



MINISTRY OF RURAL DEVELOPMENT
Government of India

Developed & Presented



National Academy of RUDSETI

Sponsors: SDME Trust, Syndicate Bank & Canara Bank

Standard Operating Procedure Part - II

RSETI Campus & Infrastructure



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“Today, the world and India need a skilled workforce. If we have to promote the development of our country then our mission has to be `skill development' and `Skilled India'. Millions and millions of Indian youth should acquire the skills which could contribute towards making India a modern country. I also want to create a pool of young people who are able to create jobs and the ones who are not capable of creating jobs and do not have the opportunities, they must be in a position to face their counterparts in any corner of the world while keeping their heads high by virtue of their hard work and their dexterity of hands and win the hearts of people around the world through their skills. We want to go for the capacity building of such young people. My brothers and sisters, having taken a resolve to enhance the skill development at a highly rapid pace, I want to accomplish this.”

Shri Narendra Modi”

“Hon'ble Prime Minister of India,

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Preface

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 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
Join Secretary

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Introduction

This Chapter explains the background and purpose of introducing the SOPs for RSETIs. The Basis and the Outline of the SOPs, how this document is structured, which chapter deals with what aspects, etc.

A Standard Operating procedure (SOP) is a set of written instructions that document a routine or recurring activity followed by an organisation. These are a set of guidelines used consistently to dictate a set of actions performed in a given situation. The development and use of SOPs are a fundamental part of a successful quality system as it makes available information to concern stakeholders to perform their role effectively and efficiently. A SOP facilitates 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.

Rural Self Employment Training Institutes (RSETIs) are unique skill development organisations operating in districts across the country. They are engaged in developing skill among the unskilled/semi skilled persons and facilitate the trained persons to 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. The RSETIs need to have uniform practices, system and procedures. RSETIs also required to have standardised training infrastructure and inputs to bring in quality outcome. Hence it is desirable to have systematically documented Standard Operating Procedures (SOPs) for these organisations to ensure consistency in their operations and facilitate the stakeholders to have standard source of reference.

Documenting the Standard Operating Procedures gains still higher significance in view of the stakeholder 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 a set of 5 SOPs covering the entire gamut of RSETI functioning. SOPs are categorised under following parts and are produced separately as under:

Standard Operating Procedures

Part I: Organisation & Governance of RSETIs

- ❖ Organisational structure of RSETIs -- Sponsorship, National level Advisory Committee, State Level Steering Committee, Governing Council, District Level RSETI Advisory Committee, Director & Staff
- ❖ HR Policy -- Director & Support staff, Eligibility, Roles & Responsibilities, Service Conditions
- ❖ Administration of Training -- Training Courses, Annual Action Plan, Duration of Training courses, Training contents & Curriculum, Skill up gradation Programmes, Size of the Training batch & discipline, Trainers, Training Aids/Equipment & Training Methodology, Eligibility criteria & Selection of Candidates

Part II: RSETIs -- Campus & Infrastructure

- ❖ Standard Training Infrastructure -- Class-rooms, Workshop, Computer lab Administrative blocks, Guest faculty rooms, Separate Ladies and Gents Dormitories with bath and toilet facilities, Kitchen and dining hall, Store room
- ❖ Training aids/equipments – Industry benchmarked Domain specific training aids
- ❖ Maintenance of Infrastructure
- ❖ Ownership of Infrastructure

Part III: Funding of RSETI Training

- ❖ Recurring Funding – Schedule of rates, Components of funding
- ❖ Capital Funding – Eligibility, clauses and mechanism of release
- ❖ Eligibility of training cost reimbursement
- ❖ Schedule of Costs – General candidates, PwDs, Special Groups, etc
- ❖ Fund Flow mechanism

Part IV: Training Outcome, Monitoring and Evaluation

- ❖ Assessment & Certification – Process of Assessment and Certification – administrative mechanism, methodology of assessment, agency doing the assessment, State, EDP and Domain assessors, online/offline assessment, issue of certificates
 - ♦ Follow up – Types, methods, duration
 - ♦ Settlement – Definition and evidence, Recording of settlement
 - ♦ Credit Linkage
 - ♦ Marketing Support
 - ♦ Networking
 - ♦ Monitoring & Evaluation of RSETIs
 - ♦ Management Information System
 - ♦ Reporting of Progress

Part V: Stakeholders of RSETIs – Roles & Responsibilities

- ❖ Ministry of Rural Development – Policy guidelines, Funding support, Co-ordinating with other Ministries and other govt. programmes, Annual evaluation & rating and rewarding of RSETIs, Coordinating with sponsor Banks
- ❖ Banks sponsoring the RSETIs -- Providing standard infrastructure, training logistics and required staff component to RSETIs, providing seamless flow of funds for implementing the annual Action Plan, Credit linkage to RSETI trainees
- ❖ RSETIs & its activities -- Awareness Creation, Mobilization of Candidates
- ❖ Organising Training, Innovative activities for facilitation of Entrepreneurs, IEC activities / Promotional activities, Interface with different organizations/stakeholders
- ❖ States – Allotment of suitable land for RSETI building, Help RSETIs in mobilisation of target candidates, Processing and release of funds to RSETIs
- ❖ National Academy of RUDSETI -- Capacity building of RSETIs by Training the Directors, faculty & other staff, Developing Administrative/Management practices for RSETIs. Developing Training Course modules, Mentoring, Monitoring & evaluating the performance of RSETIs

Part II: RSETIs -- Campus & Infrastructure

Since RSETIs are sponsored by Banks there is likelihood of having different approaches to development of training infrastructure by different RSETIs depending up on the policies, corporate culture & practices of sponsor Banks. Further, there are geographical & cultural variations across the country which influences the type of infrastructure to be created. Taking all the factors into consideration and also based on the experience of developing the campuses of over three hundred RSET centers across the country this SOP is prepared to facilitate the sponsor Banks to develop & maintain standard and desirable infrastructure and also other stake holders, mainly being the MoRD, Government of India for effective monitoring and evaluation. This part of Manual of Standard Practices (SOP) for RSETIs detailed guidance and laid down parameters for development and also maintenance of Campus and infrastructure. Detailed chapter on step by step processes for developing own campus with the funding support from the Ministry to facilitate the institutes who are yet to develop.

The detailed information/guidance is segregated and classified in the Manual under the following 8 Chapters. Relevant formats are provided in the Appendix at the end. A detailed checklist on various aspects covered in the manual is also provided for quick reference of the users as well as for the purpose of Monitoring & Evaluation.

The Present SOP deals with Campus & Infrastructure of RSETIs

Chapter No.	Chapter Heading	Contents of the Chapter
1	Introduction	This Chapter explains the background for and purpose of introducing the SOPs for RSETIs, the basis for the manual, Outline of the Manual, how this document is structured, which chapter deals with what aspects, etc.
2	RSETI Campus Infrastructure – an overview	<ul style="list-style-type: none"> ▪ Need for appropriate Campus and Training Infrastructure ▪ Importance of creating desirable learning environment for the adult learners ▪ Inform about MoRD support for infrastructure development ▪ Classify the Types of infrastructure -Fixed & movable
3	Developing Owned Campus	<ul style="list-style-type: none"> ▪ Advantages of owned campus over rented buildings. ▪ Suggested specifications for opening RSETIs in those buildings ▪ Own Campus – Guidelines related to allotment of land – Area, location, responsible authority, etc ▪ Mechanism of allotment – on lease, MoU, outright purchase, etc – provide references ▪ Next step after getting land – Appointment of architect, Building plan approval – ▪ Procedures of claiming fund from NIRD ▪ Tendering and Construction – practices BCMC, project cost, cost sharing, etc ▪ Ideal Building Plan

Chapter No.	Chapter Heading	Contents of the Chapter
4	Standard Training Infrastructure - Fixed	<ul style="list-style-type: none"> ▪ Importance of Training campus. ▪ Aspects to be considered while developing training campus. ▪ Definition of standard Training infrastructure and Common minimum infrastructure ▪ Fixed Training Infrastructure & Movable Training infrastructure. ▪ Common minimum Training Infrastructure as advised by the Ministry - - Class-rooms, Workshop, Computer lab, Administrative blocks, Guest faculty rooms, Ladies and Gents Dormitories, Kitchen and dining hall, Store room, etc., ▪ Specifications & quality requirements of Fixed Training infrastructure
5	Standard Training Infrastructure - Movable	<ul style="list-style-type: none"> ▪ Furniture and fixtures – Class rooms, Work shed & Administrative block ▪ Furnishings in Class room, Administrative block. ▪ Requirements of work shed ▪ Specific requirements of Computer Lab ▪ Power specification ▪ Fire safety equipment ▪ Library furniture, books ▪ Sports & Recreation aids ▪ Security arrangements - CCTV -- instrument specifications, location, access, analysis of feed and maintaining feed as record ▪ Biometric Devices – specifications, maintenance and operation
6	Training Aids and Equipments	<ul style="list-style-type: none"> ▪ Generic Training aids – White Boards, LCD, PA ▪ Behavioural Game Kits ▪ Industry benchmarked Standard training aids for all the NSQF aligned RSETI Courses
7	Infrastructure facilities for Residential Training	<ul style="list-style-type: none"> ▪ Dormitory specifications ▪ Cots, beds, bed sheets, etc. ▪ Furnishings ▪ Safe lockers/Luggage Cabinets ▪ Wash area & toilets ▪ Kitchen and Dining – Dining chairs and tables, TV, kitchen utensils, plates, glasses ▪ Faculty room – furnishing requirements.
8	Maintenance of Infrastructure	<ul style="list-style-type: none"> ▪ Periodical maintenance of Campus buildings ▪ Daily cleaning of general Area, Training area, Hostel & Campus including bath room and toilets ▪ Maintenance of Furniture & Fittings, Training Equipment, Electrical installations, IT lab fittings, Library books, etc. ▪ Role of trainees (shramadaan), attender, gardener, sweeper in maintenance.
9	Appendix	Annexure – tables, checklists

RSETI Campus and Infrastructure – an overview

The objectives of this Chapter are to:

- Emphasise the need for appropriate Campus and Training Infrastructure
- Stress the Importance of creating desirable learning environment for the adult learners.
- Inform about MoRD support for infrastructure development
- Classify the Type of infrastructure - Fixed & movable

Establishing an environment conducive to learning is critical aspect of a Training organisation. Campus with proper ambience,adequate and suitable infrastructure facilities, Training aids & equipment, proper administration and maintenance of facilities constitutes training environment.

A training facility for adults must have flexible and technologically-advanced learning environment that is safe, healthy, comfortable, aesthetically-pleasing, and accessible. It must be able to accommodate the specific space and equipment needs of the training program and curriculum. To enhance the learning, the participants must feel comfortable and confident in the training centre.

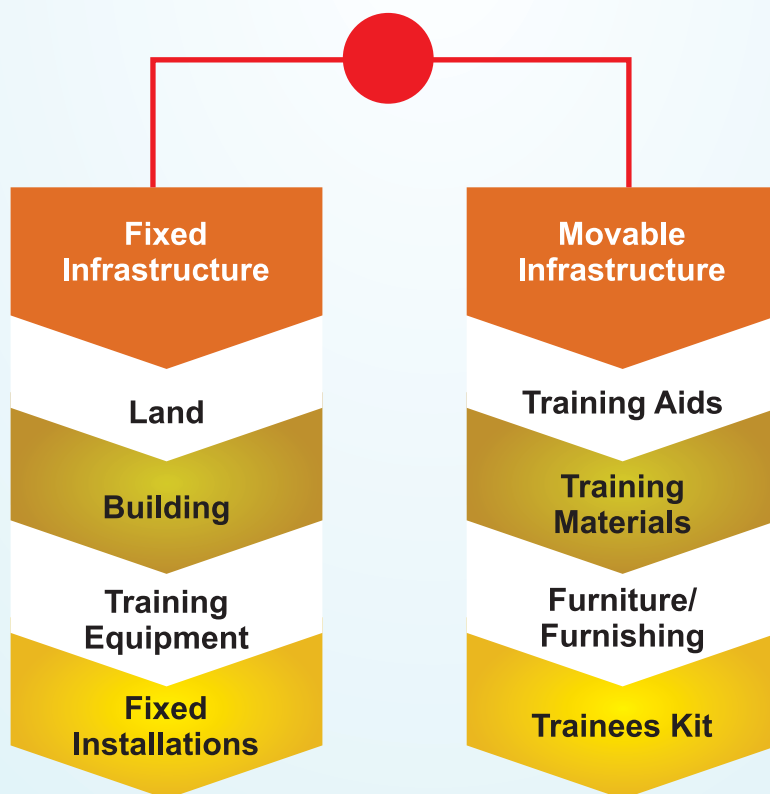
Important Elements of Positive Learning Environment in Training.



Rural Self Employment Training Institutes (RSETIs) are expected to flourish as rural IITs, fulfilling the aspirations of rural youth who are otherwise not able to access formal technical / higher / Professional education. The participants of RSETI training have to acquire skills in short duration training and transform in to confident skilled persons motivated to take up employment/self employment immediately after the training. Hence it is imperative to make the training intensive, powerful and impactful. To achieve this, RSETIs need to create conducive learning environment including infrastructure and other training facilities. Ideally RSETIs should have owned Campus to create comprehensive and standard training facilities. The Ministry of Rural Development, Government of India has been encouraging and RSETIs for developing own campus and extending the following support:

1	Directed State Governments to Provide appropriate Land free of cost/Nominal cost	Up to one acre
2	Funding for construction of building and related fixed assets	Up to Rs.100 Lakhs
3	Guidelines on the common minimum infrastructure facilities to the institutes	To meet the training requirements.

The training infrastructure of RSETIs should be consistent with the need and in compliance with the guidelines issued by the Ministry of Rural Development (MoRD), Government of India. Various components of training infrastructure can be classified under the following categories:



Development of Owned Campus

Objective of this chapter is:

To provide comprehensive step by step information on developing an owned campus by RSETIs

- Advantages of owned campus over rented buildings.
- Own Campus – Guidelines related to allotment of land – Area, location, responsible authority, etc
- Mechanism of allotment of land—on lease, MoU, outright purchase, etc
- Next steps after getting land –Appointment of architect,Building plan approval
- Ideal Building Plan
- Tendering and Construction – practices BCMC, project cost, cost sharing,etc
- Procedures of claiming fund from NIRD

Transformation of rural unemployed youth to develop productive identity through intensive skill development training, handholding and motivation is the mission of Rural Self Employment Training Institutes. To accomplish this mission, suitable & adequate training infrastructure is the prerequisite. An ideally situated, well developed, highly organised training campus;appropriate training equipment/logistics and learning material for practical training are the critical elements of training infrastructure.

RSETIs start their initial operations from a simple infrastructure provided by the sponsor Bank or by philanthropists or from a rented building. Initially focus is on mobilising the candidates for training and making RSETI presence felt in the region. This has been found useful only to the extent of creating awareness among the public, attracting the trainees and making their presence felt in the district. But it is not adequate to get desirable training outcome and also for developing the RSETIs as centres of excellence at district level for skilling the rural youth. Gradually RSETIs acquire and enhance training infrastructure facilities depending up on the need and funding support.

Experience of RUDSETI has found that developing owned training campus is a must to facilitate impactful training and desirable outcome by the RSETIs. The advantages of owned Campus over the rented buildings/infrastructure is described below:

Comparison of Rented buildings v/s owned campus:

SL No	Item/Feature	Rented building	Owned Campus
1	Location& Environment	Location may not be ideal and the environment unsuitable	Can choose ideal location in a proper environment.
2	Space	Adequate & appropriate space may not be available for all facilities	Can have adequate& appropriate space for every facility.
3	Lay out	No flexibility to have appropriate lay out for different functional blocks - classrooms,workshed,Office,hos tel,etc.	Flexibility to design & create appropriate lay out for different functional blocks - classrooms,workshed,Office,hos tel,etc
4	Long term continuity	Uncertain – may have to shift to alternate campus	No such hassles.
5	Capital Asset	Capital asset not created for long term use.	Capital is created for long term use.
6	Asset Value/ Net worth	No appreciation	Appreciation over a period.
7	Expansion of facilities	Limited scope	Scope is available
8	Recurring expenses	High proportion of revenue expenses towards rent resulting in high training cost.	Nominal recurring expenses towards maintenance, resulting in low training cost
9	Campus ambience	Difficult to create campus ambience, in the absence of open space.	Can ideally create campus ambience,having adequate open space.
10	Overall visibility	Overall visibility of the institute may not be impressive.	Overall visibility of the institute can be made impressive.



Initiative of the Ministry of Rural Development, Government of India:

Realising the immediate need for developing owned campus by RSETIs and the limitation of the sponsor Banks for long term investments, Ministry of Rural Development, Government of India pitched in to support in a big way and play an active role for developing own campus by all the RSETIs. The Ministry rolled out a scheme in the year 2008-2009 to extend financial support by way of one time grant of up to Rupees one Crore for one RSETI in each district of the country for construction of own buildings and creation of related training infrastructure. The Ministry also issued instructions to all the state Governments making it obligatory for them to provide land, free of cost to the RSETIs in the respective states.

This revolutionary step has led to forge a fruitful partnership between central Government, State Governments and Banks, thereby opened a new chapter in the RSETI movement facilitating its sustenance and growth with the involvement of multiple stakeholders. This has encouraged the RSETI sponsor Banks to accelerate the process of establishing RSETIs and developing own campus.

The summary of detailed guidelines of the Ministry for providing infrastructure grant to RSETIs is depicted below:

Item/Issue	Recommended as per MoRD guidelines
Location	District Headquarters. At nearest block Head Quarters, in case of difficulty in getting suitable land at District HQ.
Minimum Extent of Land	<ul style="list-style-type: none"> 1.00 acre(Standard) In case of difficulty in getting: 0.5 acre – In plain area 0.37 acres -Hilly areas
Who has to Provide Land	State Government @free of cost or nominal price
Ownership of property	RSETI(RSETI sponsor Bank/Trust)
Type of ownership	<ul style="list-style-type: none"> Absolute title OR Long Term Lease(33 Yrs to 90 Yrs) OR Possession on Memorandum of Agreement (MoA)
Minimum covered area (buildings) of the campus	8000 Sq ft.
Basic Infrastructure facilities to be created.	Administrative block, Training block including work shed, Kitchen & dining and Hostel Block. Furniture & Fixed Training equipment.

Item/Issue	Recommended as per MoRD guidelines
Responsible Organisation for development	RSETI and RSETI sponsor Bank's Trust
Monitoring the creation of infrastructure	District Level RSETI Advisory Committee RSETI cell, NIRD, Hyderabad
Process of development	<ul style="list-style-type: none"> ▪ Allotment of land ▪ Taking Possession & transfer of rights ▪ Appointment of architects ▪ Building plan- preparation & approval ▪ Assignment of contract through tendering process ▪ Construction of buildings/facilities ▪ Procuring furniture & Equipment
Disbursement of funds	<ul style="list-style-type: none"> ▪ 1st Installment ▪ 2nd Installment

Notes:

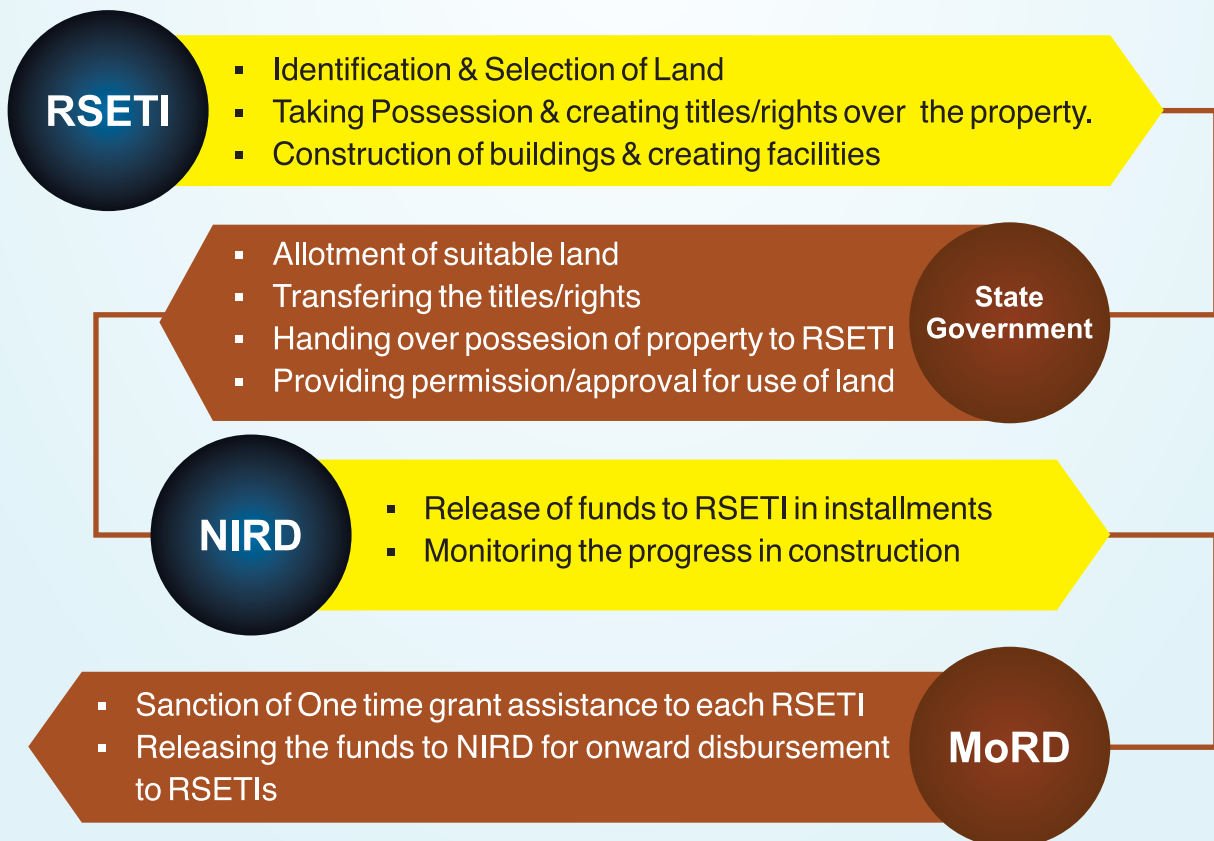
1. The State governments are free to choose the mechanism of the land transfer depending upon their own corporate policy/practices.
2. This assistance would also be provided if Banks already have land and wish to start a RSETI there.
3. This one time grant is also available to the existing RUDSETI type Institutions for upgrading present infrastructure up to the minimum standards prescribed in these guidelines.
4. Only one RSETI/RUDSETI will be provided infrastructure grant in one district.
5. Where land allotment/transfer may take time Bank's may start the RSETIs from hired/rented premises.
6. As per the prevailing rules in some States no land can be allotted free of cost. As a way out, the State Governments may hand over possession of land to Banks through signing of Memorandum of Agreement (MoA) on the condition that the land shall be under the full possession and usage of the Banks as long as RSETI is functioning. If the RSETI becomes non-functional for any reason, the land would revert back to the State Government.
7. State Government referred in this context is the appropriate department which is having the ownership of land. It differs from state to state. As such, uniform guidelines are not framed. Generally revenue department is authorised for transfer of rights, conversion/permission of land use.

