

Annexure I
Details of APPROVED ADDITIONAL NORMS in addition to the existing norms -

(i) For SBLCs

- i. A master switch be provided near white board for switching on and off of participant monitors as and when required by the faculty.
- ii. A white board be placed in corner. One master switch shall also be provided near white board to switch on and off the class room lights.
- iii. Each table of seating capacity of two participants.
- iv. Passage in the centre and where ever possible at sides also be provided for free movement.
- v. A name display board/sit, displaying participant's name of approx. size 10" x 5" shall also be provided in front of each participant.
- vi. Pentagon shaped class, wherever possible, with tapered and staggered seating arrangement for clear view.
- vii. Tapered and staggered seating arrangement in class room for clear view with adequate safety measures.
- viii. Multi-Utility Hall should accommodate at least 120, out of which five front rows should be to accommodate guests, a raised dais for at least a table of 6 persons+ podium at one end fitted with projector and VC facility.
- ix. RO purifiers to be provided at the Hostel block.
- x. The built up/ plot area of the SBLC is expected to be approx 42000 / 50000 sqft.

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SR NO	INFRASTRUCTURE PARAMETERS
1	Each SBLC may preferably be housed in the Bank's own premises with built up / plot area of the SBLC is expected to be approx. 42000 / 50000 sqft.
2	Training Capacity of each SBLC may be a minimum of 2 Wings of 30-35 participants and class room capacity must match with hostel capacity.
3	All SBLCs should have an additional conference/Multi utility room with a capacity of 90-100.
4	<p><u>CLASS ROOM:</u> Specification: Area - 1000 to 1200 sft Size - 40 X 30 feet Two class rooms, accommodating minimum of 30-35 trainees each.</p> <ul style="list-style-type: none"> ➤ Fully air-conditioned ➤ Over Head Projector ➤ Each desk with PC and embedded monitor ➤ Intra-net ➤ Three white boards and one central draw down projector screen. ➤ Two PCs (with DVD players) for internet and intranet facility with one screen ➤ Flip chart Board ➤ Speaker System ➤ Hand mike ➤ Pin-up boards ➤ A master switch be provided near white board for switching on and off of participant monitors as and when required by the faculty. ➤ A white board be placed in corner. One master switch shall also be provided near white board to switch on and off the class room lights. ➤ Each table of seating capacity of two participants. ➤ Passage in the centre and where ever possible at sides also be provided for free movement. ➤ A name display board / slit, displaying participant's name of approx. size 10" X 5" shall also be provided in front of each participant.

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	<ul style="list-style-type: none"> ➤ Pentagon shaped class, wherever possible, with tapered and staggered seating arrangement for clear view with adequate safety measures. ➤ To have a square shaped class rooms to create the interiors in horse shoe shape or square shape for better utilization of wall area to place the white boards and screen for LCD projector. ➤ To have windows on both sides of the class rooms for better utilization of natural light and ventilation.
	<p><u>CLASS ROOM TABLES:</u></p> <p>Specification: Area - 7.50 sft (top area) Size - 4' 6" X 20"</p> <ul style="list-style-type: none"> ➤ This table will accommodate two participants. The recommended height of the table is 30". A class room of 900 sft can accommodate 20 tables.
	<p><u>CLASS ROOM CHAIRS:</u></p> <ul style="list-style-type: none"> ➤ To provide revolving chairs with arms & medium height back rest with height adjustment facility.
5	<p><u>LOUNGE AND PANTRY NEAR THE LECTURE HALLS:</u></p> <p>Area - 400 sft</p> <ul style="list-style-type: none"> ➤ To accommodate all the participants to break for tea / coffee, a lounge to be made available nearer to lecture halls.
6	<p><u>DISCUSSIONS ROOM: For 10 to 15 participants.</u></p> <p>Specification: Area - 150 to 200 sft</p> <p>There should be at least 2 to 3 discussions rooms per class room accommodating 10 nos. of participants in each group.</p>
7	<p><u>MULTI-UTILITY HALL (MUH):</u></p> <p>Specification: Area - 1500 sft Size - 30 X 50 feet</p> <p>It should accommodate at least 120 depending upon the no. of wings operational at the SBLC, out of which five front rows should be to accommodate guests with a raised dais for at least a table of 6 persons + podium at one end. (fitted with projector and VC facility)</p> <ul style="list-style-type: none"> ➤ Staggered fixed seating arrangement should be with fixed chairs with at least 9 to 10 feet gap between the audience and the dais, also passage in the centre, if possible at the sides also.

