

D/vc/1523
16/5/23



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY
(UGC Approved University) GURGAON, Delhi-NCR

R-1620
16/5/23

Faculty of Commerce and Management

SGTU/FCAM/DO/03/392/1358

DATE: 12/05/2023

To
The Registrar
SGT University
Gurugram, Haryana- 122505

Subject: Request for organizing a Workshop on 'Lean Six Sigma' on 22.05.2023(Monday) for MBA (G) (Semesters II & IV) and MBA (HA) (Semesters II & IV)

Dear Sir,

The Faculty of Commerce and Management (FCAM) under the aegis of IIC is planning to organize a **workshop on Lean Six Sigma (LSS) in Room Number 209, 2nd Floor, A-Block, SGT University, on May 22, 2023 (Monday) for MBA (Semesters 2 & 4) and MBA (HA) (Semesters 2 & 4).**

Ms. Veena Diwani, Quality Lean Six Sigma MBB trainer, has completed and mentored more than 30 3P projects and is an accomplished speaker who regularly conducts workshops and sessions on LSS. This workshop endeavours to increase awareness and provide industry knowledge to the students about LSS. The workshop would provide a wider industry perspective on LSS, improve understanding and develop customer centricity in students, improve problem-solving skills, enhance leadership skills, and instill the importance of collaboration and teamwork amongst MBA students.

Please find the details of the event as follows:

Date: 22.05.2023(Monday)

Timings: 9:30 am to 1:30 pm

Venue: Room Number 209, 2nd Floor, A- Block SGT University

Participants: 60

Please find the budget for the guest lecture attached herewith.

We earnestly request you to grant approval for organizing this session.

Yours sincerely,

Alka Sanjeev /13/05
Ms. Alka Sanjeev
Assistant Professor, FCAM
Faculty Coordinator- IIC

Namrata Yadav /13/5/23
Ms. Namrata Yadav
Assistant Professor, FCAM
Faculty Coordinator- IIC

[Signature]
13/5/23
Dean (FCAM)

Dean
Faculty of Commerce & Management
SGT University
Budhera, Gurugram



SGT UNIVERSITY

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(UGC Approved University) GURGAON, Delhi-NCR

Faculty of Commerce and Management

S. No.	Name	Quantity	Amount
1.	Remuneration of the guest	4 hours	Rs. 6000/-
2.	Refreshments	60 @ 40	Rs. 2400/-
3.	Sapling	1	Rs. 150/-
4.	E-certificates	-	-
5.	Banner	1	Rs. 240/-
6.	Mineral Water (500 ML)	8	Rs. 80/-
Total Amount			Rs. 8870/-

4500 as per SGTU policy.

Budget for the workshop on 'Lean Six Sigma' to be held on 22.05.2023

Please Sign by Dean Faculty 15/5/23

Meat recipe / 13/05/2023
(Alka Laryew)

Dean
Faculty of Commerce & Management
SGT University
Budhera, Gurugram

Request may be considered for approval with 'A1' here

16/5/23

Registrar sir
We will work within the policy [Rs. 88700].
Kindly approve
Regards
Dean-fac

Approved
Registrar
16/5/23

Registrar
SGT University
Budhera, Gurugram



VEENA DEWANI

vna.dewani@gmail.com; **+91 9873180882** **INDIA**

B.Tech (Delhi College of Engineering), GNIIT, Samsung SSGB (2004), ASQ CSSBB (2007), Wipro CSSBB (2007), ASQ CMQ/OE (2008), Wipro Lean Facilitator (2008), PLP(2012), PepsiCo Lean SS BB (2014), LSS MBB (2015), Trained Stage gate process lead (2016), Lean SS / Innovation Judge @ Qimpro (2016), Certified facilitator. Certified Life Coach, NLP Practitioner.

Life Goal- Create value

Expertise and Empathy can help achieve all goals. I aim to create value each day, for the organisation I work for. Learning is a never ending process for me.

