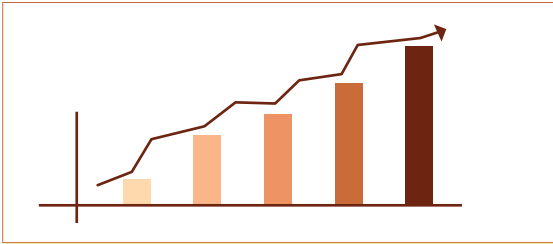
Those who are, pursuing education, or those who have not shown any inclination to start self-employment even after one year of training.



#### II. No Progress as Yet

Those who have neither replied to the Institute's letters and whose progress is not yet known due to inability of the Institute to contact them.





### III. Utilization is in Progress

- a) Those who have replied in writing or orally that they have plans to utilize training or but it may take some time.
- b) Those who have applied for loan to Banks / Other Financial Institutions / or Government Schemes or
- c) Those who are working in the same activity to acquire some experience (for obtaining On-Job Training) but who have no intention to start their own enterprise in near future.



### IV. Settled or Training Utilized

Started Self-employment venture in the trained field or improved their occupation utilizing the training. Trainees who have taken up wage employment also can be treated as settled but reported under separate category.

## 4. Evaluation findings and Follow-up action

In the Evaluation, the Institute should identify the training batches with poor settlement rate and analyze the reasons. The reasons may be:



- i. Faulty Selection Process resulting in selection of wrong / uninterested candidates.
- ii. Selection of non-viable activity / lack of potential for that activity in the area.
- iii. Inadequate coverage of technical / skill inputs in the training.
- iv. Non-availability of assured / desired support from the sponsoring agency, DRDA / Bank / DIC / Other Agencies
- v. Poor credit linkage
- vi. Inadequate post training follow up / handholding support.

The Evaluation report along with analysis and findings should be placed before DLRAC for guidance. Necessary follow-up action to improve the performance should be taken by the Institute, as per the guidance of DLRAC & also controlling office which may include modifying the training calendar by not conducting certain trainings, revising the course contents, intensifying post training follow up and credit linkage, etc. A copy of the training evaluation report should be submitted to the controlling office of sponsor Bank before 10th of the succeeding month of each calendar quarter.

## 5. Grading of RSETIs

As part of monitoring exercise, annual grading of RSETIs has been introduced to assess the performance of RSETIs and to take necessary corrective action to bring about the required improvements.

The grading of RSETIs will be done by a team as per guidance of MoRD led by the State Director for RSETIs or a Senior Director of an RSETI duly identified by NACER along with LDM of the District, Nodal Officer/ a representative of the sponsor Bank of RSETI. This team will undertake the grading exercise of RSETI in the presence of the RSETI Director. The allotment of marks will be done by the grading officials with due consultations of the members of the grading team. However, the final grades to be awarded to the RSETIs will be reviewed by NACER in consultation with MoRD through a validation process.

### 5.1 Purpose of Grading:

As per the directives of MoRD, all the RSETIs in the country are graded every year as on 31st March based on the performance of the RSETIs during the financial year. This exercise is under taken to:

- i. assess the health of the RSETIs and to bring about improvements in their functioning.
- ii. get reimbursement of training expenses as eligibility for reimbursement is linked to the minimum grades prescribed by MoRD.
- iii. to encourage a spirit of healthy competition amongst the RSETIs and other stakeholders to improve their performance.

- A. As per the guidelines given by MoRD, SRLMs are permitted to reimburse training expenses to the eligible RSETIs for a financial year who have obtained minimum of A and B grades or their combinations i.e. AA /or AB /or BA /or BB as at the end of previous financial year.
- B. The first grading exercise was carried out in the year 2012 for the FY 2011-12. Thereafter, the grading exercise continued every year i.e. in 2013, 2014, 2015, 2016 and also during 2017.
- C. Since the funding of RSETIs is now being proposed as per the Common Norms based on specific certification of the trainees and another Annual Centre Inspection has been provisioned, the exercise of Annual grading may be re aligned accordingly.

### 5.2 Guidelines for Evaluation / Grading

The Evaluation is an objective and transparent exercise being done by the experts in managing RSETI and well versed in the RSETI model of Training and Entrepreneurship Development. The following framework is stipulated for evaluation and grading of RSETIs:

- i. The Evaluation of actual performance/position in each aspect of functioning / activity made against the guidelines issued in the Standard Operating Procedures and also the guidelines issued by the respective authorities.

- ii. Relevant documents should be verified in all the areas and each observation has to be discussed with the Director by the Evaluation Official before recording the observations and recommending/awarding the ratings.
- iii. The recordings shall be based on the actual performance vis-à-vis expectations as specified in the Annual Action Plan of the Institute and other guidelines.
- iv. The evaluation is for the performance / functioning in a given financial year.

The Detailed guidelines for grading of individual aspects of functioning are provided in **Appendix I**

### 5.3 Methodology of Grading Exercise:

For the purpose of grading, the RSETIs, are classified into the following two categories:



Format of evaluation tool and detailed instruction for evaluation are furnished in the **Appendix II**.

- A. Functioning and performance of RSETIs should be evaluated every financial year as per the guidelines and the format of evaluation tool provided.
- B. The Evaluation has to be made by the appropriate experts/officials as designated by the governing body/controlling office of the respective RSETIs. It is appropriate that the evaluation of one Institute is made by the Director of another Institute (on non-complementary basis) and the rating is awarded, verified and confirmed by NACER of NAR in consultation with MoRD.
- C. The MoRD, Government of India shall consider the rating secured by RSETIs in the evaluation for recognizing the good performers and incentivizing the RSETIs/ Sponsor Banks / States.

### 5.4 RSETIs exempted from grading

- i. RSETIs which are less than 1 year of age as on 31st March of the year for which grading is undertaken.
- ii. RSETIs under Category I which have not conducted > 5 training programme and not trained more than 100 trainees during Financial Year.

- iii. RSETIs under Category II which have not done > 10 training programmes and not trained more than 250 trainees during Financial Year.
- iv. RSETIs which are functioning from a Branch or LDMs Office i.e. where they have no independent/separate office or infrastructure as per guidelines of MoRD.
- v. RSETIs which do not have even a single classroom for regular conduct of their training programmes.

### 5.5 Parameter-wise weightage / marks allocated for grading

| Category I                   |  |                              | Category II                          |   |                              |            |
|------------------------------|--|------------------------------|--------------------------------------|---|------------------------------|------------|
| RSETIs with 1-3 years of age |  |                              | RSETIs with more than 3 years of age |   |                              |            |
| Sl No                        | Parameter                                  | Weightage/<br>Marks allotted | Sl No                                | Parameter   | Weightage/<br>Marks allotted |            |
|                              |  |                              |                                      |   | Part I                       | Part II    |
| 1.                           | Human Resources                            | 13                           |                                      |   |                              |            |
| 2.                           | Physical Infrastructure                    | 10.5                         | 1.                                   | Human Resources   | 18                           |            |
| 3.                           | Governance and Management (Best Practices) | 13.5                         | 2.                                   | Physical Infrastructure   | 17                           |            |
| 4.                           | Pre-training                               | 13                           | 3.                                   | Governance and Management (Best Practices)                              | 17                           |            |
| 5.                           | Training Practices                         | 23                           | 4.                                   | Pre-training  | 19                           |            |
| 6.                           | Post Training Practices                    | 27                           | 5.                                   | Training Practices  | 29                           |            |
| 7.                           | Total Marks                                | 100                          | 6.                                   | Post Training Practices like follow-up, settlement, credit linkage etc. |                              | 100        |
|                              |  |                              | <b>Total Marks</b>                   |   | <b>100</b>                   | <b>100</b> |

# Chapter 5

## Evaluation of RSETIs

### Appendices



### Parameters for Grading RSETIs

| “category - I”<br>(RSETIs Aged Between One And Three Years) |  |
|---|--|
| (Grading Parameters for FY 2016-17 as on 31.3.2017)         |  |
| Name of the RSETI :   | Name of the Sponsor Bank :                 |
| RSETI Unique Code (MIS):                                    | State:                                     |
| Name of the Block :   | District:                                  |
| Grade obtained during FY 2015-16 :                          | Date of present grading:                   |
| Name of the Grading Official FOR 2015-16:                   | Name of the Director of the RSETI 2015-16: |
| Name of the Grading Official FOR 2016-17:                   | Name of the Director of the RSETI 2016-17: |

