

THE NEWS LETTER

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Director's Message,

Dear Team Members,

I want to take this opportunity to express my gratitude for your continued dedication and hard work. Your commitment is the foundation of our success, and together, we are achieving remarkable milestones. As we look ahead, let's stay focused on delivering excellence, embracing innovation, and supporting one another. I am confident that with our shared determination, we will continue to grow and thrive in the coming months.

Our collective strength lies not only in our technical skills but also in our teamwork and shared vision. It's this unity that fosters a positive work environment where everyone has the opportunity to grow and thrive. I am confident that, with your continued passion and focus, we will achieve even greater things in the months ahead.

-Shreehari Kalakeri.



Quality
Control

At Corporate:

Earlier this month, our Pune Team and NCR Team came together to celebrate the birthdays of our colleagues born in September. The atmosphere was filled with joy and camaraderie as we enjoyed a delicious cake and shared warm wishes with each other. It was a fantastic opportunity to strengthen our bond as a team and create lasting memories.



We are thrilled to share the exciting news that our Management has recognized and appreciated the exceptional performance of our employees for the last month. It is indeed a moment of pride for us to announce the Best Employee and Best Kaizen winners. Your hard work, dedication, and commitment have not gone unnoticed, and your contributions have been truly remarkable.

our ability to consistently deliver outstanding results serves as an inspiration to us all. Your passion for excellence and continuous improvement is truly commendable. You are setting the bar high for the entire team, and your efforts are truly shaping the success of our organization.



BEST EMPLOYEE OF THE MONTH



BEST KAIZEN OF THE MONTH

Knowledge Sharing (General):

Topic: Six Sigma

What Is Six Sigma?

Six Sigma is a set of techniques and tools used to improve business processes. It was introduced in 1986 by engineer Bill Smith while working at Motorola. Six Sigma practitioners use statistics, financial analysis, and project management to identify and reduce defects and errors, minimize variation, and increase quality and efficiency.

The five phases of the Six Sigma method, known as DMAIC, are defining, measuring, analyzing, improving, and controlling.

Key Points:

- Six Sigma is a quality-control methodology that businesses use to significantly reduce defects and improve processes.
- The model was developed by a scientist at Motorola in the 1980s.
- Companies often use the Six Sigma model to increase efficiency and boost profits.
- Six Sigma practitioners can earn certifications modeled on the color belts used in martial arts.

Understanding Six Sigma

Six Sigma is based on the idea that all business processes can be measured and optimized.

The term Six Sigma originated in manufacturing as a means of quality control. Six Sigma quality is achieved when long-term defect levels.

Six Sigma has since evolved into a more general business concept, focusing on meeting customer requirements, improving customer retention, and improving and sustaining business products and services.

The 5 Steps of Six Sigma

The Six Sigma method uses a step-by-step approach called DMAIC, an acronym that stands for Define, Measure, Analyze, Improve, and Control. According to Six Sigma adherents, a business may solve any seemingly unsolvable problem by following these five steps.

1. Define

A team of people, led by a Six Sigma expert, chooses a process to focus on and defines the problem it wishes to solve.

2. Measure

The team measures the initial performance of the process, creating a benchmark, and pinpoints a list of inputs that may be hindering performance.

3. Analyze

Next the team analyzes the process by isolating each input, or potential reason for any failures, and testing it as the possible root of the problem.

4. Improve

The team works from there to implement changes that will improve system performance.

5. Control

The group adds controls to the process to ensure it does not regress and become ineffective once again.

What Is Lean Six Sigma?

Lean Six Sigma is a team-focused managerial approach that seeks to improve performance by eliminating waste and defects while boosting the standardization of work. It combines Six Sigma methods and tools and the lean manufacturing/lean enterprise philosophy, striving to reduce the waste of physical resources, time, effort, and talent while assuring quality in production and organizational processes. Any use of resources that does not create value for the end customer is considered a waste and should be eliminated.



Knowledge Sharing (Safety):

Topic: Stress Management

Stress is part of being human, and it can help motivate you to get things done. Even high stress from serious illness, job loss, a death in the family, or a painful life event can be a natural part of life. You may feel down or anxious, and that's normal too for a while.

In the meantime, there are things you can learn to help you manage stress before it gets to be too much.

These tips may help you keep stress at bay:

10 Ways to Stop Stress Now

- 1. Put Stress in Its Place:** How you handle stress makes a big difference in how you feel. It might even help your blood pressure, blood sugar level, and the rest of you. Use these calming strategies to stop stress ASAP.
- 2. Break Out the Bubble Gum:** Next time you're at the end of your rope, unwrap a stick of gum. According to studies, chewing gum lowers anxiety and eases stress. Some researchers think the rhythmic act of chewing may improve blood flow to your brain, while others believe the smell and taste help you relax.
- 3. Get Outside:** Spending time outdoors, even close to home, is linked to better well-being. You're in a natural setting, and you're usually doing something active, like walking or hiking. Even a few minutes can make a difference in how you feel.
- 4. Smile Like You Mean It:** Don't roll your eyes the next time someone advises you to "grin and bear it." In times of tension, keeping a smile on your face – especially a genuine smile that's formed by the muscles around your eyes as well as your mouth – reduces your body's stress responses, even if you don't feel happy. Smiling also helps lower heart rates faster once your stressful situation ends.
- 5. Tune In:** Heading into a stressful situation? Music can help you calm down.
- 6. Reboot Your Breath:** Feeling less stressed is as close as your next breath. Focusing on your breath curbs your body's "fight or flight" reaction to pressure or fear, and it pulls your attention away from negative thoughts. Sit comfortably in a quiet place. Breathe in slowly through your nose, letting your chest and lower belly rise and your abdomen expand. Breathe out just as slowly, repeating a word or phrase that helps you relax. To reap the most benefit, repeat for at least 10 minutes.

7. Be Kind to Yourself: We all have a constant stream of thoughts running through our heads, and sometimes what we tell ourselves isn't so nice. Staying positive and using compassionate self-talk will help you calm down and get a better grip on the situation. Talk to yourself in the same gentle, encouraging way you'd help a friend in need. "Everything will be OK," for instance, or "I'll figure out how to handle this."

8. Get Moving

When you work up a sweat, you improve your mood, clear your head, and take a break from whatever is stressing you out. Whether you like a long walk or an intense workout at the gym, you'll feel uplifted afterward.