KEY experiences across companies

- **Conducting / Conducted training sessions with MBA 2nd year students on ERP, Entrepreneurship, LSS**
- **Developed Continuous Process improvement (CI) strategy- {Wipro, PepsiCo}**
- **Formal (Champions, Kaizen, Lean in ITES, Process Excellence, Six Sigma) and Informal trainings (Quality101, Pragati)- {Wipro}**
- **New Product development Lead- {PepsiCo}**
- **Best practice sharing (processes and services)- {Wipro}**
- **Change agent to facilitate execution- {Various}**
- **Competitive analysis- {PepsiCo}**
- **KPI management and Coaching; Customer centricity and analysis- {Wipro, GRFS}**
- **Coaching- {Self-employed}**
- **Coach, train and upskill on LSS- {Samsung, Wipro}**
- **Lean 5S – {Knowledgehut (adhoc)}**
- **Lean VSM- {Genpact}**
- **Standard work- {Samsung, Wipro}**
- **PFMEA- {Samsung, Wipro functional quality}**
- **Drew Culture change – {Samsung, Wipro}**
- **Developed and implemented Standard Operating Procedures to ensure customer delight {Samsung}. Designed Quality101 and Leadership programs to mistake-proof the process {Wipro}**

- Led Quality team to execute the agenda of the Quality Team {Genpact}
- Coached and mentored 30 +projects across different levels including leadership sessions [various]

KEY attributes

Love to train others, Problem Solver, People skills, facilitation and coaching skills, Change agent, Motivator, Customer focused, communication and presentation skills

OVERALL SUMMARY

I am a B.TECH (DCE) and Lean Six Sigma Master Black Belt with 24 years of experience in various companies across different sectors (across geographies) in Quality (project and product management mainly in leadership roles) as a people's person and a team player.

I have worked in Quality in companies like *PepsiCo, Wipro, Goodyear, Genpact, Benchmark Six Sigma* leading high impact programs and projects on process improvement and in fields like Process Excellence and Quality, Innovations, Strategic Quality, Training, Capability Building and Content Solutions roles. The major responsibility was to take care of multiple projects execution in teams keeping the teams motivated. Being a Lean Six Sigma MBB, each process is developed for a high degree of precision and accuracy, keeping in mind peoples' needs. Having learnt NLP, life coaching, gender intelligence and practicing spirituality, Value Creation at every level has been my focus.

QUALIFICATIONS

Loads of trainings and certifications from all organisations I have worked with-

PROFESSIONAL

- ✦ Certified Lean Facilitator.
- ✦ Trained and applied on Lean immersion training and Kaizen
- ✦ Done sessions on VSM
- ✦ Certified Lean Six Sigma Master Black Belt from TQMI
- ✦ Certified Manager of Quality/Organizational Excellence from ASQ
- ✦ Completed courses on Project management skills and analytical skills
- ✦ Certified Six Sigma Black Belt from American Society for Quality (ASQ), Wipro
- ✦ Trained on Change Acceleration Process
- ✦ Wipro Leaders Program (WLP) done by Azim H Premji
- ✦ Certified ISO Quality Auditor by DNV in Wipro and Calcom
- ✦ Product Innovations' and Stage gate process training at PepsiCo
- ✦ Attended training by Facebook on new product execution.

PEOPLE SKILLS

- ✦ Certified Life (Corporate, People) Coach from Emocare (gtco.co.in) in June 2021

- ✦ Certified **NLP** Practitioner from Midas Touch
- ✦ Certified **Facilitator** by Vyaktitva and Pepsico.
- ✦ Trained on "**Gender intelligence**" by Dr Niru (Ask Insights) from PepsiCo.
- ✦ Training on **Customer centricity** by Ron Kaufman certified trainers.
- ✦ Completed **soft skills courses**- facilitation, influencing, communication and leadership

ACADEMIC

- ✦ **Bachelor of Engineering in Electronics & Comm. from Delhi College of Engineering in 2001, Diploma in 1995.**
- ✦ Diploma course in Software Technology and Systems Management from NIIT
- ✦ Schooling from "The Air Force School" and "Air Force Bal Bharati School", Delhi

WORK EXPERIENCE

Aug'2020- Till Date

- **Self Employed- Coaching| Mentoring and Training (Part time)**
Transformation | Life | Corporate | Career | Parenting | Happiness
I support individuals and companies to peak their performance. I am a problem –solver and a People's person.
- **Executive Faculty** for Management Institutes like AUD, MDI (Part time)
Training MBA students as Executive faculty (from Corporate)

Aug'2020 to Dec 2021

Worked Great River Financial Services as **Vice President- Business Development/ Improvement (project based, part time)**. Role requires evaluating innovations/ projects for revenue generation. As part of this, I also worked for Happy Learning educational Institute (start-up project) as Program Manager providing technical courses online to School students. I am currently evaluating new initiatives.

