

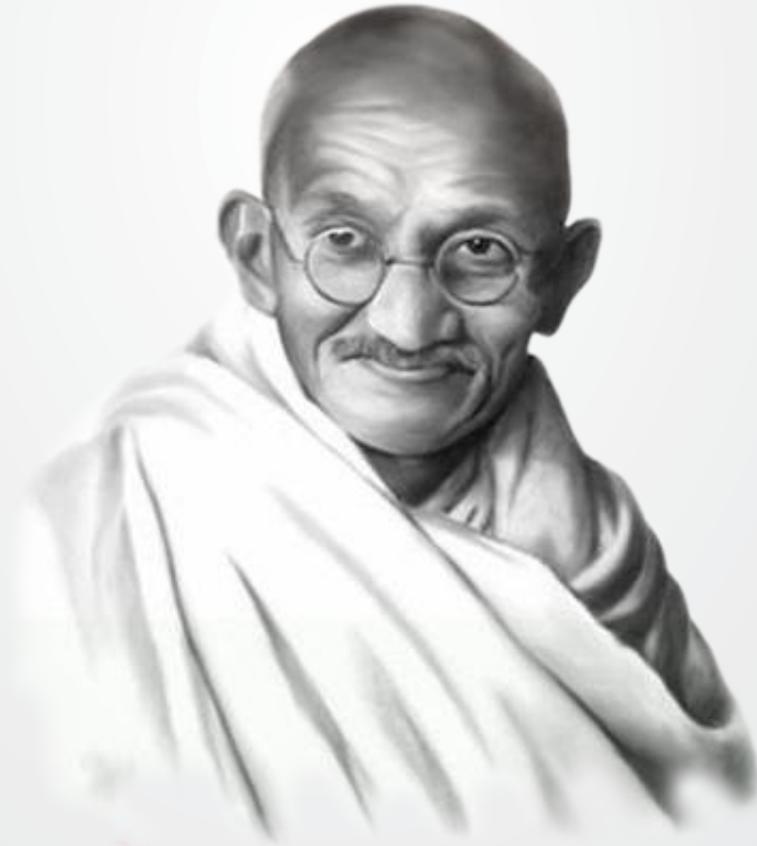
## Standard Operating Procedures Manual for RSETIs

### Part - III

## Planning, Monitoring & Funding of RSETIs

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 - III**  
**Planning, Monitoring & Funding of RSETIs**

October 2018 | Version. 1.0.1



अमरजीत सिन्हा  
AMARJEET SINHA



सचिव  
भारत सरकार  
ग्रामीण विकास मंत्रालय  
ग्रामीण विकास विभाग  
कृषि भवन, नई दिल्ली-११०००१  
SECRETARY  
Government of India  
Ministry of Rural Development  
Department of Rural Development  
Krishi Bhawan, New Delhi-110001  
Tel.: 91-11-23382230, 23384467  
Fax: 011-23383408 | E-mail: secyrd@nic.in

## 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

**Alka Upadhyaya, IAS**  
**Joint Secretary**  
Tel No: 011 - 23384707  
ualka@ias.nic.in



ग्रामीण विकास मंत्रालय  
ग्रामीण विकास विभाग  
भारत सरकार  
नई दिल्ली - ११०११४

Ministry of Rural Development  
Deptt. of Rural Development  
Government of India  
New Delhi - 110114

## *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.

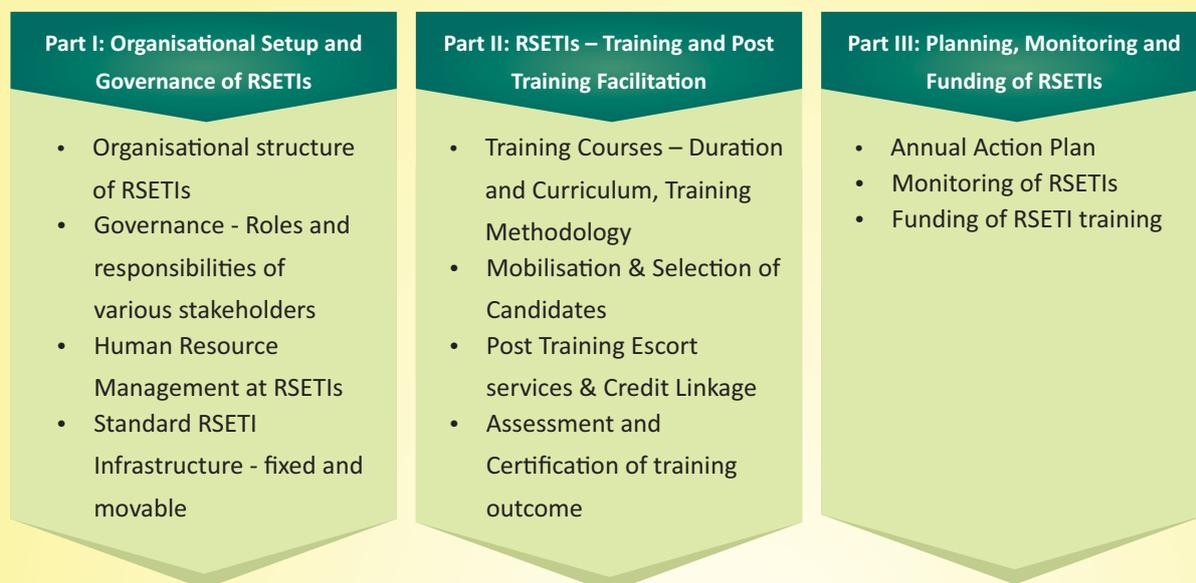
  
**Alka Upadhyaya**  
Joint Secretary

## 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 III of the set of 3 SOPs and deals with Planning, Monitoring and Funding of RSETIs explained in 3 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.

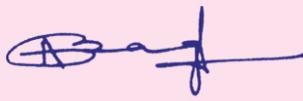
**Target audience:** Different stakeholders of RSETIs.

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

**Standard Operating Procedures Manual**  
**Part III**  
**Planning, Monitoring & Funding of RSETIs**

<b>Chapter No.</b>	<b>Contents</b>	<b>Page No.</b>
<b>01</b>	Annual Action Plan for RSETIs	<b>013</b>
<b>02</b>	Monitoring of RSETIs	<b>029</b>
<b>03</b>	Funding of RSETI Training	<b>049</b>

# **Chapter 1**

## **Annual Action Plan for RSETIs**



## Annual Action Plan for RSETIs

### Objectives:

Objectives of this chapter are to:

- I. Inform the need for and importance of planning the activities of RSETIs.
- II. Explain the process of preparing the Annual Action Plan by RSETIs and approval
- III. Define the components of Annual Action Plan and strategies for implementation
- IV. Describe the standards and specifications for various activities proposed under the AAP

### Synopsis:

- RSETI Training activity starts with the scientific process of preparing Annual Action Plan(AAP) by individual RSETIs.
- Annual Action Plan is prepared based on local resources and demand for training in the selected activities.
- Training needs assessed, Socio economic Survey of the area, analysis of past performance are the preparatory exercises for AAP.
- The AAP should include the following type of Training courses:
  - NSQF aligned courses approved by NSQC
  - Core EDP Programmes notified by MoRD
  - Courses sponsored by the Banks and other agencies under their specific schemes/projects.
- Detailed training calendar & programme wise budget is an integral part of AAP.
- AAPs of each RSETIs shall be approved by the respective sponsor Banks and MoRD before the commencement of the Financial year.
- Planning is also important to know the financial budget required to conduct the programmes and to seek approval of the competent authorities committing for funds.

## 1. Background

Orienting the unemployed youth, motivating, training and facilitating them for taking up Self Employment is the core objective of RSETIs. It is achieved through a comprehensive set of interventions leading to an unemployed youth becoming an Entrepreneur. All these interventions are integrated to design a distinct RUDSETI model of Entrepreneurship Development which is adopted by the RSETIs. The salient features of the model are:

- Creating awareness on Skill Development and Self Employment
- Mobilising the youth for training
- Linking them to a viable entrepreneurial activity
- Developing Skill and Entrepreneurship through short duration intensive residential training

- Motivating them to start Self Employment ventures
- Providing hand holding support for sustainability and growth

The training is an integral part of Skilling and Entrepreneurship Development and not an isolated activity. The whole gamut of activities involved in the process are classified into three distinct stages as under:



The above stages are dealt in detail in separate chapters of SOP Part II.

Further, the RSETIs have the mandate to serve a specific geographic area of district/districts for promotion of enterprises and creation of employment. Hence activities of the institutes begin with comprehensive planning. Planning is an ongoing organisational strategy/exercise in RSETIs, being undertaken as Annual Action Plan (AAP).

## 2. Annual Action Plan - Preparation and Approval

Planning is the first step of activities in any organization. The Annual Action Plan helps the organization to set the goals, devise strategies for implementation, mobilize and deploy resources for smooth functioning. Hence, each RSETI has to prepare a comprehensive Action Plan, in advance, every year. The Annual Action Plan should be clearly providing for all the training and non training activities of the Institute during the relevant year. In order to prepare the AAP, RSETIs have to undertake necessary preliminary work such as assessing the demand for training in various activities in the area, feasibility/suitability of the activities for training, types of training programmes to be organised, availability of training infrastructure at the RSETI, etc.

The Annual Action Plan, along with the Training Calendar has to be approved by the Controlling Office of the Sponsor Bank/Trust after obtaining the concurrence of DLRAC well before the commencement of the financial year.

The State wise Annual Action Plan for all the RSETIs of the country will be submitted to the MoRD who then will accord its approval for physical targets and financial budget.

