
**A series of slides present here is an attempt to explain why vocational training is important for any country and how we can develop an industry ready technician through an unique training methodology: A case study of Toyota Technical Training Institute, Bangalore, India.**


TOYOTA TECHNICAL TRAINING INSTITUTE
Who we are?
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**Toyota Kirloskar Motor ( TKM) Pvt Ltd is a subsidiary of Toyota Motor Corporation( TMC) Japan. TKM was established in the year 1997.**

| **Overview of Toyota Kirloskar Motor Private, Ltd.** | |
|---|---|
| | |
| **Established** | October 1997 (start of production: December 1999) |
| **Location** | Bidadi -Suburb of Bangalore, Karnataka, India |
| **Equity participation** | TMC: 89%, Kirloskar Group: 11% |
| **Initial Investment** | INR 7 billion |
| **Number of employees** | Approx. 7000 |


## Plant 1, was established in 1997 and plant 2 , in 2010

.

| TKM Production Structure | | | |
|---|---|---|---|
| | Jul-11 | First half of 2012 | 2013 |
| First Plant Annual production capacity | 80,000 | 90,000 | 100,000 |
| | | | |
| Second Plant Annual production capacity | 80,000 | 120,000 | 210,000 |
| | | | |
| Production total | 160,000 | 210,000 | 310,000 |
| Investment | Aproximate → | Rs 275 crores | Rs 898 crores |


**At present we manufacture the above types of cars.**


**In addition to manufacturing cars, we also contribute to local community via a) TTEP( Toyota Technical Training Education) programee where in we identify good Industrial Training Institutes ( ITI s) in the country and upgrade their MMV ( Motor Mechanic Vehicle) trade with training material, cut models, training of trainers so that such training Institutes can improve the training capability and also improve employability of students seeking job in Industry. b) TSEP ( Toyota Safety Education Programme) where school children are given awareness training on Traffic safety through games.**

**c) Environmental awareness amongst employees & school children by organising environmental day and painting competition. So far 1,25,000 saplings have been planted in the company premises and by 2014, 5 lakhs saplings will be planted.**

**d) Other activities in a small way includes renovation of rural school building, Police Station and construction of water tank.**

**In 2009 TKM bagged CII-ITC sustainability award for commitment to environment & social contribution.**

**Note:**

**Toyota Kirloskar Motor Pvt Ltd , has recived CII-ITC Sustainability Awards 2009 : Commendation for Significant Achievement Award 2) IIPM & The Sunday Indian STATE EXCELLENCE AWARDS 2009 for Corporate Social Responsibility**


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BACK GROUND FOR ESTABLISHING TOYOTA TECHNICAL TRAINING INSTITUTE
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# Why vocational training is necessary for any country?

- Imparting right Skill, Knowledge & Attitude are the driving force of economic growth & Social development for any country
- Right skill inculcate dignity of labour, create greater awareness towards environment, safety and health concern
- Right skill improves employability, productivity & living standard
- Right Skill Strengthens competitiveness of the country

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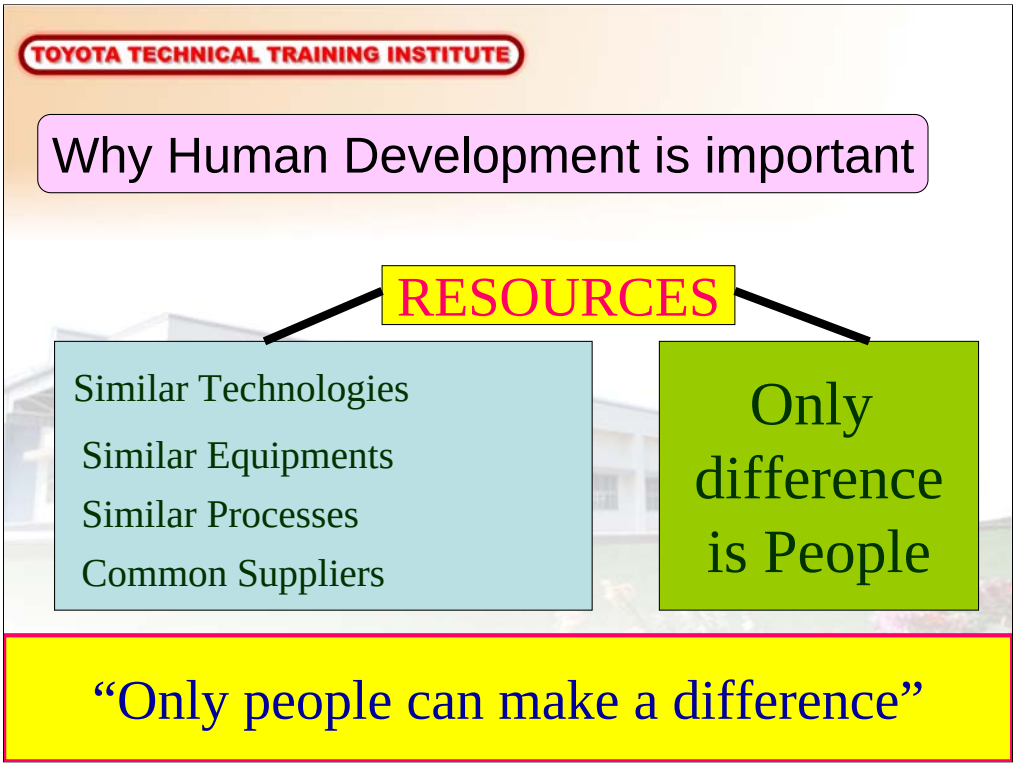
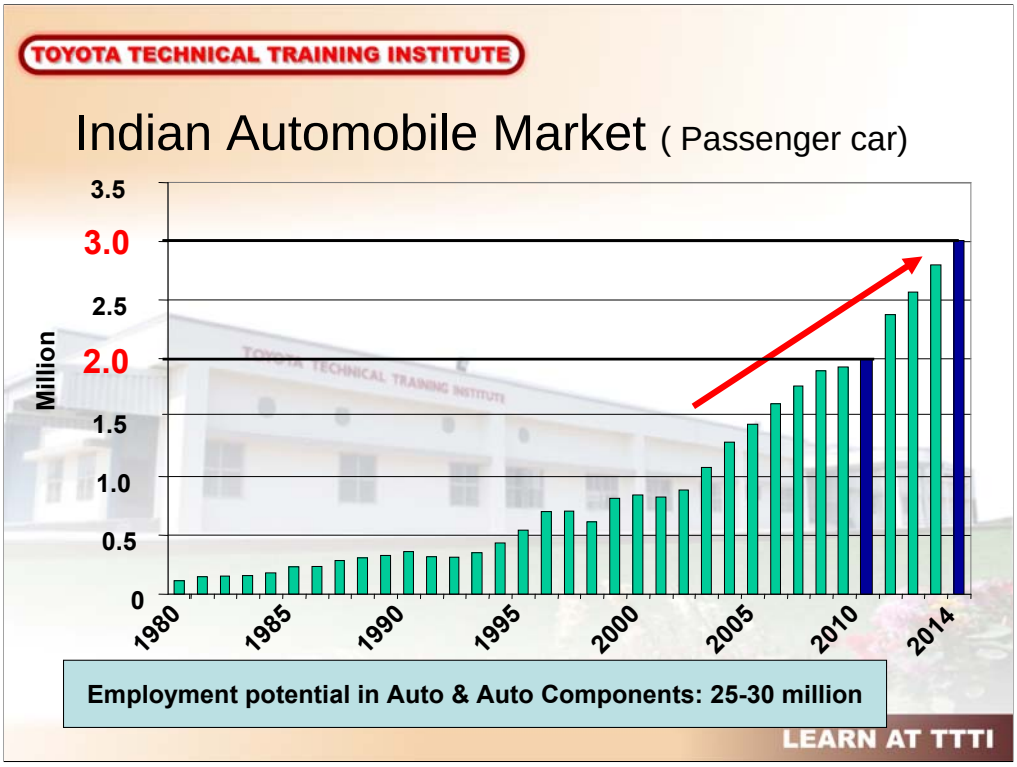



**To day only difference between companies are its people & their work culture. Other things like technology , equipment, manufacturing processes and component supplier are almost same for all companies.**

**It is only people who can make a difference in producing quality products at an affordable cost .**




**Indian automobile market is growing rapidly. As per industry estimate, this sector alone may provide employment to about 25 million people by 2015. Hence there is a huge demand for skilled technicians in the country.**


**A skilled technician is one, who can achieve Safety, Quality, Cost, Productivity in his work. In addition , he should also be a strong believer of continual improvement .**

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**Problems with the Present formal Vocational Education System**

| Requirements | Out put from formal education | Industry Expectations |
|---|---|---|
| Skill | 50%- 70% | Skill+ **Safety**<br>**Quality**<br>**Productivity**<br>**Cost reduction**<br>**Continual Improvement** |
| Knowledge | 50%-70% | **1.General Knowledge**<br>**2.Applied Knowledge**<br>**3.IT (Office Tools, CAD)**<br>**4. Simple economics** |
| Attitude<br>(Body& Mind) | Left to Individual family background | **1.Stamina for long work**<br>**2. Sense of responsibility,**<br>**3. Team work,**<br>**4. Focused mind**<br>**5..Respect for seniors** |