*After identifying a suitable Government land,
RSETIs to approach the following agencies for securing the land:*

Whom to approach	Purpose
Govt.Department/Agency owning the land.	Allotment of land
Rural Development & panchayath Raj Deptt., through DRDA/ Zilla panchayath	Recommending the Proposal and follow up for allotment.
Revenue Department – Tahsildar/BDO,DC,Revenue Secretary	<ul style="list-style-type: none"> Allotment of Land Permission for Land use Transfer of rights/interests
Local body – Panchayath/Municipality/Corporation.	<ul style="list-style-type: none"> Approval of building plan License for construction Fixation of tax Providing water supply, drainage facility & electricity.

There is no limit for the extent of creation of training infrastructure by RSETIs. The Ministry has advised only the common Minimum infrastructure to be created, out of the grants provided by the Ministry. The RSETI sponsoring Banks/Trusts have to create adequate infrastructure taking in to consideration the need for meeting the training requirement.

Role Responsibilities of different agencies in RSETI's owned campus development



Summary of Standard Instructions

Overview

Item	Description
Purpose	To Construct and develop owned Campus for RSETI
Reference to guidelines	MoRD Guidelines letter No.I.12011/19/2008-SGSY (C), dated.07.01.2009.
Prerequisites	Allotment of Land by State Government, Sanction of Grant from MoRD, GoI, Preparation of Plan & Estimate
Time for Completion	2 years
Resource/s	Land, Approved building plan and estimates, Grant for Construction
Process Owner	RSETI & RSETI sponsor Banks' Trusts MoRD, GoI NIRD & PR, Hyderabad State Governments – RDPR, ZP/DRDA & Revenue Departments

Activities

Actor	Action	Time for Completion	Relevant Documents
RSETI/ Trust of Bank	Identification of suitable land & Applying to State Government	Within 3 months	<ul style="list-style-type: none"> RSETI's Annual Reports & Audited Financial statements. Documents relating to the land. Resolution/direction from the Bank/Trust
State Government	Allotment of Land	Within 6 months of application.	<ul style="list-style-type: none"> Documents of titles/rights of the land Permission for land use
State Government RSETI/ Trust of Bank	<ul style="list-style-type: none"> Execution of documents transferring rights in favour of RSETI Handing over possession of property 	Within one month of allotment of land.	<ul style="list-style-type: none"> Agreement/MoU transferring right Khata certificate/RTC Possession certificate/deed
RSETI/ Trust of Bank	Appointment of Architect	Within one Month of allotment	<ul style="list-style-type: none"> Tender/RFA documents

Actor	Action	Time for Completion	Relevant Documents
RSETI/ Trust of Bank	Preparing Estimate & building Plan & Apply for Approval & construction licence	Within one month of appointment of architect	<ul style="list-style-type: none"> Land Records Building Plan & Estimate
RSETI/ Trust of Bank	Submitting application to NIRD & PR for sanctioning the grant	Immediately after preparing Plan & Estimate	<ul style="list-style-type: none"> Approved building plan & construction license. Detailed Estimate Undertaking from the Bank's trust. Documents of RSETIs performance
NIRD & PR, Hyderabad	Recommending the grant proposal to MoRD, Gol	Within 2 weeks of submission by RSETI/Trust	<ul style="list-style-type: none"> Approved building plan & construction license. Detailed Estimate Undertaking from the Bank's trust. Documents of RSETIs performance
MoRD, Gol	<ul style="list-style-type: none"> Sanctioning the Grant & Communicating to NIRD. Releasing Funds to NIRD& PR 	Within one month of receipt of application	<ul style="list-style-type: none"> Sanction convey letter with terms & conditions.
NIRD& PR, Hyderabad	Release of Ist Installment	Within 2 Weeks of receipt of Grant from MoRD	<ul style="list-style-type: none"> Disbursement memorandum with terms & conditions.
RSETI/ Trust of Bank	Awarding Contract	Within one month of receiving advance	<ul style="list-style-type: none"> Contract Agreement Approved Plan & Estimate(selected bid) Construction license.
RSETI/ Trust of Bank Building Contractor	Commencement of Construction	Within one month of awarding contract	<ul style="list-style-type: none"> Contract agreement

Actor	Action	Time for Completion	Relevant Documents
RSETI/ Trust of Bank	<ul style="list-style-type: none"> ▪ Supervising the construction ▪ Inspection of work ▪ Verification of bills ▪ Releasing payments ▪ Report periodical progress to NIRD 	As per the progress of construction	<ul style="list-style-type: none"> ▪ Certified Building Progress report*
RSETI/ Trust of Bank	Submission of claim for II nd Installment		<ul style="list-style-type: none"> ▪ Utilisation Certificate in format III prescribed ▪ GFR 19A, showing interest earned on the grant deposit ▪ Photos of physical status of construction.
NIRD& PR, Hyderabad	<ul style="list-style-type: none"> ▪ Forwarding the proposal to MoRD, GOI ▪ Site visit & physical verification ▪ Release of II Installment 	Within 2 weeks of receipt of claims.	

***Notes:**

- Ongoing progress in building construction to be inspected/verified and certified as to the physical work& quality in terms of contract, by the engineer of the Bank/Trust or an external registered engineer duly appointed by the Bank/Trust for the purpose.
- The engineer has to certify/confirm the bills submitted by the contractor for payments.

Other important provisions & guidelines regarding release & utilisation of grant

Release of FIRST installment

- After allotment of the land and having taken possession, RSETI/Banks have to submit the infrastructure grant proposal in the prescribed format to NIRD&PR, Hyderabad along with the an undertaking/ declaration in the prescribed format with regard to undisputed possession of the land & preparedness of the bank to start the construction immediately on receipt of grant amount.
- The grant proposal will be recommended by NIRD&PR to the MoRD for their approval and release of funds.
- A tripartite MoU is to be executed between NIRD &PR, RSETI sponsor Bank and the Trust/Society managing RSETI, duly signed by authorized signatory of all the Three parties.
- 50% of the sanctioned grant will be released as advance in the first installment by MoRD and after receipt of the funds from MoRD, same will be released to respective RSETIs/Banks by NIRD & PR.

Activities

Step	Activities	Actor	Time for Completion	Formats
1	infrastructure grant proposal	Concerned Bank Trust	Immediately on taking possession of land	Grant proposal format of NIRD
2	Forwarding the proposal to MoRD	NIRD	Within 7 days of receiving the proposal	NIRD letter
3	Tripartite agreement	RSETI sponsoring Bank, RSETI Trust and NIRD	30 days	MoU
4	Release of Grant – First installment	MoRD to NIRD to Bank Trust	30 days	NIRD letter

Release of 2nd installment

- RSETIs/Banks/Trusts to submit the claims for II installment to NIRD& PR after utilising a minimum of 60% of first installment received i.e. Rs.30.00 lakhs. The following documents are to be submitted along with claim application:
 - ★ Utilisation Certificate(U C) in format-III duly signed by Architect, Chartered Accountant and Bank Officials.
 - ★ GFR 19-A, showing interest earned if any on 1st installment deposited in the Bank.
 - ★ 2-3 latest photographs showing physical status of the construction.

- After receipt of the above, the UC will be forwarded to MoRD with a request to release the funds for 2nd installments.
- After receipt of funds the officials from NIRD&PR will visit the construction site for physical verification before release of 2nd installment.
- Looking at slow progress in infrastructure development for RSETIs, MoRD vide their letter No. I-12011/02/2015-NRLM (RSETI), dated.6/4/15 has brought in closure clause. Accordingly, With effective from 1.4.2015:
 - ★ No request for new Administrative approval would be considered by the Ministry
 - ★ RSETIs where approval is granted, no grant will be released if the construction work is not initiated on/or before 30.6.2015.
 - ★ Ongoing construction work must be completed latest by 30.6.2016, failing which banks will forfeit balance grant and unspent amount, if any, have to be refunded to NIRD&PR.
 - ★ The RSETIs where the construction is yet to start, physical construction work shall commence on/or before 1.7.2015, failing which Banks are liable to refund the funds, if any, to NIRD&PR.
- The closure clause was extended vide their letter No. I-12011/02/2015-NRLM (RSETI), dated.18.5.2016, as follows :
 - ★ Time limit for administrative approval and/or claiming the first instalment has been extended up to 31.12.2016.
 - ★ Time limit for claiming the second instalment has been extended up to 30.6.2017.
- keeping in view the unavoidable circumstances like non-allotment of land, delay in handing over possession, non suitability of the land, litigation/encroachment on the allotted land, delay in approval of the plan/maps by the authorities, etc, Vide letter No. I-12011/02/2015-NRLM (RSETI), dated 11 July 2017 the closure clause has been extended upto 30/6/2018.

Other Issues:

- Grant Released by NIRD is to be kept by the banks in CLTD or Term Deposit account, so that it may earn interest. Interest earned on this deposit is treated as part of infrastructure grant of Rs.1.00 crore. Hence an amount equivalent to such interest earned will be deducted from the second installment.
- Banks/RSETIs also give proof for TDS if any deducted by the Banks on interest earned on the grant amount kept as deposit.
- RSETI sponsor Banks have to obtain Income Tax exemption orders from Commissioner of Income tax. In the absence of this NIRD&PR will deduct 2% of the grant released as TDS.
- Whenever the minimum requirement of 8000sq fts of constructed/ covered area stipulated by MoRD is not complied with, second instalment will be released after the banks give an undertaking to the effect that additional construction will be made to meet the minimum requirement of 8000 sq fts.
- The additional cost of construction, to meet the minimum requirement of 8000 sq fts is to be borne by concern bank from their CSR funds as per the decision taken in the NLAC meeting held on 20.8.2013

Development of Campus

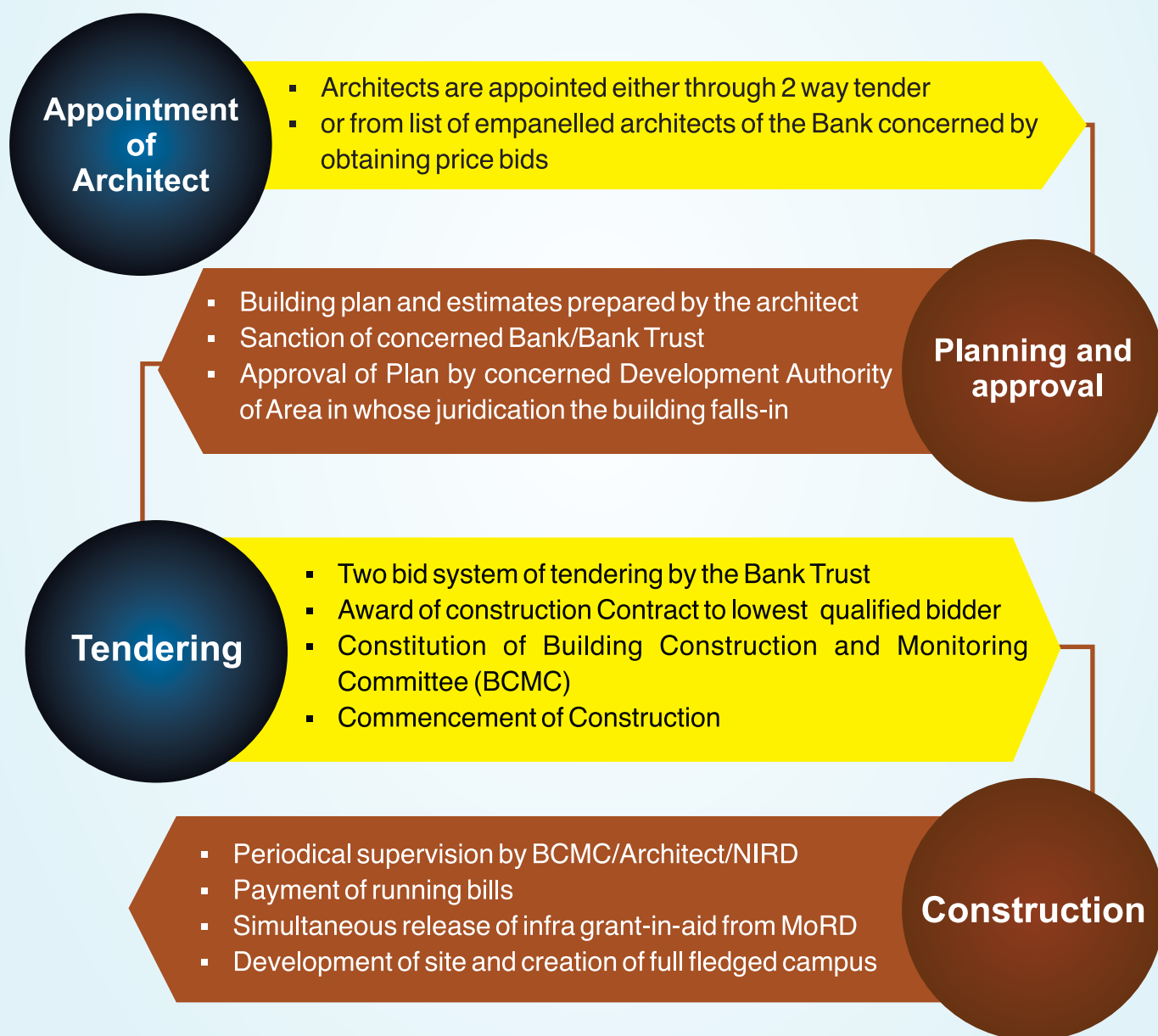
Upon getting the possession of land the concern Bank Trust has to take steps for construction of RSETI building having following minimum facilities:

Sl. No.	Item	No.	Suggested Area in Sft	Remarks
1	Class Rooms	2	1400	For running two parallel batches of training
2	Workshop	1	600	For practical
3	Computer Lab	1	500	IT lab
4	Store Room	1	150	Storing training aids
5	Directors Chamber	1	100	
6	Administrative Office	1	400	For admin staff – faculty, office assistant, attender
7	Reception	1	100	Attending the trainees
8	Kitchen	1	200	Cooking food
9	Dining Hall	1	600	Dining arrangement for one batch of trainees at a time
10	Dormitory - Gents	1	1200	Accommodate 50 male trainees
11	Dormitory - Ladies	1	800	Accommodate 30 female trainees
12	Guest Rooms for Faculty	2	300	For Domain guest faculties
Total			6350	
Multiply with 1.25 for built up area			7938 say 8000	

The above suggested facilities are the minimum infrastructure suggested for RSETIs. The Banks are at liberty to create additional infrastructures depending upon the funds available with them. The building plan consisting of above facilities may be prepared either having all the facilities in one block of the building or having two blocks e.g.

- A. Administrative Block --- Class Rooms, Offices, Computer lab and Work shed
- B. Hostel Block – Dormitories separate for ladies and gents, Kitchen, Dining, store room and Guest faculty rooms

Illustrative Process of Own Campus Development



Suggestive points while developing own Campus:

- Boundaries of the land allotted shall be at least wire fenced for clarity.
- Front elevation of the building may be given face lift for better look.
- The access to the buildings should be disabled(PWD) friendly. Hence, a ramp is a must at the main entrance.
- Director's room should have attached toilet for the convenience of visiting VIPs.
- The Directors room and the reception area should be covered with vitrified tiles or marble for better look.
- There should be separate toilets for male & female near class room/workshop.
- The male & female dormitories should have minimum of 4 attached toilet/bath, to ensure average no. of persons per bath/toilets @7 -8.
- There should be partition/distance between male & female dormitory to provide privacy. They should not have common passages.
- The kitchen should have provision for separate washing area for cooking utensils and sufficient number of shelves for storage.
- The power requirement for RSETIs may be properly assessed which shall be around approximately 10KW to 15KW. Efforts may be made to get govt. connection or residential connection.
- RSETIs are not commercial ventures and are working for skill development & up-liftment of weaker sections. Hence RSETIs may take up with the respective state Governments for waiver of property tax on the ground that land belong to the State govt. and building construction is funded by Central Govt.

Suggested Common Specifications

The infrastructure has to comply not only in terms of quantity, but should have appropriate specifications and desirable quality. Such specifications & quality requirements are described below for the benefit of RSETI stakeholders:

SI No.	Item of Infrastructure	Suggested Specifications and desirable quality
1	Location	Proximity to Railway Station & Bus stand Free from external disturbances Compound on all sides
2	Open Space	Covered with trees Adjacent to class rooms Parking facility at appropriate place Adequate illumination during night
3	Buildings - General	Overall design to facilitate easy access for different blocks & allow natural air & light to all the units. Placement of buildings to offer convenience and enhance the ambience. RCC Roof with appropriate height Internal walls plastered & Painted External walls plastered & painted,

SI No.	Item of Infrastructure	Suggested Specifications and desirable quality
4	Segmentation of buildings	<p>Following distinct & separate blocks:</p> <ul style="list-style-type: none"> ▪ Academic/Administrative block, ▪ Training block ▪ Residential block(Hostel) ▪ Staff Quarters <p>In case of multiple floors- segmentation may be made floorwise.</p>
5	Stairs & Balconies	<p>Protection/Hand grip grills</p> <p>Disable friendly ramps</p>
6	Common Area	Convenient access from Admin block to Training block
7	Training Hall	<p>Cope for flexible seating arrangement</p> <p>Adequate light</p> <p>Free flow of fresh air – Windows in opposite directions.</p> <p>Two walls free of windows</p>
8	Computer Lab	False ceiling
9	Auditorium	Acoustics for sound proofing
10	Kitchen & Dining Hall	<ul style="list-style-type: none"> ▪ Separate entry for transporting supplies ▪ Convenient access to dining Hall from the Kitchen and washing area ▪ Pantry in between Kitchen & dining Hall ▪ Separate store room & rest room for cooks
11	Toilets	Wash basins at appropriate places

Standard Training Infrastructure – Fixed

The Objective of this Chapter is to provide clarity on

- Fixed Training Infrastructure & Movable Training infrastructure
- Class-rooms, Workshop, Computer lab, Administrative blocks, Specifications and quality requirements of Fixed Training Infrastructure

Conducting short duration skill development Training programmes is the core activity of the Rural Self Employment Training Institutes. Each unit of RSETI has the mandate to cater to the requirement of a district. They have to design & organise training programmes to develop specific skills which enable the trained candidate to acquire skills and access employment & Self employment in the emerging sectors. Besides a curriculum for such training, suitable training infrastructure, equipment and training aids/material are required to make such training effective. Since the trainings are of intensive and short duration the courses are made residential so that more learning time and facilities will be available.

The overall layout of the training campus need to be functionally convenient aesthetically designed, efficiently organized and good ambience should be maintained. Generally, the following aspects are to be considered while designing and developing training campus and infrastructure & facilities:

Location	Location of the Institute should be preferably in institutional area providing easy access to the participants traveling by public transport. Free of distractions from outside as well as within the campus
Size of Training Hall	The training hall to accommodate the number of participants. Should not be too large or too small, adequate to conduct small group activities and also to change the seating pattern.
Convenience	The training room within the campus accessible to all, including those who have limited mobility. All other facilities also to be easily accessible from the class rooms
Furniture & seating	Ideally suited chair for comfortable sitting with table/desk for writing & practice related activities. Comfortable and flexible seating arrangements, as close as possible to the trainer, to further enhance the learning environment.
Lighting	Dimly lit room ambience will not promote energy in a training session. Adequate lighting preferably allowing natural light to enter the room through well placed windows
Walls & obstructions	Window free walls on two sides to display flipchart pages. Placement of doors avoiding distractions. Class rooms free of structures such as posts or pillars that may obstruct participants' views.

Climate control	Free flow of natural fresh air and temperature control mechanism during extreme climatic conditions
Audio Visual systems	Appropriate acoustics and audio visual equipment for ensuring clarity and quality of sound and visuals
Other aspects	<ul style="list-style-type: none"> ▪ Technological connectivity ▪ User support spaces ▪ Administrative support spaces ▪ Maintenance support spaces ▪ Security & Safety ▪ Open grounds/Garden & Landscaping ▪ Flexibility for expansion/additional facilities ▪ Uninterrupted supply of water & electricity ▪ Maintenance of facilities in good condition.

In the above backdrop all the RSETIs are expected to develop and maintain standard infrastructure to provide appropriate learning environment to the trainees and make the institute a centre of excellence in the district. However, taking in to consideration certain practical aspects, the Ministry has advised that all RSETIs should have, to start with, common minimum infrastructure. The requirements according to these guidelines are furnished in the following chapters.

Standard Infrastructure is the desirable optimum infrastructure required for a RSETI type training organisation for conducting effective and impactful training, matching the industry standards.

Common Minimum infrastructure is the basic infrastructure advised/recommended by the Ministry for RSETIs, taking in to consideration the practical aspects of non availability of adequate and suitable land, running the institute in rented building, developing the infrastructure gradually depending up on the demand, limitations in funds supply, geographical & cultural differences etc.,. This has to be adhered to by all the institutes uniformly hence it is termed as common minimum infrastructure.

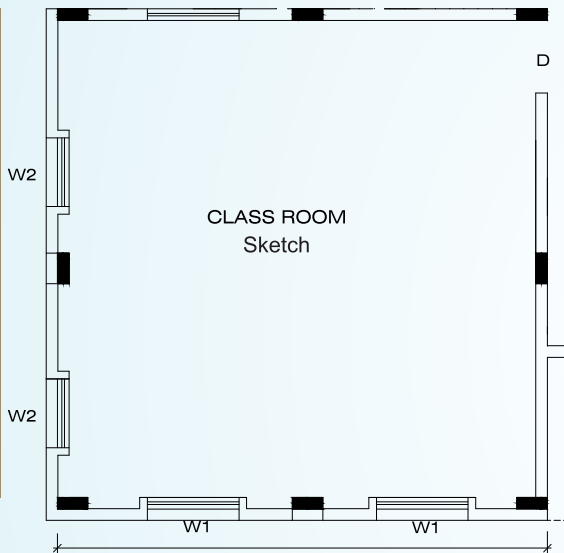
The overall training infrastructure requirement of RSETIs is classified as Fixed Infrastructure and Movable infrastructure to provide clarity for the purpose of acquisition, maintenance and funding. Fixed Training infrastructure is the infrastructure fixed in nature like land & building, non detachable equipment having longevity of use and assets for which funding support from the Ministry is available.

Movable Training infrastructure includes all other infrastructure required in the training institute which is for either one time use or requires periodical disposal, replenishment etc., and whose original investment erodes quickly by usage. For practical purposes the investment in this type of infrastructure cannot be capitalised and has to be booked as expenses.

In this chapter the basic fixed training infrastructure as per ministry's guidelines is explained. Movable infrastructure, related facilities and infrastructure for residential block are dealt in separate chapters.

1. Class Rooms – To run up to two parallel channel of training batches. Two class rooms with sitting capacity of 30-35 trainees are advisable. The rooms should have pucca RCC roof with clean vitrified/marble flooring.

Class rooms should be well ventilated and external noise proof. The suggested dimension of the class rooms are about 700-800 sft. To have effective presentation by the trainers, a small raised up platform of 6-8” height may also be created in the class rooms.



