

# Productivity E-Newsletter

## EDITORIAL

### ERGONOMICS CHALLENGES DURING COVID TIMES IN WORK FROM HOME SCENARIO

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In the Covid-19 pandemic era Ergonomics becomes even more pertinent issue where in thenew normal, the home was forced to be converted to office. Work from home(WFH) has now become a common practice in this era.

Most households in a metro city have limited space and were never envisaged to accommodate an office working space. The furnishings, lighting, and environment at homes are not designed to focus on work. The house hold furniture are designed for comfort and leisure may be very tempting, but these are not designed for working or support to the spine for long hours in neutral position. The luminosity for work is insufficient for the workspace that has been created.

Now that home is converted to an office with poor ergonomics, all these factors will eventually cause decreased productivity and Musculoskeletal Disorders (MSD).Across the world MSD is affecting hundreds of millions of people. MSD severely impact the day-to-day efficiency of a person due to nagging inflammation and long-term pain in the affected area. Most common MSD are arising due to poor Ergonomics and unhealthy habits owing to unawareness of the subject.

Ergonomic Studies are being taken up at offices around the world to investigate the prevalence, identifying the risk factors and coping strategies for MSD have generally revealed that the most common regions affected are lower back, wrists , neck, upper back and knee due to poor ergonomics.

It is necessary to make home ergonomically sensitive by understanding the nature of the work, about the working individual, their body type, and their ways of working.

The workspace at home requires to be modified and redesigned to accommodate specific needs. The general principles of good ergonomics practice are required to be adapted.

Always maintain good posture to prevent neck and back-related problems. Include simple exercises in your routine or a short walk at 30 minutes intervals.

Use the right office chair that enables right posture and supports lower and upper back.

Working on laptops is unavoidable hence raise the laptop to eyelevel, use supporting accessories like keyboard, mouse & height adjusters to improve ergonomics.



Image Source: <https://www.nomorepainergonomics.com.au/>

Adjust screen brightness and avoid any glare as it causes fatigue and dryness in the eyes.

The use of noise cancelling headphone may help to increase concentration as it is not possible to isolate the workspace from rest of the home.

## Memorandum of Understanding between National Productivity Council (NPC), New Delhi and All India Council for Robotics & Automation (AICRA)

A. National Productivity Council, under Department for Promotion of Industry and Internal Trade (DPIIT), M/o Commerce and Industry, Government of India, having its registered Office (HQ) at Utpadakta Bhawan, 5-6 Institutional Area, Lodhi Road, New Delhi-110003, entered into an MoU with Teerthanker Mahaveer University, Moradabad, U.P., 25<sup>th</sup> June,2020.

### B. Objective:

The aim of this MoU is to perform collaborative programmes to fulfill objectives of Center of Excellence on IT for Industry 4.0 (CoE:IT for I4.0) in order to create awareness & implementation of Industry 4.0 among manufacturing industries in India. Apart of awareness program, both organizations will work towards the Academia-Industry Linkage.



Sh.Shailesh Srivastava, Director NPC exchanging MoU with Shri Rajkumar Sharma, President, AICRA

## Memorandum of Understanding between National Productivity Council (NPC), New Delhi and Shroff S R Rotary Institute of Chemical Technology (SRICT)

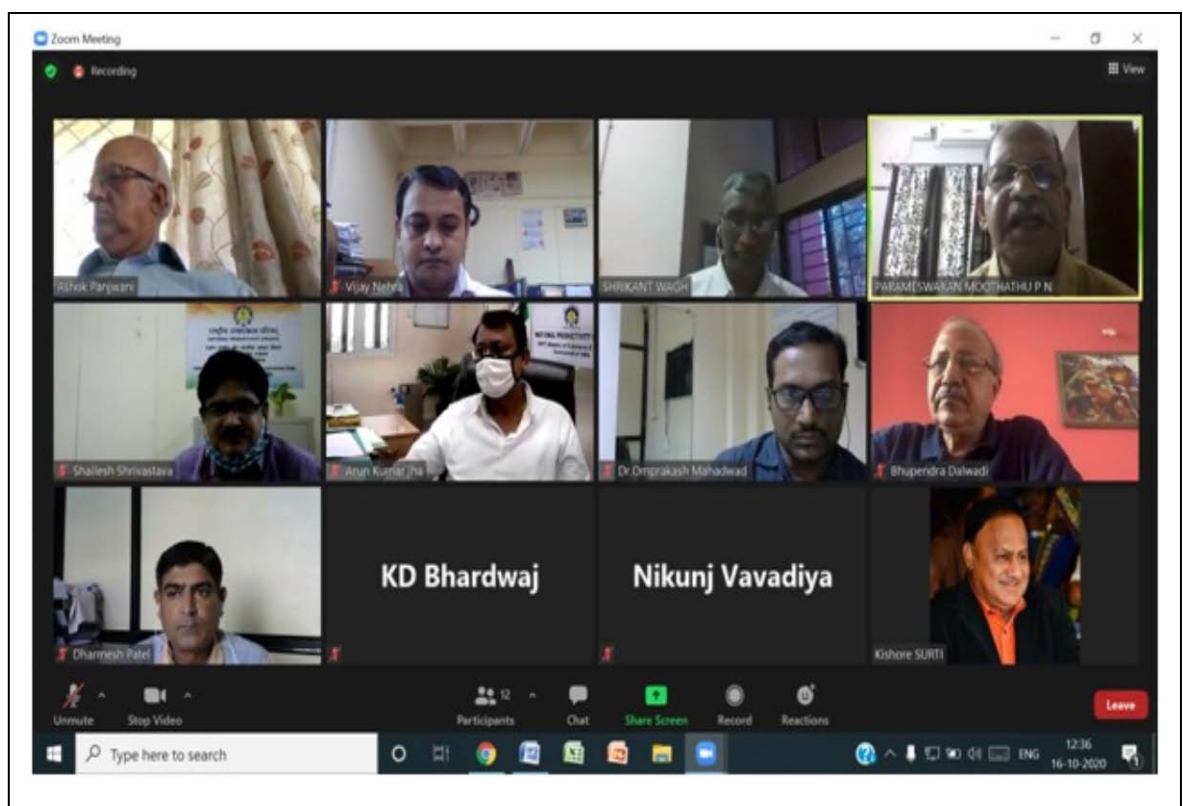
National Productivity Council, under Department for Promotion of Industry and Internal Trade (DPIIT), M/o Commerce and Industry, Government of India, having its registered Office (HQ) at Utpadakta Bhawan, 5-6 Institutional Area, Lodhi Road, New Delhi- 110003, entered into an MoU with Shroff S R Rotary Institute of Chemical Technology (SRICT) on 16<sup>th</sup> October, 2020

### Objective:

The aim of this MoU is primarily to collaborate in the field of Environmental Science and Technology, Energy Efficiency, Industry 4.0, Capacity Building of Academic and Industry Persons for Human Resource Development.