## 3. Contents of Annual Action Plan

The Annual Action Plan at RSETI level should contain the following:

- a) Programme wise training to be conducted with physical target, month of commencement, course qualification code, category, duration of each batch
- b) Annual Training Calendar-Skill/Entrepreneurship Development Training programmes proposed

- c) Entrepreneurship Awareness Programmes
- d) Rural Development, HRD and Technology Transfer Programmes
- e) Post Training Follow up activities
- f) Other Training and Non training Activities
- g) Programme wise Budget for the year

### 3.1 Training Need Assessment (TNA):

Before preparing the Annual Action Plan, the RSETI has to make a training need assessment for the area of its operation which includes:

- Assessing the potential for business opportunities
- Assessing the demand and supply of skilled persons
- Mapping the demand and supply of skills and identifying the requirement of skilled persons to access the business/employment opportunity
- Identifying the deficit of skills and number of persons needing skill development

### 3.2 Socio Economic Survey:

As a preparatory work for Annual Action Plan and part of training need assessment, RSETIs shall undertake socio economic survey to assess the potential for employment in the region and identify the potential business opportunities, taking into consideration the following aspects:

- a) Resources available in the area
- b) Emerging sectors of the economy (Agriculture and MSME)
- c) Skills available (Traditional and Technical)
- d) Demand for and supply of specific skills in the thriving activities.
- e) Demand for and supply of support services
- f) Presence of Micro, Small and Medium Enterprises (MSME) clusters
- g) Presence of supply chain of retail stores
- h) Industrial and Infrastructure projects in the area
- i) Needs, habits and problems of local people
- j) Special developmental projects of State and Central Govt. and International Agencies.
- k) Presence of expert Institutions for skill development
- l) Potential Linked Plan of NABARD
- m) District Credit Plan of Lead Bank

The findings of the survey should help the RSETI to crystallise information on in which areas the skills are to be developed and to link the trained persons for employment and self employment. Accordingly, the training programmes are to be planned.

### 3.3 Analysis of past performance:

While drawing the action plan, RSETIs to ensure that a particular type of training courses is not routinely repeated every year. The Institute should conduct an evaluation of past 50 training batches and note the following guidelines while planning a training programme:

- a) Settlement rate of each type of training programme of the past 50 batches is the criteria. Repetition of training programmes where settlement rate is below 50%, should be avoided.

- b) Newly introduced programmes may be repeated for a period of 2-3 years, if there is a possibility of improvement in settlement in subsequent years.
- c) Even in respect of training programmes where settlement rate is very high like Dress designing, Beauty Parlors, Dairy management, etc., market potential in the area for pursuing the activity in a viable scale has to be considered while repeating/upscaling such programmes.



### 3.4 Identifying Training Courses:

While preparing the Annual Action Plan and Training Calendar, the RSETI has to plan those skill training courses for which business opportunities and employment potential are available in the area of operation of the Institute. Training the candidates to acquire skills in that particular activity helps in early settlement of the trained candidates.

All the training programmes proposed shall be demand driven, planned on the basis of need assessment made by the Institute and leading to desired outcome of skill development for such identified activity.

## 4. Training Calendar

As part of Annual Action Plan, RSETI has to prepare an Annual Training Calendar for each financial year. Careful planning should precede the preparation of training calendar to ensure that the resources available at the Institutes are utilized to the optimum level. The focus should be on quality of training and effective learning by the participants. The following aspects should be considered while preparing the Annual Training Calendar.

## 5. Number of candidates to be trained

A RSETI must conduct a minimum of 25-30 Training Programmes in a year. Wherever owned infrastructure is available, more than one batch of residential training programme should be planned at a time. Each Institute should plan to train about 750 candidates in a year of which a minimum of 70% should be rural poor.

RSETIs are undertaking several sponsored training programmes for Skill development including skill development of rural youth sponsored by the Ministry of Rural Development. While planning its annual target, at least 70% should comprise rural poor. For example, if a RSETI has planned a target of training 1000 candidates in a year, at least 700 candidates should be from rural poor. The remaining 300 candidates may be from non rural poor category. MoRD shall fund the training cost of rural poor candidates through the respective SRLM concerned.

## **6. Optimum utilization of resources**

In every Institute at any given point of time, a minimum of one training batch should be running. Wherever owned campus/infrastructure is available more than one batch of training at a time shall be organised. Trainings must be proportionately increased to ensure optimum utilization of training infrastructure and human resources of the institute.

The training programmes of RSETIs shall be continuous, without a break in between. This is required for an interrupted learning. During the festival time, training programmes should be planned in such a way to conclude before the festival day/ begin after the festival day.

## **7. Duration of Training Programmes**

- a) The duration of all Skill/Entrepreneurship Development Training programmes should be in tune with the duration stipulated in the NSQF aligned training courses approved and communicated to the Institutes by NAR.
- b) Duration of Rural Development, HR and other programmes shall be on the basis of assessed training needs of the target group and the requirement of the sponsor organisations.

## **8. Average size of a training batch**

- a) Average size of a training batch should be 25 to 35 candidates per batch.
- b) In case of General EDP training, the size may be increased to a maximum of 40 candidates per batch.
- c) For a skill training programme, the ideal size would be 25 to 35 candidates per batch so that each trainee gets quality time, adequate equipment and attention of the Faculty.
- d) Under no circumstances, in skill training programmes the batch size shall be more than 35.

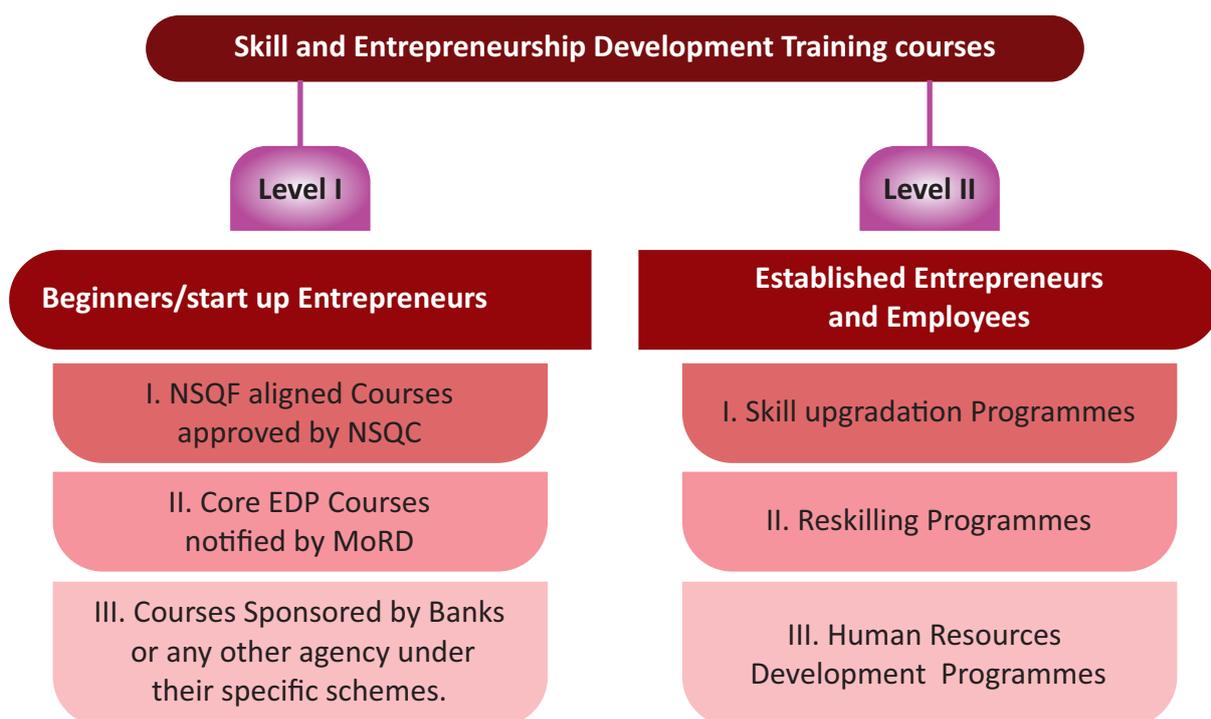
## **9. Types of Training Programmes to be planned**

In a given year, each RSETI has to necessarily plan and conduct the following types of Training Programmes catering to different segments:

**Table 1 : Training Programmes to be planned in Annual Action Plan**

- A. Level I for Beginners/First Generation/Start up Entrepreneurs -Skill and Entrepreneurship Development Training courses :
  - I. NSQF aligned Courses approved by NSQC
  - II. Core EDP Courses notified by MoRD
  - III. Courses sponsored by the Banks and other agencies under their specific schemes
- B. Level II-Training Programmes to established Entrepreneurs/Employees for Reskilling/Skill upgradation.
- C. At least one New / Innovative Training Programme in any activity/skill development, not conducted earlier by the institute.
- D. Rural Development Programmes (of short duration) for Community Resource Persons /Development organisations/departments.
- E. Human Resources Development Programmes to leaders of Peoples' organisations (SHG, Federations, etc.), Entrepreneurs, etc.,.
- F. Orientation Programme to various RSETI stakeholders
- G. Technology Transfer programmes for the benefit of Farmers and Micro Enterprises.

The Training Calendar and Annual Action plan should reflect inclusion of the above training programmes. In addition, the RSETI Director can hold a discussion with the Lead District Manager and the Project Director, DRDA on the proposed Annual Action Plan before placing it in DLRAC.



## 10. Planning New/Innovative Training Programmes

As per the Common Norms stipulations, Institutes should plan and conduct only those training programmes which are developed by NAR and aligned with NSQF. In case any RSETI identifies a new skill training having potential in the area and proposes to conduct an innovative training, the institute should:

- Collect the necessary information
- Prepare the course module involving a technical expert in that field and
- Forward the same to NAR for aligning with NSQF and seeking approval of NSQC.

## 11. Annual Action Plan - Process Flow and Time lines

### I. At RSETI level:

RSETIs shall prepare draft AAP, obtain recommendations of DLRAC and submit to the sponsor Bank by 30th November of previous FY as per the following format:

Name of RSETI	District	Total number of candidates to be trained	Total budget (in Rs. lakh)	Total number of Rural poor to be trained (atleast70% of col. c)	Total budget for Rural poor (70% of col. d) (In Rs lakh)
a	b	c	d	e	f

While proposing the above plan, the RSETIs should take into consideration:

- Its previous performance in training of rural poor
- Strategy for implementation of AAP target
- Steps taken to increase Industry/Employer connect
- New initiatives taken to increase rural entrepreneurship

### II. At Sponsor Banks Level:

Banks shall approve the AAP, state wise for their respective RSETIs, upload on the MIS and submit a signed copy to the SRLM of the State concerned by 15th December of previous FY.

