

**INDUCTION TRAINING RECORD****DIFACTO**  
ROBOTICS AND AUTOMATION

Name

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Designation

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Date:


08-11-2021 to 12-11-2021

Sl. No.	Department	Date	Subjects covered	Dept. In charge Signature
1	Introduction to HR Policy-Bina Nathan	08-11-2021	Introduction, Monthly Time sheet, Travel policy, Leave Policy, reimbursement Insurance, Company Holiday & Comp Off	Bina Nathan
2	Introduction to Sales and Application- Surendar R	08-11-2021	Introduction to Sales and Application	Surendar R
3	Introduction to Safety QMS - Shami Pasha	08-11-2021	General Safety Awareness	Shami Pasha
4	Introduction to Robotics - Srumith/Bhuvan	08-11-2021	Introduction to Difacto Robotics	Srumith/Bhuvan
5	Introduction to Integration Process - Gogul/Gopi	09-11-2021	Introduction to Integration Process	Gogul/Gopi
6	Introduction to Projects Management- Tonendra	09-11-2021	Introduction to Projects Management, Scheduling, Resource Allocation 1	Tonendra
7	Introduction to Simulation & OLP - Arpitha H	09-11-2021	Introduction to Simulation & OLP Process	Arpitha H
8	Introduction to SCM - Girish Purohith	09-11-2021	Introduction to Supply Chain management	Girish Purohith

Signature of participant



  
Signature-HR

	<b>Standard Operating Procedure</b>		
	TITLE: <b>TRAINING PROCESS</b>		
	Document No.	SOP No.	HRD – SOP 10
	<b>QMS-D-003</b>	Revision No.	00
Peenya Bangalore-560058	Issue No./Date	Revision Date	07/Feb/2020
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**1. PURPOSE**

To establish a procedure for conducting the company’s training programme and to ensure its continuing suitability, adequacy and effectiveness of the documented Quality Management System.

**2. SCOPE**

It covers the entire company’s personnel. It includes the on job training, internal training and external training.

**3. RESPONSIBILITY**

QMS Head.  
Corporate Functions Head  
HR Head

**4. PROCEDURE**

Four types of training methods are adapted by the company.


1. Induction training
2. On job training
3. Internal training
4. External training

All new joinees (trainees as well as appointees) to the company are given basic induction training in the beginning. They are briefed on the overall working of the company apart from introducing them to the various processes.

On job trainings are conducted while the people are on their job. It is like counselling, hand on demonstration based on the needs. Records are not kept for this training as it may happen anytime and of short durations. This training is conducted by one’s seniors near the work place.

Internal training programme is a planned one. The programme is prepared at the beginning of training calendar year. First the skill matrix of the people is prepared / updated. Next the training needs of each employee is analysed and identified. After this, training schedule is prepared. This includes the identification of the faculties also. These faculties are trained to train people apart from their technical expertise. Records are kept for this activity.

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External training programme is also a planned one. However it may not be scheduled in the beginning of the training calendar year. Based on inputs, HR department arranges external training as and when available. Records are kept for this activity.

Apart from these programmes, people are sent for various seminars, exhibitions (including abroad) which will help company in increasing / updating the knowledge of its people. Records are kept for this activity.

Status of training programme is presented in the Management Review Meeting.

#### 5. TYPICAL PROCESS INPUTS

1. Knowledge/Skill/Competency of people
2. Seminars information from outside agencies
3. Exhibitions information from outside agencies
4. External training information from training providers
5. Feedback after training programmes

