National Centre for Excellence of RSETIs (NACER)

(Under the aegis of MoRD, Govt. of India)
'Renukaleela', No.1210, 1st Floor,
80 Feet Road, Chandra Layout
BENGALURU - 560 040

Grading Sheet for FY 2018-19 (as on 31.3.2019)

Category II (RSETIs of age more than 3 Years) UNBI Howral Name of the United Bank of India **Sponsor Bank:** Name of the RSETI: rkm_sssm@yahoo.co West Bengal **RSETI** e-mail 033 - 26548909 Phone/Mobile No.: 39124 State: **RSETI Unique Code:** Bally - Jagacha District: How Izah Name of the Block: **Grade obtained** during FY 04.08.19 Date of present grading: 2017-18: Name of the Sarat Kalila Swami Prem N Umrariya Grading Official Name of the Grading Official 2018-19 2017-18 Swami Name of the Sirakarananda Director of the RSETI 2017-18 Name of the Director of the **RSETI 2018-19** Note: Actual marks scored shall be recorded and shall not be rounded off. Max. Marks SL. No. **PARAMETER** Marks Criteria for grading secured allotted PART - I (A) HUMAN RESOURCES Services of Independent Director posted at the Institute Director without any with independent charge and additional charge, available not holding any additional during the Financial Year, **A1** 3.0 charge If >=10 months, then 3, 3.0 If >= 6 months < 10[Date of joining of months, then 2, else, 0. Director:_____] 17.03.08 Even if Director holds additional charge, then 0. Within 6 months of joining

May Jamala Jamala

Director has attended

A2

Belur Math Howrah Induction Trainers' Training

[TTP Batch No: 26]

Programme at NAR, Bengaluru

29-10.12 to 10.11.12

Sec

mark

RSETI, then 2,

> 6 months and <=12

months, then 1, else 0.

completed TTP as on 31.03.2018, then also 2.0

Note: If the Director has

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2.0

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Name of the RSETI: UNBI HOW rah

If the Director has completed RTP as on 31.3.2018, then 1.0, if the Director has not completed 15 months from Director has attended the date of TTP as on Refresher Training Programme **A3** 1.0 1-0 at NAR, Bengaluru 31.3.2019, then also 1.0, [RTP Batch No: 25] if the Director has completed TTP before 31.12.2017 and not 26.10.15 to 31-10-15 completed RTP as on 31.03.2019, then 0. Services of First Faculty In-house Faculty on regular Member available during basis the Financial Year If >=10 months, then 2, If [Actual No. of Faculty >= 6 months < 10 months, Members: 2 **A4** 8.0 8.0 then 1.0, else 0 For the services of second Date of joining of I Faculty: --faculty member, If >=1001.04.14 months, 6 mark, If >= 6 Date of joining of II Faculty: -months < 10 months, then -----01.04.14 4, else 0 TTP for in-house faculty Within 6 months of joining members RSETI, then 2, 2.0 > 6 months and <=12 [TTP batch Number of Faculty months, then 1, else 0. 2-0 Note: If the in-house I:____] 10,11.14 to 22,11.14 faculty has completed TTP [TTP batch Number of Faculty as on 31.03.2018, then also II:____] 28.12.15 to 09.01.16 2.0 mark RTP for in-house faculty If the in-house faculty has members 2.0 completed RTP as on 31.3.2018, then 2.0, [RTP batch Number of Faculty **A5** 1: 35 | 27.11-17 to 02.12.17 if the in-house faculty has not completed 15 months 2.0 [RTP batch Number of Faculty from the date of TTP as on II: 45 31.3.2019, then also 2.0, 25.02.19 to 02.03.19 if the in-house faculty has completed TTP before 31.12.2017 and not completed RTP as on 31.03.2019, then 0.