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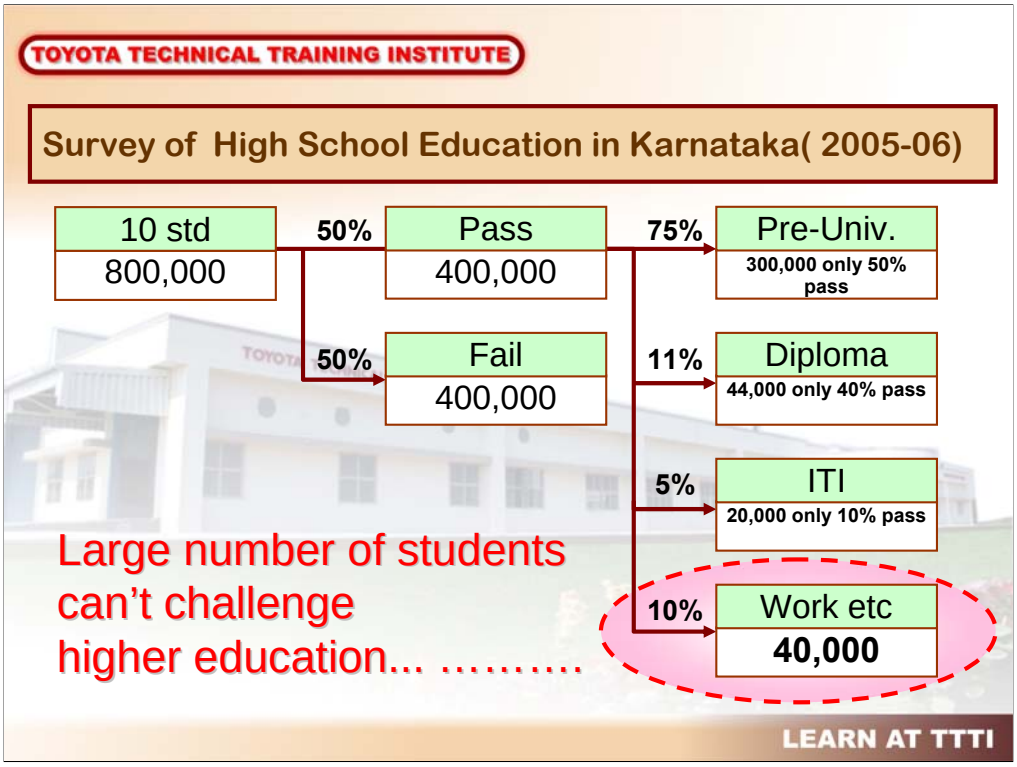
**This slide talks about the skill , knowledge and attitude gap that exists between industry requirements and what we normally get from formal education systems like Industrial Training Institutes ( ITI), Polytechnic etc. Hence, on one side there is a huge employment opportunity in the country and on the other side there is also huge unemployment. From the above slide it is clear that students coming out of formal education system lack knowledge and skill that is required to achieve Safety , Quality , Cost and Productivity (SQPC).**

**In addition , right attitude for work is missing amongst employable students.**

**Keeping the above background in view we decided to establish a model training institute with industry relevant curriculum which can deliver industry ready technicians from day 1.** .




**Before deciding what target group of students our Institute should admit , we conducted a survey to find out where students go after passing their 10th standard. ( i.e High School) We did this survey in 2005.**

**1.We found that about 10 % of High School Passed students in Karnataka i.e about 40,000 can not take up further education due to family circumstances and financial constraints**

**2.Hence as a part of CSR activity of TKM, we decided to admit only this category of students in our Institute and make them employable with world class skill training**

**3. The survey also found that most of the students who drop out after 10th Std . comes from rural areas of Karnataka**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PROJECT OBJECTIVE
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## Objectives for establishing TTTI

- To provide free training & education to intelligent but financially poor students from rural area & make them employable
- To provide opportunity to acquire specialised automobile manufacturing Skill as per industry requirement
- To develop leadership attributes through Toyota Way discipline who can contribute to Indian industry

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TOYOTA TECHNICAL TRAINING INSTITUTE
COURSE OUTLINE,
CURRICULUM OUTLINE
TRAINING OUTCOME
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## TTTI Course Outline

| | |
|---|---|
| Training offered | 1.Automobile Weld<br>2.Automobile Assembly<br>3.Automobile Paint<br>4.Plant Maintenance (Mechatronics) |
| Total Annual Intake | 64 ( every year in July) |
| Entry Qualification | **1. 10th Standard Pass in first attempt with minimum 50% in Maths, Science and overall and < 18 years of age.**<br>**2. Should have studied from rural school in Karnataka ( admission only for Karnataka students)**<br>**3. Parents are economically poor and can not afford further education** |
| Training Period | 3 Years ( 6 semester) offered free of cost, with stipend & fellowship |

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**This is the course outline of Training being offered by this institute.**

TOYOTA TECHNICAL TRAINING INSTITUTE

## Curriculum outline

| | | | | |
|---|---|---|---|---|
| 3rd Year | Body & Mind Discipline Team Work | General & Industrial Knowledge | Work Shop Training (Off Job Trg) ( 8 weeks) | Shop Floor Training (On job Training) ( 20 weeks) |
| 2nd Year | Body & Mind Discipline Team Work | General & Industrial Knowledge | Work Shop Training (Off Job Trg) ( 8 weeks) | Shop Floor Training (On job Trg in Factory) ( 20 weeks) |
| 1st Year | Body & Mind Discipline Team Work | General & Industrial Knowledge | | Workshop Training (Off Job Trg) ( 9 weeks) |

B&M 33 %; Knowledge 26% ; Skill 41 %

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**This is the Industry Relevant curriculum adopted by TTTI.**

**It may be seen that 33% of the curriculum is devoted towards Attitude Development ( Body & Mind Development). This is one of the uniqueness of this institute,**

**The break up of 3 years Knowledge , skill and Attitude training is as under:**

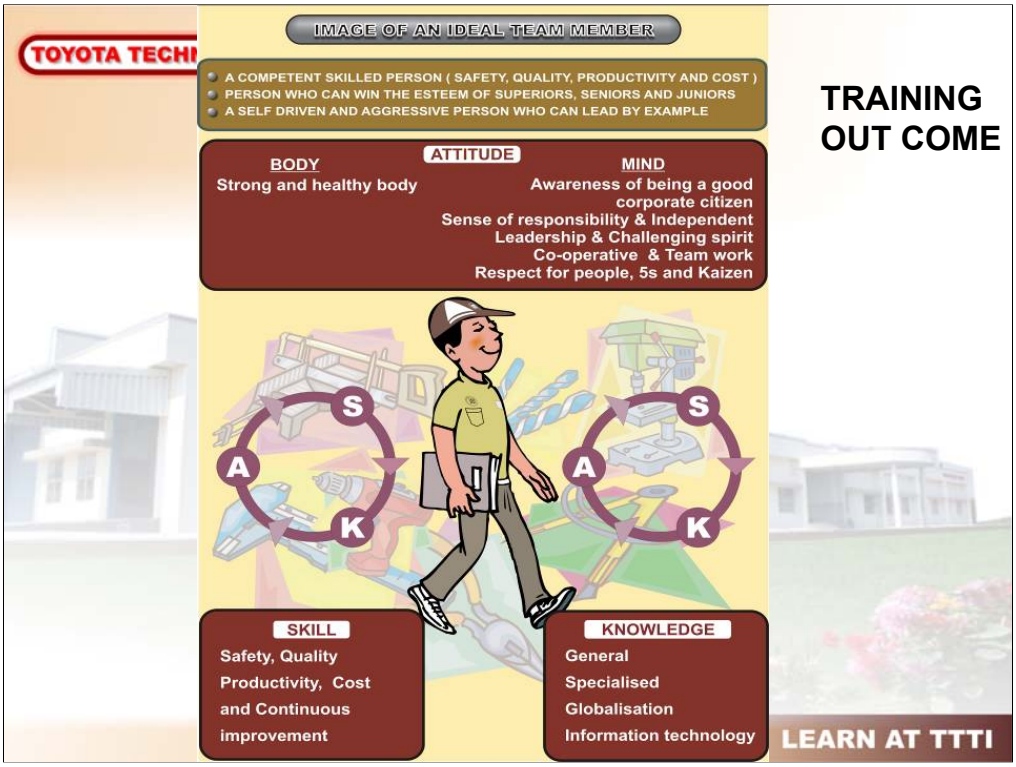
**Knowledge 1680 hours**

**Skill 2560**

**Attitude 2096**

**----------**

**Total 6336 hours**




**At the end of 3 years training, the students should become an ideal team member in the production line with the above attributes. These are our expected training out come**