Classrooms should be equipped with the following amenities:

- Desks and benches or chairs and tables in adequate numbers for trainees
- One separate table and chair for the Faculty
- One white board with marker pens
- Good quality electrical lights and fans, to enable conduct of classes even in the evenings and night, if required
- Audio-Visual Equipment such as LCD projector and Computer so that modern teaching aids such as CDs can be used for training
- Public Address System with cordless/collar mikes

Class Rooms Standard Specifications

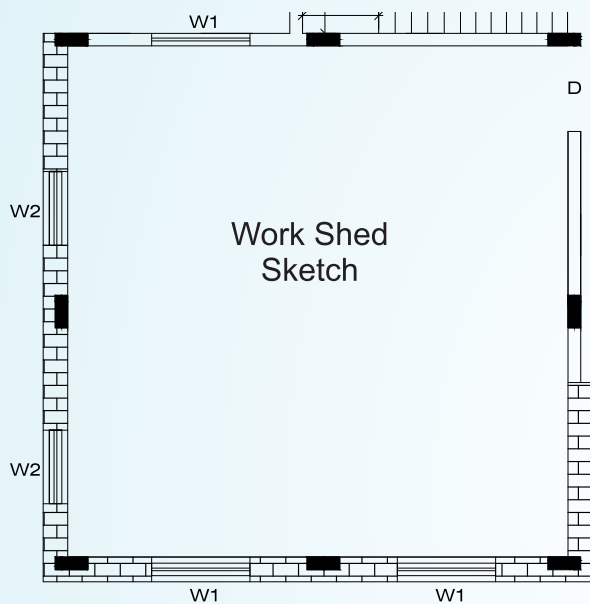
Sl No.	Parameters	Specified
1	No. of Class Rooms	2
2	Area of Class room	700-800 sft
3	Roof	RCC
4	Ceiling Height	>10.5'
5	Flooring	Vitrified/Marble
6	Ventilation and natural light	Yes
7	Electrical Wiring	Concealed
8	Sufficient Tube lights & Fans	Yes
9	Sitting furniture	Bench-desk or Chairs with writing pad
10	White Board with size	4'x6' or 6'x8'
11	LCD projector	1
12	Teacher chair and table	1+1
13	Window curtains/blinds	Yes
14	External Noise	No

For Due Diligence refer – Form No.....

2. Work shed: Since RSETI programmes aim to impart high amount of technical-hands-on training, all the RSETIs need to have a dedicated work shed for practical trainings. The work shed should be preferably constructed on ground floor to give ease in movement of heavy machineries and equipments like bikes, Welding machines, AC, refrigerators, etc. A well equipped workshop with the requisite materials, tools and machinery is very critical for conducting effective training, especially in product manufacturing and service related training programmes such as Electrical/Electronic equipment/gadgets Repairing, Dress designing, etc.

The work shed should have pucca RCC roof with anti skid cement flooring. Cemented or Hard wood work counters can be designed for practicals. Wiring in the shed should be high load industrial wiring with provisions of 15 amp switches which can support powering the heavy

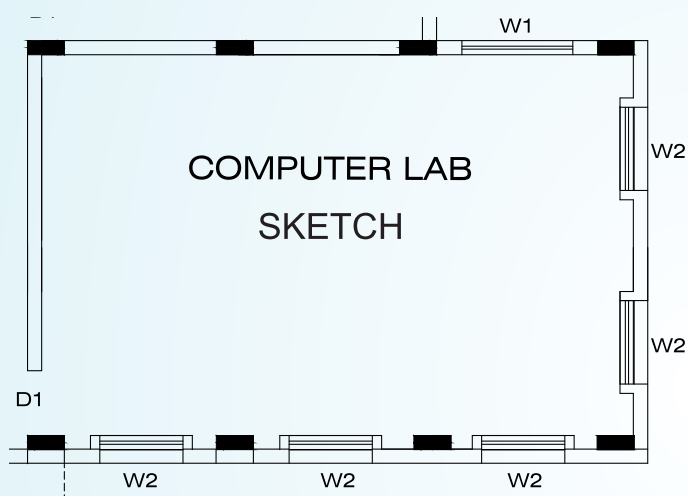
machineries. Sufficient numbers of electrical power points should be provided so that a full batch consisting of 30-35 trainees can get connections for doing practicals simultaneously. The work shed should also have sufficient secure boxes to store training materials of different programmes separately. It is advisable to provide stools for sitting of the trainees in the work shed so that sufficient space and movement is facilitated to accommodate different types of training machineries in the work shed. One small white board can also be provided for the instructors to explain the diagrams and practical sketches. The work shed should be well ventilated and should have sufficient provision of lights surrounding work stations. Proper earthing for electrical connections and arrangement of fire extinguishers is recommended.



Work shed -- Standard Specifications

SI No.	Parameters	Specified
1	No. of Work Shed	1
2	Area of Work Shed	600 sft
3	Roof	RCC
4	Ceiling Height	>10.5'
5	Flooring	Cement/anti skid
6	Ventilation and natural light	Yes
7	Electrical Wiring	Concealed
8	Sufficient Tube lights & Fans	Yes
9	Sitting furniture	Stools
10	White Board with size	3'x5'
11	Teacher chair and table	1+1
12	Fire extinguishers	1 each for electrical and general fire
13	Works Stations	12-15
14	External Noise	No

- 3. Computer Lab:** As per Common Norms it is mandatory for all the training programmes to have a component of IT training for the trainees. As such it is mandatory for every RSETI to have an exclusive IT or Computer lab. The lab should be located in the portion of the building which is not directly exposed to extreme sunlight and is dust free. Wooden working counters should be made for placing the computers. Sufficient number of computers with requisite specifications should be installed. Adequate power back up should be provided so that the sessions are uninterrupted in case of power cuts. Networking of the computers is advisable. It has to be ensured that all the systems run on licensed software. The number of Systems to trainee ratio should ideally be 1:1 but it should not be less than a system for every two trainees. In that scenario the full class may be divided into two batches for practical purpose so that every trainee gets opportunity to practice on systems.



Computer Lab - Standard Specifications

SI No.	Parameters	Specified
1	No. of Computer lab	1
2	Area of Computer lab	500 sft
3	Roof	RCC
4	Ceiling Height	10.5'
5	Flooring	Vitrified/Marble
6	Computers	>15
7	UPS	Yes
8	Broad Band Internet	Yes
9	Away from direct Sunlight and dusts	Yes
10	Electrical Wiring	Concealed

SI No.	Parameters	Specified
11	Sufficient Tube lights & Fans	Yes
12	Sitting furniture	Movable chairs
13	White Board with size	3'x5'
14	LCD projector	1
15	Teacher chair and table	1+1
16	Window curtains/blinds	Yes
17	External Noise	No

For Due Diligence refer – Form No.....

4. Administrative office: To ensure smooth conduct of training and other activities, each RSETI should have an administrative set up to assist the Director in managing the affairs of the Institute. Administrative staff in RSETI consists of faculty, office assistant and sub staff / peon. All these staff works from Administrative office. The infrastructure facility created for these admin staff should be in such a way so as to provide physical comfort and ergonomic ease for discharge of their respective duties. It's advisable to provide one exclusive cabin for the Director whereas rest of the staff may be accommodated in a single hall at their respective work stations. Adequate arrangements should be made for filing and clean storage of office files and other documents. Adjoining the office, some space may be provided for the visitors and prospective trainees to sit and discuss their plans of joining the RSETIs.

Administrative office is suggested to be kept in the front side of the RSETI building so that the staff can keep a watch on overall movement of people entering the building. Being the face of the building the admin office should be designed aesthetically and should be maintained neat and clean. Besides the office some space may be designated to be used as Library wherein local newspapers, magazines and business periodicals can be made available to the trainees.



SI No.	Parameters	Specified
1	No. of Administrative office	1
2	Location -- Front side of RSETI Building	Yes
3	Area of Admin office	400-500 sft
4	Roof	RCC
5	Ceiling Height	>10.5'
6	Flooring	Vitrified/Marble
7	Ventilation and natural light	Yes
8	Electrical Wiring	Concealed
9	Sufficient Tube lights & Fans	Yes
10	Sitting furniture	Tables & Chairs
11	Exclusive Director Cabin	Yes
12	Sufficient filing/storage facility	Yes
13	Window curtains/blinds	Yes
14	External Noise	No

For Due Diligence refer – Form No.....

Standard Training Infrastructure - Moveable

This Chapter deals with Training infrastructure that are classified as movable items. The requirements of movable infrastructure for an ideal Training Institute are explained in detail for the benefit of the User of this manual.

Once the construction of administration, training and residential blocks are completed in all respects, the Institutes shall focus on procuring various movable assets like furniture, fixtures, training aids, Computers, sports and recreation aids, Kitchen equipments, cup boards, shelves, etc. These items are classified under the category of movable infrastructure for the purpose of maintaining inventory etc.

These infrastructures are termed as movable in the sense that they have no permanent connection to the structure of a building or utilities. These items are durable items and depreciate substantially over their long-term use and replaced.

The initial investments will be high based on the quality and quantity procured. Therefore, the Institutes are required to exercise great care in procuring these items, duly assessing the need, types of movable items, types of use of such items etc.

Furniture & Fixtures :

The RSETIs are engaged in imparting training to rural unemployed youth to take up self employment as a source of rural livelihood. The training programmes are residential. As such, the fixed infrastructure necessarily include :

Administrative Block- Office Room for Director, Faculty, Support Staff etc

Training Block - Class Rooms to hold training sessions, Work shed/Laboratories to hold practical classes, etc.

Residential Block – Dormitories, Guest Rooms, Kitchen & Dining Halls, Bath Rooms & Toilets.

To make use of these facilities fit for actual use, necessary movable infrastructure should also be provided.

Such movable items required to be procured and possessed are explained in detail in this Chapter.

1. For Administrative Block, Class Rooms & Work shed :

1.1.1. Administrative Block : consisting Director's Room, Faculty Room and Office Room shall have the furniture necessary and suitable for an Administrative Unit consisting of Tables, Chairs, Visitors; chairs, Steel Cupboards, Racks, Phone stands. Etc. These items can be listed as under:

Sl. No	Name of the Furniture	Director's Room /Office	Faculty Room	Office Room
1	Table	1	2	2
2	Revolving Chair	1	—	----
3	Office Chairs	-----	2	2
4	Visitors Chairs	4	4	2
5	Almairah	1	1	2
6	Side racks	1	2	2

- a) The Administrative Block can also be provided with a Sofa Set and 4-5 visitor's chairs in the Lounge/Reception area to seat the visitors to the Institute . It should also be ensured that the Office block is provide with necessary fixtures like Ceiling Fans, Computer Terminals ,UPS etc for the Director, faculty and administrative staff for their use in training and administrative functions.
- b) All the rooms /Offices in the Administrative block should be provided with venetian blinds for windows, Floor mats ,dust bins etc to keep the premises dust free, clean and with enough ventilation and light.

2. For Class Rooms , Work shed & Computer Lab etc :

2.1. Class Rooms : The prime function of the Institute is to train the unemployed rural youth who spend considerable time in the class room undergoing training for a period ranging from 10 to 30 days listening to lectures ,viewing PPTs,audio visual presentations etc. Therefore, it is necessary that the Desks and seating arrangements in a Class room are comfortable and facilitate the conduct of training programme in a congenial atmosphere. Depending on the size of the Class room, size of the training batch , the class rooms should be provided with suitable and appropriate type of furniture & fixtures , preferably the desks , chairs etc. The furniture required for a class room accommodating 30-to 40 trainees shall be as under :

SI No.	Name of Furniture Items required	Quantity required
1	White Board	1
2	Table	1
3	Chair for the Faculty	1
4	Desks and Benches preferably wooden	10 each
5	Table for trainees (in lieu of desks)	40
6.	Screen with Stand for AVI use	1



- The Table/ desks for the trainees shall be placed in rows with space in between for the movement of Faculty/trainees , facing the White Board at a convenient distance facilitating clear view of the Board.
- Sufficient nos. of Ceiling Fans(4-6) , pedestal fans(2 nos.) can be provided to provide comfort to the trainees .
- The Institute shall ensure proper maintenance of the furniture & fixtures .

2.2. Work shed Requirements: Work shed is the premises where practical classes are held regularly under Process and Product EDP training programmes and as such seating arrangement of a class room may not be required. However , the Institute shall provide large working tables close to the wall all around with cabinets to keep the materials used for practical training .

The work shed shall also be provided with sufficient nos. of electrical points nearer to the work area and 3 to 4 Ceiling Fans to keep the work area cool in the summers.

2.3. Computer Lab: Requires specific arrangements unlike a class room . Long wooden platforms on the sides of the walls or in rows facing each other shall be provided in the Computer Lab with Computer Chairs to facilitate easy and comfortable operation of the Computers. There shall be provision to keep the



books and manuals/ stationeries provided to the trainees. The Lab shall be provided with enough nos. of electrical points/ terminals to operate the Computers and Printers and other peripherals.

It is preferable to cover the windows with screens/ Venetian blinds to prevent dusts and rain drops entering into the Lab. The Computer Lab shall be fitted with Air Conditioner/s to control temperature as required by the system.

- a) The electrical power requirements should be assessed correctly and sufficient nos. of power points should be provided in the Computer Lab.
- b) Extreme care should be exercised to keep the Computer systems free of virus etc.
- c) AMC services shall be utilized to keep the Computers in good trouble free working condition .
- d) The Lab shall be always kept clean and dust free.

2.4. Library Room: The Institute should have a Library where in Books and Reference materials relevant to the Training Programmes , in English and local languages , are made available to the trainees. Two to Three News papers and Journals may also be provided in the Library for reading. The minimum requirements are as under:

Sl.No	Particulars	Quantity Required
1	Long table	1-2 depending on the size of the Library room
2	Chairs	10-12
3	Steel Almayrah to keep books	2-3 need based
4	Ceiling Fans	1-2

- a) Institute shall maintain the records of the books procured for the Library, News papers and Journals subscribed. The Library Books shall be properly indexed and systematically arranged in the Almayrah for easy reference.
- b) The issue of Books to the Trainees shall be recorded in the register maintained for the purpose and kept in the custody of the person in charge.
- c) It is preferable to bind the books before issue to ensure maximum use by trainees.

3. Sports & Recreation Room: Facilities for sports & recreation shall be a part of the residential training programme. Facilities to play indoor games may be provided in the Institute premises. Play Ground for sports activities may also be provided. The sport/games materials should be inventorised and made available to the trainees under supervision to ensure proper use and benefit to the users. Arrangements should be there for safe keeping of the sports item when not in use.

4. Training Aids: Training Aids and equipments like White Boards, LCD, PA Systems, etc are also classified as movable infrastructures with sub-classification as Fixed and Consumables depending on the use of the items in training modules. The details are furnished in an exclusive chapter on Training Aids & Equipments.

5. Security Arrangements: The Institutes preferably install CCTV in the Campus at strategic points to ensure safety to the Premises, Expensive equipments, Furnitures and others as well as the inmates in the Institute during training period.

Instruments of desired specifications/ requirements should be procured based on the location, access and the need in consultation with the Controlling Office.. The feed should be recorded, analysed and appropriate record should be maintained without fail.

6. Biometric devices: As advised by the Ministry of Rural Development (MoRD), all the Institutes are required to commence Aadhar based Bio Metric Attendance at the Institutes. The Institutes are mandatorily required to comply with the MoRD, GOI guidelines on a time bound programme.

Hence, in consultation with the Controlling Office, the Institutes are required to go in for Bio metric (Aadhar based) attendance installation at all Institutes. Procurement and installation of the Bio metric Device should be complied with as advised by MoRD, GOI in consultation with the Controlling Office and proper maintenance and operation should be ensured. The device should be inventorised as a movable item in the Inventory of the Institute.

Training Aids and Equipments

The objective of this chapter is to :

- Explain types of skills imparted at RSETIs
- Describe about various training aids used to enable the participants acquire such skills
- Differentiate between Generic Training aids like White Boards, LCD, PA, etc. and specific training aids
- Discuss about the workbook on Achievement Motivation
- Explain about various tools to conduct Behavioral Business Games
- List out prescribed Industry benchmarked Standard training aids and equipments for all the NSQF aligned RSETI Courses

All the training programmes of RSETIs shall be practical oriented and the participants shall practice and acquire skills under the guidance of a qualified Trainer. The relevant training contents should be effectively delivered to the trainees. The RSETIs should enable the candidates acquiring adequate skills for pursuing the business activity with confidence after the training.

The course module shall be in accordance with the Common norms notified by the Ministry of Skill Development, Government of India. The training courses shall aim at developing both soft and hard skills of the participants and enable them to take up self-employment in a most effective manner.

It is the uniqueness of RSETI training that the candidates are not only given skills for performing certain technical work but are also imparted behavioral skills to face the market challenges of establishing and managing an enterprise. Hence the skills given at RSETI can be classified under two categories viz. Soft Skills and Hard or Domain Skills.

6.1 Soft Skills

The Collins Dictionary terms the soft skills as “desirable qualities for certain forms of employment that do not depend on acquired knowledge: they include common sense, ability to deal with people and a positive flexible attitude”.

The most common and valuable soft skills required in a wide number of jobs descriptions are: Communication skills, Leadership skills, Adaptability and flexibility, Problem- solving, Decision-making, Creativity, Team working and Time management skills.

Soft skills are less tangible and hard to quantify but are very important especially in self employment ventures.

6.2: Hard Skills

Hard Skills are specific, teachable abilities that can be defined and measured such as typing, writing, math, reading and ability to use software programmes. Hard skills are teachable abilities or skill sets that are easy to evaluate, measure and quantify. Typically hard skills are learnt in the class rooms through books and various other training materials, or on the job.

The course modules in RSETIs are required to be developed in such a way to fine tune and improve both the soft and the hard skills of the participants. The modules for RSETI trainings are formulated on effective participatory and innovative techniques based on adult learning process.

Appropriate technology based tools shall be used for effective delivery of training sessions. RSETI training programmes are of prescribed duration and as such maximum learning has to be ensured within the limited period provided in each course module.

In RSETI trainings two types of training tools are used. One, which is common to all the training programmes and the another, which is training programme specific. The first categories of tools are called Generic Training tools whereas the second are called Specific training tools. It is very important for the RSETIs to have both types of training tools.

The combined uses of above tools are to be made by RSETIs based on the target trainees and the course content.

Based on the methodology prescribed in each course module, training tools need to be chosen and made use of by planning in advance as per the Course specific Check List prepared by the RSETI as per the Format provided in the Annexure Form No. These tools shall be part and parcel of each training programme.

6.3. Power Point Presentation (PPT):

PPT is an effective training tool to tone up the soft skills as well as the hard skills during a training programme. It allows the users to create slides with recordings, narrations, transitions and other features accompanied by oral delivery of topic. Easier to be seen by a large audience and the trainer can still maintain eye contact with the audience.

RSETIs shall prepare and use appropriate and course specific PPTs to make presentations and make the training more effective and acceptable.

6.4. Audio Visual Instruments (AVI):

Audio visual instruments are the devices used to make the learning experience effective and more dynamic. It is a combination of:

- a) Auditory aids that can be heard but not seen. For example, Tape Records, Microphones, Audio Cassette Players, etc.

b) Visual aids that can be seen but not heard like Charts, White Boards, Slide Projector, Print materials, Slides, Film strips, etc.

LCD Projectors, Television, Film Projector, Computer, VCD Player, Multimedia etc. are the examples of Audio Visual Instruments.

The advantages of AVI are:

- It enhances the teacher's skills and makes the teaching- learning process more effective and conceptual
- It enables communicating with the participants according to their capabilities
- It grabs the attention of the participants, builds interest and motivates the participants in the learning process.
- It enhances the energy level of the trainer as well as trainees.
- It provides trainees a realistic approach and experience as seeing is believing
- Increases understanding and retention and helps in positive transfer of learning

AVIs create a stimulating and inter-active environment which is more conducive for learning. These instruments make the learning situations as real as possible and give us the first hand knowledge through the organs of seeing and hearing.

Audio Visual Instruments (AVI) are extensively used in the present day training programmes. RSETIs are required to acquire such equipments use them for effective training.

6.5. Case Studies:

Case Studies are effective way to identify the entrepreneurial competencies of the participants.

- It is open house methods of training wherein the participants are confronted with a real life situation documented in the form of a case. The participants are induced to ponder and reflect their views on the given situation.
- This technique is used to develop participants' skill in observation of events and judicious selection of alternatives with experiential insight.
- It also helps in developing an effective way of thinking about events with intuition and systematic application of knowledge with little interference from personal prejudices.
- It provides scope to develop a set of principles out of the responses that the trainer receives during analysis and discussion.
- Trainees are exposed to skills in problem analysis through group action.
- Trainer, who plays the role of a facilitator, initiates the discussions with open ended questions in a neutral non-antagonistic way, giving the trainees an opportunity to think more deeply.

6.6. Other materials: The RSETIs shall acquire and make use of other generally required training aids such as:

6.6.1 LCD Projector: It is a type of video projector which enables display of videos, images or computer data on a screen or other flat surface. It is an improvised version of the Slide projector or

an Overhead projector and extensively used in Training programmes. Generally, there are two types LCD projectors:

- Wall mounted / Ceiling mounted LCD projectors:
- In this case the projector is mounted on the ceiling against a wall screen. It is convenient for a large class room. The participants can have a clear view of the display on the screen without any obstructions. However, the operation and maintenance of the projector will be little cumbersome in this case.
- Portable/Table mounted LCD projectors:
- These are more suitable for a small or medium sized class rooms. They are light weight, compact and easy to use. On account of its portability, the projector can be shifted among the class rooms for use. The incidences of breakages are more in this case. Movement of participants and other obstructions also hinder the view of the screen in this case.

The positioning of the projector and the size and color of the screen should facilitate easy and comfortable view for the participants to absorb the information displayed on the screen. The Trainer should make use of the “POINTER” to enhance the quality of the session and drive home the information on display. Care should be taken to select and procure a LCD projector facilitating the requirement of the Institute.

6.6.2 Public Address System: Most essential for any training institute and include Collar/hand mikes/cordless mikes for the trainees for interaction, Class room speakers etc. The availability of sufficient numbers of these instruments should be ensured at RSETIs. It should also be ensured that the speakers are of good quality. The speakers are to be positioned at suitable locations in the class room to enhance the quality of sound and receptivity.

6.6.3 White Boards and Markers: It is one of the most widely used tools in a training programme. It has a variety of advantages like materials presented can be erased, allowing repeated use of the surface, etc. The white boards serve as an excellent medium for joint trainer – trainee activity in a class room.

The following practices are necessary to ensure effective use of the white Boards:

- Always keep the White Board Clean and erase all irrelevant materials
- Keep Markers, erasers, cleaning cloths and other related items readily available to avoid interruptions of the presentation
- Avoid overcrowding to make the presentation legible.
- Writing and Drawings should be clear and large enough for everyone in the class to see.
- Use colored marker/ chalk to emphasize a point.
- Use upper part of the board to enhance visibility even to the last desk.
- Always stand to one side of the board to avoid hiding the essential information
- Adjust the lighting so as to avoid any glare.