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Name of the RSETI: UNBI How rah

Date of Grading: $04 \cdot 08 \cdot 19$

А6	Office Assistant/ clerk on regular basis [Actual No. of OAs: 2] [Date of joining of OA1: 17-3.00] [Date of joining of OA2: 01-4-10]	2.0	Services of First Office Asst. available during the Financial Year If >=10 months, then 1, If >= 6 months < 10 months, then 1.0, else 0 For the services of second Office Assistant, if the services are available as on 31.03.2019, then 1, else 0	2.0
Α7	Attender on regular basis [Date of joining of Attender:] 17.03.08	1.0	Services of Attender available during the Financial Year If >=10 months, then 1, If >= 6 months < 10 months, then 0.5, else 0	1-0
	Total Marks under Human Resources (A1-A7)	21.0	Marks obtained under Human Resources (A1- A7)	21-0
(B) Phy	ysical infrastructure			
В1	Independent Director's Room/Cabin/Cubicle	3.0	If separate room / cabin/cubicle inside the RSETI premises, then 3, else 0	3.0
В2	Separate Office Room for staff	3.0	If separate office room for staff inside the RSETI premises and not a part of Director's room/cabin/cubicle, then 3, else 0	3.0
В3	Classroom (sufficient to accommodate minimum of 35 candidates) @ 35 chairs with writing facility per classroom For 1 classrooms [Actual No. of Classrooms:]. [Actual number of chairs with writing facility/table with chairs: 160]. [Actual number of chairs without writing facility: NL_].	4.0	2 marks for 1st classroom having minimum of 35 chairs with writing facility/table with chairs. 2 marks for 2nd classrooms having minimum 35 chairs with writing facility/table with chairs. (Total 4.0 Marks) Classroom having chairs but without writing facility shall not be treated as classrooms	4-0
В4	Dormitory sufficient to accommodate min. 35 candidates with bed facility A. Total number of candidates trained during FY 2018-19	6.0	if more than 50% occupancy is observed then give 6 marks. If the occupancy is less than 50% but more than 25% then give 3 marks; if the occupancy is less than 25% then give 0 mark.	3-0

268/1007×100 = 27 %

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Name of the RSETI: UNBI Howrah

B5	Availability of Office Laptop	0.5	YES-0.5, NO-0	0.5
В6	Availability of Internet facility(Even dongle used by Director)	0.5	YES-0.5, NO-0	0.5
В7	Availability of Office LCD projector	0.5	YES-0.5, NO-0(Verify from Fixed Assets Register)	0-5
В8	Availability of Scanner	0.5	YES-0.5, NO-0(Verify from Fixed Asset)	0.5
	arks under Physical ructure (B1-B8)	18.0	Marks obtained under Physical Infrastructure (B1-B8)	15-0
(C) GO	VERNANCE AND MANAGEMENT	BEST PR		
C1	Overall ambience of the Institute	3.0	Good-3, satisfactory-2, else, 0	3.0
C2	Providing food to all trainees in all batches during the FY 2018-19	2.0	Yes - 2, No - 0.	2.0
С3	Convening of Quarterly DLRAC meetings and compulsorily drawing of minutes of the DLRAC [Actual no. of meetings conducted: 4]	2.0	0.5 mark for each DLRAC meeting conducted, maintaining of DLRAC register and drawing proceedings during FY 2018-19 along with minutes drawn for each meeting and circulated among the members	2.0
C4	Maintenance and updation of 1.Attendance Register 2.Bank Linkage Register 3.Training Log Book 4.Movement Register	updation of updation of ister updated entries upto egister ok 1.0 Note: If a Register is		1.0
C5	Maintaining separate Box File for each batch for all programmes conducted during the FY 2018-19	1.0 Yes - 1, No - 0.		1-0
C6	Publishing "Annual Activities Report" as at 31 st March 2019	1.0	If Annual Activity Report for FY 2018-19 is published as on date of grading give 1 mark. Else -zero mark Note: verify from the hardcopy	
С7	Publicity efforts through print and electronic media made by RSETI for its visibility	2.0	0.25 mark for each proof of publicity with maximum of 2 marks.	2 - 0
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Name of the RSETI: UNBI HOW tak