### AREAS OF COLLABORATION:

- **Environmental Science and Technology:** SRICT has UG and PG courses in the domain of Environmental Science, Technology, and Management. SRICT is also working for GPCB as Schedule-1 Environment Auditor in the state of Gujarat for last six years. The well-equipped laboratories, capable faculty and staff members, strong support of waste-management industries such as BEIL Infrastructure Ltd. and ETL of Ankleshwar make SRICT a trustworthy partner to find solutions for pollution abatement in the field of solid, liquid, and air pollution. Awareness on Green Productivity initiative of APO can be promoted together. NPC and SRICT can work together in this field for a positive outcome.
- **Energy Efficiency:** The Chemical Process Industry (CPI) and other industries work with various types of energy intensive unit operations dealing with material and energy challenges. The economy and business of CPI depend on the success of running these operations at highest efficiency level. Effectiveness of every operation matters and there is always a scope of improvement through innovation. The innovative methods can only become effective and productive through persuasive, systematic and scientific research. NPC and SRICT can work together in the field of innovation in Energy Efficiency. NPC can bring in technological inputs and SRICT faculty members and students can work in tandem with NPC to solve the problems.
- **Capacity Building:** NPC and SRICT can work together in capacity building activities for academic and industry persons in relevant areas. As SRICT is located in industrial area, joint workshops/training programs /seminars can be organised.
- **Industry 4.0, a Digital Revolution:** Industry 4.0 is all about the digital revolution and data science and management. It calls for developing the human resource in a new way. Particularly, when it comes to the faculty development that has a profound effect on career making of students, generations after generations, to ultimately strengthen the national HR, NPC-SRICT tie up can play a big role through NPC's Centre of Excellence for Industry 4.0.



### Details of webinars conducted by Agri Business group

| Sl. No. | Title of Webinar                               | Date       | Background of the Webinar   |
|---------|--|------------|---|
| 1       | 5S Implementation for Food Processing Industry | 29-10-2020 | <p>The webinar talks implementation techniques for 5S in food industry and had covered following aspects:</p> <ul style="list-style-type: none"> <li>• History &amp; Background of 5S</li> <li>• Visualization of 5S</li> <li>• 5S &amp; HACCP</li> <li>• 5S Controls Vs PRP Controls</li> <li>• Benefits of 5S Workplace Organization</li> <li>• Sort (Seiri)- Sort out &amp; separate</li> <li>• Straighten (Set in Order –Seiton</li> <li>• Shine (Seiso)- Clean the Workplace</li> <li>• Standardize (Seiketsu) – Ensure standardized procedure (SOP) • Sustain (Shitsuke) – Maintain standard and Continual Improvement</li> </ul> <p>No. of participants:10</p> |
| 2       | Acquire Positive Power in Life                 | 07-10-2020 | <p>This webinar was about Acquiring Positive power in life &amp; benefits and importance of positive thinking.</p> <p>The participant learned to use</p> <ul style="list-style-type: none"> <li>➤ Power of subconscious mind</li> <li>➤ Power of seeing</li> <li>➤ Power of saying</li> </ul> <p>No. of participants:10</p>   |
| 3       | Productive Procrastination                     | 08-10-2020 | <p>This webinar was about the productive procrastination.</p> <p>One can use own power of procrastination to:</p> <ul style="list-style-type: none"> <li>➤ wipe out negativity from your life</li> <li>➤ Realign your thinking</li> <li>➤ Refresh your life</li> </ul> <p>No. of participants:16</p>  |
| 4       | Effective Private Speaking                     | 13-10-2020 | <p>In this webinar the participants take ways was to know- 6 governing principles of verbal communication What LISTEN mean- C A R formula for effective personal communication</p> <ul style="list-style-type: none"> <li>➤ 3 C's for effective expression</li> <li>➤ 2 A's effective influence</li> <li>➤ 2 R's for effective response</li> </ul> <p>No. of participants:17</p>  |

### Details of webinars conducted by Regional Directorate Gandhinagar

| Sl. No. | Webinar Title  | Webinar Date          | Background of the Webinar   |
|---------|--|-----------------------|---|
| 1.      | Efficient Operation of Boilers with Latest Technology          | 29/10/2020            | <ul style="list-style-type: none"> <li>• 100 external participants along with other NPC officials across nation attended the webinar</li> <li>• Webinar covered sessions on aspects of efficient operation of boilers with safety and higher efficiency</li> <li>• Webinar covered technology based efficiency management for boilers</li> </ul>  |
| 2.      | E- Training Program on Process Safety Management in Industries | 26/11/2020 to 1/12/20 | <ul style="list-style-type: none"> <li>• 36 external participants along with other NPC officials across nation attended the webinar</li> <li>• Webinar covered meaning , and significance of Process Safety with practical examples in process industries and chemical industries</li> <li>• Technical aspects of reasons resulting in accidents and its assessment related with Process Safety</li> <li>• Measures, and strategies for preventing accidents in process industry through application of structured safety management tools</li> </ul> |