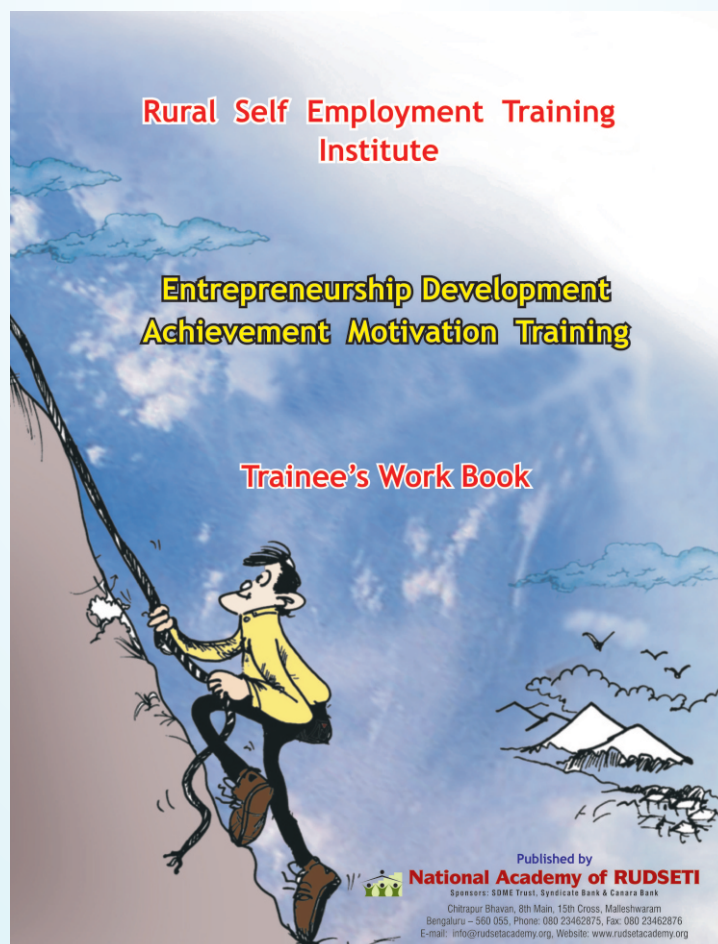
6.7 Achievement Motivation Training Work Book

Motivation and bringing about desirable behavioral changes in the trainees is one the very important aspect of RSETI training. To derive this objective an exclusive work book has been developed by the National Academy of RUDSETI. The Achievement Motivation Book consists of chapters on:

- Evaluating one's self
- Self rating questionnaire on various components of entrepreneurial competencies
- Exercises to know difference between self employment, Income generating activity and entrepreneurship
- Write ups on various behavioral games
- Market survey questionnaire
- Business Identification Opportunity Guidance

At the end some blank pages are also provided to enable the trainees write MILLY i.e. the Most Important Lesson Learnt Yesterday exercise to be conducted at every RSETI.

The above AMT work book has been translated in all major regional languages. It is compulsory for the RSETIs to provide this work book to every trainee of RSETI. This work book is to be provided as part of soft skill training.



6.8 Business Games Tool Kits

To bring out desirable behavior in the trainees and to internalize entrepreneurial competencies RSETIs are supposed to administer certain business games. In RSETIs broadly 3 Business Games are prescribed in their training modules. These are

- I. Game of Boat Making,
- II. Ring Toss Game and
- III. Tower Building Game

For each of the above games, National Academy of RUDSETI has devised standard tools. To administer these business games RSETIs need to procure and maintain prescribed tool kits.

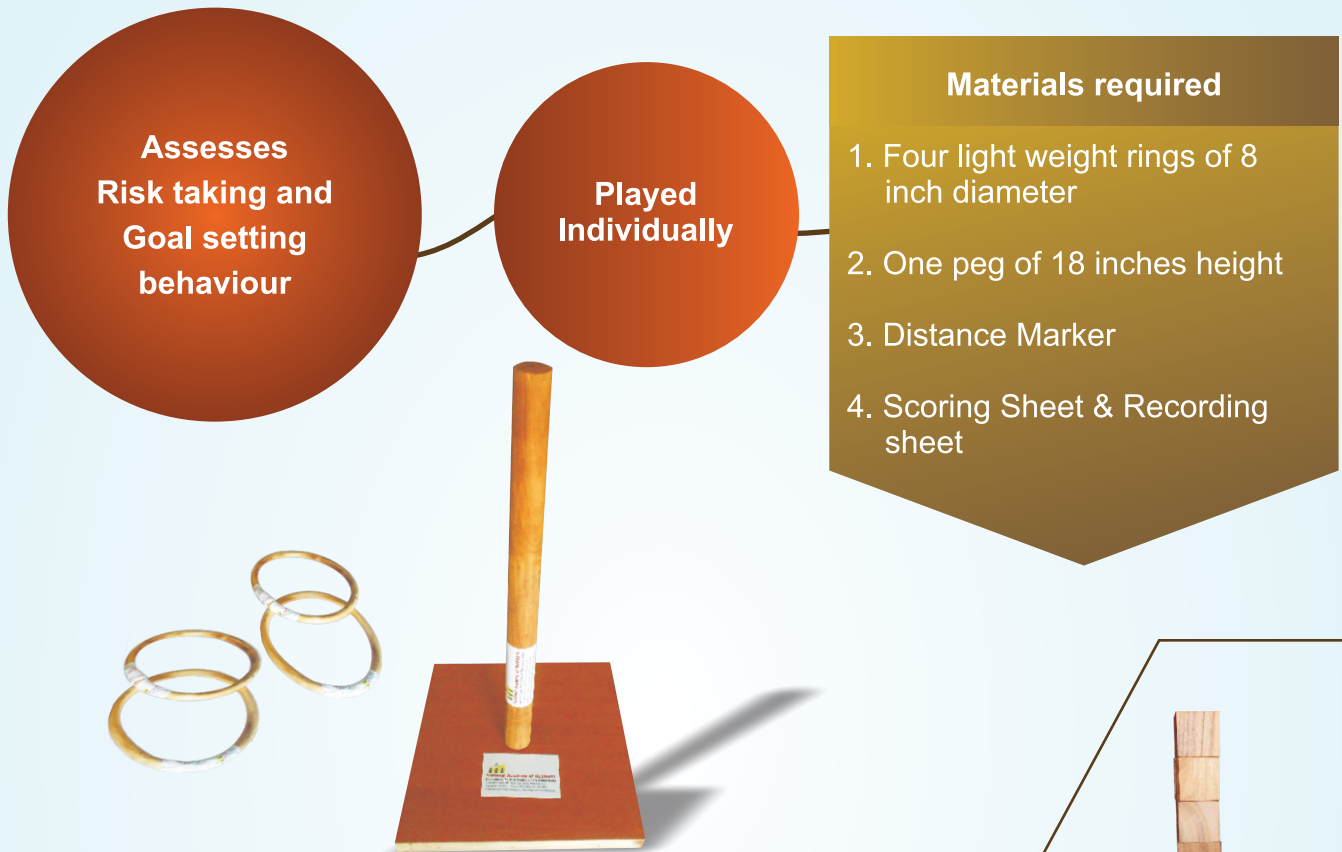
6.8.1 Took kit for the game of Boat Making

Boat making Game is a training tool administered to develop the entrepreneurial competencies of Concern for quality, systematic planning, commitment to work contract, efficiency orientation, etc.



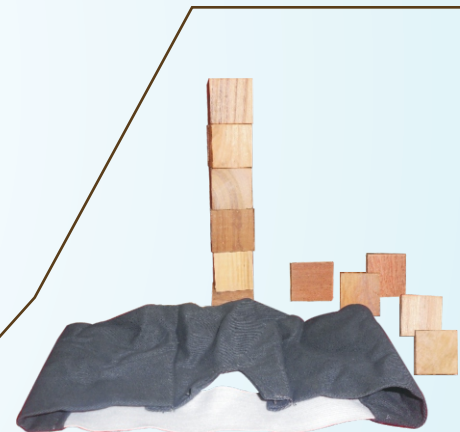
6.8.2 Took kit for Ring Toss Game

To assess risk taking and goal setting behavior of a trainee. It is played with four light weight rings (8 inch diameter) and one peg (18 inches height).



6.8.3 Took kit for Tower Building (Block Building) Game

This is game is administered to remove dependency syndrome from the participants. The tools needed for playing this game consists of:



Competencies highlighted

1. Self confidence behavior
2. Assessing dependency syndrome
3. Creative problem solving

Played In Groups

Materials required

1. 25 wooden blocks of size 9 sq.cms
2. One black cloth
3. Instruction sheets

These Games are/shall be compulsorily administered by all the RSETI Directors and Faculty as per the modules in the respective training sessions. Detailed instructions contained in the notes provided to all participants in TTPs on EDP conducted by NAR shall be scrupulously followed.

It is necessary to acquire the required games material as per the specifications prescribed to get the desired results and appropriate learning. RSETIs shall acquire all the business game tool kits and maintain them as Fixed Assets (Training Material) of the Institute.

All the above mentioned training aids, tools and equipments are generic in nature and will be generally used in all the types of training programmes conducted by the RSETIs. The RSETIs compulsorily maintain these tools for effective conduct of the training programmes.

In addition, there are programme/domain specific training aids and equipments.

As per Common Norms overall training infrastructure especially the training aids and equipment should be as per industry benchmarks and conforming to the requirements of NSQF/SDIS. Appropriate and adequate training materials are to be provided to the trainees for practical training to enable them to practice & learn the skills in a systematic manner.

In compliance of the above NAR has published a list of standard training aids/equipments for every course conducted by the RSETIs. RSETIs have to ensure availability of such materials before commencement of related training. In case required as per the consultation from the Domain trainers additional training tools and materials may also be procured.

The list prescribed by NAR in following pages is illustrative only. The RSETIs to procure necessary materials in consultation with the domain trainers so that trainees get enough hands-on practices at RSETIs.

Module/Course wise list of fixed and consumable training materials is furnished in the Annexure for all course modules aligned with NSQF and approved by NSQC.

It is reiterated that the training aids and equipments procured shall always satisfy the industry benchmarks in quality and facilitate the training programmes. The institutes shall take note to maintain the fixed items of equipments in good operating conditions by periodic servicing etc. Before the training, it should be ensured that the equipments are in operating condition and sufficient to meet the requirements of the participants.

Training Aids and Equipments

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A. Generic Training Aids

- 1 White Board & White Board Markers



- 2 LCD Projector



- 3 Computer / Laptop



- 4 Printer



- 5 Scanner



- 6 Broadband Connectivity



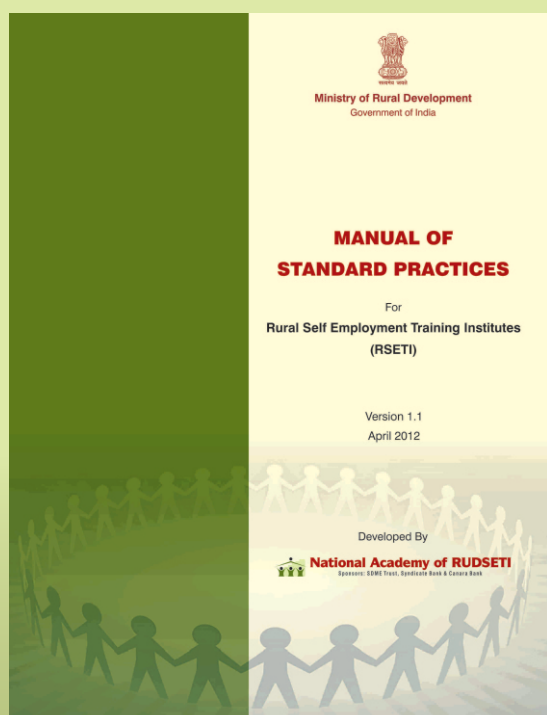
7 Collar / Hand Mike & Class room speakers



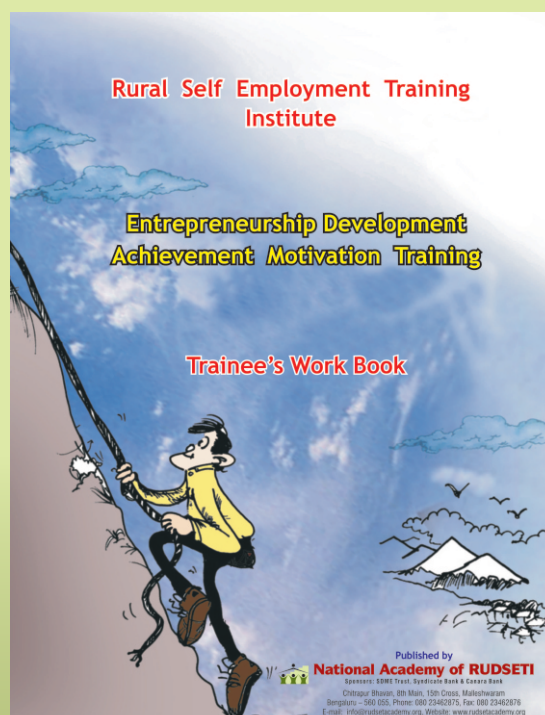
8 Chart Papers & Markers



9 Manual of Standard Practices for RSETI



10 Achievement Motivation Training Work Book



B. PROGRAMME SPECIFIC:

1. Video clips for Achievement Motivation Training
2. Video clips for internalization of entrepreneurial competencies
3. Case Studies for identification of Entrepreneurial competencies
4. A poster / chart with competencies & description prominently written

**5. Training aid for Boat Game:**

- i. Glossy colour paper (one side only colored) of 10cmX10 cm dimension
- ii. About 20 such 10cm square paper for each candidate
- iii. instruction sheet & data record sheet for each candidate

**6. Training aids for ring toss exercise :**

- i. 4 light weight rings of about 8" diameter,
- ii. A wooden peg with stand of about 18" height
- iii. Distance markers, scoring & recording sheet

**7. Training aid for Tower building exercise:**

- i. About 25 wooden blocks (cube shaped) with plain surface of 5 Sq. inch each,
- ii. Clean hand kerchief/cloth (black colour) for blind folding, observation sheets, paper slips



8. Demonstrative chart on Deposits, advances & other banking services

Homemade Agarbatti Maker

(Course Code 30004)

Training Aids & Equipments

1. Model Project Report on Homemade Agarbatti Making
2. Pedal driven/motor driven Agarbatti Making Machine (1 No.)
3. Wooden Platforms for hand rolling of Agarbatti (20 Nos.)
4. Chopper small (5 Nos.)
5. Mixing machine – small/medium (1 Nos.)
6. Sprayer (5 No)
7. Utensils (Big 3, small 5)
8. Sufficient quantities of consumables for Agarbatti making including packing material in consultation with the Domain Trainer



Resham Kosh Utpadak Udyami

(Course Code 30005)

Training Aids & Equipments

1. Model project report for a sericulture unit
2. Demonstrative charts for mulberry plants, cultivable host plants for Tussar, Eri & Moga
3. Demonstrative chart for productivity statistics
4. Demonstrative chart for life cycle of silk worm
5. Video clip/film on diseases
6. Silk worm rearing house and equipments - Specimen
7. Video clips/films on Sericulture (Chawki rearing, grainage activity, feeding & marketing of cocoon)



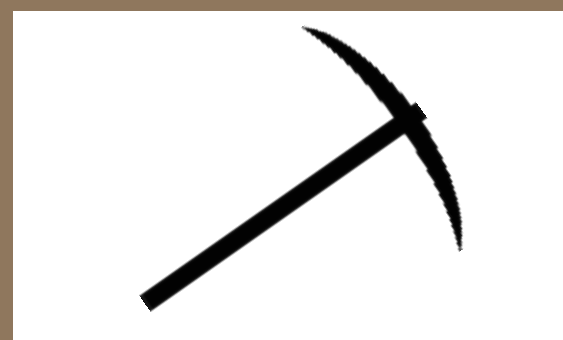
Dairy & Vermi Compost Making

(Course Code 30006)

Training Aids & Equipments



1. Model Project Report on Dairy Farming & Vermicompost making
2. Demonstrative charts on different breeds of cows
3. Video clips on fodder crops
4. Video clips on Mastitis and other diseases & their management
5. Video clips on artificial insemination
6. Shed/platform for vermin compost making
7. Equipments for digging of pits
8. Dressing materials, manure
9. Earthworm
10. Video on Milk marketing set up & societies



Paper Bags, Envelope and File Making

(Course Code 30008)

Training Aids & Equipments



1. Model Project Report on Paper Cover, Envelope & File Making
2. Scale / Ruler (2Nos.)
3. Scissors (5 Nos.)
4. Marker / Pencils (2 packet)
5. Hand operated paper cutting machine (1 No.)
6. Consumable like Design Papers, hard sheets, corner clips, rope, Tapes, glue, clips etc in sufficient quantity in consultation with Domain Trainer



COMMERCIAL HORTICULTURE

(Course Code 30017)

Training Aids & Equipments



1. Demonstrative chart on Deposits, advances & other banking services
2. Demonstrative chart on Agro climatic zones
3. Secature (2 Nos.)
4. Hand Fork (2 Nos.)

Sl No.
Particulars
Suggested Pictorial Depiction

5. Trowel (2Nos.)

6. Grafting Knife (2Nos.)

7. Pen Knife (2 Nos.)

8. Kurpi (2 Nos.)

9. Plasti Tray for holding seedling pots, bags (5 nos.)

10. Nursery Polythene Bags (50)

11. Pots for plants (10 Nos.)

12. Vegetable Grow bags (25 Nos.)

13. Hand sprayer (1 No.)

14. Consumables like seeds, plants, fertilizers, pesticides, soil in required quantity in consultation with the Domain Trainer

15. Video clip on Bio-technology in horticulture and – BT varies

16. Video clips on horticultural crops, fruit & flower crops of the region

17. Video clip on vegetable cultivation

18. Video lip on cultivation of medicinal & aromatic plants

19. Video clip on plantation crops of the region

20. Video clips on propagation techniques like grafting, budding & layering

21. Video clip on marketing of horticultural crops

22. Model project report for commercial horticulture



KRISHI UDYAMI

(Course Code 30021)

Training Aids & Equipments

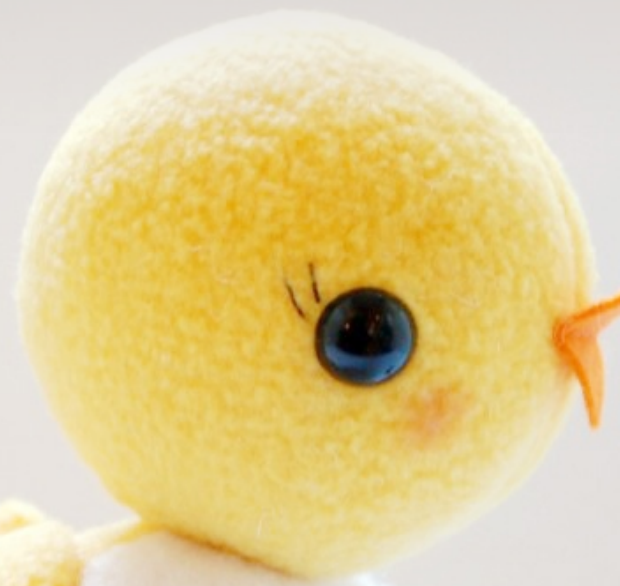


1. Video clips on soil types, fertility, sampling and soil test
2. Demonstrative chart on breeds of dairy animals
3. Video clip on Dairy management
4. Video clip on Agro processing
5. Video clip on marketing of agricultural produce, ware house and cold storage facilities
6. Video clips on nursery plant propagation house
7. Demonstrative chart on common pests/ insects of major agri crops of the region
8. Demonstrative chart on common pests/ insects of major horticultural crops of the region
9. Model project reports on Farm models & farm budgeting

SOFT TOYS MAKER & SELLER

(Course Code 30023)

Training Aids & Equipments



Sl No.

Particulars

Suggested Pictorial Depiction

1. Model Project Reports on Soft Toys Making

2. Sewing Machine regular (5 Nos.)

3. Sewing Machine Heavy Duty (2 Nos)

4. Scissors (5 Nos.)

5. Hack saw / Blades (2 Nos.)

6. Wire & Strip Cutter (2 Nos.)

7. Pliers (5 Nos.)

8. Measuring tapes (5 Nos.)

9. Cutting/Working tables (4 Nos)

10. Rectangular

11. Consumables like Needles, Long fur, short fur, medium fur, cotton, felt cloth, asbestos, Acrylic cloth, sponge, gum, nichrome wire etc in sufficient quantity in consultation with the Domain Trainer

12. Video clips on soft toys Making & Selling



SHEEP REARING

(Course Code 30024)

Training Aids & Equipments



1. Demonstrative chart on Deposits, advances & other banking services
2. Demonstrative chart on indigenous sheep breeds
3. Demonstrative chart on exotic sheep breeds
4. Film/Video clip on Sheep rearing
5. Model Project Report on Sheep Rearing



JUTE PRODUCTS UDYAMI

(Course Code 30026)

Training Aids & Equipments



Sl No.
Particulars
Suggested Pictorial Depiction

1. Model Project Report on Jute Products Making
2. Sewing Machine - regular(5 Nos.)
3. Sewing Machine – Heavy Duty (2Nos.)
4. Needle (2 Packets)
5. Scissors (5 Nos.)
6. Cutting table
7. Measuring Tapes (5 Nos.)
8. Marker Chalk (2Box)
9. Consumables like Jute cloth, gum, Buttons, jips etc in sufficient quantify in consultation with Domain Skill Trainers
10. Video clips on Jute Products Making & marketing



POULTRY

(Course Code 30027)

Training Aids & Equipments



1. Demonstrative chart on Deposits, advances & other banking services
2. Demonstrative chart on Poultry breeds, quail, duck & turkey
3. Demonstrative chart on Broiler & Layers
9. Video clip on chick procurement, transportation & care
4. Video clip on poultry equipments, their use and maintenance
5. Video clips on Poultry diseases, vaccination & prevention
6. Video on poultry waste management
7. Model Project Report for Poultry Farming



PAPAD, PICKLES & MASALA POWDER MAKING

(Course Code 30028)

Training Aids & Equipments



Sl No.