Date of Grading: 0 A - 0 D. 19

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C8	Visit of Executives from LHO/Circle / Regional / Zonal Office//Nodal Officer from the Head Office or Corporate Office of the Sponsor Bank to the Institute during FY 2018-19 [Actual No. of visits: 10]	2.0	Upto 2 visits give zero marks. For every additional visit over 2 visits 0.5 marks each, upto max.2.0 marks.	2-0
C9	Whether requisite financial support was available to the Institute throughout the FY 2018-19 for organizing Training Programmes?	2.0	If YES-2, If NO - 0	2.0
	Marks under Governance and nagement (Best Practices) (C1:C9)	16.0	Marks obtained under Governance and Management(Best Practices)(C1:C9)	16-0
(D) PRI	E-TRAINING			
D1(A)	Awareness camps organized (supported by documentary evidence in MIS as well as Individual Reports on EAP with photos in EAP Register as per guidelines) [Actual no. of EAPs conducted during FY 2018-19 as per MIS as well as EAP Register:	4.0	EAPs are to be organized by each of the faculty and Director thrice a month. Thus if 108 EAPs are conducted, give full 4 marks, else give 0.037 mark for each EAP conducted. 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). Note: 2: Exclude the EAPs organized for students of schools and pre-degree colleges.	4.0
D1(B)	Average Number of Applications generated during the EAPs conducted	2.0	If applications are mobilized from more than 50% of the number of participants, then give full 2 marks. For less than 50%, give 1 mark.	2.0

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Name of the RSETI: UNBI HOW Tah,

Sensitization programmes organized by RSETI for Branch Managers/ other stakeholders organized (supported by 0.25 mark for organizing each D2 documentary evidence) 2.0 Sensitization programme with 2.0 a maximum of 2 marks [Actual No. of Sensitization Programmes conducted during FY 2018-19: 6 Sponsorship of candidates by if 25% or more of the Banks for training candidates trained during FY [(A) Total No. of candidates 2018-19 are sponsored by any trained: 1007 Banks, then 2 marks, (B) out of (A) No. of if 15% to 24% of the Candidates Trained under candidates trained during FY D3Government sponsored 2.0 2018-19 are sponsored by any 1.0 scheme 88 Banks, then 1 mark, 3% to (C) No. of Candidates 14%, then 0.5 mark, else 0. sponsored by the Bank 199 Note: Candidates sponsored (D) % of Candidates under any Govt. schemes to Sponsored = [C Divide by]be excluded. (A Minus B) X1001 **D4** Placement of SDR visit report 0.25 for each placement in 1.0 along with compliance in all the DLRAC along with compliance. DLRAC Meetings during FY Max. 1 mark. Note: If there 1.0 2018-19 are no items for compliance in all the reports, verify the agenda and proceedings for the same and award mark **D5** Participation of Director in 0.25 mark for each BLBC BLBC/JMLBC meetings 1-0 1.0 meeting attended with a [Actual No. of meetings maximum of 1 mark. attended by Director] **D6** Participation of Director in 0.25 mark for each DCC/DLRC DCC/DLRC meetings 1-0 1.0 meeting attended with a [Actual No. of meetings maximum of 1 mark. attended by Director] **D7** Timely submission of compliance on SDR visit 0.25 for each compliance sent reports on last four visits or to NACER under copy to SDR 1-0 compliance on actual no. of 1.0 and controlling office of the Bank with a maximum of 1 visits made by SDR during FY 2018-19 whichever is less. mark [Actual No. of visits by SDR....] YES - 2, NO-0 **D8** Mix of EDP inputs: To be verified from the training Whether EDP inputs log of minimum of 25% of training administered are as per 2-0 programmes conducted during FY approved course module 2.0 2018-19 and if the EDP inputs are administered as per course module if found in this 25%

