

## 1. Gather Necessary Documents and fill Application Form

- It is mandatory that the **student shall have reference from a regular employee** of BHEL RC Puram unit. Contact a regular employee that know you and will provide reference and help you identify a guide for your project
- Download the application form and fill student and other details
- Attach with the application:
  1. Original letter (with letterhead) from college / institution, requesting to allow pursuing the project, signed by respective HOD or Principal. (See sample in following pages). College Letter is not NOC or bonafide.
  2. Student Aadhar card photocopy
  3. Student college ID photocopy and
  4. A copy of COVID-19 full vaccination certificate
- Hand over the application form with above 4 attachments, to the regular employee to Regular employee, Guide, ATC and HOD signatures
- Collect the fully signed application and proceed for registration in step 2.

## 2. Online Registration



- Student will self-register at (QR code beside) <https://hpep.bhel.com/SPMSe/>
- Details / fields needed to fill this online registration form are present in the completed application.
- A unique registration ID (2XENGGXXXX / 2XMBADXXXX) will be generated after submitting the online registration form.
- Write down the ID number on all the pages including photocopies
- Proceed for payment at HRDC where the details for payment will be updated on payment portal against this generated ID number

## 3. Fee Payment



- Show your application form, attachments and ID number at HRDC (Timings: from 8:30 – 11:30 and 12:30 – 16:30)
- Your ID number and the amount to be paid will be updated in the payment portal.
- Once updated, scan the QR code beside to open the payment portal, enter the ID number and proceed to finish the payment
- Allowed modes of payment are Credit/Debit cards and Internet banking
- Note down the transaction ID (BHXXXXXXX) on first page of application
- \* BE & B Tech CSE, IT & related: ₹ 5000 + 18% GST (for every 15 days)
- \* MBA HR & Fin, BE & B Tech other branches: ₹ 2500 + 18% GST (for every 15 days)

## 4. Gate Pass



- Show the Transaction ID of the transaction at HRDC for verification.
- Student details will be forwarded for gate pass to 'J' gate.
- Student shall reach J gate, produce the letter from application (form C), a photocopy of Aadhar and a passport size photo.
- Gate pass will be generated in 1-2 hours.
- The QR code beside gives directions to J gate

## 5. Project Start

- Safety Helmet and Shoe are mandatory to enter the plant
- Cell phones, other electronic gadgets are strictly not allowed for entry
- Collect the gate pass, meet the project guide and start their project. The gate to enter and timings allowed are mentioned in the gate pass

## 6. Project Completion and Certificate

- After the project end date, the student have to produce (i) the Training completion report (Form B), signed by guide, (ii) gate pass and (iii) the project report, at HRDC to obtain the certificate

## **SAFETY INSTRUCTIONS FOR PROJECT WORK/INSTERNSHIP STUDENTS**

Project work students entering BHEL Ramachandrapuram Hyderabad shall follow the instructions as given below without fail.

1. All students should abide by the Rules and Regulations of BHEL.
2. Students shall be wearing safety shoes (safety shoes inside factory) during visit to BHEL.
3. Students shall enter shop floor areas by wearing safety Helmet. Other PPEs required if any may be collected from the concerned guide to visit the shops.
4. Students shall not go/move under the hanging loads/jobs or nearby rotating parts or moving machines.
5. Students shall not operate any machine/equipment/tools.
6. Students shall not move near to furnaces, electric heating equipments, welding machines etc.
7. Students shall not carry out trial works, repair, servicing etc connected to their project work on any machines, equipment, apparatus, tools & tackles etc. inside the factory
8. Students shall not enter the areas other than specified areas in your Gate pass.
9. Carrying of Radio transistors, mobile phones, Photography equipments, Narcotics, Cigarette/Beedi, Matchbox, Lighters etc., are strictly prohibited inside the plant premises.
10. Photography inside the Factory premises is strictly prohibited.
11. Don't be panic in the event of any emergency. Look for emergency assembly boards displayed in the Factory premises.
12. In case of emergency, move safely to nearby assembly points/Factory gate with the help of concerned guide/BHEL Staff.
13. **FIRE SIREN CALL:**
  - a. Shift Change : Straight Siren will be sounded for 1 minute.
  - b. Small Fire : No Siren
  - c. Major Fire/Gas leakage: Wailing type Siren will be sounded for 5 minutes.
  - d. All Clear Signal : Straight Siren will be sounded for 2 minutes.
14. If you need help in emergency, reach out to concerned guide immediately and follow guide's instructions.
15. Emergency contact nos:
  - CISF Control Room: 4190/2333
  - Fire Control Room: 2500/3111/3666.
  - Ambulance: 4187/4155
  - Safety: 2509/5158
16. I agree to come in formal dress, safety shoes, helmet inside the Factory and follow safety rules.
17. BHEL will not be responsible for payment of any compensation for any injury that may occur during the course of and /or arising out of the project work training. I will not visit unauthorized area / workplace / shop floor and any kind of deviation will lead to the TERMINATION of project / summer training facility.

Issued by: BHEL Ramachandrapuram

## Frequently Asked Questions

❖ **Can project be allowed for students without a regular employee reference**

No. It is mandatory that the student have reference from a regular employee of BHEL HPEP, Hyderabad unit.

❖ **Are there any batches and what is the limit on number of students per batch?**

Students are allowed to complete their project procedure in a group. The number of students who want to complete their project in a single group should be discussed with the regular employee.

❖ **What can be the project duration and the fee structure?**

Project can be taken up for 15, 30, 45 or 60 days.

BE & B Tech CSE, IT & related:

**15 days = ₹ 5000 + 18% GST**

**30 days = ₹ 10000 + 18% GST**

**45 days = ₹ 15000 + 18% GST**

**60 days = ₹ 20000 + 18% GST**

MBA HR & Fin, BE & B Tech other branches:

**15 days = ₹ 2500 + 18% GST**

**30 days = ₹ 5000 + 18% GST**

**45 days = ₹ 7500 + 18% GST**

**60 days = ₹ 10000 + 18% GST**

❖ **Can a student start project any time?**

BHEL HPEP unit allows project students from 1<sup>st</sup> April to 31<sup>st</sup> December any year. The project period shall not overlap 1<sup>st</sup> January to 31<sup>st</sup> March.

❖ **Does BHEL provide canteen facility**

No. Project timings are outside lunch time. Lunch/snacks shall be arranged by students outside the plant. The nearest shop is 1.5 kilometres away and the students need to plan accordingly.

❖ **Does BHEL provide accommodation for students?**

No. BHEL does not have the facility to provide accommodation for project students. There are nearby paid hostels for students to arrange for themselves.

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# College Letter Head

To,  
Head - HRDC,  
BHEL RC Puram Hyderabad 502032

**Sub: Request for project-work**

Respected Sir/Madam,  
You are requested to allow the following students of our institution <institution\_name> <details\_if\_any> to pursue project-work as per their curriculum for a period of <period> days from <from\_date> to <to\_date>.

<student\_details\_table>

We assure that our students will follow, during their period of training, the rules and regulations set out by your organisation.

Sincerely

Signed  
HOD / Principal

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<college\_address\_and\_other\_details>