ANNEXURE - III

CATEGORY - II
(RSETIs AGED ABOVE THREE YEARS)

Grading Parameters for FY 2016-17 as on 31.3.2017)

Name of the RSETI : UNBI HOWRAH	**Name of the Sponsor Bank :** UNITED BANK OF INDIA
RSETI Unique Code: 39124	**State:** WEST BENGAL
Name of the Block : BALLY JAGACHHA	**District:** HOWRAH
Grade obtained during FY 2015-16 : AA	**Date of present grading:** 23/10/2017
Name of the Grading Official 2015-16	**Name of the Director of the RSETI 2015-16**
Mr. B. Chandrasekhar	Swami SHIVAKARNANDA
Name of the Grading Official 2016-17	**Name of the Director of the RSETI 2016-17**
OM PRAKASH GUPTA	SWAMI SHIVAKARNANDA

PART - I

PARAMETER	Max. Marks allotted	Criteria for grading	Marks secured
(A) HUMAN RESOURCES			
Director posted at the Institute with independent charge and not holding any additional charge [Date of joining of Director: 17/03/2008]	3.0	Services of Independent Director without any additional charge, available during the Financial Year, If >=10 months, then 3, If >= 6 months < 10 months, then 2, else, 0. Even if Director holds additional charge, then 0.	3
Director has attended Induction Trainers' Training Programme at NAR, Bengaluru [TTP Batch No: 56] 29.10.2012 to 10/11/2012	1.0	Within 6 months of joining RSETI, then 1, > 6 months and <=12 months, then 0.5, else 0. Note: If the Director has completed TTP as on 31.03.2016, then also 1.0 mark	1
Director has attended Refresher Training Programme at NAR, Bengaluru [RTP Batch No: 25] 26.10.2015 to 31.10.2015	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.	1
In-house Faculty on regular basis [Actual No. of Faculty Members: 2] Date of joining of I Faculty: 01/04/2014 Date of joining of II Faculty: 01/04/2014	8.0	Services of **First Faculty Member** available during the Financial Year If >=10 months, then 6, If >= 6 months < 10 months, then 4.0, else 0 For the services of second faculty member, If >=10 months, 2 mark, If >= 6 months < 10 months, then 1, else 0	8

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Annexure V- Category II Grading Parameters

PARAMETER	Max. Marks allotted	Criteria for grading	Marks secured
TTP for in-house faculty members [TTP batch Number of Faculty I: 60 28/12/2015-10/01/2016] [TTP batch Number of Faculty II: 47 10/11/2014-22/11/2014]	2.0	If TTP is completed as on 31.3.2016 by the **first Faculty Member**, then 1.5, if > 6 months and <=12 months service after TTP, then 1, else 0 If the **second Faculty member** has completed TTP as on 31.3.2017, then 0.5, else 0	2
Office Assistant/ clerk on regular basis [Actual No. of OAs: 2] [Date of joining of OA1: 17/03/2008] [Date of joining of OA2: 17/03/2008]	2.0	services of **First Office Asst.** available during the Financial Year If >=10 months, then 1.5, If >= 6 months < 10 months, then 1.0, else 0 For the services **second Office Assistant , if the services are available as on 31.03.2017**, 0.5, else 0	2
Attender on regular basis [Date of joining of Attender: 17/03/2008]	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
Total Marks under Human Resources	**18.0**		18
(B) Physical infrastructure			
Independent Director's Room/Cabin/Cubicle	2.0	If separate room / cabin/cubicle inside the RSETI premises, then 2, else 0	2
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	2
Classroom (sufficient to accommodate minimum of 25 candidates) @ 25 chairs with writing facility per classroom [Actual No. of Classrooms: 4]. [Actual number of chairs **with writing facility/table with chairs**: 140]. [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	6
Dormitory for Gents/ladies sufficient to accommodate min. 25 candidates with bedding arrangement [Capacity of Ladies Dormitory:__] [Capacity of Gents Dormitory: 100]	3.0	If dormitory capacity is >=25 with bedding arrangement and on an average more than 50% is occupied in every batch, then 3, If the oocupancy is <50% of the candidates trained inhouse, then 1.5 marks, If dormitory is available and there is no occupancy during the period then 0, elso 0	3
Availability of Office laptop [Actual No. of Computers: 3].	1.0	YES-1, NO-0	1
Availability of Internet facility (Even Dongle used by Director)	1.0	YES-1, NO-0	1
Availability of LCD Projector [Actual No. of LCD Projectors: 1]	1.0	YES-1, NO-0 (Verify from Fixed Assets Register)	1
Availability of scanner [Actual No. of Scanners: 3]	1.0	YES-1, NO-0 (Verify from Fixed Assets Register)	1
Total Marks under Physical Infrastructure	**17.0**		17