#### A. Human Resources

| Parameter  | Max Marks allotted | Criteria for grading  | Marks secured |
|--|--------------------|---|---------------|
| Director posted at the Institute with independent charge and not holding any additional charge<br><br>[Date of joining of Director: _____] | 2.0                | Services of Independent Director without any additional charge, available during the Financial Year, If $\geq 10$ months, then 2, If $\geq 6$ months < 10 months, then 1, else, 0.<br>Even if Director holds additional charge, then 0. |               |
| Director on deputation from the sponsor Bank   | 1.0                | YES - 1.0, NO - 0   |               |
| Director has attended Induction Trainers' Training Programme at NAR, Bengaluru<br>[TTP Batch Number: _____]                                | 1.0                | Within 6 months of joining RSETI, then 1,<br>> 6 months and $\leq 12$ months, then 0.5, else 0.<br>Note: If the Director has completed TTP as on 31.03.2016, then also 1.0 mark   |               |

| Parameter  | Max Marks allotted | Criteria for grading   | Marks secured |
|--|--------------------|--|---------------|
| Director has attended Refresher Training Programme at NAR, Bengaluru<br>[RTP Batch Number: _____]  | 1.0                | If the Director has completed RTP as on 31.3.2016, then 1.0,<br>If the Director has not completed 15 months from the date of TTP as on 31.3.2017, then also 1.0,<br>If the Director has completed TTP before 31.12.2015 and not completed RTP as on 31.03.2017, then 0.                |               |
| In-house Faculty on regular basis<br>[Actual No. of Faculty Members: __]<br><br>Date of joining of I Faculty: -----<br>Date of joining of II Faculty: -----<br>- | 3.0                | Services of First Faculty Member available during the Financial Year<br>If $\geq 10$ months, then 2, If $\geq 6$ months $< 10$ months, then 1.0, else 0<br>For the services of second faculty member, If $\geq 10$ months, 1 mark, If $\geq 6$ months $< 10$ months, then 0.5, else 0  |               |
| TTP for in-house faculty members<br><br>[TTP batch Number of Faculty I: _____ ]<br><br>[TTP batch Number of Faculty II: _____ ]                                  | 2.0                | If TTP is completed as on 31.3.2017 by the first Faculty Member, then 1.5, if $> 6$ months and $\leq 12$ months, then 1, else 0<br>If the second Faculty member has completed TTP as on 31.3.2017, then 0.5, else 0  |               |
| Office Assistant/ clerk on regular basis<br>[Actual No. of OAs: __]<br><br>[Date of joining of OA1: _____]<br><br>[Date of joining of OA2: _____]                | 2.0                | Services of First Office Asst. available during the Financial Year<br>If $\geq 10$ months, then 1.5, If $\geq 6$ months $< 10$ months, then 1.0, else 0<br>For the services of second Office Asst. If available as on 31.03.2017 (irrespective of the date of appointment) 0.5, else 0 |               |
| Attender on regular basis<br><br>[Date of joining of Attender: _____]  | 1.0                | Services of Attender available during the Financial Year<br>If $\geq 10$ months, then 1,<br>If $\geq 6$ months $< 10$ months, then 0.5, else 0   |               |
| <b>Total Marks under Human Resources</b>   | <b>13.0</b>        |  |               |



## B. Physical infrastructure

| Parameter  | Max Marks allotted | Criteria for grading  | Marks secured |
|--|--------------------|---|---------------|
| Independent Director's Room/Cabin/Cubicle  | 1.0                | If separate room / cabin/cubicle inside the RSETI premises, then 1, else 0  |               |
| Separate Office Room for staff   | 1.0                | If separate office room for staff inside the RSETI premises and not a part of Director's room/cabin/cubicle, then 1, else 0   |               |
| Classroom (sufficient to accommodate minimum of 25 candidates) @ 25 chairs with writing facility per class<br><br>[Actual No. of Classrooms: ____].<br>[Actual No. of chairs with writing facility/table with chairs: ____].<br>[Actual No. of chairs without writing facility: ____]. | 4.0                | Two marks for each classroom having chairs with writing facility or with table and chairs with maximum of 4 marks. Classroom having chairs without writing facility is to be treated as no/nil classroom and Marks '0'. |               |
| Dormitory for Gents/Ladies sufficient to accommodate min. 25 candidates with bedding arrangement<br><br>[Capacity of Ladies Dormitory: ____]<br>[Capacity of Gents Dormitory: ____]  | 2.0                | If dormitory capacity is $\geq 25$ with bedding arrangement and on an average occupancy rate in every batch is more than 50%, then 2,<br>If the occupancy rate is $<$ than 50%, then 1, else 0                          |               |
| Availability of Office Laptop<br><br>[Actual No. of Laptops: ____]   | 0.5                | YES-0.5, NO-0   |               |
| Availability of Internet facility (Even Dongle used by Director)   | 0.5                | YES-0.5, NO-0   |               |
| Availability of LCD Projector<br>[Actual No. of LCD Projectors: ____]  | 1.0                | YES- 1, NO-0 (Verify from Fixed Assets Register)  |               |
| Availability of Scanner<br>[Actual No. of Scanners: ____]  | 0.5                | YES-0.5, NO-0 (Verify from Fixed Assets Register)   |               |
| <b>Total Marks under Physical Infrastructure</b>   | <b>10.5</b>        |   |               |

### C. Governance and Management [Best Practices]

| Parameter  | Max Marks allotted | Criteria for grading   | Marks secured |
|--|--------------------|--|---------------|
| Display of Action photos with latest success stories in local language of FY 2016-17 on the Notice board<br>[Display of min. 5 success stories]  | 0.5                | YES-0.5, NO-0 (Note: if success stories are not in local language, then also 0)  |               |
| Use of local language PPT in delivering EDP inputs   | 1.0                | Yes - 1, No - 0  |               |
| Maintenance and updation of 10 Important Registers viz, Follow-up Register, Settlement Register, DLRAC Register, Boarding Register, Visitors' Book, Movement Register, Training Log book, Fixed Asset Register, Trainees' Visit Register, Bank Linkage Register              | 2.5                | 0.25 for each Register maintained separately with updated entries upto 31.03.2017. (Registers maintained may be in either soft / hard copy)<br>Note: If a Register is maintained and not updated upto 31.03.2017, then treat that Register as not maintained |               |
| Visit of an official from LHO/ Circle / Regional / Zonal Office or visit of an Executive/Nodal Officer for RSETIs from the Head Office or Corporate Office of the Sponsor Bank to the Institute at least once in a quarter during FY 2016-17<br>[Actual No. of visits: ____] | 2.0                | If $\geq 4$ visits during FY 2016-17, then 2,<br>If visits during FY 2016-17 is $<$ than 4, then 0.5 mark for each visit,<br>If NO visits during FY 2016-17 then 0.<br>(Verify from Visitors Book or Visit Reports received by RSETIs)                       |               |
| Convening of Quarterly DLRAC meetings and compulsorily drawing of minutes of the DLRAC<br>[Actual no. of meetings conducted: ____]   | 3.0                | 1 mark for each DLRAC meeting conducted during FY 2016-17 along with minutes drawn for each meeting and circulated among the members as per Appendix -7.   |               |
| Whether requisite financial support was available to the Institute throughout the FY 2016-17 for organizing Training Programmes?   | 0.5                | YES - 0.5, NO - 0.<br>Note: To be ascertained from the factual position at the Institute.  |               |
| Publishing "Annual Activities Report" as at 31st March 2017  | 1.0                | YES - 1, NO - 0<br>Note: verify from the hardcopy  |               |

| Parameter  | Max Marks allotted | Criteria for grading  | Marks secured |
|--|--------------------|---|---------------|
| Timely submission of compliance on SDR visit reports on last four visits or compliance on actual no. of visits made by SDR during FY 2016-17 whichever is less.<br>[Actual No. of visits by SDR: ____] | 1.0                | 0.25 mark for each compliance sent to NACER under copy to SDR and controlling office of the Bank with a maximum of 1 mark or 1 mark for full compliance submitted for all the visits of SDR during FY 2016-17   |               |
| Placement of SDR visit report along with compliance in all the DLRAC Meetings during FY 2016-17  | 1.0                | 0.25 Mark for each placement of SDR visit report in the last 4 DLRAC along with compliance, then 1 Mark. (Note: If there are no items for compliance in these reports, then also the same has to be placed in DLRAC, which has to be verified from DLRAC Agenda/ Proceedings) |               |
| Whether RSETI has adopted a village?<br>[Name of the adopted village: _____]   | 0.5                | If Yes - 0.5, If NO - 0.  |               |
| Activities conducted in the adopted village  | 0.5                | 0.25 mark for each programme conducted during FY 2016-17 in the adopted village.<br>If No programme conducted during FY 2016-17, then 0.<br>[Note: Proof for having conducted programs to be verified]  |               |
| <b>Total Marks under Governance and Management (Best Practices)</b>  | <b>13.5</b>        |   |               |

## D. Pre-Training

| Parameter  | Max Marks allotted | Criteria for grading   | Marks secured |
|--|--------------------|--|---------------|
| <p>Awareness camps organized (supported by documentary evidence in MIS as well as Individual Reports on EAP with photos in EAP Register as per guidelines)</p> <p>[Actual no. of EAPs conducted during FY 2016-17 as per MIS as well as EAP Register: ___]</p> | 5                  | <p>If <math>\geq 25</math> camps in FY 2016-17, then 5, else <math>0.20 \times</math> Number of Awareness Camps i.e. 0.20 for each Awareness Camp with a maximum of 5 marks.</p> <p>[Note: 1. Proof for having conducted programs to be verified both in MIS as well as in the EAP Register (Cir.No.917 dated 15.9.2014 of NACER).<br/>Note: 2: Exclude the EAPs organized for students of schools and pre-degree colleges.]</p> |               |
| <p>Sensitization programmes organized by RSETI for Branch Managers/ other stakeholders organized (supported by documentary evidence)</p> <p>[Actual No. of Sensitization Programmes conducted during FY 2016-17: ___]</p>                                      | 2.0                | 0.5 mark for organizing each Sensitisation programme with a maximum of 2 marks   |               |
| <p>Participation of Director in BLBC /JMLBC meetings</p> <p>[Actual No. of meetings attended by Director: ___]</p>   | 2.0                | 0.25 mark for each BLBC /JMLBC meeting attended with a maximum of 2 mark.<br>(Note: Verify from the proceedings of the respective Meetings)  |               |
| <p>Participation of Director in DCC / DLRC meetings</p> <p>[Actual No. of meetings attended by Director: ___]</p>  | 1.0                | 0.25 mark for each DCC or DLRC meeting attended with a maximum of 1 mark.<br>(Note: Verify from the proceedings of the respective Meetings)  |               |

| Parameter   | Max Marks allotted | Criteria for grading  | Marks secured |
|---|--------------------|---|---------------|
| Sponsorship of candidates by banks for training<br>[(a) Total No. of candidates trained:___<br>(b) out of (a) No. of Candidates Trained under sponsored scheme___<br>(c) Out of (a) No. of Candidates sponsored by the Bank___<br>(d) Out of (a)No. of candidates mobilized from EAP -----<br>(e) % of Candidates Sponsored = [c Divide by (a Minus b)] | 2.0                | if 25% or more of the candidates trained during FY 2016-17 are sponsored by any banks, then 2 marks,<br>if 15% to 24% of the candidates trained during FY 2016-17 are sponsored by any banks, then 1.0 marks, else 0.<br>Note: Candidates sponsored under any Govt. schemes to be excluded. |               |
| Selection of candidates for training by way of conducting written test/ interview for all batches   | 1.0                | If written test/interview, then 1 mark,<br>else - 0 (To be verified from the written test / interview sheets maintained in individual box files)  |               |
| <b>Total Marks under Pre-Training</b>   | <b>13.0</b>        |   |               |