The copies of detailed AAP of individual RSETIs should be attached to the consolidated (state wise) sheet in the following format:

Name of the Bank	State	Total number of RSETIs	Total number of candidates to be trained	Total budget (in Rs. lakh)	Total number of rural poor to be trained (atleast70% of col. d)	Total budget for Rural poor (70% of col. e) In Rs. lakh
a	b	c	d	e	f	g

While approving the AAPs, the sponsor Banks should take into consideration:

- a) Previous performance of the RSETIs sponsored by the Bank in the State concerned in training of rural poor
- b) Strategy for implementation of AAP target
- c) Steps taken to improve credit linkage of RSETI trained candidates
- d) New initiatives taken to increase rural entrepreneurship

### III. At State Level (SRLM)

SRLMs of the respective States shall consolidate all the AAP projections, Bank wise, for the RSETIs in the State and furnish the AAP targets to MoRD by 31st December of previous FY

State AAP shall indicate Targets and budgets as below:

Name of the State	Total number of RSETIs	Total number of candidates to be trained	Total budget (in Rs. Crores)	Total number of rural poor to be trained (70% of col. c)	Total budget for rural poor (70% of col. d) In Rs. crores	1st instalment to be released by MoRD (50% of col. f)	2nd instalment to be released by MoRD (50% of col. f) subject to actuals
a	b	c	d	e	f	g	h

While forwarding the above Plan, the States should take into consideration:

- a) Previous performance of the State in training of rural poor
- b) Funds released to RSETIs in the previous year
- c) Previous fund utilization of the State (in case of underutilization, reasons to be indicated by State)
- d) Strategy for implementation of AAP, including
  - i. RSETI wise projections
  - ii. Mobilization strategy
  - iii. Industry/Employer connect

### IV. At Ministry of Rural Development, Government of India

MoRD shall approve the AAPs of the states taking into account:

- a) Previous performance of the State in training of rural poor
- b) Fund released to RSETIs in the previous year
- c) Previous fund utilization of the State (in case of underutilization, reasons given by State)
- d) Strategy for implementation of AAP, including
  - i. RSETI wise projection
  - ii. Mobilization strategy
  - iii. Industry/Employer connect

MoRD shall take approval of the Competent Authority in the Ministry and convey the approval of AAP to the respective States by 15th February of previous FY

**Table 2: AAP Activity time lines**

Stage	Actor	Activity	Due Dates
I	RSETI	<ul style="list-style-type: none"> <li>Prepare AAP for their RSETI, submit to the sponsor Bank after DLRAC recommendations</li> </ul>	30th Nov of preceding FY
II	Sponsor Bank	<ul style="list-style-type: none"> <li>State wise consolidation and Bank approval, forward to concerned State RLM</li> </ul>	15th Dec of preceding FY
III	State	<ul style="list-style-type: none"> <li>Consideration of AAPs of all RSETIs received from different Banks, recommend to MoRD</li> </ul>	31st Dec of preceding FY
IV	MoRD	<ul style="list-style-type: none"> <li>Approval of AAP and conveying approval to the States</li> </ul>	15th Feb of preceding FY

The AAP of individual RSETIs should be uploaded to the MIS in the formats provided at **Appendix I & Appendix II**.





**FIELD VISIT**



# Chapter 1

Annual Action Plan for RSETIs

Appendices



## Appendix I

### Format of Annual Action Plan for uploading to MIS - Part I

RSETI Name:						Institute ID:		
District:			State:			Sponsor Bank:		
Sl. No.	Month & year of Commencement	Type of EDP*	Course / Qualification Code	Course / Qualification Name	Category Type I/II/III	Hours	Days **	No. of Candidates proposed for Training
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
<b>Total</b>					<b>Total</b>			

Summary of APP			
Sl. No.	Type of EDP	No. of Programmes	No. of Candidates
1.			
2.			
3.			

**Note:-** \* Indicate type of EDP like Agri / Process / Product / General

\*\* One day of training is to be reckoned as 8 hours

## Appendix - II

### Format of Annual Action Plan for uploading to MIS - Part II

Unique RSETI Code	RSETI Name	Bank Code	Bank Name	State Code	State Name	Category Code of location of RSETI	Category of RSETI

Sl. No.	Year of the Programme	Month of the Programme (Commencement)	Course Code No.	Category	Name of the Programme	Duration of the programme	Total No. of candidates to be trained	No. of candidates (Residential)	No. of candidates (Non-Residential)	Out of the total candidates	
										No. of candidates under Rural Poor (70% of Col 8)	Other than rural poor Candidates (30% of Col 8)
1	2	3	4	5	6	7	8	9	10	11	12

Date:

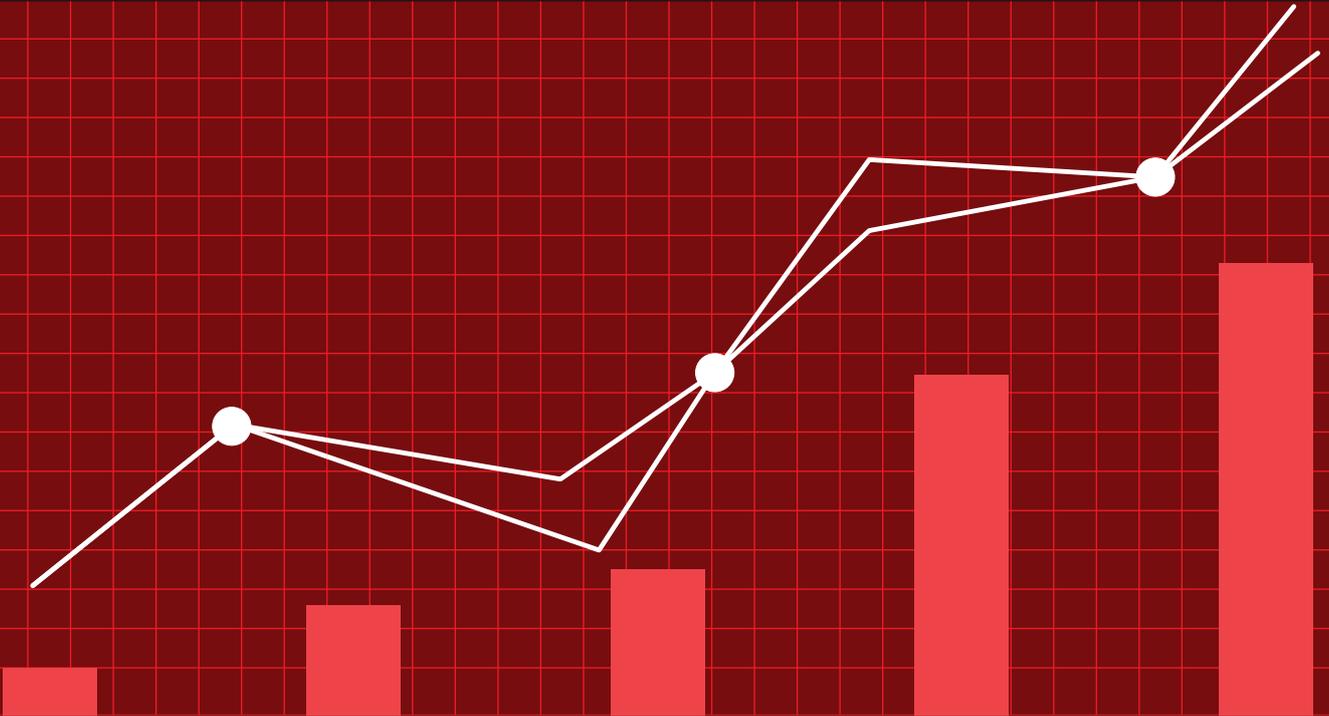
Director's Signature with seal

Place:

Name of Director:

## **Chapter 2**

# **Monitoring of RSETIs**



## Monitoring of RSETIs

### Objectives:

Objectives of this chapter are to:

- I. Inform the need for and objectives of Monitoring of RSETIs.
- II. Define the areas of Monitoring, types of Monitoring and agencies for Monitoring
- III. Explain the process of Monitoring

### Synopsis:

- Continuous monitoring is an essential aspect of RSETIs for effective functioning.
- Focus areas of monitoring include ensuring the availability of prescribed standard of training infrastructure, training aids & equipments and effective training delivery
- Monitoring of RSETIs is of two types - Internal Monitoring and External Monitoring
- Internal Monitoring is by self - the RSETI themselves and their sponsoring Bank
- External Monitoring happens through the States and the NACER
- Monitoring is done continuously and performance reviewed on monthly, quarterly and annual basis.
- RSETI sponsor Banks shall set up a dedicated office for continuous monitoring
- Monitoring is done by obtaining prescribed data, reviewing the performance vis-a-vis AAP/set standards and providing guidance for desirable performance.

### 1. Background

Continuous monitoring of activities is one of the basic management principles adopted for effective functioning of an organization. RSETIs being public (Bank-led) organizations, it is necessary to ensure achievement of overall objectives of establishing the organization, optimum utilization of resources of the organization, quality and effectiveness of its training programmes and proper adherence to laid down standard practices by them.

Appropriate tools for monitoring of the Institute shall facilitate to assess the level of implementation of Annual Action Plan by the Institute, identifying the areas of under performance and taking corrective steps so that the results are optimized.

### 2. Areas of Monitoring

To ensure professional management of the institute adhering to good Governance Practices & Management principles, besides fulfilling statutory obligations, each RSETI need to be monitored on following broad areas:

- i. Availability of prescribed training infrastructure, training aids and equipments
- ii. Adherence to SOP guidelines and instructions issued by competent authorities
- iii. Norms followed in mobilization, identification and selection of candidates for training
- iv. Administration of training - quality of training, curriculum followed
- v. Overall ambience, cleanliness, decorum and discipline at the Institute
- vi. Performance of the Institute in terms of achievement of Annual Action Plan targets, follow up, settlement and credit linkage, etc.
- vii. Credible evidences maintained by the Institute related to the data uploaded to MIS
- viii. Maintaining books of accounts and preparing statutory financial statements

### 3. Types of Monitoring

Stakeholders of RSETIs can be classified into two broad categories viz.

