

QUALITY CIRCLE FORUM OF INDIA



SURAT CHAPTER

FIRST ANNUAL CONVENTION ON QUALITY CIRCLES AND OTHER ALLIED QUALITY CONCEPTS

Theme: Igniting Minds for Innovation through Quality Concepts



Date: 1st DECEMBER 2018 – SATURDAY

Time: 8:00 AM to 5:30 PM

Venue

**Auro University,
Icchapore Road, Opp. ONGC, Bhatpore, Surat – 394510**

QUALITY CIRCLE FORUM OF INDIA SURAT CHAPTER

UG-44, High field Ascot, Opp. Palm Avenue,
VIP Road, Vesu, Surat- 395007.

E-mail:qcfi.surat@gmail.com

9909919479 (Mr. Pankaj Chavda)

9978797959 (Mr. Ashish Desai)

ABOUT QCFI

The Quality Circle Forum of India (QCFI) is recognized as the institution representing the Quality Circle Movement in India and has represented the country in several international forums. The organization has successfully implemented Quality Concepts under the TQM umbrella across several industry verticals which have experienced a phenomenal enhancement of their work processes and productivity after implementation of Quality Concept Tools. The application of these tools brings significant improvement in the work processes and productivity. QCFI is a non-profit and non-political organization that propagates quality concepts through training and annual conventions at regional, national as well as international levels. In-house Training and Orientation Programs are QCFI's main strength and it has conducted numerous such training programs effectively. These in-house programs are based on Quality Circles integrated with TQM and related concepts. QCFI has 24 Chapters, 04 sub-Chapters and 03 Centers all over India engaged in such nation building activity.

QCFI SURAT CHAPTER

QCFI, Surat Chapter was set up initially as a Sub-Chapter under the umbrella of Ankleshwar Chapter in April, 2015. It has now become an independent Chapter from 1st April, 2018. As on date, there are 40 Organizational members, 61 Individual life members and hundreds of associate members of this Sub-Chapter. Some of the leading organizations like; L&T, RELIANCE, KRIBHCO, ADANI PORT, DONEAR and Textile Processors are the active members of our Sub-Chapter. For the last three years, regular Training and Development programs are being conducted with an objective to create awareness and spread the Quality concepts in different segments of industries and education institutions. QCFI Surat, in the past had also organized three conventions on different subjects.

Quality Circle Forum of India, Surat Chapter, is organizing the First Surat Chapter Convention on Quality Concepts (SCCQC-2018) to be held on Saturday, the 1st December 2018 from 8.00 am to 5.30pm at Auro University, Surat.

The theme of the convention is, **“Igniting minds for innovation through Quality Concepts “.**

This One day convention is aimed at providing opportunities to maximum teams of practitioners of Quality Concepts in Gujarat and invitee teams from other states. Case Studies on various Quality Concepts including Quality Circle will be conducted in parallel sessions. The knowledge Test for Quality Circles and Allied Quality Concepts will be organized in separate halls, which is compulsory for all participants of the case study presentation. The languages for presentations will be English or Hindi. (Combination of these two languages may also be used i.e. slides in English and delivery in Hindi or vice versa).

GOVERNING COUNCIL - SURAT CHAPTER

Mr. P. S. Vayeda Chairman Head – Employee Relations & CSR, Larsen & Toubro Limited (L&T), Hazira, Surat		Mr. Suresh Sharma Vice Chairman Ex. VP(TQM), JNJ M/c. Pvt. Ltd, Surat
Mr. Rajbirsingh Saini Vice Chairman VP - HR, Reliance Ind. Ltd. Hazira, Surat	Mr. Pankaj Chavda Hon. Secretary AGM - HR/IR/Admin, L&T- MHPS Boilers Pvt. Ltd., Hazira, Surat	Mr. Anil Krishali Treasurer AVP - IR, Reliance Ind. Ltd., Hazira, Surat
Mr. Jeetendra Vyas Joint Secretary GM - HR & Admin, Adani Hazira Port Pvt. Ltd., Hazira & Dahej	Mr. Ashish Desai Joint Secretary Asst. Prof, R. N. G. Patel Institute of Technology (FETR) Bardoli.	Dr. Latesh Chaudhari Member Principal, R. N. G. Patel Institute of Technology (FETR) Bardoli.
Dr. D. V. Bhatt Member Professor, SVNIT, Surat	Mr. L. K. Dungrani - Member Mgmt. Advisor & Dy. Director (Rtd,)), Industrial Safety & Health, Surat	Mr. I. S. Ranawat Member Sr. DGM - IR & Employee Welfare, L&T , Hazira, Surat
Mr. Vinod Upadhyay Member Head- HR, L&T Hydrocarbon Engineering Ltd. Hazira, Surat	Mr. Chirag Desai Member Asst. Prof., R. N. G. Patel Institute of Technology (FETR) Bardoli	Mr. Jayesh Dave Member Technical Consultant & Energy Auditor Surat
Mr. Raju Modi – Advisor to the Council Director, QCFI Board & General Manager, GRP Limited, Ankleshwar		