### Details of webinars conducted by Regional Directorate Hyderabad

| Sl. No. | Webinar Title                  | Webinar Date  | Background of the Webinar   |
|---------|--------------------------------|---------------|---|
| 1.      | Managing Conflict at workplace | 03- Oct- 2020 | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b>This webinar will help participants to identify the nature of conflict occurring at workplace in various situations. The participants will also get to understand the types of conflict and the different conflict resolution mechanisms in a comprehensive manner in order to apply them in real time scenarios happening in everyday work life. This webinar will help in learning to apply the same to not only avoid and resolve conflict, but also to take better decisions while working with teams and colleagues.</li> <li>• 05 Nos. of paid Participants</li> </ul> |
| 2.      | RTI ACT 2005                   | 04- Oct- 2020 | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b></li> <li>• Overview of RTI Act 2005 and Definition of Information.</li> <li>• Empowerment and Privileges of Citizens.</li> <li>• Definition of Information and Role in bries of Public Authority.</li> <li>• CAPIO,CPIO and Appellate Authority under RTI Act 2005.</li> <li>• 04 No. of paid Participant.</li> </ul>   |
| 3.      | Transformational Leadership    | 21- Oct- 2020 | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b></li> <li>• The Developing Transformational Leadership Webinar is designed to provide leaders with the knowledge and skills required by their challenging role. This webinar enables leaders to critically explore the key skills needed to lead at a time when the global economy is experiencing an economic downturn that is having a major impact on all industries and all organizations. 0107 No. of paid Participant</li> </ul>   |
| 4.      | Persuasion or influence        | 26- Oct- 2020 | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b></li> <li>• Participant will be able to understand the importance of Persuasion or influence for a leader. Understand the difference between Persuasion or influence. Understand basic techniques of Persuasion or influence and how it affects our decision process.</li> <li>• 06 No. of paid Participant.</li> </ul>  |
| 5.      | Persuasion or influence        | 26- Oct- 2020 | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b></li> <li>• Participant will be able to understand the importance of Persuasion or influence for a leader. Understand the difference between Persuasion or influence. Understand basic techniques of Persuasion or influence and how it affects our decision process.</li> <li>• 06 No. of paid Participant.</li> </ul>  |



| Sr. No. | Webinar Title                                     | Date          | About the Webinar  |
|---------|---|---------------|--|
| 6.      | Succession Planning                               | 28- Oct- 2020 | <ul style="list-style-type: none"> <li>Webinar Coverage:<br/>                     Succession Planning is essentially planning for and executing smooth transitions of key positions. This online workshop will help participants understand the process, the types and the stages of Succession Planning and includes recruiting new talent, executive search selection assessments , on boarding the new talent ,and successfully transitioning the new executive in and the old executive out .<br/>                     06 No. of paid Participant.</li> </ul>  |
| 7.      | Cyber Security essentials for secure organization | 30- Oct- 2020 | <ul style="list-style-type: none"> <li>Webinar Coverage:With IT environments becoming more complex and more connected, it becomes equally important to secure data, applications and IT environment from external breaches. Cyber security has become a specialization by itself. It encompasses all tools ,techniques, and processes that are associated with tools , techniques, and processes that are associated with protecting sensitive data , personally identifiable information(PH) ,protected health data(PHI),personal information, intellectual property, software assets,data,government&amp; industry information from theft and intentional damage by adversaries .in fct, cyber security is essential to secure even our personal devices from intrusion. When the possibility of cyber threats coming from anywhere and anytime, it is important that we are aware of the basics of IT security, nature of potential threats and the defense mechanisms.<br/>                     28No. of paid Participant.</li> </ul>  |
| 8.      | Introduction to Block Chain Technology            | 03-Nov- 2020  | <ul style="list-style-type: none"> <li>Webinar Coverage:Is it all about crypto currency and virtual economy? The answer is big NO .Block chain has tremendous potential to influence global economies. Be it supply chain &amp; logistics, Banking &amp; Financials, Energy ,Manufacturing ,stock exchange , real estate or voting systems, or any business domain , block chain has the potential to revolutionize the way we do our business. Predominantly, business transparency, information security, organizational efficiency t, transaction traceability, and speed of operations, are the indicators that can be enhanced using Block Chain technologies. Government of India, through it's "Block Chain" strategy is on the anvil to prepare a long term road ,map towards effective governance. There are trials underway in some sectors related to government functioning .Some IT gurus argue that Block Chain shall be the future that can subsume multiple technologies including AI ,ML,Big Data &amp; Analytics .In fact ,a great deal of research is going on across the globe to amalgamate Quantum computing with Block Chain. Quantum computing is in a nascent stage and is just one level above theory. It might take quite a bit of time before we start realizing its benefits. however, Block Chain is what it can do to your business and what are global trends.<br/>                     01 No. of paid Participant.</li> </ul> |