Particulars

Suggested Pictorial Depiction

1. Mixer/Grinder
2. Wooden roller & platform for papad making
3. Frying pan
4. Gas Stove
5. Kitchen Knife set
6. Spoon Set
7. Steel Buckets
8. Apron
9. Disposable gloves
10. Packing material (disposable)
11. Video clips on Papad making & selling
12. Video Clips on Pickle making & selling
13. Video clip on Masala Powder making & selling
14. Model Project Reports



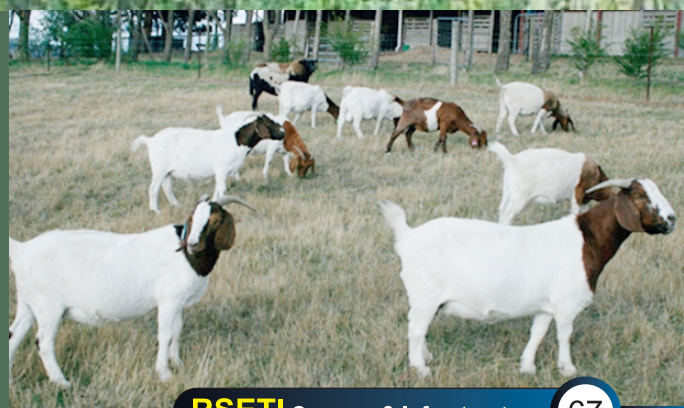
GOAT REARING

(Course Code 30029)

Training Aids & Equipments



1. Demonstrative chart on indigenous Goat breeds
2. Demonstrative chart on exotic Goat breeds
3. Film/Video clip on Goat rearing
4. Model Project Report on Goat Rearing



CULTIVATION OF MEDICINAL & AROMATIC PLANTS

(Course Code 30030)

Training Aids & Equipments



1. Video clip/Demonstrative chart for medicinal plants of the region
2. Video clip/Demonstrative chart for aromatic plants of the region
3. Video clip on cultivation of medicinal plants
4. Video clip on aromatic plants of the region
5. Video clips on extraction of aromatic oil, processing and usages
6. Video clips on water management – irrigation of crops of medicinal & aromatic plants
7. Video clip on harvesting, storage & package of harvested crops of medicinal and aromatic plants
8. Model Project Report for Cultivation of Medicinal & Aromatic plants



RUBBER TAPPING & PROCESSING

(Course Code 30031)

Training Aids & Equipments



1. Model project report on rubber cultivation
2. Tapping knife
3. Latex collecting cups
4. Rain Guards
5. Tin / Bucket
6. Trays / Moulds
7. Chemicals for coagulation
8. Wooden Roller
9. Hand / Pedal driven sheet maker
10. Video clip on rubber nursery
11. Video clip on rubber tapping – girding, temptation & tapping
12. Video clips on rubber processing and sheet making



FAST FOOD STALL UDYAMI

(Course Code 30032)

Training Aids & Equipments



1. Model Project Report for Fast Food Stall
2. Kerosene/Gas Stove (1 No.)
3. Mixer/Grinder (1 No.)
4. Vessels / Utensils for making Fast Food Items
5. Kitchen Knife set (2 No.)
6. Frying Pans (2 Nos.)
7. Sev puri maker (2 nos.)
8. Noodle maker (2 nos.)
9. Gloves
10. Chef's hats
11. Consumables like Grocery items, masala items etc in sufficient quantity in consultation with the Domain trainer

BUSINESS CORRESPONDENT & BUSINESS FACILITATOR

(Course Code 30037)

Training Aids & Equipments



1. Demonstrative Chart for KYC norms
2. Demonstrative chart for Demand & Time Deposits
3. Demonstrative chart for credit schemes like MUDRA
4. Application/blank loan document forms for exercise in filling of account opening forms, loan forms and loan documentation
5. Demonstrative Chart on SHGs and Micro Finance
6. Demonstrative charts on Social Security Schemes –PMJDT, APY, PMJJBY, PMSBY, PMFBY etc.

**Pradhan Mantri
Suraksha Bima Yojana**



**Pradhan Mantri
Jeevan Jyoti Bima Yojana**

DEBT RECOVERY AGENTS

(Course Code 30038)

Training Aids & Equipments

1. Demonstrative Chart for KYC norms
2. Demonstrative Chart on NPA norms & methods of recovery
3. Video clips on Personal & telephone etiquettes
4. Video clips on Persuasion and Negotiation Skills
5. Case Studies

Guidelines for DRAs

RBI REGULATIONS

IBA POLICY

CODES OF CONDUCT

PIGGERY

(Course Code 30039)

Training Aids & Equipments

1. Demonstrative chart/video clip on breeds of pigs
2. Video clip on Breeding practices, farrowing and weaning
3. Video clip on feeding of pigs
4. Demonstrative chart on age wise feeding of pigs
5. Video clip of general management of piggery unit (health & hygiene)
6. Video clip on common diseases in pigs and their control
7. Video clip on waste management in piggery
8. Video clip on marketing management in piggery
9. Model project report of a Piggery unit



COMMERCIAL FLORICULTURE

(Course Code 30041)

Training Aids & Equipments



1. Video clip / Demonstrative chart for major flower crops
2. Video clip / Demonstrative chart for major foliage & ornamental plants
3. Video clip on nutrition, fertigation and irrigation management in flower crops
4. Video clip on propagation techniques in flower and ornamental plants
5. Video clip on harvesting and packaging methods in floriculture
6. Model project report for a Floriculture unit

VEGETABLE NURSERY MANAGEMENT AND CULTIVATION

(Course Code 30043)

Training Aids & Equipments



1. Cultivable plots for seed bed preparation
2. Pro-tray for nursery rearing
3. Poly bags for demonstration / practical
4. Video clip on vegetable nursery - propagation house, protected structures, poly house, shade net house etc.
5. Video clip on fertigation methods in vegetable cultivation
6. Demonstrative charts on common pests and insects
7. Model Project Report for Vegetable nursery management & cultivation

BEE KEEPING

(Course Code 30044)

Training Aids & Equipments

1. Demonstrative chart for different species & races of honey bees
2. Chart depicting month wise calendar of operations in bee keeping
3. Bee Box ISI A-Type (2 nos)
4. Plunger marking cage, Press in marking cage, Clip type queen cage, Queen travelling & introduction cage
5. Combined veil & smoker
6. Pair of leather gloves
7. Contact feeder
8. Lightweight J-type hive tool



Sl No.

Particulars

Suggested Pictorial Depiction

9. Queen gate

10. Queen excluder

11. Drone trap

12. Steel container

13. Fahrenheit thermometer

14. Gas Stove

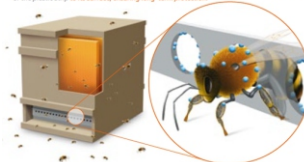
15. Video clips on bee keeping

16. Model Project Report on Bee Keeping



The varroa gate protects honey bees

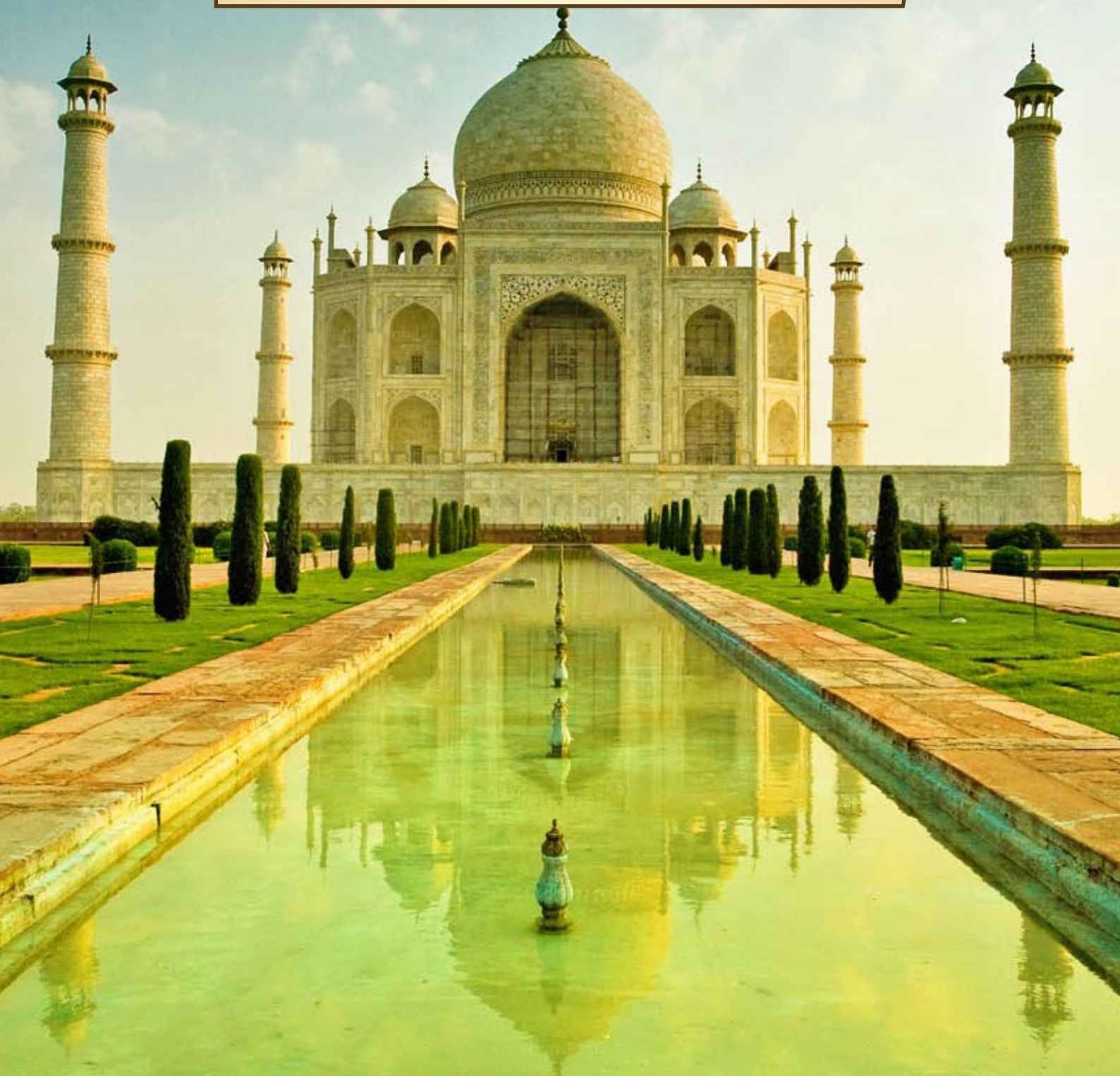
Bees brush against the anti-mite chemical on the entrance hole when they return to the hive, taking it inside with them. Fresh supplies of the chemical are immediately released from the core of the plastic strip to its surface, ensuring long-term protection.



TRAVEL & TOURIST GUIDE

(Course Code 30046)

Training Aids & Equipments



1. Video clips on etiquettes for Tourist Guides
2. Video clips on important Tourist places / centers of the region
3. Model Project Report for Travel & Tourist Guide

MUSHROOM CULTIVATION

(Course Code 30047)

Training Aids & Equipments

1. Demonstrative chart on Deposits, advances & other banking services
2. Demonstrative chart showing various types of edible Mushrooms
3. Cultivable site / Mushroom Grow room for Mushroom cultivation
4. Straw immersion tank
5. Sprayer



Sl No.

Particulars

Suggested Pictorial Depiction

6. Chaff cutter

7. Polythene bags

8. Paddy straw

9. Spawn bottles

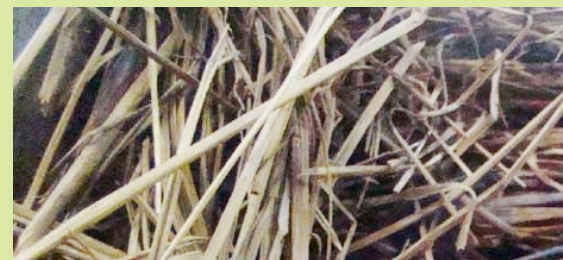
10. Chemical for sterilization & processing

11. Video clips on commercial cultivation of Mushroom

12. Video clips on disease control & pest management in Mushroom cultivation

13. Video clips on harvesting, packing, storing, grading & marketing of Mushroom

14. Model Project report on Mushroom cultivation



BAMBOO & CANE CRAFT MAKING

(Course Code 30048)

Training Aids & Equipments



1. Knot Remover (2)
2. Round / Square Stick Machine (2 Nos.)

Sl No.

Particulars

Suggested Pictorial Depiction

3. Hand Tools:

Hammer	Chalk Line	Tape Measure	Levels
Utility Knife	Tin Snips	Speed Square	
Framing Square	Nail Puller	Carpenter's Pencil	



4. Wood Chisel (1 inch)

5. Power Tools:

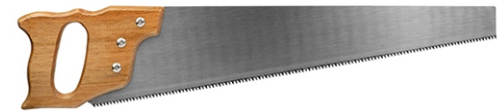
Circular saw	Drill (3/8" to 1/2" chuck)	Reciprocating Saw
Extension cords		



6. Nail Guns (2 nos.)

7. Hand Saw (manual/electrical) (2 Nos.)

8. Inventory of Bamboos, Canes, Wood and other consumables like nails, adhesives, binding wires, polishing papers, paints etc in sufficient quantity in consultation with the domain Trainer



GARDENING & LANDSCAPING

(Course Code 30049)

Training Aids & Equipments



1. Video clips on home garden, rooftop garden, terrace garden
2. Model project report for Gardening and landscaping
3. Video clip on Terrarium
4. Kassi/Spade (5nos)
5. Kurpi (5 nos)
6. Hand hoes (5nos)
7. Saw (2nos)
8. Watering can (2nos)
9. Grass Cutters (2nos)



Sl No.

Particulars

Suggested Pictorial Depiction

10. Budding & Grafting Knives (5nos)

11. Secature (2nos)

12. Buckets (5nos)

13. Edge Cutter (2nos)

14. Tree Pruner (2nos)

15. Earthen Parts (20nos)

16. Plastic Pots (20nos)

17. Video clip on Bonsai

18. Sample Bonsai Trees

19. Video clip on Commercial Gardening

20. Video clip on Rock Garden & Water Garden

21. Video clip on Sunken garden

22. Video clip on landscaping

23. Grass Mover

24. Pick Axe & other digging Equipments

25. Other Consumables like Seed Packets, Gunny Bags, Sutli, Moss-grass, Garden Plants etc. in sufficient quantity in consultation with Domain Trainer



HOUSE AAYA

(Course Code 30050)

Training Aids & Equipments



1. Wheelchair (1 No.)
2. First aid Box (5 Boxes)
3. Clinical Thermometer (5 Nos.)
4. Bandage Material (5 sets)
5. Sponge bath (5 Nos.)



POLY HOUSE & SHADE NET FARMING

(Course Code 30051)

Training Aids & Equipments

1. Video clip on Protected cultivation using poly house – Green house, Shade net house , Low tunnels
2. Video clip on Water Management systems in poly house & Shade net farming
3. Video clip on fertigation
4. Demonstrative chart on common pests & diseases
5. Video clip on harvesting of crops grown under protected conditions
6. Video clips on marketing of horticultural crops
7. Model Project Report on Poly house and shade net farming



PHOTO FRAMING & LAMINATION

(Course Code 30054)

Training Aids & Equipments



1. Model Project Report for Photo Framing
2. Different types of photo Frames
3. Material for lamination – hardboard etc
4. Material for Screen Printing
5. Visiting cards & invitation cards for screen printing
6. Decorative Photo frames (illuminated etc)
7. Scissors, Hammer & Hand Saw
8. Consumables like Gum, Nails, Frame Edges, & Lamination Materials in sufficient quantity in consultation with Domain Trainer



MASONRY & CONCRETE WORKS

(Course Code 30055)

Training Aids & Equipments



Sl No.
Particulars
Suggested Pictorial Depiction

1. Helmets (25nos)
2. Hand Gloves (25 Pairs)
3. Measuring boxes (Wooden or metal) (5nos)
4. Measuring Tapes (5nos)
5. Plumb line (5nos)
6. Trowel (Tape) (10nos)
7. Mason's Square (2nos)
8. Mason's Level (2nos)
9. Leveling pipes (5nos)
10. Leveling bars (2nos)
11. Wooden Floats (5nos)
12. Sample building materials like stones, sand, cement, cement blocks, lime, bricks, etc
13. Floor Tiles, Pavers, vitrified, granite
14. Scaffolding material & twine/rope
15. Vent Pipes
16. Manhole Covers
17. Door & Window Frames
18. Adhesives & solvents for joint filling
19. Damp proofing & water proofing chemicals
20. Anti termite solution/chemicals
21. Other consumables like Cement, Sand etc. for practical work in sufficient quantity in consultation with Domain Trainer



INSTALLATION & SERVICING OF CCTV CAMERA SECURITY ALARM & SMOKE DETECTOR

(Course Code 30056)

Training Aids & Equipments



1. Model Project Report for CCTV Installation & Service
2. Cable 50 feet
3. CCTV Camera (4 units)
4. Display Device / Monitor (2 units)
5. Crimping tool (4 units)
6. Wire Cutter (4 Nos.)
7. Digital Video decoder (2 Nos)
8. Screw Driver set (4 units)

SI No.

Particulars

Suggested Pictorial Depiction

9. Connectors (12 nos.)

10. Adapter (2 Nos)

11. LAN connection

12. Modem (2nos)

13. Coaxial cables

14. Optic Fiber Cable

15. Smoke Detector Device



SHOP KEEPER

(Course Code 30058)

Training Aids & Equipments

1. Video clips for negotiating skills
2. Model Project report on Shop Keeping



PISSICULTURE

(Course Code 30059)

Training Aids & Equipments



1. Demonstrative chart on cultivable fish species – Carps and alternate fishes
2. Video clip on construction of fish pond, seed stocking and fish seed rearing
3. Video clip on breeding of major fish species
4. Video clip on ornamental fish culture
5. Video clip on culture of alternate fishes – Pangasius and Nile Tilapia
6. Video clip on prawn and fresh water pearl culture
7. Demonstrative chart on Deposits, advances & other banking services
8. Video clip on fish processing
9. Model Project Report for Pissiculture

EDP for Micro Entrepreneurs

(Course Code 40001)

Training Aids & Equipments

1. Model Project Reports for Agri & MSME activities
2. Field visit observation sheet



Photography & Videography

(Course Code 40002)

Training Aids & Equipments



Sl No.

Particulars

Suggested Pictorial Depiction

1. Model Project Report for Photography & Videography
2. DSLR – MAX5/Max/1/D3/D4 (2 unit)
3. Higher end SLR Camera (2 units)
4. Video camera p4 HD (2 units)
5. Camera Stand (1 No.)
6. FX 200 Lightings (6 units)
7. Umbrella (2 Nos.)
8. Snoot & Honey Comb (1 unit)
9. Light room software
10. Plain Backdrop – (8 ftX12 ft Welcome) (1 unit)
11. Design Backdrop – (8 ftX12 ft Welcome) (1 unit)
12. Back drops (3 units)
13. Lens 7300 (1 unit)
14. Lens 18105 (1 unit)
15. Macro lens (1 unit)
16. Card reader – Transcend (2 units)
17. Twister pro software
18. Photoshop software



Cell Phone Repairs & Service

(Course Code 40003)

Training Aids & Equipments

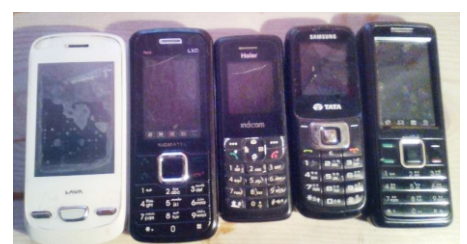
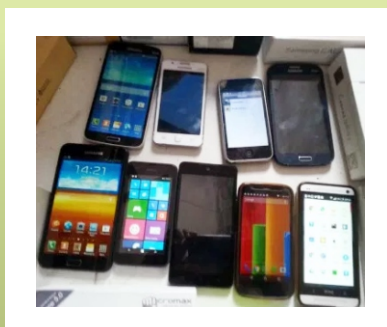
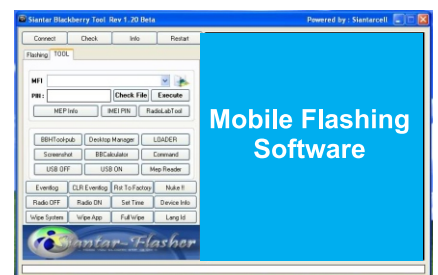


Sl No.

Particulars

Suggested Pictorial Depiction

1. Model Project Report for Cellphone Repairs & Servicing
2. Digital Multimeter (4 units)
3. Screw Drivers Kit (4 units)
4. Tweezers – Straight & bend (2 sets)
5. Blower machine (SMD rework station) (4 units)
6. DC soldering gun (4 units)
7. AC soldering machine with stand (4units)
8. PCB holder (4 units)
9. IP (ISO profile alcohol) (4 bottles)
10. Soldering lead (4 units)
11. Jumper wire (40 Nos.)
12. Safety pin bunch (30 Nos.)
13. Dead Mobile Sets (10 Nos.)
14. Working mobile sets(10 Nos.)
15. Magnifying lamp (2 Nos.)
16. DC Power supply (I Unit)
17. Flashing Software
18. Consumables like Elma solution, soldering paste, lead, IC chips, Jumper wires in sufficient quantity in consultation with Domain Trainer



Beauty Parlor Management

(Course Code 40007)

Training Aids & Equipments

1. Model Project Report for Beauty Parlor Management
2. Multiple (Beauty Parlor) chair (2 units)
3. Facial Bed (1 No.)



Sl No.

Particulars

Suggested Pictorial Depiction

4. Pedicure / Manicure chair (2 units)
5. Pedicure Tub (2 units)
6. Hair straitening machine (2 Nos.)
7. Hair Curling machine (2 Nos.)
8. Hair setting roller (2 units)
9. Hair sprayer (2 units)
10. Face Steamer (hot & cold) (2 Nos.)
11. Head Steamer (2 Nos.)
12. Professional Hair Dryer (4 Nos.)
13. Galvanic (4 Nos.)
14. Dressing Mirror with focus light (2 Nos.)
15. Apron (5 Nos.)
16. Wax heater (2 units)
17. Geyser (1 unit)
18. Wax knife (1 unit)
19. Scissors (5 Nos.)
20. Combs (different kind) (5sets)
21. Hair drier (2 units)
22. Hair coloring brush (5 Nos.)
23. Bowls (5 Nos.)
24. Gloves (10 set)
25. Towels (5 Nos.)
26. Tissue paper (5 packs)
27. Sufficient consumable cosmetic items as per syllabus & batch size in consultation with Domain Trainer



Welding & Fabrication

(Course Code 40009)

Training Aids & Equipments



Sl No.

Particulars

Suggested Pictorial Depiction

1. Model Project Report for Welding & Fabrication
2. Pop Rivet Gun (2nos)
3. Drill (2nos)
4. Die Grinder (1no)
5. Arch welding equipment
6. Gas Welding equipment (1 no)
7. Soldering and Brazing kit (2nos)
8. Power screw driver (2nos)
9. Tin snips (1 set)
10. Wrenches (1 set)
11. Welding helmets (2nos)
12. Hydro guard rod ovens (1 set)
13. Hack saw (1 no)
14. Hand held Plasma Cutter (1 no)
15. Welding safety glasses & gloves (2 nos)
16. Consumables like welding wire, brushes, flux & Rods & welding fluids for practice of welding in consultation with the Domain Trainer



Men's Tailor

(Course Code 40010)

Training Aids & Equipments



Suggested Pictorial Depiction

Sl No.

Particulars

1. Model Project Report for Men's Tailor
2. Sewing Machine (1 machine for every trainee)
3. Zigzag machine (2 Nos)
4. Khaza button Machine (1 No.)
5. Scissors (25 nos)
6. Needles (5 packets)
7. Case (30 Nos.)
8. Bobbin (30 Nos.)
9. Marker Chalk (30 boxes)
10. Hemming Needles (100 nos.)
11. Cutting Table (1 no)
12. Cutting Machine (1 Nos.)
13. Measuring Tapes (30 Nos.)
14. Ruler / scale (30 Nos.)
15. Iron Box (2 nos)
16. Consumables like cloth for stitching, hooks, buttons, zips, lining material etc in sufficient quantity in consultation with the Domain Trainer



Vastra Chitra Kala Udyami

(Course Code 40011)

Training Aids & Equipments



Sl No.

