

# THE NEWS LETTER

DECEMBER 2023, VOLUME-4

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## Director's Message,



**Dear Team Members,**

I am delighted to address you as we embark on another exciting chapter together. Our collective efforts and dedication have been instrumental in our successes, and I am confident that our journey ahead holds even greater promise.

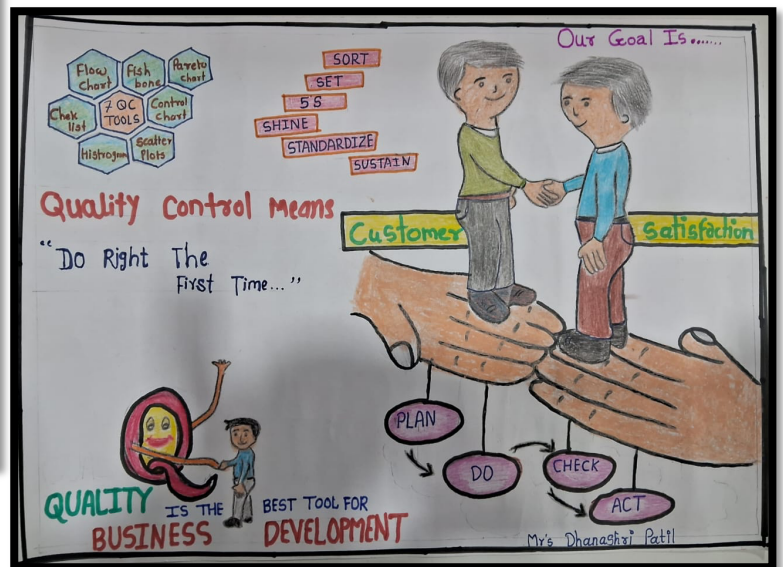
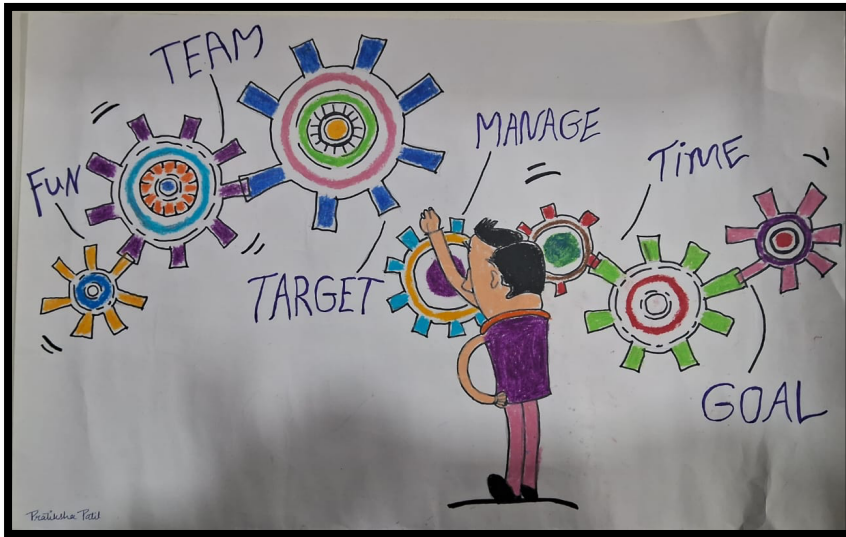
As we navigate challenges and celebrate triumphs, let us remain united in our commitment to excellence, innovation, and collaboration. Together, we can achieve new heights and make a lasting impact.

Thank you for your unwavering support and hard work.

**-Shreehari Kalakeri.**

## Corporate News:

The HR Department has been strengthened with the addition of new recruiters. And as promised on the 10 Anniversary Celebration Day we have started the Recruitment Consultancy by the name "Atrium Recruitments Private Limited". We also have started the marketing of the same in our customer visits. In our next Volume you will get a glimpse of the LOGO and other brief description of the recruitment consultancy. This month we have celebrated QUALITY MONTH. Some of our staff have submitted their end contribution towards the QUALITY MONTH. A glimpse of the same is given below.





