

Date: 05/02/2025

Department of Mechanical Engineering

Subject: Permission to organise/conduct a session for Non-Teaching Staff -reg

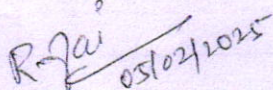
Dear Sir,

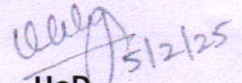
With respect to above subject I request you to permit us to organise a session on "Continuous Improvements Through 5S & Kaizen" for Non-Teaching Staff on 07/02/2025 at A.Y.Hall from 9.30A.M - 11.30A.M

Kindly permit the same & oblige.

Thanking you,

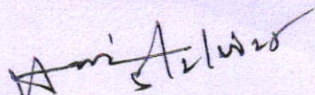
Yours truly

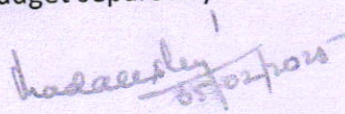

 (Staff/Coordinator Signature with date)


 HoD

IQAC	Principal	COO
Approved/ Not Approved If Not approved, reason	Approved/ Not Approved If Not approved, reason	Approved/ Not Approved If Not approved, reason
Approved.	Approved.	
Any Comments	Any Comments	Any Comments

*If commercials are involved attach budget separately.


 IQAC


 Principal

COO

*After Principal Signature submit the same to IQAC Director without fail.



Sri Sairam College of Engineering

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Department of Mechanical Engineering

Anekal, Bengaluru – 562106, Karnataka



05.02.2025

Submitted to the Principal through the head of the department.

Subject: Requesting permission to organize a seminar for Non-Teaching Staff-Reg

With reference to the above subject, I'm planning to organize a seminar on **"Continuous Improvement through 5S & Kaizen"**

I assure you that this seminar will provide valuable insights and deep knowledge to the non-teaching staff, enabling them to contribute more effectively to continuous improvement activities.

In this regard, I request your good self to grant me permission to organize the event for the betterment of Non Teaching staff on **07/02/2025** from **9.30 A.M to 11.30 A.M** in AV Hall. Also I'm here by requesting you to direct accounts department to release Rs1000/- to purchase gift for the resource person as a token of gratitude.

This is for your kind perusal and approval.

The details of the resource person are given below.

Resource Person:

Mr. Shanmugavel S

Divisional Manager (Operation Strategy & Business Excellence)

Ashok Leyland Ltd,

Sipcot, Hosur

Thanking you

Your's sincerely

R. Jai
05/02/25
Vijai .R

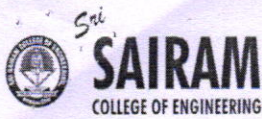
Assistant professor

*Submitted to the Principal
for further needful.*

05/02/2025

[Red signature]

05/02/2025



VIJAY RAJENDRAN <vijayr.mech@sairamce.edu.in>

Request to accept invitation - Resource Person - Seminar on "Continuous Improvements through 5S & Kaizen" - reg

1 message

MECH HOD <hod.mech@sairamce.edu.in>

Thu, Feb 6, 2025 at 9:12 AM

To: "Shanmugavel S (Operation Strategy & Business Excellence)" <Shanmugavel.S2@ashokleyland.com>

Cc: VIJAY RAJENDRAN <vijayr.mech@sairamce.edu.in>, "Ramesh G (Training & Development)" <Ramesh.G@ashokleyland.com>, "Tojan Antony (Manufacturing)" <Tojan.Antony@ashokleyland.com>

Dear Sir,

I hope this message finds you well. I am writing on behalf of Sri Sairam College of Engineering, Anekal, Bengaluru, a respected academic institution that values continuous learning and professional development for all members of our community, including both teaching and non-teaching staff.

As part of our ongoing efforts to enhance operational efficiency and create a more organized working environment, we would like to request your esteemed company's assistance in conducting a seminar on "**Continuous Improvements through 5S & Kaizen**" for our non-teaching staff on **07.02.2025 at 10.00am in our campus**.

The principles of 5S and Kaizen are key to fostering an environment of continuous improvement and operational excellence, both of which are crucial for the smooth and efficient functioning of any institution.

We believe that introducing these methodologies to our non-teaching staff will not only improve productivity but also enhance their professional growth and contribute to the overall success of our institution.