Particulars

Suggested Pictorial Depiction

1. Model Project Report on Embroidery & Fabric Painting
2. Sewing Machine (25 Nos.)
3. Embroidery Machine (2 Nos.)
4. Scissors (regular) (25 No.)
5. Wooden Embroidery Hoops & Frames (1:1 ratio)
6. Embroidery Scissors (1:1 ratio)
7. Embroidery Needles set (1:1 ratio)
8. Embroidery Fabric/Dress Material (Consumable)
9. Embroidery Thread (Consumable)
10. Assorted size artist brushes
11. Iron Box
12. Hemming Needles
13. Measuring Tapes
14. Video clips on hand embroidery
15. Video clips on Fabric painting
16. Disposable Hand Gloves
17. Disposable plastic aprons
18. Consumables like plain cloth for embroidery, threads, fabric paint boxes etc in sufficient quantity in consultation with Domain Trainer



Electric Motor Rewinding & Repair Services

(Course Code 40012)

Training Aids & Equipments

1. Model Project Report for Electrical Motor Rewinding & Repair Service
2. Induction motor (3 units)
3. Open well submersible motor pump (2 units)

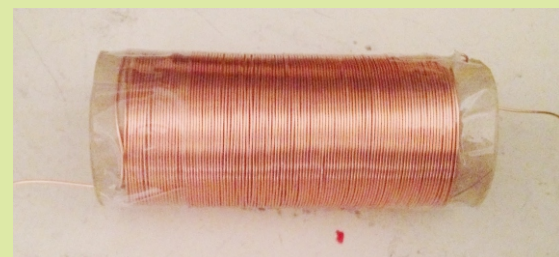


Sl No.

Particulars

Suggested Pictorial Depiction

4. Submersible motors (2 units)
5. Stand for mounting (2 Nos.)
6. High power extension cords(5 No.)
7. Multimeters (5 Nos.)
8. 21 gauge SWG copper wire (10 KGs)
9. 1 mm copper wire (10 KGs)
10. 7 mm insulation paper- white (2 KG)
11. 7 mm insulation paper- black (2 KG)
12. 25 gauge copper wire (2 KG)
13. 27 Gauge copper wire (2 KG)
14. Ceiling Fans (4 Nos)
15. All types of sleeves – 2mm (30 pieces)
16. All type of sleeves – 4 mm (10 pieces)
17. Submersible colour sleeves (1 bundle)
18. Submersible wooden Stick (2 bundle)
19. Benchwise (1 set)
20. Insulation tapes (20 nos)
21. Thread (2 bundle)
22. Submersible slot paper (100 grams)
23. Starter box-DOL (1 no.)
24. Cutting Pliers (5 Nos.)
25. Screw Drivers (5 Nos.)
26. Nose Pliers (5 Nos.)
27. Wire slippers (5 Nos.)

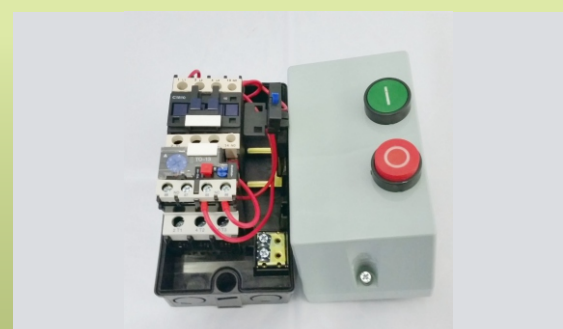
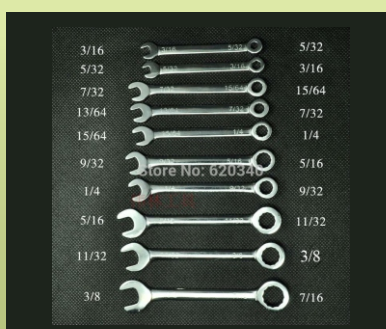
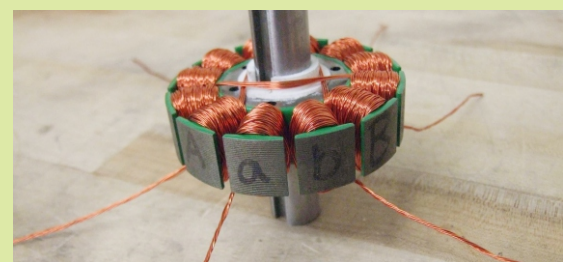


SI No.

Particulars

Suggested Pictorial Depiction

28. Wire cutters (5 nos)
29. Winding former – flat (1 nos)
30. Winding former – step/step (1 nos)
31. Slot paper unit (1 set)
32. All size spanner set (2 Nos)
33. Testers (4 Nos.)
34. Iron Hammers (2 nos)
35. Nylon hammers (2 Nos.)
36. Steer scale big (2 Nos.)
37. Water pond / tank / open well for demonstration of working of submersible pump
38. Mobilize repairable electrical appliances like fans, pumps, Grinder, Mixi etc from local market for hands on practice as per syllabus



Costume Jewelry Udyami

(Course Code 40013)

Training Aids & Equipments



Sl No.
Particulars
Suggested Pictorial Depiction
1. Model Project Report on Artificial Jewelry Making
2. Wire cutters (5 Nos.)
3. Round nose pliers (5 Nos.)
4. Chain nose pliers (5 Nos)
5. Flat nose pliers (5 Nos.)
6. Crimpers (5 Nos.)
7. Solder guns (5 Nos.)
8. Jewelry Design Books
9. Consumables like wire, soldering materials, gems, pendants and other fancy items used in Costume Jewelry


TWO WHEELER MECHANIC

(Course Code 40014)

Training Aids & Equipments



Sl No.
Particulars
Suggested Pictorial Depiction

1. Model Project Report for Two Wheeler Mechanic
2. Ring Spanners of different sizes (10 Nos.)
3. Flat Spanners of different sized (10 Nos.)
4. T-Spanner (2 Nos.)
5. Stools (4 No.)
6. Drums of different sizes (3 Nos.)
7. Mobilize repairable Two Wheelers (motorcycle / scooters) of different make from local market for hands on practice as per syllabus
8. Consumables like Cotton waste, oil, grease, petrol etc in consultation with Domain Trainer



LMV OWNER DRIVER

(Course Code 40015)

Training Aids & Equipments



Sl No.

Particulars

Suggested Pictorial Depiction

1. Model Project Report for LMV Finance
2. Demonstrative chart on Traffic Rules
3. Dual control vehicle (hatchback/sedan) for driving practice or Simulator- owned / rented
4. Three Wheeler / Autoriksha for driving practice
5. Pollution Testing machine
6. Tool kit set for LMV/car servicing
7. Safe Driving Manual



GHARELU VIDYUT UPKARAN SEVA UDYAMI

(Course Code 40016)
Training Aids & Equipments

1. Used Single Phase Motors (2 Nos.)
2. Used Single Phase Centrifugal Motor (1 No.)
3. Used Wet Grinder (1 No.)



Sl No.
Particulars
Suggested Pictorial Depiction

4. Used Washing Machine (Fully automatic)

5. DTH (1 No.)

6. Air Cooler (1 No.)

7. Ceiling Fans (3 Nos.)

8. Table Fan (3 Nos.)

9. Electric Stove (2 Nos.)

10. Induction Heater (1No.)

11. Room Heater (2 Nos.)

12. Electric Geyser (1 No.)

13. Mixer Grinder (2 Nos.)

14. Iron box (2 Nos.)

15. Exhaust fan (2 Nos)

16. Blenders

17. High power extension cord (2 Nos)

18. Different types of switches, sockets, fuses

19. Hand held drilling machine (1 No.)

20. LED & CFL Lamps (1 No.)

21. Emergency Lamps (1 No.)

22. Tube Choke (5 Nos.)

23. Sound system (1 Nos.)

24. Decorative lights (1 Set)

25. Voltage Stabilizers (2 Nos.)

26. Screw Driver Set (1 set)

27. Cutting Pliers (2 Nos.)



SI No.

Particulars

Suggested Pictorial Depiction

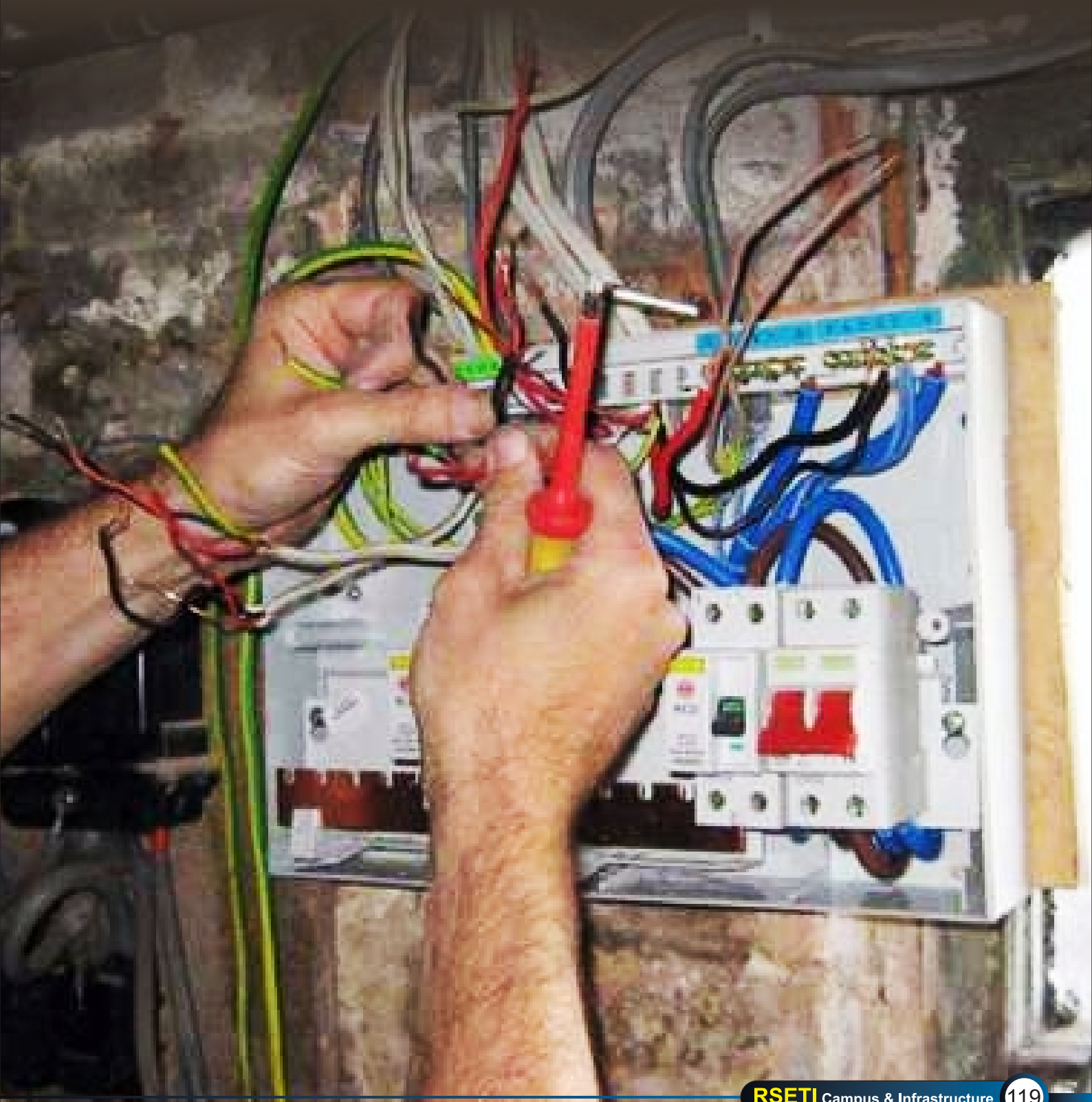
28. Nose pliers (2 Nos.)
29. Wire Stripper (2 Nos.)
30. Wire cutter (2 Nos.)
31. Scissors (2 Nos.)
32. Punch and Bit (2 Nos.)
33. Hexa blade with frame (1No.)
34. Internal & External Bearing puller (2 Nos.)
35. Mixer Jar repair spanner (1 set)
36. Benchwise (1 set)
37. Multi meter (2 sets)
38. Voltmeter & Ammeter (2 no.)
39. 25 swg copper wire(for single phase motor winding) – 2 KG
40. 27 swg Copper wire (for ceiling & table fan winding) – 2 KG
41. 7 mm insulation white paper (1 KG)
42. 7 mm insulation black paper (1 KG)
43. Insulation Tape (10 Nos.)
44. Consumables like (switch, socket, board, 1.5sq wire, fuse, DP, MCB etc) in sufficient quantity in consultation with Domain Trainer
45. Mobilize repairable Domestic Appliances Like (Fan, Mixer, Grinder, Air cooler etc) from local market for hands on practice



HOUSE WIRING

(Course Code 40018)

Training Aids & Equipments



Sl No.

Particulars

Suggested Pictorial Depiction

1. Model Project Report for House Wiring
2. Combination pliers (5 Nos.)
3. Nose Pliers (5 Nos.)
4. Screw Driver Big size (8 Nos.)
5. Screw Driver Small size (8 Nos)
6. Line Tester (8 Nos.)
7. Knife (15 Nos.)
8. ½ pound hammer (15 Nos.)
9. Hock saw frame + blade (5 Nos.)
10. Hand held Drilling Machine (2 Nos.)
11. Wire Sleeve Cutter (10 Nos.)
12. 1 mm, 2 mm Drill bits (20 Nos.)
13. Switch Boards (4 Nos.)
14. Different types of Switches (10 Nos.)
15. DP MCB (4 Nos.)
16. Plug Pins (10Nos.)
17. Insulation Tapes (5 Nos.)
18. Consumables like wire, fuse wire, earthing materials like charcoal, salt, pipes etc in sufficient quantity in consultation with Domain Trainer



MEN'S PARLOR & SALOON

(Course Code 400019)

Training Aids & Equipments



Sl No.

Particulars

Suggested Pictorial Depiction

1. Model Project Report for Men's Parlor
2. Multiple (Beauty Parlor) Chair (2 units)
3. Hair straitening machine (4 Nos.)
4. Hair Curling machine (4 Nos.)
5. Head Steamer (2 Nos.)
6. Face Steamer (hot & cold) (2 Nos)
7. Professional Hair Dryer (2 Nos.)
8. Galvanic (2 Nos.)
9. Dressing Mirror (2 Nos.)
10. Apron (5 Nos.)
11. Wax heater (2 units)
12. Wax knife (2 Nos.)
13. Geyser (1 unit)
14. Sterilizer (1 No.)
5. Scissors (5 Nos.)
16. Trimmers (2 Nos.)
17. Combs (different kind) (5 sets)
18. Hair coloring brush (5)
19. Bowls (5)
20. Gloves (10 set)
21. Towels (5)
22. Tissue paper (5 packs)
23. Sufficient consumable cosmetic items as per syllabus & batch size in consultation with Domain Trainer

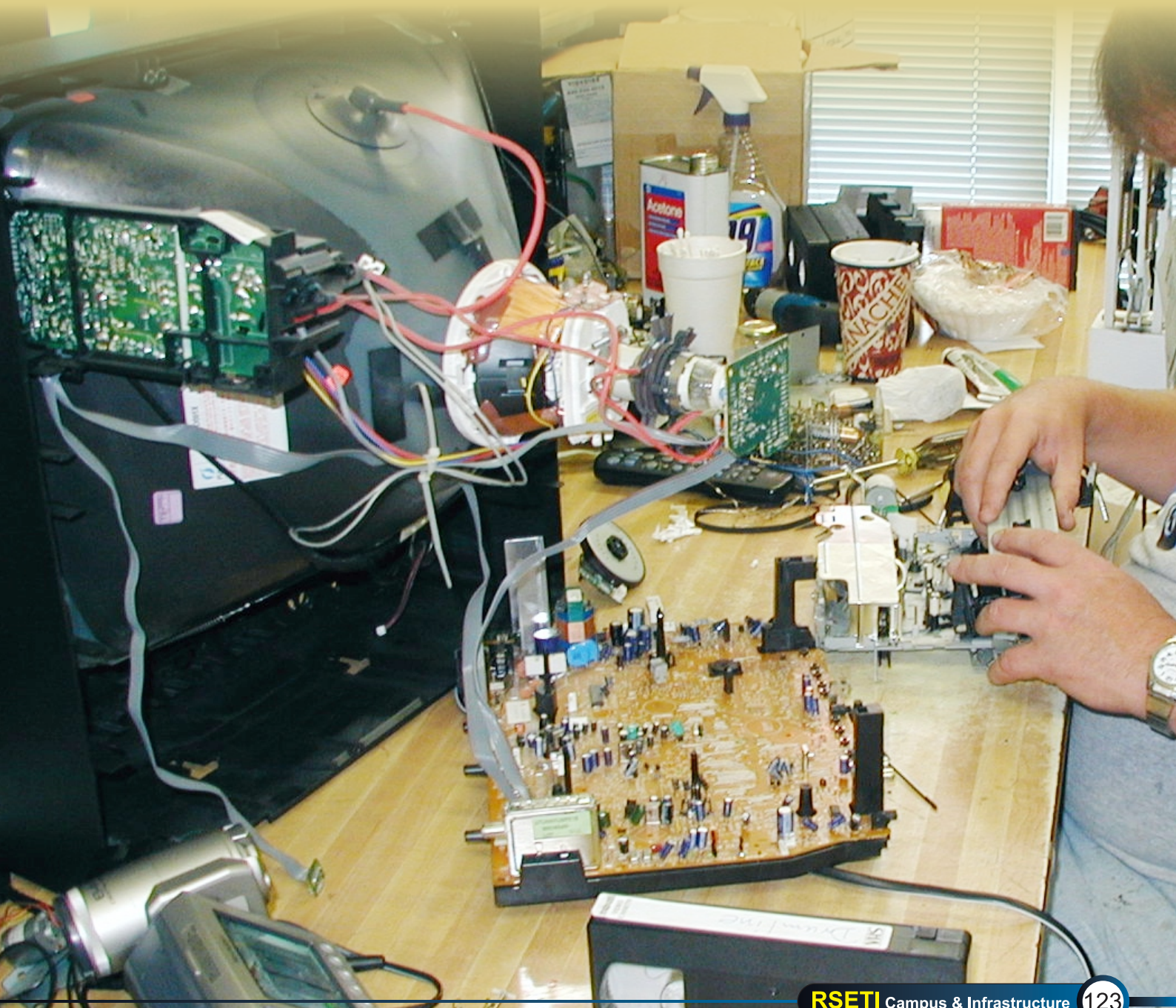


TV TECHNICIAN

(Course Code 40020)

Training Aids & Equipments

1. Model Project Report for TV Technician
2. Desoldering pump (2 Nos.))
3. Digital Multimeter (6 Nos.)



Sl No.

Particulars

Suggested Pictorial Depiction

4. DTH with Dish Antena (1 Unit)

5. ESD Gloves (5 Pairs)

6. ESD – Safe Tweezer (5 Nos.)

7. IC chip extractor (5 Nos.)

8. Insulation tapes (5 Nos.)

9. Lead solder (2 boxes)

10. Line tester (5 Nos)

11. Magnifying lens (2 Nos.)

12. Nose Pliers (5 Nos.)

13. High power Extension cord (5 Nos.)

14. Precision Screw Driver (5 Nos.)

15. Screw Driver set (5 Nos.)

16. Torque Screwdriver set (5 units)

17. Shear Cutters (5 Nos.)

18. Soldering Flux (2 Boxes.)

19. Soldering Iron (5 Nos.)

20. CRT TV with remote control (1 unit)

21. LCD TV with remote control (1 unit)

22. LED TV with remote control (1 unit)

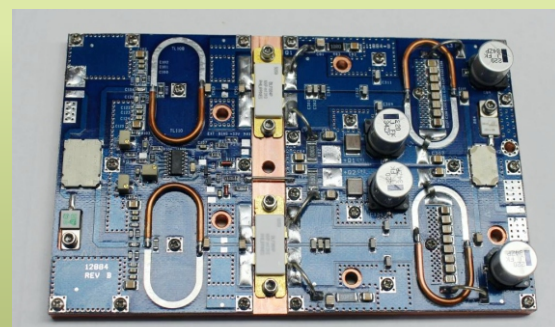
23. Universal crimp tool (5 units)

24. Wire Striper (5 units)

25. Amplifier (1 unit)

26. Mother boards (5 Nos.)

27. USB Kit (1 No.)

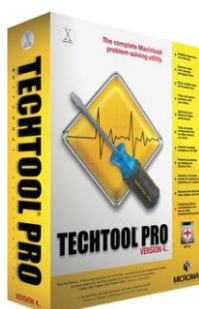


SI No.

Particulars

Suggested Pictorial Depiction

28. Voltage Stabilizer (2 Nos.)
29. DVDs Player with DVDs (2 Nos.)
30. Home Theater (1 No.)
31. Hot Gun (2 Nos.)
32. SMD IC (5 Nos.)
33. UPS / Inverter (1 No.)
34. Modem (1 No.)



