

Checklist for inspection/due diligence of RSETIs as per SOPs

The checklist is divided into following 6 sections:

1. **Basic information**
2. **Physical Infrastructure – Buildings**
3. **Basic Equipments/facilities**
4. **Staffing of RSETI**
5. **Academic Area equipments/facilities**
6. **Residential Facilities**

(While commenting / recording observations regarding the availability and adequacy of facilities, equipment, etc., reference should be made to the standard specifications prescribed in the SOPs)

1. **Basic information**

Name of the RSETI & its date of establishment	UNBI Howrah (Ramakrishna Mission Samaj Sevak Sikshan Mandir, Belur Math) Estd. on 17/03/2008	
Sponsor Bank	Punjab National Bank	
Address	Complete postal address	Ramakrishna Mission Samaj Sevak Sikshan Mandir, P.O. - Belur Math, Dist. - Howrah-711202
	Phone No.	033-26548909/10
	e-mail	rkm_sssm@yahoo.co.in rkmsamajsevak@gmail.com
Building	Own/rented/rent free	

2. **Physical Infrastructure – Buildings (All areas – Carpet area in sft)**

SI No.	Items / Facilities	As per Sop	Actual	Remarks
2.1	No. of Class Rooms	2	4	As per SOP
	Total area	1400	3000	
	Seating Capacity of each CL	30-40	50	
2.2	No. of workshop	1	4	As per SOP
	Total area	600	1200	
2.3	Computer Lab	1	1	As per SOP
	Total area	500	500	
2.4	Store Room	1	2	As per SOP

	Total area	150	1000	
2.5	Directors Chamber	1	1	As per SOP
	Total area	100	120	
2.6	Administrative office	1	1	As per SOP
	Total area	400	775	
2.7	Reception	1	1	As per SOP
	Total area	100	100	
2.8	Kitchen	1	1	As per SOP
	Total area	200	900	
2.9	Dining Hall	1	1	As per SOP
	Total area	600	1200	
2.10	Gents Dormitories	1	5	As per SOP
	Total area	1200	3500	
2.11	Ladies Dormitories	1	Nil	At our Sub-centres
	Total area	800	0	Not as per SOP
2.12	Faculty Guest Rooms	2	4	
	Total area	300	1200	
Total Built-up Area of Institute Building		8000	13495	

3. Basic Equipment/facility:

Sl No.	Items / Facilities	As per Sop	Actual	Remarks
3.1	CCTV cameras with recording facility	Installed at strategic location	Yes	
3.2	Aadhar-Enabled Biometric Attendance System (AEBAS)	Geo-tagged & installed	Installed	
3.3	Fire safety equipment	Installed & Working	Yes	
3.4	Safe drinking water	Should be available	Yes	





3.5	Separate washroom facilities for male & female trainees	Should be available	Yes	
3.6	First Aid kit	Should be available	Yes	
3.7	Institute Sign Board	Sufficiently sized & prominently displayed following logo guidelines	Yes	
3.8	Internal signages, information & notice Boards	Sufficiently sized & prominently displayed following logo guidelines	Yes	

4. Staffing of RSETI:

SI No.	Items / Facilities	As per Sop	Actual	Remarks
4.1	Director deputed from Bank	1	No	Director Deputed from RKM (Monk) as Principal
4.2	Faculty	2		2
4.3	Office Assistant	2		2
4.4	Attender	1		1
4.5	Watchmen cum Gardener	1		1

5. Academic Area equipment's/facilities:

SI No.	Items / Facilities	As per Sop	Actual	Remarks
5.1	Sitting arrangements with writing facilities in all Classes	For 30-40 trainees	Yes (50)	As per SOP
5.2	White Board & Markers	In all Class rooms	Yes	
5.3	LCD projector	At least One every RSETI	Yes	
5.4	Computers in Computer lab	More than 15	Yes	
5.5	UPS	For computers in Computer lab	Yes	
5.6	Domain specific training aids and equipments (refer list in SOP for the programmes to be conducted by the Institute)	Outright availability or assured arrangements of taking them on rent – for the programmes as per AAP of respective Institute		

6. Residential Facilities (Applicable only for RSETIs providing residential facilities)

SI No.	Items / Facilities	As per Sop	Actual	Remarks
6.1	Dormitories	1 each separately for Men & Women	Yes	Only male dormitories
6.2	Cots & mattresses	Sufficient in no.	Yes	
6.3	Security especially for women inmates	To be ensured	Not applicable	
6.4	Dining & Kitchen	In-house	Yes	

Signature of the SRLM official

Name : ROSHNI SARKAR

Designation **Dy. Project Director (WD)**
DRD Cell, Howrah Zilla Parishad

With seal :

Signature of the LDM / Nodal Officer of sponsor Bank

Name :

Designation :

With seal :

कृते यूको बैंक / For UCO BANK

अग्रणी जिला प्रबंधक / Lead District Manager
अग्रणी बैंक कार्यालय, हावड़ा / Lead Bank Office, Howrah

Signature of State Director of RSETIs / Grading Official

Name : Sudhir Kumar She.

Designation :

With seal :



Signature of RSETI Director

Name : Swami Shivakarananda

Designation : Principal / Director

With seal :

Principal
Ramakrishna Mission
Samaj Sevak Sikshan Mandir
Belurmath, Howrah

Date : 03/08/2021

Place: Belur Math, Howrah