



Quality Circle Forum of India

DURGAPUR CHAPTER

28th Chapter Convention on Quality Concepts

DATE

10th & 11th SEPTEMBER 2018

VENUE

**Netaji Bhawan, Rammohan Avenue,
A-Zone, Durgapur 713204
Dist-Paschim Bardhaman, West Bengal, India**

REGISTRATION

**9th September 2018 ■ Time : 10 am to 8 pm
At Chapter Secretariat, Tagore House, A-Zone, Dgp-4**

**10 th September 2018 ■ Time : 8 am
At Netaji Bhawan, A-Zone, Durgapur - 4**

Invitation

Dear Sirs,

It is our pleasure to invite you for the CCQC'18 at QCFI Durgapur chapter .

You are requested to kindly nominate maximum teams in the convention . Please register well in advance to provide you better service. QCFI Durgapur chapter has planned to organize it's Chapter convention during 10 & 11 September 2018

Many new organization are attending the convention . We shall try to help them for upgrade their case studies.

ATTENTION

This time , we are not able to allot presentation SLOT without full and final payment on or before 31st August 2018 .

Please confirm details about team along with payment details within 31st August 2018. Please do mail for invoice or call us before 20th August 2018 for scanned copy of INVOICE. Original invoice will be handed over during registration, or as per your requirement.

So You are requested to kindly follow our minimum requirement.

A. B. Chowdhury, Secretary

Highlights of Convention

- ◆ Case Study presentations by Quality Circles.
- ◆ Case study presentation on Allied concepts based Activities (Officers, Executives and Associates, Cross Functional Teams).
- ◆ Kaizen Case Studies - Display.
- ◆ Demonstration of Innovative Models.
- ◆ Essay, Poster and Slogan Competitions for QC Team Members only

Events for Participation

1. Slogan (English / Hindi)

Must be written very clearly or computer print out in only A4 (210 x 297 mm) size papers will be accepted.

2. Poster Paper size :

A3 Size. Page Margin : 5 cm from all sides.

3. Poetry in Hindi English / Bengali :

Preferably in computer Print out or clear handwriting. Paper size A4.:

Paper size A4. Preferably Computer print out or clear handwriting.

4. Essay Competition : Preferably computer print out or clear handwriting (Please note that below 5 entries no competition will be organized).
5. Each participant/team is eligible to submit maximum one entry per competition.
6. MODEL PRESENTATION

NB :

1. Submit Slogan, Poster, Poetry, Essay etc. at the time of Registration.
2. Enrollment of Model Presentation also has to be done at the time of Registration. No entry will be accepted after registration.
2. QC Team Members can participate in the Slogan / Poem / Poster / Essay / competition without any fee . Date for Model presentation as per your request

Registration Fee Structure

SL	DESCRIPTION	FEE (Rs)	GST
1.	Delegate or Additional Member for any type of Team per head	2,800 /-	18 % Rs. 504 /-
2.	QIT/ QC Team up to 6 members including Facilitator / Coordinator. In case of more member addll member will be treated as delegate . Fee will be added In the team payment .	16,800 /-	18 % Rs. 3,024 /-
3.	Allied Case Study / Kaizen Display, Visual Case Study Lean QC etc. Team will be Minimum 4 Members including Facilitator, Coordinator . Less than 4 member will be allowed on full team payment .	11,200 /-	18 % Rs. 2,016/-
4.	Visual case study presentation up to 4 members. Any more member will be added one delegate fee . In any case less than 4 member's payment will be team payment . No discount will be allowed for less member	11,200 /-	18 % Rs. 2,016/-
5.	Model presentation from the participated team	Free	Free

LAST DATE OF PAYMENT : 05-09-2018

NB : After 05-09-2018, payment will be accepted with 10% extra Late Fine.

Tentative Programme Schedule

10th September 2018

8 am Inaugural Session, Case study presentation & other activities at Netaji Bhawan, A-Zone Durgapur - 713204

11th September 2018

8 am Case Study presentation and other activities

3 pm Valedictory Session at Netaji Bhawan, A-Zone Durgapur

Mode of Payment

- ◆ The amount may kindly be drawn in favour of "CCQC Durgapur", payable at Durgapur within 31.08.2018
- ◆ Please do enclose break up of the amount (a) Participation Fee, (b) GST, (c) Any other Payment or discount
- ◆ For outstation cases Demand Draft / At per Cheque / E-payments along with break up details is compulsory.
- ◆ In case of e payment please mail qcfidurgapur@gmail.com for payment details before transfer the amount

◆ Our Bank Details

Our Banker : UNITED BANK OF INDIA, City Centre Branch ;

Account No : 0450010271585 ;

IFSC : UTB10CIC980 MICR 713027208

Our PAN No : AAAAQ0008P

GST Registration No 19AAAAQ0008 PIZG

◆ SPECIAL DISCOUNT FOR PERMANENT MEMBER ORGANISATION

Special Discount Available for Permanent Members @Rs. 250 /- per participant only. Please note the membership No