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# TRAINING CONCEPT FOR IMPLEMETING THE PROJECT


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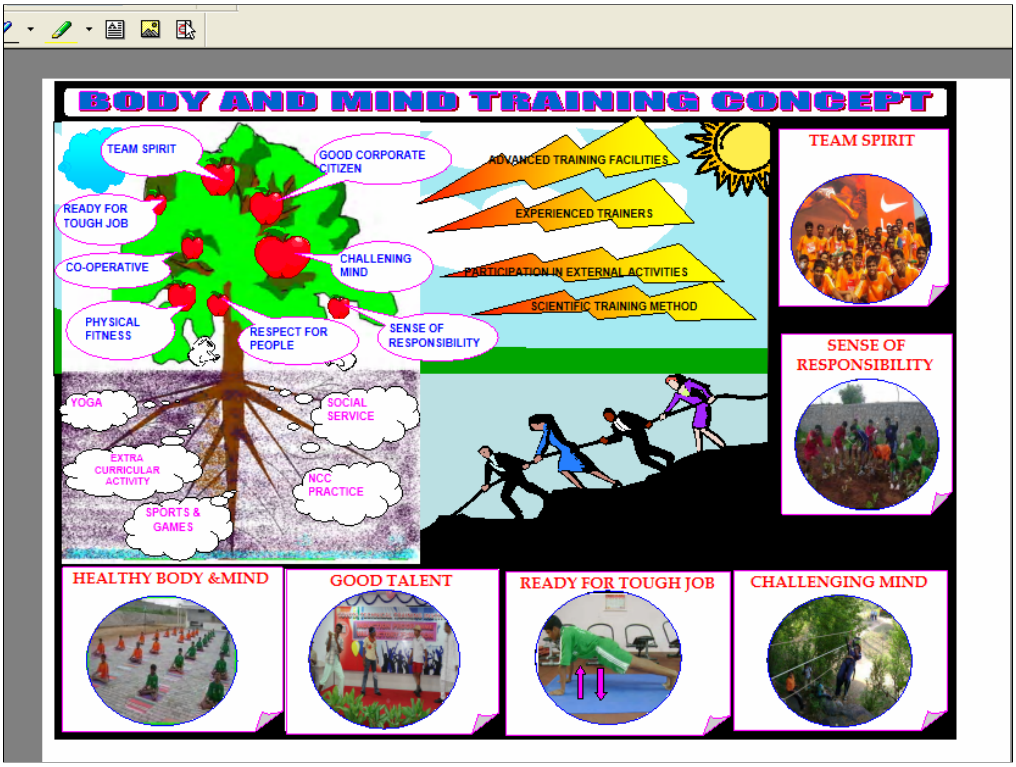



**This is a concept sheet for implementing Body & Mind (Attitude building) Training.**

**We believe that the out come of good Body & Mind Training should develop following attributes:**

**a) Team Spirit b) Sense of responsibility c) Challenging mind d) Ready for tough job e) Respect for seniors and peers f) Good corporate citizen ship.**

**The above objective shall achieved through:**

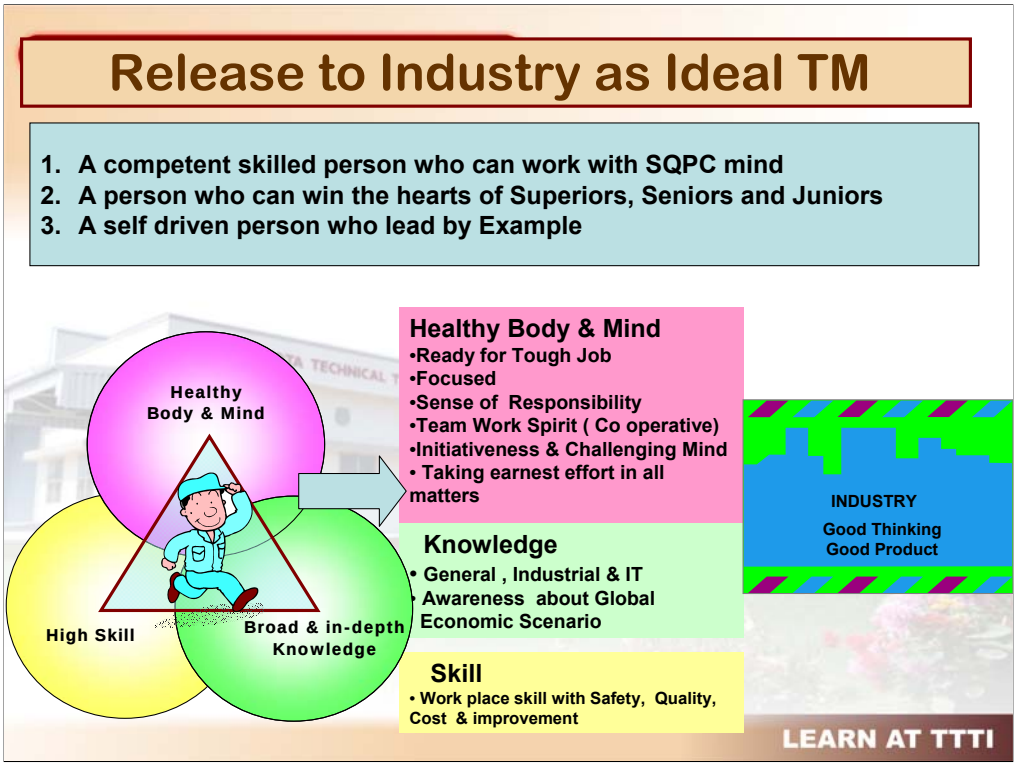
**a) Daily Yoga & Meditation b) Planned sports and extra curricular activities c) regular physical fitness exercise d) undertaking Social services to help the needy etc.**


**This slide explains about the concept of developing right knowledge amongst students.**

**We believe, in addition to imparting subject knowledge, it is necessary to provide opportunity for students to acquire general knowledge, use of IT tools, enhancement of communication skill through seminars , mini project etc**


**This slide is about the concept of imparting skill training. We believe , skill training is incomplete without the knowledge of Safety, Quality, Cost and Productivity.**

**Hence the training on aspects like Quality Circle, Work place improvement / good house keeping called as 5 S, Danger Prediction through critical eye, Time management , Cost management , creative suggestion etc should become a part of the skill training/**




**We believe after 3 years of rigorous training on Knowledge, Skill and Attitude as per our implementation strategy/concept, the student will become an ideal team member in the production line with the above attributes.**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PROJECT DETAILS:
INFRASTRUCTURE
INVESTMENT
STUDENT SELECTION
PROCEDURE,
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**A Brief about TTTI:**

**TTTI was established in the year 2007. This is the only technical institute of Toyota established outside Japan.**

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## TTTI INFRASTRUCTURE

1. Training Center : 2900 Sqm
   - 4 Workshop cum Class room
   - 1 Auditorium
   - 8 independent class rooms
   - 1 Library
   - 1 Computer Room
2. Sports Ground : 25000 Sqm
   - 400 M Track
   - Foot Ball
   - Basket Ball
   - Cricket
3. Dormitory : 2700 Sqm
   - 140 room ( 280 Students),
   - 4 Guest Room
   - Indoor Game
   - Gym

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**This slide is about TTTI Infrastructure. Total area allocated to TTTI is 35000 SQ Meter.**

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## TTTI INVESTMENT

| SL NO. | INFRASTRUCTURE | RS MILLION | TOTAL |
|---|---|---|---|
| 1 | TRAINING CENTER | 040 | **110** |
| | HOSTEL | 055 | |
| | SPORTS GROUND | 015 | |
| 2 | EQUIPMENT | 166 | **166** |
| 3 | AVERAGE ANNUAL RUNNING EXPENDITURE | 024 | **024** |
| | **TOTAL** | | **300** |

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**This slide is about TTTI investment as on July 2011**.

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## Student Selection

- **Entrance Examination** (in Maths, Science, English,Aptitude)
- **Physical Test + Skill test + Interview**
- **Medical Check**


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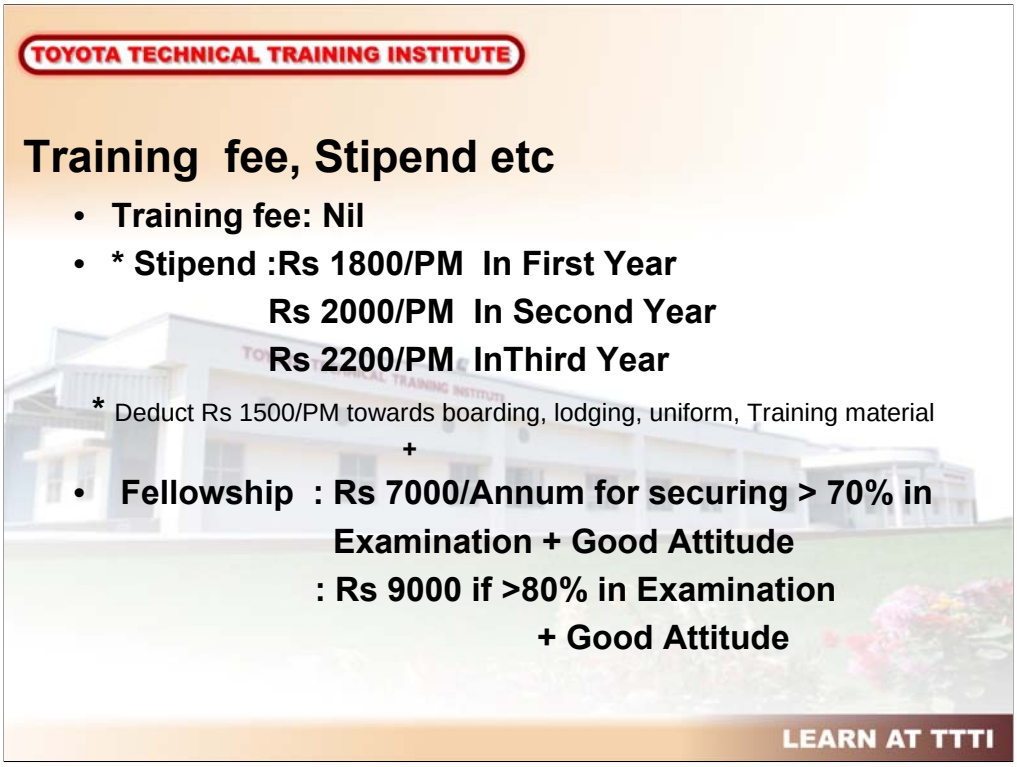
**Since we get large number of application ( 2000+ for 64 seats, ) Students are selected based on Entrance Examination followed by Physical test ( which checks students endurance) and Skill Test ( which checks students hand and eye co ordination capability)**