June'2015 to Dec'2019

I worked with **PepsiCo- India** as **Innovations (New Product Development) lead** (Category team). Additionally worked to **drive efficiencies, improve innovations success rate**.

Key responsibilities as innovations lead included:

- Drive Business Excellence (raising top line or optimizing bottom line) through innovations continual improvement.
- Overall execution of innovation strategy.
- Own Innovation Portfolio Management process and governance, including leading the monthly regional leadership meeting (Stage Gate Process).
- Determine innovation improvement opportunities and trends basis market scenario.
- Manage regional portfolio learning process for category.

April'2013 to June 2015

In prior I was working in **PepsiCo- India** as **General Manager- Lean Six Sigma (National LSS Leader) (BB- Productivity)**. I am the first person into this vertical reporting to Productivity & Performance leader in India and Productivity Director in AMEA.

Apart from launching LSS for India Foods and Beverages division, the role included-

- Identifying "MWBs- Must Win Battles" for the organization to deliver KPIs and productivity.
- Identifying right leaders to impact MWBs.
- Conducting trainings, mentoring the leaders (Kaizen Leader, Green belt and Black belt projects), thereby spreading culture for business benefits and positive attitude towards problem-solving.

May 2007 – April 2013

Worked with Wipro Ltd. (BPO division) as **Senior Manager Black Belt- Strategic Quality** with responsibilities:

- **Process Excellence (PE) and Metrics Management:**
 - Supporting overall organization's Goals and Objectives and Six Sigma Engagement and Effectiveness scores (includes QNI)
 - Developed Continual Process Excellence framework. Facilitating projects to achieve our targets for financial benefits. Organized Kaizen events.
 - Managing to facilitate improving critical process metrics (CPMs) across Wipro BPO to meet the target. Analysed & implemented gaps in Net Promoter's Score using Statistical tools.
- Leading the **Capability Building (training)** function which includes:
 - Ensuring PE trainings (Lean and Six Sigma) trainings across different locations. Also conducting trainings.
 - Initiated Knowledge sharing webinars- cluster analysis, TOC etc.
 - Designed, developed and implemented Lean, GB, Champions, TL readiness program, and Manager Readiness program. Designed and authored Quality 1-0-1 training for Quality awareness for all, effectiveness was 100%.
 - Supported Technology and Finance function for project execution. One of the six sigma projects **won** SCMHRD award.
 - Supporting Quality Systems through audits for ISO compliance.

March 2006 – May 2007

I worked with Genpact India in Content Solutions as **Manager – Quality (BB)**. The responsibilities included- Managing a team of Quality professionals, Defining and adhering to the processes through business metrics like revenue/ FTE, resource utilization and attrition; Mentoring process improvement projects and supporting lean and GB trainings.

October 2004 – June 2005

I worked with Goodyear India Limited as **Six Sigma-Black Belt** in the **Leadership** role (reporting to MD). Responsibilities included imparting training to the staff members at all levels, initiating, mentoring, and executing Six Sigma projects, and promoting the in the organization. I was also a part of the Women in Leadership (WIL) forum.

April 2001 – Sept 2004

I worked with **Samsung** India Electronics Limited as **Senior Engineer –Quality** division. I was a key person in establishing Quality processes. Other responsibilities included leading a team of QA personnel for control of incoming and outgoing Quality, conducting QA audits, and also executing and mentoring Six Sigma projects as a Black Belt. Two process improvement projects returned the COPQ savings of \$22K and \$80K.

Sept 1995 – March 2001

I worked with Calcom Electronics Limited as **Senior Engineer - Production**. Responsibilities included handling of assembly line (team of ~50) to provide technical and managerial support to assemblers and implementation of BaaN-IV (ERP software) in manufacturing as a key user.

Started working from June 1995 with HCL- HP as customer service representative.

SIGNIFICANT ACHIEVEMENTS

- Awarded "Best Employee" at Wipro BPO
- Successfully completed Six Sigma projects and received the Best Project award for the project "Reduce transition lead time at Wipro BPO" from SCMHRD and "Reduce Components Defects by 50% in PCB line".
- Designed, authored and edited quality awareness training Q101 with HR at Wipro which has become mandatory for every employee for any vertical movement.
- Designed and developed Black Belt, Green Belt, Champions, Team Lead Readiness, and Manager's training programs. Also initiated quality magazine called Q-zine in WBPO.
- Won Six Sigma Quiz competition with another colleague.
- Conducting ISO audits at Wipro BPO. Implemented Quality Systems in Samsung's color monitor plant.
- Implemented ISO procedures in Production and Quality Departments.
- Implemented Production Process on ERP Software.
- Ranked 3rd in B.Tech course, Delhi College of Engineering.

