



# Guidelines for Quality Concepts Case Study Presentations

## 1. General

- 1.1 Case study Presentations on various Quality Concepts including Quality Circle case studies will be scheduled for parallel sessions. The languages for presentations will be either English or Hindi. (Combination of these two languages may also be used e.g. slides in English and speech in Hindi or vice versa) case study presentations will be for the following categories/Streams
- |                    |               |  |
|--------------------|---------------|--|
| (1) Quality Circle | (5) Six Sigma | (9) Lean Quality Circle (LQC)          |
| (2) TPM Circle     | (6) Poka Yoke | (10) ISO 9001 2008 QMS Implementation  |
| (3) Kaizen         | (7) SMED      | (11) Health Safety & Environment (HSE) |
| (4) WCM Circle     | (8) Five-S    | (12) Any other allied Quality concept  |
- 1.2 The participation for case study presentation competition is for Institutional Members of QCFI from Gujarat State. The case studies from Institutional Members of QCFI from other states are also invited for participation by Vadodara Chapter Organising committee. They shall be considered for recognition separately with a special "SADBHAVANA TROPHY". Non Member organisations can enroll for QCFI Membership before participation.
- 1.3 The organisations willing to participate in case study presentation competitions are required to forward/submit One soft copy (CD) and one hard copy so as to reach at QCFI, Vadodara office before 14th August 2017 (Monday) along with Registration Form PLEASE ENSURE ADHERENCE TO THE LAST DATE OF RECEIPT OF REGISTRATION FORM ALONGWITH ONE SOFT COPY & ONE HARD COPY TO FACILITATE TIMELY SMOOTH ORGANISATION OF THE EVENT OF CONVENTION.
- 1.4 Evaluation of case studies is done in two stages (Total-100 Marks) (A) Pre evaluation i.e. in advance before case study presentation – 70 Marks. (B) Evaluation at the time of actual case study presentation – 30 Marks. The details of criteria for evaluation of case studies for Quality Circles and for other concepts are given on separate pages in the brochure.
- 1.5 Case studies of problem solved/project implemented from January 2016 onward and not presented at VCCQC-2016 or NCQC-2016 shall only be considered for the presentation competition.
- 1.6 The evaluation of case studies shall be done by a panel of independent judges and their decision will be final.
- 1.7 The maximum time limit prescribed for case study presentation is 15 minutes. Followed by 5 minutes of Question/Queries/Clarifications by judges.
- 1.8 It is desired that following details are furnished in the introductory slide of the case study.
- |                        |                                      |                                  |
|------------------------|--------------------------------------|----------------------------------|
| 1. Name of the Team    | 3. Date of starting the project      | 5. Name of the event: VCCQC-2017 |
| 2. Organization's Name | 4. Date of completion of the project |                                  |
- 1.9 Please ensure that the maximum no. of slides is limited to 75 nos.
- 1.10 The case study format should be in Power Point format – Teams may use their Laptop, Pen drive etc. compatible with the available projection system.



## Guidelines for Quality Concepts Case Study Presentations

### 2. Quality Circles: ✦

- 2.1 Employees of the first line and supervisory levels are only eligible to participate in case study presentation competition. Employees from management cadre can participate in other than Quality Circle case study presentations.
- 2.2 Quality Circle Record Book or Registers (Optional/Not Mandatory) are to be submitted at QCFI, Vadodara office before 14<sup>th</sup> August 2017 (Monday) and to be collected back on 2<sup>nd</sup> September 2017 (Saturday) the day of VCCQC-2017, before 04:00 pm. For VCCQC-2017 Best QC Record Book is awarded ABHILEKHAN TROPHY.
- 2.3 All Quality circle members should be involved in the presentation of case study. At least four members should speak by turn during presentation.
- 2.4 The Quality circle should comprise of minimum five members plus one facilitator or co-ordinator (As per fees structure prescribed for NCQCs by QCFI HQ)
- 2.5 Knowledge Test for Quality circle is optional and not mandatory for chapter convention (It is mandatory for NCQC and carries 40 marks for evaluation criteria). For chapter convention, knowledge Test paper comprises of 20 objective type Questions, 1 mark each, total 20 marks within duration of 20 minutes. It is an open book, group test where all the QC members sit together including a facilitator and answer the question by ✓ tick marking against the choice from given options (a) (b) (c) & (d) in the blank answer sheet given to them. Top five Quality circles are considered for participation in QUIZ Programme where two members from each of five Quality circles shall participate. A separate prize "GYAN SHARDA" Trophy is awarded for Best performance in Knowledge Test. Kamala Das Trophy is awarded to winner in Quality Circle Quiz.
- 2.6 There should be 50 or more unsolved problems to get full marks for the first step of Identification of problems (Max. 5 marks as per NCQC criteria). Every year QC Team is solving few problems, but during the year they are also observing new problems, hence those should come in the list.
- 2.7 The Quality Circles from Gujarat participating for the first time in Vadodara Chapter Convention on Quality Concepts are to indicate the same in their Introductory Slide as well as Registration Form. The best QC Case Study presentation out of First Time Presentation is awarded "NAVODIT" Trophy.





