

LUCAS - TVS TRAINING CENTRE, TVK, PONDICHERRY

INDUCTION SCHEDULE FOR TRAINEES

SYLLABUS I

S.NO	Subject	Faculty	Date	Time
1	HR Joining Formalities, Corporate Responsibility Policies <hr/> Understanding of PF, ESI, Salary Structure, CCA, allotment. <hr/> Understanding of Time Office - Function, Leave Policy, Final Settlement System. <hr/> Understanding of welfare system (ID Card, Safety Shoes, Uniform, Snacks coupon/barcode). <hr/> HR Discipline Adherence of Proper - Tucking, Uniform, Shoes, Dress code, etc. <hr/> Understanding of HR Canteen - Function & Discipline. <hr/> Understanding of HR Medical Function & Medical formalities. <hr/> Basic Awareness on First Aid, Health and hygienic Related Training.	HR Head, Team Members	Fri Nov 08 2024 12:59:17 GMT+0530 (India Standard Time)	08:30 am to 12:30 pm

2	Induction scheduled for new trainees <hr/> About company, TVK culture & Understanding of HR Training Function. <hr/> Awareness on SOP & Covid-19 SOP. <hr/> Awareness on Basic Discipline (Time management, communication, team work).	HR Training Incharge & Team Members	Fri Nov 08 2024 12:59:17 GMT+0530 (India Standard Time)	01:00 pm to 05:00 pm
3	HR Security Discipline, Emergency Points & Contact Number <hr/> Fire Safety theory and practical training/precautions. <hr/> Dos and Don'ts During Mock Drill, Emergency Situation.	HR Security Officers & Team Members	Sat Nov 09 2024 12:59:17 GMT+0530 (India Standard Time)	08:30 am to 09:30 am
4	Quality Function/Activities <hr/> Understanding of Quality Policy/Management System. <hr/> Understanding of Control Plan, SOP, Process & Product Knowledge. <hr/> Understanding of NG Parts/Abnormalities & Fallen Parts Handling. <hr/> Understanding of Poka Yoke, First Off/Last Off Verification/Concepts.	Quality Head & Team Members	Sat Nov 09 2024 12:59:17 GMT+0530 (India Standard Time)	09:30 am to 11:30 am
	CSR Customer Specific Requirements			

5	<p>Instruments Handling - Basic Level, Understanding of Attribute vs. Variable Instruments.</p> <hr/> <p>Understanding of Calibration & Due Date updation procedure of instruments.</p> <hr/> <p>Understanding of procedure: instruments Replacement in case of damage/Drop Gauge of its on shop floor.</p>	Standards Room Head & Team Members	Sat Nov 09 2024 12:59:17 GMT+0530 (India Standard Time)	11:30 am to 12:30 pm
6	<p>Basic Industrial Safety & PPE's Training, MSDS</p> <hr/> <p>SHE/ESG Policy/Awareness.</p> <hr/> <p>Understanding of breakdown raising procedure & WED Function.</p> <hr/> <p>Machine Safety/OCP/Work Place Safety, Electrical safety.</p>	Safety Head & Team Members	Sat Nov 09 2024 12:59:17 GMT+0530 (India Standard Time)	01:00 pm to 02:00 pm
7	<p>Methods Function, Tool Handling & Changeover</p> <hr/> <p>Understanding of Methods Function, Handling of Tool Related/Process Related - Safety & Quality Training.</p> <hr/> <p>Understanding of tools, JIGS, & fixture, Tool life monitoring.</p> <hr/> <p>Understanding of setting changeover and procedure.</p>	Methods Head & Tool Head	Sat Nov 09 2024 12:59:17 GMT+0530 (India Standard Time)	03:00 pm to 04:00 pm

	Understanding of tool related losses & recording in log book.			
8	Review of Knowledge through Examination <hr/> Review the knowledge through the examination. <hr/> Evaluation Status updation.	HR-Training Incharge & Team Members	Sat Nov 09 2024 12:59:17 GMT+0530 (India Standard Time)	04:00 pm to 05:00 pm

SKILL LEVEL2 PRACTICAL

S.NO	Subject	Faculty	Date	Time
1	Skill Level-2 Practical / On the Job Training <hr/> Dexterity Training - Memory Exercises - Switch & Wiper. <hr/> Dexterity Training - Segregation of color ball. <hr/> Dexterity Training - Assemble & Disassemble. <hr/> Understanding of Cycle Time Achievement Exercises - Eye & Two Hand Coordination Exercises. <hr/> Understanding of Assembly Sequences & Orientation. <hr/> Understanding of Wiper Motors &	HR-Training Incharge/HR Line Captain & Team Members	Mon Nov 11 2024 12:59:17 GMT+0530 (India Standard Time)	08:30 am to 12:30 pm

	Switch Working Principles through videos.			
2	Practical Training on PDI Station & Safety <hr/> Understanding of PDI Station in wiper & switch. <hr/> Understanding of Exploded view - Switch & wiper. <hr/> Understanding of Assembly Sequence & Process Flow in Switch & Wiper. <hr/> Practical Training on Poison case test / Defects Identification. <hr/> Practical Training on Instruments & Gauges - Basic Level. <hr/> Practical Training on PPEs. <hr/> Understanding of Fire Safety - Exploded View.	HR-Training Incharge/HR Line Captain & Team Members	Tue Nov 12 2024 12:59:17 GMT+0530 (India Standard Time)	01:00 pm to 05:30 pm
	Production Function Activities & Safety <hr/> Understanding of Production - Function/Activities. <hr/> Practical Training on Control Plan, SOP, JI Training. <hr/> Practical Training: production related documents updation (log book, 4m			

3	<p>updatation sheet, producer maintenance check sheet, process audit check sheet, hourly output monitoring sheet, Setting Change over check sheet).</p> <hr/> <p>Practical Training on Quality - First Off/Last Off, Poka-Yoke Verification/Updation, NG Parts Handling, Identification & Traceability.</p> <hr/> <p>Practical Training on Dock Audit, Tags Identification/Systems.</p> <hr/> <p>Practical Training on Safety Checking & 5S cleaning procedures.</p> <hr/> <p>Review the Skill & knowledge through the examination.</p> <hr/> <p>Evaluation Status updation.</p>	Production Head / Supervisors / Quality Team & Team Members	Wed Nov 13 2024 12:59:17 GMT+0530 (India Standard Time)	24 Hrs / 3 Mandays
---	--	---	---	--------------------