

Annual HRD Plan For the Year 2013-14

The Annual Action Plan for 2013-14 has been drawn in respect of HRD Activities taking into consideration the needs and thrust areas of the companies, which have been reflected through the proposed MOU parameters related to training and human resource development in coal companies. This involves particular emphasis on (i) " Leadership Management Development" training; (ii) "Training Intervention in New Advanced Technology", & (iii) " Skill Upgradation Training for Non- executives".

Particular attention has been given towards incorporation of three programmes on "Sustainable Development" which is a burning issue at present. As per the guidance of Director (Personnel), special emphasis has been given towards programmes relating to Women Empowerment, Computer Literacy (Both basic and advance), Gender Sensitivity, Occupational Health and Safety, Skill upgradation programmes for statutory and critical category designations etc.

The Annual HRD Plan for 2013-14 is detailed below :-

(A) training Scheduled In- company Training programmes to be conducted during

2013-14 by all 4 four institutes vis-à-vis target & performance for 2012-13 are given in the following table :

Name of the Institution	No. of courses in 2012-13(till Jan.13) Target in (2012-2013) Target upto Jan.2013		No. of persons trained in 2012-13 (till Jan.2013) Target in 2012-13 Target upto Jan.2013		No. of courses proposed in 2013-14	No. of persons to be trained in 2013-14
	Target	Actual	Target	Actual		
MDI	42 (54)	52	725 (920)	1144	70	1250
SDI	62 (70)	56	995 (1130)	1012	72	1130
MTI	30 (38)	30	585 (725)	729	38	700
EMTI	65 (80)	67	1200 (1430)	1289	80	1415
Total	199(242)	205	3505 (4205)	4174	260	4495

B. Salient features of Proposed Training Programmes by Different Institutes:-

While formulating the annual plan, considering the thrust areas emphasized by the coal industry and MOU parameters for 2013-14, revisits were made of the annual action plan for 2012-13 for creating scope to accommodate new programmes, but at the same time to continue with the important programmes from the last year curriculum.

Some of the important features- different Institutes- wise are given below:-

Management Development Institutes (MDI) :-

- (i) Stress has been given in company awareness programme, where along with six basic courses in computer of six days duration each, two programmes for advance Computer course have also been included. A basic computer course exclusively for women participants has also been proposed.
- (ii) Four (4) programmes on "Leadership Management" with three days duration each has been proposed in the HRD action plan to cope up with the requirement of attaining MOU target parameter for 2013-14.
- (iii) Three (3) programmes on "Sustainable Development" have been included in the calendar as a part of MOU target parameter.
- (iv) Four (4) programmes on "Advanced Technologis" have been included in the calendar.

Supervisory Development Institute (SDI):-

In the context of major inflow of MTs, we have substantially increased the number of programmes for MTs.

- (i) Six new programmes of 3 days duration for Management and Technical upgradation of MTs
- (ii) Energy Conservation
- (iii) Financial Management & Cost Control.
- (iv) No. of programmes on Gender Sensitivity have been increased from (2) to (3)
- (v) Programmes on enhancing HEMM availability have been included.

Mining Training Institute (MTI)

The stress area for the MTI in 2013-14 remains unchanged from the previous year as developing manpower in critical categories like Mining Sirdar, Overman, Surveyor and 1st Class & 2nd Class managers are still the thrust areas for the company. The success in "Home Grown Timber" scheme and "Super- 40" scheme has created benchmark in developing statutory manpower for the company and these schemes are being conducted.

Excavation & Mechanization Training Institute (EMTI)

In alignment with the requirement of fulfilling MOU target parameters of the company for 2013-14, skill upgradation programmes for different categories of workmen have been given dominance in the annual action plan. Particular stress has been given in developing trainee operators for Heavy Earth Moving Machineries (HEMM), which are critical category designations for the company at the present point of time. Total 3 (Three) new programmes on "Advance Mining Technology" (1 programme on Longwall Mining and 2 on (Continuous Miner Mining) have been inducted in the annual training plan. This year stress has also been given on training programmes for improving capacity utilization of available HEMM.