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	<ul style="list-style-type: none"> ➤ The room can be in any shape and not to have any windows at front and rear side. ➤ Gallery type seating arrangement is generally preferred for eye contact with the speaker, faculty, screen and board. ➤ Adequate fire safety arrangements
8	To have mobile teaching aids, flexible sitting arrangement, including video conferencing facility.
9	<p><u>LIBRARY:</u></p> <p>Specification: Area - 1200 to 1500 sft</p> <ul style="list-style-type: none"> ➤ To have books, covering all the topics; management, finance, behaviour science, fiction, technology etc. to be located ideally between academic and hostel wing, on the ground floor. ➤ To have internet kiosks. ➤ Magazines/ In-house books/ all types of news papers including regional. ➤ To have double height ceiling with internal stair case to use some area of mezzanine floor for reading or reference etc
10	<p><u>AGM's CHAMBER:</u></p> <p>Specification: Area - 250 to 300 sft Size - 15 X 20 feet</p> <ul style="list-style-type: none"> ➤ To be furnished with a sofa set along with four visitor's chairs with necessary storage and attached wash / rest room. <p><u>FACULTY/TRAINERS' ROOMS:</u></p> <p>Specification: Area - 80 to 100 sft</p> <ul style="list-style-type: none"> ➤ Fully equipped with internet, and intranet facility. Sitting plan, as per the availability of space. ➤ All faculty and trainers must have their exclusive room/ chamber/ cubicle so that they can perform better in their privacy. In case of lack of space, cubicle may suffice. ➤ To have a common hall with low height partitions, work stations with sufficient separate storage space.

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	<p>ADMINISTRATION OFFICE:</p> <p>Specification: Area - 500 to 600 sft Size - 20 X 30 feet</p> <ul style="list-style-type: none"> ➤ Generally work stations with additional storage
11	<p>BOARD ROOM/ MEETING ROOM:</p> <p>Specification: Area - 300 sft Size - 15 X 20 feet</p> <ul style="list-style-type: none"> ➤ It should have a seating capacity of 8 to 12 persons with video conference facility etc with a attached wash room
12	<p>MINI CONFERENCE ROOM:</p> <p>Area - 1000 to 1200 sft Size - 30 X 30 feet (or) 30 X 40 feet</p> <ul style="list-style-type: none"> ➤ It should have a seating capacity of 30 to 40 persons with video conference facility etc. ➤ This area is excluding the space required for pantry and wash room
13	<p>HOSTEL ROOM: Each room on twin sharing basis.</p> <ul style="list-style-type: none"> ➤ The rooms should be clean and well ventilated instead of being Air Conditioned, as most of the SBLCs will now train Clerical and Subordinate Staff. However in a phased manner all the rooms in the SBLCs may be converted as Air Conditioned. As a beginning, CMC of each Circle may identify one SBLC as a model SBLC and all the rooms can be made fully Air Conditioned. ➤ A wall mounted LCD TV of 32" may be fixed in a common room . ➤ Telephone and intercom ➤ 2 Reading Tables and 2 Chairs ➤ Wardrobes- 2 ➤ Each room to have combined wash room and flooring of both should be of vitrified tiles. ➤ Attached Water Connection: 24X7 ➤ CMC may also consider providing washing machine in a common place. <p>Specification:</p> <p>Area - 320 sft Size - 16 X 20 feet</p> <ul style="list-style-type: none"> ➤ Out of 320 sft the room size will be 192 sft i.e. 16' x 12'. The toilet is of 8' x 5' size and balance area towards for dress and ward rob. Any reduction in size will result in congested layout to provide furniture like two single cots, two writing tables with chairs, place to keep the luggage rack and coffee

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	<p>maker and computer etc. No common area was considered in the above recommended area. Geyser In every toilet (Cleanliness & upkeep is to be monitored) Power key should be fixed at the entrance to conserve power</p>
14	<p><u>RECEPTION & HOSTEL MANAGER'S ROOM:</u> Area - 500 sft ➤ The Reception should be provided near to the entrance for the registration and the hostel manager's room should also be located nearby with attached toilet.</p>
15	<p>i. <u>DINING HALL:</u> <u>Specification:</u> Area : 2000 to 2500 sft Size : 50 x 50 feet ➤ The dining hall should be Spacious, Air Conditioned, and to be located between the academic and hostel block. ➤ It should have matching sitting capacity of class room/ hostel. The table chairs should be decent and presentable. ➤ One/Two big LCD televisions in the hall.</p> <p>ii. <u>Dining Hall Tables:</u> <u>Specification Size of dining table - 3' 6" to 4'</u> ➤ To provide square shaped table for optimum usage of space. Each table to accommodate six users to provide more moving space.</p> <p>iii. <u>Dining Hall Chairs:</u> ➤ The stackable type of chairs which can have powder coated MS frame or chromium frame with PVC moulded seat & back and without arms. For better maintenance soft cushion to the seat to be avoided.</p> <p>iv. <u>Cooking Area (Kitchen):</u> Area : 750 sft Size : 30 x 25 feet v. <u>Store:</u> Area : 225 to 250 sft Size : 15 x 15 feet vi. <u>Dish Wash Area:</u> Area : 150 sft Size : 15 x 10 feet vii. <u>Pot wash Area:</u> Area : 100 sft Size : 10 x 10 feet</p>