**We also hold interview with the parents to asses their financial status.**

**Selected students have to undergo medical check up before being admitted to the institute.**




**As part of CSR activity, we do not charge any training fee to the students.**

**We pay monthly stipend as mentioned about.**

**In order to develop challenging ability amongst students, we also award fellowship as per details given above . It may be noted that fellowship is linked to display of good attitude.**

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# ACTION PLAN FOR IMPLEMENTING

## BODY & MIND TRAINING

( 3 years-120 weeks 2096 hours)

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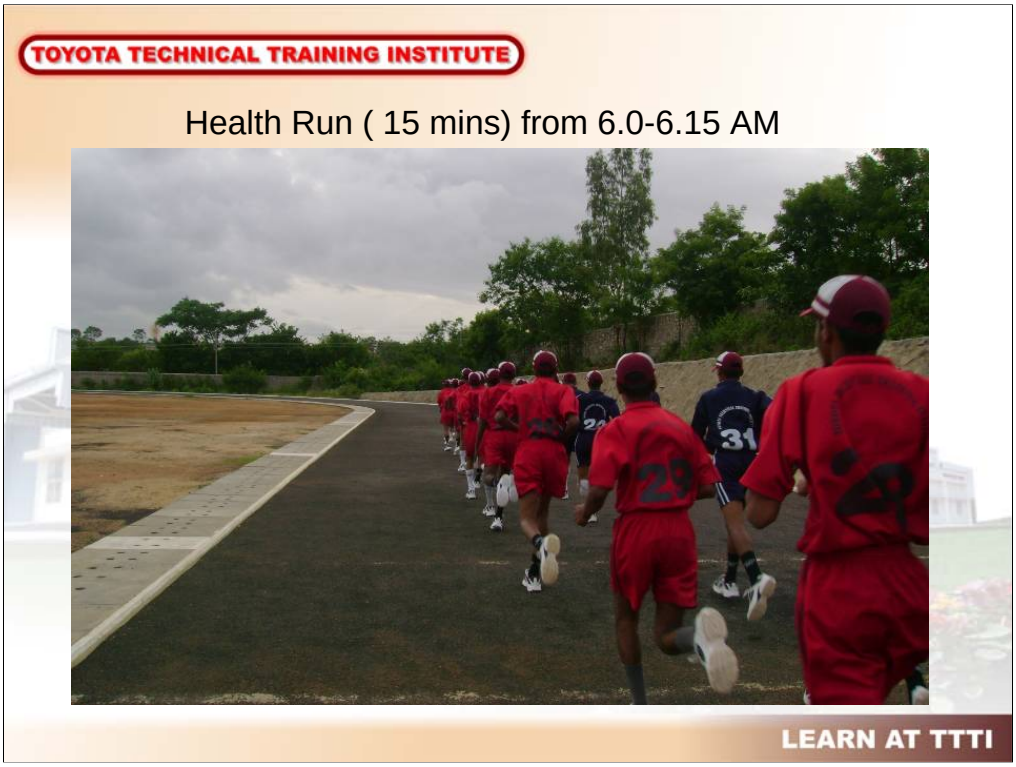
**A typical day activity of trainee will be as per details given above.**

1. **6-9 AM Morning activities**
2. **9-4 PM Regular academic Training**
3. **4-6 PM Sports and one day in a week Gardening**
4. **8-10 PM Home work and study hours.**


**Perfect room condition to be maintained 24x7 and 365 days. Here students are taught how to spread bed sheet, how to fold mosquito curtain, how to keep their clothes and books in spic & span.**

**Senior students should teach juniors and also undertake audit of rooms at regular intervals. ( this develops sense of responsibility amongst seniors). Each room is occupied by one senior and one junior student**




**Every day 15 minutes health run is a must for all students. This is a photograph of daily health run activity.**


**A senior student by turn will train others in various yoga postures and meditation technique.**


**Line discipline to be maintained be it in canteen or work place. Here seniors take part in serving others**


**Every students including staff , teachers should wash their plates. spoon, tumbler  and have to be segregated and kept in the respective bins. Staff should lead by example.  A concept of good house keeping is implemented through this activity.**


**Before a students leaves dormitory and proceed to training session, they have to do certain activities like:**

a) **Attendance check**

b) **Health condition check**

c) **Uniform check**

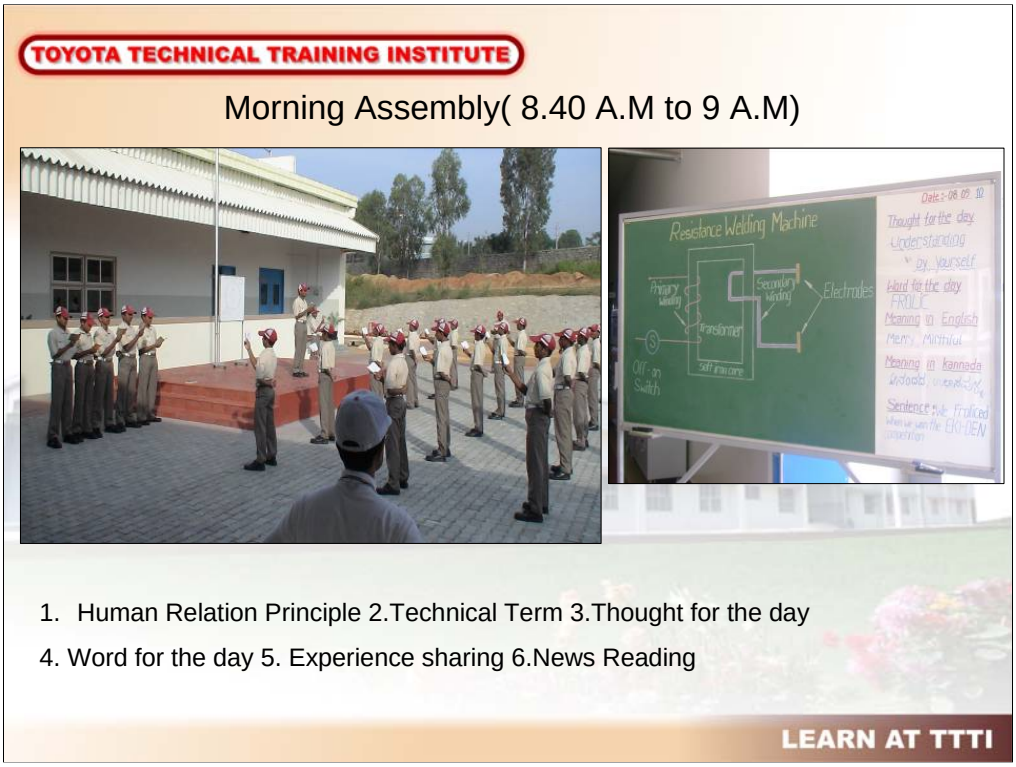
d) **Finger Check**

e) **Receive any special instruction from the dormitory staff**


**Checking of uniform and other items before proceeding to training session. This ensures good time management and sense of responsibility.**


**Cultivating the habit of always walking in Safety path. Once this becomes a habit, the boys will implement even outside the campus/village/cities.**


**Cross the road through finger check to ensure nothing is coming from left or right. This habit is required inside the plant, to avoid accidents with the moving vehicles.**




**Morning assembly includes 3 minutes of stretching exercise followed by:**

**a) Reading of Human Relation Principles b) Explaining one technical term c) reading one difficult word and making sentences) experience sharing by senior students and News reading.**

**The objectives of these activities are a) Improving communication skills of each students b) Sharing of Knowledge c) Developing self confidence of students.**

**Every student of the institute gets at least 3 chances /semester to come on the dais and speak.**


**Here the concept of 5 S is implemented. This is a simple Japanese tool for good house keeping through which a student can understand abnormalities, danger condition etc. This is a part of safety, quality, cost and productivity improvement training. Once adopted as a habit , this becomes tool for disciplined way of living in personal life too. We expect the students to continue this habit throughout his life time and also teach his brothers/sisters and friends in their home town.**