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Annexure V- Category II Grading Parameters

PARAMETER	Max. Marks allotted	Criteria for grading	Marks secured
(C) GOVERNANCE AND MANAGEMENT [BEST PRACTICES]			
Overall ambience of the Institute	2.0	Good, 2; satisfactory, 1, else, 0	2
Providing food to all trainees in all batches during the FY 2016-17	1.0	Yes - 1, No - 0.	1
Display of Action photos with latest success stories in local language of FY 2016-17 on the Notice board [Display of min. 5 success stories]	1.0	YES-1, NO-0 (Note: if success stories are not in local language, then also 0)	1
Convening of Quarterly DLRAC meetings and compulsorily drawing of minutes of the DLRAC [Actual no. of meetings conducted: 4]	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	~~4~~ 3
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) Note: If a Register is maintained and not updated upto 31.03.2017, then treat that Register as not maintained	3
Maintaining separate Box File for each batch for all programmes conducted during the FY 2016-17	2.0	Yes - 2, No - 0.	2
Whether requisite financial support was available to the Institute throughout the FY 2016-17 for organizing Training Programmes?	1.0	YES - 1, NO - 0. Note: To be assessed from the factual position at the Institute.	1
Publishing "Annual Activities Report" as at 31st March 2017	1.0	YES- 1, NO-0 Note: verify from the hardcopy	1
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.	1
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 [Actual No. of visits: 4]	2.0	If >=4 visits during FY 2016-17, then 2, else 0.5 for each visit, else 0. Verify from the visitors book or visit reports of such executives received by RSETI.	2
Total Marks under Governance and Management (Best Practices)	**17.0**		17

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Annexure V- Category II Grading Parameters

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) [Actual no. of EAPs conducted during FY 2016-17 as per MIS as well as EAP Register: 85]	6.0	If >= 30 camps in FY 2016-17, then 6, else 0.20 X Number of Awareness Camps i.e. 0.20 for each Awareness Camp with a maximum of 6 marks. 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.	6
Sensitization programmes organized by RSETI for Branch Managers/ other stakeholders organized (supported by documentory evidence) [Actual No. of Sensitization Programmes conducted during FY 2016-17: 4]	2.0	0.5 mark for organizing each Sensitisation programme with a maximum of 2 marks	2
Participation of Director in BLBC /JMLBCmeetings [Actual No. of meetings attended by Director: 1]	2.0	0.25 marks for each BLBC/ JMLBC meeting attended with a maximum of 2 mark	—
Participation of Director in DCC / DLRC meetings [Actual No. of meetings attended by Director: 2]	1.0	0.25 mark for participation in each DCC or DLRC meeting with a maximum of 1 mark	0.50
Sponsorship of candidates by banks for training [(A) Total No. of candidates trained: 2091 (B) out of (A) No. of Candidates Trained under Government sponsored scheme 760 (C) No. of Candidates sponsored by the Bank 471 **(D) % of Candidates Sponsored = [C Divide by (A Minus B) X100]**	4.0	if 25% or more of the candidates trained. during FY 2016-17 are sponsored by any banks, then 4 marks, if 15% to 24% of the candidates trained during FY 2016-17 are sponsored by any banks, then 2.0 marks, else 0. Note: Candidates sponsored under any Govt. schemes to be excluded.	4
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. [Actual No. of visits by SDR: 5]	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	2
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. Note: If there are no items for compliance in all the reports, verify the agenda and proceedings for the sam and award mark	2
Total Marks under Pre-Training	**19.0**		16.5

