

**ALL INDIA INSTITUTE OF MEDICAL SCIENCES  
ANSARI NAGAR, NEW DELHI-110029  
(International Cooperation Cell)**

**F.No.IC/AIIMS/252/2023**

**Date: 04.09.2023**

**MEETING NOTICE**

**Sub: Informative session with the faculty Kaizen Institute  
scheduled on September 5, 2023, at 2:00 PM in the Dr.  
Ramalingaswamy Board Room, AIIMS, New Delhi - Reg.**

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AIIMS, New Delhi, has entered a collaboration with the Kaizen Institute, an organization dedicated to facilitating comprehensive and structured transformations for organizations. Their approach integrates agile, digital, and Lean methodologies to drive positive change. Working closely with leadership, they specialize in enhancing performance across operations, process development, and support functions. The Kaizen Institute adopts a hands-on, experiential approach, collaborating directly with respective teams.

As a preliminary step, they have proposed a 3-hour session with AIIMS' leadership under the Chairmanship of Director AIIMS. This session aims to initiate the collaboration and foster a deeper understanding of AIIMS' organizational structure and departmental operations. The interactive session will cover the following key points:

1. Explanation of Kaizen and Operational Excellence.
2. Significance of implementing Kaizen within the healthcare sector.
3. Strategies for successful implementation and sustained application of Kaizen in healthcare.
4. Emphasizing the necessity of cultural and habitual changes for effective transformation.
5. Managing change and the pivotal role of top management in driving and ensuring successful transformation.

This informative session is scheduled for **September 5, 2023, at 2:00 PM in the Dr. Ramalingaswamy Board Room** and will be followed by high tea. Valuable insights gathered from various stakeholders of the Institute will greatly enrich our collaborative efforts and outcomes.

All the concerned are requested to kindly make it convenient to attend the session as per scheduled date, time and venue.

  
**(SAROJ LAL)**

**ADMINISTRATIVE OFFICER**

**Distribution:-**

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|--|--|--------------------------------------|
| 1. Dean (Academic/Research/Examination )                     | }  | With a request to attend the session |
| 2. All the Chief of the Centres                              |  |                                      |
| 3. All the Head of the Departments                           |  |                                      |
| 4. M.S. (AIIMS/ Dr. R.P.C)                                   |  |                                      |
| 5. Associate Dean (Academic/Research/Examination)            |  |                                      |
| 6. Additional M.S of all centres                             |  |                                      |
| 7. Dr. Nishant Sharma, Asst. Prof. - Hospital Administration | - With request to give presentation on AIIMS During the Meeting. |                                      |

**Copy to:**

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| 1. PS to Director                        | - For information please   |
| 2. The Registrar                         | - With request to provide Four big size plaque/ memento for the aforesaid dignitaries.             |
| 3. The Officer Incharge (CMET)           | - With the request to depute a photographer as per scheduled date and time                         |
| 4. The Superintending Engineer           | - With request to arrange Four ported plant.   |
| 5. Prof. Incharge, Security              | - With the request to arrange the security/escort at 2:00 PM from the entry Gate No.03             |
| 6. The General Manager, Cafeteria        | - With a request to arrange Mineral Water, High Tea and Snacks for 70 persons at 02.00 PM.         |
| 7. Professor Incharge, Computer Facility | - With request to upload this meeting notice on the AIIMS Website and send email to all concerned. |