| SL.No. | Title of Webinar                                      | Date      | About the Webinar  |
|--------|---|-----------|--|
| 9.     | Emotional Intelligence for Achieving Success in Life  | 05-Nov-20 | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b> Concept of Emotional Intelligence, Evolution of Emotional Intelligence, Difference between IQ and EQ, Benefits of emotional intelligence, Models of Emotional Intelligence – Ability model, Trait model and Mixed model, 5 Constructs of emotional intelligence. How an emotionally intelligent person perceives things – a description.</li> <li>• 01 No. of paid Participants</li> </ul>   |
| 10.    | Prevention of Sexual Harassment at Workplace          | 10-Nov-20 | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:-</b>Participants will be able to define Sexual Harassment, Workplace, Provisions of the Act, Duties and Roles of ICC Presiding Officer / Member, Constitution of Internal Complaints Committee, Role of an Employer, Preventive Policies (organization), Organizational Best Practices, Steps to Conduct Inquiry</li> <li>• 05 Nos. of paid Participants</li> </ul>  |
| 11.    | Interpersonal Effectiveness                           | 12-Nov-20 | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:-</b>Participants will be able to what is interpersonal effectiveness, understand different aspect of Interpersonal Skills needed at workplace. Understand the importance of Self Awareness through Johari Window. It helps people better understand their relationship with themselves and others.</li> <li>• 02 Nos. of paid Participants</li> </ul>  |
| 12.    | Neuro Linguistic Programming                          | 13-Nov-20 | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b>This webinar will help participants to make your goals positive; focus on what you want to have, not what you'd like to lose or not have. Learn the power of positive affirmations and using the right words .A set of language- and sensory-based interventions and behavior-modification techniques intended to help improve the client's self-awareness, confidence, communication skills, and social actions.</li> <li>• 03 Nos. of paid Participants</li> </ul>  |
| 13.    | Bhagavad Gita and its Relevance to Management         | 18-Nov-20 | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b>Bhagavad Gita trains the mind in right thinking, right way of seeing things so that mind gets liberated and empowers itself for higher achievements. Leadership is one of the core themes of management. There are many leadership styles described in management literature. The leadership style prescribed by Lord Krishna in second chapter of Gita describes the ultimate mental status a leader must attain. Similarly III chapter of Gita explains few facts about team building which is another main topic in management. This Webinar is an attempt to extract inputs given by Gita about leadership and team building.</li> <li>• 14 Nos. of paid Participants</li> </ul>                      |
| 14.    | Citizens Duties Awareness programme(SECL Employees) - | 24-Nov-20 | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b> On the eve of Constitution Day the Citizen Awareness Program webinar is done. It is celebrated on 26th November 2020.A citizen of India can know the basic fundamental duties that are prescribed in Constitution of India. People of India are the ultimate custodian of the Constitution. It is in them that sovereignty vested and it is in their name that the Constitution was adopted. The Constitution empower the citizen, but the citizen too empowers the Constitution, by following it, by adhering to it, by protecting it, and by preserving to make it more meaningful with words and deeds. This program was sponsored by SECL,Bilaspur.</li> <li>• 30 No of Paid Participants</li> </ul> |
| 15.    | Citizens Duties Awareness programme(SECL Employees) - | 25-Nov-20 | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b> On the eve of Constitution Day the Citizen Awareness Program webinar is done. It is celebrated on 26th November 2020.A citizen of India can know the basic fundamental duties that are prescribed in Constitution of India. People of India are the ultimate custodian of the Constitution. It is in them that sovereignty vested and it is in their name that the Constitution was adopted. The Constitution empower the citizen, but the citizen too empowers the Constitution, by following it, by adhering to it, by protecting it, and by preserving to make it more meaningful with words and deeds. This program was sponsored by SECL,Bilaspur.</li> <li>• 30 No of Paid Participants</li> </ul> |

| SL.No. | Title of Webinar                                     | Date         | About the Webinar  |
|--------|--|--------------|--|
| 16.    | Cyber Security Essentials for Secure Organization    | 25-Nov-20    | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b>-This session provides a basic orientation to the fundamentals in the field of cyber security that every individual who is a uses IT systems must know. There are no pre-requisites or qualifications required for participants to attend this session.</li> <li>• 03 Nos. of paid Participants</li> </ul>  |
| 17.    | Managing Conflict at Workplace                       | 27-Nov-20    | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b> This webinar will help participants to identify the nature of conflict occurring at workplace in various situations. The participants will also get to understand the types of conflict and the different conflict resolution mechanisms in a comprehensive manner in order to apply them in real time scenarios happening in everyday work life. This webinar will help in learning to apply the same to not only avoid and resolve conflict, but also to take better decisions while working with teams and colleagues.</li> <li>• 1 Nos. of paid Participants</li> </ul>  |
| 18.    | Persuasion or Influence                              | 30-Nov-20    | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b>-Participants will be able to what is interpersonal effectiveness, understand different aspect of Interpersonal Skills needed at workplace. Understand the importance of Self Awareness through Johari Window. It helps people better understand their relationship with themselves and others.</li> </ul>  |
| 19     | Emotional Intelligence for Achieving Success in Life | 03-Dec-20    | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b> Concept of Emotional Intelligence, Evolution of Emotional Intelligence, Difference between IQ and EQ, Benefits of emotional intelligence, Models of Emotional Intelligence – Ability model, Trait model and Mixed model, 5 Constructs of emotional intelligence. How an emotionally intelligent person perceives things – a description.</li> <li>• 03 Nos. of paid Participants</li> </ul>  |
| 20.    | Prevention of Sexual Harassment at Workplace         | 08-Dec-20    | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b> Participants will be able to define Sexual Harassment, Workplace, Provisions of the Act, Duties and Roles of ICC Presiding Officer / Member, Constitution of Internal Complaints Committee, Role of an Employer, Preventive Policies (organization), Organizational Best Practices, Steps to Conduct Inquiry.</li> <li>• 02 Nos. of paid Participants</li> </ul>   |
| 21.    | Projecting Confidence through Body Language          | 28-Dec-20    | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b> With a Projecting Confidence through Body Language, you will be able to project your confidence in your body language and manage your confident. This workshop will provide you training in focusing on communicating and managing better.</li> <li>• 01 No. of paid Participants</li> </ul>   |
| 22.    | Effective Leader - A derivative of Bhagavad Gita     | 30-Dec-20    | <ul style="list-style-type: none"> <li>• Bhagavad Gita trains the mind in right thinking, right way of seeing things so that mind gets liberated and empowers itself for higher achievements. Leadership is one of the core themes of management. There are many leadership styles described in management literature. The leadership style prescribed by Lord Krishna in second chapter of Gita describes the ultimate mental status a leader must attain. Similarly, III chapter of Gita explains few facts about team building which is another main topic in management. This Webinar is an attempt to extract inputs given by Gita about leadership and team building.</li> </ul>   |
| 23.    | Integrated Management System                         | 31-Dec- 2020 | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b>During the past 10 years , the revisions of standards in ISO have created a path towards more compatible management standards with cross-references and ‘integration” of systems elements , which can reduce confusion and give administrative benefits related to implementation and maintenance of the systems. However, compatibility is only a small step towards an integrated management system, which is the need of the hour to be adopted by organizations both manufacturing and service by integrating the systems at one platform the ISO 9001:2015, ISO14001 and OHSAS 18001 international standards.</li> <li>• 01 No. of paid Participant</li> </ul> |



| SL.No. | Title of Webinar | Date         | About the Webinar   |
|--------|------------------|--------------|---|
| 24.    | Quality Circles  | 31-Dec- 2020 | <ul style="list-style-type: none"> <li>• <b>Webinar Coverage:</b>A quality circle is a participatory management technique that enlists the help of employees working together in an operation who meet at intervals to discuss problems if quality and to devise solutions for improvements . Quality circles are small groups of workers of different levels inthe firm who come together to discuss and solve problems in production . Employees involved in quality circles may become more motivated as they feel valued within the company.</li> <li>• 01 No. of paid Participant</li> </ul> |