Training At VTCs :-

The training programmes have been chalked out by VTCs of Areas and consolidated numbers of participants are shown as under :-

No. of persons trained (2012-13) upto Jan.2013 / to be trained during 2013-14

	No. of persons trained in 2012-13 (till Jan. 2013)		No. of persons to be trained during 2013-14
	Target	Actual	
Basic	All new entrants	496	All new entrants
Refresher	7040 (8448)	6914	8016
Special Training	900 (1071)	738	953
Safety Conference Recommendation	2000(2397)	4075	2603
Total	9940 (11916)	12223	11572

Total no. of persons trained during (2012-13) up to Jan. 2013 is 12223

Total no. of Persons to be trained during 2013-14 is 11572

Field Visit/Excursion/ Research work/ Study Tours

We also arrange Field Visit/ Excursion/ Research work/ Study Tours of students from different academic institution of the country. In the year 2012-13, we have provided such facilities to 387 students (up to January 2013) after getting competent approval in each case. To expedite the training of such candidates, it is proposed D(P) may kindly approve Field Visit/ Excursion/ Research work/ Study Tours etc. to study from different academic institution of the country for the year 2013-14 and onwards basis of which piece meal approval could be given .

C.Special In company training programs -:

These are non-scheduled programmes which are conducted by MDI predominantly and also by other institutes as and when directed by CMD and Directors. Till January 2013 the no. of Non- Scheduled need based special programs conducted by different institute is 32 no. in which a total no. of 1006 persons have been pertained training. Such type of training programmes will be organized in 2013-14 too.

D. Out Company training programs -:

These are Non- Scheduled training programs organized by various out company organizations where employees of our company are being nominated with the approval of CMD & FDs. HRD department processes such nominations on behalf of the company and provides the necessary budget as per requirements. In the year till January 2013 a total no. of 384 Executives have given out company training within India. Such type of activities will be continued at HRD for the year 2013-14 as well.

E. Schedule Training Programs at IICM Ranchi

HRD department of BCCL organizes to send nomination of Executives for attending training programs at IICM as per annual action plan of IICM. In the year till January 2013 no. of Executives who have attended different programs at IICM is 326includingMTs.This trend will be maintained in 2013-14 also.

Details of scheduled In- company Training Programmes to be conducted during 2013-14 by four training institutes under HRD department as indicated above in Point (A) are enclosed for kind perusal and approval of Director (Personnel), BCCL .On the basis of which piece-meal approval could be given by the undersigned during 2013-14.

Approval for other training programmes under points (C) , (D) & (E) will be taken from the competent authority from time to time.

Submitted please for kind perusal and approval.

General Manager (HRD)

Director (Personnel)

HRD ACTIVITIES & PERFORMANCE 2012-13

22.1.2.HRD& Management Development

1.Data Format In Respect Of MOU Parameter 2012-13

Sl.no.	Evaluation Criteria	Unit	Weight in %	Mou Target (Excellent)	Status/achievement as on 31.03.2013
1.	Certified training in project Management	No. of Executive	1	6	Achived-10 .Course was conducted by IICM
2.	Certified training in contract Management	No. of Executive	1	6	Achived-09. Course was conducted by IICM from (9-17 Dec.2012)
3.	% actualization of training plan	% Fulfillment		90	Target no. of program-242 Achieved 245
4.	Training days per employee/year	Days/employee/year	5	0.3	1.839
5.	Developing critical mass of leaders	% of employee cost	5	90%(target- 75 heads 100%)	Achieved 154 heads (prog.was conducted at HRD,(i) 27-29 June,(ii)21-23 August,2012 (iii)28-30 Nov.2012(iv)21-23 Jan.2013 (v) Feb.'2013
6.	Training budget as % of employee cost	% of employee cost	5	0.296	0.02866
7.	Training plan for multi-skill/ skill up gradation of Non-Executive	% fulfillment	5	90% (target 6000 heads 100%)	(HRD) + (VTC) 2370 + 15184= 17554
8.	Optional -Training intervention in new/ advanced technology	% fulfillment	5	90% (target 100 heads 100%)	In house (1) long wall mining technology-47parti. (2)Continuous miner tech.-49 heads (3) Blasting tech. in mines- 29 heads 3)Other Training Programs (outside) -43 (Details given in Annex-1) Total - 168
9.	Program on sustainable development	No. of Program		2	Achived-02 i.) with 30 participants on 25.6.12 at HRD ii.)with 30 participants on 14.12.12 at HRD
10.	Mentor Dev. program	No. of program		1	Achived-01 (with 29 participants on 14th & 15th Jan.2013 at HRD)