Advisor for the Convention: Mrs. Sudha Mujmudar

Hon. Secretary

QCFI, Ankleshwar Chapter

Guidelines for Quality Concepts Case Study Presentation

1. GENERAL:

This One Day convention is aimed at providing opportunities to maximum teams of practitioners OF Quality Concepts in Gujarat and invitee teams from other states.

1.1 Case Studies on various Quality Concepts including Quality Circle will be scheduled in parallel sessions on 1st December 2018. The languages for presentations will be English or Hindi. (Combination of these two languages may also be used i.e. slides in English and delivery in Hindi or vice versa). The case study presentations will be on the following concepts.

(1) Quality Circle

(2) Allied Quality Concepts like:

- | | |
|--|---|
| 2.1) Five-S | 2.2) Poka Yoke |
| 2.3) Kaizen | 2.4) SMED |
| 2.5) TPM Circle | 2.6) Lean Quality (LQC) |
| 2.7) WCM Circle | 2.8) ISO 9001-2015 QMS Implementation |
| 2.9) Six Sigma | 2.10) Health-Safety & Environment (HSE) |
| 2.11) Pharmaceutical Quality Systems & Regulatory Guidelines | |
| 2.12) NABL Lab for quality tests and calibration | |

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 the Organizing Committee of QCFI-Surat Chapter. They shall be considered for recognition, separately, with a special "MAITREE TROPHY". Non-Member organizations can enroll themselves after taking QCFI Membership before participation.

1.3 The organizations willing to participate in case study presentation competitions are required to forward/submit soft copy (in CD or Pen drive) to QCFI Surat Chapter office before **20th November 2018 (Tuesday)** along with Registration Forms. Please ensure adherence to the last date of receipt of registration form along with one soft copy of case study to facilitate smooth organization of the convention. There will not have spot registration.

1.4 Evaluation of case studies will be done in two stages (Total-100 Marks)

(A) Pre-evaluation will be done 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 on Quality Circles and on other Quality Concepts are given on separate pages in this brochure.

1.5 Case studies of problem solved/project implemented from January 2017 onwards and not yet presented at any Chapter Convention-2017 or NCQC-2017 shall only be considered for the presentation competition for which the management certification should be attached.

1.6 The evaluation of case studies shall be a panel of independent judges and their decision will be final and binding to the participants and QCFI-Surat Chapter.

1.7 The maximum time limit prescribed for case study presentation is 15 minutes, followed by 5 minutes for Question-Answer and/or Clarifications.

1.8 It is desired that following details are furnished in the introductory slide of the case study.

1. Name of the Team (Quality concept)
2. Organization`s Name &Address
3. Date of commencement of the project
4. Date of completion of the project
5. Name of the event: SCCQC-2018
6. Date of SCCQC-2018 : 1st December 2018

1.9 Please see that maximum numbers of slides are limited to 25 Nos.

1.10 The case study format should be in Power Point version. Teams may use their own Laptop/ Pen drive compatible with the available projection system.