SOFTWARE APPLICATIONS WORKED ON

Canva, Google apps, Six Sigma- Minitab 16, Language- Fortran, C, and C++, Operating Systems- MS DOS, Unix, and Windows, DBMS- MS Access and Foxpro, ERP- BaaN-IV, working knowledge of SAP, Application Software- MS Office

PERSONAL DETAILS

Address : 92, Anupam Apartments, M B Road, Opposite Saket, New Delhi-34

Phone: 9873180882; 7678489967

Email: vna.dewani@gmail.com

Family status: Married, with kids and pets in an extended family

DECEMBER 2021

Requisition Form

Request for	Flex & Banner	Photo (Still/video)	Vehicle	Other
Y/N	Y	Y	NA	NA
Name of the faculty		Event title		
ECAM		Workshop on Lean Six Sigma (ISS)		
Name of the Department		Event date & time		
FIAT		22-05-2023 (9:30 - 1:30)		
Name of the coordinator		Venue details		
Ms. Aika Sanjeer		209, Block - A		
Contact no. of the coordinator		No. of guests		
9871535046		01		
E-mail ID of the coordinator				
alka - kam@sgtuniversity.org				

Requirement Details

Printing & Promotion (Tick against the requirement)				
Design type	<input checked="" type="checkbox"/>	Flex	<input checked="" type="checkbox"/>	Banner
Whether design proposal attached	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Size Required	6 X 4			
Estimated Cost	240			
Quantity Required	01			

Photo / Video (Tick against the requirement)

Photography	<input checked="" type="checkbox"/>	Still	<input checked="" type="checkbox"/>	Video
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Vehicle Detail

Type of Vehicle	NA		
Estimated Cost			
No of passengers	NA		
Whether any luggage (Y/N)			
Details of journey	Pick-up point:	Drop point:	
Time	From:	To:	
Purpose of duty	Office <input type="checkbox"/>	regular Trip <input type="checkbox"/>	Other <input type="checkbox"/>

Accommodation / Meal

Type of accommodation	N/A		Meal (Y/N)	
Estimated Cost			Estimated Cost	
Duration	From	To		

Other

please check the items required wrt the above event along with quantity

Item	Y/N	Qty	Description (If any)	Estimated Cost
Memento	N			
Sapling	Y	01	-	150
Bouquet	N		-	-
Decoration	N		-	-
Projector	N		-	-
Speaker	N		-	-
Screen	N		-	-
Mike	N		-	-
High Tea	Y	60	60 X 40	2400
Lunch	Y	8	8 X 10	80
Honorarium	Y	01	1 X 6000	6000

Total Cost: 8870/-

Assigning Details

	Designing	Photo/Video	Vehicle	Others
Name of the assignment:				
Assigned to:				
Department:				
Contact number:				

Date of submission: 13/05/2023

Signature of Dean: *[Signature]*
Faculty of Commerce & Management, SGT University, Budhara, Gurugram

Signature of Coordinator: *[Signature]*

Essential guidelines

- 1) This requisition shall be raised seven days prior to the event.
- 2) In case the event is rescheduled, postponed or cancelled, kindly intimate the concerned department immediately. 17/05/2023

Institution Innovation Council (IIC) - SGT University

Event Report - Final

Academic Year: 2022-2023

Quarter (Dropdown options): Quarter 3

Activity Vertical : Self Driven Activities

Date of Proposal: May 17, 2023

Date of Event: May 22, 2023

1. Program / Activity Name (Title) : **Workshop on Lean Six Sigma Awareness**

2. Select appropriate program type from below mentioned under level 1 to level 4: **Level 2; Workshop**

3. Select the appropriate theme of the event (dropdown options): **Entrepreneurship & Startup**

4. **Introduction to event:** Lean Six Sigma offers entrepreneurs a systematic framework to optimize their operations, drive continuous improvement, and achieve sustainable business growth.

5. **Objective of the event (Maximum 100 letters):** The objective of a Lean Six Sigma Awareness workshop for entrepreneurs is to provide them with a foundational understanding of Lean Six Sigma principles, methodologies, and tools.