- I. The Banks sponsoring the RSETIs and
- ii. Other stakeholders like the MoRD and the States supporting it.

Monitoring is of the following two types i.e.

- A. Self or Internal Monitoring by the RSETIs themselves and by its sponsoring Banks and
- B. External monitoring by the States and/or by the MoRD directly or through its designated agencies.

#### A. Internal Monitoring:

##### i. By the RSETIs:

Internal monitoring includes self assessments of activities and verification of the data by the Director of the Institute before uploading to MIS.

Being a credible organization run by the Banks, the RSETIs should be self regulated and adhere to the prescribed guidelines. The Directors who are the Bank officials on deputation to the RSETIs should be responsible in giving self proclamations and should provide only true and correct information. The data to MIS is uploaded under their authentication. These input data will form the basis for generating various reports by the other stakeholders. The Directors are also responsible to exercise due diligence in RSETI activities as per the SOP prescriptions explained in various chapters. Documentary proof of the entries made into the MIS should be maintained at Institute level for reference and verification by other stake holders.

##### ii. By the Banks sponsoring RSETIs:

Monitoring the functioning of RSETIs is the primary responsibility of the RSETI sponsoring Bank. Each Bank shall have a dedicated set-up in their controlling Offices for continuous Monitoring of the RSETIs sponsored by them. It shall obtain monthly and quarterly progress reports in the prescribed formats, review the performance, advice and give specific instructions to the institutes for the desired performance.

### **Nodal Officer / Executive:**

The RSETIs are set up by the Banks under the aegis of a Trust or Society promoted and controlled by the Bank. Usually an Executive of the sponsoring Bank is assigned with the responsibility of working as the Functional Head of this Trust or Society. Hence, he/she becomes the Nodal Officer of the Bank, supervising the activities of the different RSETIs of the concerned sponsoring Bank.

The Nodal Executive/Officer is responsible for monitoring and guiding the activities of RSETIs sponsored by their Bank. A dynamic and efficient coordination from Nodal office (also referred to as 'controlling office for RSETIs') is required for uniformity in monitoring among the constituent RSETIs. Effective monitoring will lead to good performance of the individual Institutes resulting in achievement of desired objectives. Besides having a Nodal Executive/Officer at the Corporate/Head Office level, the Bank may also nominate a Nodal Officer / Executive Officer at regional levels for efficient monitoring of RSETIs. The major functions of the Controlling Offices, which can also be called as the Nodal Office / RSETI Secretariat of a particular Bank are as follows:

- i. To organise the Board meetings of the Society/Trust promptly at the prescribed intervals and provide proper guidance and direction to the RSETIs.
- ii. To coordinate with State Governments for procuring land and develop own campus for all RSETIs of the sponsor Bank.
- iii. To guide the RSETIs for preparing the Annual Action Plan and Budget and get them approved by the Board of Trustees/Management.
- iv. To liaison with Nodal agencies such as NAR, NIRD, MoRD, SLBC, SIRD and others for continuous capacity building of constituent RSETIs and getting required resources and support.
- v. To deploy proper staff to every Institute, including the Director and putting in place a comprehensive policy for recruitment of staff, their service conditions, remuneration package, etc.
- vi. To continuously facilitate the RSETIs to acquire the infrastructure, logistics, training equipment, etc required for effective conduct of training and other activities of the institute, by delegating certain powers to the Director and/or prompt sanctions/permissions.
- vii. To obtain monthly progress reports, review the performance vis-à-vis Annual Action Plan, provide feedback to the appropriate authorities and guidance to RSETIs for better performance.
- viii. To ensure that District Level RSETI Advisory Committees (DLRACs) are constituted at all the Institutes, meetings of the DLRAC are conducted in a timely manner and implementation of DLRAC recommendations/suggestions are followed up.
- ix. To visit the Institutes periodically to review the performance and guide the Institutes.
- x. To train and build the capacity of staff of RSETI and continuous organizational development of Individual Institutes.
- xi. To conduct annual management audit of each RSETI for reviewing the overall functioning of the Institutes.
- xii. To provide un interrupted funds flow to RSETIs.

- xii. Lodging of claims for funds with the State/Central Governments and sponsoring organisatoin. Follow up for release of funds by the respective agencies

The internal monitoring by the sponsoring Banks should ensure that the self monitoring done by the RSETI Director is effective and credible. A robust internal monitoring will help the RSETIs gain credibility and avoid adverse comments from the external monitors. It will also improve the overall performance of the Institute as adherence to set norms always result in quality output.

## **B. External Monitoring:**

### **i. Monitoring by the States:**

State Rural Livelihood Missions (SRLMs) established in individual States exclusively for elimination of rural poverty shall play an active role in setting up and effective functioning of RSETIs in the respective States. Their role include facilitating the establishment of RSETIs, mobilization of target group candidates, reimbursement of training cost, monitoring and ensuring convergence of RSETI training with other government programmes. SRLMs through their district units are expected to work in close association with the RSETIs of the respective districts. Their involvement in RSETI activities right from identification of suitable candidates to training activity, settlement and post training outcome will facilitate smooth functioning of the institutes.

Since the RSETI programmes are government funded for specified target group, it is very important to identify the eligible candidates. Funding is further linked to bringing out the desired outcome of training and certain standard training infrastructure, etc., SRLMs should be involved in the process on continuous basis. It is with this purpose that SRLMs should monitor the RSETI activities on regular basis.

SRLMs should monitor the RSETIs through 2 types of Inspections:

1. Annual Inspection of RSETIs and residential facilities as per Due Diligence format - once in year.
2. Monthly Inspection to cover
  - I. Sample data of Candidates on eligibility and AEBAS
  - ii. Sample data of candidates certified
  - iii. Sample data of candidates settled

### **Process:**

Within 7 days of the end of the month, a sample data covering 25% of total population on all the above 3 counts will be mailed to the SRLMs by the RSETI MIS team for every RSETI of the State. The states through their designated officials at districts may get the same verified either through the Desk verification using MIS reports and/or physical verification at RSETIs.

The district teams can obtain clarifications in cases of variance. A standard error margin of 5% (fraction to be rounded off to next digit) of total population from which sample is drawn is allowed.

The errors/deviations observed beyond the above permissible limit should be conveyed by the SRLMs to the concerned controlling offices of Bank for compliance/clarifications.

In case of errors beyond the above permissible limit the State may decide to disallow the reimbursement claim of the full population from which the sample has been drawn or disallow only ineligible cases if the error occurred for some genuine reasons.

The monthly inspections by the State should be completed within 15 days of succeeding months. Non-inspection by the States within the above time limit will be treated as acceptance/validation of data from the State for that particular month.

*Note:- The word population mentioned in the above paragraphs is referred to the eligible candidates targeted for training.*

## **ii. Monitoring by the NACER**

National Centre for Excellence of RSETIs (NACER), an administrative vertical of National Academy of RUDSETI (NAR) is the designated agency by MoRD, which has been entrusted with the responsibility of monitoring the progress of each RSETI. NACER has got a dedicated team of professionals to monitor the performance of RSETIs. It has a central team headed by the National Director for RSETIs consisting of the group heads for offsite monitoring of RSETIs and the State Directors for RSETIs (SDRs) for onsite monitoring.

### **ii. a). Monitoring by SDRs**

The SDRs are regularly visiting the RSETIs and uploading their visit reports containing their observations on the key functioning areas of RSETIs to NACER. (The reporting compliance of best practices and the deficiencies). The NACER reviews the visit reports of SDRs and sends review letters directly to RSETIs for their compliance to the observations of SDR/NACER under copies to the various stakeholders. The RSETIs to attend to the observations in the Review Letter and submit compliance to NACER within 7 days under copies to the various stakeholders. Subsequently, the said Compliance Report shall be placed before the ensuing DLRAC Meeting and recorded in the Minutes.

### **ii. b). Guidelines for Monitoring by SDRs**

- a) Compulsorily visit all the RSETIs in his area of operation at least once in a quarter and not less than 10 per month to monitor their performance and to guide them. Thus, each RSETI will be visited at least for four times at quarterly intervals by the State Directors for RSETIs (SDRs).
- b) Maintain up-to-date data on performance of all the RSETIs (covering various parameters) coming under his jurisdiction and analyse the performance and guide the RSETIs to take necessary follow up action to improve their performance.
- c) Conduct Annual Quality Audit of all the RSETIs and suggest ways and means for bringing about improvement.
- d) Facilitate capacity building of Technical Faculty, Internal Faculty and Staff of RSETIs by identifying their training requirement and suggest to the Controlling Office of the RSETIs for deputing them for training at NAR, Bangalore.

- e) Meet the trained candidates who have successfully established their ventures and visit their units to get a first-hand feedback.

SDRs should monitor the RSETIs through their quarterly Inspections covering:

- i. Sample data of Candidates on eligibility and AEBAS
- ii. Sample data of candidates certified
- iii. Sample data of candidates settled

**Process:**

Within 7 days of the end of the quarter, a sample data covering 5% of total population on all the above 3 counts will be mailed to the SDRs by the RSETI MIS team for every RSETI under their jurisdiction. The SDRs to verify the same either through the Desk verification using MIS reports and/or physical verification at RSETIs.

They can obtain clarifications in cases of variance. A standard error margin of 2% (fraction to be rounded off to next digit) of total population from which sample is drawn is allowed.

The errors/deviations observed beyond the above permissible limit are to be conveyed to the concerned for compliance/clarifications of Bank controlling offices.

The quarterly inspections by the SDRs should be completed within succeeding quarter. Non-inspection within the above time limit will be treated as acceptance/validation of data from the SDR for that particular quarter.

#### **4. Annual Inspection Report of RSETI**

An Annual Inspection Report of RSETI is devised and provided in Appendix I to facilitate the monitoring agencies/officials to cover all the aspects of functioning of RSETIs. This checklist/report can be used by the following officials/agencies:

- a) Director of RSETI for self evaluation
- b) RSETI controlling Office of the sponsor Bank for review and identify the inadequacies in the infrastructure and performance of RSETIs.
- c) Other agencies like NAR, SRLM, MoRD to comprehensively evaluate RSETI during their visit/periodical evaluation.

