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Volume 137

## Weekly Newsletter **THE INSIGHT**

**With a back-end operation change in PF portal, every PF member is advised to check whether the Name in the Bank Account seeded (KYC) is aligned with the Name in the UAN and AADHAR.**

**If the Name is not matching with the other 2 KYC's, then the member may not get clearing of his/her claims—withdrawal or full settlement or pension, etc.**

**Members can check in their member portal whether the KYC—Bank, is showing Verified bank details. Else, he/she has to change the details either in UAN/AADHAR or in the Bank. The seeding/matching is from the Bank Portal, where the Employer has no role to play.**



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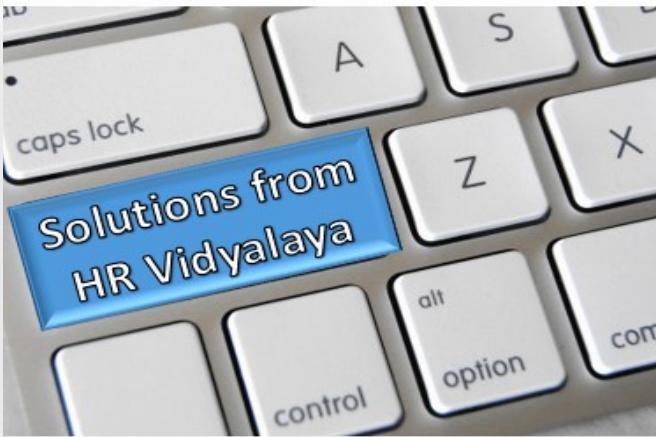
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#### Disclaimer

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Dear Sree,

I usually call my childhood friend whenever I need advice. We studied together. Now she is working in a manufacturing organization in Bangalore and I am settled in a retail organization in Chennai. Our lives are pretty different now, and they are starting to differ more. Though I call her, I hesitate to open up and ask for her advice because I'm not sure she can relate to what I'm going through. What should I do? Should I look for someone else to get feedback and advice from? —Meenakshi

Dear "The Insight" Readers,

We have launched a new column "**AskSree**", on 19<sup>th</sup> June 2022 and we are publishing 17<sup>th</sup> in the series, today.

## Organizational Psychologist

**Gayathiri Sridharan**

uses Psychological Researches to answer your everyday dilemmas. She received her training from Loughborough University, UK.

As an Organizational Development Consultant with almost a decade of experience in various realms of Strategic Human Resource Management, she is committed to help organizations maximize their effectiveness.

**Send your queries to [itsmegayathiri@gmail.com](mailto:itsmegayathiri@gmail.com)**

**Solutions will be published in**

**"The Insight"**

Dear Meenakshi,

It's reasonable to think that it is best for someone to have "been there" in order to understand you and give you good advice. Indeed, a recent survey found that people predicted that a shared experience would lead to greater insights. But is that true?

In one experiment, participants listened to a short video describing a negative emotional experience. They were asked to analyze how the storyteller was feeling about the experience and also indicate if they had a similar story from their own past. The results showed that listeners who had a negative experience in common with a storyteller were much less accurate at describing how the storyteller felt.

It may be that people were more likely to focus on their own similar experience if they had one, which shifted their focus away from how the storyteller was feeling. These results suggest that even though someone has "been there," they might not understand how you're feeling in the moment you most need support.

