

WESTERN COALFIELDS LIMITED

(A Subsidiary of Coal India Limited)

HRD ANNUAL PERFORMANCE PLAN 2020 – 21

Human Resource Development Department

Western Coalfields Limited

Coal Estate, Civil Lines, Nagpur-440001

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TRAINING STRATEGIES

1. To facilitate availability of skilled manpower through planned development of existing employees.
2. To conduct basic and refresher training for operators and maintenance personnel with reference to HEMM equipments.
3. To prepare employees for acquiring statutory qualification through intensive coaching as well as grooming eligible employees for departmental examination aimed at career growth.
4. To conduct general development programmes for workmen and supervisors for integrating them with the state-of-art technology as well as enterprise.
5. To train management trainees, through a standard scheme.
6. To develop senior executive from E-7 and above level through centralize in-house programmes organized at IICM, Ranchi.
7. To develop senior executives through nomination to course organized by reputed institutions and professional bodies in India and facilitate inter organizational exposure to assimilate development in the areas of technology and management science.
8. To develop employees though training opportunities abroad available from foreign Government and manufacturers of equipment and international seminars and conference and to help and enhance managerial and technical competence of employees working in strategic positions.
9. To cater to the growing needs for training and skill renewal/ improvement.
10. Coal India through its subsidiaries has established number of training institutes in the following categories:
 - Management Development Training
 - Heavy Earth Moving Machinery Training
 - Supervisory Training
 - Workers Training

MAJOR FUNCTIONAL & PERFORMANCE REQUIREMENTS

The major functional & performance requirements of HRD department at Western Coalfields Limited are as given below :

1. Compliance with the Mines Vocational Training Rules 1966, revised up to date.
2. To provide Leadership Development , Management Development and Skill Updation courses to our employees to enhance their knowledge, skill and motivation.
3. Compliance with the provisions contained in Memorandum of Understanding with Coal India Limited agies of development of Public Enterprises, Govt of India.
4. Achievement of target set in Annual Training Plan.
5. Compliance with the provisions of the Apprentices Act, 1986, revised up to date.
6. Nomination of employees in seminars / workshops / symposiums organized by professional bodies.
7. Nomination of employees in Institution based training programs at Institutes of repute.
8. Coaching of employees for promotion as well as statutory examinations.
9. Providing industrial exposure to students of management / Engineering / Vocational courses through Summer Internship Placement / Vocational Training as skill Development Initiatives.
10. Co-ordinating the industrial Visits at Mine Areas.

TRAINING INFRASTRUCTURE

Human Resource Development is one of the key thrust areas of Western Coalfields Limited. Adding value to the employees in terms of knowledge, skills and attitude is one of the prime functions of WCL. Besides, preparing statutory and skilled manpower to meet the needs of the new projects is another important function of HRD. The source of trainable manpower is existing employees, the new entrants coming on account of land acquisition and dependents who are thoroughly trained before occupying positions in the mines.

Training in WCL are imparted at the following training centres

- Management Development Institute, Nagpur
- HEMM Training Institute, Durgapur, Chandrapur
- Workers Training Institute, Wardha
- Supervisory Training Institute, Chhindwara
- Skill Development Centre, Nagpur
- Group Vocational Training Centres : 11 VTCs

All Training Institutes, Vocational Training Centres, MDI and HRD Department, WCL HQ. are ISO 9001:2015 certified units.

1. MANAGEMENT DEVELOPMENT INSTITUTE NAGPUR

This institute is established mainly for training and development of executives of Western Coalfields Limited. The range of courses includes management development, functional skill updation, cross-functional and training in computer usage. MDI exposes executives to two viewpoints which may be very different from their own :

- The academic viewpoints of faculty who are expert in their fields
- The view point of their professional counterpart in application of concepts which they share in solving problems.

2. HEMM TRAINING INSTITUTE, DURGAPUR

HEMM Training Institute, WCL situated at Durgapur at a distance of 7 km from the district town of Chandrapur. It was established on 27.12.1988 by the then Hon'ble Minister for Coal Shri C.K.Jafar Sharif with an objective of developing skilled manpower for opencast mines.

