

m) For direct remittance to the bank, the details are given hereunder :

Bank : U CO Bank, Sector-5, Rourkela-769 002

Account No. : 07120100005676

For RTGS/NEFT Payment :

IFS Code : UCBA0000712

PAN : AAAAQ0008P

GSTIN : 21AAAAQ0008P1ZV



PROGRAMME SCHEDULE

25th Chapter Convention on Quality Concepts

DATE : 8th & 9th SEPTEMBER 2017

VENUE : RIMS, CHHEND

ROURKELA - 769 015

08.09.2017 (FRIDAY)

TIME

PROGRAMME

09.00—11.00 Hrs.	Convention Registration
11.00—13.00 Hrs.	Convention Seminar
13.00—15.00 Hrs.	Seminar Lunch
15.00—17.00 Hrs.	Model Display
17.00—19.00 Hrs.	Knowledge Test
19.00—20.00 Hrs.	Inauguration
20.00—21.00 Hrs.	Cultural Programme
21.00 onwards	Convention Dinner

09.09.2017 (SATURDAY)

TIME

PROGRAMME

09.00—13.00 Hrs.	Case Study Presentation
13.00—14.00 Hrs.	Lunch
14.00—16.00 Hrs.	Case Study Presentation
16.00—16.30 Hrs.	Judges Time
16.30—18.00 Hrs.	Valediction
18.00 Hrs.	Evening Tea

All correspondence should be addressed to :

S.C. PRASAD

Hony. Secretary, QCFC-RC & Ex-DGM I/C, HRDC/BE, RSP

B-56, Sector-20, Rourkela - 769 005 (Odisha)

Mobile : 08895501691, 09437245547

E-mail : sureshc.prasad55@gmail.com

EVALUATION CRITERIA FOR QC/ALLIED CONCEPTS CASE STUDIES

Sl.No.	Criteria	Max. Marks
A) Pre-evaluation for Quality Circle		
01.	Define the Problem	6
02.	Analysis of the Problem	6
03.	Finding out the Causes	6
04.	Root Cause Analysis	3
05.	Data Analysis	8
06.	Development of Solution	8
07.	Foreseeing Probable Resistance	3
08.	Trial Implementation & Check Performance	8
09.	Regular Implementation	6
10.	Follow-up Review	6
TOTAL		60
B) Pre-evaluation for LQC and Other Allied Concepts		
01	Selection of Problem & its relevance to the concept	10
02	Define the problem/project	10
03	Data Collection (measurement)	15
04	Analysis of Data	15
05	Solution / Implementation & Gain	10
06	Followup & control	10
TOTAL		70

Evaluation Criteria For Case Study Presentation

Sl.No.	Criteria	Max. Marks
01.	Sequence, Clarity, Team Participation, Smooth change over from one speaker to another	05
02.	Time Management	05
03.	Communication Skills, Confidence level	05
04.	Special Features	05
05.	Answering satisfactorily & correctly the Questions from Judges	10
Total		30

Contents of Register	Criteria	Marks
Form 1: General Details	1. General Information (P-3,8,11)	2
Form 2: Details about QC member	2. Project Information (P-12 to 21)	1
Form 3: Details of Facilitator	3. Attendance	1
Form 4: Attendance of QC member	4. Meeting Minutes (incl. milestone chart comparison)	3
Form 5: Attendance of other than QC members	5. Monitoring of meeting minutes (by HOD, Facilitator, co-ordinator)	2
Form 6: List of problems identified	6. Special Features	1
Form 7: Details of problems solved	TOTAL	10
Form 8: Record of Case study presentation	NB : Only QC teams are required to maintain QC Register and submit on Convention day.	