### **Reference:**

Israelashvili, J., Sauter D., & Fischer, A. (2020) Different faces of empathy: Feelings of similarity disrupt recognition of negative emotions. *Journal of Experimental Social Psychology*. <https://doi.org/10.1016/j.jesp.2019.103912>

## Warning signs in any Manufacturing Facility / Mines

**DANGER**



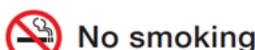
**Construction area**

Watch for moving equipment

**DANGER**



**Flammable substance**



No smoking

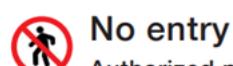


No open flames

**DANGER**



**Electrical hazard**



No entry

Authorized persons only

**WARNING**



**Confined space**



No entry

Authorized persons only

**DANGER**



**Deep excavation**



No entry

Authorized persons only

**DANGER**



**Risk of falling**

Watch your step

**DANGER**



**Battery charging area**



No smoking



No open flames

**DANGER**



**Compressed gas**

Keep cylinder upright and chained

**DANGER**



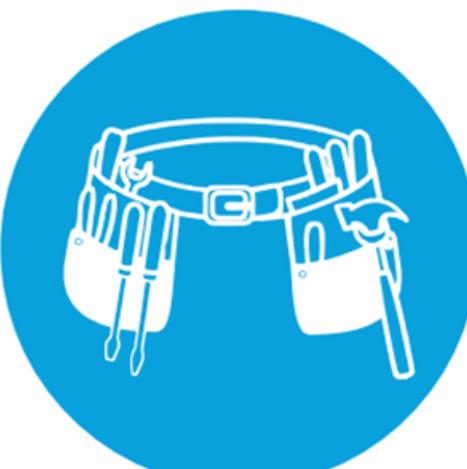
**Electrical panel area**

Keep clear at all times

PPE Warning signs in any  
Manufacturing Facility / Mines



**Mask must be worn      Respirator must be worn      Gloves must be worn**



**Hard hat  
must be worn**

**Work belt  
must be worn**

**Helmet with light  
must be worn**

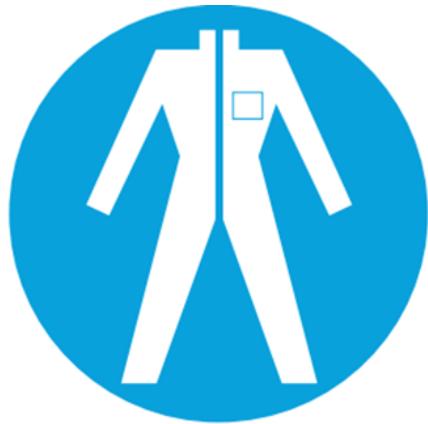


**Safety apron  
must be worn**

**High visibility clothing  
must be worn**

**Hearing protection  
must be worn**

PPE Warning signs in any  
Manufacturing Facility / Mines



Protective clothing   Full face shield   Eye protection  
must be worn        must be worn        must be worn



Safety harness  
must be worn



Safety shoes  
must be worn

FIRE EXIT



Keep clear at  
all times

FIRE EXTINGUISHER

DANGER



Do not block



Construction area

No entry  
Authorized persons only

DANGER



Material may fall

Strictly no access

## Continuous improvement Toolkit

### Problem Solving

1. A Problem is a result of Multiple Causes occurring together
  2. Root Cause Analysis (RCA) is the most effective Toolkit which helps find the Solution to Problems
  3. The purpose of any root cause analysis is to find effective solutions to problems such that they do not reoccur
  4. RCA is a process to (a) Define the problem (b) understand the mechanism (c) Identify root cause
  5. RCA should be a data-driven, investigative approach
  6. RCA will usually
    - ⇒ Define problems
    - ⇒ Establishes causal relationship between root causes
    - ⇒ How such cause combine to cause problem
- 
- ≡ Brainstorming is an iterative process from question to answer to question to answer.....
  - ≡ During brainstorming, allow ideas to get generated, and be heard by all in the group and built upon.
  - ≡ Everyone should think of "and" in place of 'but'.
  - ≡ During Brainstorming one should visualize, stay focused and more quantity (of ideas) than the quality
  - ≡ There are as many processes, where 5-Why and Fishbone diagram are most easier tools to analyse the Root Cause in any Problem Solving

## Continuous improvement Toolkit

### Problem Solving

#### First phase of problem solving:

Define the problem

- ⇒ What is the problem?
- ⇒ What is substance of the problem?
- ⇒ When did it happen?
- ⇒ Why it happen?
- ⇒ Where did it happen?