*Remarks- in addition to above we have conducted non-scheduled, need based-42 No. Programs during April '2012 to March 2013.

Annex-1

Outside Training Intervention in new/ advanced technology (2012-13)

Name of Program	Date	Venue	No. of Participants
1) Short course on Trackless Mining Equipmt.Loaders&transpt. Used in U/G Mines.	10 -12 May 2012	ISM,Dhanbad	04
2) Road show on cutting edge Tech. Leila Products	18th May 2012	Hyatt Residency,Kolkata	02
1) Prevention & Repairs of cracks & leakages in concrete structures including water proofing tech.	10 – 12 July 2012	NCB,Hydrabad	01
2) Development prog.on RS,GIS,GPS, Photogrammetric& Laser Scanning"	17 – 20 July 2012	Hydrabad	05
1) Prog. on Rock Fragmentation Control & Blasting Cost Optimization	22 – 24 August 2012	ISM, Dhanbad	03
1) Prog. on "Scientists & Technologists Working in Government Sector"	(i) 10 – 21 Dec.2012 (ii)21-25 January 2013 (iii) 11-15 Feb.2013	Amity University,Noida ISM,Dhanbad NIFM,Faridabad	04 02 02
1) "Short Course on Power Hydraulics in HEMM"	17 – 21 December	ISM,Dhanbad	03
1) Symposium on Geospatial for Coal Mining	22-24 January 2013	Hydrabad	07
1) Prog. on Sustainable Developments, Energy Conservation & Energy Efficient Design for Buildings"	7-8 Feb.2013	Hotel Le Meridien,Janpath, New Delhi	01
1) Short Term Course on Advanced Surveying & Geo – information for Mining & Geo – Spatial Industries	18-21 Feb.2013	IIT, Kharagpur	03
1) Programme on "Cyber Security"	12 February 2013	NIFM,Faridabad	02
1) Short Course on Wireless Communication And Environment Monitoring in underground Mines implementation	21-23 February 2013	ISM,Dhanbad	04
Total			43

2. **No. of employees trained for statutory posts.**

Particulars	2012-13	2011-12	% Increase
Mine Manager ship	127	108	
1 st Class & 2 nd Class			
Overman	35	55	
Mining Sirdar	283	294	
Surveyor	92	119	
Winding Engine Operator	79	87	
Gas Testing	411	350	
Electrical Supervisor	31	30	
Total	1058	1043	+ 1.43

3. **In-house training programme for the year 2012-13.**

The target fixed for training during 2012-13 has been achieved. The details are as under:

Particular	2012-13	2011-12	% increase
No. of persons Trained	6417	6445	- 0.43

Special thrust was given on the critical topics like skill development for statutory manpower ,vigilance awareness, Interaction/Induction of MTs, Retiring persons, Female development, and computer awareness.

4. **Female employee trained during 2012-13.**

Particular	2012-13	2011-12	% increase
Executives	178	175	
Supervisors	180	144	
Workers	355	604	

Total	713	923	- 22.75

Note :With gradual increase in literacy among illiterate female employees , which was conducted in mass- scale in 2011-12 , a number has comparatively dropped in 2012-13 as is evident from the figure 355 in 2012-13 compared to 604 in 2011-12.

5. Training programme conducted institute-wise for MOU and non-MOU during 2012-13

<u>Name of Institute</u>	<u>2012-13</u>	<u>2011-12</u>	<u>% increase</u>
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M.D.I.	2544	2642	
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S.D.I.	1324	1462	
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M.T.I.	935	867	
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E.M.T.I.	1614	1474	
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Total:	6417	6445	
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6417 (Sch.- 4893 + Non-sch.1524)

6445 (Sch.-4253 + Non-sch.2192) + 14.90%(Scheduled Prog.)