CHAPTER CONVENTION ON QUALITY CONCEPTS

On 8th & 9th September 2017

VENUE :

**Rourkela Institute of Management Studies (RIMS)
CHHEND, ROURKELA**

Theme :

**Quality Concepts:
Creating Value to the Society**



Organised by

**QUALITY CIRCLE FORUM OF INDIA
ROURKELA CHAPTER**



Teamwork : Individually, we are one drop. Together we are an ocean

Invitation



Quality Circle Forum of India, Rourkela Chapter is going to organise the **25th Chapter Convention on Quality Concepts (CCQC-2017) from 08.09.2017 to 09.09.2017 (Friday & Saturday) at RIMS, Chhend, Rourkela**. Like previous years, this year also many major organizations of the region will be participating in this grand programme. We extend to you a cordial invitation to participate in the programme and strengthen the Quality Concepts movement in the country.

In today's cutting edge market, 'people' power can give any organization a competitive advantage. Quality Circles and allied concepts have emerged as a mechanism to develop and utilize the tremendous potential of people for improving production, productivity and quality. The concept has gained immense popularity as it respects people working at every level, involves them in decision making and facilitates an environment where peoples' capabilities are looked upon as assets to solve work-area problems.

Rourkela Chapter of QCFI, is one of the most vibrant chapters of the country and has made signal contribution in promoting and popularizing the concept of Quality Circle and allied concepts e.g. Lean QC, 5S, SPC, Kaizen, Six Sigma.

Clean, green and beautiful steel city of Rourkela gives the impression of a Hill Station to any outsider coming to the city for the first time. Well maintained wide roads with lush green avenue plantations, the flowering shrubs interspersed with the beautiful monuments and the sight of the verdant Durgapur Range with the huge Blast furnaces dotting the skyline, the Steel City presents a perfect picture of the synergy between environment and industry.

We are confident that the convention will meet your expectation and provide value enhancement to all of you, of course, with your cooperation. We are thankful to all our participating organisations of the region with whose support, 70 circles had participated in CCQC-2016. **Chapter is celebrating the year 2017-18 as Silver Jubilee year.** We thus expect more participation from organisations in this convention. We have great pleasure in extending once again cordial invitation to your esteemed organisation and team members. We look forward to welcoming you to the Convention.

Sincerely

(S. Das)

Chairman, QCFI-RC & ED (Works), RSP

OBJECTIVES:

- To provide an opportunity to the members of Quality Circle & allied concepts to exchange their ideas, learn and explain their achievements.
- To provide a forum for interaction and exchange of knowledge on Quality Concepts.
- To give opportunity to display their creative talents through competitions in Essay, Slogan & Poem as well as display of Models.
- To select and recommend the case studies for the forthcoming 31st National Convention on Quality Concepts (NCQC-2017) being held in December 2017 in Mysuru, Karnataka.
- Encourage the spirit of competition, team work & continuous improvement thereby gain & sustain high team motivational standards and results.

WHO SHOULD ATTEND:

- Teams from QC & allied concepts
- Organisations who wish to introduce Quality Circles & other concepts.
- Potential Practitioners.
- Students & Staff from Educational Institutions

"Quality is incomplete without U"

A BRIEF OUTLINE OF PROGRAMME EVENTS:

01. CASE STUDY PRESENTATION (ORAL):

Case studies nominated by various organisations will be presented in CCQC-2017. Only those case studies (Gold Medal winner) selected from CCQC-2017 will be eligible for consideration for presentation in NCQC-2017 to be held in Mysuru, Karnataka, in December, 2017.

02. KNOWLEDGE TEST (Optional):

All participating teams in the convention will undergo a Knowledge test for their knowledge on QC & allied concepts and tools. Basis for the test is the books published by QCFI on QC Concept, QC tools, 5S, Six Sigma etc. Time duration will be of 20 minutes. Since this is mandatory in NCQC, it is desirable for all teams to participate in this test.