The main objectives of the institute are :

- To provide opportunity to employees with requisite potential for imparting skills in the operation and maintenance of Heavy Earth Moving Machinery and thus fulfilling the need of WCL, in respect of HEMM operators and mechanics from amongst the existing employees as well as new recruits including dependents of ex-employees and land-oustees.
- To update and refresh the knowledge, in HEMM operations and maintenance, of existing employees including executives by internal as well as external faculty members drawn from original equipment manufacturers.

3. WORKERS TRAINING INSTITUTE, WARDHA

Workers Training Institute, WCL was established in Dec 1986 for training of Workers for their skill development and re-training of existing workmen to cope up with the technological advancement as well as to meet the demand of skilled manpower. WCL board sanctioned this Institute on 8.6.1988. However to expand and enlarge training facilities to cover Electrical Supervisors, Electricians, Mechanics and for training under Apprenticeship Act, for land oustees and dependents. On 3rd Sept 1994 this Training Institute took shape and now has its own building complex at Sawangi Meghe, Wardha, which is about 5 km from Wardha city on Yavatmal Road.

4. SUPERVISORY TRAINING INSTITUTE, CHHINDWARA

Supervisory Training Institute was established in June'1980 at Chhindwara – a calm and quite township with a healthy climate. It is situated 120 kms north of Nagpur en-route Pachmarhi, the queen of Satpura Ranges and in close proximity to Pench and Kanhan areas. Presently, the Institute conducts courses for Coaching for Statutory Examination, Safety awareness, courses for Security Personnel, Training course on Safety Management System for Supervisors (as recommended by National Conferences on Safety) / Pit safety committee members, Workmen Inspector training. Institute has also facilities to conduct skill development courses as per NCVT syllabus under apprenticeship act 1961. With all infrastructure combined with the committed core faculties and staff, the programmes at STI have been very fruitful.

5. GROUP VOCATIONAL TRAINING INSTITUTES

As per the VT Rules, all employees are to be provided initial training before they are deployed in mines. There are various training modules circulated by DGMS for UG, OC and Surface workers. There is provision for refresher training once in 5 years for this employee. Besides, the employees have to undergo special training under VT Rules. There are 11 Vocational Training Centers fully equipped with necessary hardware and software for providing effective training.

- GROUP VTC, SASTI, BALLARPUR AREA
- GROUP VTC, HLC, CHANDRAPUR AREA
- GROUP VTC, GHUGUS, WANI AREA
- GROUP VTC, PRAGATI NAGAR, WANI NORTH AREA
- GROUP VTC, UMRER
- GROUP VTC, SILEWARA, NAGPUR AREA
- GROUP VTC, SAONER, NAGPUR AREA
- GROUP VTC, CHINDWARA, PENCH AREA
- GROUP VTC, SUKRI, KANHAN AREA
- GROUP VTC, PATHAKHERA, PATHAKHERA AREA
- GROUP VTC, MAJRI, MAJRI AREA

PERFORMANCE
HUMAN RESOURCE DEVELOPMENT (HRD), WCL - 2020-21

During the financial year 2020-21, WCL achieved a total of **1,04,937 Training Mandays** against Target mandays of 76,987 and **Total Number of participants trained is 16,172** against Target of 15,033 through Internal and External training programmes for Executives, Supervisors and Workers.

Expenditure incurred towards training during the financial year 2020-21 **is Rs. 26.50 Crores**

OVERALL TRAINING STATISTICS FOR FY 2020-21

IN COMPANY TRAINING				OUT COMPANY TRAINING				GRAND TOTAL (2020-21)	
VTCs and Institutes		IICM, Ranchi training		Institution Based and Seminars		Foreign Training			
NUMBER OF PARTICIPANTS	MANDAYS	NUMB ER OF PARTI CIPAN TS	MANDA YS	NUMBE R OF PARTICI PANTS	MANDAY S	NUMBE R OF PARTICI PANTS	MAND AYS	NUMBER OF PARTICIPA NTS	MANDAYS
15860	103867	89	354	223	716	0	0	16172	104937

IN-COMPANY TRAINING :

In-Company training plays a vital role in improving knowledge, skill and attitude leading to overall development of Human Resources. Five Institutes viz. Management Development Institute (MDI)-Nagpur, Supervisory Training Institute (STI)-Chhindwara, Workers Training Institute (WTI) - Wardha, HEMM Training Institute (HEMMTI)- Durgapur and Skill Development Centre(SDC), Nagpur and 11 Group Vocational Training Centres impart functional, cross-functional and other training courses for the executives, supervisors and workers. In addition, the executives are also imparted training at Indian Institute of Coal Management, Ranchi.