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	(Space for hand wash, toilets in the dining room, rest rooms and toilets for the kitchen and pantry staff to be made in the kitchen area) (The specifications are to cater the needs of 90 to 120 participants)
16	<u>VISITORS ROOM:</u> Area - 200 to 250 sft ➤ The visitor's room to be provided near the entrance, preferably near the AGM's Chamber.
17	<u>RECORD AND STATIONERY ROOM:</u> Area - 600 sft Size - 20 X 30 feet ➤ To have compacters depending up on the present and future needs.
18	<u>INTERNET CAFE:</u> Area - 300 sft ➤ To place the internet room in between the admin block and hostel block.
19	<u>CORRIDORS AND STAIR CASE:</u> ➤ For better ventilation and free movement, the width of the corridor at 7 feet for double loaded corridor (both side rooms), 5 feet for single loaded corridor and stair case with a width of 4'6" feet. Preferably room should be on one side with an open view
20	<u>WASH ROOMS:</u> ➤ To have one gents and ladies wash / rest room in each floor at one corner of the building for administration block side. ➤ In case of wash rooms near the lecture halls one European Water Closet (EWC) along with six urinal bowels to be provided for gents wash room and for ladies room two EWCs and one Indian Water Closet (IWC) to be provided.
21	<u>GYMNASIUM:</u> Specification: Area - 1200 sft Size - 30 X 40 feet The following equipment should be installed in each SBLC premises Tread Mill (Commercial)- 1 Bicycle - 1 Multi Stationary Gym - 1

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	<p>Dumbbells - 1</p> <p>Gym ball - 1</p> <ul style="list-style-type: none"> ➤ It can be an independent hall having better ventilation and lighting. ➤ Mirror on at least one full wall. ➤ Air-conditioning shall be provided
22	<p><u>INDOOR GAMES:</u></p> <p><u>Specification:</u> Area - 1500 sft Size - 50 X 30 feet</p> <p>Table tennis</p> <p>Carom</p> <p>Chess</p> <p>Meditation & Yoga Room, convertible into common/ recreation room with LCD television. Air-conditioning shall be provided</p>
23	<p><u>VIP GUEST ROOMS:</u></p> <p><u>Specification:</u> Area - 320 sft Size - 16 X 20 feet</p> <ul style="list-style-type: none"> ➤ Each SBLC to have minimum of two or more VIP Guest Rooms (depending upon availability of space) with a separate dining room. At least two rooms for Sr. officers and two rooms for visiting guests with single occupancy with necessary furniture. <p><u>For VIP Dining:</u></p> <p><u>Specification:</u> Area : 800 sft Size : 40 x 20 feet</p>
24	<p><u>I.T ENVIRONMENT:</u></p> <ul style="list-style-type: none"> ➤ All SBLCs to follow State Bank Training Management System. ➤ The Office Automation LAN at the SBLCs should be configured so that the data is stored in a common server (which is backed up periodically) instead of the present LAN structure where each user stores the data in the local hard disc.
25	<p><u>GENERAL AMBIENCE OF SBLC:</u></p> <ul style="list-style-type: none"> ➤ Green, environment friendly. ➤ Water harvesting ➤ Waste Recycling ➤ Space for linen room/laundry and ironing facility in each floor of the hostel block ➤ Provision for parking of two and four wheelers

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	<ul style="list-style-type: none">➤ Provision for outdoor games, walking and jogging tracks➤ Provision for amphitheatre➤ Solar System to provide for Geyser and open area lighting➤ Provision for drinking water dispensers at the hostel block and lecture halls➤ RO purifiers may be considered➤ Provision for standby generator power➤ Provision for security post at the main gate and space for dress changing and toilet for the security guards.➤ Provision of ramps to reach at all places like lecture halls, dining hall, reception area etc in the ground floor for the movement of wheel chair.➤ ATM facility.
26	AUDITORIUM Depending upon the availability of space can be considered.
27	DUMMY BRANCH
28	Misc. Remarks i. General purpose store for storing of cleansing material, etc. of approx. 100 sq. ft. in hostel area. ii. Solar water heating system shall be considered iii. Sewage Treatment plant shall be considered iv. Normal tube lights shall be replaced with LED tube lights. v. A dormitory to accommodate 5-6 drivers for guests staying in SBLCS
29.	ADDITIONAL OBSERVATIONS MADE BY THE COMMITTEE AND HAVE SINCE BEEN APPROVED: <ol style="list-style-type: none">1. SBLCS need not be located at the Commercial buildings/Centres where the cost of property and maintenance is very high and the atmosphere is also not conducive for study. Rather it should be located at a distance where property could be acquired at cheaper rates and surroundings are serene and congenial for learning.2. SBLCS need not be located in multistoried buildings. As far as possible is should be in a 2 to 3 floors building with a lot of green space and facilities for outdoor activities. However, in rare cases where we already have a piece of land and the plot size is not big enough, we may permit vertical construction, in view of exorbitant property prices on case to case basis.