**Waste segregation training is an important activity from environmental management point of view.**


**Every day sports teaches them the concept of team work and never give up attitude and builds stamina**.

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## TTTI STUDENTS PHYSICAL FITNESS TEST EVENTS

| PUSH UPS FOR SHOULDER STRENDTH | CRUNCHES FOR ABDOMEN STRENDTH | STANDING BROAD JUMP FOR EXPLOSIVE STRENGTH | BEEP TEST FOR ENDURANCE | GRIP TEST FOR GRIP STRENGTH | BACK STRENGTH TEST FOR BACK STRENGTH |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| **PURPOSE** | **PURPOSE** | **PURPOSE** | **PURPOSE** | **PURPOSE** | **PURPOSE** |
| DEVELOP SHOULDER STRENGTH | DEVELOP ABDOMEN STRENGTH | DEVELOP OVERALL BODY EXPLOSIVE STRENGTH | WORK FOR LONGER DURATION WITHOUT FATIQUE | TO KNOW GRIP STRENGTH | TO DEVELOP BACK STRENGTH |
| HANDLE TOOLS WITHOUT FATIQUE | AVOID OBESITY | DEVELOP OVERALL BODY REACTION ABILITY | IMPROVE CARDIOVASCULAR EFFICIENCY | DEVELOP GRIP STRENGTH TO HANDLE THE TOOLS WITHOUT FATIQUE | TO PREVENT BACK PROBLEM |
| **TARGET** | **TARGET** | **TARGET** | **TARGET** | **TARGET** | **TARGET** |
| 1st YEAR 40 to 50 Push ups | 1st YEAR 40 to 50 Abdomen | 1st YEAR 1.75 to 2.00 meters | 1st YEAR 9.5 to 10 Stages | 1st YEAR 45 to 50 Kgs | 1st YEAR 135 to 140 Kgs |
| 2nd YEAR 50 to 60 Push ups | 2nd YEAR50 to 60 Abdomen | 2nd YEAR 2.01 to 2.25 meters | 2nd YEAR 10 to 10.5 Stages | 2nd YEAR 51 to 55 Kgs | 2nd YEAR 141 to 145 Kgs |
| 3rd YEAR 60 and Above Push ups | 3rd YEAR60 and Above Abdomen | 3rd YEAR 2.50 meters and Above | 3rd YEAR 10.5 and Above | 3rd YEAR 56 and above | 3rd YEAR 146 and above |

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**This physical fitness test is conducted once in 2 months to check students shoulder strength, abdomen strength, explosive strength, endurance, grip and back strength. This would help them to develop right stamina to stand and work for 8 hours everyday in production line without developing any back or leg pain.**

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| BODY & MIND TRAINING EVALUATION PARAMETERS | | | | | |
|---|---|---|---|---|---|
| | Attributes | WHERE | | | HOW |
| | | Sports | Health & Yoga | Class room /Dormitory | Evaluation points |
| WHAT | a) Health & Physical fitness | O | O | | a) Does not frequently visit clinic<br>b) Does not frequently report accidents<br>c) Maintains required physical fitness<br>d) Bright & Smiling face |
| | b) Sense of Responsibility | O | O | O | a) Completes the assigned work on time ( assignment , Skill activities etc)<br>b) Does not loose items which are issued to him<br>c) Does not frequently absent for Morning or evening activities including attending classes<br>d) Has good control of senses ( Behaves properly as per TPO, Control on food, sleep, TV viewing) |
| | c) Co operativeness | O | O | O | a) Respect Seniors & Give thoughtfull consideration for juniors (Good Communication)<br>b)Value team work and mutual trust<br>c)No rigid mind in carrying out assigned work<br>d) Not argumentative<br>e) Good in 4 S activities |
| | d) Leadership & Self Initiative challenging mind | O | O | O | a) Develops good Oral & Written Communication skill to convince superiors & Sub ordinates<br>b)Propose action based on facts<br>c)Judge his own problem & Improve<br>d)Work earnestlt to the best of his abilities<br>e) Can act according to Time ,Place & Occasion |
| WHEN | SEMESTER SYSTEM | How Much | | | |
| | 1st Sem | 406 Hrs | | ABSENTISIM RATING | ASSESMENT RATINGS |
| | 2nd Sem | 396 Hrs | | 1. >6 DAYS IN A SEM | 1. Undestand and appreciate the purpose of B&M Activities |
| | 3rd Sem | 326 Hrs | | 2. Between 4 to 6 days | 2. Can demonstrate with the support of instructors advise |
| | 4th Sem | 326 Hrs | | 3. Between 2to 3 days | 3. Can demonstrate on his own |
| | 5th Sem | 326 Hrs | | 4. Maximun 1 day | 4.Not only demostrate but also can help his collegues to achieve it (Becomes a role model for others) |
| | 6th Sem | 316 hrs | | | |
| WHO | Trainers | Dormitory staff and respective class teachers | | | |

**This is our evaluation sheet to evaluate students attitude. This is evaluated on a monthly basis.**

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# ACTION PLAN FOR IMPLEMENTINGN

KNOWLEDGE TRAINING

( 3 years- 56 Weeks 1680 Hours)

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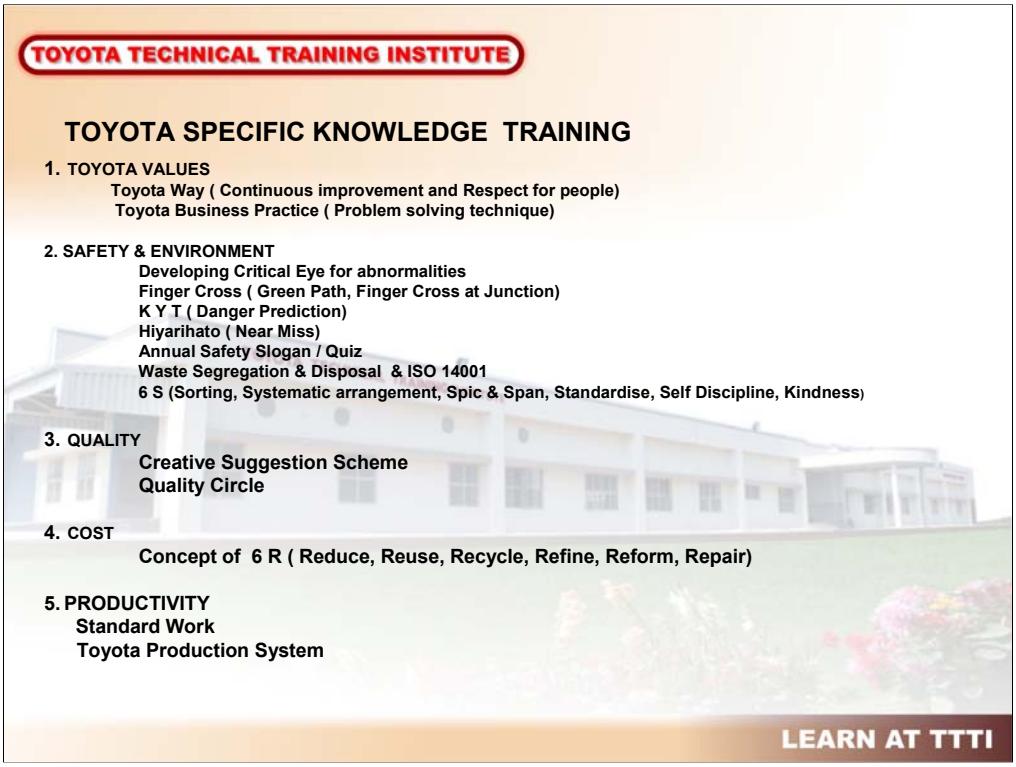
**List of subjects being taught over a period of 3 years ( 56 weeks = 1680 Hours) are given above. Apart from basic English, science mathematics and engineering subjects, we teach Home management as subject so that they should know the importance of family, social life, respect for seniors, money management etc.**




**This is a Toyota specific Knowledge training on safety, quality, Cost and productivity (SQPC). Each student will undergo about 110 hours of training over a period of 3 years.**

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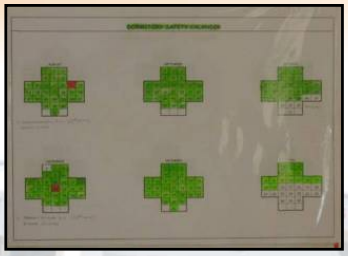
## Care for Safety & Health: An innovative approach



| Sr No | What happened (Concern/Problem) | Who | Where (Location) | When (Time/Date) | How |
|---|---|---|---|---|---|
| | | | | | |

| Sr No | Temp Measures | By When | Responsible Person | Final Measures | By When |
|---|---|---|---|---|---|
| | | | | | |

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**This ppt shows safety calendar and health card report. Green colour indicates zero accident on that day. Red colour indicates some accident took place on that day. Down below is a format to be written by student in-charge, whenever any accident happens. Here they develop habit of problem solving by analyzing what happened, how it happened and what temporary and permanent measures to be taken so that such accidents does not repeat.**

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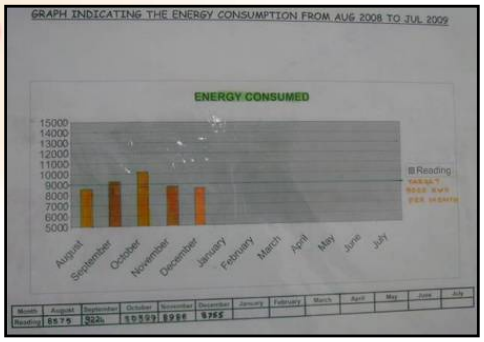
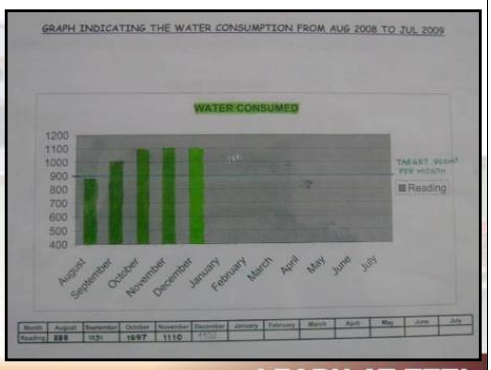
Giving training on
how to monitor and save
Scare resources like water,
Electricity in the training
Center. This is a training
on cost management.
The chart shown here
is on monthly consumption
of water and electricity in the
Dormitory.
Any excess
Consumption against target
Is analysed by students
And counter measures taken

