

About National Academy of RUDSETI...

Objectives

- To work as a National Level Resource Organization for RUDSETIs and RSETIs.
- To design and conduct Training programmes in the field of Enterprise Promotion, Rural Development, Technology Transfer and Human Resource Development.
- To conduct research and development work, undertake projects in the field of Entrepreneurship Development.
- To act as an advisory body for policy makers in matters relating to Entrepreneurship Development and Rural Development for Government Organizations/NGOs/Financial Institutions and corporate entities
- To provide consultancy and counseling services in the field of Entrepreneurship Development and Rural Development.
- Any other activity aimed at development of Entrepreneurship, Rural Development and serving the society at large.

Training Programmes

- Trainer's Training programme on Entrepreneurship Development for the directors of RSETIs & RUDSETIs
- Appreciation workshops on RSETI approach to Rural Entrepreneurship Development for officials of Banks and developmental agencies (Government and non-Government)
- Skill up gradation/refresher programmes for directors and faculty of RSETI & RUDSETIs
- Trainer's Training programme on growth of entrepreneurs
- Trainer's Training programme on counseling and business development services to micro and small enterprises
- HRD Training programmes for Bankers, Government Development Agencies and NGOs
- Training of trainer's and other stake holders in the Financial Inclusion programmes

Other Activities and Services

- Developing Organisation Development interventions, Administrative and Training systems and process for RSETIs
- Developing EDP/skill Training courses for RSETIs
- Evaluation study of RUDSETIs and RSETIs
- Designing and implementing customized non-Training interventions for managing RSETIs
- Research and development in the field of Entrepreneurship Development.



"Instead of writing some one else's account through wage employment, after three to five years of collegiate education, it is more meaningful to write one's own account by embarking upon some self employment"

Dr. D. Veerendra Heggade
President



National Academy of RUDSETI

Sponsors: SDME Trust, Syndicate Bank & Canara Bank

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Ministry of Rural Development
Government of India

MANUAL OF STANDARD PRACTICES

For
**Rural Self Employment Training Institutes
(RSETI)**

Developed By



National Academy of RUDSETI

Sponsors: SDME Trust, Syndicate Bank & Canara Bank

Manual of Standard Practices for Rural Self Employment training Institutes (RSETIs)



The Stakeholders have envisaged the following for RSETIs:

Vision

Empowering youth to share economic progress equitably and Channelising youth power in wealth creation.

Mission

Developing RSETIs as Rural Resources Centers for Training and facilitating unemployed youth for setting up of Micro Enterprises, resulting in sustainable livelihood and improved living standards.

Philosophy

Transformation of rural youth to acquire productive identity through short duration interventions.

Core Objectives

- ▶ To identify, Orient, Motivate, Train and assist young people to take up Self-Employment through promotion of Micro & Small Enterprises.
- ▶ To promote Rural Entrepreneurship by providing intensive short-term residential Training with free food and accommodation to rural youth.
- ▶ To enhance the effectiveness of poverty alleviation and Self Employment programmes of the Government and the Banks.

Ministry of Rural Development, Government of India has rolled out a project for Capacity building, mentoring and monitoring of RSETIs to ensure proper establishment and Management of the Institutes. Adoption of Standard Practices Manual is an important component of the project.



The need for Standard Practices in RSETIs:

- ▶ An organization should have proper structure, well defined functions and strategy for planning, organizing, implementing, monitoring and evaluation of the activities.
- ▶ Well defined functions and detailed guidelines for performing every function will lead to desirable performance in respect of each activity.
- ▶ Professional and efficient functioning of RSETI will enable delivery of quality services and achieving the objectives.
- ▶ RSETIs are unique organizations, different from any Training institutions, established by different Banks with common objectives. They are expected to conduct standardised training programmes, perform similar activities and function uniformly.
- ▶ Controlling offices of different Banks are guiding and monitoring the RSETIs in their own way, resulting in heterogeneity in training and administrative practices.

Most of the RSETIs are in the startup stage and individual sponsor Banks need the expertise at the administrative/controlling office level to design the standard Training practices and administrative systems & procedures for the RSETIs and guide them for putting in place efficient systems.

