

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

Code: GRS II/2020

Grading Sheet for FY 2019-20 (as on 31.3.2020)

**Category II
(RSETIs of age more than 3 Years)**

Name of the RSETI :	UNBI Howrah	Name of the Sponsor Bank :	PNB
Phone Landline/Mobile No.:	033-26548909	RSETI e-mail ID:	skm_sssme@yahoo.co.in
RSETI MIS Unique Code:	39124	State:	West Bengal
Name of the Block :	Bally Jagacha	District:	Howrah
Date of present grading:	31/12/2020	Grade obtained during FY 2018-19 :	AA
Name of the Grading Official 2018-19	Prem N. Umariya	Name of the Grading Official 2019-20	Laxmidhar Mallik
Name of the present Director of the RSETI	Swami Sivakamanda	Mobile No. of the present Director	9830212196

SL. No.	PARAMETER	Max. Marks allotted	Criteria for grading	Marks secured
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Note: Actual marks scored shall be recorded and shall not be rounded off.

PART – I

(A)	HUMAN RESOURCES			
A1 (i)	Director posted at the Institute with independent charge and not holding any additional charge [Date of joining of Director: _____] 17.3.2008	3.0	Services available during the full Financial Year, then 3, If available for >= 6 months < 10 months, then 2, Else, 0 (No additional / In-charge Director)	3.0
A1 (ii)	Director has completed TTP at NAR, as on 31.03.2020 [TTP Batch No: <u>26</u>] 29.10.2012 to 10.11.2012	2.0	If the Director has attended the TTP as on 31.03.2020 then 2 marks, Else 0 mark.	2.0



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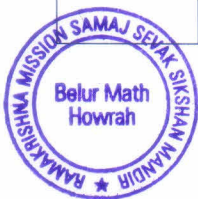
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Grading Officer

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A1 (iii)	Whether Director has attended RTP after 1 year of TTP.at NAR, [Date of RTP: <u>25</u>] <u>26.10.2015 to 31.10.2015</u>	1.0	If the Director has attended the RTP as on 31.03.2020 then 1 mark, Else 0 mark. If he has not completed 1 year after TTP then give 1 mark.	1.0
A2 (i)	In-house Faculty on regular basis First Faculty: Date of joining of I Faculty: ----- ----- <u>01.04.2014</u>	4.0	Services of First Faculty Member available during the Financial Year If ≥ 10 months, then 4, If ≥ 6 months < 10 months, then 2.0, Else 0	4.0
A2 (ii)	Second Faculty: Date of joining of II Faculty: ----- ----- <u>01.04.2014</u>	4.0	If services of second faculty member is available as on 31.03.2020 give 4 marks	4.0
A3 (i)	TTP for in-house faculty members [Date of TTP of Faculty I: ___] <u>10.11.2014 to 22.11.2014</u>	1.0	If the First in-house faculty has completed TTP as on 31.03.2020 then 1 mark, Else 0 mark.	1.0
A3 (ii)	[Date of TTP of Faculty II: ___] <u>28.12.2015 to 09.01.16</u>	1.0	If the Second in-house faculty has completed TTP as on 31.03.2020 then 1 mark, Else 0 mark.	1.0
A4 (i)	RTP for in-house faculty members Faculty I: <u>35</u>] [Date of RTP.....] <u>27.11.2017 to 2.12.2017</u>	1.0	If the First in-house faculty has completed RTP as on 31.03.2020 then 1 mark. If the Faculty has not completed 1 yr from the date of TTP as on 31.3.2020, then also 1 mark.Else 0.	1.0
A4 (ii)	Faculty II: <u>45</u>] [Date of RTP] <u>25.02.2019 to 02.03.2019</u>	1.0	If the Second in-house faculty has completed RTP as on 31.03.2020 then 1 mark. If the Faculty has not completed 1 yr from the date of TTP as on 31.3.2020, then also 1. Else 0.	1.0
A5	Office Assistant/ clerk on regular basis [Actual No. of OAs: <u>2</u>] as on 31.03.2020 [Date of joining of OA1: <u>17.3.08</u> [Date of joining of OA2: <u>01.4.10</u>]	1.0	Services of First & Second Office Asst. available during the Financial Year, If ≥ 3 months, then 0.5 mark per OA , Else 0	1.0