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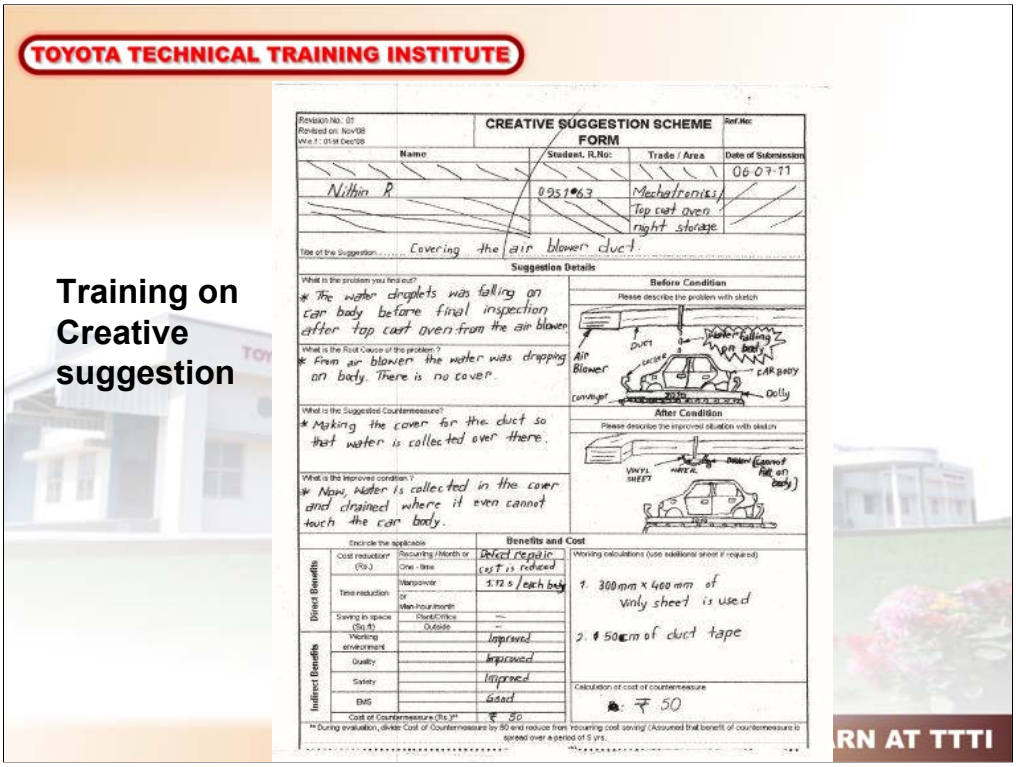
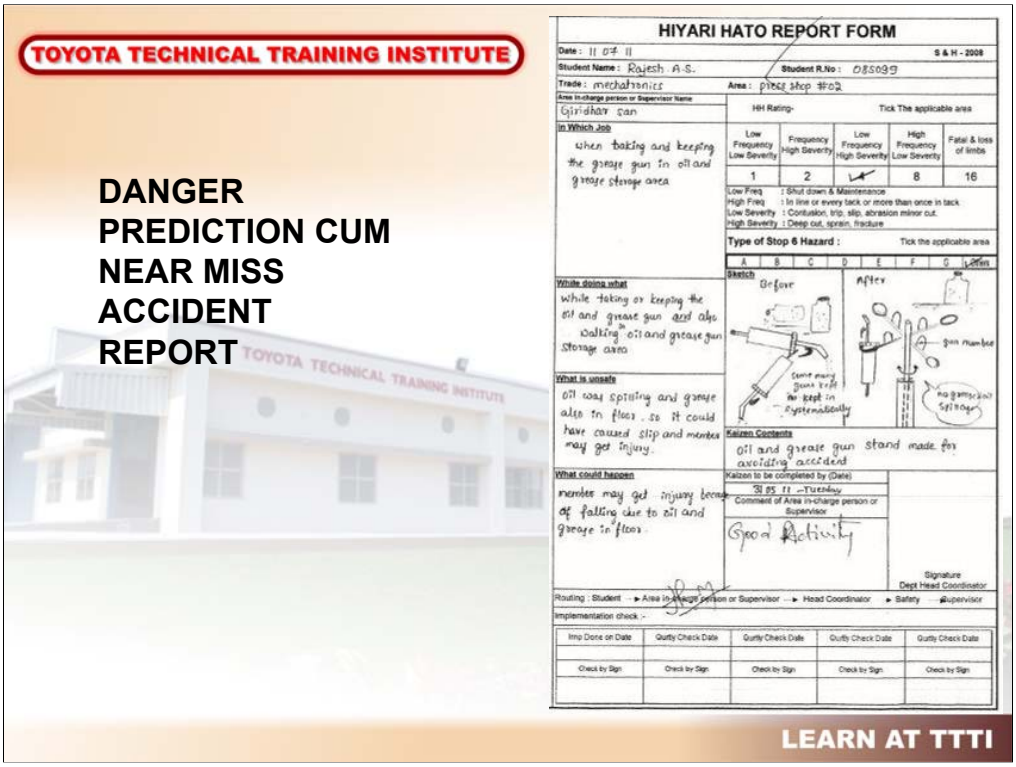
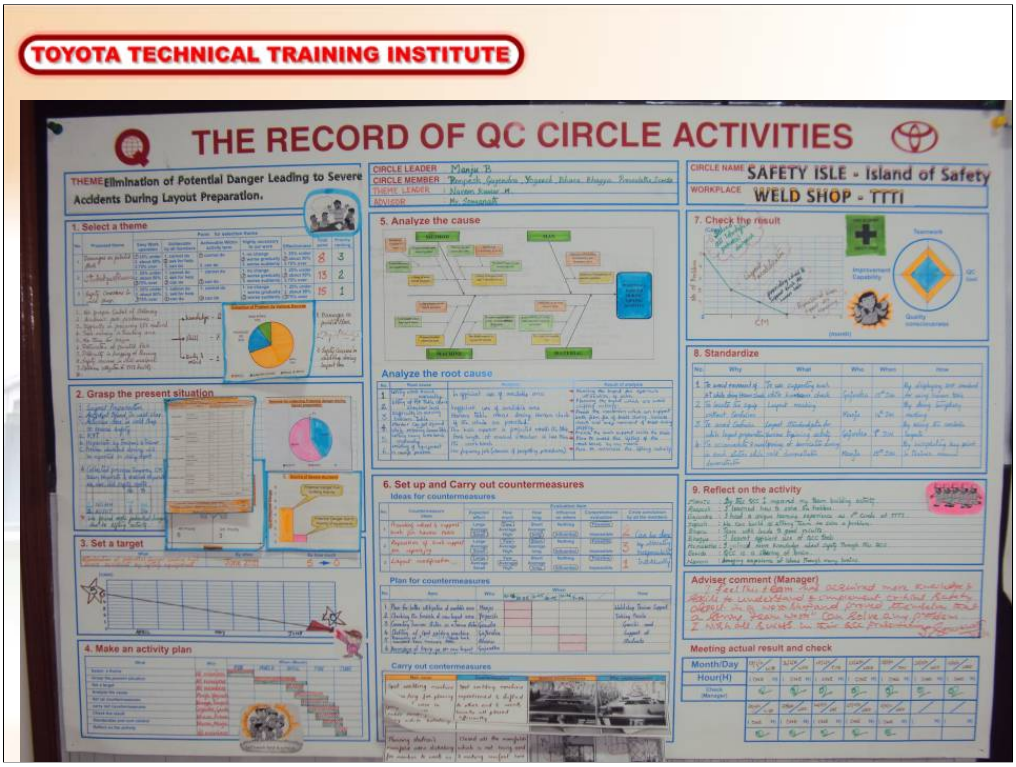



**Every student has to submit two suggestions per month. This would help students to develop creative thinking ability. Suggestions could be in the areas of workability improvement, quality enhancement. cost reduction, productivity improvement.**

**As part of motivation, Students are given cash award and certificate for giving high value suggestion.**




**With this training students develop critical eye for any abnormalities and solve safety problems, be it in class room, workshop, play ground or dormitory. All students should submit at least one report per month.**