#### Second phase of problem solving:

Determine the causal relationship

- ⇒ Why? For each effect
- ⇒ Check for causes
- ⇒ Connect the causes
- ⇒ Complete the sequence by a question mark

#### Third phase of problem solving:

Establish the relationship between the root cause and the problem

- ⇒ Create a comfortable graphical representation
- ⇒ Sequencing with the cause & effect

#### Fourth phase of problem solving:

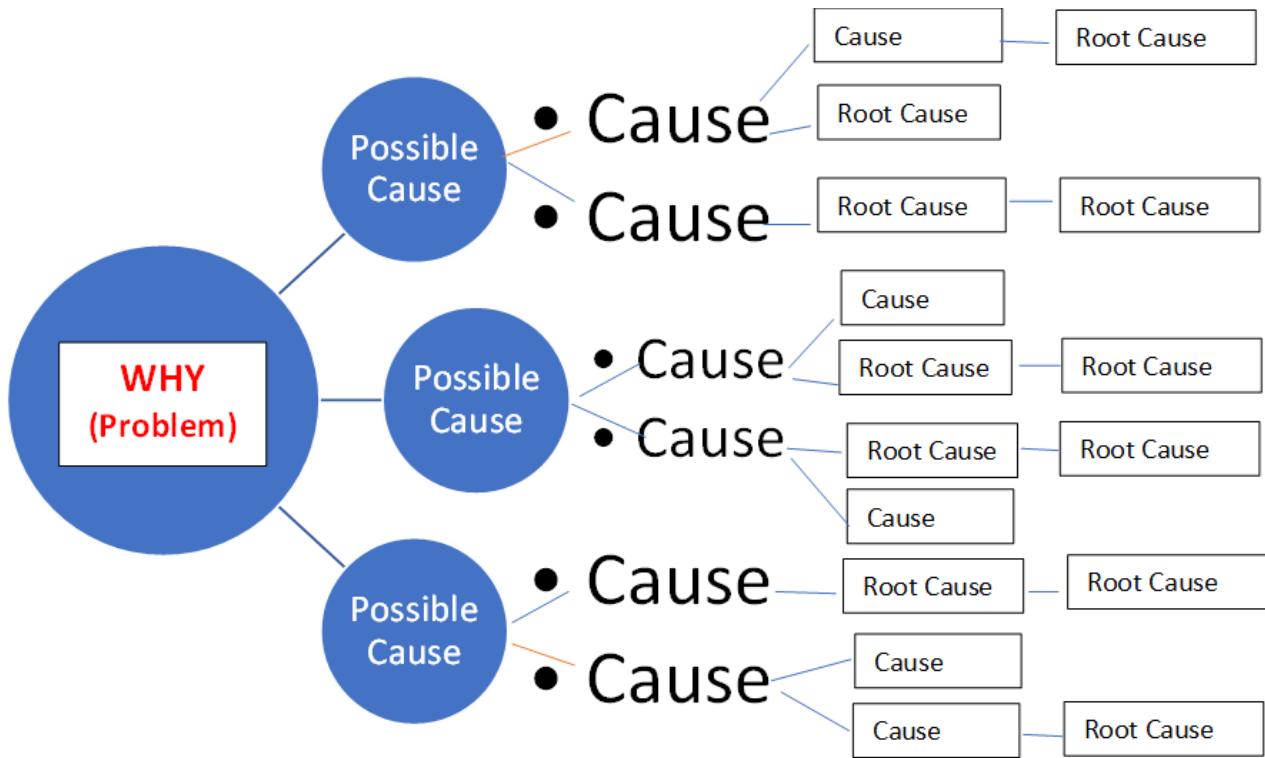
- ⇒ Record the evidence of each action
- ⇒ Try to do further research, if you do not know the evidence