The format of Annual Inspection Report of RSETI is provided at **Appendix I**

# **Chapter 2**

Monitoring of RSETIs

**Appendices**



## Format of Annual Inspection Report of RSETI

The form is divided into the following 6 sections:

1. Basic Information
2. Physical Infrastructure
3. Physical Infrastructure and Equipment
4. Common Equipment
5. Teaching & Learning Materials
6. Residential Facilities

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

### 1. Basic Information

Name of RSETI	
Address Building No. Street/Road Locality City/Town/Village Name District State PIN Code	
Training center in charge Name Email id Mobile No.	

### 2. Physical Infrastructure - Buildings

#### 2.1 Description of Buildings :

Sl No.	Parameter/Item	
i.	Location (Residential/Industrial/Institutional/Business area) Distance from the Training center to various Transport locations(In KMs) a) Bus stand (in meters) b) Railway station (in meters) c) Auto stand (in meters)	
ii.	Is the Training center easily accessible to the Trainees	

iii.	Can the candidates safely come to the center when training is conducted	
iv.	Ownership of the building (Own(O), Rent(R), Govt. (G))	
v.	Total covered Area of the building (Sq ft.) (Including corridors but excluding spaces open to sky such as court yards etc.)	
vi.	Is the roof RCC/ Non RCC ? : If it is non RCC, whether it is structurally sound on visual inspection	
vii.	Plastering and painting of internal and external walls and ceiling	

## 2.2 Description of different blocks/sections of building :

Sl. No.	Item/Facility	Present status and observations
i.	Class rooms a) No. of rooms b) Area in sq ft,-each room c) Seating capacity – each room	
ii.	Work Shed a) No.of rooms b) Area in Sq ft. c) Seating capacity – each room	
iii.	Computer Lab a) No. of rooms b) Area in Sq. ft. c) Seating capacity – each room	
iv.	Maximum instantaneous Training Capacity	
v.	Reception/visiting area – Location & Space available.	
vi.	Office Room- Location & Space available	
vii.	Counselling Area -Location & Space available	
viii.	Conformance of the above facilities to the set standards	
ix.	Visible signs of leakages from walls and roof	
x.	Protection of stairs, balconies, and other locations	

xi.	Access to Persons With Disabilities	
xii.	Standard look and feel as a Training Institute	

### 2.3 Toilets & other facilities :

Sl. No.	Item/Facility	Present status and observations
i.	Male Toilets a) Numbers b) Location c) Proper signage	
ii.	Female Toilets a) Numbers b) Location c) Proper signage	
iii.	Male Urinals (in number)	
iv.	Female Urinals (in number)	
v.	Wash basins for Male (in number)	
vi.	Wash Basins for Female (in number)	
vii.	Type of Flooring (whether it is tiled, cemented etc.)	
viii.	Over Head Tank – Capacity & Adequacy	
ix.	Open space for people to gather and interact (in Sq ft)	
x.	Parking space (number in terms of bicycle/two wheeler parking slots)	

### 2.4 Non Academic Area and Equipments :

Sl. No.	Item/Facility	Observations on availability & adequacy
i.	Office room, Area (in Sq ft)	
ii.	Type of roof (RCC/ Non RCC )	
iii.	False ceiling provided	
iv.	Office Tables (in numbers)	
v.	Chairs (in numbers)	
vi.	Office Computers (in numbers)	
vii.	Printer cum scanner (in number)	

viii.	Digital camera (in number)	
ix.	Electrical Power Back up for office room	

### 2.4.1 Non Academic Area and Equipments :

Sl. No.	Item/Facility	Observations on availability & adequacy
i.	Height of Ceiling (state in feet)	
ii.	Type of roof (RCC/ Non RCC)	
iii.	False ceiling provided	
iv.	Sound Proofing	
v.	Air conditioning	
vi.	Internal Signage	
vii.	CCTV cameras with audio facility	
viii.	LAN enabled computers(in number)	
ix.	Power connection plug points	
x.	Internet connections	
xi.	Do all computers have typing Tutors	
xii.	Tablets (in number)	
xiii.	Stools/ Chairs (in number)	
xiv.	Trainer Chair (in number)	
xv.	Lights(in number)	
vi.	Fans (in number)	
xvii.	Electrical Power Back-up for lab	

### 3. Academic Area - Class room/ Domain lab :

Sl. No.	Item/Facility	Observations on availability & adequacy
i.	Type of roof (RCC/ Non RCC)	
ii.	Height of Ceiling (state in feet)	
iii.	False ceiling provided	
iv.	Sound level (in dBA) - Sound proofing	
v.	Air Conditioning	
vi.	Information Board	
vii.	Internal Signage	
viii.	CCTV cameras with audio facility	

ix.	LCD/ Digital Projector	
x.	Chair for candidates (in number)	
xi.	Trainer's Chair	
xii.	Trainer's Table	
xiii.	Writing Board	
xiv.	Lights (in number)	
xv.	Fans (in number)	
xvi.	Electrical Power Back up for the room	
xvii.	List of Domain related equipment as per specifications given by certifying agency	

### 3.1 Academic Area - Class room/ Domain lab :

Sl. No.	Item/Facility	Observations on availability & adequacy
i.	Electrical Power Back-up- Gensets/ UPS or Inverter/ Solar power back up / any other non-grid based power systems which can work for emergency power supply.	
ii.	Electrical wiring a) Securing of wires b) Switch Boards and panels -standards	
iii.	Installation of Biometric devices	
iv.	Installation of CCTV & Monitor a) Easy accessibility of the Central monitor to the Center- in-charge b) Storage of the CCTV recording	
v.	Grievance Register	
vi.	Signages and Information/Direction Boards a) Training Centre Name Board b) Summary and Achievement Board c) Contact details of important people d) Basic Information Board e) Code of Conduct Board for Trainees f) Student entitlement and responsibilities Board g) Student Attendance and Entitlement Summary Information Board Signage & Directions for different blocks/rooms/facilities	

### 3.1 Academic Area - Class room/ Domain lab :

vii.	<b>Other facilities</b> a) Safe Drinking water b) Fire Fighting equipments c) First Aid kit	
------	--	--

### 4. Teaching and Learning Materials (TLM)

Sl. No.	Material	Observations on availability & adequacy
i.	Annual Training Plan (Approved)	
ii.	Activity cum Lesson Planner	
iii.	Welcome Kit	
iv.	Details of course content , trainers kit and assessment material	
v.	IT Course Content	
vi.	IT Trainers Kit	
vii.	IT Assessment Material	
viii.	IT Course Material for Candidates	
ix.	Soft Skills Course Content	
x.	Soft Skills Trainers Kit	
xi.	Soft Skills Assessment Material	
xii.	Soft Skills Course Material for Candidates	
xiii.	English Course Content	
xiv.	English Trainers Kit	
xv.	English Assessment material	
xvi.	English Course Material for Candidate	
xvii.	Domain 1 Course Content***	
xviii.	Domain 1 Trainers Kit	
xix.	Domain 1 Assessment Material	
xx.	Domain 1 Course Material for Candidates	

#### 4.1 Availability of Trainers:

Sl. No.	Trainers	Observations on availability & adequacy
i.	Centre in charge / Director	
ii.	IT	
iii.	Soft skills	
iv.	English	
v.	Domain skills	

### 5. Residential Facilities

#### 5.1 Basic Information :

Sl. No.	Item/Facility	Actual position & Observations
i.	Ownership of the Building (Own(O), Rent(R), Govt.	
ii.	Area of the Building (Sq ft.)	
iii.	Is it RCC/ Non RCC	
iv.	If it is non RCC, whether it is structurally sound on visual inspection	
v.	Plastering and painting of internal and external walls and ceiling	
vi.	Visible signs of leakages from walls and roof - applicable for both RCC and Non RCC structure	
vii.	Protection of stairs, balconies, and other locations	
viii.	Warden/Caretaker for Female hostel	
ix.	Warden/Caretaker for Male hostel	
x.	<b>Location - If out side the Training Campus</b> a) Distance from the Training Centre to Residential Centre (in kms.) b) Pick up and drop Facilities c) Can the candidates safely come to the Training Centre from the residential facility	
xi.	Open space for physical activity & outdoor games etc.(Approximate area in sq. ft.)	

## 5.2. Physical Infrastructure

Sl. No.	Facility/Infrastructure	Actual position & Observations on the adequacy & quality
i.	Number of dormitories/rooms & area in sq. ft. (Physical measurements) a) Gents b) Ladies	
ii.	Sleeping facilities - Cot, Mattress, Bed sheet (in number)	
iii.	Storage facility - Cupboard/ Almirah/ Trunk D with locking arrangements (in number)	
iv.	Lights & Fans	
v.	Cooling & Heating equipments	
vi.	Bath Rooms Male (in number)	
vii.	Toilets Male ( in number)	
viii.	Urinals Male ( in number)	
ix.	Bath Rooms Female (in number)	
x.	Toilets Female ( in number)	
xi.	Urinals Female ( in number)	
xii.	Over Head water Tank - Capacity	
xiii.	Electrical wiring and standards a) Securing of wires b) Switch Boards and Panel Boards	
xiv.	<b>Signage and information Boards</b> a) Hostel Name Board b) Student entitlement Board and Responsibility Board c) Contact details of important people d) Food specification board e) Signages to rooms/dormitories f) Signages to bathrooms & toilets g) Direction boards, wherever necessary	