#### 6. TYPICAL PROCESS OUTPUTS

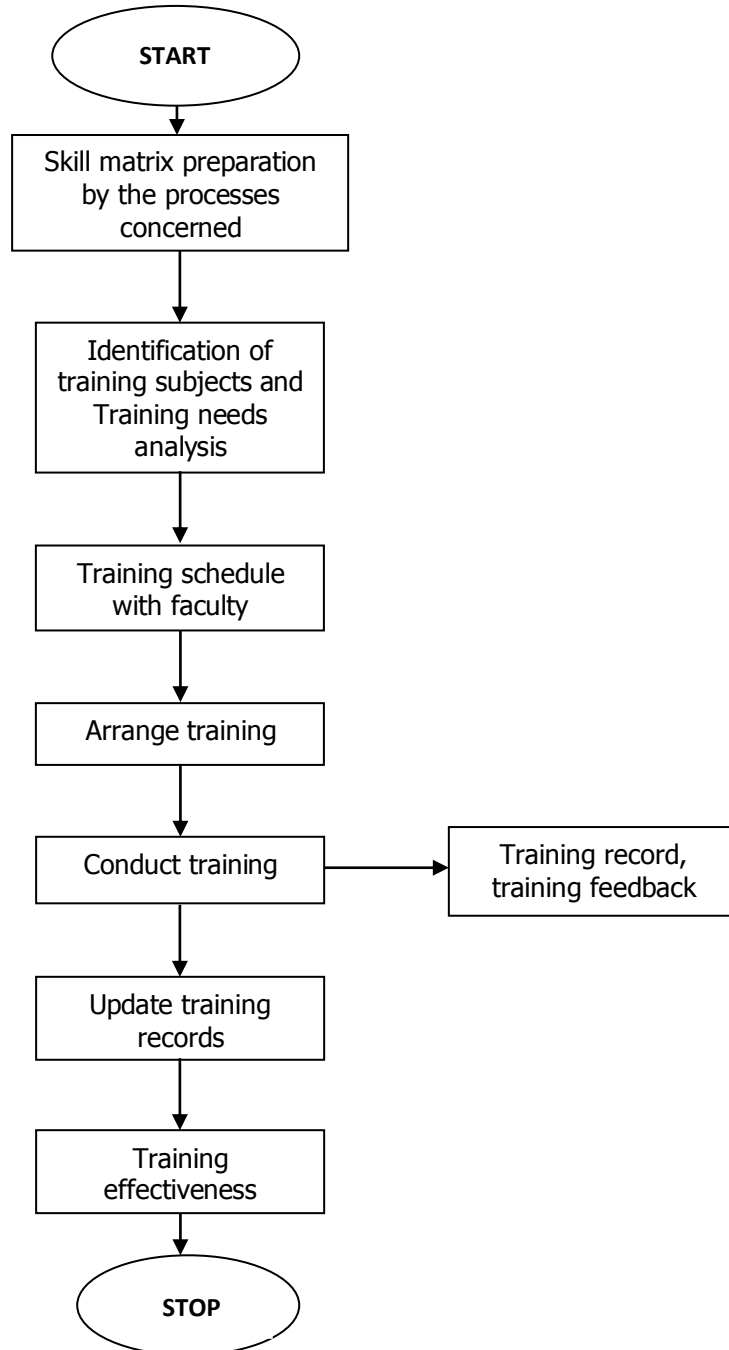
1. Skill matrix
2. Training needs analysis
3. Training schedule
4. Training records
5. Measurement of training effectiveness