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PARAMETER	Max. Marks allotted	Criteria for grading	Marks secured
(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 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	2
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	1
Behavioural games as per Course Module administered by Director/Faculty in all batches	2.0	YES - 2, NO - 0 Note: To be verified from action photos and Training Log for all Training programs in the box file	2
EDP inputs as per Course Module administered by the Director / Faculty in all batches [No. of training programmes verified by Grading official:___]	3.0	YES - 3. 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.	3
Use of local language PPT in delivering EDP inputs	1.0	Yes - 1, No - 0	1
Day beginning with -			
Yoga / prayer	1.0	YES-1, NO-0 (To be verified from the action photos of each batch file)	1
Shramadan	1.0	YES-1, NO-0 (To be verified from the action photos of each batch file)	1
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
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)	1
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)	1
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 veified from MILLY of each batch)	1
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 of the ratio 1:(<=4), then 1 mark, If the ratio is between 1:(>4) and 1: (<=6), then 0.5 mark, Else 0.	1

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Annexure V- Category II Grading Parameters

PARAMETER	Max. Marks allotted	Criteria for grading	Marks secured
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
Feedback obtained from all the trainees and maintained in Box File for each programme during FY 2016-17.	1.0	YES - 1, NO - 0	1
Details of Training Programmes			
Mix of EDPs [Actual No. of EDPs conducted under Agri EDP: 45, Product EDP: 30, Process EDP: 8, General EDP: 1, Wage Employment: , Total Programmes conducted: 84]	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, If training programmes conducted during the FY 2016-17 are mix of **only** Product and Process training programmes, then also 3 marks, If training programmes conducted during FY 2016-17 are only of Agri and General EDPs, then 2 marks, If training programmes conducted during the FY 2016-17 are only of Agri EDPs, then 1 mark, else 0	3
Number of training programmes organised in-campus vis-a-vis off-campus (The exempted category of programs to be excluded for assessing performance) A) [Total No. of programmes conducted during FY 2016-17: 84] B) [of which, total No. of Off-campus programmes:] C) [No. of off-campus programmes conducted under exempted category during FY 2016-17:]	4.0	If >= 100% training programmes are conducted in campus as per approved AAP, then 4, If >=91% and <=99% then 3, If >=75% and <=90% of programmes as per approved AAP, then 2, else 0 **[Formula to arrive % = (A - (B-C) / A)X100)**	4
Total number of candidates trained during FY 2016-17 [Target for No. of candidates to be trained during FY 2016-17: 805] [Actual No. of candidates trained during FY 2016-17: 2091]	4.0	If >= 100% candidates trained as per approved AAP, then 4, Reduce by 0.13 mark for every percentage of performance below 100% till 70% achievement. Else 0 for less than 70% achievement **[Note for marks allotment:** The marks may be alloted as follows for the respective achievement under AAP: 100%: 4.0, 99% : 3.87, 98% : 3.74, 97% : 3.61, 96% : 3.48, and so on .... till 71% : 0.13, 70% : 0.13 <70% : 0]	4
Total Marks under Training Practices	**29.0**		29
PART I TOTAL (A+B+C+D+E)	**100.0**		97.5

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Annexure V- Category II Grading Parameters

PARAMETER	Max. Marks allotted	Criteria for grading	Marks secured
PART - II - POST TRAINING PRACTICES			
Personal follow-ups 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: ____, b) Faculty -I: ___, c) Faculty - II: ____, d) Office Asst. -I: ___, e) Office Asst. -II: ___, Total No. of visits: ____] Total Target for No. of visits to be made: If the No. of visits are more than 180 during the year then treat 180 visit as Target and allot the mark accordingly.	10.0	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.]	10
FOLLOWUP 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 01.01.2015 and 31.12.2016] A. [Actual No. of candidates trained during the said period: 5335 B. Out of A : [Actual No. of candidates contacted : ___]	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 alloted 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] [This data is provided by NACER as per MIS.]	20
CUMMULATIVE SETTLEMENT OF TRAINED CANDIDATES AS ON 31.03.2017 Cumulative settlement recorded vis-à-vis cumulative candidates trained as per MIS [Total No. of candidates trained as on 31.03.2017: 11846 [Total No. of candidates settled as on 31.03.2017: 8725 [Percentage of settlement: 74.91 (Use Ready Reckoner - Cat II for allotting marks)	30.0	If >= 60% of cumulative settlement achieved to cumulative candidates trained, then 30, Reduce by 1 Mark for every percentage of achievement less than 60 till 40% achievement under settlement. Else 0 for less than 40% achievement **[Note for marks allotment:** The marks may be alloted as follows for the respective achievement under cumulative settlement: 60% : 30.0, 59% : 29, 58% : 28, 57% : 27, and so on..... till 41%: 11, 40%: 10 <40% : 0] [This data is provided by NACER as per MIS.]	30