CA-266 Led TV Inverter



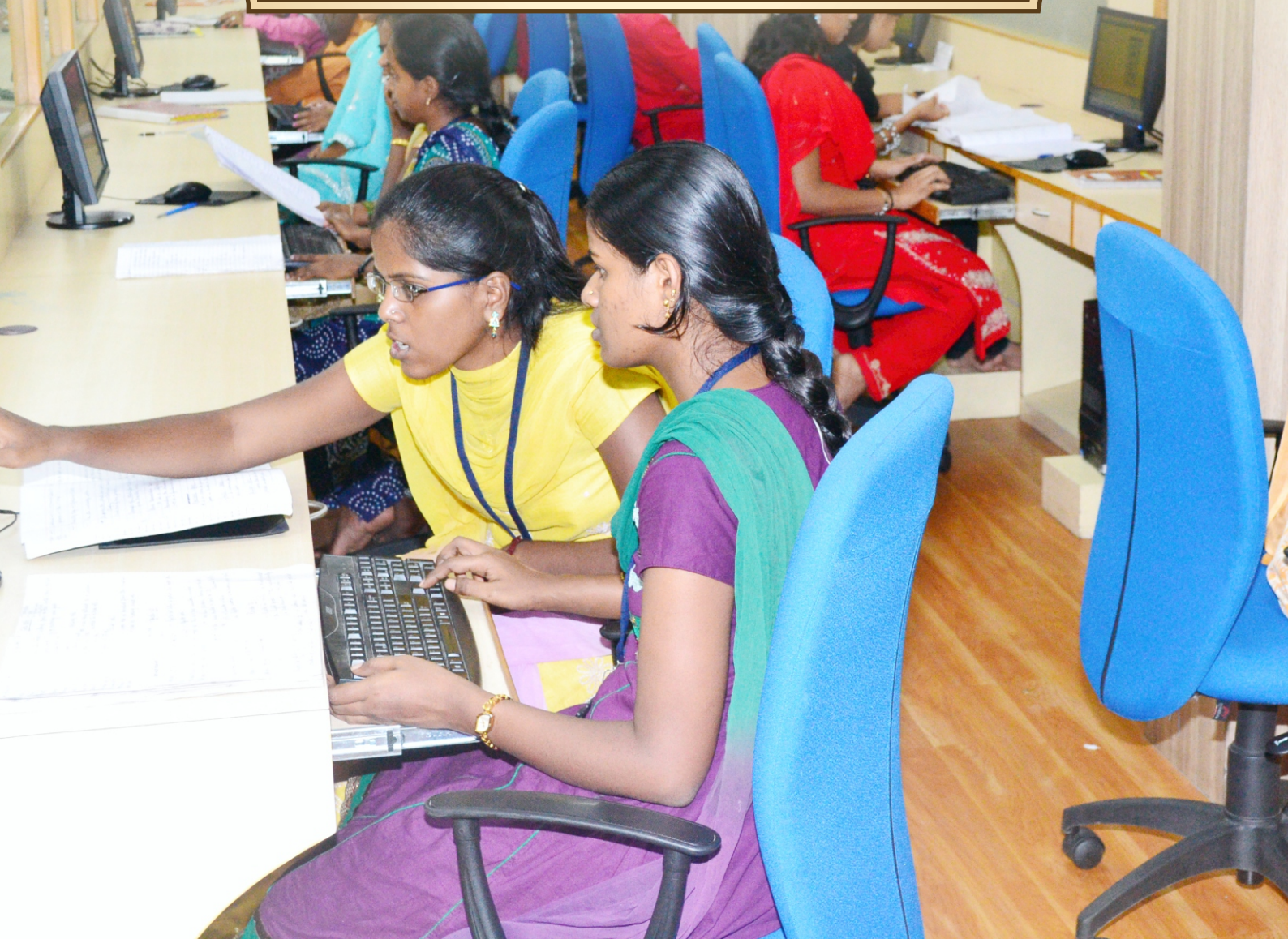
For 32-65inch LED TV backlight



COMPUTERIZED ACCOUNTING

(Course Code 40025)

Training Aids & Equipments



1. Model Project Report for Computerized Accounting
2. Desktop Computers with 24 port switch, 500 VA or higher UPS (at minimum 1:3 ratio)
3. Network Rack
4. CAT 5 Cable
5. Node OS Windows 7 or higher
6. Accounting Software, MS Office & Tally ERP 9 or higher Multiuser and Anti Virus software
7. Open source E-Commerce Software

Tally
ERP.9



Accounting Software



WOMEN'S TAILOR

(Course Code 40033)

Training Aids & Equipments

RUDSET Institute
CHITRADURGA - 577501
Chitradurga, KARNATAKA

★ Sri Dharmasthala
Manjunatheshwara
Educational Trust
★ Syndicate Bank
★ Canara Bank

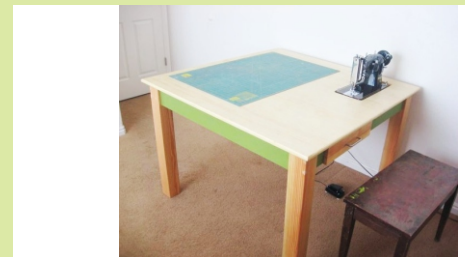
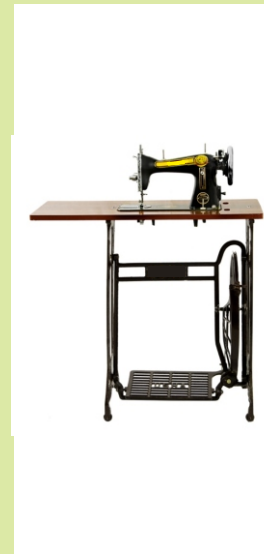


Sl No.

Particulars

Suggested Pictorial Depiction

1. Sewing Machine (25 Nos.)
2. Power driven Sewing Machine (2 Nos.)
3. Zigzag machine (1 No.)
4. Khaza button Machine (1 No.)
5. Scissors (1:1 ratio)
6. Needles (5 packets)
7. Case (30 Nos.)
8. Bobbin (30 Nos.)
9. Marker Chalk (30 boxes)
10. Hemming Needles (100 nos.)
11. Cutting Table
12. Cutting Machine (1 Nos.)
13. Measuring Tapes (30 Nos.)
14. Ruler / scale (30 Nos.)
15. Iron Box
16. Model Project Report on Women's Tailor



DESKTOP PUBLISHING

(Course Code 40034)

Training Aids & Equipments

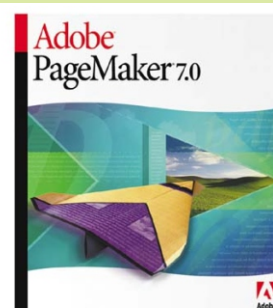


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Particulars

Suggested Pictorial Depiction

1. Model Project Report for Desktop Publishing
2. Desktop Computers with latest hardware and software configuration with Graphic Card (1:1)
3. Internet Connectivity
4. Printer
5. Scanner
6. External / portable storage device
7. Word Processing software
8. Graphics software
9. MS Office
10. Presentation software
11. PDF Converter
12. Page Maker Software
13. Adobe Photoshop & Corel Draw software



COMPUTER HARDWARE & NETWORKING

(Course Code 40035)

Training Aids & Equipments

1. Computer Desktops with latest hardware & software configuration

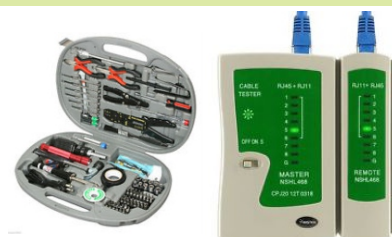


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Particulars

Suggested Pictorial Depiction

2. Computer Technician's Toolkit
3. PC Repair Kit
4. iFixit 54 Bit Driver Kit
5. iFixit Pro Tech Toolkit
6. 6-in-1 Auto-Loading Classic and Precision Screwdriver Set
7. LED Pen Flashlight
8. TRENDnet RJ11/RJ45 Crimp/Cut/Strip Tool
9. Network Cable Tester
10. Fluke Network Pro3000 Toner and Probe Kit
11. Victorinox Swiss Army Classic Pocket Knife
12. Spudger Tool, Stanley 8-Inch Needle Nose Pliers with Cutter
13. Thermal take Power Supply Tester
14. Hiren's Boot CD, 8X USB 2.0 Ultra Slim Portable DVD Rewriter
15. Ultimate Boot CD for Windows
16. Techtool Pro DVD
17. Blank CD-R, DVD-R and Dual Layer DVD-R
18. External Drive, Operating Software CDs
19. Model Project Report for Computer Hardware & networking



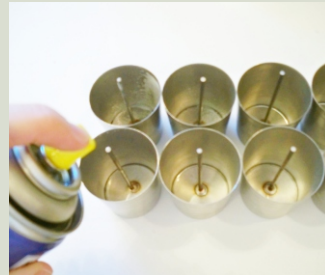
CANDLE MAKING

(Course Code 40036)

Training Aids & Equipments



1. Model project Report
2. Gas/Kerosene Stove
3. Different varies of candle mould
4. Alluminium Vessel
5. Knife
6. Video clip on Candle making
7. Consumables like, Wax, Wick, colour, packing material etc in sufficient quantity in consultation with the Domain Trainer



PLUMBING & SANITARY WORKS

(Course Code 40040)

Training Aids & Equipments

1. Model Project Report for Plumbing and Sanitary Works Drilling Machine



Sl No.
Particulars
Suggested Pictorial Depiction

2. Circular pipe cutting machine

3. Power saw

4. Grinding machine

5. Driller (portable type)

6. Power threading machine

7. Guillotine shearing machine

8. Bench shears

9. Set of acetylene welding equipment

10. Standing vice

11. Bench Vice

12. Pipe vice

13. Electric Arc welding machine

14. Plunger

15. Wooden mallet

16. Wire brush

17. Snips

18. Gas pliers

19. Dividers

20. Marking knife

21. Centre punch

22. Heat treatment furnace

23. Screw drivers (large and small)

24. Shave – hooks

25. Safety tool kits



SI No.

Particulars

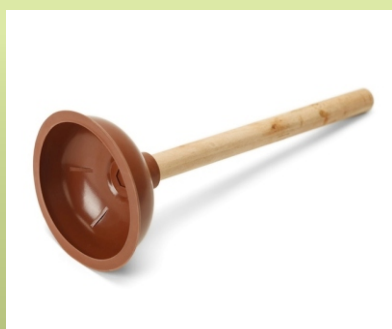
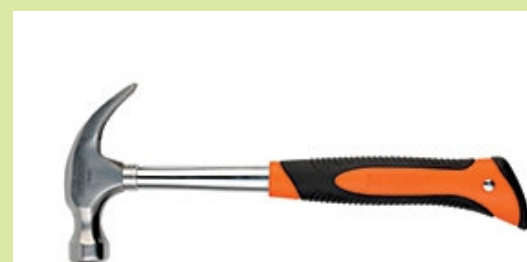
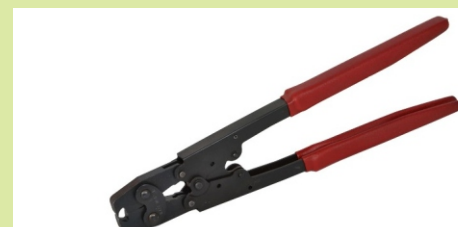
Suggested Pictorial Depiction

26. Blacksmith tools

Anvil	Hammers	Chisels	Fuller
Shape block	Pinches	Drifts	Tongues differential type

27. Samples of commodes and wash basins (2 each)

28. Consumables like Cement, sand, adhesives, pipes, bends etc in sufficient quantities in consultation with Domain trainers



REFRIGERATION & AIR CONDITIONING

(Course Code 40042)

Training Aids & Equipments

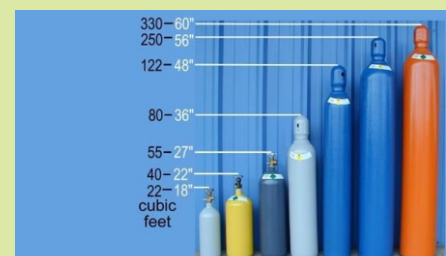


Sl No.

Particulars

Suggested Pictorial Depiction

1. Single Door Refrigerator (1 No.)
2. Double Door Refrigerator (1 No.)
3. Water Cooler (1No.)
4. Window AC (1 No.)
5. Split AC 1.5 Ton (1 No.)
6. Multi Digital Clamp Meter (2 Nos.)
7. Digital Vacuum Gauge (2 Nos.)
8. Gas Recovery Machine (2 Nos.)
9. Faring and Swigging Tool kit (2 Nos.)
10. Pressure Gauge (0-50) (1 No.)
11. Pressure Gauge (0-650) (1 No.)
12. Gas Cylinder RSS Gas (1 No.)
13. Gas Cylinder RHC Gas (1 No.)
14. Pressure Gauge R22 Gas (1 No)
15. Pressure Gauge RHC Gas (1 No.)
16. Capillary Gage (1 No.)
17. Liver Pipe Benders of different sizes (3 Nos.)
18. Allen Key set (2 Nos.)
19. Screw Driver Set (2 Nos.)
20. Hammer (2 Nos.)
21. Adjustable Wrench (2 Nos.)
22. Gas Charging Pipe (2 Nos.)
23. Vacuum Pump double stage (2Nos.)
24. Welding gas (1 Unit)
25. Welding Gun (1 Unit)



SI No.

Particulars

Suggested Pictorial Depiction

26. Pliers of different types (2 set)

27. Open Wrench (1 set)

28. Socket Wrench (1 set)

29. Files (2 no.)

30. Hammer Drill Machine (1 No.)

31. Welding rod (consumables)

32. Out door Wall stand (1 No.)

33. Water level Sensor (1 No.)

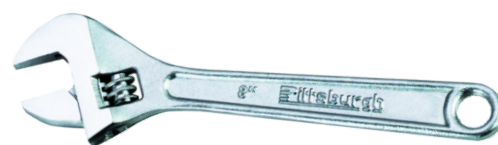
34. Hack saw (1 Nos.)

35. Inch tape (2 Nos.)

36. Pressure hand pump kit (1 Nos.)

37. Consumables like welding rod, copper pipes, Series Boards, Bulbs, Compressors, condensers, cotton clothes, etc in consultation with the Domain Trainer

38. Consumables like welding rod, copper pipes, Series Boards, Bulbs, Compressors, condensers, cotton clothes, etc in consultation with the Domain Trainer



KVIC PMEGP EDP

(Course Code 40045)

Training Aids & Equipments

1. Demonstrative chart on PMEGP Scheme – salient features & lending norms
2. Demonstrative chart on steps in setting up of an enterprise
3. Field visit observation sheet



ALLUMINIUM FABRICATION

(Course Code 40052)

Training Aids & Equipments



Sl No.

Particulars

Suggested Pictorial Depiction

1. Model Project Report for Aluminum Fabrication
2. Bench Drilling Machine (1 No.)
3. Portable Electric Drill (2 Nos.)
4. Bench Grinder (1 No.)
5. Plasma Cutting Machine (1 No.)
6. Tube benders (1 No.)
7. Punching & Bending tools (2 Nos.)
8. Notchers (2 Nos.)
9. Hacksaws (2 Nos.)
10. Basic Hand Tool set
11. Inventory of Alluminium 4" Square pipe, flats, sections, pipes etc for hands on training in sufficient quantity in consultation with the domain Trainer



UPS AND BATTERY MAKING & SERVICING

(Course Code 40053)

Training Aids & Equipments

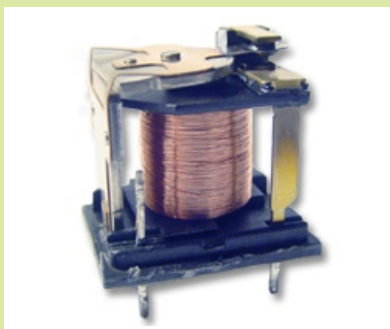
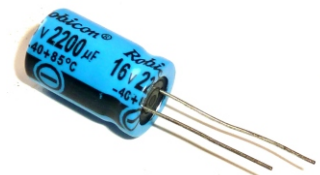
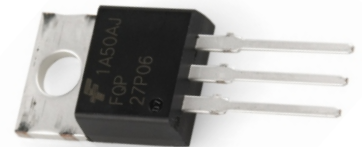


Sl No.

Particulars

Suggested Pictorial Depiction

1. Model Project Report for UPS and Battery Making & Servicing
2. Used UPS/Batteries for practice (2 Nos)
3. Transformers (2nos)
4. Mosfet (2nos)
5. Rubber Shoes (5 pairs)
6. Relay (2nos)
7. 3 PIN Socket, Top
8. Containers for battery making (2nos)
9. Screw Driver set
10. Soldering Equipments
11. Consumables like Resistors, ICs, Capacitors, Acid, Distilled Water, Wires, +ve and –ve lead plates Etc. in sufficient quantity in consultation with Domain Trainer



CARPENTRY

(Course Code 40057)

Training Aids & Equipments



Sl No.

Particulars

Suggested Pictorial Depiction

1. Model Project Report for Carpentry

2. Hand Tools:

Hammer	Chalk Line	Tape Measure	Levels
Utility Knife	Tin Snips	Speed Square	
Framing Square	Nail Puller	Carpenter's Pencil	
Wood Chisel (1inch)			

3. Power Tools:

Circular saw	Drill (3/8" to 1/2" chuck)	Reciprocating Saw
Extension cords		

4. Nail Guns (2 nos.)

5. Hand Saw (manual/electrical) (2 Nos.)

6. Seat Cushions

7. Consumables like Wooden planks, blocks, ply wood boards, Mica sheets, adhesives, nails, clamps etc in sufficient quantity in consultation with Domain Trainer



EDP FOR PERSONS WITH DISABILITY

(Course Code 40060)

Training Aids & Equipments

1. Model Project Reports for Agri & MSME activities
2. Demonstrative chart for Resource mobilization & Supporting Organizations



Hostel Infrastructure

The objective of this chapter is:

To provide a comprehensive step by step information on developing hostel Infrastructure shown as below by RSETIs

- Dormitory facilities.
- Cots, beds, bed sheets, etc.
- Furnishings.
- Safe lockers/ luggage cabinets.
- Wash area & toilets.
- Kitchen and Dining- Dining chairs and tables, TV, kitchen utensils, plates, glasses.
- Faculty room- furnishing requirements.

Residential Facilities

Accommodation of Trainees:

A comprehensive residential infrastructure inside the campus is a unique feature of RSETIs. The Residential facilities are arranged to promote and replicate a “gurukula” system of education and training with maximum hours of learning with highest level of trainer-trainee interaction. Though majority of trainees in RSETIs hail from nearby localities and neighborhoods, residential accommodation ensures a temporary transplantation of trainees to an ideal learning environment. Hence in general the facilities provided should be ideal to make the trainees comfortable and feel at home.

Un-hygienic and un-comfortable living conditions in the dormitories can seriously hamper the learning process of the candidates as they may not feel 'at-home' on the campus and this may lead to drop out or absenteeism of trainees. This is also necessary to maintain the reputation and image of the Institute.

Each RSETI should have adequate lodging facilities for trainees so as to accommodate 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 a combined batch consisting of both women and men participants. Hence it is necessary to have separate residential accommodation for ladies and gents. Keeping in mind that the Institute conducts training to a maximum of 3 batches at a time, the RSETIs must plan dormitories for accommodating at least 50 boys and 50 girls at any given point of time. In case there is a change in the ratio of girls and boys, the accommodation must be such that more boys or girls can be accommodated without compromising the safety and privacy of the female gender. The location and size of dormitories are to be organized accordingly.

1. Dormitory/ Room for accommodation of trainees:

Dormitory rooms with RCC roofstructure are preferred and non RCC roof structure should be avoided. Wall should be plastered color washed at frequent intervals to maintain fungus free condition. A minimum area of 25 Sq. feet per trainee should be available with one cot and mattress/linen per trainee. Preferably single tier cot should be provided. Besides, one pillow, bed sheet, blanket and pillow cover also may be provided to trainees. The institutes should ensure hygienic maintenance of these items.

2. Dormitory-Insect Proofing:

The dormitories should be well lit and ventilated with assured safety from pests and predators like snakes, rats, insects and mosquitoes. The doors/ windows should be made insect proof with additional iron-net shutters. This is highly recommended in view of the increasing incidents of vector borne diseases like Dengue fever, Chicken guinea, etc. Frequent fumigation should be done to prevent infestation of home borne pests as well.

3. Bathrooms/Toilets:

The rooms/ dormitories for ladies should have attached bathrooms/ toilets to ensure their safety by avoiding moving out to other locations at risk. The bathrooms and toilets should be minimum 1:5 ratio and urinals and wash basins 1:8 ratio. If possible dress changing room shall be provided in each dormitory to facilitate privacy.

4. Electrification:

Uninterrupted power supply should be ensured in the rooms/ dormitories with required power backups like storage battery/ solar lighting. The electrification/ wiring/ cabling should follow ISO standards and should have certification from the local SEB authorities. The rooms should have enough mobile- recharge facilities.

5. Reading Room:

Facilities for reading newspaper/ magazines, indoor games, should be adjacent to the dormitories. Safety & privacy of trainees should be ensured.

Dormitory Standard Specifications

Sl. No.	Parameters	Specifications
1	No. of Dormitory	2 (one each for Gents & Ladies)
2	Area	Gents Dormitory(50 no)-1200 Sft Ladies Dormitory(30 no)-800 Sft
3	Roof	RCC
4	Ceiling Height	>10.5 feet
5	Flooring	Vitrified/ Marble
6	Ventilation & Natural light	Adequate
7	Electrical wiring	Concealed & ISO standards
8	Power backups	To be provided
9	Sufficient Tube lights, Fans and Mobile charging points	To be provided
10	Cot/Mattress, Blanket, Pillow cover & Bedspread	Each inmate should be provided with all the items
11	Bathrooms/Toilets	10 no.(1:5) separately for Gents & Ladies
12	Wash basin/Urinals	5 no. (1:10)
13	Water availability	Sump & Overhead tank with adequate capacity
14	Storage facilities	Each inmate should be provided with a separate

For Due diligence refer- Form No.....**6. Drinking water facilities:**

Safe drinking water facility should be available to trainees. Water filter and purification system should be installed.

7. First aid kit:

First aid kit including basic/ generic medicine and common requirements like sterile cotton, bandage, sterile blades, scissors, needles, Iodine-compound, Potassium permanganate, Dettol, & common analgesics should be maintained in consultation with the visiting medical practitioner.

3. Fire/ Emergency:

The trainees should be briefed about all likely emergencies and precautions. Two/ three fire extinguishers should be installed in.

4. Warden:

There should be a lady warden exclusively in charge of lady trainees preferably residing in the campus nearby to ensure safety and wellbeing of the lady trainees. Another male warden/ supervisor should be in charge of the male trainees.

5. Visitors/ timings:

The hostel/ dormitory should have sign boards indicating clearly the space/ rooms for gents/ ladies and timings for visitors or going out and closure time.

6. Locker Facility:

Each inmate should be provided with a separate cupboard/almarah or locker facility to keep their valuable belongings under lock and key.

7. Security/ Guards:

The hostel rooms/ dormitory should be guarded by reliable security guards preferably separate for male/ female blocks.

Kitchen

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. The RSETI should provide a kitchen with following specifications/ Infrastructure.

Sl. No.	Process No.	Process Name	Specifications
1	1.1	Area	200-300 Sft.(Carpet area)
2	1.2	Other provisions	Store room with an area of 150 Sft in order to store utensils, vegetables and other cooking ingredients with adequate shelves for storage.
3	1.3	Cooking utensils	Institute should provide all the vessels, cooking pans etc required for cooking.
4	1.4	Cooking infrastructure	The kitchen should be equipped with a Gas stove, water taps with Wash basins and Electricity. Cooking gas cylinders should also be made available.
5	1.5	Other equipment	Kitchen should be provided with a refrigerator, Mixer grinder, etc.
6	1.6	Living room for cook /Caterer	There should be provision for a separate living space adjoining the kitchen with an area of 150 Sft for the caterer/ cook
7	1.7	Washing space	A separate washing area should be provided for washing cooking vessels.

For Due diligence refer -Form No.....

Dining Hall

Common dining area is required for taking breakfast, lunch and dinner by the trainees. The Institute administration should create a conducive dining space where trainees can feel comfortable for taking food.



Adequate number of Dining tables and chairs are to be provided. Proper ventilation and light should be ensured. Should provide stainless steel plates for breakfast, lunch, dinner and separate drinking glasses and tea/ coffee glasses. Electrical discharge insect control system is to be installed in the dining hall. Electrical discharge insect control system is to be installed in the dining hall. A separate corridor adjoining the dining hall preferably with stainless steel wash basin system to wash hands as well as plates is to be installed with 10 taps. Dining hall is to be maintained cleanly and neatly.

The Dining hall can be constructed with following specifications/ facilities:

Sl. No.	Process No.	Process Name	Standard Specifications
1	1.1	Area	Dining hall of 600-800 Sft.(Carpet area)
2	1.2	Capacity	40 trainees.
3	1.3	Serving of food	Self-service counters on one side of the hall to keep all the food items to be served.
4	1.4	Dining tables	Eight Suitable dining tables.
5	1.5	Dining chairs	40 numbers.
6	1.6	Drinking water facilities	To provide drinking water purifying system and water cooling system.
7	1.7	Eating plates/ Drinking glasses	Should provide stainless steel plates for breakfast, lunch, dinner and separate drinking glasses and tea/ coffee glasses
8	1.8	Insect trapping	Electrical discharge insect control system is to be installed in the dining hall.
9	1.9	Wash basins	A separate corridor adjoining the dining hall preferably with stainless steel wash basin system to wash hands as well as plates is to be installed with more than 10 taps.

The specifications suggested above are the minimum infrastructure suggested. The Banks can create additional infrastructure if required and felt necessary.

For Due diligence refer- Form No.....

