

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	2024-11-18	08:30 am to 12:30 pm
	Induction scheduled for new trainees <hr/> About company, TVK culture &			

2	<p>Understanding of HR Training Function.</p> <hr/> <p>Awareness on SOP & Covid-19 SOP.</p> <hr/> <p>Awareness on Basic Discipline (Time management, communication, team work).</p>	HR Training Incharge & Team Members	2024-11-18	01:00 pm to 05:00 pm
3	<p>HR Security Discipline, Emergency Points & Contact Number</p> <hr/> <p>Fire Safety theory and practical training/precautions.</p> <hr/> <p>Dos and Don'ts During Mock Drill, Emergency Situation.</p>	HR Security Officers & Team Members	2024-11-19	08:30 am to 09:30 am
4	<p>Quality Function/Activities</p> <hr/> <p>Understanding of Quality Policy/Management System.</p> <hr/> <p>Understanding of Control Plan, SOP, Process & Product Knowledge.</p> <hr/> <p>Understanding of NG Parts/Abnormalities & Fallen Parts Handling.</p> <hr/> <p>Understanding of Poka Yoke, First Off/Last Off Verification/Concepts.</p>	Quality Head & Team Members	2024-11-19	09:30 am to 11:30 am
5	<p>CSR Customer Specific Requirements</p> <hr/> <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:</p>	Standards Room Head & Team Members	2024-11-19	11:30 am to 12:30 pm

	instruments Replacement in case of damage/Drop Gauge of its on shop floor.			
6	Basic Industrial Safety & PPE's Training, MSDS <hr/> SHE/ESG Policy/Awareness. <hr/> Understanding of breakdown raising procedure & WED Function. <hr/> Machine Safety/OCP/Work Place Safety, Electrical safety.	Safety Head & Team Members	2024-11-19	01:00 pm to 02:00 pm
7	Methods Function, Tool Handling & Changeover <hr/> Understanding of Methods Function, Handling of Tool Related/Process Related - Safety & Quality Training. <hr/> Understanding of tools, JIGS, & fixture, Tool life monitoring. <hr/> Understanding of setting changeover and procedure. <hr/> Understanding of tool related losses & recording in log book.	Methods Head & Tool Head	2024-11-19	03:00 pm to 04:00 pm
8	Review of Knowledge through Examination <hr/> Review the knowledge through the examination. <hr/> Evaluation Status updation.	HR-Training Incharge & Team Members	2024-11-19	04:00 pm to 05:00 pm

SKILL LEVEL2 PRACTICAL

S.NO	Subject	Faculty	Date	Time
	Skill Level-2 Practical / On the Job Training			

1	<p>Dexterity Training - Memory Exercises - Switch & Wiper.</p> <hr/> <p>Dexterity Training - Segregation of color ball.</p> <hr/> <p>Dexterity Training - Assemble & Disassemble.</p> <hr/> <p>Understanding of Cycle Time Achievement Exercises - Eye & Two Hand Coordination Exercises.</p> <hr/> <p>Understanding of Assembly Sequences & Orientation.</p> <hr/> <p>Understanding of Wiper Motors & Switch Working Principles through videos.</p>	HR-Training Incharge/HR Line Captain & Team Members	2024- 11-20	08:30 am to 12:30 pm
2	<p>Practical Training on PDI Station & Safety</p> <hr/> <p>Understanding of PDI Station in wiper & switch.</p> <hr/> <p>Understanding of Exploded view - Switch & wiper.</p> <hr/> <p>Understanding of Assembly Sequence & Process Flow in Switch & Wiper.</p> <hr/> <p>Practical Training on Poison case test / Defects Identification.</p> <hr/> <p>Practical Training on Instruments & Gauges - Basic Level.</p> <hr/> <p>Practical Training on PPEs.</p> <hr/> <p>Understanding of Fire Safety - Exploded View.</p>	HR-Training Incharge/HR Line Captain & Team Members	2024- 11-21	01:00 pm to 05:30 pm

3	<p>Production Function Activities & Safety</p> <hr/> <p>Understanding of Production - Function/Activities.</p> <hr/> <p>Practical Training on Control Plan, SOP, JI Training.</p> <hr/> <p>Practical Training: production related documents updation (log book, 4m updation 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	2024-11-22	24 Hrs / 3 Mandays
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