## E. Training Practices

|   |     |   |  |
|---|-----|---|--|
| Providing AMT Manual (Trainee's Work Book) in local language to all the eligible Trainees on the first day of the training programme and completion of all the exercises in AMT Manual including recording of MILLY | 1.0 | YES - 1, NO - 0<br>Note: Verify whether AMT Manual in local language is provided to all the trainees in the ongoing training programme & verify whether exercises as on the date of visit of the grading team are completed including writing of MILLY.<br>(Compare with stock of AMT book-let) |  |
| Micro lab administered in all the Training Programmes on the first day of training programme without fail - to be verified from action photos and Training Log for all programs                                     | 1.0 | YES - 1, NO - 0   |  |
| Behavioural games as per Course Module administered by Director/Faculty in all batches  | 2.0 | YES - 2, NO - 0<br>Note: To be verified from action photos and Training Log for all Training programs in the box file   |  |

| Parameter  | Max Marks allotted | Criteria for grading  | Marks secured |
|--|--------------------|---|---------------|
| EDP inputs as per Course Module administered by the Director / Faculty in all batches<br><br>[No. of training programmes verified by Grading official: ____] | 3.0                | YES-3.<br>Note: To be verified from the training log of minimum of 25% of training programs conducted during FY 2016-17 and if the EDP inputs are administered as per Course Module if found in this 25% sample, then 3 marks; else, 0. |               |
| <b>Day beginning with -</b>  |                    |   |               |
| Yoga / prayer  | 0.5                | YES-0.5, NO-0 ( To be verified from the action photos of each batch file)   |               |
| Shramadan  | 0.5                | YES-0.5, NO-0. (To be verified from the action photos of each batch file)   |               |
| Presentation of MILLY (Most Important Lessons Learnt Yesterday) and filing the same in the concerned batch file for all the training programmes              | 1.0                | MILLY presented & filed one copy each for the day in the box file, then 1.0 mark, else 0  |               |
| Inviting successful trainees for experience sharing in all batches during FY 2016-17.  | 1.0                | YES-1, NO-0 (To be verified from batch file / MILLY of each programme)  |               |
| Taking trainees for unit visits during the training programme in all batches during FY 2016-17.  | 1.0                | YES-1, NO-0 (To be verified from batch file / MILLY of each programme)  |               |
| Writing training log on day to day basis and copy maintained in Box file for all batches of FY 2016-17.  | 1.0                | YES-1, NO-0 (To be verified from MILLY of each batch)   |               |
| Availability of training equipments viz., Tailoring machines, mobile kit, computers etc. which are fixed assets in nature                                    | 2.0                | If the ratio between training equipments to trainees is $\leq 1:4$ , then 2 marks,<br>If $> 1:4$ and $\leq 1:6$ , then 1.0 mark,<br>Else 0.   |               |
| Preparation of individual project reports and handing over to trainees   | 1.0                | YES-1, NO-0. Even if there is correspondence that the project report is submitted to Bank, it may be treated as proof   |               |

| Parameter   | Max Marks allotted | Criteria for grading   | Marks secured |
|---|--------------------|--|---------------|
| Feedback obtained from all the trainees and maintained in Box File for each programme during FY 2016-17.  | 1.0                | YES-1, NO-0  |               |
| Mix of EDPs<br>[Actual No. of EDPs conducted under<br>Agri EDP: _____,<br>Product EDP: _____,<br>Process EDP: _____,<br>General EDP: _____,<br>Wage Employment: _____,<br>Total Programmes conducted: _____]  | 2.0                | If training programmes conducted during the FY 2016-17 are mix of minimum of three types of EDPs viz. Agri/ Product/ Process/ General EDPs, then 2 marks,<br>If training programmes conducted during the FY 2016-17 are mix of only Product and Process training programmes, then also 2 marks,<br>If training programmes conducted during FY 2016-17 are only of Agri and General EDPs, then 1.5 mark,<br>If training programmes conducted during the FY 2016-17 are only of Agri EDPs, then 1 mark, else 0 |               |
| Number of training programmes organised in-campus vis-a-vis off-campus (The exempted category of programs to be excluded for assessing performance)<br><br>[Total No. of programmes conducted during FY 2016-17: _____]<br>[of which, total No. of Off-campus programmes: _____]<br>[No. of off-campus programmes conducted under exempted category during FY 2016-17: _____] | 2.0                | If $\geq 100\%$ training programmes are conducted in campus as per approved AAP, then 2,<br>If $\geq 91\%$ and $\leq 99\%$ then 1.5,<br>If $\geq 75\%$ and $\leq 90\%$ of programmes as per approved AAP, then 1,<br>else 0  |               |

| Parameter   | Max Marks allotted | Criteria for grading   | Marks secured |
|---|--------------------|--|---------------|
| <p>Total number of candidates trained during FY 2016-17</p> <p>[Target for No. of candidates to be trained during FY 2016-17: ____]</p> <p>[Actual No. of candidates trained during FY 2016-17: ____]</p> | 3.0                | <p>If <math>\geq 100\%</math> candidates trained as per approved AAP, then 3, Reduce by 0.1 mark for every percentage of performance below 100% till 70% achievement. Else 0 for less than 70% achievement.</p> <p>[Note for marks allotment: The marks may be allotted as follows for the respective achievement under AAP: 100%: 3.0, 99% : 2.9, 98% : 2.8, 97% : 2.7, 96% : 2.6, 95% : 2.5, 94% : 2.4, and so on till 71% : 0.1, 70% : 0.1, &lt;70% :0]</p> |               |
| <b>Total Marks under Training Practices</b>   | <b>23.0</b>        |  |               |

#### (F) Post Training Practices

| Parameter  | Max Marks allotted | Criteria for grading   | Marks secured |
|--|--------------------|--|---------------|
| <p>Personal follow-ups made as per MIS number of days spent by (a) Director (b) Faculty Members (c) Office Assistants</p> <p>[Target for No. of visits is 5 per employee per month]</p> <p>[Actual No. of visits made by</p> <p>a) Director: _____,</p> <p>b) Faculty -I: _____,</p> <p>c) Faculty - II: _____,</p> <p>d) Office Asst. -I: _____,</p> <p>e) Office Asst. -II: _____,</p> <p>Total No. of visits: _____]</p> <p>If the No. of visits are more than 180 during the year then treat 180 visit as Target and allot the mark accordingly.</p> | 4.0                | <p>If <math>\geq 100\%</math> candidates contacted then 4,</p> <p>If <math>\geq 91\%</math> and <math>\leq 99\%</math> of candidates contacted, then 3,</p> <p>If <math>\geq 81\%</math> and <math>\leq 90\%</math> of candidates contacted, then 2,</p> <p>If <math>\geq 70\%</math> and <math>\leq 80\%</math> of candidates contacted, then 1, else 0</p> |               |



| Parameter   | Max Marks allotted | Criteria for grading  | Marks secured |
|---|--------------------|---|---------------|
| <p>Follow Up Of Trained Candidates<br/>Number of candidates contacted through personal visits (personal follow-up by Director / Faculty / Office Assistant)<br/>[Target: to contact 100% of the candidates trained between 01.01.2015 and 31.12.2016]</p> <p>A. [Actual No. of candidates trained during the said period: ____]<br/>Out of A, actual No. of candidates contacted during the year: ____.</p> | 4.0                | <p>If 100% candidates contacted, then 4,<br/>Reduce by 0.1 mark for every percentage of achievement less than 100 till 60% achievement.<br/>Else 0 for less than 60% achievement.</p> <p>[Note for marks allotment:<br/>The marks may be allotted as follows for the respective achievement in contacts made through personal visits:<br/>100%: 4.0, 99% : 3.9,<br/>98% : 3.8, 97% : 3.7,<br/>and so on..... till<br/>61%: 0.1, 60%: 0.1<br/>&lt;60% : 0]</p>   |               |
| <p>SETTLEMENT OF TRAINED CANDIDATES<br/>Cumulative settlement recorded vis-à-vis cumulative candidates trained as per MIS<br/>[Total No. of candidates trained as on 31.03.2017: ____]<br/>[Total No. of candidates settled as on 31.03.2017: ____]<br/>[Percentage of settlement: ____]<br/>Note: This data is provided by NACER as per MIS.</p>   | 4.0                | <p>If <math>\geq 60\%</math> of cumulative settlement achieved to cumulative candidates trained, then 4,<br/>Reduce by 0.2 mark for every percentage of achievement less than 60 till 40% achievement under settlement.<br/>Else 0 for less than 40% achievement.</p> <p>[Note for marks allotment:<br/>The marks may be allotted as follows for the respective achievement under cumulative settlement:<br/>60% : 4.0, 59% : 3.8,<br/>58% : 3.6, 57% : 3.4,<br/>and so on..... till<br/>41%: 0.2, 40%: 0.2<br/>&lt;40%: 0]</p> |               |