Maintenance of RSETI Campus and Infrastructure

The objectives of this Chapter are to:

- Periodical maintenance of Campus buildings
- Daily cleaning of general Area, Training area, Hostel & Campus including bath room and toilets
- Maintenance of Furniture & Fittings, Training Equipment, Electrical installations, IT lab fittings, Library books, etc.,
- Role of trainees (shramadaan), attender, gardener, sweeper in maintenance.

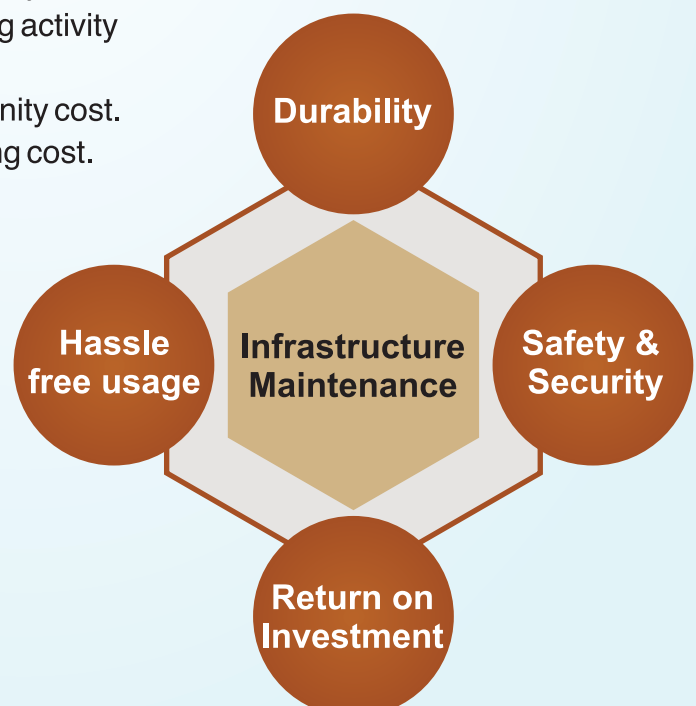
Training facility infrastructure is critical to excellence in training and learning. Classrooms, work shed, Computer lab, Training equipment are the physical learning environments which are to be maintained in efficiently functional manner. RSETI campus facility maintenance guidelines are to support the primary purpose of quality learning. The core responsibility is to ensure that through quality maintenance services, the trainee is provided with safe, healthy and eco friendly environment. This will also serve to ensure that the investment in infrastructure is protected for usage in a consistent, measurable and sustainable manner.

All the assets of RSETI are public property created out of funding support from different agencies including sponsor Banks. It is the responsibility of the institute to take care of all the assets, ensuring safety & security

The purpose of maintenance is to ensure:

1. Long term use -durability of the asset/facility
2. Hassle free operations for smooth training activity
3. Safety & security of the users
4. Return on Investment – utility v/s opportunity cost.
Resulting in reduction of recurring training cost.

Every RSETI has to provide appropriate budget for Repairs & Maintenance of infrastructure while preparing annual budget.



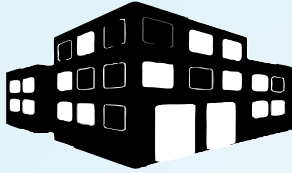
For the purpose of Clarity the maintenance aspects are described in the form of a table in the following sections.

1. Buildings
2. Furniture & Fittings
3. Residential facilities
4. Training Equipment
5. Kitchen & Dining Hall related facility.
6. Campus- General aspect



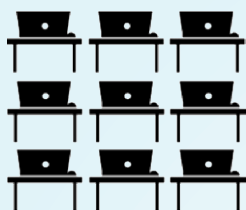
The standard maintenance requirements are furnished in the tabular form. It is the primary responsibility of the Director in charge of RSETI to put in place the maintenance mechanism by delegating the responsibilities to the respective staff including the watchman/security staff. There must be one specific person responsible for a particular activity relating to maintenance.

The information contained within this document represents practices and procedures that are a framework, intended to guide and influence but not be prescriptive. Each RSETI is unique and must use these guidelines in a way that best meets their individual needs. Similarly this document is not all inclusive, the information is intended to be used in conjunction with professional judgement for situations which are unique, one of a kind. It is intended that this be a 'living' document, reviewed annually for relevance to the operations and maintenance professional.



Buildings

Item	Expectations	Guidelines for Maintenance	Periodicity
Walls & ceilings of the rooms & Halls (Class room, Office, Corridors, Lobby, etc,	Walls must be Clean, free from dust, fungus, cobwebs, crevices, dampness and dangling objects	<ul style="list-style-type: none"> Paint the walls, doors & Windows Remove the dirt & cobwebs Clean the windows Fill the crevices with water proof material, in case of dampness & fungus 	<ul style="list-style-type: none"> Once in 2 yrs Monthly Daily As & when observed
Floors	Clean, free from dust, mud, garbage	<ul style="list-style-type: none"> Sweep the floor Wash/Mop the floor 	<ul style="list-style-type: none"> Daily Weekly
Toilets	Clean, free from dust, garbage & smell	<ul style="list-style-type: none"> Wash with cleaning chemical and water 	<ul style="list-style-type: none"> Twice everyday
Wash Basin	Stain free, No leakage in tap & easy drainage	<ul style="list-style-type: none"> Clean with tile cleaner & water 	<ul style="list-style-type: none"> Daily
Doors & Windows	Free movements for opening, close, bolt & lock	<ul style="list-style-type: none"> Check the functioning of hinges & bolts. Grease the hinges Clean the glasses & panels 	<ul style="list-style-type: none"> Daily Monthly Daily
Library	<ul style="list-style-type: none"> Books to be neatly stacked in a closed glass doored cup boards. Reading room furniture to be neat, clean & working condition 	<ul style="list-style-type: none"> Index & arrange the Books Maintain Library inventory Register and Library Books issued Register. Account for all the Books purchased. 	
Others	<ul style="list-style-type: none"> Garbage collection & disposal at crucial points 	<ul style="list-style-type: none"> Keep dustbins at important locations. 	



Furniture & Fixtures

Item	Expectations	Guidelines for Maintenance	Periodicity
Chairs & Tables	Working condition & dust free	<ul style="list-style-type: none"> Repair & replace the worn out damaged part Dust/wipe the item Paint/Warnish the furniture 	<ul style="list-style-type: none"> As and when noticed Everyday Periodically
Electrical fittings, Fans, Coolers, Heaters	<ul style="list-style-type: none"> Firmly fixed to the wall/roof/stand Always in working & usable condition Free from shocks/grounding/short circuit, etc. Free from noise & vibrations 	<ul style="list-style-type: none"> Check the fitness Dust the equipment Replace the defective/worn out part Use quality wire & material 	<ul style="list-style-type: none"> Daily Daily As and when observed
Electrical Installations	<ul style="list-style-type: none"> All electrical Installations like Transformer, Panel Board, starters, motors, pumpsets, etc., must be of Standard BIS quality. Installations to be lightning proof & shock/leakage proof 	<ul style="list-style-type: none"> Earthing of the installations as specified by the electricity supply Board. Use standard lightning proof equipment. Inspection of the installations by a qualified & Registered electrician. Replaced the damaged parts with quality wires/spares 	<ul style="list-style-type: none"> At the time of installation Monthly & as & when complaint arises
UPS	Working Condition	<ul style="list-style-type: none"> Check & Fill distilled water Check the battery & Replace Arrange Annual Maintenance Contract 	<ul style="list-style-type: none"> Periodically/Monthly
Solar Panels & Solar water heaters	Panels to be in working condition & efficient	<ul style="list-style-type: none"> Check the efficiency Clean the panels Check the pipes & Tank 	<ul style="list-style-type: none"> Periodically
Electrical Points/Fittings	All the electrical points to be fixed with appropriate sockets All connections/extensions should be through plug & socket	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">



Residential Blocks

Item	Expectations	Guidelines for Maintenance	Periodicity
Guest Rooms, dormitories, Corridors, common passages, stairs, etc,	Walls & ceilings must be Clean, free from dust, funguscobwebs, dampness and dangling objects	<ul style="list-style-type: none"> Paint the walls, doors & Windows Remove the dirt Clean the windows Fill the crevices with water proof material ,in case of dampness & fungus 	<ul style="list-style-type: none"> Once in 2 yrs Monthly Daily As and when observed
Floors	<ul style="list-style-type: none"> Clean, free from dust, mud, garbage 	<ul style="list-style-type: none"> Sweep the floor Wash/Mop the floor 	<ul style="list-style-type: none"> Daily Weekly
Doors & Windows	<ul style="list-style-type: none"> Free movements for opening, close, bolt & lock 	<ul style="list-style-type: none"> Check the functioning of hinges & bolts. Grease the hinges Clean the glasses & panels 	<ul style="list-style-type: none"> Daily Monthly Daily
Toilets	Keep them clean, free from dust, ,garbage & smell	<ul style="list-style-type: none"> Wash with cleaning chemical and water Use the services of scavengers for cleaning work Keep cleaning material and brush in all the toilets. 	<ul style="list-style-type: none"> Twice everyday
Bathrooms	Clean, free from dust, ,garbage & smell	<ul style="list-style-type: none"> Wash with cleaning chemical and water 	Daily
Bed & bed sheets/rugs/blankets,window cutrains	Clean & free from dust & smell	<ul style="list-style-type: none"> Dust the bed & laundry wash & dry the bed sheet Replace the torn & damaged ones 	After use by one trainee of every batch As & when Noticed.
Taps & Showers	Leakproof,firmly fitted & functional	<ul style="list-style-type: none"> Check the working condition Repair & replace the parts/tap 	<ul style="list-style-type: none"> Daily As & when Noticed
Drainage	Used/flushed water from bathroom & toilets to be moved out smoothly in closed pipes avoiding of flooding & wetness of the place	<ul style="list-style-type: none"> Check the drainage & gully traps for clogging. Clean the chambers to avoid clogging Tie up with municipality for disposal of solid waste from the sceptic tanks 	<ul style="list-style-type: none"> Daily Daily On going basis

General:

1. Replace the damaged consumable items like buckets, mugs, cleaning brushes, floor mat, door mat, etc., immediately.
2. Keep the place for washing & drying of clothes by the trainees clean and accessible to sunlight.
3. Ensure that used water is drained out smoothly from such place.

Training Equipment

Item	Expectations	Guidelines for Maintenance	Periodicity
Training Equipments.	Training equipment like Tailoring machines, beauty parlour chairs, motor rewinding equipment, Must be in working condition/ functional and free from rust.	<ul style="list-style-type: none"> ▪ Store the equipment in a separate store room with appropriate shelves ▪ Service the equipment. ▪ Sweep & dust the room ▪ Maintain the inventory register. ▪ Dispose off the obsolete items. 	<ul style="list-style-type: none"> ▪ Periodically ▪ Daily
Tools for Practical Training	<ul style="list-style-type: none"> ▪ Suitable, good quality tools in adequate numbers must be made available for all technical training programmes. 	<ul style="list-style-type: none"> ▪ Grease the tools when not in use. ▪ Keep them in a moisture free store room. ▪ Arrange neatly ▪ Maintain Inventory 	<ul style="list-style-type: none"> ▪ Immediately after every Training.
Consumables for Practical Training	<ul style="list-style-type: none"> ▪ Good quality consumables like thread, buttons, beauty aids, electronic components, spares wires, kits, etc., 	<ul style="list-style-type: none"> ▪ Purchase only required quantity & quality for each Training. ▪ Dispose off unusable/used consumables immediately after training. ▪ Label & store the balance items in separate boxes in a moisture free store room. 	<ul style="list-style-type: none"> ▪ Daily ▪ Monthly ▪ Daily

Kitchen & Dining Hall

Item	Expectations	Guidelines for Maintenance	Periodicity
Walls & ceilings	Walls & ceilings must be Clean, free from dust, funguscobwebs, dampness and dangling objects	<ul style="list-style-type: none"> Paint the walls, doors & Windows Remove the dirt Clean the windows Fill the crevices with water proof material ,in case of dampness & fungus 	<ul style="list-style-type: none"> Once in 2 yrs Monthly Daily As and when observed
Floors	<ul style="list-style-type: none"> Clean, free from dust, mud, garbage 	<ul style="list-style-type: none"> Sweep the floor Wash/Mop the floor 	<ul style="list-style-type: none"> Daily Weekly
Dining Chairs & Tables	<ul style="list-style-type: none"> Firm, strong in working condition and clean, free from dirt 	<ul style="list-style-type: none"> Clean/mop Wash the furniture 	<ul style="list-style-type: none"> As & when used Periodically
Kitchen Equipment	<ul style="list-style-type: none"> Gas/electrical stoves in perfectly working condition Mixer/grinder in working condition 	<ul style="list-style-type: none"> Service the stoves. Repair the grinder/mixer 	<ul style="list-style-type: none"> Periodically As and when found faulty functioning
Store Room	Store room to be equipped with well organized shelves to keep grocery, spices, vegetables,utensils etc., No scope for contamination of food & material. Maintain moisture free & dust free	<ul style="list-style-type: none"> Arrange the items neatly & separately. Remove the garbage & unwanted things. Keep the room ventilated Sweep & wash the room 	<ul style="list-style-type: none"> Always Daily Always Daily



Campus- General

Item	Expectations	Guidelines for Maintenance	Periodicity
Compound Wall/Fencing	Completely secured Neatly painted, free from posters, hangings No access/entry from other than permitted gates	<ul style="list-style-type: none"> Clean the wall Repair the damaged portions Remove, posters & such material Check the fencing for damages & repair 	<ul style="list-style-type: none"> Periodically As & When Noticed As & When Noticed Daily
Entrance Gate	<ul style="list-style-type: none"> Free from obstructions Secured & Lockable condition. 	<ul style="list-style-type: none"> Remove obstructing objects/vehicles/vegetation Service the gates Lock the gate after working hours 	<ul style="list-style-type: none"> As & When Noticed Periodically
Garden	<ul style="list-style-type: none"> Keep the garden neat with well nurtured flowering & other plants 	<ul style="list-style-type: none"> Water the plants Remove the fallen twigs, leaves and other garbage items Nurture the plants by applying manure & weeding Control the pests using bio pesticides. Replant short duration plants 	<ul style="list-style-type: none"> Daily Regularly As & when required
Open Spaces	<ul style="list-style-type: none"> All open spaces are kept neatly free from garbages & unwanted objects. 	<ul style="list-style-type: none"> Sweep the open ground. Ensure that vehicles are parked in the allotted space. 	<ul style="list-style-type: none"> Daily
Water Supply Installations.	<ul style="list-style-type: none"> All pumps in working condition No leakage in supply pipes Water Tanks & sumps clean & free from mud/external bodies/germs 	<ul style="list-style-type: none"> Check the functioning 	<ul style="list-style-type: none"> Daily
Fire Safety Equipment	<ul style="list-style-type: none"> Always in working Condition Affixed at crucial locations Easily accessible 	<ul style="list-style-type: none"> Inspect the equipment. Refill/replace the gas/liquid When fire is noticed, inform fire station immediately 	<ul style="list-style-type: none">



Campus- General

Item	Expectations	Guidelines for Maintenance	Periodicity
Pest Control	<ul style="list-style-type: none"> Entire campus must be free from pests including cockroaches rodents, snakes, insects, etc. All the beds/matresses in the hostel, free from bed bugs. 	<ul style="list-style-type: none"> Fix mosquito net fitted windows Apply/spray eco friendly pest control sprays in the entire campus, keep rodent traps Dry the mattresses & beds in sunlight 	<ul style="list-style-type: none"> Monthly Monthly
Garbage Collection & disposal	<ul style="list-style-type: none"> Entire campus must be garbage free. Appropriate garbage collection, segregation and disposal measures to be put in place. 	<ul style="list-style-type: none"> Keep dustbins at important locations in the entire campus - office, class rooms, passages, kitchen & dormitory. Keep separate dustbin for collection of dry waste & wet waste. Segregate dry waste & wet waste. Convert wet waste in to compost Tie up with municipality/panchayath for disposal of garbage 	<ul style="list-style-type: none"> Always Always Daily Daily Daily

Other Important Issues:

- Contact Numbers of essential services like water supply, electricity supply, telephone, broadband, plumber, electrician, technician for maintenance of computers & electronic & other training equipments must be kept in the office in a separate file which must be easily accessible to the staff, guest faculty, kitchen staff, trainees and security staff.
- All assets in the classrooms (furniture, fixtures) and in the workshop must be numbered using pre-fixed coding method and must be noted in the Fixed Assets Register maintained in the Institute. Changes in the same must be periodically updated.
- The charge of depreciation on these assets must be carefully recorded in the Books of Accounts as well as in the Asset Register along with original cost (referring to receipt / Invoice) and voucher number.

- Apart from the Fixed Assets Register, a Movement Register must also be maintained to record movement of furniture and other items (such as AV equipment, CDs, etc.) from one Institute to the other or from Institute to field and back to the Institute Premises.
- Obsolete and unusable fixed assets must be disposed off by following proper procedure as prescribed by the Sponsoring Bank. The Format of the Fixed Assets Register is provided in Appendix 1.
- All fixed assets including building are to be compulsorily insured for proper value, with a reputed Insurance Company. The Insurance Premiums must be remitted and policy renewed annually without allowing it to lapse. Half yearly and Annual confirmation/Statement in this regard must be submitted to the controlling office of the Sponsoring Bank.
- All assets of the Institute are public property (created out of Public / Bank / Government Funds) and hence their care and up keep is a national responsibility. This sense of care for the assets must also be instilled in the participating trainees so that they also use the Institute's assets and facilities in a proper manner.
- Shramadaan activity an essential component of residential training for instilling in the trainees the dignity of labour & spirit of service. As part of shramadaan the trainees services can be utilised for cleaning the campus daily, under the supervision of staff members.

**Checklist for conducting due diligence of RSETI Fixed Training Infrastructure –
Form No.**

Class Rooms

Sl No.	Parameters	Specified	Actual
1	No. of Class Rooms	2	
2	Area of Class room	700-800 sft	
3	Roof	RCC	
4	Ceiling Height	>10.5'	
5	Flooring	Vitrified/Marble	
6	Ventilation and natural light	Yes	
7	Electrical Wiring	Concealed	
8	Sufficient Tube lights & Fans	Yes	
9	Sitting furniture	Bench-desk or Chairs with writing pad	
10	White Board with size	4'x6' or 6'x8'	
11	LCD projector	1	
12	Teacher chair and table	1+1	
13	Window curtains/blinds	Yes	
14	External Noise	No	

**Checklist for conducting due diligence of RSETI Fixed Training Infrastructure –
Form No.**

Work shed

SI No.	Parameters	Specified	Actual
1	No. of Work Shed	1	
2	Area of Work Shed	600 sft	
3	Roof	RCC	
4	Ceiling Height	>10.5'	
5	Flooring	Cement/anti skid	
6	Ventilation and natural light	Yes	
7	Electrical Wiring	Concealed	
8	Sufficient Tube lights & Fans	Yes	
9	Sitting furniture	Stools	
10	White Board with size	3'x5'	
11	Teacher chair and table	1+1	
12	Fire extinguishers	1 each for electrical and general fire	
13	Works Stations	12-15	
14	External Noise	No	

**Checklist for conducting due diligence of RSETI Fixed Training Infrastructure –
Form No.**

Computer Lab

Sl No.	Parameters	Specified	Actual
1	No. of Computer lab	1	
2	Area of Computer lab	500 sft	
3	Roof	RCC	
4	Ceiling Height	10.5'	
5	Flooring	Vitrified/Marble	
6	Computers	>15	
7	UPS	Yes	
8	Broad Band Internet	Yes	
9	Away from direct Sunlight and dusts	Yes	
10	Electrical Wiring	Concealed	
11	Sufficient Tube lights & Fans	Yes	
12	Sitting furniture	Movable chairs	
13	White Board with size	3'x5'	
14	LCD projector	1	
15	Teacher chair and table	1+1	
16	Window curtains/blinds	Yes	
17	External Noise	No	

**Checklist for conducting due diligence of RSETI Fixed Training Infrastructure –
Form No.**

Administrative office

Sl No.	Parameters	Specified	Actual
1	No. of Administrative office	1	
2	Location -- Front side of RSETI Building	Yes	
3	Area of Admin office	400-500 sft	
4	Roof	RCC	
5	Ceiling Height	>10.5'	
6	Flooring	Vitrified/Marble	
7	Ventilation and natural light	Yes	
8	Electrical Wiring	Concealed	
9	Sufficient Tube lights & Fans	Yes	
10	Sitting furniture	Tables & Chairs	
11	Exclusive Director Cabin	Yes	
12	Sufficient filing/storage facility	Yes	
13	Window curtains/blinds	Yes	
14	External Noise	No	

Check List on Training Aids and Equipment

1. Name of the Training Programme :
2. No.of Participants :
3. Training Aids required :

A. Fixed :

Sl. no	Name	No.s Required	Actual availability		Owned	To be rented	Source of hire
			Yes	No			
1							
2							
3							
4							
5							

B. Consumables :

Sl. No	Name of the item	No.s /Quantity Required	Availability- Yes/No.
1			
2			
3			
4			
5			

Note : Check List need to be prepared Course-wise in advance by properly assessing the requirements and availability of the consumables.

Prepared by

(Faculty)

Counter signed by

(Guest Faculty)

Confirmed by

(Director)

Form No.

6.8.1 Boat making Game

Stages		Model 1: ordinary boat	Model 2: Knife boat
A	Trail stage		
1	Your initial estimate of the boats you would like to make in 5 minutes		
2	On what basis you feel that you can do such number of boats?		
B	Business Stage		
3	Time taken by you to prepare this model		
4	How many boats you would be able to do in 5 minutes?		
5	What is the cost of the materials?		
6	On what basis you feel that you can do such number of boats?		
C	Result		
7	How many boats you could complete?		
8	How many boats were accepted by the contractor/quality control department?		
9	Cost of the material purchased by the contractor (purchase cost of the boats accepted)		
10	Profit-(Rs.)		
	Loss-(Rs.)		
11	What is the reason for your profit/loss? Write in detail		

Form No.

6.8.2 RING TOSS EXERCISE

Dear participant,

This is a simple game. Please follow the instruction given by your facilitator.

Keep this sheet with you when you play the game and record the proceeding in the columns given below.

In this game, you will be given four rings. You have to throw the rings to a peg kept in front of you by selecting a distance on your own. There will be four opportunities, with one ring each, at a time. If you are able to throw two rings into the peg from the selected distance, consider it as SUCCESS.

1	a) Distance selected		
	b) Why did you choose this distance?		
	c) Result		
	d) Your feelings at the end of the game		
2	a) Distance selected		
	b) Why did you choose this d		
	c) Result		
	d) Your feelings at the end of the game		
3	a) Distance selected		
	b) Why did you choose this distance?		
	c) Result		

Form No.

6.8.3 TOWER BUILDING EXERCISE***Evaluation Sheet***

Father-Mother-Child Approximate	Group I	Group II
Father		
Mother		
Child		
Consensus Decision		
Result (how many blocks have been built till falling or till continued)		
Help Father(maximum 10 Marks)		
Mother (maximum 10 Marks)		
Encouragement Father (Maximum 10 Marks)		
Mother (Maximum 10 Marks)		

Remarks/opinion:

What are the important learning's from the game



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