**This is a sample QC Circle activity done done by 3rd year students.**

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# ACTION PLAN FOR IMPLEMENTING SKILL TRAINING

**( 3 years- 24 weeks 960 Hours)**

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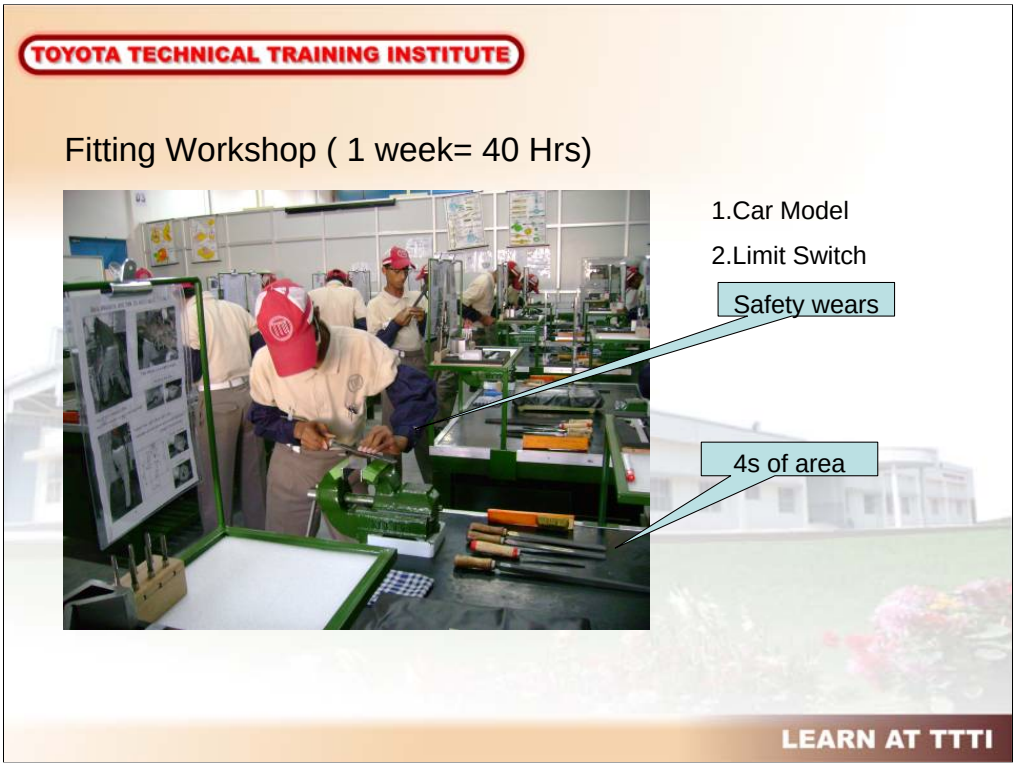


**THIS GIVES A VIEW OF ONE of THE WORK SHOP FACILITY**

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## Automobile Assembly ( 24 weeks)

1. Engine Disassembly & Assembly
2. Drive Train
3. Steering System
4. Alignment & Balancing

Fundamental Skill:
Safety
Bolt Tightening
Nut Tightening
Screw Tightening
Screw Grommet
Plug hole Grommet
Connector connection
Hose Connection
Flare nut tightening

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Automobile Paint ( 24 weeks)


1.Sealer Applications

2. Sanding

3.Spray Paint

4.Surface defects

a) Production Defects

b) Market Defects

Fundamental Skills:

Safety,

gun angle, Distance, Speed, Posture

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Mechatronics ( Plant Maintenance)24 weeks

Basic Wiring
Motor Fundamentals
Sequencing
Machine Structure ( gears mechanism)
Hydraulics
Pneumatics
PLC
Sensors
Robot
Electronics,
Fundamental skills:
Safety,
Colour Code, Earthing, soldering, welding, plate making

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Automobile weld ( 24 weeks)

1. Shielded metal ARC
2. Gas( co2)
3. Metal Inert Gas ,
4. Tungsten Inert Gas
5. Brazing
6. Resistance (spot)

Fundamental skill:
Safety,
Arc gap, Angle, speed

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**EVALUATION STANDARD FOR SKILL ATTAINMENT**

Updated On: / /
Issued On: / /

| PURPOSE | To Confirm the Student Target Achievement | 100 | Scoring std | 10 | 20 | 30 | 40 | 50 |
|---|---|---|---|---|---|---|---|---|
| | 1 Use for feed back for further improvements | 80 above | 4 | 10 | 19 above | 28 above | 37 above | 46 above |
| | 2 Material for student Management | 70~79 | 3 | 9 | 17~18 | 25~27 | 33~36 | 41~45 |
| | 3 For Scholarship judgement | 60~69 | 2 | 8 | 14~16 | 21~24 | 27~32 | 34~40 |
| | | <60 | 1 | <7 | <13 | <20 | <27 | <34 |
| | | | | EXPECTATION | | | | |

| LEVEL | MEANING | WORKING METHOD | WORKING HOUR | QUALITY | SAFETY | TEST | TEAM WORK | COMMUNICATION | COST | REPORT CONTENT |
|---|---|---|---|---|---|---|---|---|---|---|
| 4 (Teacher) | VERY GOOD | Never deviates Standard Work and thinks of Improvement | Good Time Management and use time for further Strengthening by Self | > 80 % | Self intiative to find KY and Close, follow rule always. | > 91 % | Excellent Control in all activities as a Leader. Finds New Way by Consulting Trainer | Role model for other Students in effective and Meaningful Communication | Continously gives Suggestion for Improvement and carry out . | > Brief Clear and Easy.<br>> Important points are emphasized well.<br>> There is idea of Strength and weakness |
| | | Very thorough in handling equipment and takes care. Does improvement to improve life. | Punctual at all times and utilize for development | | Maintain Good Health and Proactive for improvement | | | | Not Only consumes material but applies Kaizens | >No error and missing word |
| | | | | | Always ensure 4's and Kaizen to improve by Self | | | | | |
| 3 ( Can Do Individual) | GOOD | Never deviates Standard Work | Good Time Management and use time for improvement after request | 70 ~ 79% | Finds KY with support and close and follow rules | 81 ~ 90% | Good Control in all the activities cannot find self improvement points but can implement | Good Communication with other Students and Trainers | Can give some Suggestion and follow all rules. | >Layout is good |
| | | | | | Maintain Good Health reactive to improvement | | | | | >Layout is good |
| | | Always handle as per instruction | Punctual at all times reactive for Utilization | | Always ensure 4's and implement others Kaizen | | | | Consumes material appropriately . | >Important points are emphasized well.<br>>Brief Clear and Easy. |
| 2 ( Can do with trainer) | AVERAGE | Follow Standard Work at most of time | Good Time Management | 60 ~ 69% | Follows Safety rules with follow up | 66 ~ 80% | Good Control in all the activitities with support. | Adequate Communication with other Students and Trainers | Follows all rules. | > All important points are mentioned. |
| | | Handle as per Instructions with support. | Punctual at all the Times | | Maintain Good Health | | | | Consumes Material appropriately with follow up | |
| | | | | | Always Does 4's | | | | | |
| 1 (Still learning) | POOR | Finds difficult to Understand deviation in following and not follows | Exceeds Time by 10% to 20% | 50 ~ 59% | Safety rules miss | 51 ~ 65% | Difficult to Control activities | Finds difficult to Communicate and putting forward ideas | Frequently violate the rules. | > There is lack of content. |
| | | | | | Few Occasion not Healthy | | | | | |
| | | Handles equipment carelessily. | Not Punctual at Most of Times | | Not Consistent in practicing 4's | | | | Careless in consuming materials. | > There is no point in report |

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**This is the evaluation sheet during skill training. Students are evaluated on the following aspects:**

**1) Working Method**

**2) Time management**

**3) Quality of work**

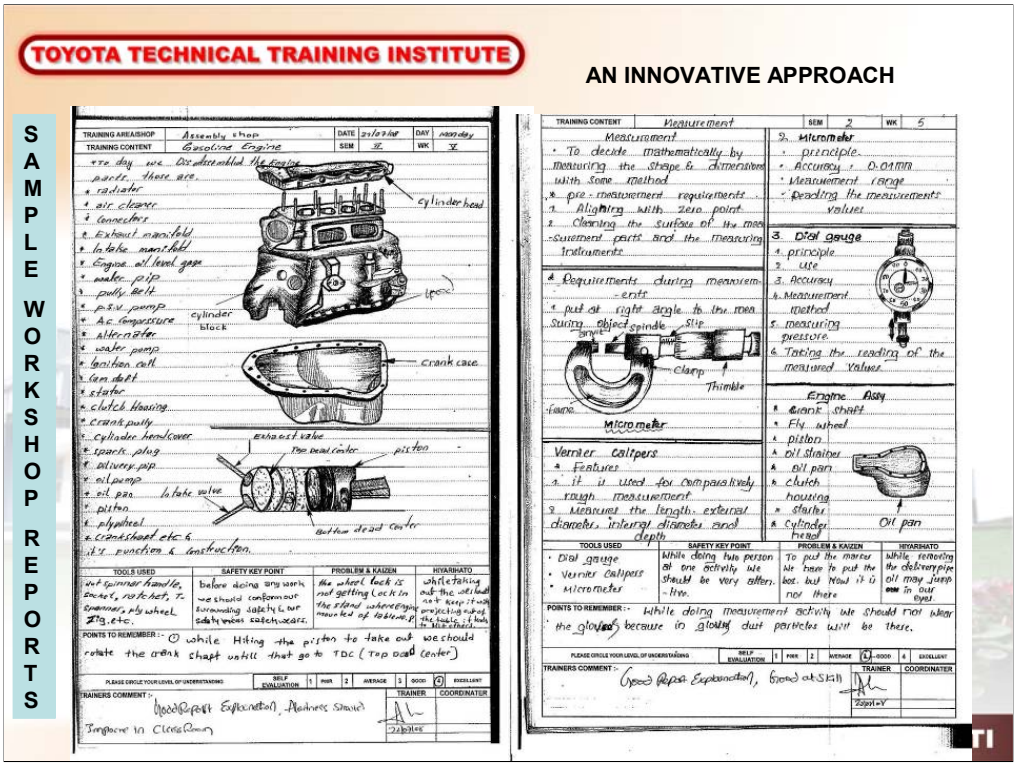
**4) Safety management**

**5) Team work**

**6) Communication**

**7) Cost management**

**8) Knowledge test**




**This is a sample daily report, written by each student after undergoing skill training. All students should write their report only in Engineering Script and also should explain using free hand drawing**


