



## **Guidelines on Summer Training in THDCIL**

### **1.0 Objective**

To formulate a procedure and well defined process for allowing students from different Institutes/ Universities and Colleges for training in THDCIL under Industrial training and internship curriculum.

### **2.0 Eligibility:**

This scheme shall not apply to:

- (i) Apprentices/ Trainees, whether engaged under Company's own training scheme or under the Apprentices Act, 1961.
- (ii) Executive Trainees inducted by THDCIL through Open advertisement or Campus recruitment with intent to absorb them permanently on successful completion of training.
- (iii) CS/CA /ICWA trainees.

### **3.0 Scope**

These rules shall regulate the training of students and interns who approach THDCIL through different modes for summer industrial training and internship curriculum as a part of their Degree/Diploma course.

### **Procedure**

- (i) The students shall be allowed for summer training only when letter /application is routed through institution/college and university. A letter from the institute/college/ University duly stating the details of the candidate viz. year, specialization, cumulative grade points/score etc shall be submitted to HRD department.
- (ii) The application should be addressed to Head of HRD Department, THDC India Ltd. Aam Bagh, Pashulok, Rishikesh, Uttarakhand 249203. The application should contain a covering letter from the competent authority of the concerned university/institute along with a brief resume of the candidate.
- (iii) The application for summer training shall be entertained on first come first serve basis. The duration of summer training will be maximum six weeks that must commence in or after April and completes by August.
- (iv) An interview by the nodal officer of HRD department shall be conducted before formally according permission.



## **General**

HRD shall be the nodal department for dealing with summer students and freezing nominations and deciding the place of training. HRD shall designate a nodal officer/coordinator whose duty would be to receive application, liaison with premier institutes, screening the application and coordinating the training.

Mentors nominated for assisting and guiding students during training shall not be below the level of Managers. Mentors are to be nominated by HOD and each Mentor may not have more than 5 mentees at one time under him/her.

Preference shall be given to students from premier institutes, like IITs, IIMs, NITs and other top grade B schools and colleges.

The employees of THDCIL may refer their kin's /relatives, son/daughter for training with written permission and request to HOD (HRD) well in advance. Once the allotted discipline wise nominations are received and numbers are fixed, no request shall be entertained.

THDCIL may allow students pursuing MBA (Finance), MBA (HR) or equivalent, MCA, BBA, BCA, B.Tech, and Diploma in Eng. etc. for pursuing training under summer training mode.

5.6 The time schedule to visit the departments and meet designated executives (mentor) shall be between 12:00 – 01:00 PM (pre lunch) and 4:00-5:00 PM (post lunch) during working days or as and when called by the Mentor.

5.8 Students shall be allowed to use the library facilities for which library cards will be issued by the Librarian. Books will be allowed only for reference in library and not to be issued to the students/interns.

## **Process**

During January to March HRD department shall ask each HODs-

- (i) To shortlist areas in which a focused research, case studies etc. can be made considering their impending business opportunities and challenges.
- (ii) HRD department shall in consultation with HODs shall finalize the list of executives who can be engaged to impart summer training.



- (iii) Considering the above list, HRD department will decide the maximum number of summer students in each discipline. However, the numbers shall not exceed from the figures at Annexure-I. Any relaxation in the number of summer students fixed shall be accorded by Director (Personnel).
- (iv) The students shall apply in application format preferably through institution, colleges/University.
- (v) The applications shall be scrutinized by Coordinator of HRD Department before selecting students to proceed for summer training.
- (vi) Boarding and Lodging will be the responsibility of students. No financial support will be provided to students undergoing summer training.
- (vii) The Students shall be allowed to submit their Report to their institution only after approval of HRD department in consultation with the coordinator of the functional department in which the trainee has done his training and prepared report.
- (viii) A copy of the Report duly signed by the Summer Trainee shall be retained in the HRD department
- (ix) A copy of guidelines is to be circulated to summer students before they start their training in THDCIL.

#### **7.0 Right of employment**

Engagement of students through the above arrangement does not confer upon them the right to employment in THDCIL on completion of training.

#### **8.0 Issuance of temporary Identity cards:**

The HRD department shall issue temporary identity cards to the students which shall be returned at the time of completion of summer training.

#### **9.0 Issuance of Certificates**

The HRD department will issue a "Completion Certificate" on completion of training to the students/interns. The standard format of certificate to be issued is annexed at Annexure-II.