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sample, then 2 marks, else-0

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Name of the RSETI: UNBI HOWRAL

Total M D8)	larks under Pre-Training (D1-	16.0	Marks obtained under Pre- Training (D1-D8)	15.0
(E) TRAINING PRACTICES				
E1	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 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	1.0
E2	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 programmes	1.0	YES - 1, NO - 0 Verify from Photos of more than 50% of Programmes conducted in 2018-19	1-0
E3	Behavioural games as per Course Module administered by Director/Faculty in all batches	1.0	YES - 1, NO - 0 Note: To be verified from action photos and Training Log for all Training programmes in the box file	1-0
E4	EDP inputs as per Course Module administered by the Director / Faculty in all batches [No. of training programmes verified by Grading official:]	1.0	YES'- 1: 50% by Director, 50% by Faculty Member. Note: To be verified from the training log of minimum of 25% of training programmes conducted during FY 2018-19 and if the EDP inputs are administered as per Course Module if found in this 25% sample, then 1 mark; else, 0.	1-0
E 5	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	1-0
E6	Inviting successful trainees for experience sharing in all batches during FY 2018-19.	1.0	YES-1, NO-0 (To be verified from batch file / MILLY of each programme)	1-0
E7	Taking trainees for unit visits during the training programme in all batches during FY 2018-19.	2.0	YES-2, NO-0 (To be verified from batch file / MILLY of each programme)	2.0

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E8	Writing training log on day-to- day basis and copy maintained in Box file for all batches of FY 2018-19.	1.0	YES-1, NO-0 (To be verified from batch file / MILLY of each programme)	1.0
E9	Availability of training equipments viz., Tailoring machines, mobile kit, computers etc. which are fixed assets in nature	9.0	If the ratio between training equipments to trainees is 1:1, then 9; above 01:1 up to 1:4, then 5; above 1:4, then 0	9.0
E10	Preparation of sample / actual project reports during the training	1.0	YES-1, NO-0. To be verified from the correspondence that the project report is submitted to Bank or copy maintained in the Batch File / Box File may be treated as proof	1-0
	Details of Training Programm	es		
E11	Mix of EDPs [Actual No. of EDPs conducted under Agri EDP: 31, Product EDP:01, Process EDP: 04, General EDP: 01, Wage Employment:, Total Programmes conducted:	2.0	If training programmes conducted during the FY 2018-19 are mix of minimum of three types of EDPs viz. Agri/ Product/ Process/ General EDPs, then 2 marks, If training programmes conducted during the FY 2018-19 are mix of only Product and Process training programmes, then also 2 marks, If training programmes conducted during FY 2018-19 are only of Agri and General EDPs, then 1.5 marks, If training programmes conducted during the FY 2018-19 are only of Agri EDPs, then 1 are only of Agri EDPs, then 1 mark, else 0	2.0
E12	Number of Off-Campus Training Programmes (OCTP) Conducted: (the exempted category of programs to be excluded for assessing performance) A) Total No. of programmes conducted during FY 2018-19 3.7. B) Out of A above total no. of OCTPs excluding OCTPs under exempted category NIL	1.0	If B is less than 25% of A, then give 1 mark. If B is more than 25% of A then give zero mark.	1-0

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PART I	TOTAL (A+B+C+D+E)	100.0	MARKS OBTAINED(TOTAL) (A+B+C+D+E)	95.0
	Total Marks under Training Practices(E1-E16)	29.0	Total Marks obtained under Training Practices (E1-E16)	28-0
E16	Whether Yoga/Prayer is being conducted	1.0	YES -1, NO-0	1-0
E15	Feedback obtained from all the trainees and maintained in Box File for each programme during FY 2018-19 and uploaded in MIS.	1.0	For obtaining feedback 0.5 mark; For uploading the same in MIS 0.5 mark	1-0
E14	Shramdan	1.0	YES-1, NO-0 (To be verified from the action photos of each batch file)	10
E13 (B)	Of the above, total No. of Rural poor candidates trained \$14 / 1007 × 100 = \$1 /	2.0	For Rural Poor, allot marks as follows: >70%=2, 50-69%=1, < 50%=0.	1.0
E13 (A)	A)Target for No. of candidates to be trained(As per AAP) during FY 2018-19: 760 B)Actual No. of candidates trained during FY 2018-19: 1007	2.0	If >= 100% candidates trained as per approved AAP, then 2, Reduce by 0.07 mark for every percentage of performance below 100% till 70% achievement. Else 0 for less than 70% achievement	2.0