The workshop will familiarize with the concepts and principles of Lean Six Sigma, explaining how it can benefit business by improving processes, reducing waste, and enhancing customer satisfaction.

6. **Benefit in terms of learning/skill/knowledge obtained (Maximum 150 letter):** The workshop will sensitize the students to the importance of quality management to every firm's cost competitiveness. The students will learn about the various tools and techniques of six sigma and the importance of top management support for its successful implementation.

7. Event general information

Attributes	Details 1	Remarks
Organizer's detail	FCAM	
Coordinator's detail	Ms. Alka Sanjeev & Ms. Namrata Yadav	
Associating Partner Details	NA	
Mode of Conduct	Offline Event	
Number of Student Participants : (Minimum 40 students as per norms)	44	
Number of Faculty Participants (if Any)	-	
Number of External Participants (If any) :	-	

8. Speaker/Guest/Expert Details:

Sr. No.	Expert Details	Remarks
1	Ms. Veena Diwani, Quality Lean Six Sigma MBB trainer, Certified Life Coach	

9. Scheduled in Room Number 209, A-Block, SGT University

Major Attributes	Time Slot	Remarks
Opening ceremony	9:30	Welcome note by Anchor
Event	9:35-11:00	Ms. Veena Diwani, Quality Lean Six Sigma MBB trainer, Certified Life Coach, Founder Leansixsigma.com
	11:00- 11:30	Tea & Refreshments Break
	11:30-1:15	Session by the Guest
	1:15-1:25	Question Answer Session
Closing Ceremony	1:25-1:30	Vote of Thanks

10. Budget requirement for the conduction of event :

Sr. No	Requirement	Concerned Department	Qty	Associated Budget
1.	Banner Design : (E-Banner)	Designing Department	1	NA
2	Banner Design: Flex	Purchase	1	240/-
3	Video Editing for Social Media	FMMT	1	NA
4	Video Editing for IIC Portal (2MB)	FMMT	1	NA
5	Collage Photo (2MB)	FMMT	2	NA
6	Sapling	Horticulture	1	150/-
7	Refreshments	University Mess	60	2400/-
8	honorarium for Guest	Accounts Department		4500/-
	Total Budget			7290/-

11. Banner: Attached banner soft copy

**FACULTY OF COMMERCE AND
MANAGEMENT**

Under the aegis of Institution's Innovation Council (IIC) - SGT University
Is organising a **Workshop** on

LEAN SIX SIGMA

Coordinators

Prof. (Dr.) A.S. Suresh
Dean
FCAM,SGTU

Ms. Alka Sanjeev
Assistant Professor
FCAM

Ms. Namrata Yadav
Assistant Professor
FCAM

📅 22nd May, 2023 | ⌚ 09:30 AM to 01:30 PM

Venue: 209, A-Block, SGT University

EXPERT



Ms. Veena Diwani
B Tech., LSS MBB,
Life Coach

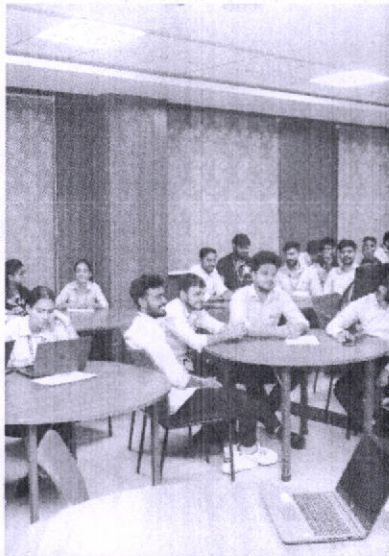
12. Pre link of Event: Face book link

<https://www.facebook.com/photo/?fbid=198816302991281&set=a.115253891347523>

13. Pics of the Events: Attached 10 pics with this file (Geotag)

<https://drive.google.com/drive/folders/15kzrNhDr6Wsr83qdmXQwoHu7Uu10q8zP?usp=sharing>

14. Collage Pics: Attached 02 pics with this file (up to 02 MB)



Collage of the organized session

NA

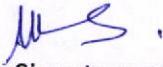
17. Post Link of event:

- Facebook Link (For social media promotion post) :

<https://www.facebook.com/photo/?fbid=198816302991281&set=a.115253891347523>

- Youtube Link (For IIC portal upload) : _____

18. **Minute to Minute Summary (in detail):** The Faculty of Commerce and Management under the aegis of IIC-SGT University organised a workshop on 'Lean Six Sigma Awareness' for management students on May 22, 2023, from 9:30 a.m. to 1:30 p.m. Mrs. Veena Diwani, LSS MBB, Certified Life Coach, and the resource person, explained the concepts and their practical applications in a very engaging manner. The students' introduction to Six Sigma warmed their interest in the topic, and the interactive session greatly enhanced their learning.