2. QUALITY CIRCLE:

1. Employees of the first line and supervisory levels are only eligible to participate in Quality Circle case study presentation competition. Employees from Senior Level or Management cadre can participate in Allied Quality Concepts other than Quality Circle case study presentations.
2. Quality Circle Record Book or registers are to be submitted at QCFI, Surat Chapter before **20th November, 2018** and to be collected back on 1st December 2018(Saturday) the day of SCCQC-2018, before 4:00 pm. Scrutiny of QC Record book will be done for 10 marks for QC Teams participating at SCCQC-2018 as per criteria revised in 2014. Evaluation will be done by SCCQC-2018 judges. Best QC Record Book will be awarded **SULEKHAN TROPHY** only for SCCQC-2018.
3. All quality circle members should be involved in the presentation of case study; atleast four members should speak turn by turn during presentation.
4. The Quality Circle should be comprised of minimum five members plus one facilitator or coordinator (As per fees structure prescribed for NCQCs by QCFI HQ).
5. Knowledge Test for Quality Circle, Five-S, Lean Quality Circles and teams of ALLIED Concepts are compulsory for the convention (It is mandatory for NCQC and carries 50 marks in the evaluation criteria). For the convention of this chapter, Knowledge Test paper comprises of 25 objective type Questions, 2 marks each, and total 50 marks for duration of 20 minutes. This is a test where three QC members sit together including facilitator and answer the question by tick marking against the choice (a) (b) (c) & (d) in the blank answer sheet given to them. Top three teams each of Quality Circles and allied concept will be considered for participation in QUIZ Program where two members from each of three teams of Quality Circles and (three teams) allied concepts shall participate. A separate prize **“GYANODAYA” Trophy** will be awarded for Best Knowledge Test. Late **“Prashnottari Trophy”** will be awarded to winners in Quality Circle and allied Quality concept Quiz events. There will be a separate knowledge test question paper for allied Quality Concepts, which must be participated by all teams.
6. There should be 50 or more unsolved problems to get full marks in NCQC 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 also be included in the list.

2. ALLIED QUALITY CONCEPTS

1. All Quality Concepts other than Quality Circle are covered under this category.
2. The case study is to be presented in their own system followed by them. They need not convert into 12 step method being followed by Quality Circles.
3. **Kaizen:** As per NCQC-2017 Guidelines, Team should comprise of three persons who have given Kaizen, join together and present one Kaizen by each person in 5 minutes. Hence in 15 minutes, three Kaizens will be presented by respective persons who have done the Kaizen. Award winning teams can participate in **Kaizen Exhibition** at NCQC-2018.
4. **Five-S':** Case Study on Five-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 category of presentations.
5. **Lean Quality Circle:** If QC members have an instant problem and solved it, they need not convert it into 12 steps. The same can be presented by existing QC team members if they have done it. Any other person who has helped in implementation as facilitator can also present the same under LQC. Already formed regular LQC team will present in 5 steps. Define, Measure, Improve & Control (DMAIC METHOD). Please note that at NCQC-2018, LQC teams will also attend Knowledge Test which will be of 50 marks. The test for LQC will be on the following topics with support of PDCA: (1) Flow Diagram (2) Brainstorming (3) Data Collection (4) Graphs (5) Stratification (6) Pareto Diagram (7) Cause & Effect Diagram.

6. Besides the above, the presentations on following Quality Concepts are also welcome; TPM Circle, WCM Circle, ISO 9001-2015, and QMS Implementation. Poka Yoke, Six Sigma, Health-Safety & Environment (HSE), SMED-Single Minute Exchange of Die, Pharmaceutical Quality Systems & Regulatory Guidelines, NABL Lab for quality tests and calibration, etc.

LIST OF TROPHIES TO BE AWARDED FOR OUTSTANDING PERFORMANCE IN SPECIFIC FIELD

In addition to the awards based on marks obtained for the case study presentation in **Gold, Silver and Bronze** categories, the following **Trophies** will be awarded for outstanding performance in specific field mentioned for each one of them:

SR. NO	NAME OF THE TROPHY	AWARDED FOR
1.	MAHATTAM SAHABHAGITA TROPHY	Maximum number of participants nominated by an Organization for case study presentations & delegates
2.	SARVOTKRUSHATA TROPHY	Best case study presentation by the Quality circle team from Gujarat state
3.	MAITREE TROPHY	Best case study presentation by the Quality circle team from outside Gujarat (i.e. from other states).
4.	SARVOPARITA TROPHY	Best case study presentation by the Allied Quality Concept Team from Gujarat or outside Gujarat.
5.	SULEKHAN TROPHY	Quality circle or Allied Quality concept team scoring maximum marks for Record Book Evaluation
6.	GYANODAY TROPHY	Quality circle or Allied Quality concept team scoring maximum marks in Knowledge Test.
7.	PRASHNOTTARIES TROPHY	Quality circle or Allied Quality concept teams who win the quiz test.

AWARDS FOR THE CASE STUDY PRESENTATION

No.	Grades/ Total Marks scored by quality circle/ Allied Quality Concept Team	AWARD Category
1.	From 70% and above	GOLD
2.	From 60% to 69.9%	SILVER
3.	From 50% to 59.9%	BRONZE

EVALUATION CRITERIA FOR PRESENTATION OF CASE STUDY BY QUALITY CIRCLES AT SCCQC-2018 AND NCQC-2018

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 at SCCQC-2018	Max. Marks at NCQC-2018
1.	Evaluation of case study in Advance before presentation	70	100
2.	Evaluation of case study at the time of Oral presentation with Q&A	30	60
3.	QC Knowledge Test (Not Mandatory for SCCQC-optional-20 Marks)	50	50
4.	Evaluation of QC Register (To be done for Awarding at	10	-

	SCCQC-2018)		
	TOTAL Marks	160	210

(STAGE-1)	DETAILS OF CRITERIA FOR PRE- EVALUATION IN ADVANCE	SCCQC-2018	NCQC-2018
1.	Identification of Problems (50 unsolved problems)	-	05
2.	Selection of the problem	-	05
3.	Definition of the problem	08	10
4.	Analysis of the problem	08	10
5.	Identification of cause-cause effect analysis	08	10
6.	Finding out root cause & analysis	05	05
7.	Data analysis	08	10
8.	Development of the 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
	TOTAL MARKS	70	100

(STAGE - 2)	DETAILS OF CRITERIA FOR EVALUATION AT THE TIME OF ORAL PRESENTATION by quality circles and allied quality concepts	SCCQC-2018	NCQC-2018
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
	TOTAL MARKS	30	60

(STAGE-3)	QC KNOWLEDGE TEST EVALUATION	SCCQC-2018	NCQC-2018
1.	Knowledge test at SCCQC is mandatory(Test paper of 25 objective type questions of total 50 marks- SCCQC-2018, 50 marks at NCQC-2018)	50	50

(STAGE-4)	EVALUATION OF QC RECORD BOOK /REGISTER FOR ACCQC-2018 ONLY for awarding SULEKHAN Trophy	SCCQC-2018	NCQC-2018
1.	General Information	2	-
2.	Project Information	1	-
3.	Attendance of QC Members	1	-
4.	Minutes of Meetings	3	-
5.	Monitoring of Meetings by HOD/Coordinator /Facilitator	2	-
6.	Special Features if any	1	-
	TOTAL MARKS	10	-

EVALUATION CRITERIA FOR CASE STUDY PRESENTATION ON ALLIED QUALITY CONCEPTS (OTHER THAN QUALITY CIRCLE) AT; SCCQC-2018 AND NCQC-2018

Criteria of evaluation of case study presentation such as

- | | |
|-----------------|-------------------------|
| 2.1) Five-S | 2.2) Poka Yoke |
| 2.3) Kaizen | 2.4) SMED |
| 2.5) TPM Circle | 2.6) Lean Quality (LQC) |

- 2.7) WCM Circle 2.8) ISO 9001-2015 QMS Implementation
 2.9) Six Sigma 2.10) Health-Safety & Environment (HSE)
 2.11) **Pharmaceutical Quality Systems & Regulatory Guidelines** etc are given below covered under two stages.
 2.12) NABL Lab for quality tests and calibration

STAGE NO	DESCRIPTION STAGE	MAX MARKS
1	Pre- Evaluation of case study in advance before oral presentation	70
2	Evaluation at the time of actual oral presentation at SCCQC	30
	TOTAL	100

STAGE 1: DETAILS OF PRE-EVALUATION CRITERIA FOR ALLIED CONCEPTS

STAGE NO	DESCRIPTION OF THE CRITERIA	MAX MARKS SCCQC-2018	MAX MARKS NCQC-2018
1.	Introduction of concept selection of the problem/project	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& Gains	20	20
6.	Control follow up	10	10
	TOTAL MARKS	70	100

STAGE 2	DETAILS OF CRITERIA FOR EVALUATION AT THE TIME OF ORAL PRESENTATION by quality circles and allied quality concepts	MAX MARKS SCCQC-2018	MAX MARKS NCQC-2018
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
	TOTAL MARKS	30	60

Note:

- 1) In National Convention, Pre-evaluation will be done on above criteria. They will also not be evaluated for record book/register for their case study.
- 2) One soft copy (CD) of each case study is to be forwarded/submitted so as to be received at QCFI Surat Chapter office before **15th November 2018**.

SCCQC-SOUVENIR-2018 (In CD Form)

We are approaching you with a humble request to kindly consider this Chapter needing your generous financial support by granting a suitable advertisement for the SOUVENIR to be published to commemorate the event.

The tariff rates are as under:

- 1) Full page black & white – Rs. 7000/-
 - 2) Half page black & white – Rs. 4000/-
 - 3) Full page (Color & Glossy paper) – Rs. 10000/-
 - 4) Inside front & back cover– Rs. 15000/-
 - 5) Back cover page(color) – Rs. 25000/-
- Item No – 2 size of advertisement – 245 X 145 mm
 And all other size – 245 X 145 mm

Payment of local organizations by cheque /Demand Draft in favor of, **QUALITY CIRCLE FORUM OF INDIA, SURAT**. Payment can also be made by NEFT/online transfer.

SLOGAN/ POSTER/ESSAY COMPETITION

Slogan/ Poster/Essay Competition on quality related concepts including convention theme, “Igniting minds for innovation through Quality concepts”

RULES AND GUIDELINES FOR COMPETITION

Slogan, Poem, Poster and Essay should convey the philosophy, importance and beneficial effects of any one or more Quality Concepts such as Quality Circle, TPM, WCM, SMED, ISO 9001-2015 QMS Implementation, HSE, Kaizen, Five-s, Six Sigma, PokaYoke, LQC,QMS Pharmaceutical Quality Systems and Regulatory guidelines, etc, General Guidelines/Rules and skit contest on inside back cover page.

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:	POSTER COMPETITION	
	2.1	Poster to be submitted in size 420mm X 594mm
	2.2	Only one poster to be submitted per participant
	2.3	Poster should display title/appropriate message-slogan-story line in English/ Hindi/ Gujarati
Section 3:	ESSAY COMPETITION	
	3.1	Essay competition is separated in two categories
		a) For grass root level/ First line employees, workers, operators/technicians b) For officers, engineers and managers
	3.2	Essay may be written/printed on one side of A-4 size paper consisting of maximum 600 words
	3.3	Essay may be submitted in any one of three (English/ Hindi/ gujarati) Languages.
	3.4	Only one essay per participant shall be accepted
	3.5	Topics for Essay are as follows
		For grass root level employees/ workmen/ operators and technicians i. गुणवत्ता संकल्पनाओं से राष्ट्रविकास । ii. स्वच्छ भारत अभियान के लिए पाँच एस (Five-S) iii. कायजन का पारिवारिक जीवन में महत्त्व ।
		For officers / engineers/ managers <ul style="list-style-type: none">• Igniting minds for innovation through quality concepts• Innovation I saw at grass root level• Innovation- A need of the hour

SKIT/SLOGAN/POSTER/ESSAY COMPETITION
GENERAL GUIDELINES RULES

1. Competitions are open to individual QCFI members and employees of institutional members without any participation fees.
2. Entries once received shall be the property of QCFI Surat Chapter.
3. The entries should be original in nature not copied or published in any previous magazine or QCFI Souvenir or journal
4. Only one entry in each section shall be entertained from the same single participant.
5. The entries may be sent by post/ courier/ delivered personally to QCFI Surat office before **18th November 2018**.
6. Name of the winners shall be intimated by e-mail or letter and shall be given awards at the valedictory session on 1st December 2018 at around 4:00 pm at Auro University, Hazira Surat.

IMPORTANT: Participant should submit his/her name, organization's name, name of the contact person, designation, e-mail ID, telephone or mobile no, postal address etc. separately on a notepaper. These details should not be written on front side of entry paper of slogan/poster/essay-otherwise it may be considered invalid.

SKIT CONTEST:

Skit contest shall be held on 1st December 2018 between 15:30 and 16:30 Hrs in Main hall/Auditorium. The theme of the skit has to be related to Quality Concepts or theme of the convention. Interested groups are requested to send their write up on or before 15th November 2018 to the office superintendent, QCFI Surat Chapter office. Best four skits will be selected for competition to be held as mentioned above. Each skit should be completed within 10 minutes. 3 minutes will be allotted for change over. Maximum number of participants in a skit should not exceed seven members. Best winner skit team shall be given "VYANGIKA" Trophy.

**QUALITY CIRCLE FORUM OF INDIA,
Surat Chapter Convention on Quality Concepts; SCCQC-2018**

Form for participation in the convention to be held on Saturday, the 1st December 2018	
Name of Organization:	Institutional Membership No.: (Attach Xerox)
Address:	Validity up to:
Name of Quality Circle/Team:	Participating in: Record Book/Skit
Allied concepts: 5" S"/Kaizen/_____	Knowledge Test/Quiz
Title of Case Study :	TICKMARK ON APPROPRIATE CONTEST
	The above is very essential for QCFI-Surat Chapter
Name of Contact Person:	Designation:
Telephone/Mobile No.:	Fax No.: E-mail ID:

CONVENTION ON QUALITY CONCEPTS –1st DECEMBER 2018

Sr. No	Name	Tick Mark		Designation
		D	P	
1				
2				
3				
4				
5				
6				
7				
8				
	Total			

D-Delegate

P-Case Study Presenter

Use Separate Form for each Quality Circle/Quality Concept Team

FEES STRUCTURE

Quality circle case study presentation by a Team	Rs 3480 per person (including 18% GST) Rs 20885 per team of 6 members (including 18% GST)
Other allied quality concept case study presentation by a Team	Rs 3480 per person (including 18% GST) Rs 19470 per team of 6 members (including 18% GST)
Other allied quality concept case study presentation by a Team from Academic Institute	Rs 885 per student (including 18% GST)

Please forward Cheque / DD in favor of "QUALITY CIRCLE FORUM OF INDIA" Payable at Surat. You may make online NEFT transfer also (for details refer last page of our brochure)

Signature & Stamp

**Note: Form should be submitted along with CD by: 15th November 2018
QC Record Book also to be submitted by : 20th November 2018**

PROGRAMME SCHEDULE ON THE DAY OF CONVENTION i.e. ON 1ST DECEMBER, 2018.

Sr.	Activity	Duration
1	Registration of participants & Breakfast	08:00-08:45
2	Prayer- Inaugural Session	08:50-09:00
3	Welcome & Introduction of guests <ul style="list-style-type: none">• Lighting of lamp• Address by Chairman- QCFI, Surat Chapter• Address by chief guest & Guest of honor	09:00-10:15
4	BREAK	10:15-10:30
5	Knowledge test for Quality Circles in presentation halls	10:30-11:00
6	Presentation by teams in 10-15 parallel Sessions	11:00-13:30
7	Lunch	13:30-14:30
8	Skit Competition & Variety entertainment programme	14:30-15:30
9	Quiz competition (for three each Quality circle & Allied Quality concepts team from knowledge test)	15:30-16:30
10	Prizes/ Awards distribution	16:30-17:15
11	Vote of thanks & National anthem	17:15-17:30

IMPORTANT:

Case study presenters have to submit the CD before **20th November 2018**. Quality circle teams have to submit the Record book for evaluation of the same for 10 marks for **QC SULEKHAN** Trophy before **20th November 2018**. Record books are to be collected back on **1ST December 2018, by 16:00 hrs** from Registration corner.

FEES STRUCTURE

Quality circle case study presentation by a Team	Rs 3480 per person (including 18% GST) Rs 20885 per team of 6 members (including 18% GST)
Other allied quality concept case study presentation by a Team	Rs 3480 per person (including 18% GST) Rs 19470 per team of 6 members (including 18% GST)
Other allied quality concept case study presentation by a Team from Academic Institute	Rs 885 per student (including 18% GST)

- Please note that TDS is not applicable for the Convention Participation Fee, hence organizations are not requested to deduct TDS.
- Bank details are as under for online/NEFT payment:

Bank Name & Branch	A/c No.	IFSC Code
Bank of Baroda VIP Road, Surat	58920200000073	BARBOVIPSUR

Fees shall be paid by NEFT/Demand Draft/Cheque payable at Surat in favor of 'Quality Circle Forum of India' on or before 15th November 2018.