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Date of Grading: 04-08-19 Name of the RSETI: UNBI Howsah

F1	Personal follow-ups(visits) made as per MIS i.e. number of days spent by (a) Director (b) Faculty Members (c) Office Assistants [Target for No. of visits is 5 per employee per month] [Actual No. of visits made by a) Director: NIL, b) Faculty -I: 29, c) Faculty -I: 29, d) Office AsstI: 0, e) Office AsstI: 0, Total No. of visits: 183] Total Target for No. of visits to be made: 300 If the No. of visits are more than 180 during the year then treat 180 visits as Target and allot the mark accordingly.	10.0 8 200 14%	If 100% of targeted No. of visits made, then 10, If >=91% and <=99% of targeted No. of visits made, then 7, If >=81% and <=90% of targeted No. of visits made, then 5, If >=75% and <=80% of targeted No. of visits made, then 3, else 0 [This data is provided by NACER as per MIS.]	0-0
F2	FOLLOW-UP OF TRAINED CANDIDATES: Number of candidates contacted through personal visits (personal follow-up by Director / Faculty / Office Assistant) [Target: to contact 100% of the candidates trained between 01.01.2017 and 31.12.2018] A. [Actual No. of candidates trained during the said period:] 3372 B. Out of A: [Actual No. of candidates contacted upto 31.03.2019:] 3371 C. %ge of follow up of trained candidates during the relevant period.	20.0	If 100% candidates contacted, then 20, reduce by 0.5 mark for every percentage of achievement less than 100 till 60% achievement; else 0 for less than 60% achievement Note for marks allotment: The marks may be allotted as follows for the respective achievement in contacts made through personal visits: 100%: 20.0, 99%: 19.5, 98%: 19.0, 97%: 18.5, and so on till 61%: 0.5, 60%: 0.5<60%: 0]Refer Worksheet No. 11 to be prepared by the RSETI.	20.0

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Name of the RSETI:

Date of Grading:

F3	SETTLEMENT OF TRAINED CANDIDATES DURING THE PERIOD 01.01.2017- 31.12.2018 1 a wed = 3372 Settlement of candidates trained during the period 01.01.2017 to 31.12.2018, as per MIS Selfed = 3118 [Total No. of candidates reported settled during 01.01.2017 to 31.12.2018 [Percentage of settlement: 92/] Note: Total Marks under F3 is	%		20.0
	PMEP = NIL	10.0	Out of the above, if >= 60% settlement is under PMEGP Scheme, then give 0 mark; Else, give 0.5 mark for every percentage below 60% upto 41%: <=40% give 10 marks [Note: for marks allotment, Please refer ready reckoner].	10.0
F4	Total number of trainees credit linked out of the total trainees settled Out of candidates reported settled for the relevant period, % of candidates availed bank loan - Credit Linkage under self-employed category (Proof as per MIS) [a) Total No. of candidates settled: 3118 [b) Out of (a) above, No. of candidates self-employed: 3038 [c) Out of (b) above, No. of candidates availed Bank Loan: 1197	15.0	if >=40% of Bank linkage is achieved under self- employed category in settlement, then 15 marks, Reduce by 0.375 mark for every percentage of achievement less than 40% till 1% achievement under Bank Linkage. Else 0 for less than 1% achievement. (Note: To be verified as per MIS data provided by NACER) [Note: for marks allotment Please refer Ready Reckoner]	14-43