#### Last phase of problem solving:

- ⇒ While going through brainstorming of each cause, everyone gains a better understanding of the problem
- ⇒ This makes the solution easier to find later
- ⇒ Ask Why to each team member, and again till you identify the root cause

# Continuous improvement Toolkit

## Five Whys



Sometimes the categories used to find CAUSE is 6 M's approach

1. Method
2. Equipment
3. Man
4. Measurement
5. Environment
6. Material

HR Vidyalaya Corporate Services LLP is a Technological Partner to  
**Greytip Software Pvt. Ltd.**



## For Providing INDIA PAYROLL

Are you Perplexed with words Like

**Compliance**

**Reports**

**Timely**

**Cloud Based**

**Accurate**

**Dedicated Support**

**IPA**

**ESS**

We will provide Timely and Qualitative Solution in Payroll

**HR Vidyalaya**  
Corporate Services LLP

Your Privileged Partner

**01**

### Human Resources Management Services

- » Hire to Retire solution services : Onboarding, Employee Engagement, EQ & IQ assessment, Performance Appraisal, Learning & Development and Exit Formalities
- » HR Assessment - a periodical comprehensive audit of policies & compliances towards Regulatory & Employment related legislations

**02**

### Payroll Services

We ensure to Pay your People the Right compensation, without compromising the Regulatory requirements. A Timely & Qualitative process till last mile delivery

**03**

### Statutory Compliance Services

A Manufacturing Facility or A Commercial Establishment or a Shop - A Comprehensive Regulatory and Employment related conformation as per the Provisions of the Legislations.

**04**

### Learning and Development Programs

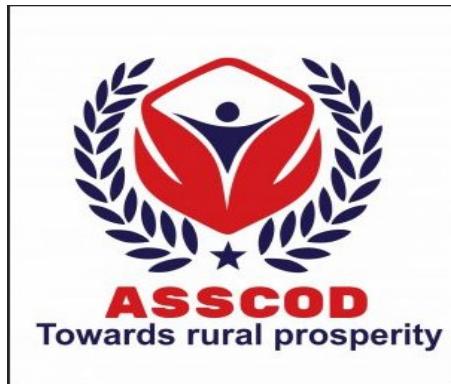
Enhancing skills & Developing the human resources to the capabilities required to perform the job and achieve the Organizational Goal

**05**

### Helpdesks/One Time Assessments/Onsite Programs

Social Security Helpdesks, One-time assessments of Factory or Establishments or Social Security benefits, etc and Onsite Skill enhancement Programs on PoSH, Soft Skills, etc

# CORPORATE SOCIAL RESPONSIBILITY (CSR)



# 80-G

ASSCOD works towards social and economic development of rural India through women empowerment

Association for Sustainable Community Development is a non-profit voluntary organization operating in the rural areas of Tamilnadu since 1994. Our organization helps in promoting and developing the socio-economic conditions of people in rural communities. Initially, our priority was to provide healthcare facilities to people living in remote areas, and then we shifted our focus to empowering rural women as they were subjected to gender inequality, domestic violence, and no access to livelihood opportunities.

We as an organization believe that empowered women play a crucial role in community development. So our programmes are targeted towards capacity building of women. Our activities also extend to providing educational facilities for children from underprivileged communities. Our interventions are executed in 65 villages of Kanchipuram, Chengalpattu, and Thiruvananamalai districts

## Recognition

We have been awarded the prestigious GuideStar India Transparency Key award for 2022 and have joined India's largest pool of credible NGOs after undergoing GuideStar India's due diligence process. GuideStar India's Transparency Key is the Foundation Level certification indicating that the organisation has filed annual income tax returns as a tax-exempt entity and has shared the same in the public domain.



To view our profile at GuideStar India, please visit:  
<https://guidestarindia.org/Summary.aspx?CCReg=323>

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