### Details of webinars conducted by Regional Directorate Kolkata

| SL.No. | Title of Webinar   | Date     | About the Webinar  |
|--------|--|----------|--|
| 1.     | Philosophy for Managers for Better Decision Making                     | 5.11.20  | <ul style="list-style-type: none"> <li>• 3 participants</li> </ul> Takeaways: <ul style="list-style-type: none"> <li>• Concept of Autonomous Thinking</li> <li>• How can Philosophy help in Better Decision Making</li> <li>• Its Assumed Certainties and Theoretical preconditions</li> <li>• How philosophy can assist in managing complexity and making sound decisions.</li> </ul>                               |
| 2.     | Raising Your EQ: harnessing the Power of Emotional Intelligence        | 12.11.20 | <ul style="list-style-type: none"> <li>• 7 participants</li> </ul> Takeaways: <ul style="list-style-type: none"> <li>• Defining Emotional Intelligence (EQ)</li> <li>• Identify the benefits of having Higher WQ</li> <li>• Learn the four core skills required to practice EQ</li> <li>• Verbally communicate with others with emotional awareness</li> </ul>   |
| 3.     | Guide to Ikigai: Improving your career, Life and Happiness             | 19.11.20 | <ul style="list-style-type: none"> <li>• 21 participants</li> </ul> Takeaways: <ul style="list-style-type: none"> <li>• IKIGAI-The art of staying young</li> <li>• AntiAging Secrets-Little things that add up to long and happy life</li> <li>• Logotherapy to IKIGAI</li> <li>• Mastery of Longevity</li> <li>• IKIGAI Diet</li> </ul>   |
| 4.     | Life Skills for Successful Retirement Planning                         | 15.12.20 | <ul style="list-style-type: none"> <li>• 4 participants</li> </ul> Takeaways: <ul style="list-style-type: none"> <li>• Understanding Retirement as Transition in Life</li> <li>• Managing Life Skills</li> <li>• Managing Relationships</li> <li>• Planning your Finances post Retirement</li> <li>• Preparing WILL &amp; its execution &amp; Managing Time after retirement</li> </ul>                              |
| 5.     | Psycho-Dynamics of Transactional Analysis for Managerial Effectiveness | 22.12.20 | <ul style="list-style-type: none"> <li>• 5 participants</li> </ul> Takeaways: <ul style="list-style-type: none"> <li>• that add up to long and happy life Transactional Analysis (TA)-An Overview</li> <li>• Understand Ego states</li> <li>• Understanding different Transactions</li> <li>• Complimentary, Crossed &amp; Ulterior Transactions</li> <li>• Understanding Strokes, Contracts, Life Script</li> </ul> |

### Details of webinars conducted by Regional Directorate Patna

| SL.No. | Title of Webinar  | Date       | About the Webinar   |
|--------|---|------------|---|
| 1.     | Leading with Emotional Intelligence                     | 9-10-2020  | <ul style="list-style-type: none"> <li>Coverage includes Understanding the science behind emotional intelligence and how it factors at work, Discovering techniques to raise one's EQ, Determining how to maximize team performance using emotional intelligence, Discovering how to catalyze change using EI</li> </ul>  |
| 2.     | Creating Happier Workplace                              | 12-10-2020 | <ul style="list-style-type: none"> <li>Understand how well-being at work improves the performance of individual employees and organizations, increasing innovation, productivity, engagement, retention, and the quality of their work. Engage participants in a series of exercises designed to increase their own well-being and build more productive habits. How to create a happier workplace ?, How to cultivate a company culture for a happier workplace</li> </ul> |
| 3.     | Team Excellence framework for enhancing Productivity    | 18-11-2020 | <ul style="list-style-type: none"> <li>Coverage includes Employee engagement approaches, Team excellence criteria, Innovation &amp; Quality Circles, the 8-step PDCA approach, Problem solving tools viz. flow chart, Gantt chart, Decision matrix, fishbone diagram, 5 whys, Check sheet, Pareto chart etc.</li> </ul>   |
| 4.     | Unlocking Resources through Inventory Management        | 23-11-2020 | <ul style="list-style-type: none"> <li>Webinar coverage includes Inventory ; the necessary evil-an overview, Inventory Classification, Selective Inventory Control, MUSIC – 3D, Inventory Costing Methods</li> </ul>  |
| 5.     | Zero Defect Zero Effect (ZED) Maturity Assessment Model | 24-11-2020 | <ul style="list-style-type: none"> <li>Coverage includes ZED Certification Scheme, Parameters of Assessment, ZED Rating System, Financial Support to MSME, Benefits of implementing ZED</li> </ul>  |

### Third Party Evaluation of Less Scheme of Labour Bureau

NPC, Chandigarh, has undertaken "Third Party Evaluation of Less Scheme of Labour Bureau".

NPC team from RD, Chandigarh has carried out detailed study of various components of Labour & Employment Statistical System (LESS) and assessed their performance against objectives/targets during 2015-16, 2016-17, 2017-18 & 2018-19. The overall assessment results of NPC team are as under:

1. All the components of Labour & Employment Statistical System (LESS) schemes are relevant, efficient and effective. They are serving the purpose for which they have been designed.
2. All the components of LESS schemes has assessed based on the performance of the output-outcome indicators and it has been found that specified objectives and targets have been achieved during 2015-16, 2016-17, 2017-18 & 2018-19.
3. The systems and procedures adopted by Labour Bureau in planning, execution, monitoring, evaluation and control of various activities performed under LESS scheme has been reviewed by NPC team and found adequate.

There is need for continuing various existing Activities of under Labour & Employment Statistical System (LESS) performed by Labour Bureau beyond 14th Finance Commission period as labour statistics generated by Labour Bureau is highly useful in identifying gaps, framing evidence based Government Policy in the area of Labour, Employment and Skills. It also facilitates measuring the achievement under SDG Goal no. 8 which aims to promote sustained, inclusive and sustainable economic growth and productive employment and decent work for all.