Signature of the Proposer

Name: Ms. Alka Sanjeev

Email Id alka_fcm@sgtuniversity.org

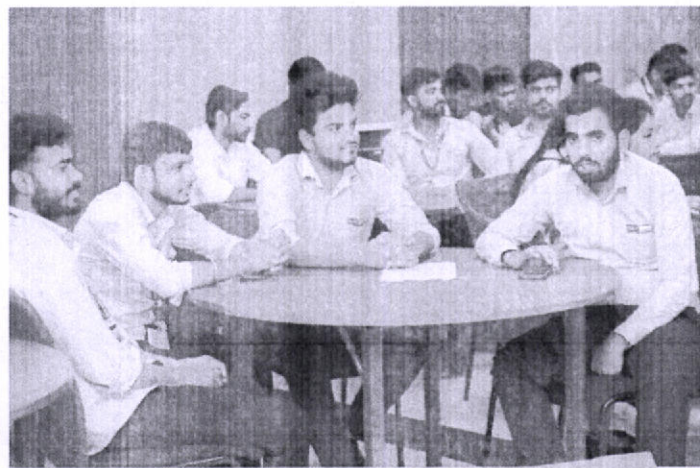
Mobile No: 9871535046

Convener / IIC SGT University

Vice-President / IIC - SGT University



Workshop on Lean Six Sigma Awareness



15. Video for Social media promotion of the Event. (up to 02 MB) - https://drive.google.com/file/d/1NY-1cc-oqICz9Xb91dR_ckmDF52O5iA5/view?usp=sharing

Attendance Sheet for 22nd May, 2023

Name of the Event : Lean Six Sigma Workshop

S. No.	Name of the Student	Course	Signature
1	Aditya 220609014	MBA (G)	Aditya
2	Deepesh 220609017	MBA (G)	Deepesh
3	Digvijay 220609015	MBA (G)	Digvijay
4	Ashish Kumar 220609039	MBA (G)	Ashish
5	NIKHIL DHANKHAR 220609016	MBA (G)	Nikhil
6	Rahul DHANA 21060901	MBA	Rahul
7	Ravindra	MBA (G)	Ravindra
8	Narender	MBA (G)	Narender
9	Rohit Lamba (220609022)	MBA (G)	Rohit
10	Punit	MBA (G)	Punit
11	SHIVA	"	Shiva
12	Daxat	"	Daxat
13	Ajay	"	Ajay
14	Divesh	"	Divesh
15	Rahul	"	Rahul
16	Payal yadav	MBA	Payal
17	Sheetal Chauhan	MBA	Sheetal
18	Prachi	MBA (H.A)	Prachi
19	Lokesh Yadav	MBA (G)	Lokesh
20	Gaurav	MBA (G)	Gaurav
21	Sanjay	MBA (G)	Sanjay
22	Ashif (I)	MBA (G)	Ashif
23	Simran	MBA (G)	Simran
24	Meenu	MBA (G)	Meenu
25	Tanisha	MBA (H.A)	Tanisha
26	Rishav	MBA (G)	Rishav
27	Sheetal Mathur	MBA NA	Sheetal
28	Deepika	MBA (G)	Deepika
29	Mohit Kumar	MBA NA	Mohit
30	Neha	MBA Gen.	Neha
31	Sheetal	MBA NA	Sheetal
32	Hitesh Yadav	MBA NA	Hitesh
33	Deepanshu	MBA (G)	Deepanshu
34	Mulkan	MBA (H.A)	Mulkan
35	Scema	MBA (G)	Scema
36	DEEPAK	MBA (G)	Deepak
37	SURYANUM RAJPUT	MBA (G)	Suryanum
38	ABHIR HEAL	MBA (G)	Abhir
39	Mukul Goshal	MBA (G)	Mukul
40	Sanya, 220609025	MBA (G)	Sanya
41	Disha 220609040	MBA (G)	Disha
42	Shubham	MBA (H.A)	Shubham
43	Bhavya Jain 220609019	MBA (Gen)	Bhavya
44	Nitin	MBA (G)	Nitin
45			