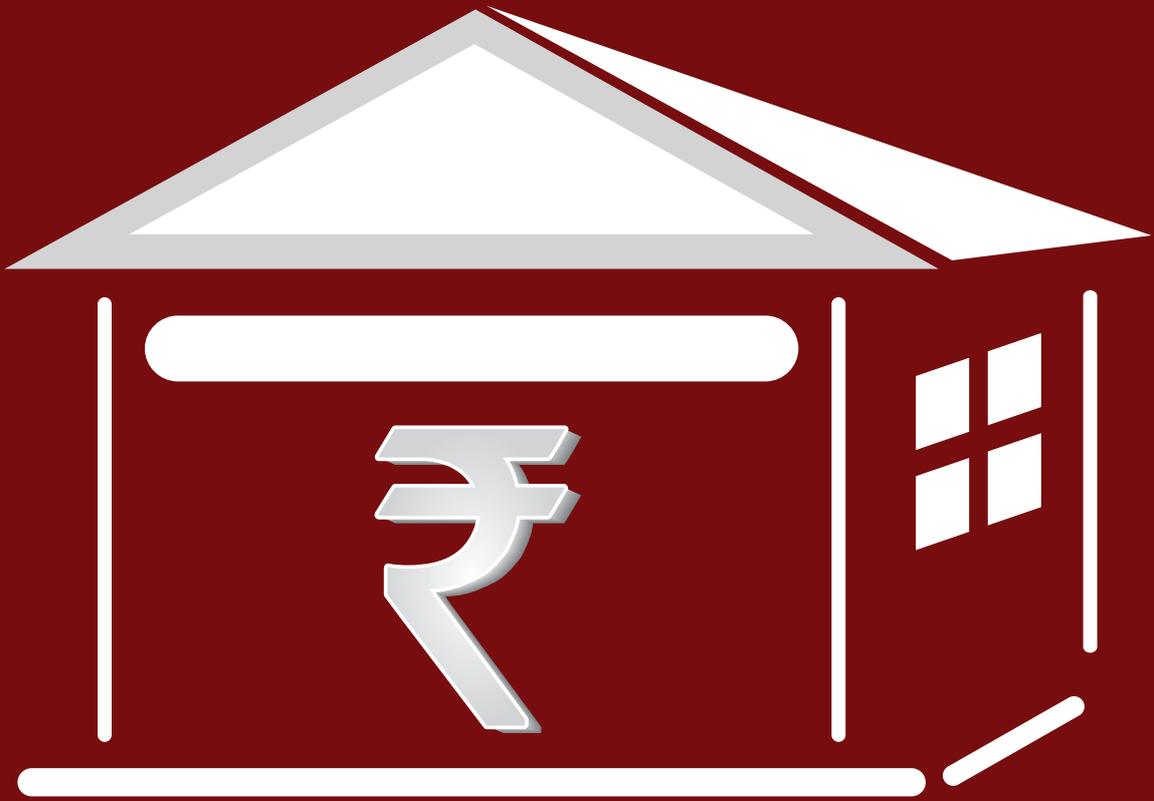
### 5.3 Non-residential areas of the hostel: Kitchen, dining and recreation areas :

Sl. No.	Facility/Item	Actual position & observations
i.	Space/Area(in sq.ft.) a) Kitchen b) Dining area/Hall c) Recreation area	
ii.	Whether TV with a cable or satellite connection is available for viewing	
iii.	Equipment for Indoor games	
iv.	Reception area in Female Hostels	
v.	Segregation of Hostels for Male & Female candidates	
vi.	Security Guards	
vii.	Availability of Women doctor on call (if female hostel exists)	
viii.	Availability of Men doctor on call (if Male Hostel exists)	
ix.	Safe Drinking Water	
x.	First Aid Kit	
xi.	Fire- Fighting Equipment	
xii.	Biometric device	
xiii.	Electrical Power Back up: Gensets/ UPS or Inverter/ Solar power back-up / any other non-grid based power systems which can work for emergency power supply	
xiv.	Grievance Register	



# Chapter 3

## Funding of RSETI Training



## Funding of RSETI Training

### Objectives:

Objectives of this chapter are to:

- I. Inform the sources of funding for RSETI Training programmes & other activities
- II. Elucidate the guidelines of the MoRD for funding the RSETIs Training the eligible candidates.
- III. Describe the process and guidelines for claiming the reimbursement of eligible Training cost from the Ministry by RSETIs.
- IV. Describe the processes and steps in release of funds by the Ministry and role of different agencies.
- V. Clarifying various terminologies used in the guidelines for funding RSETIs.

### Synopsis:

- The Ministry of Rural Development, under the scheme of the Government, provides funding support to RSETIs towards training and facilitating eligible rural candidates for employment and self employment.
- The eligibility of the institutes, training batches and training candidates for claiming the reimbursement of training and facilitation costs are prescribed as under:
  - Institute: One RSETI per district having the prescribed training infrastructure.
  - Training Course: Courses designed by NAR, aligned with NSQF and approved by NSQC plus courses designed by NAR and notified by MoRD.
  - Trainees: Candidates belonging to specific social and economic category, securing a minimum of 75% attendance and certification by the Assesors.
- The funding support includes one time grant for creation of permanent training infrastructure and reimbursement of Training cost towards eligible candidates.
- Step by step procedures to be followed for submission of claims to the respective agencies by the RSETIs, processing and release of the eligible claims are explained.
- Timeline for submission and release of claims, role and responsibilities of different stakeholders involved in the process, etc .are explained.
- Individual unit of RSETI, Sponsor Bank Trust, SRLM and MoRD are the stakeholders involved.

### 1. Terminologies and Definitions

The terminologies used and the definitions adopted by the stakeholders of Rural Self Employment Training Institutes (RSETIs) and brief explanation of important terminologies used for considering the claims are furnished below for providing clarity. These definitions and explanations are relevant and applicable in the context of RSETIs and the support of the Government to the activities of RSETIs. For detailed understanding of these terminologies, respective chapters of RSETI guidelines may be referred.

### **1.1 RSETIs**

Rural Self Employment Training Institutes (RSETIs) are the institutions created/sponsored by the Banks in each District across the country to address the unemployment problem. All the services of RSETIs are extended to rural unemployed youth/eligible candidates free of cost. RSETIs in the present context are considered as district level Skill Development Training Institutions.

### **1.2 Training Courses**

The Training courses conducted by RSETIs which are eligible for funding support from the Government are as under:

- I. Training courses aligned with National Skill Qualification Framework (NSQF) and approved by the National Skill Qualification Committee (NSQC) of Ministry of Skill Development and Entrepreneurship Government of India.
- II. Core Entrepreneurship Development (EDP) Courses which are not required to be aligned with NSQF but notified separately by the MoRD for RSETIs.

All these courses compulsorily follow specified duration and course modules prepared by the National Academy of RUDSETI.

### **1.3 Residential Training and Non Residential Training:**

A RSETI trainee is considered to have undergone residential training when the trainee resides in the RSETI campus and is provided with full fledged standard lodging and boarding facility by the RSETI.

A trainee, who undergoes RSETI training but is not provided with residential facility by the institute, is considered as a non-residential candidate.

### **1.4 Certified Candidates:**

The Candidates who have undergone training in the RSETIs and on completion of the training are subjected to an Assessment test. The candidates who come out successful and are certified by the Assessment agency as per the assessment norms prescribed under common norms.

### **1.5 Settlement:**

Settlement of trained Candidates is the expected outcome of RSETI training prescribed by MoRD which is detailed as under:

Settlement means establishment of a Self Employment venture or securing a wage employment by the person trained by RSETI.

- I. **In case of self-employment**, 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. 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.

- ii. In case of wage employment - a candidate shall be placed in a job that provides wages at least equal to minimum wages prescribed and such candidates should continue to be in jobs for a minimum period of three months, from the date of placement in the same or a higher level with the same or any other employer.
- iii. 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.

### **1.6 Annual Action Plan:**

Preparation of Annual Action Plan (AAP) is an important annual exercise of Rural Self Employment Training Institutes. Based on the local demand and the available resources with the RSETIs to conduct the Training programmes, RSETIs prepare the AAP every year. Annual Action plan mainly contains the Training programmes planned for a financial year and the budget requirement. For the purpose of reimbursement, AAP means the plans submitted by the RSETIs and approved by the MoRD.

### **1.7 Trust:**

To maintain uniformity in establishment of RSETIs sponsored by different Banks and their effective functioning as development organizations, individual Banks sponsoring the RSETIs have established separate not for profit organizations which are registered as Trusts or Societies. These organizations are looking after management and monitoring of the activities of RSETIs including funding. These are also termed as controlling offices of RSETIs. These Trusts are mandated for guiding, monitoring and ensuring effective functioning of all the RSETIs sponsored by the respective Banks in different states across the country irrespective of the place of their Head Quarters.

### **1.8 Common Norms:**

Common Norms means set of guidelines issued by the Ministry of Skill Development and Entrepreneurship for Skill Development Courses supported by the Government.

The different skill development schemes of various Central Government Ministries and its agencies have aligned their schemes with the National Skills Qualifications Framework (NSQF) in terms of the common norms.

Common norms have helped to harmonise the various schemes, and bring base level consistency in input, process and output metrics. This is likely to enable a common framework, improve quality and bring consistency across stakeholders.

## 1.9 Entrepreneurship Awareness Programmes (EAPs)

EAPs is one of the effective tools for mobilising candidates for RSETI Training. Conducting EAPs systematically and regularly in the area of operation of a RSETI Institute helps to create awareness among the target group about self-employment/entrepreneurship (including business opportunities in the area) and the support available from the Banks and Government agencies. The programme also provides a forum for informing the target group about the RSETI and the facilities available for skill development at RSETI. Besides generating applications for the training programmes to be conducted at the Institute, the forum is also useful for counselling the youth (on a one-to-one basis) and identify the particular needs and interests of the youth.

## 2. Eligibility for Claims

The Ministry of Rural Development, under the scheme of the Government, shall provide funding support to RSETIs towards training and facilitating eligible rural candidates for employment and self employment. The eligibility conditions for the institutes, training batches and training candidates are as under:

### 2.1 Eligible RSETI:

To become eligible for receiving support for training cost under the scheme of MoRD, RSETIs should have full-fledged training infrastructure and manpower set up.