## Article:

### **POSH ACT**

As a part of HR initiatives, we have introduced POSH ACT in our organization. A detailed briefing of POSH ACT is given below for your reference.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 is a legislative act in India that seeks to protect women from sexual harassment at their place of work. This statute superseded the Vishaka Guidelines for Prevention Of Sexual Harassment (POSH) introduced by the Supreme Court (SC) of India. It was reported by the International Labor Organization that very few Indian employers were compliant to this statute. Most Indian employers have not implemented the law despite the legal requirement that any workplace with more than 10 employees need to implement it.



The introductory text of the Act is:

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.



WHEREAS sexual harassment results in violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

AND WHEREAS the protection against sexual harassment and the right to work with dignity are universally recognized human rights<sup>25th</sup> of international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

AND WHEREAS it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

As a part of this we AutoScan India Private Limited have formed an ICC (Internal Complaint Committee).

The members of the committee are as follows:

Sr. No	Title	Name	Designation	Contact
1	Mrs.	Yashomati Shinde	Chairman	8956093025
2	Miss.	Mamta Bhosale	Secretary	7410195580
3	Miss.	Kajal Gaikwad	Member	9699739604
4	Mrs.	Dhanashri Patil	Member	9699739606
5	Mrs.	Supriya Potdar	Member	9146009962
6	Mrs.	Priyanka Sonawane	Member	-

This is to inform you that the following actions can be taken against whom an allegation of Sexual Harassment has been proven.

- ❖ Withholding of Promotion.
- ❖ Withholding of Pay raise or increments.
- ❖ Termination from services
- ❖ Mandatory Counseling Sessions.
- ❖ Service Community Service hours or
- ❖ Such other action as recommended by the ICC.



## Welcome On Board



Welcome to the team! We're thrilled to have you at AutoScan India Private Limited. We know you're going to be an asset to our company and can't wait to see what you accomplish.!

As you are now part of our family! Get ready to depart on an exciting journey with us!

### Location wise Team Members Joined us in November 2023 & Members Celebrating the Work Anniversary with AutoScan.

Employee Name	Branch
Rohit	Faridabad
Shubham Parihar	Faridabad
Puneet Mishra	Faridabad
Sanatan	Faridabad
Ravikant Sharma	Faridabad
Praveen	Faridabad
Sujeet Kumar	Faridabad
Praveen Bhardwaj	Faridabad
Pramod Manjhi	Faridabad

Employee Name	Branch
Satyam Singh	Noida
Siharthan V	Noida
Krishnaraj	Noida
Jasdeep Singh	Noida

Employee Name	Branch
Lokesh Saini	Jaipur

Employee Name	Branch
Yashwantsinh Padhiyar	Vadodara

Employee Name	Branch
KAVERI IGHE	Pune
Nikhil Mahale	Pune
Shivam Gunjal	Pune
Ranjit Bhojane	Pune
Soham Thomabre	Pune
Shubham Vikhe	Pune
PRANAV PATIL	Pune
Vinod Shinde	Pune

Employee Name	Branch
Shivanand Basavaraj	Dharwad
Vinayak Gummagol	Dharwad

Employee Name	Branch
Kabilian	Chennai

Team Members Celebrating Work Anniversary in Nov 2023			
Empl. Code	Employee Name	Empl. Code	Employee Name
ASIND1405	Sargam Dhoke	TASIND424	Ajay Belsava
ASIND1411	Vinod Kumar	TASIND428	Rahul Yogi
ASIND1443	Ajeet Kumar	TASIND430	Kishorshyam
TASIND1032	NIKHIL WARADE	TASIND433	Sudha D
TASIND1056	Praveen Bhardwaj	TASIND434	Mules Singh
TASIND385	ANIKET VISHWAKARMA	TASIND435	Rushikesh Dabhadre
TASIND393	SABYASACHI SEN	TASIND436	Arun Kumar
TASIND395	Dinesh Dhanbagni	TASIND438	Udit Yadav
TASIND396	Mukesh Hirwar	TASIND441	Amr Kumar Yadav
TASIND397	Vikas Singh	TASIND443	VITTALA NITIN RAO
TASIND399	Mangol Singh	TASIND446	Shobu Shekhawat
TASIND405	HEMENDRA KUMAR	TASIND447	Sagar kumar
TASIND406	HARSHVARDHAN SINGH	TASIND453	JITENDRA PANIYAR
TASIND410	Mudit Jain	TASIND454	Rajender Koushik
TASIND411	Sachin Senkar	TASIND455	Pooja Omre
TASIND413	Pratik Dhawal	TASIND465	Gopendra Rawat
TASIND416	Harinder Kumar	TASIND488	Mohit Shahu
TASIND417	NEERA KUMAR	TASIND490	Pooja Behon
TASIND419	Chandrasekhar Singh	TASIND491	Rahul Verma
TASIND421	Suresh Kumar	TASIND492	Ashish Mandlik
TASIND422	Susheer Malve	TASIND547	Govind Yadram Sharma