| Parameter   | Max Marks allotted | Criteria for grading   | Marks secured |
|---|--------------------|--|---------------|
| <p>CREDIT LINKAGE OF TRAINED CANDIDATES : Out of cumulative candidates settled, % of candidates availed Bank loan - Credit Linkage under self-employed category (Proof as per MIS)</p> <p>[a] Total No. of candidates settled: ___<br/>           [b] Out of (a) above, No. of candidates self-employed: ___<br/>           [c] Out of (b) above, No. of candidates availed Bank Loan: ___</p> <p>[Percentage Bank linkage calculated as (c)/(b)%: _____]</p> | 10.0               | <p>if <math>\geq 40\%</math> of Bank linkage is achieved under self-employed category in cumulative settlement, then 10, Reduce by 0.50 mark for every percentage of achievement less than 40% till 20% achievement under Bank Linkage.<br/>           Else 0 for less than 20% achievement.</p> <p>(Note: To be verified as per MIS data provided by the NACER )<br/>           [Note for marks allotment:<br/>           The marks may be allotted as follows for the respective achievement in Bank Linkage under self employment category in cumulative settlement:<br/>           40% : 10.0, 39% : 9.5,<br/>           38% : 9.0, 37% : 8.5,<br/>           and so on..... till<br/>           21% : 0.5, 20% : 0.5,<br/>           &lt;20% : 0]</p> |               |
| <p>SUCCESS STORIES : Documenting success stories in local language (20 stories to be documented in at least 5 different activities) as per the format sent to RSETIs</p> <p>[Actual No. of Success Stories documented: _____]</p>   | 2.0                | 0.10 marks for each story with a maximum of 2 marks  |               |
| <p>Preparation of Post Programme Report - PPR for all training programmes of FY 2016-17</p> <p>[Actual no. of PPRs prepared: _____]</p>   | 2.0                | Prepared for 100% of training programmes conducted during FY 2016-17 as per the format with required Photos as per format, then 2, else 0  |               |

| Parameter  | Max Marks allotted | Criteria for grading   | Marks secured |
|--|--------------------|--|---------------|
| <p>APPENDIX- III :<br/>Preparation of Appendix-III Post Training Evaluation as available in 'Manual of Standard Operating Procedures' of NAR is prepared and placed in DLRAC for the previous 50 batches</p> <p>[Actual no. of Appendix - III prepared: _____]</p> | 1.0                | <p>If cumulative number of Training programmes organized is <math>\geq 50</math> as on 31.3.2016 and RSETI has prepared Appendix 25 with analysis for all four quarters of FY 2016-17, then 1.</p> <p>If cumulative number of Training programmes organized is <math>&lt; 50</math> as on 31.3.2016, then also 1 (irrespective of whether Appendix-III is prepared or not);<br/>Else 0</p> |               |
| <b>Total Marks under Post Training Practices</b>   | <b>27</b>          |  |               |
| <b>TOTAL (A)+(B)+(C)+(D)+(E)+(F)</b>   | <b>100.0</b>       |  |               |
| <b>MARKS OBTAINED</b>  |                    |  |               |
| <b>GRADE ELIGIBLE (Subject to validation)</b>  |                    |  |               |

### CERTIFICATE

This is to certify that the grading exercise was carried out in a cordial atmosphere and the weightage allotted against each parameter is in consensus with all the members of the team

**(Signature)**

Name of the Grading Official:  
Designation:  
Organization:  
Mobile No:

**(Signature)**

Name of the Lead District  
Manager:  
Designation:  
Organization:  
Mobile No:

**(Signature)**

Name of the Nodal Officer  
from the Sponsor Bank:  
Designation:  
Organization:  
Mobile No:

**(Signature)**

Name of the RSETI Director:  
Designation:  
Organization:  
Mobile No:

#### Grading Chart

| Rating         | Grade | Score                    |
|----------------|-------|--------------------------|
| Outstanding    | A     | $\geq 85$ and $\leq 100$ |
| Good           | B     | $\geq 71$ and $\leq 84$  |
| Satisfactory   | C     | $\geq 55$ and $\leq 70$  |
| Unsatisfactory | D     | $< 55$                   |

DATE :

RSETI SEAL:

**Note: Actual marks scored may be recorded and should not be rounded off**

## Grading Parameters

| "CATEGORY - II"<br>(RSETIs AGED ABOVE THREE YEARS) |  |
|--|--|
| Grading Parameters for FY 2016-17 as on 31.3.2017) |  |
| Name of the RSETI :                                | Name of the Sponsor Bank :                 |
| RSETI Unique Code (MIS):                           | State:                                     |
| Name of the Block :                                | District:                                  |
| Grade obtained during FY 2015-16 :                 | Date of present grading:                   |
| Name of the Grading Official FOR 2015-16:          | Name of the Director of the RSETI 2015-16: |
| Name of the Grading Official FOR 2016-17:          | Name of the Director of the RSETI 2016-17: |

| Parameter     | Max Marks allotted | Criteria for grading | Marks secured |
|---------------|--------------------|----------------------|---------------|
| <b>Part 1</b> |                    |                      |               |

### (A) Human Resources

|  |     |   |  |
|--|-----|---|--|
| Director posted at the Institute with independent charge and not holding any additional charge<br><br>[Date of joining of Director: _____] | 3.0 | Services of Independent Director without any additional charge, available during the Financial Year, If $\geq 10$ months, then 3, If $\geq 6$ months < 10 months, then 2, else, 0.<br>Even if Director holds additional charge, then 0. |  |
| Director has attended Induction Trainers' Training Programme at NAR, Bengaluru<br>[TTP Batch No: _____]                                    | 1.0 | Within 6 months of joining RSETI, then 1, > 6 months and $\leq 12$ months, then 0.5, else 0.<br>Note: If the Director has completed TTP as on 31.03.2016, then also 1.0 mark  |  |

| Parameter   | Max Marks allotted | Criteria for grading  | Marks secured |
|---|--------------------|---|---------------|
| <b>Part 1</b>   |                    |   |               |
| Director has attended Refresher Training Programme at NAR, Bengaluru<br>[RTP Batch No: _____]   | 1.0                | If the Director has completed RTP as on 31.3.2016, then 1.0, if the Director has not completed 15 months from the date of TTP as on 31.3.2017, then also 1.0, if the Director has completed TTP before 31.12.2015 and not completed RTP as on 31.03.2017, then 0.                   |               |
| In-house Faculty on regular basis<br>[Actual No. of Faculty Members: __]  | 8.0                | Services of First Faculty Member available during the Financial Year<br>If $\geq 10$ months, then 6, If $\geq 6$ months $< 10$ months, then 4.0, else 0<br>For the services of second faculty member, If $\geq 10$ months, 2 mark, If $\geq 6$ months $< 10$ months, then 1, else 0 |               |
| TTP for in-house faculty members<br>Date of Joining of FM -<br>1:.....<br>TTP Batch No of FM-1<br>:..... Date of joining of<br>FM-2 :..... TTP Batch No<br>:.....<br>[Date of TTP by F2: _____] | 2.0                | If TTP is completed as on 31.3.2016 by the first Faculty Member, then 1.5, if $> 6$ months and $\leq 12$ months, then 1, else 0<br>If the second Faculty member has completed TTP as on 31.3.2017, then 0.5, else 0   |               |
| Office Assistant/ clerk on regular basis<br>[Actual No. of OAs: __]<br><br>[Date of joining of OA1: _____]<br><br>[Date of joining of OA2: _____]   | 2.0                | Services of First Office Asst. available during the Financial Year<br>If $\geq 10$ months, then 1.5, If $\geq 6$ months $< 10$ months, then 1.0, else 0<br>For the services second Office Assistant, if the services are available as on 31.03.2017, 0.5, else 0                    |               |

| Parameter  | Max Marks allotted | Criteria for grading   | Marks secured |
|--|--------------------|--|---------------|
| <b>Part 1</b>  |                    |  |               |
| Attender on regular basis<br>[Date of joining of Attender: ____] | 1.0                | services of Attender available during the Financial Year<br>If $\geq 10$ months, then 1,<br>If $\geq 6$ months < 10 months, then 0.5, else 0 |               |
| <b>Total Marks under Human Resources</b>                         | <b>18.0</b>        |  |               |

### (B) Physical infrastructure

|  |     |   |  |
|--|-----|---|--|
| Independent Director's Room/Cabin/Cubicle  | 2.0 | If separate room / cabin/cubicle inside the RSETI premises, then 2, else 0  |  |
| Separate Office Room for staff   | 2.0 | If separate office room for staff inside the RSETI premises and not a part of Director's room/cabin/cubicle, then 2, else 0   |  |
| Classroom (sufficient to accommodate minimum of 25 candidates) @ 25 chairs with writing facility per classroom<br>[Actual No. of Classrooms: ____].<br>[Actual number of chairs with writing facility/table with chairs: ____].<br>[Actual number of chairs without writing facility: ____]. | 6.0 | 3 marks for each classroom having minimum of 25 chairs with writing facility/table with chairs, with maximum of 6 marks. Classroom having chairs but without writing facility such class rooms are not treated as class rooms |  |
| Dormitory for Gents/Ladies sufficient to accommodate min. 25 candidates with bedding arrangement<br>[Capacity of Ladies Dormitory: ____]<br>[Capacity of Gents Dormitory: ____]  | 3.0 | If dormitory capacity is $\geq 25$ with bedding arrangement and on an average more than 50% is occupied in every batch, then 3,<br>If the occupancy is <50% of the candidates trained inhouse, then 1.5 marks, else 0         |  |

| Parameter   | Max Marks allotted | Criteria for grading                            | Marks secured |
|---|--------------------|---|---------------|
| Availability of Office laptop<br>[Actual No. of Computers: ____]      | 1.0                | YES-1, NO-0                                     |               |
| Availability of Internet facility (Even Dongle used by Director)      | 1.0                | YES-1, NO-0                                     |               |
| Availability of LCD Projector<br>[Actual No. of LCD Projectors: ____] | 1.0                | YES-1, NO-0 (Verify from Fixed Assets Register) |               |
| Availability of scanner<br>[Actual No. of Scanners: ____]             | 1.0                | YES-1, NO-0 (Verify from Fixed Assets Register) |               |
| <b>Total Marks under Physical Infrastructure</b>                      | <b>17.0</b>        |   |               |