# Guidelines for Quality Concepts Case Study Presentations

## 3. Allied Quality Concepts

### Case Study presentation on Quality Concepts other than "Quality Circle"

- 3.1 All Quality Concepts other than Quality Circle are covered under this category.
- 3.2 The case study is to be presented by the presenting team in their own way. They are not to try to convert it in Quality Circle 12 step method.
- 3.3 As per NCQC-2013 guide lines, KAIZEN Team should comprise of three persons who have done Kaizen, join together and present one Kaizen by each person in 5 minutes. Thus in 15 minutes three Kaizens will be presented by a team who have done the Kaizen.
- 3.4 5 "S" : Case Study on 5 "S" implementation in an organization or in specific department / zone may be presented with step by step approach and gains out of the same. Implementation at Home, Colony, Shops, School etc may also be presented in this.
- 3.5 Lean Quality Circle : LQC members have taken up an instant problem and solved it, they need not try to convert it into 12 steps. The same can be presented by existing QC team members if they have done it. Any other person who have helped in implementation and immediate boss as facilitator can also present the same under LQC. Already formed regular LQC team will present in 5 steps. Define, Measure, Analyze, Improve & Control (DMAIC METHOD). Please note that this year at NCQC, LQC team will also attend Knowledge Test which will be of 40 marks. The test for LQC will be on the following topics.

- (1) PDCA
- (2) Brain Storming
- (3) Flow Diagram
- (4) Data Collection
- (5) Stratification
- (6) Cause & Effed. Diagram
- (7) Graphs.

### MODEL PRESENTATION COMPETITION

The objective of the Model presentation competition is to recognize the creativity, skill, enthusiasm & effort to display the improvement / solution for ease of understanding by others.

This competition is open for all teams presenting case studies on any Quality Concept including Quality Circle.

The team desirous of participating in this competition should indicate the same while sending their entry registration form for chapter convention and also for NCQC.

The model should be relevant to their case study to be presented at VCCQC.

The model should be designed and made by team members themselves and not bought out from professionals.

A separate location shall be provided for display of all models on 2nd September 2017 (Sunday) at appropriate convenient time for team. At least two members should be present to explain the model. A sign board / Banner will be displayed showing the Team Name, Organization Name and theme of the project.

Sr. No.	Evaluation Criteria	Max Marks
1	Relevance with project presented	05
2	Creativity Design & Display	20
3	Use of scrap for Model	05
4	Skill in Explaining	10
5	Moving/Dynamic Model	10
	<b>Total</b>	<b>50</b>



## List of Trophies to be Awarded for Outstanding Performance in Specific Field

In addition to the awards based on marks obtained for case study presentation in Gold, Silver and Bronze categories, the following trophies are awarded for outstanding performance in specific field mentioned for each of them.