03. ESSAY & SLOGAN COMPETITION:

- There is an immeasurable quest for excellence in all fields of human endeavour. QCFI has been leading in this regard through employees involvement at grass root level. Hence the theme for Essay competition this year is **"Quality Concepts; Creating Value to the Society"**.
- Slogan/Poem can be related to Quality, Productivity, Safety, QC, 5S, etc. Only participating teams in the CCQC-2017 are eligible for this. Essay should be limited to within **400 words**.
- Model Display: Intimation to be given by 25.8.2017.

GUIDELINES FOR COMPETITION:

- Languages will be Odia, Hindi or English for Presentation whereas for Case Study Report, it will be Hindi or English.
- One set of Case Study Report (Both Hard & Soft copy) of QC and allied Concepts to be sent in advance (preferably in MS Word or PDF format) on or before **25th August, 2017**.
- Entries for Slogan/Poem/Essay competition also to reach by **25th August, 2017**.
- QC Register being maintained (in QCFI Register format permissible) must be submitted on Convention day at Registration Counter.
- All case study presentation shall be conducted in parallel halls.
- Each team shall be given **15 minutes** for presentation & **5 minutes** for Question & Answer. **1 minute** shall be allowed for changeover.
- Presentation aids e.g. Audio System, Multimedia Kit, Screen & Tables shall be provided in each hall.
- Standard fonts i.e. Times New Roman, Ariel etc. & standard animations are advised to be used for case study report & presentation.
- CD/DVD/Pendrive for presentation to be loaded before hand in respective halls.
- Teams may bring their own laptop for presentation.

- Front page of case study report shall have the details like name of Organisation and Team, Title of the case study and category of case study e.g. QC/5S etc.
- Participation Certificates shall be prepared as per names given in Registration Form.
- Case Studies presented before in chapter / state / national level are not eligible for CCQC-2017.
- Mobile / Laptop is not permitted in Knowledge Test.
- Advertisement** : Organisations are requested to advertise through Banner to be displayed at the Convention Hall. Details are given in Sponsorship Form.

AWARDS TO BE PRESENTED:

- Certificates will be given to each Member / Facilitator who is participating in case study presentation in the convention.
- Successful teams shall be adjudged as Bronze, Silver & Gold Medal Award winners depending upon the marks achieved as given below.
 - 50%-59% : Bronze Medal**
 - 60%-69% : Silver Medal**
 - 70% & above : Gold Medal**
- Overall Best Circle shall also be awarded **Jayant Dash Memorial Trophy**.
- Depending upon the entries, number of prizes shall be given to the winners of KNOWLEDGE TEST, ESSAY / SLOGAN / POEM & MODEL competitions.

PARTICIPATION FEE:

- Teams from QC concepts consisting of (5 Members +1 Facilitator) maximum **₹16,500/-**
- Teams from Allied Concepts (max 3 Members) **₹8,250/-**
- For each additional Member in a team **₹2,750/-**
- For each Delegate **₹2,750/-**
- Engg./Mgt. Colleges (Life Members)/ Individual Life members (per Member) **₹1,800/-**
- Students from Schools (per Member) **₹1,800/-**
- Please add GST rate as applicable from 1st July, 2017 in the Participation Fee payable.
- Permanent Institutional Members shall get a discount of **₹250/-** per participant in CCQC (for Sl. a to d above). Please attach a copy of certificate in this regard with validity up to 2027 and beyond.
- Last date of registration is **31.08.2017**. After this registration date, an additional fee of **₹150/- + GST** Rate per member will be chargeable.
- Demand Draft/Cheque to be drawn in favour of **Quality Circle Forum of India, Rourkela Chapter** payable at Rourkela and sent along with the duly filled in Registration Form & detailed Case Study Report.
- Participating team members/Life members desires of attending the convention seminar need to pay a fee of **Rs.400/-** only towards seminar lunch on 08.09.2017. Consent & payment must reach before 25.08.2017.
- Participation shall be allowed only after payment of registration fee on or before registration day.