Essay Competition

Topic: Make in India through 5-s

- ◆ Essay should not exceed 400 words. It should be legibly handwritten in A4 size white paper, leaving a margin of 2 cm on all four sides. They can be either in English or Hindi or Bengali only Quality Circle Member who are participating in the Convention event are eligible. Prizes will be awarded to winners in each category.
- ◆ In these three cases, entry should have the name of the Participant and QC Team which he / she represent, along with the organisaion name & category.
- ◆ There is no Entry Fee for all the above competitions. For Poster, Slogan and Essay Competitions, the last date for submission is 10th September 2018 During registration we will receive the same

Awards

Category of Awards :

- ◆ GOLD ◆ SILVER ◆ BRONZE & ◆ Prizes for Other Competitions
- ◆ Award Category on Secured Marks during CCQC only.
- ◆ The Circles who score up to 59% marks will be awarded Bronze medal.
- ◆ The Circles who score from 60% to 69% marks will be awarded Silver medal.
- ◆ The Circles who score 70% and above marks will be awarded Gold medal.

Poster & Slogan Competition

Topic : Quality / Productivity / Safety

The Poster and Slogan should be drawn on A3 Size Drawing Sheet, leaving margin of 3 cms on all four sides. They can be prepared in English or Hindi Posters and Slogans are restricted to ONE per person, in each category. Only Quality Circle Members who are participating in the convention events are eligible. Prizes will be awarded to winners in each category as per entry numbers

Important Information

1. Guideline to reach venue : Bus Stop, Netaji Bhawan, Ram Mohan Avenue, A-Zone, Durgapur - 4.
2. Case Study presentation slot allotment will be declared on 9th September 2018 after full and final payment .
3. It is a must for each QC team to submit the QC meeting register book to the authorized person at the Registration Counter at the time of registration.
4. Filled up forms may kindly be sent on or before 31st August 2018 to our contact address.
5. The official language is either English or Hindi. Presenters presenting in any other language should arrange their own translator. you may please use English for better communication.
6. Please give us your E-mail address in the Filled up Registration Form for further communication.
7. It is our pleasure to inform you that **No hard copy will be required** . Please send us soft copy for pre-evaluation .
8. QC Record Book will be submitted at the Registration Counter and please collect the same from counter 10th & 11th September 2018 at 9am at Convention Venue. No need to carry record book to NCQC 2018

Case study format

- a. Page size: A4 with minimum 25 mm margin for top and bottom, 25 mm margin for right and left
- b. Cover page format as given in relevant attachment I, II, III

Full text of the case study will have maximum 25 pages. In case of QC it is excluding list of problem identified. Please attach scan copy of the problem identified by the QC from record book.

Item	Font	Font Size	Remarks
Heading	Times New Roman or Arial	14 pt	Bold
Sub Heading	Times New Roman or Arial	12 pt	Bold
Text	Times New Roman or Arial	12 pt	Normal
Diagram and figures	Black & white	Minimum size 100 mm x 100 mm	Display clearly and enlarge, if necessary to facilitate easy understanding

2. Marking system in CCQC-2018

Sl.	Activity/Area	Marks
1	Pre-evaluation	60
2	Register marks	10
3	Case study presentation marks	20
4	Question - answer based on project presented	10
TOTAL		100

4. Case study presentation marks at Chapter convention is as follows:

Sl.	Activity/Area	Marks
1	Sequence	5
2	Communication Skills	5
3	Time Management	5
4	Special Effects	5
TOTAL		20

5. Register evaluation criteria for chapter convention is as follows:

Sl.	Activity/Area	Marks
1	General Information (P- 3,8,11)	2
2	Project Information (P - 12-21)	1
3	Attendance	1
4	Meeting minutes - compare with milestone chart of case study)	3
5	Monitoring of meeting minutes (By HOD, Coordinator, Facilitator)	2
6	Special Features	1
TOTAL		10

6. In chapter convention pre-evaluation marks for QC will be given from step no. 3 to 12 as follows:

Step	Activity/Area	Marks
3	Define the problem	6
4	Analysis of the problem	6
5	Find out causes	6
6	Root cause analysis	3
7	Data analysis	8
8	Development of solution	8
9	Foreseeing probable resistance	3
10	Trial implementation and check performance	8
11	Regular implementation	6
12	Follow-up/Review	6
TOTAL		60

7. Pre-evaluation criteria for LQC and other allied concepts in chapter convention are as follows:

Sl.	Activity/Area	Marks
1	Selection of problem and its relevance to the concept	10
2	Define the problem/project	10
3	Data collection (measurement)	15
4	Analysis of the data	15
5	Solution, implementation & gain	10
6	Follow up & control	10
TOTAL		70

Tentative Programme Schedule

DATE : 10th SEPTEMBER 2018

Time	Event
08:00 am	Breakfast
08:15 am	Knowledge Test & Model Presentation
09:30 am	Inaugural Session
10:30 am	Case Study Presentation
12 Noon	Lunch (Veg)
01:00 pm	Case Study Presentation & Other Activities
04:00 pm	Tea Break

DATE : 11th SEPTEMBER 2018

Time	Event
08:00 am	Breakfast
09:00 am	Knowledge Test & Case Study Presentation
12 Noon	Lunch
01:00 pm	Additional Activities
03:00 pm	Valedictory Session
04:00 pm	Tea Break

Please Contact

A. B. Chowdhury

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