

# LEAN OPERATIONS:

THE CREATIVE WAY TO RUN SCHOOLS!

**FARRUKH A. KHAN** M.SC., BED., MBA

PRINCIPAL & CO-FOUNDER

QALAM PUBLIC SCHOOL, KOH E FIZA, BHOPAL

# WHAT IS EDUCATION?

It is a **process** of facilitating learning, acquiring knowledge, developing skills, making technically competent, thus contributing to the growth of society.

---

## If it a process?

It must follow the model.....





INPUT



PROCESS



OUTPUT

# WHEN EDUCATION IS A **PROCESS**, THEN WE HAVE TO REDEFINE.....

---

- What is your **Product/ Service**?
- Where do you get your **Raw-Material** from?
- Who is your **Consumer**?

Product

Trained/ Educated  
**STUDENT**

Consumer

End-User/  
**SOCIETY**

**IF YOU ALWAYS  
DO WHAT YOU  
ALWAYS DID,  
YOU'LL ALWAYS  
GET WHAT YOU  
ALWAYS GOT.**

*Behappy.me*

# DEMANDS FROM SCHOOL SYSTEM TODAY

---

- Skill students in reading, writing, arithmetic & understanding (?)
- Prepare them for competitive exams NEET/JEE/CLAT.....
- Help develop Technical competency.
- Counseling, Parenting assistance, professional curriculum offerings, personality development, communication skills, language exams, ...
- Scholarship & Competition cracking workshops, ...
- Moreover, provide transportation, online support, ease in payments, educational loans, university pathways.....and compliance to government norms.

.....provide education services that meet the global, societal and business demands.

# CHALLENGES FOR SCHOOLS IN DELIVERING QUALITY EDUCATION

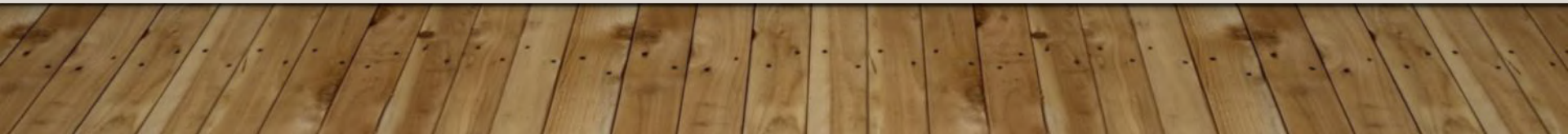
---

- Keeping the students in school
- Making them learn
- Meeting compliance requirements
- Keeping up with the cost of operations
- Loosing enrollments to Coaching classes
- Retaining good teachers

....face it or be prepared for the downward spiral in quality of education delivery

**”PERFECTION IS NOT ATTAINABLE,  
BUT IF WE CHASE PERFECTION  
WE CAN CATCH EXCELLENCE.”**

**- VINCE LOMBARDI**





**SCHOOLS OF TODAY ARE THUS TASKED WITH  
DELIVERING.....**



# **MORE WITH LESS**


---

How do schools address this paradox?

Answer:

Make your schools

**LEAN**



**Lean is a way of thinking-  
not a list of things to do.**


Shigeo Shingo

quote fancy

# LEANING A SCHOOL, HELPS !

---

- **LEAN** doesn't mean Reducing staff, slashing resources or cutting corners, instead; it is streamlining work processes by identifying and eliminating steps within the process that are wasteful.
- In **LEAN**, the focus of each step is adding value.
- The approach to improving performance (doing More), while using the minimum amount of precious resources (with Less), is **LEAN**



We labeled this new way lean  
production because it does more and  
more with less and less.

—James P. Womack

# LEAN BASICS

---

- **LEAN** views a process as a function of the Value-addition in each process-step, as it is perceived by the Consumer.
- In **LEAN**, “Value” is defined as the worth of something that benefits the consumer/ end-user.
- If the consumer/ end-user doesn't value what's done in a process-step enough to derive benefit, then it is wasteful effort.



# UNDERSTANDING HOW **LEAN** WORK FOR SCHOOLS ?

---

- **LEAN** involves every school employee.
- Every level improve their own education delivery process.
- **LEAN** is not creating more work & procedures, but liberating all by removing wasteful events.
- **LEAN** is a respect-based improvement idea.
- **LEAN** implementation doesn't create anarchy.
- Once begun, **LEAN** never ends.
- **LEAN** inculcates authentic and continuous improvement process.



CONTINUOUS  
IMPROVEMENT  
IS BETTER THAN  
DELAYED  
PERFECTION.

- MARK TWAIN

WorkWise  
ERP SOFTWARE



# LEAN REQUIREMENTS

---

- Sustained and committed leadership support.
- Clarity of vision and goals.
- Academic, non-academic, junior, middle and senior level to work in tandem .
- Willingness to change and challenging the status-quo by one and all.
- Personal involvement in the continuous improvement process.
- Identifying and eliminating waste.
- Development of **LEAN** Culture.

# What is a Lean Culture?

**Creating a Lean Culture involves getting everyone to see and embrace Lean; to see waste and remove it; to question everything they do; to act only on facts and not opinion, and work together, not in silos.**

# **LEAN** WASTE MANAGEMENT

---

- “Necessary Waste” and “Non-Necessary Waste”.
- Waste just happens, it is never planned.
- Waste is to be found in the process, not in people.
- Acknowledgement of waste as part and parcel of a process is an honest admission.
- When waste is eliminated, only value remains, ideally speaking.!

“

60

Lean is learning to see waste.  
The moment you begin to see  
waste, everything else will take  
care of itself. Until you don't see  
waste in everything, you don't  
understand Lean.

Paul Akers

[www.lssimplified.com](http://www.lssimplified.com)

”

# LEAN SCHOOL CASE STUDIES

---

- If time permits....
- **FARRUKH A. KHAN**
- **Principal & Co-Founder**
- **[Farrukh.yusufzai@gmail.com](mailto:Farrukh.yusufzai@gmail.com) / 9225234034**
- **Qalam Public School, Koh e Fiza, Bhopal**

QUESTIONS.... Please !!

# CASE STUDY - A

## **PROBLEM: CURRICULUM NOT GETTING COMPLETED.**

---

- Applied LEAN:
  - Invasion of Lecture time was identified as the single biggest WASTE.
  - Data collection done over 9 months period.
- Findings and result:
  - Record keeping and analytics was standardized. 136 hrs lost / year
    1. Activities in sync with studies Field trips, Study fairs....
    2. Necessary/ non-value added events: Vaccination, VIP welcome
    3. Partly Non-necessary: Visiting dignitaries, tour volunteer
    4. Necessary/ Add value: Photo group, charity events,
  - Cross-functional team was constituted for reducing interruptions.

- Main Reasons for interruptions:

- Unscheduled demands with no notice period.
- Scheduling done at requestors demand and not with teachers consent.
- Admin dictating terms without academic permissions.
- No provision made for compensating the lost time.

The motive was always to enhance the reputation of the school.

- Action Plan:

- Prime purpose was to preserve the scheduled time.. 112 hrs gained.
  1. All departments were involved to identify likely solution.
  2. Most loose events scheduled and date time fixed.
  3. Photographer changed and many more changes done.

1. Learnings:

1. Decision makers were included in Steering committee.
2. Interfaculty and department communication was poor.
3. Replacement periods of requested class was made compulsory.

Time to make your school's ladder LEAN against the right wall.