Note :Registering a success rate of 14.90 %(sch. prog.).

6. Training at IICM, Ranchi

<u>2012-13</u>	<u>2011-12</u>	<u>% increase</u>
388	298	+ 30.20

7. Training programme conducted in VTC

<u>Particular</u>	<u>2012-13</u>	<u>2011-12</u>
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Achiv. Achv. % Achv.

Basic	548	724
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Refresher	8244	8721
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Special & others	6392	4265
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As per Safety conf.

Recommendation

Total	15184	13710	+ 10.75
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8. **External Training;**

<u>2012-13</u>	<u>2011-12</u>	<u>% increase</u>
536	752	- 28.72

With introduction of several new progs.at HRD internally, the No. of participants for external progs. have been limited.

9. **PDPT Training under Apprentice Act.**

<u>2012-13</u>	<u>2011-12</u>	<u>% Achiv.</u>
57 41		+98%

The maximum no. of PDPTs , as referred by BOPT (ER, Kolkata) allowable at any time

Should not exceed 100.

10. **Training of Contractor's workers**

2012-132011-12

Achv.Achv.% Achv.

2241	810	+ 176.66
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11. **Unpaid Vacation/ Summer/ Winter Industrial Practical Training provided to the students of different**

Academic Institutions in Technical & Management Course

<u>2012-13</u>	<u>2011-12</u>	<u>% Achv.</u>
915	620	+ 47.58

Special initiatives:

i) Statutory Manpower Development:

Developing statutory manpower in critical designation like Mining Sidar, Overman, Surveyor, 1st Class & 2nd Class Managers continues to be an important thrust area of the company. The success of "Home Grown Timber" & "Super – 40" schemes by Mining Training Institute (MTI) under HRD department has created benchmark in developing statutory manpower of the company. In 2012-13, in surveyorship final examination, BCCL alone accounted for 30.7% of the total number of successful candidates in India. Similarly, under training at EMTI, during 2012-13, 79 candidates have been given training for appearing W.E. Operators Examinations.

ii) Critical Category Manpower Development :

The role of Excavation and Mechanization Training Institute (EMTI) under HRD in developing critical manpower like HEMM Operator (T), Winding Engine Operators (T) and Electrical supervisors from among company's internal resources is quite imminent. Beside the above, it is playing important role in skillupgradation of personnel, engaged in operation and maintenance of Electrical, Mechanical and HEMM equipment.

iii) Female Literacy Drive :

This is the culmination of the policy adopted by apex management of BCCL to conduct the literacy drive with the active co-operation of CBWE (under Ministry of Labour and Employment, Govt. of India) with the aim to gainfully utilized the large force of illiterate Female employees of BCCL by providing literacy Certificate and thus making them eligible for different jobs as per cadreship schemes of the company. 32 designations including some directly production linked designations have been identified, where such female employees can be deployed. The drive is being conducted in phases. In the 1st three phases a total number of 454 female employees have been provided with literacy certificate by CBWE. The 4th phase for drive is in progress in which 586 more female employees have been identified.

iv) Computer Literacy Drive.

In pursuance of directive and guideline by the apex level management of BCCL towards making all BCCL employees Computer literate, HRD is imparting basic level computer application initially to Executives and Ministerial staff.

The drive is in progress and till March, 2013 about 262 persons have been provided computer application training.

v) **Preventive Vigilance Awareness Program:**

This was a special drive which was organized under the guidance and behest of CVO, BCCL to spread awareness among all levels of executives including newly promoted executives regarding vigilance matters and guidance in work abiding rules and laws in work processes.

vi) **Management Trainees Grooming:**

HRD department is playing active role in the grooming process of MTs in the company. Three types of training are being conducted for MTs at HRD like- (a) Induction trainings (b) Inter action trainings with higher level management including company Directors and CMD & (c) Technical trainings, separately for different disciplines. HRD dept. is also taking care of the well being welfare of the MTs and their adjustment in the Organization.