Sr.	Name of Trophy	Awarded For
1	NAVODIT Trophy	This trophy is awarded for the Best Case Study presentation from amongst the Quality Circle case study presentation by Teams which are participating for the first time in chapter convention from Gujarat State.
2	R. G. DEOLALIKAR Trophy	This is trophy is given in the name of Late Shri R. G. Deolalikar, Retired Director General of Indian Ordinance Factories who helped in revival of Vadodara Chapter in 1988 under his Chairmanship, and its subsequent growth. The trophy is awarded to the organisation which nominates highest number of participants for case study presentations & delegates
3	SARVASHRESTHA Trophy	It is awarded under the name of organisation sponsoring the same, to the Best case study presentation among the Quality Circle Teams from Gujarat State
4	SADBHAVNA Trophy	It is awarded under the name of organisation sponsoring the same, to the Best case study presentation by the Quality Circle Team from outside Gujarat (from other states)
5	SARVOTTAM Trophy	It is awarded under the name of organisation sponsoring the same, to the Best case study presentation by the Allied Concept Team from Gujarat or outside Gujarat
6	UTTAM PRATIRUP Trophy	It is awarded under the name of organisation sponsoring the same, to the Best Model presentation by any of the case study presentation (QC/Allied Concept) Team
7	ABHILEKHAN Trophy	It is awarded under the name of organisation sponsoring the same, to the Quality Circle Team scoring maximum marks for Record Book evaluation
8	GYANSHARADA Trophy	It is awarded under the name of organisation sponsoring the same, to the Quality Circle Team scoring maximum marks In Knowledge Test
9	KAMALA DAS Prashnottari Trophy	It is awarded under the name of the sponsor for the same, to the QC Team who wins in Quiz test

### AWARDS FOR CASE STUDY PRESENTATION

Sr.	Grades/Total Marks Scored by Quality Circle/Quality Concept Team	Award Category
1	From 70% and above	GOLD
2	From 60% below 70%	SILVER
3	From 50% below 60%	BRONZE



## EVALUATION CRITERIA FOR CASE STUDY PRESENTATION BY QUALITY CIRCLE AT VADODARA CHAPTER CONVENTION AND NCQC

The overview of evaluation criteria for QC Case Study presentation at Chapter convention in two stages and for NCQC in four stages is given here under

Stage No	Description of Stage	Max Marks VCCQC	Max Marks NCQC
(I)	Evaluation of case study in Advance before presentation	70	100
(II)	Evaluation of case study at the Time of Oral presentation	30	60
(III)	QC Knowledge Test (Not Mandatory for VCCQC-optional-20 Marks)	-	40
	<b>Total Marks</b>	<b>100</b>	<b>200</b>
<b>(1) Step</b>	<b>Details of criteria for evaluation in Advance</b>	<b>VCCQC</b>	<b>NCQC</b>
1	Identification of Problems (50 unsolved problems)	-	05
2	Selection of Problem	-	05
3	Definition of Problem	08	10
4	Analysis of Problem	08	10
5	Identifications of Causes-Cause Effect Analysis	08	10
6	Finding out the root-causes & Analysis	05	05
7	Data Analysis	08	10
8	Development of Solution	08	15
9	Foreseeing Probable Resistance	05	05
10	Trial Implementation and Check Performance	08	10
11	Regular Implementation	08	10
12	Follow up Review & Recurrence Prevention Measures	04	05
	<b>Total Marks</b>	<b>70</b>	<b>100</b>
<b>(II)</b>	<b>Details of criteria for evaluation at the time of Oral Presentation</b>	<b>VCCQC</b>	<b>NCQC</b>
1	Sequencing, Clarity, Team Participation	05	10
2	Communication Skills, Confidence Level	05	10
3	Time Management	05	10
4	Special Effects/Features/Model	05	10
5	Correct Answers to Questions from judges	10	20
	<b>Total Marks</b>	<b>30</b>	<b>60</b>
<b>(III)</b>	<b>QC Knowledge Test Evaluation</b>	<b>VCCQC</b>	<b>NCQC</b>
1	Knowledge Test at VCCQC is optional, Knowledge Test at NCQC is mandatory for QC, LQC, 5 "S" and Allied Concepts. Number of Questions will be 20 and time will be 20 minutes in NCQC Test will be for all teams at NCQC. Separate knowledge test papers for QC, LQC, 5 "S" and Allied concepts.	20	40
<b>(IV)</b>	<b>Evaluation of QC Record Book / Register (Not Mandatory)</b>	<b>VCCQC</b>	<b>NCQC</b>
1	General Information	1	-
2	Project Information	1	-
3	Attendance of QC Members	2	-
4	Minutes of Meetings	4	-
5	Monitoring of Minutes of Meetings by HOD/Co-ordinator/ Facilitator	1	-
6	Special Features if any	1	-
	<b>Total Marks</b>	<b>10</b>	<b>-</b>