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A6	Regular services of Attender [Date of joining of Attender: ____] 01-04-2011	1.0	Regular Services of Attender available during the Financial Year mark -1 . Else 0	1.0
A7	Regular Services of Watchman cum Gardner 01-8-2013	1.0	Regular Services of Watchman cum Gardner available during the Financial Year give 1 mark. Else 0	1.0
	Total Marks under Human Resources (A1-A7)	21.0	Marks obtained under Human Resources (A1-A7)	21
(B)	Physical infrastructure			
B1	Independent Director's Room/Cabin/Cubicle	2.0	If separate room / cabin/cubicle inside the RSETI premises, then 2, Else 0	2.0
B2	Administrative Office	1.0	If available then 1 mark. Else 0	1.0
B3 (i)	For 1st classroom: Classroom (sufficient to accommodate minimum of 35 candidates) ,having 35 chairs with writing facility per classroom. [Actual number of chairs without writing facility: ____].	2.0	2.0 marks for 1st classroom having minimum of 35 chairs with writing facility/table with chairs. Else- 0 Classroom having chairs without writing facility is not to be treated as classroom and given 0 mark	2.0
B3 (ii)	For 2nd classroom: Classroom (sufficient to accommodate minimum of 35 candidates) ,having 35 chairs with writing facility per classroom [Actual number of chairs without writing facility: ____].	2.0	2.0 marks for 2nd classroom having minimum 35 chairs with writing facility/table with chairs. Else - 0 Classroom having chairs without writing facility is not to be treated as classroom and given 0 mark	2.0
B4	Availability of 1. Workshop 2. Computer Lab 3. Reception 4. Kitchen/ Dining hall/Store room 5. Dormitory (Dormitory sufficient to accommodate min. 35 candidates with Cots and Mattresses) and 6. Guest Faculty Room.	3.0	0.5 Mark for each facility if it is available as on the date of Grading. Else – 0 for each item, if not available.	3.0
B5	Dormitory Occupancy:	3.0	If more than 50% occupancy is observed then give 3 marks. If the occupancy is less than 50% -0 mark.	3.0



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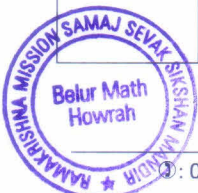
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B6 (i)	Availability of 1. Office Laptop, 2. Internet, 3. LCD Projector, 4. Fire Safety Equipment, 5. Safe Drinking Water, 6. First Aid Kit,	3.00	If available, award 0.5 mark for each item. Else 0 for each item, if not available.	3.0
B6 (ii)	CC TV Installed as per SOP	2.00	CC TV installed and functioning in all sensitive places. Check area coverage and quality of footage.	2.0
B7	Availability of clean washroom facility for women and men separately	1.0	If available separately award 0.5 mark for each. If not available, 0 mark.	1.0
Total Marks under Physical Infrastructure (B1-B7)		19.0	Marks obtained under Physical Infrastructure (B1-B7)	19.0
(C)	GOVERNANCE AND MANAGEMENT [BEST PRACTICES]			
C1	Overall ambience of the Institute a) Cleanliness b) Institute Sign Board c) Internal Signage, information & Notice Board	1.0 1.0 1.0	a) satisfactory -1, Else- 0 b) If as per IEC & Brand Building norms under CNN-1, Else - 0 c) If As required under SOP -1. Else-0	3.0
C2	Implementation of AEBAS:	2.0	If Aadhaar Enabled Biometric Attendance is obtained in case of more than 75% of the Batches conducted give 2 marks, 50% to 74% give 1 mark , less than 50% 0 mark. (to be verified from attendance report generated from biometric)	2.0
C3	Conduct of training programmes as per approved course and approved Duration.	1.0	If training courses conducted are as per CNN.(duration= 0.5 mark, course module=0.5)	1.0
C4	Convening of Quarterly DLRC meetings and compulsorily drawing of minutes of the DLRC [Actual no. of meetings conducted: ____]	1.5	0.5 mark for each DLRC meeting conducted, maintaining of DLRC register and drawing proceedings during FY 2019-20 along with minutes drawn for each meeting and circulated among the members	1.5



