

# QUALITY CIRCLE FORUM OF INDIA



## SURAT CHAPTER

### 2<sup>nd</sup> ANNUAL CONVENTION ON QUALITY CIRCLES AND OTHER ALLIED QUALITY CONCEPTS

**Theme: Quality Concepts for Cultural Breakthrough**



**Date**

**31<sup>st</sup> August 2019**

**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](mailto:qcfi.surat@gmail.com)

9909919479 (Mr. Pankaj Chavda)

9978797959 (Mr. Ashish Desai)

Dear Members,

The nominations are invited for the 2<sup>nd</sup> Annual Chapter Convention on Quality Concepts, 2019 (SCCQC – 2019) on the theme “Quality Concepts for Cultural Breakthrough” organised on 31<sup>st</sup> August 2019 at AURO University, SURAT.

Total Quality Management (TQM) is a journey in search of excellence to stay on the top of competition. TQM focuses on Total Employee Involvement (TEI) for creating quality products and services. Continuous improvement in manufacturing goods and services is essential to maintain competitive edge. Apart from improvements, the need of the hour is to ignite the minds of employees in the organization at all levels to enhance their creative and logical thinking process. The convention theme is appropriate to the needs of world class management and global competition. Our Quality Circle convention gives an opportunity for the employees to show case their achievements in their respective organizations. All our individual and institutional members are requested to participate and benefit from this great event of SCCQC-2019 Convention and make it a grand success.

**GOVERNING COUNCIL - SURAT CHAPTER**

Mr. P. S. Vayeda <b>Chairman</b> Director – HR & CSR P P Savani Group, Surat	Mr. L. K. Dungrani <b>Vice Chairman</b> Mgmt. Advisor & Dy. Director (Rtd.), Industrial Health & Safety, Surat.	
Mr. Rajbirsingh Saini <b>Vice Chairman</b> VP - HR, Reliance Ind. Ltd. Hazira, Surat	Dr. Suresh Sharma <b>Vice Chairman</b> Ex. VP(TQM), JNJ M/c. Pvt. Ltd,Surat	Mr. Pankaj Chavda <b>Hon. Secretary</b> AGM - HR, L&T-MHPS Boilers Pvt. Ltd., Hazira, Surat
Mr. Anil Krishali <b>Treasurer</b> AVP - IR, Reliance Ind. Ltd., Hazira, Surat	Mr. Jeetendra Vyas <b>Joint Secretary</b> GM - HR & Admin, Adani Hazira Port Pvt. Ltd., Hazira & Dahej	Mr. Ashish Desai <b>Joint Secretary</b> Asst. Prof, R. N. G. Patel Institute of Technology (FETR) Bardoli.
Dr. D. V. Bhatt <b>Member</b> Professor, SVNIT, Surat	Dr. Latesh Chaudhari <b>Member</b> Principal, R. N. G. Patel Institute of Technology (FETR) ,Bardoli.	Mr. Himanshu Vayeda <b>Member</b> GM – HR & Admin Orbit Exports Ltd.
Mr. Chirag Desai <b>Member</b> Asst. Prof., R. N. G. Patel Institute of Technology (FETR) Bardoli	Mr. Chintan Parmar <b>Member</b> Executive – HR, L&T-MHPS Turbine Generators Pvt. Ltd., Hazira, Surat	Mr. Rakesh Patel <b>Member</b> Sr. Manager (WH) Reliance Industries Ltd., Hazira, Surat
Mr. Varun Surani <b>Member</b> Manager – CSR PP Savani Group, Surat		

## Registration Fees, Sponsorship, Advertisement Tariff & Bank Details

To participate in the SCCQC, each participating team will consists of minimum **SIX** members for QC presentation and minimum **THREE** members for Allied Concepts (5 “S”, Kaizen, Lean Quality Circle, Six Sigma, TPM, WCM, Health & Safety etc.). The name of the team and team members shall be sent along with nomination.

Expectation from participating members & Organisations	One soft copy of presentation may be forwarded to <a href="mailto:qcfi.surat@gmail.com">qcfi.surat@gmail.com</a> and/or one CD of case study presentation to be submitted by 23 <sup>rd</sup> August 2019.			
Presentation Time	12 Min.			
Q&A	03 Min			
Minimum Delegates for each presentation	6 for Quality Concepts and 3 for Allied Concepts			
Fees per Participant/ Delegate	<b>Participants</b>	<b>Fees (₹)</b>	<b>GST @ 18%</b>	<b>Total Amt (₹)</b>
	1	3,700	666	4,366
Fee for QC Case Study	6	22,200	3996	26,196
Fee for Allied Concept Case Study	3	11,100	1998	13,098
Date	31 <sup>st</sup> August 2019			
Venue	AURO University, Opp. ONGC, Icchapore Road, Dist. Surat			
Time	9:00 AM to 5:00 PM			

### **SPECIAL DISCOUNT FOR PERMANENT MEMBER ORGANISATIONS**

Special Discount available for permanent members @ Rs. 250 per participant only. Please provide QCFI permanent membership number or send copy of membership card to avail discount.