The Common minimum infrastructures prescribed for an RSETI include:

1. Two to three class-rooms
2. One workshop
3. One Computer lab
4. One Director's room
5. One Administrative room with Reception and Visitors area
6. Two Guest Faculty rooms
7. Separate Ladies and Gents Dormitories with bath and toilet facilities
8. One Kitchen and one Dining hall
9. One Store room

#### Note:

- a) Facilities under Sl. No. 6 to 9 are not compulsory for non – residential training programmes
- b) To be eligible to get government funding at least 70% of the total candidates trained by an RSETI should get certified

### 2.2 Eligible Training Batch:

A Batch of training course conducted by RSETI fulfilling the following conditions is considered as eligible for reimbursement of Training cost:

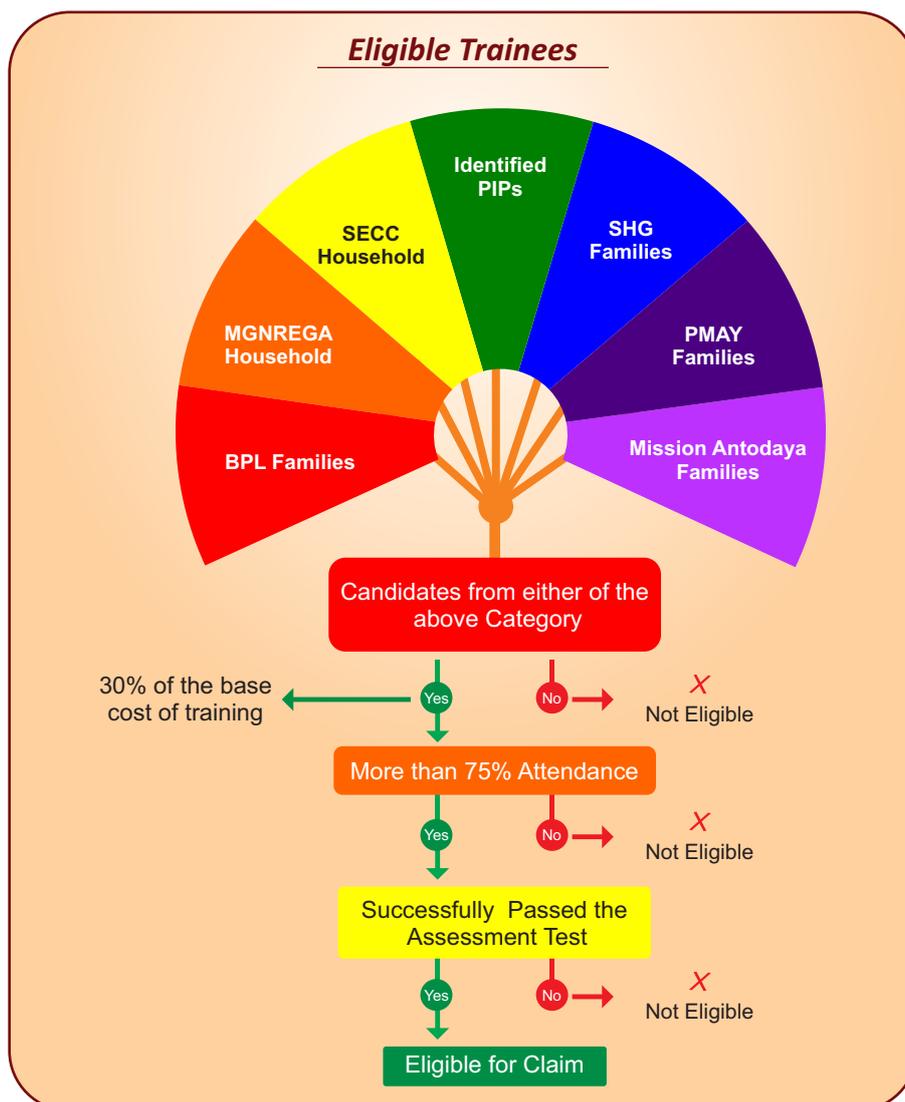
- a. Training duration as specified under common norms
- b. Training modules prepared by NAR and approved by NSQC
- c. Technical training imparted by Certified Domain Trainers
- d. Deploying Industry benchmarked standard training aids/equipment as prescribed by NAR

### 2.3 Eligible Trainees:

The candidates undergoing training at RSETIs in the training programmes defined at 2.2 above and satisfying the following criteria under NRLM are considered as eligible trainees whose cost will be reimbursed to the RSETIs:

- a) Members of BPL families
- b) Members of MGNREGA household with 35 days work in the previous year
- c) Candidates from SECC households Deprivation/Auto included category
- d) Candidates identified through Participatory Identification of Poor (PIP) method and approved by Gram Panchayaths
- e) Candidates from the families of members of Self Help Groups promoted/recognised under NRLM.
- f) Candidates from the families assisted under Pradhan Mantri Awas Yojana or any other poverty eradication Central Government programmes
- g) Candidates from the families holding PDS card under Mission Antodaya.

Candidates fulfilling the eligibility criteria as above and have more than 75% attendance in the training course as evidenced in the relevant records maintained at RSETIs and uploaded in MIS or on AEBAS. are eligible for reimbursement of training cost.



### 3. Funding Support to RSETIs - Schedule of Costs:

Rural Self Employment Training Institutes (RSETIs) are not-for-profit Organisations sponsored by the Banks. As the services of RSETI to the end users are free of costs, it is very important for the RSETIs to get funding support for their sustenance. The sponsoring Banks of RSETIs are primarily responsible for arranging funding to RSETIs. As the RSETIs contribute for achieving the objectives of the Government, specifically implementing the NRLM, the MoRD extends funding support to RSETIs in the following manner:

- A. Towards one time capital investment up to Rs.100 lakhs for one institute in each district for creation of Training infrastructure.
- B. Reimbursing Training cost towards training certain eligible category of candidates.

Now RSETIs have aligned with the Common Norms and as per the Common Norms, funding under Skill Development Schemes is available for either of the following:

- i) Meeting the capital expenditure for creation/up gradation of infrastructure for skill development training; and
- ii) Meeting the recurring cost of training individual trainees including post-placement costs

The MoRD shall continue funding for both the above types of costs and also to adopt recurring cost funding schedule of Common Norms Notification (CNN) as revised from time to time.

The MoRD, under the NRLM scheme shall support funding of RSETIs towards recurring expenses by reimbursing the training cost of eligible candidates through respective SRLMs as under:

#### 3.1 Base cost of Training:

Base training cost includes the expenditure on the following items/activities:

- i) Mobilization of candidates: This includes the cost of conducting Entrepreneurship Awareness Programmes by the RSETIs.
- ii) Post-placement tracking
- iii) Curriculum development
- iv) Placement expenses
- v) Trainers' training
- vi) Training Equipments
- vii) Amortization of Infrastructure costs/ Utilities
- viii) Teaching Aids
- ix) Raw-material for Training
- x) Salary of Trainers
- xi) Uniform/ Safety gear
- xii) Tool kit to be given to candidates

The RSETIs will be reimbursed the Base Cost of training in respect of eligible candidates as defined under para 2.3 above as per the rates below:

Category	Rate in Rs. per hour per candidate
I	42.40
II	36.50
III	30.20

**Category** - All the programmes conducted by the RSETIs and aligned with NSQF have been classified under 3 different categories. These categories are based on the level of capital expenditure and operational expenditure for imparting a course. The RSETIs to refer the categories as per list provided to them for claiming applicable rates per hour.

**Note:**

In case of training of candidates in special areas (North Eastern States, Jammu and Kashmir, Himachal Pradesh, Uttarakhand, Andaman and Nicobar Islands, Lakshadweep and Districts affected by Left Wing Extremism (LWE), an additional 10% of base cost shall be allowed as Training cost.

### 3.2 Boarding and Lodging Cost:

The following are the pre requisites for reimbursement of cost towards boarding and lodging.

#### 3.2.1 Residential - Lodging:

Conducting residential training is the standard practice of RSETI. Each RSETI should have adequate lodging facilities for trainees, accommodating one to three batches of trainees at a given point of time. Quite a good number of training programmes are being conducted for women participants besides combined batch consisting of women and men participants. Hence it is necessary to have separate residential accommodation for ladies and gents. Keeping in mind that Institute conducts a maximum of 3 batches at a time, the RSETIs must plan dormitories accordingly.

#### 3.2.2 Boarding Facilities/Catering Service:

In a residential training programme, ensuring proper food and accommodation for the trainees becomes critical to the success of the entire programme. Since, the trainees could be from different backgrounds and communities there may be issues related to their expectations, common dining etc. The Institute Administration should carefully look into these issues and create a conducive atmosphere in the Hostel and Dining Hall, in which the trainees feel comfortable and thus are able to devote their full physical and mental energies to the learning process.

#### 3.2.3 Kitchen and its Management:

The RSETI should create infrastructure for Kitchen and Dining Hall and arrange for cooking of food within the campus. Procuring food from outside should be avoided even when the Institute is functioning in rented premises. The Catering Services may be sub-contracted to a reliable Contractor who can manage the kitchen. In such a situation, a written contract should be entered into with the Catering Service Provider.

### 3.2.4 Rate of Boarding Charges per Trainee:

The various cities/towns of the country have been categorised by the Central Pay Commission for payment of HRA. The same categorisation has been adopted for reimbursement of Boarding and Lodging Cost to RSETIs. The Institutes may claim eligible rates as per their respective category of Cities/Towns.

The Ministry will reimburse Boarding and Lodging Costs up to a Maximum / Trainee / day as below:

Location Of Center Category of City	Rates Per Trainee Per Day in Rs.	Location Of Center Category of City	Rates Per Trainee Per Day in Rs.
X	300/-	Z	200/-
Y	250/-	Rural Area	175/-

### 3.2.5 Food and Travel Cost in case of Non Residential training:

Support for food and one time to and fro conveyance expenses for candidates for Non Residential training shall be allowed at a consolidated sum of Rs 100 per day per candidate.