### ( C ) Governance and Management [Best Practices]

|  |     |  |  |
|--|-----|--|--|
| Overall ambience of the Institute  | 2.0 | Good, 2; satisfactory, 1, else, 0  |  |
| Providing food to all trainees in all batches during the FY 2016-17  | 1.0 | Yes - 1, No - 0.   |  |
| Display of Action photos with latest success stories in local language of FY 2016-17 on the Notice board<br>[Display of min. 5 success stories]  | 1.0 | YES-1, NO-0 (Note: if success stories are not in local language, then also 0)  |  |
| Convening of Quarterly DLRAC meetings and compulsorily drawing of minutes of the DLRAC<br><br>[Actual no. of meetings conducted]   | 3.0 | 1 mark for each DLRAC meeting conducted during FY 2016-17 along with minutes drawn for each meeting and circulated among the members   |  |
| Maintenance and updation of 10 Important Registers viz, Follow-up Register, Settlement Register, DLRAC Register, Boarding Register, Visitors Book, Movement Register, Training Log book, Fixed Asset Register, Trainees' Visit Register, Bank Linkage Register | 3.0 | 0.30 for each Register maintained separately with updated entries upto 31.03.2017. (Registers maintained may be in either soft / hard copy)<br><br>Note: If a Register is maintained and not updated upto 31.03.2017, then treat that Register as not maintained |  |
| Maintaining separate Box File for each batch for all programmes conducted during the FY 2016-17  | 2.0 | Yes - 2, No - 0.   |  |



| Parameter  | Max Marks allotted | Criteria for grading   | Marks secured |
|--|--------------------|--|---------------|
| Whether requisite financial support was available to the Institute throughout the FY 2016-17 for organizing Training Programmes?   | 1.0                | YES - 1, NO - 0.<br>Note: To be assessed from the factual position at the Institute.   |               |
| Publishing "Annual Activities Report" as at 31st March 2017  | 1.0                | YES- 1, NO-0<br>Note: verify from the hardcopy   |               |
| Publicity efforts through print and electronic media made by RSETI for its visibility  | 1.0                | 0.25 mark for each proof of publicity with maximum of 1 mark.  |               |
| Visit of an official from LHO/ Circle / Regional / Zonal Office or visit of an Executive/Nodal Officer for RSETIs from the Head Office or Corporate Office of the Sponsor Bank to the Institute at least once in a quarter during FY 2016-17<br><br>[Actual No. of visits: ____] | 2.0                | If $\geq 4$ visits during FY 2016-17, then 2,<br>else 0.5 for each visit, else 0. Verify from the visitors book or visit reports of such executives received by RSETI. |               |
| <b>Total Marks under Governance and Management (Best Practices)</b>  | <b>17.0</b>        |  |               |

| Parameter | Max Marks allotted | Criteria for grading | Marks secured |
|-----------|--------------------|----------------------|---------------|
|-----------|--------------------|----------------------|---------------|

#### (D) Pre-Training

|  |     |  |  |
|--|-----|--|--|
| Awareness camps organized (supported by documentary evidence in MIS as well as Individual Reports on EAP with photos in EAP Register as per guidelines)<br>[Actual no. of EAPs conducted during FY 2016-17 as per MIS as well as EAP Register: ___]  | 6.0 | If $\geq 30$ camps in FY 2016-17, then 6, else $0.20 \times$ Number of Awareness Camps i.e. 0.20 for each Awareness Camp with a maximum of 6 marks.<br>Note: 1. Proof for having conducted programs to be verified both in MIS as well as in the EAP Register (Cir.No.917 dated 15.9.2014 of NACER).<br>Note: 2: Exclude the EAPs organized for students of schools and pre-degree colleges. |  |
| Sensitization programmes organized by RSETI for Branch Managers/ other stakeholders organized (supported by documentary evidence)<br>[Actual No. of Sensitization Programmes conducted during FY 2016-17: ___]   | 2.0 | 0.5 mark for organizing each Sensitisation programme with a maximum of 2 marks   |  |
| Participation of Director in BLBC /JMLBC meetings<br>[Actual No. of meetings attended by Director: ___]  | 2.0 | 0.25 marks for each BLBC/ JMLBC meeting attended with a maximum of 2 mark  |  |
| Participation of Director in DCC / DLRC meetings<br>[Actual No. of meetings attended by Director: ___]   | 1.0 | 0.25 mark for participation in each DCC or DLRC meeting with a maximum of 1 mark   |  |
| Sponsorship of candidates by banks for training<br>[(A) Total No. of candidates trained: ___<br>(B) out of (A) No. of Candidates Trained under Government sponsored scheme ___<br>(C) No. of Candidates sponsored by the Bank ___<br>(D) % of Candidates Sponsored = [C Divide by (A Minus B)] | 4.0 | if 25% or more of the candidates trained during FY 2016-17 are sponsored by any banks, then 4 marks,<br>if 15% to 24% of the candidates trained during FY 2016-17 are sponsored by any banks, then 2.0 marks, else 0.<br>Note: Candidates sponsored under any Govt. schemes to be excluded.  |  |

| Parameter  | Max Marks allotted | Criteria for grading  | Marks secured |
|--|--------------------|---|---------------|
| Timely submission of compliance on SDR visit reports on last four visits or compliance on actual no. of visits made by SDR during FY 2016-17 whichever is less.<br>[Actual No. of visits by SDR: ____] | 2.0                | 0.5 for each compliance sent to NACER under copy to SDR and controlling office of the Bank with a maximum of 2 mark   |               |
| Placement of SDR visit report along with compliance in all the DLRAC Meetings during FY 2016-17  | 2.0                | 0.5 for each placement in DLRAC along with compliance. Max. 2 Mark.<br>Note: If there are no items for compliance in all the reports, verify the agenda and proceedings for the same and award mark |               |
| <b>Total Marks under Pre-Training</b>  | <b>19.0</b>        |   |               |

### (E) Training Practices

|   |     |  |  |
|---|-----|--|--|
| Providing AMT Manual (Trainee's Work Book) in local language to all the eligible Trainees on the first day of the training programme and completion of all the exercises in AMT Manual including recording of MILLY | 2.0 | YES-2, NO-0<br>Note: Verify whether AMT Manual in local language is provided to all the trainees in the ongoing training programme & verify whether exercises as on the date of visit of the grading team are completed including writing of MILLY. Compare with stock register of AMT Booklet |  |
| Micro lab administered in all the Training Programmes on the first day of training programme without fail - to be verified from action photos and Training Log for all programs                                     | 1.0 | YES-1, NO-0  |  |
| Behavioural games as per Course Module administered by Director/Faculty in all batches  | 2.0 | YES-2, NO-0<br>Note: To be verified from action photos and Training Log for all Training programs in the box file  |  |

| Parameter  | Max Marks allotted | Criteria for grading  | Marks secured |
|--|--------------------|---|---------------|
| EDP inputs as per Course Module administered by the Director / Faculty in all batches<br><br>[No. of training programmes verified by Grading official: ____] | 3.0                | YES-3.<br>Note: To be verified from the training log of minimum of 25% of training programs conducted during FY 2016-17 and if the EDP inputs are administered as per Course Module if found in this 25% sample, then 3 marks; else, 0. |               |
| Use of local language PPT in delivering EDP inputs   | 1.0                | Yes - 1, No - 0   |               |
| <b>Day beginning with -</b>  |                    |   |               |
| Yoga / prayer  | 1.0                | YES-1, NO-0 ( To be verified from the action photos of each batch file)   |               |
| Shramadan  | 1.0                | YES-1, NO-0 ( To be verified from the action photos of each batch file)   |               |
| Presentation of MILLY (Most Important Lessons Learnt Yesterday) and filing the same in the concerned batch file for all the training programmes              | 1.0                | MILLY presented & filed one copy each for the day in the box file, then 1.0 mark, else 0  |               |
| Inviting successful trainees for experience sharing in all batches during FY 2016-17.  | 1.0                | YES-1, NO-0 (To be verified from batch file / MILLY of each programme)  |               |
| Taking trainees for unit visits during the training programme in all batches during FY 2016-17.  | 1.0                | YES-1, NO-0 (To be verified from batch file / MILLY of each programme)  |               |
| Writing training log on day to day basis and copy maintained in Box file for all batches of FY 2016-17.  | 1.0                | YES-1, NO-0 (To be verified from MILLY of each batch)   |               |
| Availability of training equipments viz., Tailoring machines, mobile kit, computers etc. which are fixed assets in nature                                    | 1.0                | If the ratio between training equipments to trainees is $\geq 1:4$ , then 1,<br>If $<1:4$ and $\geq 1:6$ , then 0.5, Else 0.  |               |