We would be grateful if your team could conduct a session covering the following key areas:

- Introduction to 5S and Kaizen principles
- Practical applications of 5S and Kaizen in the workplace
- How non-teaching staff can implement these strategies to enhance their work processes
- Benefits of continuous improvement and organizational efficiency

We are confident that your expertise will have a positive impact on our non-teaching staff and significantly contribute to their professional development. We would be honoured to partner with your company for this valuable training session.

Thank you for considering this request. We look forward to the possibility of working together and hearing from you soon.

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Thanks and Regards,

Dr. Balaji.V^{Ph.D}

Head - Mechanical Department

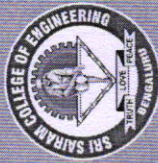
Sri Sairam College of Engineering

Sai Leo Nagar, Anekal, Bengaluru - 562106

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 Anekal, Bengaluru. www.sairamce.edu.in



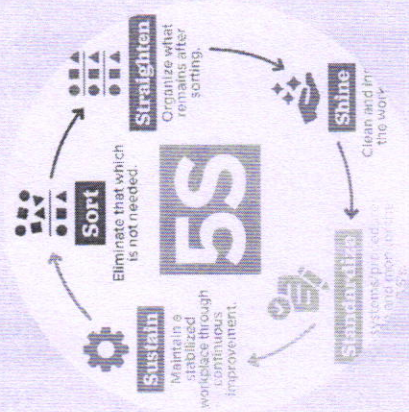
Department of Mechanical Engineering

Organizing a Session

on

“Continuous Improvements Through 5S & kaizen”

on
07/02/2025



Resource Person:

Mr. Shanmugavel S
 Divisional manager,
 Ashok Leyland, Hosur





Date – 07.02.2025

**Report for
A Session On
“Continuous improvements through 5S & Kaizen”**

The Department of Mechanical Engineering organized a session on the topic “**Continuous improvements through 5S & Kaizen**” for all Non Teaching staff . This session was held on *Fri*day, 07th February 2025, from 10:30 A.M. to 12:30 P.M. in AV Hall.

Event Details

Dr.V.Balaji. Associate Professor & Head , Department of Mechanical Engineering extended a warm welcome to the resource person, the Head of the Institution , faculty, and participants attending this informative event.

Presidential address was given by **Dr.B.Shadaksharappa , Principal** ,Sri Sairam college of Engineering, Anekal, He expressed the importance of the event and asked every participant to utilize the event effectively to gather knowledge on continuous improvement.



Mr. Rajesh Kumar N., Assistant Professor in the Department of Mechanical Engineering, introduced the resource person **Mr. Shanmugavel , Divisional Manager, Ashok Leyland , Hosur** and our Principal **Dr. B. Shadaksharappa & Head of the Mechanical department Dr.V.Balaji** honoured him with bouquet and a momento.





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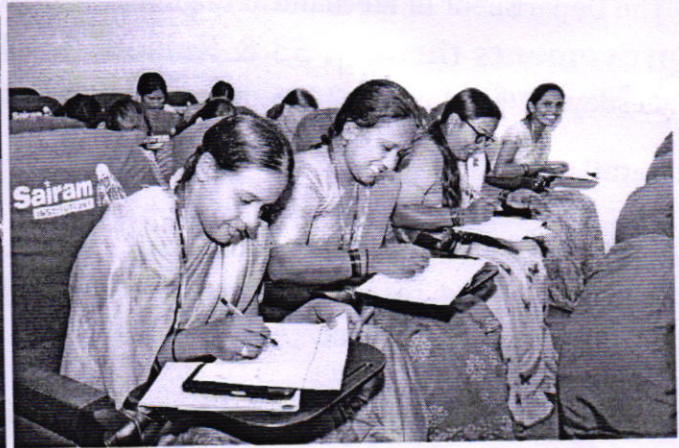
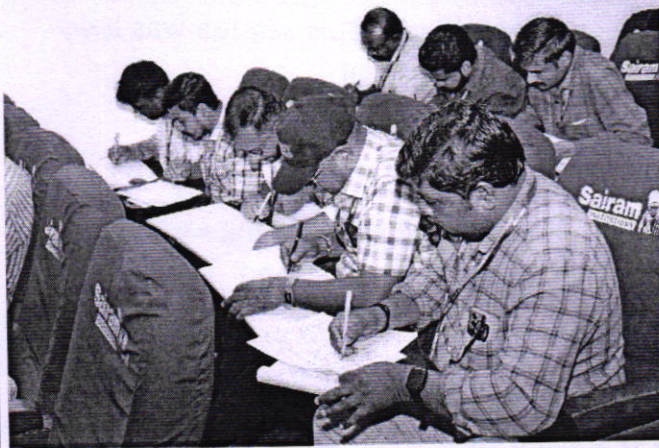
Anekal, Bengaluru – 562106, Karnataka