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C5	Maintenance and updation of 1.Attendance Register 2.Credit Linkage Details 3.Training Log Book 4.Movement Register	1.0	0.25 for each Register maintained separately with updated entries upto 31.03.2020. Note: If a Register is maintained and not updated up to 31.03.2020, then treat that Register as not maintained and give 0 mark.	1.0
C6	Maintaining separate Box File for each batch for all programmes conducted during the FY 2019-20	1.0	If maintained - 1, If Not maintained - 0.	1.0
C7	RSETI Bazaar	1.0	Give 0.25 mark for each RSETI Bazaar organized / participated with a maximum of 1 mark.	1.0
C8	Publicity efforts through print and electronic media made by RSETI for its visibility	1.0	0.20 mark for each proof of publicity with maximum of 1 mark. Verify with publication clippings	1.0
C9	Visit of Executives from LHO/ Circle / Regional / Zonal Office/ /Nodal Officer from the Head Office or Corporate Office of the Sponsor Bank/NDR to the Institute during FY 2019-20 other than for attending DLRAC meeting [Actual No. of visits: <u>8</u>]	2.0	0.5 mark for every visit subject to a maximum of 2.0 marks	2.0
C10	Whether requisite financial support from Sponsor Bank was available to the Institute throughout the FY 2019-20 for organizing Training Programmes?	1.5	If YES-1.5, If NO - 0	1.5
Total Marks under Governance and Management (Best Practices) (C1:C10)		15.0	Marks obtained under Governance and Management(Best Practices)(C1:C10)	15.00
(D)	PRE-TRAINING			



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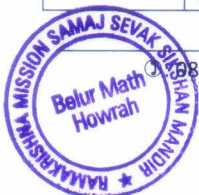
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D1 (i)	Awareness camps organized (Entries in MIS as well as Individual Reports on EAP with photos in EAP Register/MIS as per guidelines) 42	2.00	EAPs to be organized by RSETI-40 per year. Give 0.05 marks for each EAP conducted with a max of 2.00, for every entry in MIS with photos.	2.0
D1 (ii)	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
D2	Sensitization programmes organized by RSETI for Branch Managers/ other stakeholders organized (supported by documentary evidence) [Actual No. of Sensitization Programmes conducted during FY 2019-20: ___] 4	2.0	0.25 mark for organizing each Sensitization programme with a maximum of 2 marks	2.0
D3	Sponsorship of candidates by Banks for training [(A) Total No. of candidates trained: 930 (B) out of (A) No. of Candidates Trained under Government sponsored scheme: 0 (C) No. of Candidates sponsored by the Bank: 208 (D) % of Candidates Sponsored = $\frac{C}{A-B} \times 100$ = 22.36	4.00	if 25% or more of the candidates trained during FY 2019-20 are sponsored by any Bank, then 4 marks, if 15% to 24% of the candidates trained during FY 2019-20 are sponsored by any Bank, then 2 mark, Else 0. Note: Candidates sponsored under any Govt. schemes to be excluded.	2.00
D4	Placement of SDR visit report along with compliance in all the DLRAC Meetings during FY 2019-20 4	1.0	0.25 for each placement in DLRAC along with compliance. Max. 1 mark. Note: If there are no items for compliance in all the reports, verify the agenda and proceedings for the same and award mark	1.00
D5	Participation of Director in BLBC/JMLBC meetings [Actual No. of meetings attended by Director]	1.0	0.25 mark for each BLBC meeting attended with a maximum of 1 mark.	0.0
D6	Participation of Director in DCC/DLRC meetings [Actual No. of meetings attended by Director]	1.0	0.25 mark for each DCC/DLRC meeting attended with a maximum of 1 mark.	1.0
D7	Timely submission of compliance on SDR visit reports on last four	1.0	0.25 for each compliance sent to NACER under copy to SDR and	1.0