**These are sample sheet metal models done by the students.**


**Students are deputed to plant training from 2nd year starting from 3rd Semester. This will be 40 weeks training @10 weeks/semester.**

**The basic thinking way of skill training is that each student should knowledge training followed by basic practical training in the training center before going to the plant training.**


**This ppt shows students undergoing plant training in their respective trade area.**

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**TTTI STUDENTS - ON JOB TRAINING EVALUATION**

| Evaluation Method | Self Evaluation ( Student ) - indicate level of understanding by circle ( O ) | | | | | | | | | | Appraiser - Indicate the level achived by tick mark ( ✓ ) |
|---|---|---|---|---|---|---|---|---|---|---|---|
| SEMESTER | | | | | TRADE | | | | BATCH | | |
| Student Details | Weeks | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | Training period | | | | | | | | | | |
| | Process/Area | | | | | | | | | | |
| | Skill Content | | | | | | | | | | |
| | Group Leader | | | | | | | | | | |
| | Trainer | | | | | | | | | | |
| PHOTO | ATTITUDE: Attendance | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 |
| | ATTITUDE: Discipline | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 |
| | ATTITUDE: Adaptability | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 |
| | ATTITUDE: Team work | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 |
| | ATTITUDE: Health | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 |
| | Overall ( Avg ) | | | | | | | | | | |
| | KNOW & SKILL: Suggestion | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 |
| | KNOW & SKILL: Safety | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 |
| | KNOW & SKILL: Quality | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 |
| | KNOW & SKILL: Productivity | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 |
| | KNOW & SKILL: Cost | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 | 1 2 3 4 |
| | Overall ( Avg ) | | | | | | | | | | |
| NAME | Comments | | | | | | | | | | |
| STU NO | Sign ( STU ) | | | | | | | | | | |
| | Sign ( GL ) | | | | | | | | | | |

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**While students are "on the job training " in the plant, the trainer in the plant will make a weekly report of student performance. They should score minimum 3 to be declared as passed from that process training.**

**The students evaluation is done on quarterly basis:**

1. **Attendance**
2. **Punctuality**
3. **Skill Attainment**
4. **Discipline**
5. **Adoptability**
6. **Team Work ( SQPC)**
7. **Stamina**
8. **Kaizen mind**

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**Conclusion:**

In this way, a student completes his 3 years ( 6333 hours) training and becomes an industry ready technician from day 1..

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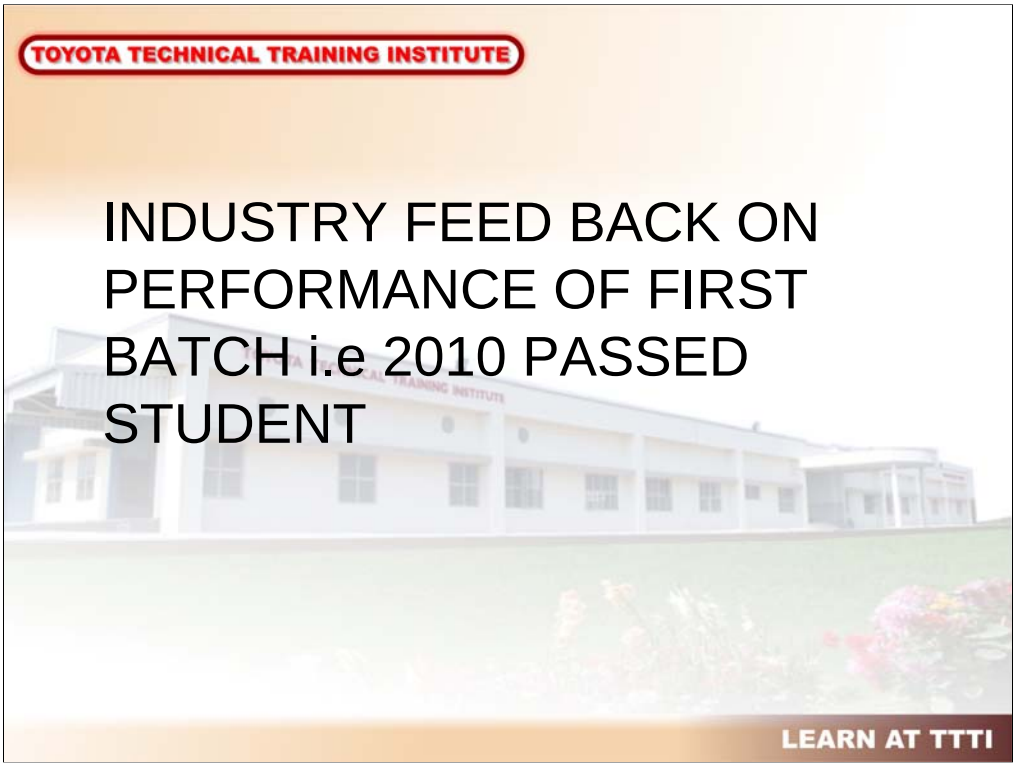


**In order to asses the quality of performance of TTTI passed students in industry, we asked the concerned supervisor in the industry to rate our students performance vis-à-vis an equally qualified student from other institute ( Industrial Training Institute-ITI).**

**The ratings used are**

**Poor 1**

**Average 2**

**Good 3**

**Excellent 4**

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This is feed back form taken from industry where our students are working for the past 1 year. The concerned supervisor was asked to rate TTTI alumni performance with non TTTI ( i.e from other educational institution like Industrial Training Institute-ITI) alumni working in the same grade and period.

Ratings: 1 poor, 2 Average, 3 Good

4 Excellent

From the evaluation sheet it is clear that TTTI students are performing as per TTTI training outcome expectations.

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FEEDBACK ON ALUMNI PERFORMANCE 2007 BATCH

Name of TTTI-TMT: DAWAT MALIK Toyota Tech. Tog. Zuth Ltd

Name of ITI-TMT: DHARSHAN Prem Technical Education System

Shop: WELD/ASSEMBLY/PAINT/MAINTENANCE/

| Sl. No. | SKILL | KPI | TTTI Eva (1,2,3,4) | ITI Eva (1,2,3,4) |
|---|---|---|---|---|
| 1 | Work Habits | Attendance – Regularity and Leave planning | 4 | 4 |
| | | Time Punctuality – In tasks and breaks | 4 | 3 |
| | | Commitment to Task – Online and Offline | 4 | 4 |
| | | Safety Rules Following – Plant and Outside | 4 | 3 |
| 2 | Task Related | Technical Reading & Understanding – Process documents | 4 | 3 |
| | | Documentation – Preparation of different documents | 3 | 2 |
| | | Computer Skills – using effectively for documentation | 4 | 2 |
| | | Productivity – Achieving tact time and target | 4 | 4 |
| 3 | Work Quality | Standardised Work – Executing as per standards | 4 | 4 |
| | | Care for Material and Tools – Loss and damage caused | 4 | 4 |
| | | Critical Eye for Abnormality – Hiyarihato (danger) identified | 4 | 3 |
| | | Continuous Improvement – Kaizens carried out | 4 | 3 |
| 4 | Work Quantity | Adapting to Changes-In process and responsibility conditions | 4 | 4 |
| | | Completing Work as per Plan – Effective PDCA | 4 | 3 |
| | | Cost Consciousness – Optimizing resources consumption | 4 | 4 |
| 5 | Relationship with Other Members | Team Work – Initiative and Involvement | 4 | 4 |
| | | Respect to other Members – Wishing culture | 4 | 4 |
| | | Support to other Members – For task completion | 4 | 3 |
| 6 | Relationship with Superiors | Accepting Criticism – Regarding task performed | 4 | 3 |
| | | Following Direction – For development | 4 | 4 |
| | | Seeking Advice - For Improvement | 4 | 3 |
| 7 | Work Attitudes | Goals Achievement – Hoshin achievements | 4 | 3 |
| | | Initiative for Problem Solving – In QCC activities | 4 | 3 |
| | | Value for Rewards – Participation in Suggestion scheme | 4 | 3 |
| | | Pride in Work – Responsibilities accepted | 4 | 3 |
| 8 | Life Skills | Communication – Language and presentation | 4 | 3 |
| | | Neatness & Grooming – Ironed cloths, Polished Shoes, et | 4 | 3 |
| | | Health & Hygiene – Frequent sick leaves, clinic visits, etc. | 3 | 4 |
| | | Strength & Stamina – As required for the process | 4 | 4 |
| | | Character & Conduct – As per Toyota Way | 4 | 4 |

Note: Score: 1 = Poor 2 = Average; 3 = Good; 4= Excellent

Signature: 10/8/14


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THANK YOU
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