Some of the key assessment results/recommendations of the evaluation reports are:

- The CPI-IW is useful to the policy makers to frame relevant policy for fixation of the Dearness Allowance and revision of wages, modification of bank rates being derived by RBI and measuring inflation rates and therefore the continuation of this activity beyond 14th Finance commission is recommended.
- The CPI-AL/RL are used for fixation of minimum wages in scheduled employments in rural areas under Minimum wages Act 1948, fixation of minimum support prices(MSP), undertaking cost studies, estimating poverty in rural areas etc. and hence the continuation of this activity beyond 14th Finance commission is recommended.
- The Occupational Wage Survey(OWS) provides occupation specific information on employment, sector industries.

wage rate, earnings by components in selected manufacturing, mining, plantation and service. The data is useful in ascertaining the skills in demand and also meets the requirements of ILO conventions and hence the continuation of this activity beyond 14th Finance commission is recommended.

- Socio-Economic Surveys provide very crucial data on the socio-economic conditions of the workers belonging to the weaker sections like women workers and the SC/ST Workers and hence the continuation of this activity beyond 14th Finance commission is recommended
- Annual Survey of Industries (ASI) is the principal source of industrial statistics in India. Under this component data on Absenteeism, Labour Turnover, Employment, Man-days worked, Labour Cost and Wages and Earning data are compiled and published hence the continuation of this activity beyond 14th Finance commission is recommended.
- For timely dissemination of large volume of data generated by various schemes of Bureau, computerization of the schemes is the only solution. Computer Unit helps the different sections/ divisions of Bureau to disseminate the required data well in time. Hence modernisation of Machine tabulating unit(MTU) is recommended to be continued beyond 14th Finance commission.
- The wage rate index is used for tracking wages in the manufacturing, plantation and mining industries based on the occupation pattern in the industries. To study industry wise variation in Wage rate Index Numbers, Absolute Wage Rates and Real Wage Rates over a period. Hence wage rate index component is recommended to be continued beyond 14th Finance commission.
- The conduct of successive training programmes sensitizes stakeholders on various aspects of labour. Besides, they also provide forum for widening consultation on issues relating to labour which brings forth significant improvements in labour statistics. In view of the four labour codes, the conduct of such training programmes is required Hence Improvement of Labour Statistics/Training component is recommended to be continued beyond 14th Finance commission.
- Indian Labour Journal is useful in disseminating Labour Statistics and Research at All-India Level through various publications like (The Indian Labour Journal", a monthly publication and (ii) The Indian Labour Year Book, an annual publication under the Scheme seeks to provide in a compact volume a general description of various topics in the field of labour such as employment, wages levels of living and consumer price index numbers, industrial relations, labour welfare, labour administration, labour legislation, India and the ILO etc. Hence this component is recommended to be continued beyond 14th Finance commission.

## Study for Mega CFC's at Mumbai and Surat

The Gem and Jewellery Export Promotion Council (GJEPC) has entrusted the National Productivity Council (NPC), Gandhinagar office a Project to "Conduct Feasibility Study and prepare the Detailed Project Report (DPR) with respect to mega Common Facility Centers (CFC's) at Mumbai and Surat". Accordingly, NPC has completed the Phase I of the Project, that is, "Feasibility Study to assess the need and requirements for mega CFC at Surat and Mumbai".

The NPC Phase I study concludes that there is a need for Mega CFC in Surat and Mumbai regions and that the mega CFC's are feasible and commercially viable at Surat and Mumbai locations alongside other recommendations. There is full support from Local Trade Associations towards the establishment of mega CFC's at Surat and Mumbai.

The Phase I Project Report submitted by NPC was accepted by GJEPC. NPC has now progressed ahead with the Phase II of the Project, that is, preparation of Detailed Project Report.

## Training Needs Evaluation Study at Bharuch Enviro Infrastructure Limited, Ankleshwar

NPC Gandhinagar undertook assignment on mapping of competencies of employees of Bharuch Enviro Infrastructure Limited, Ankleshwar and its associated business units across nation and evaluated the competencies for assessing training needs and improving the overall organization performance of company. Various positions such as ETP operators, Executives, Managers etc. were covered under the project. Based upon the evaluation a structured strategy to improve the competencies has been recommended by NPC which is being implemented by the company.

NPC is also assisting the company for training requirements of employees for the required competencies among employees. In the project various locations and group companies like BRCPL, ETL etc were covered located at Baddi, Bharuch, Dahej, Kochi, Coimbatore, Baddi and other parts of country etc. More than 200 employees were evaluated under the study.

The company is implementing training interventions and career progression for the employees covered under the project and improvement for the performance of organisation

### Energy Audit at Himatsingka Linens Limited, Hassan

NPC, Hyderabad carried out Detailed Energy Audit at Himatsingka Linens Limited, Hassan with an objective to ascertain performance of Boilers, TG & its Auxiliary systems in the plant and find out the opportunities for energy conservation options. NPC team carried out field activities and submitted report.

NPC team carried out field test of available boilers, TG, pumps, fans, cooling tower and compressors. NPC evaluated performance of Pumps, Cooling Tower, Fans, Transformer Loading Pattern, Boilers and TG. NPC came out with good number of energy saving options like improvisation of Specific Power Consumption, Pressure setting optimization,

After internal evaluation of energy saving options, Himatsingka Linens Limited, Hassan will implement the same in phased manner. Himatsingka Linens Limited, Hassan Management can form an internal team to observe and maintain the system in regular basis to keep the systems intact to avoid excess energy consumption through optimization.



## Water Assessment at NTPC Anta, Rajasthan.

NPC, Hyderabad carried out Water Assessment Study at NTPC Anta with an objective to ascertain water conservation in plant as well as in the township. NPC team carried out field activities and submitted report.

NPC team carried out water flow measurements during closed cycle and open cycle operation. In a year the plant operates 6 months on Closed Cycle operation mode and 6 months in open cycle operation mode. NPC team has evaluated efficiencies of pumps, leakages and water balance of the entire plant.

NPC came out with good number of water conservation options like Reducing the Per Capita Drinking Water Consumption for Colony and Plant etc.