| Parameter  | Max Marks allotted | Criteria for grading  | Marks secured |
|--|--------------------|---|---------------|
| Availability of training equipments viz., Tailoring machines, mobile kit, computers etc. which are fixed assets in nature  | 1.0                | If the ratio between training equipments to trainees is $\geq 1:4$ , then 1,<br>If $<1:4$ and $\geq 1:6$ , then 0.5, Else 0.  |               |
| Preparation of individual project reports and handing over to trainees in all the batches (to be verified from the Box Files)  | 1.0                | YES-1, NO-0. Even if there is correspondence that the project report is submitted to Bank, it may be treated as proof   |               |
| Feedback obtained from all the trainees and maintained in Box File for each programme during FY 2016-17.   | 1.0                | YES-1, NO-0   |               |
| <b>Details of Training Programmes</b>  |                    |   |               |
| Mix of EDPs<br>[Actual No. of EDPs conducted under<br>Agri EDP: ____,<br>Product EDP: ____,<br>Process EDP: ____,<br>General EDP: ____,<br>Wage Employment: ____,<br>Total Programmes conducted: ____] | 3.0                | If training programmes conducted during the FY 2016-17 are mix of minimum of three types of EDPs viz. Agri/ Product/ Process/ General EDPs, then 3 marks,<br>If training programmes conducted during the FY 2016-17 are mix of only Product and Process training programmes, then also 3 marks,<br>If training programmes conducted during FY 2016-17 are only of Agri and General EDPs, then 2 marks,<br>If training programmes conducted during the FY 2016-17 are only of Agri EDPs, then 1 mark, else 0 |               |

| Parameter  | Max Marks allotted | Criteria for grading   | Marks secured |
|--|--------------------|--|---------------|
| <b>Details of Training Programmes</b>  |                    |  |               |
| Number of training programmes organised in-campus vis-a-vis off-campus (The exempted category of programs to be excluded for assessing performance)<br><br>[Total No. of programmes conducted during FY 2016-17: ____]<br>[of which, total No. of Off-campus programmes: ____]<br>[No. of off-campus programmes conducted under exempted category during FY 2016-17: ____] | 4.0                | If $\geq 100\%$ training programmes are conducted in campus as per approved AAP, then 4,<br>If $\geq 91\%$ and $\leq 99\%$ then 3,<br>If $\geq 75\%$ and $\leq 90\%$ of programmes as per approved AAP, then 2,<br>else 0  |               |
| Total number of candidates trained during FY 2016-17<br><br>[Target for No. of candidates to be trained during FY 2016-17: ____]<br>[Actual No. of candidates trained during FY 2016-17: ____]   | 4.0                | If $\geq 100\%$ candidates trained as per approved AAP, then 4,<br>Reduce by 0.13 mark for every percentage of performance below 100% till 70% achievement.<br>Else 0 for less than 70% achievement<br>[Note for marks allotment:<br>The marks may be allotted as follows for the respective achievement under AAP:<br>100%: 4.0, 99%: 3.87,<br>98%: 3.74, 97%: 3.61,<br>96%: 3.48,<br>and so on .... till<br>71%: 0.13, 70%: 0.13<br><70%: 0] |               |
| <b>Total Marks under Training Practices</b>  | <b>30</b>          |  |               |
| <b>PART I TOTAL (A+B+C+D+E)</b>  | <b>100</b>         |  |               |

| <b>PART - II - POST TRAINING PRACTICES</b>  |      |   |  |
|---|------|---|--|
| <p>Personal follow-ups made as per MIS ie number of days spent by (a) Director (b) Faculty Members (c) Office Assistants<br/>           [Target for No. of visits is 5 per employee per month]<br/>           [Actual No. of visits made by<br/>           a) Director: ____,<br/>           b) Faculty -I: ____,<br/>           c) Faculty - II: ____,<br/>           d) Office Asst. -I: ____,<br/>           e) Office Asst. -II: ____,<br/>           Total No. of visits: ____]</p> <p>If the No. of visits are more than 180 during the year then treat 180 visits as Target and allot the mark accordingly</p> | 10.0 | <p>If 100% candidates contacted then 10,<br/>           If <math>\geq 91\%</math> and <math>\leq 99\%</math> of candidates contacted, then 7,<br/>           If <math>\geq 81\%</math> and <math>\leq 90\%</math> of candidates contacted, then 5,<br/>           If <math>\geq 75\%</math> and <math>\leq 80\%</math> of candidates contacted, then 3,<br/>           else 0</p>   |  |
| <p>Number of candidates contacted through personal visits (personal follow-up by Director / Faculty / Office Assistant)<br/>           [Target: to contact 100% of the candidates trained between 01.01.2015 and 31.12.2016]</p> <p>A. [Actual No. of candidates trained during the said period: ____]</p> <p>B. Out of A : [Actual No. of candidates contacted during the year: ____]</p>  | 20.0 | <p>If 100% candidates contacted, then 20,<br/>           Reduce by 0.5 Mark for every percentage of achievement less than 100 till 60% achievement.<br/>           Else 0 for less than 60% achievement<br/>           [Note for marks allotment:<br/>           The marks may be allotted as follows for the respective achievement in contacts made through personal visits:<br/>           100%: 20.0, 99% : 19.5,<br/>           98% : 19.0, 97% : 18.5,<br/>           and so on..... till<br/>           61%: 0.5, 60%: 0.5<br/>           &lt;60% : 0]</p> |  |

| PART - II - POST TRAINING PRACTICES   |      |  |  |
|---|------|--|--|
| <p>Cumulative settlement recorded vis-à-vis cumulative candidates trained as per MIS</p> <p>[Total No. of candidates trained as on 31.03.2017: ____]</p> <p>[Total No. of candidates settled as on 31.03.2017: ____]</p> <p>[Percentage of settlement: ____]</p>  | 30.0 | <p>If <math>\geq 60\%</math> of cumulative settlement achieved to cumulative candidates trained, then 30,</p> <p>Reduce by 1.5 Marks for every percentage of achievement less than 60 till 40% achievement under settlement.</p> <p>Else 0 for less than 40% achievement</p> <p>[Note for marks allotment: The marks may be allotted as follows for the respective achievement under cumulative settlement:</p> <p>60% : 30.0, 59% : 28.5, 58% : 27.0, 57% : 25.5, and so on..... till 41%: 1.5, 40%: 1.5 &lt;40% : 0]</p>   |  |
| <p>Out of cumulative candidates settled, % of candidates availed bank loan - Credit Linkage under self-employed category (Proof as per MIS)</p> <p>[a) Total No. of candidates settled: ____]</p> <p>[b) Out of (a) above, No. of candidates self-employed: ____]</p> <p>[c) Out of (b) above, No. of candidates availed Bank Loan: ____]</p> <p>[Percentage Bank linkage calculated as (c)/(b)%: ____]</p> | 25.0 | <p>if <math>\geq 40\%</math> of Bank linkage is achieved under self-employed category in cumulative settlement, then 25,</p> <p>Reduce by 1.25 marks for every percentage of achievement less than 40% till 20% achievement under Bank Linkage.</p> <p>Else 0 for less than 20% achievement.</p> <p>(Note: To be verified as per MIS data provided by the NACER )</p> <p>[Note for marks allotment: The marks may be allotted as follows for the respective achievement in Bank Linkage under self employment category in cumulative settlement:</p> <p>40% : 25.0, 39% : 23.75, 38% : 22.50, 37% : 21.25, and so on..... till 21%: 1.25, 20%: 1.25 &lt;20% : 0]</p> |  |



| <b>PART - II - POST TRAINING PRACTICES</b>  |                 |  |  |
|---|-----------------|--|--|
| Documenting success stories in local language (10 stories to be documented in at least 5 different activities) as per format sent to RSETIs<br><br>[Actual No. of Success Stories documented: ____]                       | 5.0             | 0.25 mark for each story with a maximum of 5 marks   |  |
| Preparation of Appendix-23 (Post Programme Report - PPR) for all training programmes of FY 2016-17<br><br>[Actual no. of Appendix - 23 prepared: ____]  | 6.0             | Prepared for 100% of training programmes conducted during FY 2016-17 as per the format with required Photos as per format, then 6, else 0  |  |
| Preparation of Appendix-25 Post Training Evaluation as available in 'Manual of Standard Practices' of NAR is prepared and placed in DLRAC for the previous 50 batches<br><br>[Actual no. of Appendix - 25 prepared: ____] | 4.0             | If cumulative number of Training programmes organized is $\geq 50$ as on 31.03.2016 and prepared Appendix 25 with analysis, then 4. If cumulative number of Training programmes organized is $< 50$ as on 31.03.2016, then also 4 (irrespective of whether Appendix 25 is prepared or not) Verify from the proceedings of DLRAC for placement in the meeting. Else 0 |  |
| <b>PART II TOTAL</b>  | <b>100.0</b>    |  |  |
|   | <b>Part - I</b> | <b>Part - II</b>   |  |
| <b>TOTAL MARKS OBTAINED</b>   |                 |  |  |
| <b>GRADE ELIGIBLE (PARTWISE)</b>  |                 |  |  |
| <b>TOTAL GRADE ELIGIBLE (Subject to validation)</b>   |                 |  |  |

### CERTIFICATE

This is to certify that the grading exercise was carried out in a cordial atmosphere and the weightage allotted against each parameter is in consensus with all the members of the team

**(Signature)**

Name of the Grading Official:  
Designation:  
Organization:  
Mobile No:

**(Signature)**

Name of the Lead District  
Manager:  
Designation:  
Organization:  
Mobile No:

**(Signature)**

Name of the Nodal Officer  
from the Sponsor Bank:  
Designation:  
Organization:  
Mobile No:

**(Signature)**

Name of the RSETI Director:  
Designation:  
Organization:  
Mobile No:

### Grading Chart

| Rating         | Grade | Score                    |
|----------------|-------|--------------------------|
| Outstanding    | A     | $\geq 85$ and $\leq 100$ |
| Good           | B     | $\geq 71$ and $\leq 84$  |
| Satisfactory   | C     | $\geq 55$ and $\leq 70$  |
| Unsatisfactory | D     | $< 55$                   |

DATE :

RSETI SEAL:

**Note: Actual marks scored may be recorded and should not be rounded off**

## Post Training Evaluation

### Format of Quarterly Report (50 Batches)

**Name and Logo of the Institute**

Ref:

Date:

To: .....