## **9.0 Power to Amend Rules**

The power to amend any provision and withdraw the policy shall rest with Director (Personnel). In case of any doubt the decision of Director (Personnel) shall be final.



**List of Departments for training to Summer Students**

**Annexure-I**

	Unit	Department	Highest Number of intake of students per year
1	Rishikesh	Design-Civil	10
	<i>Technical Depts.</i>	Design-Electrical	10
		IT	5
		OMS, QA & Safety	4
		IE	1
	<i>Non-Technical Depts.</i>		
		Personnel/HRD/	5
		Hospital	1
		CC	1
		Social	2
		Environment	2
		Legal	2
2	Tehri		
	<i>Technical Depts.</i>	Electrical/O&M, CMM, Electrical & Communication	10
		IT	4
		Dam & Spillway	4
		Power House	4
		Hydro Mechanical & Mechanical	3
		BRM	3
	<i>Non-Technical Depts.</i>	Personnel	5
3	Koteshwar		
	<i>Technical Depts.</i>	Electrical/O&M, CMM, Electrical & Communication	5
		IT	2
		Dam & Spillway	2
		Power House	2
		Hydro Mechanical & Mechanical	2
		BRM	2
		C&MM	2
	<i>Non-Technical Depts.</i>	Personnel	2

4	Pipalkoti		
	<i>Technical Depts.</i>	E&M	2
		B&R	2
	<i>Non-Technical Depts.</i>	Personnel	1



# **THDC INDIA LIMITED**

**(Corporate HRD)**

## **APPLICATION FORMAT TO APPLY FOR SUMMER TRAINING IN THDCIL**

1. Name of the applicant:

2. Father,s Name :

3. Mother's Name :

4. Current address :

5. Phone No:

6. Mobile No. :

7. Email id :

8. Date of Birth: (DD/MM/YYYY): \_\_\_\_\_

9. Branch: Technical \_\_\_\_\_

Non-Technical: \_\_\_\_\_

10. Education:

Education	Degree/Certificate	Semester	Percentage/Cumulative Grade	Institution
Current				
Completed(including Class XII)				

12. Whether any relative is an employee of THDCIL? If yes

Name:	
Designation & Employee No:	
Place of posting:	

13. Choice of Location for internship/summer training

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

14. How did you come to know about THDCIL? \_\_\_\_\_

**Signature of the Applicant:**

**Note:** Corporation shall not be liable for loss of any kind including physical injury that may /may not lead to temporary/permanent disability, caused to students during summer training. Students will abide by the rules and regulation during the period of their training.



### **List of guidelines for students undergoing summer training:**

#### **Do's:**

1. Students should maintain discipline in THDCIL premises.
2. Students should get an overview of the Company.
3. Students should not loiter in offices without purpose in office hours.
4. Students should wear the Identity Card issued to them in office premises.
5. Students should contact HRD coordinator in case of any urgency.
6. Students should follow the timings briefed to them while visiting their coordinators.
7. Students should inform HRD coordinator in case of leaving station during period of training.
8. Students should be polite and cordial in their dealings.
9. Students should report constraints if any, to HRD Coordinator without delay.
10. Students should complete the Report within the time frame allotted to them.

#### **Don'ts:**

1. Students should not bring any influence for any favour.
2. Students should maintain proper dress code in offices.
3. Students should maintain strict confidentiality about company's information.
4. Students should not criticize the company policies and/or Company Executives.
5. Students should not misuse the facilities offered by the company.
6. Students should report on time.
7. Students should not leave the office without prior permission from the HRD Coordinator.
8. Students should not exceed the mandate given by the Company and collect information that is confidential in nature.
9. Students should not hold back any material/equipment/accessories provided by the company on a returnable basis.
10. Students should not encourage friends visiting work place during office hours and cause inconvenience to others.





Annexure-II

## **THDC INDIA LIMITED**

**(Corporate HRD)**

### **Certificate of Completion**

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that (Mr./Miss)\_\_\_\_\_student of \_\_\_\_\_university/college, year\_\_\_\_\_has undergone the training on\_\_\_\_\_(topic) from\_\_\_\_\_to\_\_\_\_\_at\_\_\_\_\_(dept./location) of this organization.

I wish\_\_\_\_\_all the best for his/her future endeavors.

(Coordinator)  
HRD