After internal evaluation of water conservation options, NTPC Anta will implement the same in phased manner.





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## Preparation of On-site Emergency Plan at Panchet Hydel Power Station, DVC Panchet

NPC Kolkata carried out the study on Preparation of On-site Emergency Plan at Panchet Hydel Power Station, DVC Panchet. Panchet Hydel Power Station is a Semi-underground Power generating station under Damodar Valley Corporation located at Panchet which is about 20 KM west of Asansol, West Bengal. It has 2 X 40 MW units, it consist of 47.85 m high, 6753 m overall length (Earth & Concrete) Dam, Penstock 21.94 m long and dia 7.315 m. The first unit was commissioned in 1959 and the last in 1991.

The purpose of this plan is to establish a system / plan necessary for proactive and effective management of an accident/ incident/ emergencies leading to any disaster and to minimize losses to people and property.

The On-Site Emergency Plan is intended to provide guidance to all concerned with a general concept of potential emergency assignments before, during and following emergency situations.

This Plan describes the emergency preparedness of PanchetHydel Power Station and is applicable to deal with various types of emergency situations that could occur within the premises of Power Station area.

This document defines the functions and responsibilities of all concerned, managerial, operational & supporting services, fire services, medical services, Security Forces and Administration for effective management of the on-site- emergency situations.

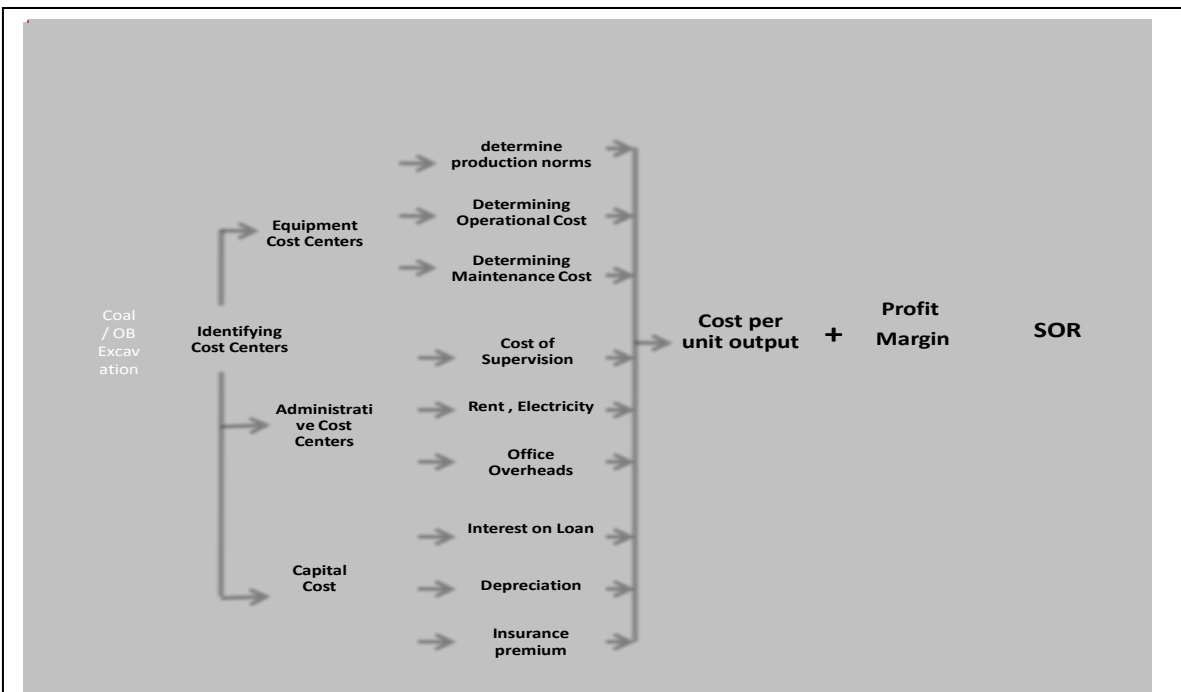
### Formulation of Schedule of Rates for Mahanadi Coalfields Ltd, Sambalpur

NPC Patna Carried out the study on formulation of schedule of rates for Mahanadi Coalfields Ltd, Sambhalpur. The coal mining company has been engaging civilian contractors for coal and OB (Overburden) excavation, loading, transportation and allied jobs. For such contracts, a schedule of rate (SOR) is formulated based on various parameters involved in coal mining operations. The methodology of formulation of SOR takes into account all the cost elements incurred throughout the process including cost of support functions like supervisory manpower, establishment overheads etc. The concept of Activity Based Costing / Material Flow Cost Accounting treating every equipment as cost center system is used to identify crucial cost components associated with all the operations.

- NPC was asked to formulate SOR for hiring heavy earth moving machines in open-cast mining projects;
- Based on the field studies at different worksites and discussions at various levels, NPC determined per tonne cost of extraction and transportation of coal, and overburden in different circumstances.

#### Envisioned Impact

- The finalized SOR will be utilized while outsourcing the job of mining and transportation of coal. This would help minimize the cost overruns.