"Creativity comes from the conflict of ideas"



CCQC - 2017

Organized by :
QUALITY CIRCLE FORUM OF INDIA, ROURKELA CHAPTER
B/56, Sector-20, Rourkela - 769 005, Odisha

REGISTRATION FORM

Tariff for registration by participating organisations are given below. Programme is scheduled on 08th & 09th September 2017 at RIMS, Chhend, Rourkela-769 015.

REGISTRATION FEE (Rs.)

- | | |
|------------------------------------------------------------------|------------------------------------------------------------------------|
| ◆ Quality Circle (5M+1F) | ₹ 16,500/- + GST as applicable |
| ◆ Allied Concepts (Max. 3M) | ₹ 8,250/- + GST as applicable |
| ◆ Additional Member | ₹ 2,750/- + GST as applicable |
| ◆ Delegate | ₹ 2,750/- + GST as applicable |
| ◆ Students & Staff of School/Engg.& Mgt. Colleges / Life Member | ₹ 1,800/- + GST as applicable
(per participant shall be admissible) |
| ◆ Participating Team member / Life Member for Convention Seminar | ₹ 400/- per person |

If permanent institutional member up to 2027 or beyond, a discount of ₹ 250/- per member shall be admissible for the first 4 categories above

A) Name of the Team : _____

B) Name of Team members (upto 5) :

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | |

Name of the Facilitator :

C) Name of additional Team members joining the convention for case study presentation.

- | | |
|----|----|
| 1. | 3. |
| 2. | 4. |

D) Name of Delegate joining the convention

- | | | |
|----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |

E) Please tick (✓) correctly -

- ◆ ☐ ORAL Category for QC/ Lean QC / 5S / TPM / Kaizen / Six Sigma / SGA / QIT
- ◆ ☐ Essay / Slogan / Poem / Model display competition

D) Job Title :

	Total No. of members	Gross Fee Payable (₹)	Discount if any (₹)	Total Fee payable (₹)	Service Tax payable @15% (₹)	Total Amount (₹)	TDS if any, on col. 5 (₹)	Net Amount paid (₹)	Details of Payment (DD/Cheque/ e-Transfer/ Bank/Date)
1	2	3	4	5(3+4)	6	7(5+6)	8	9(7-8)	10
No. of Teams									
Addl. Members / Delegates							QCFI Membership No.		
							Valid Upto		
							PAN		

Payable at Rourkela in favour of Quality Circle Forum of India, Rourkela Chapter.

(Rupees.....only)

Name with seal

Organisation with address

E-mail/Mobile/Tel. No.



STANDARD FORMAT FOR QC CASE STUDY

(USE THE SPACE AS MUCH REQUIRED FOR EACH OF THE FOLLOWING)

01. TITLE OF CASE STUDY :

02. BRIEF HISTORY OF THE ORGANIZATIONS :

- a) Name :
- b) Address :
- c) Phone / Fax / e-mail :
- d) Contact person / Coordinator :
- e) When QC movement started :
- f) No. of QCs in the Organization :
- g) No. of employees :
(Executive/Staff/Workmen)
- h) Product/Service :
- i) Other Quality concept implemented :
(5 S/Kaizen/TMP/TQM/QMS-9000/
QMS-14000 etc.)
- j) QCFI Institutional Membership No. :

03. BRIEF HISTORY OF QC :

- a. Circle No. / Name :
- b. Department/Section :
- c. Facilitator :
- d. Leader/Dy. Leader :
- e. Name of the members :
- f. When Q.C. Started :
- g. Meeting Periodicity :
(Weekly/Fortnightly/Monthly)
- h. Duration of Meeting :
(1 hrs/2 hrs/more than that)
- i. Number of meetings held so far :
- j. Number of problems solved and implemented :
- k. Date of implementation of this Case Study :

04. PROBLEM SOLVING PROCESS CONTENTS :

(Use the space as required)

a) Identification of Problems :

b) Selection of Problems :