DEPARTMENT OF MECHANICAL ENGINEERING



Overview of the Session

The resource person, **Mr. Shanmugavel.S** began the session by engaging with the participants through a set of questions to set the stage for the topic. He started with some simple interesting activities which helps the participants to involve in learning more about 5S He provided an overview of 5S & Kaizen



He discussed the concepts of 5s with suitable examples. He explained the japons concepts with suitable Indian culture. He interacted with the participants frequently and made the participants to learn the concept very interestingly.



After a small break , He discussed the concepts of Kaizen with suitable examples. He explained importance and effectiveness in implementing the activities in our work place. He interacted with the participants frequently and made the participants to learn the concept very interestingly.





DEPARTMENT OF MECHANICAL ENGINEERING

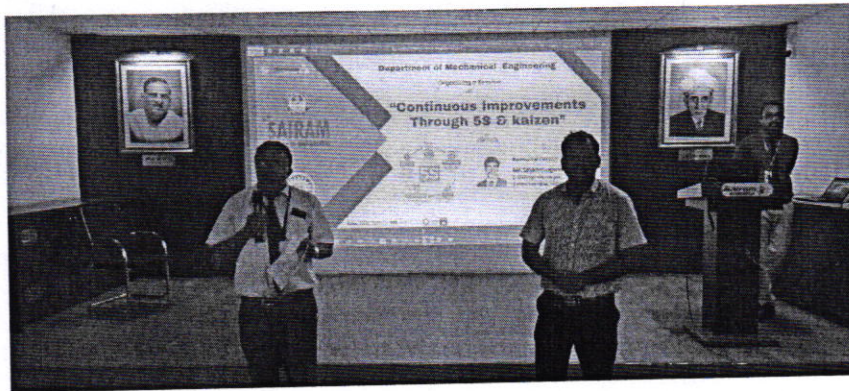
Feedback

After the session, participants expressed their gratitude to **Mr. Shanmugavel.S** for offering insights into concepts of 5s and their significance. They found the discussion informative and appreciated the opportunity to deepen their understanding concepts of 5s.



Vote of Thanks

Finally, Mr.Yogananda., Assistant Professor of Mechanical Engineering, expressed heartfelt thanks to the management, Principal Dr.Shadaksharappa, Chief Operating Officer Dr. R. Arunkumar, and Head of the Department Dr.Balaji V. for their support in organizing this valuable session. He extended a special thank you to **Mr. Shanmugavel.S.** for conducting this session very interestingly and sharing his valuable expertise with the non teaching staff of our college.



Conclusion

This session on continuous improvement through 5s & Kaizen was a great success, providing students with a comprehensive understanding concepts and its importance. The Department of Mechanical Engineering looks forward to organizing similar insightful events in the future to enrich knowledge and skills of staffs and students

R. Vijai
7/2/25

Program Co-ordinator

Mr. Vijai .R

Balaji V
08/02/2025

Balaji V
8/2/2025

HOD / Mech.

Dr. Balaji v



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To,

Date: 07.02.2025

Mr. Shanmugavel S,
Divisional Manager, (Operation Strategy & Business Excellence)
Ashok Leyland Ltd .
Sipcot,
Hosur .

Dear Sir,

Sub: Letter of Appreciation-Reg.,

On behalf of the Management and Staff, We whole heartedly thank you for having accepted our invitation to be the resource person and deliver a training session on **"Continuous Improvements through 5s & Kaizen "** held on **07th February 2025.** Our sincere thanks are also due to your valuable inputs to our staff.

We once again express our Gratitude for gracing the day in spite of your busy schedule. Thanks for your time and handling the session.

Thanking you

Warm Regards,



Madhusky
07/02/2025

PRINCIPAL

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Sai Leo Nagar, Guddanahalli Post.
Anekal, Bengaluru - 562 106



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