1195/3038 ×100 = 39 %

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	[Percentage Bank linkage calculated as (c)/(b)%: 39 / (Use Ready Reckoner - Cat II for allotting marks) Note: Total Marks under F4 is 25 PMEGP = NIL	10.0	Out of the above if >= 40% credit linkage is under PMEGP, then 0 mark to be given; . give 0.25 mark for every percentage up to 1%; <=1% give 10 marks in addition to the above. [Note: for marks allotment Please refer ready reckoner]	10.0
F5	SUCCESS STORIES: Documenting success stories of the candidates trained during the period from 01.01.2017 to 31.03.2019 in local language (10 stories to be documented in at least 5 different activities) as per format sent to RSETIs[Actual No. of Success Stories documented: 10]	5.0	0.5 mark for each story with a maximum of 5 marks	5.0
F6	APPENDIX - 23: Preparation of Appendix-23 (Post Programme Report - PPR) for all training programmes of FY 2018-19 [Actual no. of Appendix - 23 prepared: 37]	6.0	Prepared for 100% of training programmes conducted during FY 2018-19 as per the format with required Photos as per format, then 6, else 0	6.0

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Name of the RSETI: UNBI Han rah

Date of Grading: 04.08.19

GRADE ELIGIBLE (PARTWISE) TOTAL GRADE ELIGIBLE (provisional)		. A	A	
MARKS OBTAINED		95 89		39
		PART-I	PA	RT-II
PART II TOTAL (F1 to F7)	100.0	MARKS OBTAINED (TOTAL) (F1 to F7)		89.43
APPENDIX - 25: 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 [Actual no. of Appendix - 25 prepared:]	4.0	If cumulative number Training programmes organized is >=50 as 31.03.2019 and preparation and then 4. Else 0. Verify from the process of DLRAC for placement the meeting. If cumulative number Training programmes conducted is less than on 31.03.2019, then a marks irrespective of Appendix-25 is preparation.	on lysis, edings nt in of 150 as also 4 whether	4.0

Items of dispute, if any, to be recorded hereunder:

Director of RSETI

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Name of the RSETI: UNBI

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Date of Grading: 04-08.19

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.

*			
(Sign	nature)	·	Signature)
	Prem N Vinsasi)	Name of the Lead District Manager:	P. K. Thakun
Designation:	SDR (M.P.)	Designation:	L.D.M Howood
Organization:	MACER	Organization:	UCO BANK
Mobile No:	846199711	Mobile No:	9733224186

Signatu	re)	<u>Sw.</u> (9	Shinak ada
Name of the Nodal Officer from the Sponsor Bank:	NRIPENDRA LAL CHOWDHU	Name of the RSETI Director:	SWAMI SHIVAKA-
Designation:	Chief Manager	Designation:	Diretor/Principal
Organization:	Unsted Banka	Organization:	UNBIRSETI-Howtah
Mobile No:	India .	Mobile No:	9830212196

Note: 9830381153

For allotting Grades, Total marks obtained under Part I and Part II shall be rounded off to the next digit if the decimal is equal to or above 0.5. For example: 84.5 or more shall be rounded off to 85 and 'A' grade allotted. Whereas, for marks less than 84.5 but equal to or more than 71, 'B' grade shall be allotted. Similarly, 70.5 and above shall be rounded off to 71 and accordingly 'B' grade allotted. For below 70.5 but equal to or more than 55, 'C' Grade shall be allotted. In case mark obtained is 54.5 and above the same shall be rounded off to 55 and 'C' Grade allotted.

		Grading Chart
Rating	Grade	Score
Outstanding	Α	>=85 and <=100
Good	В	>=71 and <=84
Satisfactory	С	>=55 and <=70
Unsatisfactory	D	< 54

DATE: 04,08.19

RSETI SEAL:

