

## **GUIDELINES FOR NATIONAL CONVENTION-2018, GWALIOR**

QCFI is organizing its 32<sup>nd</sup> National Convention on Quality Concepts from 21<sup>st</sup> to 24<sup>th</sup> Dec'18 at Atal Bihari Vajpayee Indian Institute of Information Technology and Management, Gwalior hosted by QCFI Gwalior Chapter in association with ABV-IIITM.

Theme of the Convention is **"Igniting minds for innovation through Quality Concepts"**.

**Selection of Case Study:** All the case studies which are presented in CCQC-2018 and recommended by the respective Chapter/sub chapter/Centre will be allowed in NCQC-18 for Presentations.

### **Call for Special Case Study Presentations @ NCQC 2018**

QCFI is glad to inform you that , from this year NCQC 2018 onwards, introducing and inviting exclusive case studies from new areas like **Pharmaceuticals, Information technology (IT) and Human Resources (HR/CSR)** in respect of their problems or challenges and pathway of solutions to resolve those. Your organizations may nominate such groups to present their group presentations in national convention NCQC 2018, so that QCFI can get an opportunity to appreciate, felicitate and award those small groups of performers based on the performance. These teams are requested to register under the new categories at the time of online registration, so that the teams will be allotted separate presentation halls and also will be reviewed and analyzed separately by appropriate experts.

**Registration of the Circles:** After receiving the recommendation letter from chapter for NCQC' 2018, Participants are requested to follow the following steps for online registration.

i) Login to website [www.qcfi.in/qcfihq](http://www.qcfi.in/qcfihq) or <http://ncqc.in> using your QCFI membership login credentials for Registration to participate in NCQC 2018. Fill the details of Circles, choose participants for Knowledge Test and upload the case study in PDF format (max. 25 MB) before **15<sup>th</sup> Nov 2018**. If you are not able to upload the case study file, you may send through email to [ncqc@qcfi.in](mailto:ncqc@qcfi.in) along with your organization and circle details as mentioned in online registration. **After making the registration fee and confirmation, teams can select time slots for final presentations(oral) and for convention registration in person for collection of Kit coupon by Facilitator/Team leader to avoid rush at the counters.**

Incase the Organization is not a member of QCFI, We request the teams to contact our membership wing at [membership@qcfi.in](mailto:membership@qcfi.in) or call us

ii) You may make the payment through online. Those who are not able to make the payment through online net banking, they can fill all the payment reference details and send the demand draft or RTGS/NEFT details to QCFI HQ.

iii) Those who are interested to participate in Quiz, Skit Competition, Model exhibition, Presentation of Home Kaizen/ 5S can register through online by clicking on the desired options given online. There is no additional fee for these competitions and the maximum slots allotted are only 100 for Model and 100 for quiz and 20 for Home Kaizen/5-S. This is on first come first serve basis for registered delegates/circles.

iv) Kaizen presentation charged Rs.5000/ + GST per participant through model/charts at Model Exhibition stalls Even one delegate may also take part per Kaizen.

v) Knowledge test is compulsory for all teams and it carries 50 marks, except teams for Kaizen competition and special case studies Separate question papers for QC,

5S, Lean QC & Allied concepts will be given. **Three persons per team** will be allowed for Knowledge Test. Facilitator may also be a part of this team. Duration of KT is for 20 minutes. Separate test papers will be given to each individual. Average marks of the team from the circle will be considered for Knowledge test.

vi) No need to carry your QC record/register as this is included in CCQC evaluation criteria.

vii) **Slots for Registration Kits at Venue:** To avoid unnecessary time loss for collecting registration kits at the venue, we are introducing pre slot allotment for teams as per their convenience. After completing the NCQC registrations online all teams are requested to pick the time slots to complete the registration process at the venue. Registration time slots at the venue will be available on 19th, 20th, 21st and 22nd September 2018.

viii) 10th December 2018 is the last date for registration and making payment, there is no late fee. **There will be no registration after 10<sup>th</sup> Dec 2018 and there is No Spot registration.**

**Case study pre evaluation:** Pre evaluation of the case studies will be done in QCFI HQ by a panel of judges. This carries 100 marks. Kindly upload Soft Copy of case study in PDF format for pre-evaluation on or before **15<sup>th</sup> Nov' 2018**. If you are not able to upload, you may send the same through e mail to [ncqc@qcfi.in](mailto:ncqc@qcfi.in).

Case study should be in PDF format and needs to be a detailed study of the project and it cannot be

**Oral presentation:** Power Point Presentation may be uploaded through online, if not able to upload, you may send through email to [ncqc@qcfi.in](mailto:ncqc@qcfi.in) on or before **30<sup>th</sup> Nov 2018**.

**Note:** In case of case study not received before the last date, 10% of the total marks will be deducted from the marks obtained. No case study and PPT will be accepted after 10<sup>th</sup> Dec 2018.

**Slogan/Poster/Poem/Essay Competition:** To encourage the creativity among the members of different quality concept teams, competitions are being organized on Poster, Slogan and Poem on 5-S concept. An Essay competition will also be conducted on the theme of the convention NCQC 2018. The Essay should not exceed 300 words. Language should be Hindi or English. Entries to be sent before **31st October'18** through soft copy in PDF with name and e mail ID of participant to be uploaded on <https://qcfi.in/qcfihq> login using QCFI membership details. Selected entries will be awarded a certificate. However memento will be given only to selected participant who have registered for NCQC 2018.

#### **NCQC Short Video Contest:**

Create a short video of 2-3 minutes inspired by the theme of NCQC "**Igniting minds for innovation through Quality Concepts**" or advantages of Quality concepts in your work, personal life or to the society or Innovations in 5S implementation in your organization / at home and mail us the youtube video link or video file to [ncqc@qcfi.in](mailto:ncqc@qcfi.in) or you can upload the videos to facebook, twitter with a **#QCFOfficial**. **Video can shot using your mobile, digital camera.**

Last date for submission is Nov30th, 2018, Include your name, Organization and City in the video. The best 3 entries will be awarded certificates and best 10 entries videos will be shared on QCFI website and all social media channels. Winning videos will be shown at the Main pandal venue NCQC 2018.

**Skit competition:** The theme of the skit has to be related to Quality Concepts. Interested groups are requested to send their skit on or before **31st October 2018** to the Executive Director, in soft copy to be uploaded on qcfi.in website. Best 6 skits will be selected for competition to be held on 23rd December 2018, tentatively from 11:30 AM to 2:00 PM. Each skit should be completed 10 minutes. Five minutes are allotted for changeover.

**Quiz Contest:** Quiz contest will be optional for the teams attending the convention. This is a two stage contest. Only 100 circles will be allowed, for which teams have to pre-register, on first cum first serve basis. Preference will be given to the teams who have paid the registration fees. First level quiz will be conducted just after inaugural session from 12:00 hrs to 13:00 hrs on **21st Dec. 2018**. Best 10 teams will be selected for final Level Quiz to be held at 14.30 hrs. on 23rd Dec. 2018 at the main pandal. Teams ranking 11-25 will be given consolation prize on **22nd Dec'2018** at 16.30 Hrs.

**Model Exhibition:** Those circles, who are displaying model during their presentation will be allowed to present their model in one slot of three hours on any day from 21st -22nd Dec. 2018 for which 100 teams have to pre-register on first cum first basis. Preference will be given to the teams who have paid the registration fee earlier. During model display, at least two members should be in stall for explaining the model. A banner should be displayed showing the Circle name, organization name and theme of the project or Project Title. Judges will visit the stall for evaluation. Best 25 models will be awarded on 22<sup>nd</sup> Dec 2018 at 16.30HRS.

**Kaizen Competition:** This year we are introducing Kaizen competition mainly to bring out creative talent of individual at all levels. Even one person can also present the Kaizen through model/chart/clippings etc., on the allotted slot for presentation in Model exhibition area. This will be evaluated by panel of judges and marks will be given out of 50. They have to send the Kaizen implemented by them along with benefits of the Kaizen certified by the management and upload Kaizen Case study online (Kaizen Sheets) for pre-evaluation (50 Marks) on or before **15<sup>th</sup> Nov 2018**. They will be awarded based on the total marks in valedictory session.

**Home Kaizen/5-S:** Those who are participating in NCQC'18 as delegate will get a chance to present their creative ideas implemented at Home under Kaizen/5-S. They have to send the brief description of the activity carried out with photographs/photographs of the model to be presented to be uploaded online on or before **15<sup>th</sup> Nov 2018**. 20 Home Kaizen/5-S will be selected for the presentation in Model Exhibition on 21st -22nd Dec. 2018. Spouse of the delegate participating will be allowed with free food coupons. Best 10 home kaizen/5-S will be awarded.

**Food Coupons:** To avoid the long Queue for lunch, we are introducing three time-slots which will be allotted as per blocking the slots for presentation for all three days. Food slot timings will be the same to all the team members of respective circles. Accordingly, coupons will be issued to the circles.

**Collection of coupons for kitbag/gift/food:** Once the online registration is completed, they can print the "Registration Slip which will contain QR code". In case you forget to bring the Registration Slip, same can be obtained from a separate counter near registration by paying Rs 100/- per circle.

Following entry slips with QR code will also be printed along with Registration slip:

- a. Model Presentation- for one team one slip
- b. Quiz competition - for one team one slip
- c. Knowledge test - Individual name slip for three members/ team participating in KT

**Additional Food Coupons:**

In case, if any participant is coming with spouse/family members, may take the coupons for food and snacks for all the three days by paying Rs. 1200/- per head as a package and Rs. 500/- per one day.

**Only vegetarian food will be served since the management of ABV-IIITM, Gwalior has permitted to serve vegetarian catering.**

**Industrial Visit:** Industrial visit has been organized on 24<sup>th</sup> Dec'18. This is a unique opportunity to see the reputed and world class companies excellent performing industries in and around Gwalior. Industrial Tour to reputed Companies like SRF, Godrej, JK Tyres etc. in Gwalior region. Please register online. Maximum 30 delegates will be allowed per organisation. Spot registration for industrial visit may be done on 22<sup>nd</sup> Dec 18 depending upon seat availability.

**Cultural Event @ NCQC 2018**

Our Experience with Skit competition over the years revealed that there is an abundance of talent available among participants. Every year we conduct skit competitions for them and give away awards which is limited to only for few teams. So this year we have decided to enhance the scope of this participation by inviting a large number of participants for Skit/ Mimicry/ Kavita/ Song /Dance etc., by providing a separate platform, where such programmes can go on continuously parallel to presentations. For administrative reasons we want teams/individuals to register about the programmes they want to present. We are looking forward to your most engaging, interactive and inspiring contributions which will provide a new cultural dimension to NCQC proceedings. Please do not miss out on a great opportunity to show your talents and skills to help celebrate the NCQC 2018 in a GRAND WAY! Please mail us the soft copy of your script for Skit/ Mimicry/ Kavita and lyrics for your song to [ncqc@qcfi.in](mailto:ncqc@qcfi.in) for selections.

**Accommodation:** Please book your accommodation well in advance in Gwalior. You may Take the help of our authorized travel agent **Vertex Holidays at [www.vertexholidays.com](http://www.vertexholidays.com)**

**Weather Conditions:**

The winter in Gwalior may be very chilly with the temperatures going below subzero level. The minimum average temperature at 5 degree Celsius and the highest temperature ranges around 25 degrees Celsius. During winters fog is common, the visibility becomes very low and trains have to run on a highly-restricted speed to ensure safety of the passengers which leads to considerable delays in the movement of trains, especially in North India. Please plan your travel accordingly.

**Certificates and mementos:** As usual, a coupon will be given to the circle at award ceremony for collecting mementos and certificates from the distribution counter of Kitbag and gift.

Individual participation certificate for members will be emailed to the registered email id.

Thanking you,  
Registration Wing  
NCQC 2018  
[www.qcfi.in](http://www.qcfi.in)  
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