### Topic: Kaizen

#### What is Kaizen?

Kaizen is an approach to creating continuous improvement based on the idea that small, ongoing positive changes can reap significant improvements. Typically, it is based on cooperation and commitment and stands in contrast to approaches that use radical or top-down changes to achieve transformation. Kaizen is core to lean manufacturing and the Toyota Way. It was developed in the manufacturing sector to lower defects, eliminate waste, boost productivity, encourage worker purpose and accountability and promote innovation.

As a broad concept that carries myriad interpretations, it has been adopted in many other industries, including healthcare. It can be applied to any area of business and even on the individual level. Kaizen can use a number of approaches and tools, such as value stream mapping -- which documents, analyzes and improves information or material flows required to produce a product or service -- and Total Quality Management -- which is a management framework that enlists inspectors at all levels to focus on quality improvements. Regardless of methodology, in an organizational setting, the successful use of Kaizen rests on gaining support for the approach across the organization.

#### How Kaizen works?

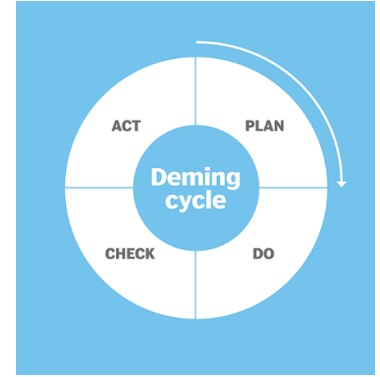
Kaizen is based on the belief that everything can be improved, and nothing is the status quo. It also rests on a Respect for People principle. Kaizen involves identifying issues and opportunities, creating solutions, and rolling them out -- and then cycling through the process again for inadequately addressed issues and problems. A cycle made up of seven steps can be implemented for continuous improvement and can provide a systematic method for executing this process.

Additional approaches to the Kaizen cycle exist, such as one that is condensed into four steps -- plan, do, check, act, or PDCA. It is also known as the Shewhart cycle or Deming cycle.



## Kaizen 5S framework:

A 5S framework is a critical part of the Kaizen system and establishes an ideal physical workplace. The 5Ses focus on creating visual order, organization, cleanliness, and standardization to improve profitability, efficiency, service and safety. Below are the original Japanese 5Ses and their common English translations.



- **Seiri/Sort (organize):** Separate necessary workplace items from unnecessary ones. and remove unnecessary items.
- **Seiton/Set in order (create orderliness):** Arrange items to allow for easy access in the way that makes the most sense for work.
- **Seiso/Shine (cleanliness) :** Keep the workspace clean and tidy.
- **Seiketsu/Standardize (standardized cleaning):** Systematize workplace cleanup best practices.
- **Shitsuke/Sustain (discipline):** Keep the effort going.

## Advantages and disadvantages of Kaizen

There are several reasons why Kaizen can be an advantage for an organization; however, there are some situations for which it is less suited. Some of Kaizen's advantages and disadvantages include the following:

### Kaizen advantages:

- Kaizen's focus on gradual improvement can create a gentler approach to change in contrast to big efforts that may be abandoned due to their tendency to provoke change resistance and pushback.
- Kaizen encourages scrutiny of processes so that mistakes and waste are reduced.
- With fewer errors, oversight and inspection needs are minimized.
- Employee morale improves because Kaizen encourages a sense of value and purpose.
- Teamwork increases as employees think beyond the specific issues of their department.
- Client focus expands as employees become more aware of customer requirements.
- Systems are in place to ensure improvements are encouraged both in the short and long terms.

### Kaizen disadvantages:

- Companies with cultures of territorialism and closed communication may first need to focus on cultural changes to create a receptive environment.
- Short-term Kaizen events may create a burst of excitement that is shallow and short-lived and, therefore, is not sustained.