### 3.2.6 Additional Support for Persons with Disability (PwD):

#### i. Base Cost of Training:

- 10% over and above Base Cost for orthopedically handicapped/physically handicapped
- 20% over and above the Base Cost for visually impaired/hearing impaired
- 25% over and above the Base Cost for intellectual and learning disabilities, mental illness/mental retardation

#### ii. Support Costs:

- Uniform cost (includes 2 pairs of uniform and shoes) --Rs 3000 per PwD
- Personal assistive aids --- Rs 5000 per PwD

#### 4. Reimbursement of Costs

To ensure seamless and hassle free flow of funds from the Government to the RSETIs, satisfying the laid down criteria, a systematic procedure is adopted. The whole process involved in reimbursement involves two stages viz.,

- i. Submission of eligible claims by the RSETIs to the Government through appropriate agencies.
- ii. Processing and Release of sanctioned amount by the Government

As per the Common Norms funding can be provided on batch to batch basis but since RSETIs are running short term programmes wherein every month one or two batch will be commencing and concluding at every RSETI, it is decided to continue with the system of reimbursement. To further ease the process of submission and settlement of claims, the periodicity of claim and settlement has been kept at half yearly intervals.

#### 5. Fund release from MoRD to State

MoRD shall release the funds to States in two installments

##### i. First Instalment:

- a) On receiving of approval of AAP from MoRD, State shall submit the following to MoRD by 31st May every year for release of 1st instalment:

Sl No.	Documents to be Submitted
a.	Physical progress of Previous year - Targets set and achieved and duly certified.
b.	Provisional Utilisation Certificate (UC) containing details of opening balance, grants received, interest earned, miscellaneous receipts including loans, etc., funds utilized and unspent, balance at the close of year in GFR 12A or 12 C as the case may be.
c.	Audited Financial Statements for year previous to the year, e.g in case AAP for 2018-19, State shall furnish Audited Financial statements for 2016-17
d.	Bank Statement
e.	Bank Account Reconciliation statement

- b) MoRD shall release 1st instalment equal to 50% of the total AAP budget approved for training of Rural Poor by 30th June every year

*Note: If any funds remain unutilized with the State for the previous year, MoRD shall deduct it from AAP 1st instalment release for the State*

## II. Second Instalment:

- a) The SRLMs should submit their claim for second instalment by 30th November every year, furnishing the following documents

Sl No.	Documents to be Submitted
a)	Physical progress of current half year till September - Targets set and achieved and duly certified.
b)	Utilisation Certificate (UC)
c)	Audited Financial Statements for previous year, e.g in case AAP for 2018-19, State shall furnish Audited Financial statements for 2017-18
d)	Bank Statement
e)	Bank Account Reconciliation statement

- b) The MoRD shall release the 2nd instalment for the balance amount of AAP budget by 31st December every year provided the State has utilised minimum 60% of the 1st Instalment

### 5.1 Fund release from States to Banks:

The funds to the sponsor Banks will be released on half yearly reimbursement model covering various components of costs viz. Base Cost of Training, Boarding and Lodging costs, additional funding for PwDs and other designed areas

#### Half yearly claims will have three types of claims:

- i. 30% of the Base cost of training on the basis of batch formation
- ii. 50% of the Base cost plus boarding and lodging cost for the certified candidates
- iii. Balance 20% of the cost is payable on yearly basis calculated as per the total candidates certified for the RSETIs which achieve the target of 70% settlement within 12 months.

#### A. By RSETIs:

Individual RSETIs shall submit claims @ 30% for the batches commenced and @ 50% for the batches certified on half yearly basis as at the end of September and March every year to their respective controlling offices

The Claims shall be submitted with:

- I. Duly filled up claim certificate (**Appendix I for 30% and appendix II for 50%**)
- II. Declaration by the Director

In addition to the above two types of claims, in the Half year Claim of March, one more claim of 20% as per the appendix III will be submitted by the RSETIs having achieved target of 70% settlement. For reckoning the record of 70% settlement, the overall cumulative settlement achieved by an RSETI as on March 31st of the year will be taken into consideration.

### **B. By Bank Controlling Offices:**

On receipt of claims from individual RSETIs, the Trusts/Controlling Offices of the respective Banks shall submit the state wise consolidated claims to the SRLMs of the respective states in the prescribed format as provided in **Appendix IV**.

### **C. By SRLMs:**

SRLMs shall expeditiously reimburse the training costs to the Banks by referring to the following Milestones for processing the claim:

- For releasing 30%- Training commenced as recorded in MIS
- For releasing 50%- Certified candidates with a minimum attendance of 75% for each candidate and certification (70% of the total trained in a year by the RSETI)
- For releasing 20%- RSETI should have a minimum overall settlement rate of 70%
- Compliance of inspection observations

While processing the claim, the SRLMS have to take into consideration the following factors:

- a. RSETIs are sponsored and managed by the Banks. The claims are confirmed by the Director, a responsible Bank Official and are scrutinised and certified by the higher officials at controlling offices (Bank's Trusts).
- b. Appropriate governance practices as advised by the MoRD, GoI are put in place in the RSETIs and are subjected to continuous monitoring by sponsor Banks as well as the Ministry.
- c. The details regarding the eligible training programmes and eligible candidates are uploaded in the common MIS by the RSETIs, which is accessible to the SRLM.
- d. SRLMs are conducting Annual and Monthly inspections and sample check of RSETI functioning.

In view of the above, the SRLMs shall ensure hassle free and efficient processing of claims based on the prescribed documents submitted by the Bank's Trusts. As regards eligible training programmes and eligible candidates, SRLMS may verify the details of individual institutes by accessing the MIS without insisting for any other physical documents. However, on sample check basis the SRLM officials are already verifying the records.

The claims of all the RSETIs in the state sponsored by different Banks shall be released by the respective SRLMs to the respective Trusts/Controlling offices of the Banks controlling the RSETIs

#### **Note:**

1. Trust/ Controlling offices of RSETI sponsoring Banks shall follow-up with RSETIs and co-ordinate with the SRLMs of respective States having their RSETIs for timely submission and release of eligible claims.
2. Trusts/Controlling offices of respective Banks monitoring the RSETIs shall scrutinize the claim of individual RSETIs with regard to compliance of eligibility conditions (candidates and training programmes) and eligible amount as prescribed under the scheme of NRLM before submitting the consolidated claims to the SRLM.
3. Consolidated claims of all RSETIs in the sStates shall be reimbursed to the respective SRLMs by MoRD.

The following Time lines are prescribed for efficient submission, scrutiny & release of claims:

Stage	Activity	Claims upto	Time for Completion
1.	Submission of claims by individual RSETIs to the controlling Offices/Trusts of the Bank	Half year ending March and September	15 of April & 15 October
2.	Scrutiny of the claims and submission of consolidated claims to SRLMs by the Bank's controlling offices/Trusts	Half year ending March and September	30 April & 31 October
3.	Processing & release of eligible claims to the Bank's Trusts by the respective SRLMs	Half year ending March and September	Within 30 days of receipt of claims

## 6. Conducting Training Programmes by the RSETIs under CSR Funding :

Corporate Social Responsibility (CSR) has been recognized by policymakers and development specialists as a feasible driver for rural development. Significant number of firms from a variety of industries find a deep connect to rural communities. These firms show great interest in contributing to various development activities run by the Government. To have a clear cut policy on willing firms connecting with the RSETIs, MoRD vide notification No.J-18046/04/2018 RSETI dated 4th April 2018 has clarified that as per Schedule VII of Companies Act, 2013, activities, inter-alia, relating to “employment enhancing vocational skills” may be permitted as valid activity in Corporate Social Responsibility Policies of Companies. This implies that any funding by a Company for such activities using its CSR funds may qualify as a valid CSR funding for the purpose of the Act. Taking the above provisions into account, it has been stated that the Ministry will have no objection to Banks/RSETIs to identify and enter in to a MOU with Corporates / Industries who are interested in funding RSETI Training using their CSR funds subject to following:

- Any such skilling undertaken under MoUs with Corporates/ Industries using CSR funds shall be supplemental, i.e, such training numbers shall be over and above the annual target approved for the RSETI by MoRD and should not in any way impact achievement in such RSETIs annual target.
- Training undertaken shall be NSQF compliant and broadly in terms of Common Norms for Skill Development schemes announced by Government.
- Any training undertaken using CSR funds shall be done at no-cost basis to the Ministry, i.e, Ministry shall not bear the training cost.

Banks / RSETIs have been advised to explore convergence with Corporates/ Industries for using CSR funds for RSETI Training.

# Chapter 3

Funding of RSETIs

Appendices









## Appendix - IV

### Half yearly claim(consolidated)for reimbursement of training expenses towards NRLM target group candidates (To be submitted by the Bank's Trusts to the respective SRLMs.)

Name of the Bank: \_\_\_\_\_ State: \_\_\_\_\_  
 Claim for the Half year ending: September/March.....

SI No	Name of the RSETI	Total No. of Programmes	Total No. of candidates	No. of NRLM target group candidates.	Claim amount # (Rs.)
<b>TOTAL</b>					

It is certified that the above claim is genuine and correct as per the records maintained at RSETI Enclosures:

Date: \_\_\_\_\_

Place: \_\_\_\_\_  
 seal

Nodal Executive Signature with

#Add 10% extra for specified states

**Note:**

1. Banks need to attach the copies of claims received from individual RSETIs as enclosures.
2. Use separate consolidation sheets for appendices I, II & III by RSETIs.

*(Certificate to be submitted by RSETI Director)*

# **Certificate**

---

**Name of the RSETI:**

1. This is to certify that in terms of the RSETI guidelines, we have trained ..... number of candidates from NRLM target group for the period from ..... to ..... as per the claim dated ..... submitted.
2. It is certified that we have incurred a sum of Rs ..... (Rupees.....) as mentioned in our claim dated ..... towards the training for eligible rural candidates during the half year .....
3. It is further certified that we have obtained the proof of eligibility of NRLM target group candidates at the time of registration and have retained the same for future verification / audit by the stakeholders.
4. It is also certified that we have not claimed / will not claim this expenditure from any other agency / organization such as DRDA, NABARD, SIDBI, etc.

Date:

Director's Signature

Place:

Name of the Director



# 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

Sponsors: SDME Trust, Syndicate Bank & Canara Bank

2nd Floor, Chitrapur Bhavan, 15th Cross, 8th Main, Malleshwaram, Bengaluru - 560055

Phone: 080 23462875 | Fax: 080 23462876

Email: [info@rudsetacademy.org](mailto:info@rudsetacademy.org) | Website: [www.rudsetacademy.org](http://www.rudsetacademy.org)