## EVALUATION CRITERIA FOR CASE STUDY PRESENTATION ON ALLIED QUALITY CONCEPTS (OTHER THAN QUALITY CIRCLE) AT VADODARA CHAPTER CONVENTION AND NCQC

Criteria for evaluation of case study presentation such as TPM, KAIZEN, SIX SIGMA, FIVE-S, LEAN QUALITY CIRCLE (LQC), WCM, POKA YOKE, SMED etc are given below covered under two stages:

Stage No	Description of Stage	Max Marks VCCQC	Max Marks NCQC
1	Pre-evaluation of Case Study before Oral Presentation	70	100
2	Evaluation at the time of actual presentation	30	60
3	Knowledge Test	-	40
<b>Total :</b>		<b>100</b>	<b>200</b>

### STAGE 1: DETAILS OF CRITERIA FOR PRE-EVALUATION IN ADVANCE

Step No.	Activity/Area	Max Marks VCCQC	Max Marks NCQC
1	Brief concept and selection of problem	10	10
2	Define the problem/project	10	20
3	Data collection (measurement)	10	20
4	Analysis of the data	10	20
5	Solution, implementation & gain	20	20
6	Follow up & control	10	10
<b>Total (A) :</b>		<b>70</b>	<b>100</b>

### STAGE 2: DETAILS OF CRITERIA FOR EVALUATION AT THE TIME OF ORAL PRESENTATION

Step No.	DESCRIPTION OF CRITERIA	Max Marks VCCQC	Max Marks NCQC
1	Sequencing, Clarity, Team Participation, Smooth Changeover	5	10
2	Communication Skill, Confidence Level	5	10
3	Time Management	5	10
4	Special Features	5	10
5	Correctly and Satisfactorily answering Questions from Judges	10	20
<b>Total (B):</b>		<b>30</b>	<b>60</b>
<b>Grand Total (A + B)</b>		<b>100</b>	<b>160</b>
<b>Knowledge Test</b>		<b>-</b>	<b>40</b>

**Note:** Every Team participating in Case Study Presentation Competition is required to submit one soft copy (CD or Pen Drive) and one hard copy so as to reach QCFL, Vadodara office before 14th August 2017 (Monday) along with the Registration Form.

Teams participating in Allied Quality Concept Case Study Presentation are required to attend Knowledge Test at NCQC for 40 marks. Also, they are not evaluated for Record Book/ Register for their Case Study.



# Slogan/Poem/Poster/Essay Competition on Quality Related Concepts

Last Date : 14<sup>th</sup> August 2017

## Rules and Guidelines For Competition

Slogan, Poem, Poster and Essay will convey the philosophy, the beneficial effects and importance of any relevant Quality Concept such as Quality Circle, TPM, Kaizen, Five-S, Six Sigma, Poka yoke, LQC, QMS etc.

### Section 1 : SLOGAN COMPETITION

- 1.1 Slogan shall consist of maximum 12 words.
- 1.2 Slogan may be written in Hindi, English or Gujarati.
- 1.3 Slogan may be written/printed on A-4 size paper.
- 1.4 Only one slogan shall be accepted per participant.

### Section 2 : POEM COMPETITION

- 2.1 Poem shall consist of 10 to 14 lines.
- 2.2 Poem may be written in Hindi, English or Gujarati.
- 2.3 Poem to be written/printed on A-4 size paper.

### Section 3: POSTER COMPETITION

- 3.1 Poster to be submitted in size 420mm x 594mm (A-2 size)
- 3.2 Only one poster to be submitted per participant.
- 3.3 Poster should display title / appropriate message-slogan-story line in English / Hindi / Gujarati.