- ❖ Categorisation into A,B,C
- ❖ Selection based on rating or prioritization method
- ❖ Criteria for selection (Pareto concept)

c) Define the problem :

- ❖ Milestone Chart
- ❖ Process Depiction through Flow diagram
- ❖ Problem definition through detailed ; flow diagram where problems lies
- ❖ Explanation of problem & its impact
- ❖ Set Objectives
- ❖ Set Goals

d) Analysis of the problem :

- ❖ Use of 4W and 1 H (Except Why)
- ❖ With adequate Data

e) Identification of the causes :

- ❖ Appropriate Headers
- ❖ Correct orientation
- ❖ Causes & Sub-causes
- ❖ Type of Cause & Effect Diagram

f) Root Cause Analysis :

- ❖ Identification by validation
- ❖ Use of 5 W & 1 H

g) Data analysis :

- ❖ Through stratification
- ❖ Through Pareto
- ❖ Use of scatter diagram or any other relevant Tool

h) Developing solutions :

- ❖ Use of Brain Storming
- ❖ Work out time bound and responsibility shared action plan with reference to valid Root causes

i) Foreseeing probable resistance :

- ❖ Points of resistance and solution to overcome resistance

j) Trial implementation and checking the performance/result :

- ❖ Sizeable and appropriate data indicating period of trial
- ❖ Comparative study before and after QC
- ❖ Comparative Graphs / Charts

k) Regular implementation :

- ❖ Milestone or Gantt Chart for full implementation
- ❖ Data collection after regular implementation
- ❖ Comparison Before /After QC
- ❖ Tangible & Intangible benefits

l) Follow up & review :

- ❖ Need based check list, Graphs, etc. to sustain the process
- ❖ Decide frequency of review & result
- ❖ Standardisation
- ❖ Documentation for changes
- ❖ Milestone Chart (After) with reason of variation as per plan

m) Benefits by solving the problem :

n) Special gains for the members :

o) Future Plan :

p) Acknowledgment :

Please note :

Detailed Case study should be submitted as per the above format. Every milestone achieved in the study to be followed by a date.

STANDARD FORMAT FOR OTHER THAN QUALITY CIRCLES CASE STUDY

01. Explanation of the Concept :

As in the case of allied concepts, circle member should explain in brief about the Lean QC Concept.

02. Define the Project Taken :

This is the first step of DMAIC process being followed by the circle. Here circle will give brief description about the process, explain the problem with figure or through flow diagram and write down the objectives and goals.

03. Methodology used in concept for Project ;

Follow measure and Analysis steps of DMAIC process -

In case of Measure, apply 4 W + 1H (excluding why) to show the severity of the problem, eg. When problem comes, what is the frequency, how much time, money manpower etc., required, what are the losses, which areas are affected; with safety and risk etc, followed by data wherever applicable.

In analysis, use why why analysis or Cause and Effect Diagram to get probable root cause, validate the root cause and observe the effect of root cause, if required. If number of root causes after validation are more, then draw Pareto Diagram to show the vital root causes affecting the problem.

04. Results Obtained :

Here show improvement (I) of DMAIC. The solution obtained through Brain Storming, implementation of most feasible solution(s) and results obtained to be shown in this. Show both the diagrams, before & after modification, for comparison purpose

05. Follow-up Review :

Here show control(C) of DMAIC. How you are going to control the solution implemented. Circle may use check list, Control Charts etc., and proper follow up, so that there should be proper control on solution implemented.



SPONSORSHIP FORM

The Hony. Secretary
Quality Circle Forum of India
Rourkela Chapter
B/56, Sector-20,
Rourkela - 769 005 (Odisha)

Place.....

Date.....