#### **Sponsorship Charges (including 18% GST)**

1. Lunch – Rs. 3,00,000
2. Programme Kit Bag – Rs. 1,20,000
3. Tea & Breakfast – Rs. 60,000
4. Entertainment Prog. – Rs. 30,000

#### **Details for Vendor Registration & Online Payment**

**Name** : Quality Circle Forum of India  
**Address** : UG-44, Highfield Ascot, VIP Road, Vesu, Surat

**Bank** : Bank of Baroda  
**A/c. No.** : 58920200000073  
**Branch** : VIP Road  
**IFSC Code:** BARB0VIPSUR  
(5<sup>th</sup> character is ZERO)

**PAN No.** : AAAAQ0008P  
**GST No.** : 24AAAAQ0008P3ZN

#### **Advertisement Tariff Rates for Souvenir for SCCQC-2019 (including 18% GST)**

1. Front Inside Cover (Colour) – Rs. 30,000
2. Back Inside Cover (Colour) – Rs. 30,000
3. Back Outside Cover (Colour) – Rs. 42,000
4. Full Page (B/w inside pages) – Rs. 18,000
5. Half Page (B/w inside pages) – Rs. 10,000

# Registration Form – 2<sup>nd</sup> SCCQC-2019

## Quality Circle Forum of India, Surat Chapter

Dear Sir,

Please register the following Team for SCCQC -2019 from our organization.

Name of the Team : \_\_\_\_\_

Category (Quality Circle, TPM, Kaizen, SMED, Lean QC, 5-S and Allied Concepts etc.): \_\_\_\_\_

Sr.	Full Name of Member / Delegate	Remarks
1		
2		
3		
4		
5		
6		

**Total Number of Participants : [     ]**

**Organization Details :**

Name : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

**Authorized Persons Details :**

Name : \_\_\_\_\_

Cell No: \_\_\_\_\_ Email Id : \_\_\_\_\_

Designation : \_\_\_\_\_ Signature : \_\_\_\_\_

**QCFI Membership No :** \_\_\_\_\_ **Valid Upto (Date) :** \_\_\_\_\_

### Programme Schedule on 31<sup>st</sup> August 2019

Sr.	Event	Schedule
1	Registration/Breakfast	08:00 – 09:00
2	Inaugural Function	09:00 – 11:00
3	Tea Break	11:00 – 11:15
4	Presentation by QC & AQC Teams (Parallel presentations)	11:15 – 13:30
5	Lunch	13:30 – 14:30
6	Entertainment Programme	14:30 – 15:30
7	Quiz Competition	15:30 – 16:00
8	Valedictory Function (Prizes/Award Distribution)	16:00 – 17:00

## 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 23<sup>rd</sup> August 2019. 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) |

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 **23<sup>rd</sup> August 2019** 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 2018 onwards and not yet presented at any Chapter Convention-2018 or NCQC-2018 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 12 minutes, followed by 3 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-2019
6. Date of SCCQC-2019 :31<sup>st</sup> August 2019

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 **23rd August 2019** and to be collected back on 31<sup>st</sup> August 2019 (Saturday) the day of SCCQC-2019, before 4:00 pm. Scrutiny of QC Record book will be done for 10 marks for QC Teams participating at SCCQC-2019 as per criteria revised in 2014. Evaluation will be done by SCCQC-2019 judges. Best QC Record Book will be awarded SULEKHAN TROPHY only for SCCQC-2019.
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 "Prashnonatari 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 4 minutes. Hence in 12 minutes, three Kaizens will be presented by respective persons who have done the Kaizen. Award winning teams can participate in **Kaizen Exhibition** at NCQC-2019.
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, 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 ATSCCQC-2019 AND NCQC-2019

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-2019	Max. Marks at NCQC-2019
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 SCCQC-2018)	10	-
	<b>TOTAL Marks</b>	<b>160</b>	<b>210</b>

(STAGE-1)	DETAILS OF CRITERIA FOR PRE- EVALUATION IN ADVANCE	SCCQC-2019	NCQC-2019
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
	<b>TOTAL MARKS</b>	<b>70</b>	<b>100</b>

(STAGE - 2)	DETAILS OF CRITERIA FOR EVALUATION AT THE TIME OF ORAL PRESENTATION by quality circles and allied quality concepts	SCCQC-2019	NCQC-2019
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>

(STAGE-3)	QC KNOWLEDGE TEST EVALUATION	SCCQC-2019	NCQC-2019
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-2019	NCQC-2019
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	-
	<b>TOTAL MARKS</b>	<b>10</b>	<b>-</b>

**EVALUATION CRITERIA FOR CASE STUDY PRESENTATION ON ALLIED QUALITY CONCEPTS (OTHER THAN QUALITY CIRCLE) AT; SCCQC-2019 AND NCQC-2019**

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) |



STAGE 2	DETAILS OF CRITERIA FOR EVALUATION AT THE TIME OF ORAL PRESENTATION by quality circles and allied quality concepts	MAX MARKS SCCQC-2019	MAX MARKS NCQC-2019
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>

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
	<b>TOTAL</b>	<b>100</b>

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

STAGE NO	DESCRIPTION OF THE CRITERIA	MAX MARKS SCCQC-2019	MAX MARKS NCQC-2019
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

#### 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 **23<sup>rd</sup> August 2019**.

#### SLOGAN/ POSTER

**Slogan/ Poster/Essay Competition on quality related concepts including convention theme, "Quality Concepts for Cultural Breakthrough"**

#### 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, 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