A) **103867 Mondays** training was imparted to executives, supervisors and workers at the 05 Institutes and 11 Vocational Training Centres, the details of which are as under :

	EXE	SUP	WOR	TOTAL	Training Mandays
MDI, NAGPUR	1007	59	488	1554	2632
WTI, WARDHA	0	37	62	99	797
STI, CHHINDWARA	0	47	41	88	528
HEMM TI, DURGAPUR	113	99	526	738	2272
SKILL DEVELOPMENT CENTRE, NAGPUR	0	0	92	92	1454
AREA BASED TRAINING	1253	858	4143	6254	11790
INITIAL TRAINING	0	0	1157	1157	29743
REFRESHER TRAINING	0	0	4831	4831	52407
SPECIAL TRAINING	0	0	1047	1047	2244
GRAND TOTAL	2373	1100	12387	15860	103867

B) NUMBER OF PERSONS TRAINED AT IICM, RANCHI

89 Executives for total 354 mandays , were trained at IICM Ranchi during the year 2020-21

	EXE	SUP	WOR	TOTAL	Trg. Mandays
IICM RANCHI	89	-	-	89	354

OUT-COMPANY TRAINING :

Out- Company training was provided to the employees to expose them to the Global and Sectoral Industrial environment through participation in various Seminars, Conferences, institution based training in the educational institutes and Original Equipment Manufacturers facilities.

- **Within Country-**

During FY 2020-21, the employees have been nominated to attend training programmes organised by various Educational Institutes such as Indian Institutes of Technology (IIT) Kharagpur and various organisations such as Administrative Staff College of India, Hyderabad, National Institute of Personnel Management (NIPM), i2P2M etc, in order to improve the efficiency and productivity of executives, supervisors and workers, by sharpening their managerial , technical and functional skills.

The breakup of executives, supervisors and workers sent for Out-company training is as given below :

Out-Company Training	EXE	SUP	WOR	TOTAL	Trg. Mandays
	204	7	12	223	716

SAFETY TRAINING :

Under Mine Vocational Training Rule 1966, various trainings such as Initial, Refresher and training for special categories are imparted to the workers working in mines. This purpose is fulfilled by 11 VTCs located in different Areas of WCL. Additionally, the Contractors' workers, who play an important role in today's scenario, are also imparted Initial and Refresher training in our VTCs. As per recommendation of Safety Conferences, the supervisors are provided Safety Management programme in the respective Institutes.

The break-up of various types of safety training imparted during 2020-21 is as under :

TYPE OF TRAINING	NO. OF EXE / SUP / WOR TRAINED
1. INITIAL TRAINING	1157
2. REFRESHER TRG	4831
3. TRAINING FOR SPECIAL CATEGORY	1047
4. AREA NEED BASED TRAINING	6254
5. SAFETY MANAGEMENT PROGRAMME FOR SUPERVISORS (as per recommendation Conferences on safety in mines) --	
a) Mining	10
b) E&M	37
c) Excavation	13

CONTRACTORS' WORKERS TRG --	
a) Initial training	6428
b) Refresher training	458
c) Area need based training	219

TRAINING OF SC / ST / OBCS :

Training for upliftment of SC/ST/OBCs has been an important thrust area for the company. Category wise SC / ST / OBC training (In-company & Out-company) is as under :-

SC / ST / OBC training (In-company & Out-company)

SC	- 2411
ST	- 1020
OBC	- 6073

Total	- 9504
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SPECIAL ACHIEVEMENT

a) SKILL DEVELOPMENT ACTIVITIES 2020-21

Pragati a CSR Initiatives of WCL

Total 4272 number of persons among Project Affected Persons (PAPs) and Eligible Unemployed Youth in the vicinity of mining fields were provided with different Skill Development Training .

TOTAL ACIEVEMENT (2020-21)	GENDERWISE		CATEGORY				GROUP
	MALE	FEMALE	SC	ST	OBC	GENERAL	
4272							RURAL YOUTH
	4268	4	762	391	1514	1605	4272