#### 7. REFERENCE

1. Training programme
2. Training record

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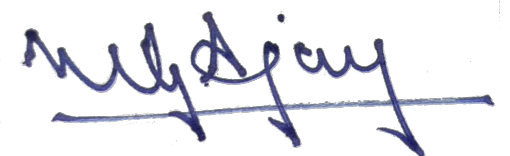
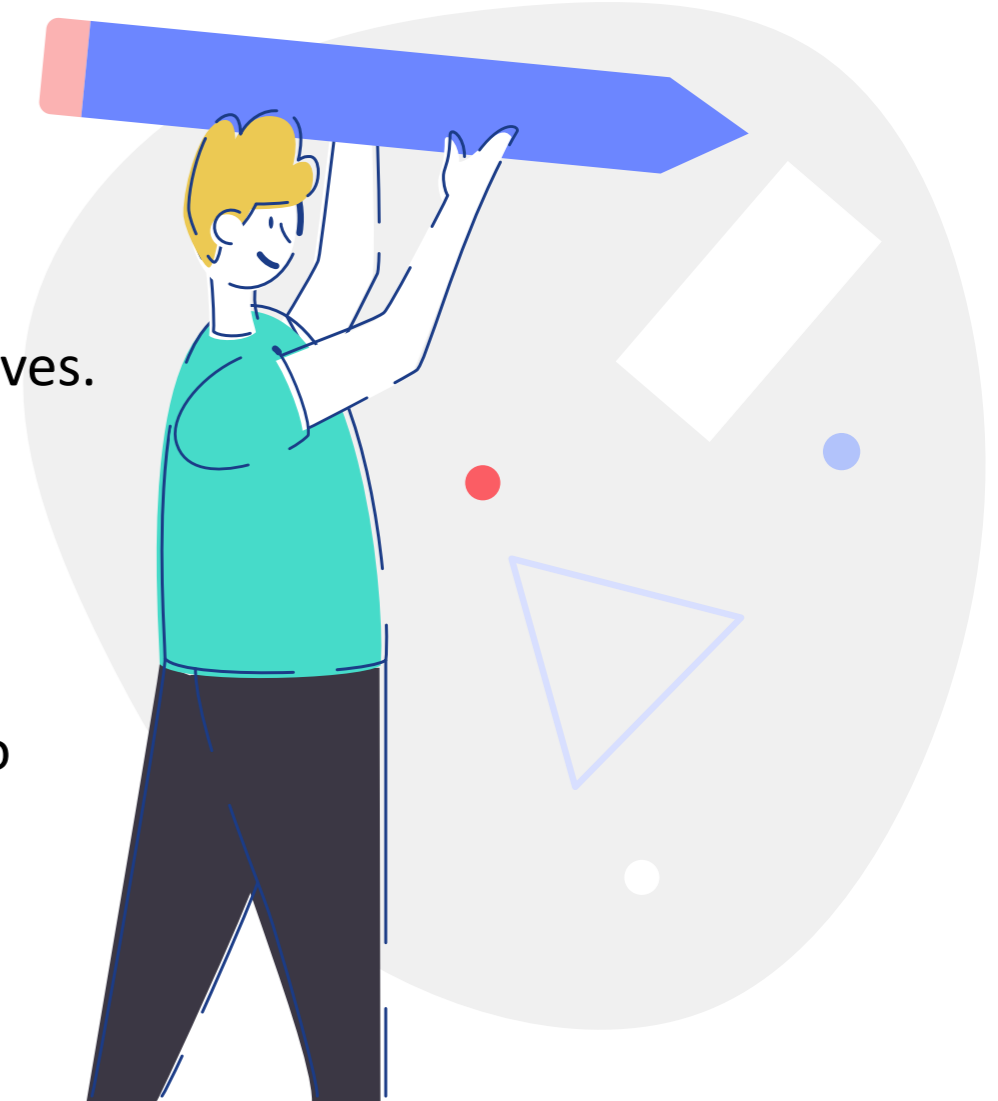
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Date		

# TRAINING POLICY

**DiFACTO considers training of its personnel as an integral part of its business.**

For its business,

- The company believes that effective training and development benefits the individual and the company as a whole and contributes to the achievement of its business objectives.
- DiFACTO aims to provide a working environment where continuous learning and development takes place to help staff in their roles, increase motivation and enhance employee retention.
- Training records are maintained for all personnel to document progress achieved and to identify further training needs.
- Training needs of Employees are reviewed regularly, and steps taken to ensure that necessary skill upgradation is undertaken through qualified training programs.



Ajay Gopalswamy  
Chief Executive Officer