080-49594407; (F): 080 – 23391515; (M): 9481301449; ✉: cpcnar@gmail.com; Web: www.nacer.in

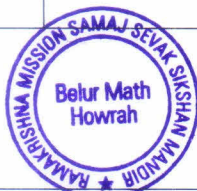
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	visits or compliance on actual no. of visits made by SDR during FY 2019-20 whichever is less. [Actual No. of visits by SDR....]		controlling office of the Bank with a maximum of 1 mark	
D8	EDP inputs: Whether EDP inputs administered are as per approved course module	2.0	YES – 2, NO-0 To be verified from the training log of minimum of 25% of training programmes conducted during FY 2019-20 and if the EDP inputs are administered as per course module if found in this 25% sample, then 2 marks, Else-0	2.0
Total Marks under Pre-Training (D1-D8)		16.0	Marks obtained under Pre-Training (D1-D8)	13.0
(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 2019-20	1.0
E3	Behavioral games /EDP inputs as per Course Module administered by Director/Faculty in all batches	0.5	YES – 0.5, NO - 0 Note: To be verified from action photos and Training Log for all	0.5
E4	Providing soft skills in every training course	0.5	YES – 0.5, NO - 0 Note: To be verified from Training Log for all	0.5
E5	Certified Trainers: All courses under RSETI shall be conducted by trainers certified under the 1. TTP / ToT by NAR	1.0	YES – 1: Else, 0.	1.0



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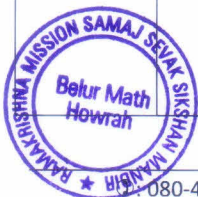
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E6	Presentation of MILLY (Most Important Lessons Learnt Yesterday) and filing the same in the concerned batch file for all the training programmes	1.0	MILLY presented & filed one copy each for the day in the box file, then 1.0 mark, Else 0	1.0
E7	Inviting successful trainees for experience sharing in all batches during FY 2019-20.	1.0	YES-1, NO-0 (To be verified from batch file / MILLY of each programme)	1.0
E8	Taking trainees for unit visits during the training programme in all batches during FY 2019-20.	1.0	YES-1, NO-0 (To be verified from batch file / MILLY of each programme)	1.0
E9	Writing training log on day-to-day basis and copy maintained in Box file for all batches of FY 2019-20.	1.0	YES-1, NO-0 (To be verified from batch file / MILLY of each programme)	1.0
E10	Availability of training equipment viz., Tailoring machines, mobile kit, computers tool kit, etc. which are fixed assets in nature	9.0	If the training aids and equipment are provided as per SOP for all Process and Product training programs- 9.00 marks Verify from Form8 for three different category of process/product activities- 3 Marks each.	9.0
E11	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 for each programme may be treated as proof	1.0

Details of Training Programmes

E12	Mix of EDPs [Actual No. of EDPs conducted under Agri EDP: <u>25</u> , Product EDP: <u>4</u> , Process EDP: <u>4</u> , General EDP: <u>1</u> , Wage Employment: <u>-</u> , Total Programmes conducted: <u>34</u> _____]	2.0	If training programmes conducted during the FY 2019-20 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 2019-20 are mix of only Product and Process training programmes, then also 2 marks, If training programmes conducted during FY 2019-20 are only of Agri and General EDPs, then 1.5 marks, If training programmes conducted during the FY 2019-20 are only of Agri EDPs, then 1	2.0
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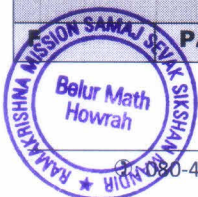


