

## GUIDELINES FOR NATIONAL CONVENTION-2016 RAIPUR

QCFI is organizing its 30<sup>th</sup> National Convention on Quality Concepts from 16<sup>th</sup> to 19<sup>th</sup> Dec'16 at Shri Shankaracharya Institute of Professional Management and Technology, Raipur hosted by our QCFI-BHILAI CHAPTER. Theme of the convention is **"PEOPLE'S PARTICIPATION AND PASSION – THE PATHWAY TO OVERALL SUCCESS"**. This year we have many changes in the system of registration, slot allotment and evaluation criteria for different Quality Concepts. You are requested go through the changes and act accordingly.

**Selection of Case Study:** All the case studies which are presented in CCQC and recommended by the respective Chapter/sub chapter/Centre will be allowed in NCQC'16 for presentation. QCFI Head Qtrs. with the help of proposed Baddi Centre will be organizing CCQC'16 in Chandigarh from 24<sup>th</sup> to 25<sup>th</sup> Oct'16 to enable the circles to participate who were not able to participate due to any reason in any CCQC this year.

**Registration of the Circles:** After receiving the recommendation letter from chapter for NCQC' 2016 Participants are requested to follow the following steps for on line registration.

- i) Login to website [www.qcfi.in](http://www.qcfi.in) for registration to participate in NCQC 2016. Fill the details of Circles and make the payment through online. Those who are not able to make the payment through online they can fill all the details and send the bank draft or through RTGS/NEFT as per details given in registration form.
- ii) On receipt of participation fee, we will send you the Registration number, Login ID and Password. You may change the password. After log in you can book you slots. Those who are interested to participate in Quiz, Home Kaizen/QC/5S and Model Competition can register through online by clicking on the option given. There is no additional fee for these competitions and the maximum slots allotted are only 100 for Model and 100 for quiz and 10 for Home Kaizen/QC/5-S. This is on first come first serve basis for registered delegates/circles.
- iii) Knowledge test is compulsory for all participating teams and it Carries 40 marks.
- iv) No need to carry your meeting minutes register as this is included in CCQC evaluation criteria.
- v) 20<sup>th</sup> Nov'16 is the last date for registration with normal charges. Circle can be registered from 21st Nov'16 to 10<sup>th</sup>Dec'16 by paying late fees. ***There will be no registration after 10<sup>th</sup> Dec'16. There is no spot registration.***

**Case study pre evaluation:** Pre evaluation of the case studies will be done in QCFI HQ by the panel of judges. This carries 100 marks. Kindly send Hard Copy of case study (One Copy only) for pre-evaluation on or before 31<sup>st</sup> Oct' 2016 along with CD Rom of Power Point Presentation. You are requested not to waste the paper, case studies may be sent by using both side of the paper. But letter size should be readable. Some circles put 4 to 6 pages of PPT in one page which is not readable or not explained properly, this may lead to get less marks in pre evaluation. ***10% of the total marks will be deducted from the marks obtained if we receive the case study after 31<sup>st</sup> Oct'16.***

In case of any changes in PPT, a revised CD may be sent to us before 20<sup>th</sup> Nov'16 otherwise the same CD received earlier will be considered.

**Slogan/Poster/Poem/Essay Competition:** We are inviting the slogan/poster/poem on 5-S. Individual member of the circle, individual associate and life member of QCFI may send their entries through mail in PDF form, poster can also be scanned and sent to us. Essay will be on the theme of the convention in Hindi/English in maximum 500 words. Last date to receive is 15<sup>th</sup> Oct'16. Results will be declared through our web. Winners will get certificate and those who are participating in NCQC'16 as delegate will also get memento on 18<sup>th</sup> Oct'16 at 8.30 AM in main Pandal.

**Skit competition:** The theme of the skit to be related to Quality Concepts. Interested groups are requested to send their skit write-up through mail on or before 15<sup>th</sup> Oct'16. Best 6 will be allowed to present the skit on 18<sup>th</sup> tentatively from 11.30 AM in main Pandal. Time for each skit will be 10 minutes.

**Quiz Contest:** Team who are interested to participate in Quiz competition to be held on 16<sup>th</sup> at 2.00 PM, may register their circle through on line during the selection of slots for presentation. This could be done after payment received by QCFI for the registration on first cum first serve basis. First 100 circles will be allowed in this. There will be 20 waiting lists also so that in case of absenteeism of the circles already nominated, waiting listed circles may be allowed. Best 22 will be given appreciation award and best three will get a chance to participate in live Quiz to be held on 18<sup>th</sup> from 2.30 PM in main Pandal.

**Model exhibition:** Those circles that are bringing their model for display during the case study presentation may be allowed to present their model in one slot of about three hours on 16<sup>th</sup> afternoon or 17<sup>th</sup> in forenoon or afternoon. First 100 circles will be allowed on first register first serve basis. This could be done at the time of slot allotment. 25 Best selected circles in model exhibition will be awarded on 18<sup>th</sup> in Pandal just after Quiz competition.