Why RUDSETI Model of Standard Practices:

- ▶ The objectives of RUDSETI and RSETIs are similar.
- ▶ RUDSETI has over 30 years of experience and has an exclusive controlling office (Central Secretariat) which has been constantly guiding, monitoring and evaluating the activities of each unit and devising effective training and administrative practices.
- ▶ The standard practices of RUDSETI are evolved out of need, constant practice and validation for delivering the desired results.
- ▶ Administrative Practices of RUDSETI are based on the prudent practices of Banks, adopted in a simplistic manner to suit the requirements of a Development Organisation.
- ▶ Expert team of National Academy of RUDSETI, who have worked as Director of a unit of RDUSETI and also at the controlling office of the Institutes, have drafted the Manual.

Utility of the Manual of standard Practices to RSETIs

- ▶ Serves as a comprehensive Ready Reckoner for the Directors of RSETIs to Manage the institute effectively.
- ▶ The results in terms of settlement of trained candidates will improve, through selection of suitable candidates and conduct of Training systematically effectively as per the prescribed syllabus and guidelines.
- ▶ Uniformity in functioning of the institute and standardisation in training practices
- ▶ Quality implementation of the policies and proper evaluation of activities. For eg. maintenance of Training Schedule, Training log and MILLY system shall help to:
 - Evaluate the relevancy and adequacy of training inputs
 - Know whether behavior aspects, Enterprise launching and Enterprise Management aspects are delivered in the training (which is compulsory).
 - Know whether the contents are sequenced properly.
 - Know the Involvement of Director / Faculty in the training and handling of sessions
 - Assess the effectiveness of faculty and assimilation of the desired lessons by the participants in each session.
- ▶ Evaluation of Performance against prescribed norms for every activity of the institute.

Key Contents of the Manual of Standard Practices

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| <ul style="list-style-type: none"> ▶ Objectives, Role, and Functions of RSETI ▶ MoRD Scheme & guidelines for RSETIs ▶ Role of Director and Other personnel of RSETI ▶ Role of supporting Institutions, Govt. Agencies & NGOs and Banks ▶ Role of Controlling Office of the sponsoring Bank ▶ Role of Local Advisory Committee ▶ Administration of the Institute(Campus,Catering,Staff, etc.) ▶ Publicity, Promotion and Coordination with Support system | <ul style="list-style-type: none"> ▶ Pre Training Activities for creating awareness, mobilization and Selection of Trainees ▶ Designing and Administration of Training Programmes ▶ Budgeting & Account Keeping ▶ Post Training Follow-up and Settlement ▶ Format and guidelines for comprehensive (objective and transparent) Evaluation and Rating of RSETIs ▶ Formats of Books/Registers, applications / forms / reports etc., ▶ Checklists for important activities |
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Advantages to the Sponsor Banks of RSETIs:

- ▶ Availability of ready made and comprehensive guidelines, based on tested practices, for effective functioning of the RSETIs.
- ▶ Maintaining uniformity in functioning of RSETIs of all the Banks.
- ▶ Performance of RSETIs can be evaluated on a common template, for achieving excellence.
- ▶ No need for individual Banks to deploy separate manpower to frame the guidelines, design the formats and print the Manual.
- ▶ Helps the Ministry to rate the performance of RSETIs at National level on a uniform yardstick for recognition of Good performance.



Keeping in view the flexibility required by each Bank with regard to Financial & Human Resource Management, the Manual provides broad guidelines in respect of recruitment, service conditions, remuneration and accountability aspects of personnel of RSETIs. Based on these broad guidelines, individual sponsor Banks may frame and issue specific guidelines to the respective RSETIs.

With regard to all other aspects such as Training, Pre training mobilization, Post training escort services, administration of the institute and other activities, the Banks follow the standard practices given in the Manual to ensure uniformity and efficiency in all RSETIs across the country.

Printed copies of this manual will be supplied by National Academy of RUDSETI to all RSETIs @2 copies per Institute at a cost of ₹250/- per copy plus postage. Contact info@rudsetacademy.org