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			mark, Else 0	
E13	<p>Number of Off-Campus Training Programmes (OCTP) Conducted: (the exempted category of programs to be excluded for assessing performance)</p> <p>A) Total No. of programmes conducted during FY 2019-20..... 34</p> <p>B) Out of A above total no. of OCTPs excluding OCTPs under exempted category 0</p>	1.0	<p>A) If B is less than 25% of A, then give 1 mark.</p> <p>B) If B is more than 25% of A then give 0 mark.</p>	1.0
E14 (i)	<p>Total number of candidates trained during FY 2019-20</p> <p>A) Target for No. of candidates to be trained (As per AAP) during FY 2019-20: 930 775</p> <p>B) Actual No. of candidates trained during FY 2019-20: 930</p>	2.0	<p>If $\geq 100\%$ 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. See ready recknor</p>	2.0
E14 (ii)	<p>Of the above, total No. of Rural poor candidates trained</p> <p align="center">732 78.71%.</p>	5.0	<p>For Rural Poor, allot marks as follows: $>70\%=5$, $50\%-69\%=4$, 40% to $50\%=2$; Else 0. (Cross check from claims lodged with sponsoring agency)</p>	5.0
E15	Whether Shramdan/Yoga/Prayer is being conducted	1.0	YES -1, NO-0	1.0
	Total Marks under Training Practices(E1-E15)	29.0	Total Marks obtained under Training Practices (E1-E15)	29.0
PART I TOTAL (A+B+C+D+E)		100.0	MARKS OBTAINED(TOTAL) (A+B+C+D+E)	98.0 97.00



PART - II - POST TRAINING PRACTICES

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<p>F1</p>	<p>Personal follow-ups(visits) made during F.Y 2019-20, 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: <u>0</u> b) Faculty -I: <u>51</u> c) Faculty - II: <u>136</u> d) Office Asst. -I: <u>0</u> e) Office Asst. -II: <u>10</u> Total No. of visits: <u>197</u></p> <p>Total Target for No. of visits to be made: <u>180</u> If the No. of visits are more than 180 during the year then treat 180 visits as Target and allot the mark accordingly.</p>	<p>10.0</p>	<p>If 100% visits made then 10 Marks. Reduce by 0.20 marks for every percentage of achievement less than 100 upto 50%. Below 50% 0 mark. See ready recknor</p>	<p align="right">10.0</p>
<p>F2</p>	<p>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 01.01.2018 and 31.12.2019] A. [Actual No. of candidates trained during the said period: <u>2349</u> B. Out of A : [Actual No. of candidates contacted upto 31.03.2020 : <u>2349</u> C. %age of follow up of trained candidates during the relevant period. <u>100%</u></p>	<p>25.00</p>	<p>If 100% candidates contacted, then 25, reduce by 1.00 mark for every percentage of achievement less than 100 till 75% achievement; Below 75% 0 See ready recknor</p>	<p align="right">25.00</p>
<p>F3 (i)</p>	<p>% SETTLEMENT OF TRAINED CANDIDATES REPORTED SETTLED DURING THE PERIOD 01.01.2018-31.12.2019 A. No. of Candidates trained during 01.01.2018 to 31.12.2019 <u>2349</u> B. No. of candidates reported settled during this period<u>2011</u> C. % settlement = (B ÷ A)×100 <u>85.61%</u></p>	<p>20.0</p>	<p>If >= 70% of candidates are settled-20 mark. Reduce by 1 mark for every % less than 70% upto 51%. Less than 51% -0. See ready recknor for awarding marks. Refer MIS Back-end data or RSETI MIS Activity Chart data. Do not refer SR-02 as this gives only batch wise settlement.</p>	<p align="right">20.00</p>



