

Laxmi Hydraulics Pvt. Ltd.



Title :- Lhp Graduate Engineer Trainee Policy

Objective:

1. Have a pool of talent who would take up higher responsibilities in the future.
2. Integrate conceptual understanding gained through academic curriculum into practical application.
3. Have professionally qualified manpower, multi-skilled persons who could be utilized for various functions.

Policy:

1. Recruitment

- Process for recruiting Trainees in various disciplines shall be undertaken once in a year through Campus or Batch Recruitment. The number of Trainees required to be taken, shall be decided by Panel and Top Management. Trainees shall preferably be recruited from reputed colleges.

2. Discipline

The trainees shall be recruited under the following training schemes: -

Graduate Engineer Trainees:

- Mechanical Engineers
- Electrical Engineers

3. Selection Method :

- Academic - 70% and above Marks eligibility with 1st time exam pass
- Written test - 50% and above Marks
- Face to face interview with Panel
- Final interview Top Management

4. Duration

- The duration of training period shall be of six month i.e. three months OJT, next three months demonstration/performance and further period will be on probation on the basis of further performance.

5. Stipend

- 1.1. The stipend structure shall be governed to all graduate trainees.
- 1.2. The compensation package shall be reviewed for all the training schemes at least once in two years on the basis of benchmarking with same/ similar organizations.

6. Training Modules

- The training modules for all categories of trainees shall be On-The-Job training.
- The training module for all trainees shall consist of the following broad areas:
 - Orientation / Induction - One Week
 - Specialty training in related function - One Week
 - On-the-job-training - 10 Weeks
 - Exposure to training programs
 - Exposure to Soft skill ,ISO / OSHAS etc. } - Time to time

On completion of training, the trainee shall be confirmed in a specific function. The trainees will be given exposure in the following broad areas for the duration shown against each of them:

7. Review Mechanism

- Every trainee shall have a structured review once in a month to clarify the trainee with respect to the strengths and areas of improvement of the trainee.

8. GET Policy Deployment Roles and Responsibilities:

During the training period every trainee shall be assigned to a Manager / Supervisor / Buddy who shall be responsible for the day-to-day functioning/conduct of the trainee. He/she shall act as an immediate guide to the trainee in respect of any problems or difficulties being encountered during the training process

a) Graduate Engineer Trainee Responsibilities:

- Understanding functional / project requirements and completing all duties assigned by the Supervisor.
- Work under senior staff members, asking questions, and assisting wherever possible.

- Raising concerns and making suggestions for improvement where appropriate.
- Observing health and safety regulations at all times.
- Participating in meetings and attending workshops and other training initiatives.
- Analyzing data and writing reports according to specifications.
- Taking notes and sharing your findings with your Supervisor and other relevant stakeholders.
- Establishing professional relationships with staff.
- Maintaining a high degree of professionalism and diligence.

b) Managers Responsibilities against GET's:

- Accomplishes Lhp GET Program's objectives by mentoring , defining development plan of GET's, review with Top Management by monthly along with the presentation by GET's.
- Ensures GET's motivation level and learning ambitions
- Develops GET's growth opportunities.
- Observe GET's Behavior

c) HR's Responsibilities against GET's :

- GET Recruitment
- GET Induction and Development in-consultation with Managers/ Functional Head's
- Organize GET Review meeting between GET, HOD and Top Management
- Get align with HOD on behavioral issue
- Further development of GET's career

9. Daily Diary

Every trainee shall be required to maintain a daily diary in which he/she shall record the details of the work done on daily basis, observations, suggestions, received instructions during the day.

10. Assigning of project

During the course of on-the-job training, the trainee shall be assigned various short-term project assignments related to the working problems. However, every trainee shall be required to undertake at least two projects during the training period. The trainee shall be required to make a presentation of the same to the senior management team during monthly review.

11. GET's Performance Evaluation

The successful completion of the training shall be on the basis of the formal evaluation of the trainee done in respect of the periodic reports, project report, project presentation and the overall conduct of the trainee.