Annexure V- Category II Grading Parameters

PARAMETER	Max. Marks allotted	Criteria for grading	Marks secured
CUMMULATIVE CREDIT LINKAGE OF TRAINED CANDIDATES AS ON 31.03.2017: Out of cumulative candidates settled, % of candidates availed bank loan.- Credit Linkage under self-employed category (Proof as per MIS) [a) Total No. of candidates settled: 8720 [b) Out of (a) above, No. of candidates self-employed: 8180 [c) Out of (b) above, No. of candidates availed Bank Loan: 1610 [Percentage Bank linkage calculated as (c)/(b)%: 20%. (Use Ready Reckoner - Cat II for allotting marks)	25.0	if >=40% of Bank linkage is achieved under self-employed category in cumulative settlement, then 25, Reduce by 0.75 marks for every percentage of achievement less than 40% till 20% achievement under Bank Linkage. Else 0 for less than 20% achievement. (Note: To be verified as per MIS data provided by the NACER) **[Note for marks allotment:** The marks may be alloted as follows for the respective achievement in Bank Linkage under self employment category in cumulative settlement: 40% : 25.0, 39% : 24.25, 38% : 23.50, 37% : 22.75, and so on..... till 21%: 10.75, 20%: 10.00 <20% : 0]	10 22
SUCCESS STORIES: Documenting success stories of the candidates trained during the period from 01.01.2015 to 31.03.2017 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	0.50 mark for each story with a maximum of 5 marks	5
APPENDIX - 23: Preparation of Appendix-23 (Post Programme Report - PPR) for all training programmes of FY 2016-17 [Actual no. of Appendix - 23 prepared: 84]	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	6
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]	4.0	If cumulative number of Training programmes organized is >=50 as on 31.03.2016 and prepared Appendix 25 with analysis, then 4. If cumulativee 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	4
PART II TOTAL	**100.0**		85
	PART-I	**PART-II**	
TOTAL MARKS OBTAINED	97.5	85	
GRADE ELIGIBLE (PARTWISE)	A	A	
TOTAL GRADE ELIGIBLE (Subject to validation)		A I A	

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Annexure V- Category II Grading Parameters

PARAMETER	Max. Marks allotted	Criteria for grading	Marks secured

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: Om Prakash Gupta
Designation: Director
Organization: RUDSET ~~INSTITUTE~~ INSTITUTE, GURUGRAM
Mobile No: 9958070897

(Signature)
Name of the Lead District Manager: L. BHAGWAN
Designation: LDM - HWH
Organization: Lead Bank Office - Howrah
Mobile No: 9830170599

(Signature)
Name of the Nodal Officer from the Sponsor Bank: United Bank of India
Designation: Sr. Manager
Organization:
Mobile No: 9433201507

(Signature)
Name of the RSETI Director: Sw. Shivakaramanda
Designation: Director
Organization:
Mobile No: 9830212196/9432924624

Grading Chart		
Rating	**Grade**	**Score**
Outstanding	**A**	**>=85 and <=100**
Good	**B**	**>=71 and <=84**
Satisfactory	**C**	**>=55 and <=70**
Unsatisfactory	**D**	**< 55**

DATE : 23.10.17

RSETI SEAL:

Ramakrishna Mission Samaj Seva Sikshan Mandir ★ Belur Math Howrah

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