### Section 4: ESSAY COMPETITION: Essay For Workmen and Staff (Maximum 300 Words)

- 4.1 Essay only on any one of the topics shall be forwarded in legible handwritings or in typed form.
- 4.2 Essay shall be in any one of three (Gujarati, Hindi or English) languages.
- 4.3 Essay should be written / typed on one side only of A-4 size papers.
- 4.4 Award winning entries will be published in the souvenir.

**Topic for all Competitions : Creating Value : For Corporate World and Society.**

“ गुणवत्ता संकल्पना द्वारा संस्थाकीय विश्व और समाज में मूल्य सर्जन ”

### General Guideline / Rules

1. Entries to the competitions are FREE of participation fees.
2. Competitions are open to individual members and employees of the institutional members of QCFI.
3. Three awards will be given if minimum ten entries are received in any of the section. Two awards will be given, if minimum 7 entries are received and one award will be given, if minimum 5 entries are received in any of the section.
4. Entries once received, shall be the property of the organization. However, Posters other than award winning posters entries, can be returned to the participants on request, if feasible.
5. The entries in Slogan, Poem, Poster or Essay Competition should be the original creations of the participants. Slogan, Poem, Poster published in any magazine of QCFI publications or past conventions are not eligible.
6. In case, where single participant has several entries in each section, only entry in each section will be entertained.
7. The entries received up to 14th August 2017 will only be considered for the competitions (Applicable for Slogan/Poem /Posters /Essay Competition).
8. Decision of the judges of the competitions will be final and binding to all. No disputes or correspondence will be entertained in this matter.
9. The winner shall be intimated by post or E-mail and invited to receive Award.
10. Entries may be sent by post or delivered personally at the office of QCFI Vadodara Chapter on any working day (Except on Sunday) between 10.00 am to 6.00 pm.
11. The awards to the winners shall be presented at the Valedictory Session on 3rd September 2017 around 04.00 PM at Baroda Medical College Auditorium S. S. G. Hospital Complex, Sayajigunj, Vadodara-390005
12. Names should not be written on the entries of Slogan/Poem/Essay/Poster Competitions. A Separate paper should be submitted along with the entry giving, clearly, the name of Participant the organization with E-mail and Postal address and Telephone / Mobile No.

**क्वालिटी सर्कल फोरम ऑफ इंडिया, वडोदरा चेप्टर**  
**क्वालिटी - संकल्पनाओं की विविध प्रतियोगिताएँ**  
**प्रवेशपत्र स्वीकृति: 14 अगस्त 2017 प्रतियोगिताओं के नियम**

सूत्र, काव्य और पोस्टर एवं निबंध में किसी भी क्वालिटी संकल्पना (जैसे कि क्वालिटी सर्कल, फाइव-एस और कायज़न इत्यादि) का सन्देश, लाभ सौर महत्ता प्रदर्शित होने चाहिए

प्रथम विभाग: सूत्र प्रतियोगिता : (1) किसी भी सूत्र में 12 से अधिक शब्द न हो। (2) प्रत्येक प्रतियोगी कागज के एक तरफ ही लिखे तथा एक से अधिक सूत्र न भेजे। (3) सूत्र अंग्रेजी, गुजराती या हिन्दी में लिखिये।

द्वितीय विभाग: काव्य प्रतियोगिता : (1) काव्य अंग्रेजी, गुजराती या हिन्दी किसी भी एक भाषा में लिखिये। (2) काव्य में 10 से 14 पंक्तियाँ होनी आवश्यक है, अन्यथा वे कृतियों अयोग्य मानी जाएँगी। (3) किसी भी मासिक पत्रिका में प्रसिद्ध की गई या भूतपूर्व सम्मेलनों की कृतियाँ इस प्रतियोगिता में सम्मिलित नहीं की जा सकती।

तृतीय विभाग: पोस्टर प्रतियोगिता : (1) पोस्टर की साईज़ 420 X 594 mm (A-2) होनी चाहिये। (2) एक प्रतियोगी एक ही पोस्टर भेजे। (3) पोस्टर को अनुरूप शीर्षक तथा सुयोग्य सूत्र देना अनिवार्य है।