.....

Dear Sir,

**Sub: Quarterly Report on Post Training Evaluation - Review of 50 batches as on**

.....

We are pleased to present here below the review report of 50 batches up to

.....

**1. The Summary of analysis:**

| Sl. No. | Batch No.    | Name of Trng. | No. of Candidates Trained | No Progress yet |   | Utilization in progress |   | Training wasted |   | Self Employed with Bank Finance |   | Self Employed without Bank Finance |   | Total |   |
|---------|--------------|---------------|---------------------------|-----------------|---|-------------------------|---|-----------------|---|---------------------------------|---|------------------------------------|---|-------|---|
|         |              |               |                           | No.             | % | No.                     | % | No.             | % | No.                             | % | No.                                | % | No.   | % |
|         |              |               |                           |                 |   |                         |   |                 |   |                                 |   |                                    |   |       |   |
|         | <b>Total</b> |               |                           |                 |   |                         |   |                 |   |                                 |   |                                    |   |       |   |

We confirm that:

- i. Review has been made from Batch No. .... to ..... covering 50 batches.
- ii. During the review period, totally ..... candidates have been trained.
- iii. Batch-wise review was made covering settlement, gestation and no progress.
- iv. Activity-wise review was also made so also category-wise viz. Agri, Product, Process and General EDP.

2. Synopsis of **Category-wise** review results:

| Category of Training | No. of batches | No. of trainees | Trainees % to total trained | Total settled | Settlement % |
|----------------------|----------------|-----------------|-----------------------------|---------------|--------------|
| Agricultural EDP     |                |                 |                             |               |              |
| Process EDP          |                |                 |                             |               |              |
| Product EDP          |                |                 |                             |               |              |
| General EDP          |                |                 |                             |               |              |
| <b>Total</b>         |                |                 |                             |               |              |

3. Social Group wise review results

| Caste-Category       | No. of Trainees | % of Trainees | No. of Candidates | % of Settlement |
|----------------------|-----------------|---------------|-------------------|-----------------|
| Scheduled Caste      |                 |               |                   |                 |
| Scheduled Tribe      |                 |               |                   |                 |
| Other Backward Class |                 |               |                   |                 |
| Minority             |                 |               |                   |                 |
| Others               |                 |               |                   |                 |
| <b>Total</b>         |                 |               |                   |                 |
| Women                |                 |               |                   |                 |

Out of 50 batches, ..... batches have been exclusively conducted for women

4. Settlement is improving in respect of following Training programmes

| Sl. No. | Name of the Training Programme | % of Trainees |
|---------|--------------------------------|---------------|
| 01      |                                |               |
| 02      |                                |               |

5. Settlement needs improvement in the following programmes

| Sl. No. | Name of the Training Programme | % of Trainees |
|---------|--------------------------------|---------------|
| 01      |                                |               |
| 02      |                                |               |

6. Deterioration in settlement rate / poor settlement is observed in the following Training Programmes and following Batches

| Sl. No. | Name of the Training Programme | % of Trainees |
|---------|--------------------------------|---------------|
| 01      |                                |               |
| 02      |                                |               |

The Reason for the decline in Settlement is observed to be as follows:

7. The Action proposed to improve settlement is as follows

8. Other observations, if any

We look forward for your valuable suggestions and guidance to improve the performance.

Yours faithfully

**Director**



## **Chapter 6**

# Management Information System (MIS) for RSETIs





## **Management Information System (MIS) for RSETIs**

### **Objectives:**

The objectives of this chapter are to :

- I. Explain the need for and importance of a robust Management Information System in RSETIs
- II. Provide detailed guidelines for creating and managing MIS in RSETIs

### **Synopsis:**

- A robust MIS is implemented in all the RSETIs .
- A uniform MIS package is developed and installed in all the RSETIs .
- RSETI stakeholders/controlling agencies including the Government and sponsor Banks have access to MIS.
- Real time Data is uploaded to MIS by the respective RSETIs .
- Structure reports can be generated by the stakeholders, having access to the MIS.

### **1. Background**

A robust and meaningful Management Information System (MIS) is the backbone of running a purposeful programme. MIS involves systems and procedures that gather information from a range of sources, compile it and present it in a readable format. MIS with input controlled through restricted user access, also becomes a credible source of information to rely upon by various authorities. Today's Management Information Systems rely largely on technology to compile and present data and thereby minimize human errors.

MIS for RSETIs was initiated in the year 2011 and by mid of 2013 all the RSETIs had adopted the same. The MIS is now being used by all the RSETIs through user access control. The RSETI MIS over the years has been regularly upgraded and has evolved to the level wherein it is accepted as a credible source of information on RSETI activities across the country.

MIS data is available and is used by the following agencies for the purpose of culling out the information needed for taking decisions, reporting, evaluation and monitoring, etc.

- i. Ministry of Rural Development, Government of India
- ii. NAR/NACER
- iii. Controlling Office of Banks sponsoring RSETIs
- iv. SRLMs, SLBCs and DRDAs
- v. Any other authorised agency

RSETI MIS has been designed and developed to help RSETIs maintain their training and candidate details. The MIS is an online application and can be accessed with Username and Password provided to the RSETIs and their controlling offices.

## 2. Basic System Requirement for accessing RSETI MIS

- Windows XP, Windows Vista, Windows 7 or Windows 10.
- Latest Browsers (Google Chrome, Mozilla Firefox).
- Internet Connection with a minimum bandwidth of 256kbps.

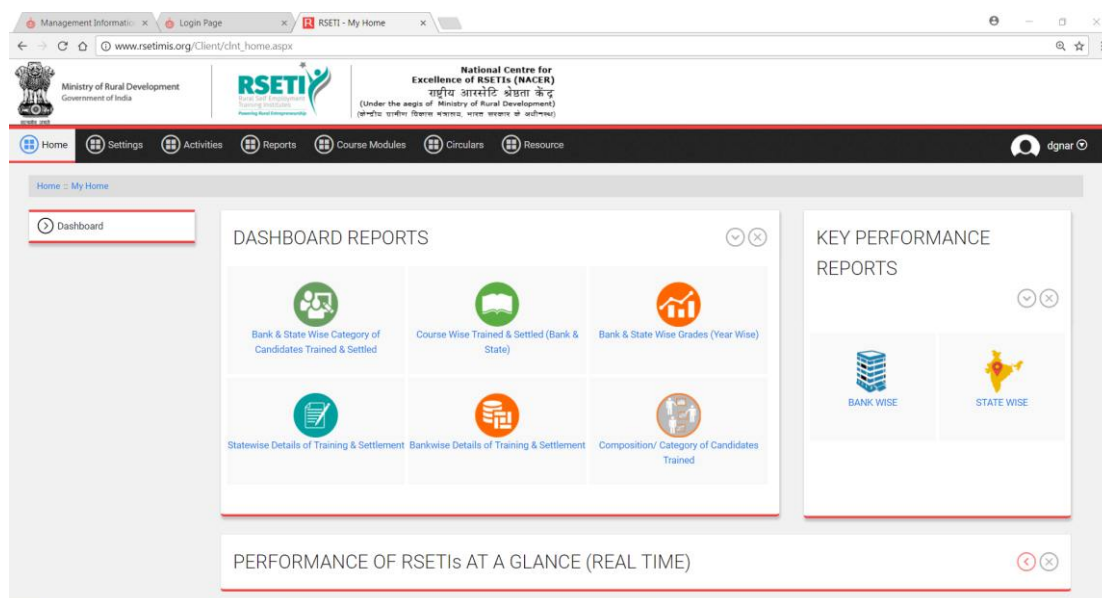
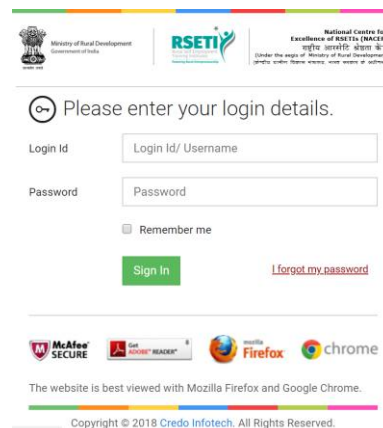
## 3. Access/Login to the MIS

Open Internet Browser (Chrome, Firefox etc.) and Type the URL <http://www.rsetimis.org/> in the address bar to access the MIS.

The resultant screen will be as below.

RSETIs to use the Login ID and password provided to them.

On successful login the RSETI MIS Home Screen will appear like



## 4. Data uploading in the MIS

The RSETIs have gained sufficient experience and expertise in handling the MIS and the use of the data and reports. Capturing and use of the data is broadly divided into parts viz. Pre-training, Training and Post Training and items relating to accounts and expenditure. The data gets entered at the RSETI user level and rest of the stake-holders can only login and view information and can generate various reports. It is the responsibility of individual RSETI to upload the data pertaining to training, settlement, the trained candidates, settled Entrepreneurs & other activities on day to day basis.

RSETIs, in general, have to upload the data related to Trainees, Awareness Programmes, Follow up visits, Settlement, etc. Since all the information gets tabulated based on input data from the RSETIs, is the responsibility of the Director of the RSETI to enter only credible and verifiable data into the MIS.