**Home Kaizen/QC/5-S:** This we are introducing for the first time in this convention. Those who are participating in NCQC'16 as delegate will get a chance to present their creative ideas done in Home through Kaizen/QC/5-S. They have to send a brief description of the activity done with photographs/photographs of the model to be presented through mail, on or before 15<sup>th</sup> Oct'16. Best 10 will be selected for the presentation in Model Exhibition on 16<sup>th</sup> Dec'16. There are no participation fees for this. *If someone is coming with spouse/family members may take food/snacks coupons for all three days on a token charge of Rs.500/- per head from registration counter instead of Rs.1000/-*

**Technical Exhibition and products display stalls:** This time we have also included the technical exhibition for the leading equipment manufacturers and also for the member organisation to provide the facility for the display of their product from 16<sup>th</sup> to 18<sup>th</sup> Oct'16. All the delegates are requested to come with your visiting cards and visit the stalls of your interest. Based on the collection of visiting cards by the stalls, there will be lucky draw on 18<sup>th</sup> from 11:30 am to 12:00 noon and a gift will be given to lucky winners *from each stall*. Interested organisation may contact us for the stall booking on nominal charges. Lucky winners names will be displayed in registration building in waiting hall and registration counter at 2:30 pm on 18<sup>th</sup> December 2016 and surprise gift will be given from registration counter after showing valid proof.

**Collection of coupons for kitbag/gift/coupons for food:** Once slot is allotted by the circle, they can print the "Registration form". One of the members of this team/facilitator may come for collection coupons for all circle members which will be issued from 15<sup>th</sup> Dec'16 at 10 AM to 16<sup>th</sup> Dec'16 up to 4 PM. Please follow the flow diagram to be shown in our next issue.

Anyone coming with spouse/family members may take the coupons for food and snacks for all the three days by paying Rs.1000/- per head.

**Only vegetarian food will be provided as the management of Shri Shankaracharya College, the Venue of the convention has allowed us to serve vegetarian food only.**

To avoid the rush, best to depute one person from the circle to come with Registration Form and his valid identity card on 15<sup>th</sup> Dec'16 to collect coupons for the circle members. Kit and gift may be taken any time after that. Pl always remember your registration number for references.

**Industrial Visit:** Industrial visit has been organised on 19<sup>th</sup> from 8.30 AM to 4.30 PM. A unique opportunity to see SAIL Bhilai which is eleven times winner of Prime Minister's Trophy for Best Integrated Steel Plant in the country. Bhilai Steel Plant (BSP) is India's sole producer & supplier of world class rails for Indian Railways including 260 metre long rails and a major producer of large variety of wide and heavy steel plates and structural steel. Plant specializes in other products such as wire rods and merchant products, the entire range of TMT products, heavy structural including channels and beams. Bhilai has unique distinction of producing cleanest rail in the world.

This is for limited to 200 delegates on first cum first serve basis. Spot registration is allowed subject to availability of seats.

**Accommodation:** Please book your accommodation well in advance in Raipur/Bhilai/Durg. You may take the help of our authorised agent. For reference please see our web site.

**Certificates and mementoes:** As usual, a coupon will be given to the circle for collecting mementoes. Please collect memento against the coupon.

This time, the certificate for the award for case study presentation will be given in separate counter, against certificate coupon. Don't forget to take your certificate.

Participation certificate for all participating members will be mailed to you in the registered mail given in your registration form.

**Pre Evaluation of Quality Circle case study:** This is observed that in spite of pointing out many times, circles are still making major mistake in step No. 4, 6, and 7. Pl refer QCFI book "Practical guide book for Quality Circle" specially chapter 8.

**Knowledge Test:** As already mentioned, knowledge test is compulsory for all participating teams. No books will be allowed. There will be separate papers with code as "TEST PAPER CODE- A" In place of "A" this may be any letter up to "L" as there will be 12 different Question Papers. This time all the 20 Questions will be objective type with four choices in each question. A separate OMR sheet will be given to mark your registration number, Test Paper Code and correct answer of each question in appropriate circle. Correct circle to be darkened by blue or black pen. Please see the instruction given in OMR sheet. Best is to decide the correct answer and then mark in the question paper. Once group has confidence then marks it in OMR answer sheet. Once your circle leaving, ensure that you have handover the OMR sheet clipped with exam pad and the question paper and take the stamped receipt of submitting all these for your record. Time for test is now 20 minutes in place of 15 minutes as in past. Kindly see the OMR sheet as shown below to be given to your circle to learn the correct method of filling of OMR sheet step by step.

**Books recommended for Knowledge Test published by QCFI**

- Quality Circles** : 1. Practical Guide book for Quality Circle.  
2. Question Bank on Quality Circles.
- 5-S (Work Place management)** : 1. Practical guide book on 5-S
- Lean Quality Circle** : 1. Lean Quality Circle Book  
2. Question Bank on Quality Circles, Chapters-V, VI, VII,  
VIII AND IX,

**Other Allied Concepts:** There will 5 Questions related to the concepts on 6 Sigma, TPM/WCM, TQM, and 15 Questions will be from problem solving tools and techniques.

Books recommended are:

1. Problem Solving tools and techniques
2. TQM with Six Sigma
3. Question Bank on Quality Circles, Chapter V, VI, VII, VIII, IX, X
4. Total Productive Maintenance
5. Six sigma approach for organisational excellence

**There will be 20 Questions. For each correct answer, 2 marks will be given and for all wrong answer half marks will be deducted. Books and mobiles are strictly not allowed. Keep your mobile inside and in silent mode. Anyone caught with using mobile outside, or carrying any book/material for reference, during knowledge test, their circle will be awarded ZERO marks.**