चतुर्थ विभाग: निबंध प्रतियोगिता : (1) निबंध किसी एक विषय पर सुवाच्य अक्षरों में लिखिये या टाईप करके भेजिये। (2) निबंध किसी भी एक भाषा गुजराती, हिन्दी या अंग्रेजी में हो। (3) A-4 साइज कागज के एक तरफ ही लिखिये। (4) प्रथम तीन पुरस्कृत कृतियाँ स्मरणिका में मुद्रित की जाएँगी।

**THEME: "MAKE IN INDIA - IMPLEMENTATION THROUGH QUALITY CONCEPTS"**

**“भारत में निर्माण-गुणवत्ता अवधारणाओं के माध्यम से”**

गुणवत्ता संकल्पनाओं के विषय: क्वालिटी सर्कल, फाइव-एस, कायज़न, टीपएम, सीक्स सीग्मा, पोकायोके, एसएमडी, बिजनेस प्रोसेस रीइंजीनियरिंग, लीन क्यु. सी

**सूत्र, काव्य, पोस्टर एवं निबंध प्रतियोगिताओं के सामान्य नियम एवं माहिती**

1. उपरोक्त प्रतियोगिताएँ - प्रवेश निःशुल्क है।
2. क्वालिटी या क्वालिटी सर्कल कार्यप्रणाली से संबंधित किसी भी व्यक्तिगत सदस्य या संस्थाकिय सदस्यों के कर्मचारियों के लिये ये प्रतियोगिताएँ खुली है।
3. प्रत्येक विभाग में कम से कम दश प्रवेश होने पर ती, सात प्रवेश पर दो तथा पाँच प्रवेश होने पर एक पुरस्कार दिये जाएंगे।
4. प्रतियोगी में भेजी गई कृतियाँ वापस नहीं दी जायेगी, तथापि प्रार्थना करने पर तीन महिने बाद अपुरस्कृत पोस्टर वापस दिये जाएंगे।
5. प्रतियोगिता द्वारा भेजे गये सूत्र, काव्य, पोस्टर और निबंध प्रतियोगी की अपनी रचनाएँ (कृतियाँ) होनी चाहिये।
6. एक प्रतियोगी द्वारा भेजी गई अनेक कृतियों में से प्रत्येक विभाग में सिर्फ एक कृति को संबंधित विभाग के मूल्यांकन आधारित पुरस्कार दिया जायेगा।
7. 14 अगस्त 2017 के बाद प्राप्त कृतियों प्रतियोगिताओं के लिये अयोग्य मानी जायेंगी।
8. परीक्षकों का निर्णय अंतिम माना जाएगा तथा उस संबंध में किसी भी बहस या पत्र व्यवहार के लिये कोई स्थान नहीं है।
9. पुरस्कार के योग्य पसंद किये गये सभी विभाग के पुरस्कर्ताओं को पत्र द्वारा माहिती दी जायेगी।
10. प्रतियोगी अपनी रचनाएँ पोस्ट द्वारा या प्रत्यक्ष, रविवार के अलावा, किसी भी दिन सुबह 10 से शाम 6 बजे के दौरान कार्यालय में प्रत्यक्ष सुपुर्द कर सकते हैं।
11. 3 सितम्बर 2017 के दिन दोपहर करीब 4 बजे करीब Baroda Medical College Auditorium S. S. G. Hospital Complex, Sayajigunj, Vadodara में पुरस्कार समारोह संपन्न होगा, जिस के लिए विजेताओं को निमंत्रित किया जायेगा दूर ध्वनी: 0265-2976242
12. सूत्र, काव्य, पोस्टर या निबंध लिखे हुए कागज पर प्रतियोगी अपना परिचय इत्यादि न लिखे अन्यथा कृतियों अस्वीकृत होगी। अलग कागज पर प्रतियोगी अपना नाम, संस्थाओं का नाम, पद शिक्षण इत्यादि ई-मेल एवं डाक के लिए पता, कृति का शीर्षक, दिनांक इत्यादि स्पष्टतापूर्वक लिखे।