## 5. Modules of MIS:

- I. DASHBOARD PERFORMANCE REPORT: This report is provided on the dashboard for the RSETIs to readily check their performance during the current year and any other custom data range.
- II. SETTINGS: In this module Information viz. Contact, Director, SDR, Photographs, Infrastructure of an RSETI are entered and stored.
- III. Accounts-Details to facilitate the RSETI for maintenance of accounts.
- IV. Reports – Reports relating to various activities of the RSETI for the use of stakeholders.
- V. Help Desk- for the use of stake-holders to seek any kind of assistance from the service provider.
- VI. Course Modules – Details of various courses offered by the RSETIs.
- VII. Circulars – Circulars issued on RSETIs.
- VIII. Recourse – for RSETI MIS operating manual and for the RSETI Directory.
- IX. Masters- for the grading position of RSETIs.
- X. SDRs – For the use of the SDRs for submission of reports and personnel matters.
- XI. AAP (Annual Action Plan): Entered by the RSETIs once a year and approved by NACER.
- XII. OCTP MODULE: Module to send online requests for conducting Off Campus Training Programs.
- XIII. VISIT REPORT: In this module Visit Reports that are submitted by the SDR (State Director for RSETIs) are made visible for RSETIs for reference and necessary action.
- XIV. SENSITISATION / EAP: All the pre-training promotional activities conducted by the RSETIs are entered in this module.

**Note:** Any promotional activity that has been conducted by the RSETI should be entered within 7 days from the date of event after which the system will automatically disable the entry.

- XV. TRAINING PROGRAM: All the details of training, candidate information and subsequently Follow up and Settlement information of the trained candidates are stored in this module. For the ease of use Candidate photo capture through Web Cam and an excel upload option of candidates and follow-up/Settlements has been made available.

**Note:** Training program and candidates in a program should be entered within 3 days of the start of the program. Within 7 days follow up and Settlement of a candidate should be fed in to the MIs after which the system will automatically disable the entry.

XVI. PROSPECTIVE CANDIDATE: All the applications generated through promotional activities and walk-ins can be entered and stored in this module subsequently when the candidate starts training they can be moved to the training batches.

XVII. TOUR PROGRAMS: Tour programmes of the Director and Faculties can be entered and tracked in this module.

XVIII. DLRAC MEETINGS: This module helps in storing the proceedings of DLRAC meetings conducted every quarter.

| Sl. No. | MODULES/FEATURES                               | Various Logins |         |     |           |
|---------|--|----------------|---------|-----|-----------|
|         |  | RSETI          | Bank CO | SDR | NAR/NACER |
| 1.      | DASHBOARD PERFORMANCE REPORT                   | ✓              | ✓       | ✓   | ✓         |
| 2.      | SETTINGS                                       | ✓              | ✓       | ✓   | ✓         |
| 3.      | AAP (Annual Action Plan)                       | ✓              | ✓       | ✓   | ✓         |
| 4.      | OCTP MODULE                                    | ✓              | ✗       | ✗   | ✓         |
| 5.      | VISIT REPORT                                   | ✓              | ✓       | ✓   | ✓         |
| 6.      | SENSITISATION / EAP                            | ✓              | ✓       | ✓   | ✓         |
| 7.      | TRAINING PROGRAMME                             | ✓              | ✓       | ✓   | ✓         |
| 8.      | PROSPECTIVE CANDIDATE                          | ✓              | ✗       | ✗   | ✗         |
| 9.      | TOUR PROGRAMMES                                | ✓              | ✓       | ✓   | ✓         |
| 10.     | DLRAC MEETINGS                                 | ✓              | ✓       | ✓   | ✓         |
| 11.     | HELP DESK                                      | ✓              | ✗       | ✗   | ✗         |
| 12.     | REPORTS  | ✓              | ✓       | ✓   | ✓         |
| 13.     | COURSE MODULE                                  | ✓              | ✓       | ✓   | ✓         |
| 14.     | CIRCULARS                                      | ✓              | ✓       | ✓   | ✓         |
| 15.     | RESOURCES                                      | ✓              | ✓       | ✓   | ✓         |
| 16.     | SDR MODULE (Leave/Tour Programme/Visit Report) | ✗              | ✗       | ✓   | ✓         |

## Details of Reports available in MIS

| SI No | Report No | Details of the Report   | Use of the Report for Stakeholders |     |               |      |      |                                  |      |     |
|-------|-----------|---|------------------------------------|-----|---------------|------|------|----------------------------------|------|-----|
|       |           |   | RSETI                              | SDR | NAR/<br>NACER | DRDA | SRLM | CONTROLLING<br>OFFICE OF<br>BANK | MoRD |     |
|       |           | <b>Pre-Training Reports</b>                                     |                                    |     |               |      |      |                                  |      |     |
| 1.    | PTR-01    | Details of EAP & Other promotional Activities (Date Range Wise) | YES                                | YES | YES           | YES  | YES  | YES                              | YES  |     |
| 2.    | PTR-02    | Details of EAP & Other Promotional Activities                   | YES                                | YES | YES           | YES  | YES  | YES                              | YES  |     |
|       |           | <b>Training Reports</b>   |                                    |     |               |      |      |                                  |      |     |
| 1.    | TR-01     | Details of Training Programmes Organised - (Date Range Wise)    | YES                                | YES | YES           | YES  | YES  | YES                              | YES  |     |
| 2.    | TR-02     | Details of OCTPs organized - ( Date range )                     | YES                                | YES | YES           | YES  | YES  | YES                              | YES  |     |
| 3.    | TR-03     | Batch-wise Details of Training Programme organized              | YES                                | YES | YES           | YES  | YES  | YES                              | YES  |     |
| 4.    | TR-04     | Activity-wise Trainees' Report                                  | YES                                | YES | YES           | YES  | YES  | YES                              | YES  | YES |
| 5.    | TR-05     | Batchwise Candidate's Address Label (Batch Wise)                | YES                                |     |               |      |      |                                  |      |     |
| 6.    | TR-06     | Batchwise Candidate's List Report - (Batch Wise)                | YES                                |     |               |      |      |                                  |      |     |
| 7.    | TR-07     | Prospective Candidates List Report                              | YES                                |     |               |      |      |                                  |      |     |
| 8.    | TR-08     | EDP Wise Training Program Report - (Date Wise)                  | YES                                | YES | YES           | YES  | YES  | YES                              | YES  |     |
| 9.    | TR-09     | Consolidated LIFE MGNREGA Trainees Report - (State Wise)        | YES                                | YES | YES           | YES  | YES  | YES                              | YES  |     |
| 10.   | TR-10     | Block Wise (Taluk Wise) Trainees' Report                        | YES                                |     |               |      |      |                                  |      |     |

| Follow up Reports                     |       |   |     |     |     |     |     |     |     |     |
|---------------------------------------|-------|---|-----|-----|-----|-----|-----|-----|-----|-----|
| 1.                                    | FR-01 | Follow up Details by Director, Faculty, Office Assistant            | YES | YES | YES | YES | YES | YES | YES | YES |
| 2.                                    | FR-02 | Bank Wise Follow-up Report  | YES | YES | YES | YES | YES | YES | YES | YES |
| 3.                                    | FR-04 | Details of Candidates Not Followed up beyond 60 Days after Training | YES | YES | YES | YES | YES | YES | YES | YES |
| 4.                                    | FR-05 | Candidate Follow-up Details (Batch Wise)                            | YES | YES | YES | YES | YES | YES | YES | YES |
| Settlement and Credit Linkage Reports |       |   |     |     |     |     |     |     |     |     |
| 1.                                    | SR-01 | Batch Wise Trainees Settlement Report                               | YES | YES | YES | YES | YES | YES | YES | YES |
| 2.                                    | SR-02 | Batch Wise Settlement Summary Report                                | YES | YES | YES | YES | YES | YES | YES | YES |
| 3.                                    | SR-03 | Candidate wise Settlement Report                                    | YES | YES | YES | YES | YES | YES | YES | YES |
| 4.                                    | SR-04 | Financial Year Wise Monthly Settlement Report                       | YES | YES | YES | YES | YES | YES | YES | YES |
| 5.                                    | SR-05 | EDP Wise Settlement Report  | YES | YES | YES | YES | YES | YES | YES | YES |
| 6.                                    | SR-07 | Program Wise Settlement Proof & Profile Photo Upload Details        | YES | YES | YES | YES | YES | YES | YES | YES |
| 7.                                    | SR-09 | Batch wise Non-Settlement Information                               | YES | YES | YES | YES | YES | YES | YES | YES |
| 8.                                    | SR-10 | Non-Settlement Information - (Date Range Wise)                      | YES | YES | YES | YES | YES | YES | YES | YES |
| 9.                                    | OR-04 | Settled Candidates Income Information (FY Wise)                     | YES | YES | YES | YES | YES | YES | YES | YES |
| 10.                                   | OR-05 | Supplementary Information   | YES | YES | YES | YES | YES | YES | YES | YES |
| 11.                                   | OR-06 | Proposed Tour Programmes Details                                    | YES | YES | YES | YES | YES | YES | YES | YES |
| 12.                                   | OR-07 | Visitor Information Report  | YES | YES | YES | YES | YES | YES | YES | YES |
| 13.                                   | OR-08 | SDR Login Report (Date Range)                                       |     | YES | YES | YES | YES | YES | YES | YES |

|     |      |   |     |     |     |     |     |     |     |     |
|-----|------|---|-----|-----|-----|-----|-----|-----|-----|-----|
| 14. | R-01 | Details of the Training, Settlements & Follow-up (Month Wise) | YES | YES | YES | YES | YES | YES | YES | YES |
| 15. | R-04 | Course Wise Training Report - (State Wise & Bank Wise)        | YES | YES | YES | YES | YES | YES | YES | YES |
| 16. | R-05 | LIFE MGNREGA Report - (State Wise & Overall)                  | YES | YES | YES | YES | YES | YES | YES |     |
| 17. | R-06 | Performance of RSETIs during the year under AAP & Follow up   | YES | YES | YES | YES | YES | YES | YES | YES |





# Abbreviations



## *Abbreviations*

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

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





## National Academy of RUDSETI

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