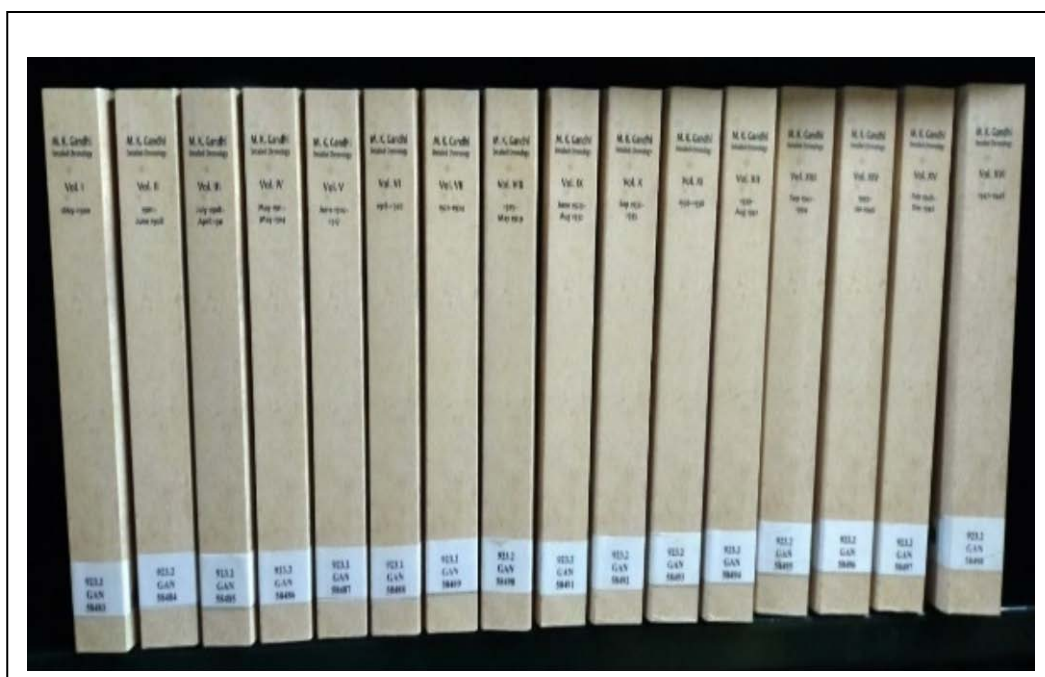
## Third Party Evaluation of Gandhi Heritage Sites Mission (GHSM)

Economic Services Group, NPC carried out the Third Party Evaluation of Gandhi Heritage Sites Mission (GHSM). The Ministry of Culture constituted **Gandhi Heritage Sites Panel** under the Chairmanship of Shri Gopalkrishna Gandhi, Ex-Governor of West Bengal, on **10<sup>th</sup> April 2006** with eminent Gandhians as Members. Recommendation of the Panel was for setting up a **"Gandhi Heritage Sites Mission"** for a fixed period of 5 years. The panel submitted its report on **26<sup>th</sup> November 2008** and identified **39 sites** along with a master list of 2000 sites visited by Mahatma Gandhi. Accordingly, **"Gandhi Heritage Sites Mission (GHSM)"** was setup for a period of 5 years, with its Headquarters at New Delhi with the objective of conserving and restoring heritage sites associated with "Father of the Nation" on one hand and the vast legacy of texts and visuals on the other, comprising of published and unpublished documents, non text photographs and audio visual tangibles. The Mission comprises of a Chairperson and 7 Members. So far, the Mission has approved **16 Projects** including **2 projects abroad**. Economic Services Group of NPC had been entrusted to undertake third party evaluation of GHSM by Ministry of Culture, Government of India.

NPC has undertaken detailed desk research of information/data pertaining to the sanctioned projects. Evaluation study also focused on detailed field level interactions at Sabarmati and other places with various stakeholder categories viz., Implementing Agencies, Visitors, Children, Students, researchers/scholars/experts, Gandhians, locals etc. As per the User feedback, most of the users reported that they are satisfied and very inspired by the Gandhian books.

Most of the respondents were satisfied by the availability of information regarding Gandhian thought, ease of access of site, response time of information and presentation of information. As evident from the Yearwise Visitor Count for Gandhi Heritage Portal (GHP) based on google analytics, it is evident that there has been a two fold increase in the period from 2014-15 (71,483 users) to 2018-19 (142006 users). Further during Apr 1, 2019 to Jan 17, 2020, already 182041 users have visited the portal.

Gandhi Heritage Portal (GHP) has been able to create and provide a unified platform accessible to all, by popularising, familiarising and immortalising Gandhi ji's values, experiences and his life history, for the present and future generations and document various facets of Gandhian philosophy. Gandhi Heritage Sites Mission (GHSM) has been able to develop one stop platform on Gandhiji and his way of life, his related History, Art, Architecture of his places of stay and work, which was much needed for the preservation and understanding of Gandhiji's in depth knowledge of environment, social fabric and economy which has become even more relevant in the current period. By the accumulation of the knowledge at one point and in an internet-based environment, young generations are able to access lots of important information about Gandhiji. The Scheme immensely helped the Implementing Organizations not only to document Gandhiji's Heritage but also to come out with new age e-learning techniques, cutting edge architectural documentations, virtual library creations etc., to inculcate interest and provide knowledge base regarding Gandhiji and his way of life among the general populace especially young generation.



## Third Party Evaluation of Scheme of Action Research and Studies on Judicial Reforms

Economic Services Group, NPC carried out Third Party Evaluation of Scheme of Action Research and Studies on Judicial Reforms. Department of Justice(DoJ) has been implementing the Scheme for Action Research and Studies on Judicial Reforms during 2014-15 to 2019-20. In order to promote research and studies on the issues related to National Mission for Justice Delivery and Legal Reforms being implemented by the Department of Justice, DoJ, Ministry of Law and Justice, Government of India, requested National Productivity Council (NPC) to undertake third party evaluation of the scheme of Action Research and Studies on Judicial Reforms for making the scheme more effective in the coming years.

The evaluation study comprised of detailed desk research wherein the information/data pertaining to the Scheme including physical and financial targets and achievements have been analyzed across states and Union Territories. Evaluation study also focused on detailed field level interactions with various stakeholder categories such as National Mission for Justice Delivery and Legal Reforms and Department of Justice. Based on the analysis of 40 Action Research and Studies sanctioned by Department of Justice during 2014-15 to 2019-20, it is evident that these studies focused on various aspects of Justice Delivery and Legal Reforms in India.

A number of actionable areas have been identified for improving justice delivery system and bringing in legal reforms in the country. The revisions in the Indicative Topics have ensured that the study areas are continuously upgraded and relevant topics are included as per the present requirements from time to time. The scheme has immensely contributed in identifying and also for undertaking studies in the areas where Judicial Reforms could be introduced in the country. The Action Research Studies undertaken during 2014-15 to 2019-20 has come up with a number of actionable areas for improving justice delivery system in the country.

The findings and recommendations of the studies need to be taken up for implementation in order to better justice delivery and improvement of the legal system. Considering the importance of the scheme and its relevance in highlighting the issues and problems with respect to justice delivery and judicial reforms, the Scheme need to be continued during the next three years.