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F3 (ii)	Out of F3(i), Share of Self Employed candidates under Settlement A. No. of Candidates reported settled (As per B above) 2011 B. Of which No. of candidates Self-employed 1875 C. % Self employed = $(B \div A) \times 100$ 93%	10.0	Out of total settled Candidates- if 90% or more are under Self Employment then give 10 marks. Thereafter, for every % below 90, reduce by 0.5 mark upto 71%. Below 71% 0 mark. See ready reckoner	10.0
F4	Total number of trainees credit linked out of the total trainees reported settled during the period. Out of candidates reported settled for the relevant period (01.01.2018 to 31.12.2019) 2011 . % of candidates availed bank loan - Credit Linkage under self-employed category (Proof as per MIS) (A) Total No. of candidates settled: 2011 (B) Out of (A) above, No. of candidates self-employed: 1875 (C) Out of (B) above, No. of candidates availed Bank Loan: 819 [Percentage Bank linkage calculated as $(C) \div (B) \times 100$: 43%	25.0	if $\geq 50\%$ of Credit linkage is achieved under self-employed category in settlement, then 25 marks, Reduce by 1.00 mark for every percentage of achievement less than 50% till 25% achievement. Less than 25% 0 marks. See Ready Reckoner	18.00
F5	SUCCESS STORIES: Documenting minimum 10 success stories of candidates trained prior to 31.03.2017	2.0	0.2 mark for each story with a maximum of 2 marks.	2.0
F6	APPENDIX-23 (A) Preparation of Appendix-23 (Post Programme Report - PPR) for all training programmes of FY 2019-20 .	5.0	Prepared for 100% of training programmes conducted during FY 2019-20 as per the format with required Photos - 5 marks	5.00



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F7	APPENDIX - 25: Preparation of Appendix-25 Post Training Evaluation as available in SOP is prepared and placed in DLRAC for the previous 50 batches [Actual no. of Appendix - 25 prepared: <u>4</u>]	3.0	One mark for each Appendix- 25 prepared by RSETI and placed in DLRAC. Maximum 3 Marks.	30
PART II TOTAL (F1 to F7)		100.0	MARKS OBTAINED (TOTAL) (F1 to F7)	93
		PART-I	Part - II	
Total Marks Obtained(A1 to F7)		100.00 97.00	93.00	
GRADE ELIGIBLE (Partwise)		A	A	
Total Grade Eligible (in double alpha) (Subject to validation)		A	A	

*L. Anur
Gandhi Nagar*

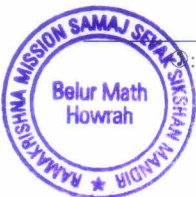
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Items of dispute, if any, to be recorded hereunder:
Note: If there is no dispute, write "No dispute" and sign.

No dispute
Sw. Shirakad
Director of RSETI

CERTIFICATE



CPCNBANK
कृते यूको बैंक
अग्रणी जिला प्रबंधक / Lead District Manager
अग्रणी बैंक कार्यालय, होवड़ा / Lead Bank Office, Howrah

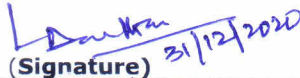

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National Centre for Excellence of RSETIs (NACER)
(Under the aegis of MoRD, Govt. of India)

'Renukaleela', No.1210, 1st Floor,
80 Feet Road, Chandra Layout
BENGALURU – 560 040

Code: GRS II/2020

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)		 (Signature)	
Name of the Grading Official:	Laxmohan Mathur	Name of the District Manager:	M.K. Sont
Designation:	Grading Officer	Designation:	LDM
Organization:	SBI	Organization:	U20 Bank
Mobile No:	94270 69386	Mobile No:	8981090178

 (Signature)		 (Signature)	
Name of the Nodal Officer from the Sponsor Bank:	Priyaranjan Kumar	Name of the RSETI Director:	Sw. Shirikarande
Designation:	Chief Manager	Designation:	Director / Principal
Organization:	PNB	Organization:	RKM SSBM RSETI
Mobile No:	7992282439	Mobile No:	9830212196

Note:

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	A	>=85 and <=100
Good	B	>=71 and <=84
Satisfactory	C	>=55 and <=70
Unsatisfactory	D	< 54

Date:

RSETI Seal :