Dear Sir,

We are happy to sponsor the following for the members / delegates of QC & Allied Concepts of CCQC-2017

Sl. No.	Description	Amount ₹	Please tick (✓) the Sponsored item
1.	Dinner / Lunch (Gold)	1,00,000.00	
2.	Dinner / Lunch (Silver)	75,000.00	
3.	Dinner / Lunch (Bronze)	50,000.00	
4.	Convention Kits (Gold)	1,00,000.00	
5.	Convention Kits (Silver)	75,000.00	
6.	Convention Kits (Bronze)	50,000.00	
7.	Trophy (Gold)	50,000.00	
8.	Trophy (Silver)	25,000.00	
9.	Trophy (Bronze)	15,000.00	
10.	Coffee / Tea	15,000.00	
11.	Display of Banner at the convention hall	10,000.00	
12.	Goodwill Advertisement	10,000.00	

BENEFITS TO THE SPONSORERS

₹ 1,50,000.00 - 4 delegates free, banner display at prominent place.

₹ 75,000.00 - 3 delegates free, banner display at prominent place.

₹ 50,000.00 - 2 delegates free, banner display at prominent place.

₹ 15,000.00 - 1 delegate free

Cheque / Demand Draft No..... dated..... drawn on "Quality Circle Forum of India, Rourkela Chapter" towards the above is enclosed.

Yours truly,

Signature..... Address.....

Name in Capital.....

Designation.....

Organisation.....

Contact No..... E-mail ID.....

HOTEL ACCOMMODATION

On request, hotels at Rourkela can be arranged with some advance. Registered QC Members/ Delegates or Guests may indicate the tariff range as per their eligibility and contact Sri A.K. Jena, Member, QCFI, Rourkela Chapter & Asst. Manager, PPC, RSP. His contact no. is +91 9937936775 / 8895503040. The contact nos. of some good hotels at Rourkela is given below (Downloaded from Internet).

FEW GOOD HOTELS AT ROURKELA

HOTELS	TELEPHONE
Mayfair Group Of Hotel, Pamposh Road, Rourkela-769004	2502013/2502014
The Central Park, Main Road, Rourkela - 769 001	2511611/711/811
Radhika Regency, Bisra Road, Rourkela- 769001	2510392/2510300
Hotel Regency Inn, Main Road, Rourkela-769 001	2510444/2520444
Hotel Deepti, Near Konark Cinema, Ring Road, Rourkela-4	2600386/2600847
Hotel Brindaban, Bisra Road, Rourkela-769001	2508920
Hotel Anurag, Main Road, Rourkela-769001	2510149/2510521
Hotel Sukh Sagar, Madhusudhan Marg, Mainroad, Rkl.-769 001	2508917/2508918
Pantha Nivas, Front Of IG Park, Rourkela	2646568
Hotel Shyam Pvt Ltd, Bisra Road, Rourkela-769001	2510337/2523154
Hotel Tridev International, Panposh, Rourkela-769004	2500416
Hotel Deluxe, Main Road, Rourkela-769001	2510351
Apsara Hotel, Main Road, Rourkela-769001	2510286
Hotel Ajanta, Bisra Road, Rourkela-769001	2522843
Hotel Ashirbad, Main Road, Rourkela-769001	2509596
Hotel Chandralok, Main Road, Rourkela-769001	2510622
Hotel Dingo Dona, Main Road, Rourkela-769001	2510363
Hotel Dolphin, Main Road, Rourkela-769001	2522156
Hotel Himat, Madhusudhan Marg, Rourkela-769011	2522648
Hotel Maharaja, Gandhi Road, Rourkela-769001	2522558
Hotel Monorama, Bisra Road, Rourkela-769001	2522000
Hotel Nidhi, P.H.Road, Rourkela-769001	2500776
Hotel Solan, Main Road, Rourkela-769001	2500600
Swastik Lodge, Gandhi Road, Rourkela-769011	2510689
Hotel Bombay, Traffic Market area, Rourkela-769001	
Hotel Subham, Infront of Railway Station, Rourkela-769 001	