- **General**


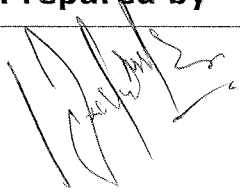
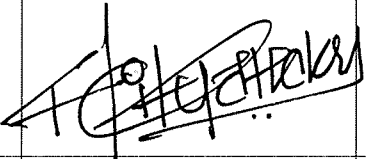

- The feedback/review pro-forma's are as given under:-

- Feedback pro-forma for Quarterly Review enclosed as Annexure-I.
- Final Appraisal Form for Review of Trainees as Annexure-II.
- Lhp GET Project Charter
- Project Charter in Excel Sheet

- **Compliance:**

- Failure to comply with any aspect of this policy during training period lead to a disciplinary action

This policy is effective from 01-08-2021

Proposed by	Prepared by	Reviewed by	Approved by
 13.08.2021			
Mr. Kisan Dadage Head- Admin	Mr. Bharat Vedpathak Head- HR	Mr. Aditya Thakre Technical Director	Mr. Sharad Thakre Managing Director

Annexure – I

Quarterly Evaluation by Panel Member and Top Management

Name of the Trainee :

Topic :

Date :

S.N o	Parameters	Rating		
		Outstanding	Good	Average
1	Understanding of the subject			
2	Quality of matter presented			
3	Techniques applied – data assimilation and its analysis			
4	Practicability of recommendations made			
5	Response to questions			
6	Quality of transparencies			
7	Expression			

Overall rating:

Signature: _____

Name : _____

Designation :

Signature: _____

Name : _____

Head HR :

Final Appraisal Form for Review of Trainees

Name _____ Designation _____
 Date of Joining _____ Department _____
 Qualification _____ Period covered for appraisal _____
 Supervisor _____ Tutor _____

APPRAISAL

Sl. No.	Factor	Assessment			Comments in support of assessment
		Outstanding	Good	Average	
1.	Adherence to the Training Schedule				
2.	Quality and regularity in training and Project Report				
3.	Initiative taken by the Trainee				
4.	Quality of observations/ suggestions				
5.	Knowledge and understanding of allotted functional area/allied functional areas				
6.	Communication Skills				
7.	Self-Discipline				
8.	Actual Attendance				
OVERALL ASSESSEMENT					

Note : Please mark (3) in appropriate box

- Major strengths and Areas of improvement

Action Recommended

SIGNATURES:

Manager

HR



Lhp GET Project Charter Template

Project Information		
GET Name		<p>IMPORTANT REMINDER A narrative written charter must be circulated and signed by the project sponsors. You can attach a completed version of this template to your narrative written charter in an effort to keep it short and concise.</p> <p>Please make sure you meet with the project team and sponsors before completing this template. Much of the information required will need to come from a discussion with team members and sponsors.</p>
Project Name		
Project Sponsor		
Project Manager / Buddy		
Department		
Process Impacted		
Expected Start Date		
Expected Completion		
Expected Savings (In case of Cost Saving)		
Estimated Costs (In case of Cost Saving)		

Describe the Problem or Issue, Goals, Objectives, and Deliverables of this Project

Problem or Issue	
Purpose of Project	
Business Case	
Goals / Metrics	
Expected Deliverables	

Define the Project Scope and Schedule

Within Scope			
Outside of Scope - Cost Increase or decrease			
Tentative Schedule	Key Milestone	Start	Complete

Define the Project Resources and Costs

Project Team	
Support Resources	
Special Needs	

Define the Project Benefits and Customers

Process Owner		
Key Stakeholders		
Final Customer		
Expected Benefits		
Type of Benefit	Objective Basis of Estimate	Est. Benefit
Specific Cost Savings		
Enhanced Revenues		
Higher Productivity (Soft)		
Improved Compliance		
Better Decision Making		
Less Maintenance		
Other Costs Avoided		

Describe the Project Risks, Constraints, and Assumptions

Risks	
Constraints	
Assumptions	

Prepared by:		Date:	
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