

29<sup>th</sup> CCQC (VIRTUAL)

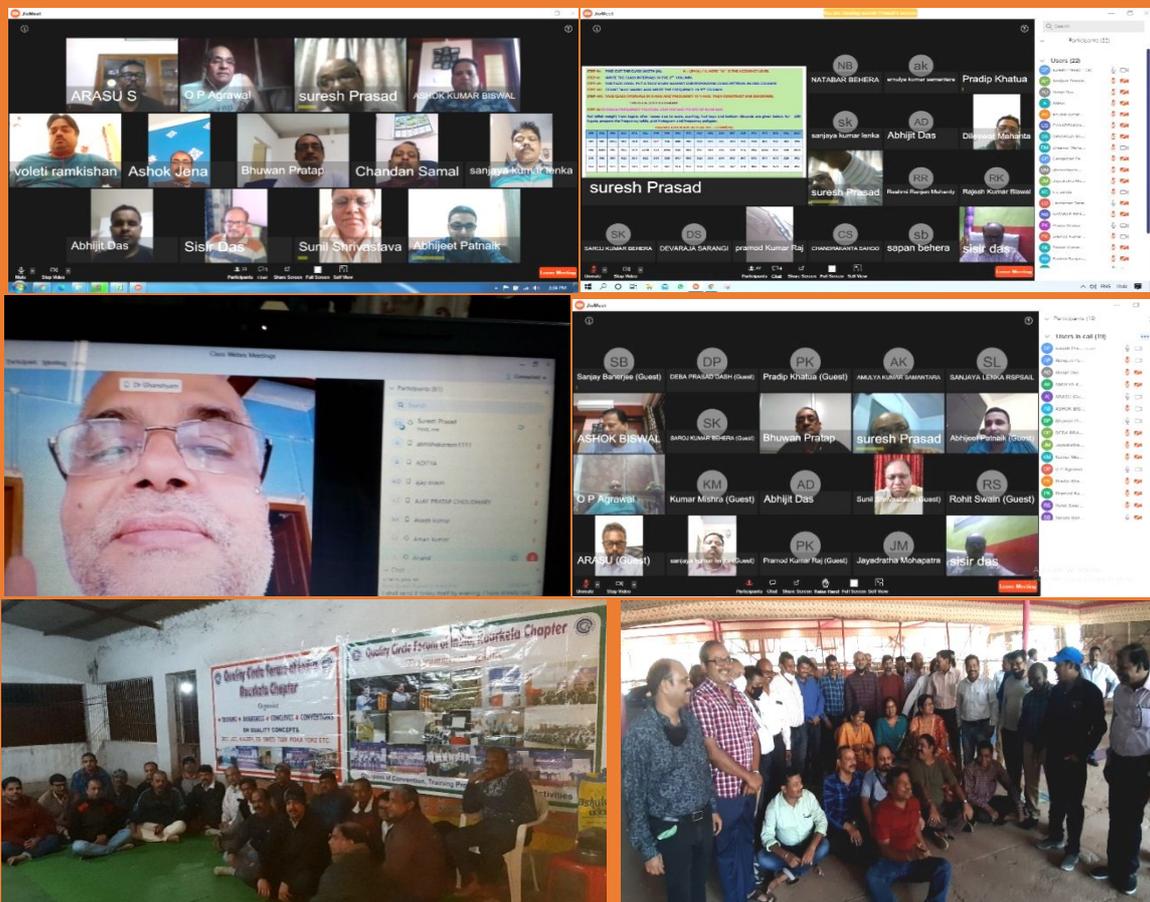
# CHAPTER CONVENTION ON QUALITY CONCEPTS in September 2021

*Theme*

**INVOLVING PEOPLE THROUGH QUALITY CONCEPTS TO MAKE INDIA GLOBAL LEADER**



*Organized by*  
**QUALITY CIRCLE FORUM OF INDIA  
ROURKELA CHAPTER**



**Glimpses of Chapter Meeting, Virtual CCQC-2020 & Training Programme successfully conducted by QCFI, Rourkela Chapter**

Invitation

Dear All,

A warm welcome to all of you from Quality Circle Forum of India, Rourkela Chapter. It's that time of the year when we start our preparations for our annual event and we are back again this year to give you an insight on the Chapter Convention on Quality Concepts (CCQC) event for 2021.

COVID-19 has this year again caused many casualties and the entire world has been virtually under siege. Our country is also badly affected by the second wave of this pandemic. Like last year, all the activities (except some essential services) have come to standstill. Industrial & Service sectors as well as teaching in Schools/colleges are badly affected. We cannot keep a nation under lockdown for a long period. In fact, more than a lockdown we need behavioral change. Thus today most important thing is to remain indoor and stay safe & healthy. Social distancing, wearing facemask and regular hand washing with soap or hand sanitizer have become order of the day now a days (*"do gaj ki doori magar mask hai jaroori" ---- is the slogan today to be adopted by all of us*).

Keeping this in view, it was decided to have the CCQC-21 also without physical assembly of participants which shall be conducted in September'21. Details regarding participation are given in the Brochure including fee structure. Therefore, this year in CCQC-21, results shall be based on evaluation of Case Study Report and Presentation slides received in soft copy i.e. through e-mail only. This will be based on 100 marks. Other activities like Essay / Slogan/ Poem / SKIT competition or Knowledge Test have been included in CCQC-21, *as optional*, for the benefit of our participating teams which will help in preparation for NCQC-21 in Coimbatore, Tamil Nadu in Dec.'21.

In spite of this pandemic, Rourkela chapter of QCFI has made significant contribution in promoting and popularizing the concept of Quality Circle and allied concepts e.g. Lean QC, 5S, SPC, Kaizen, Six Sigma, TPM, Poka Yoke, QIT, SGA etc. in the region. Today Quality Circles and Allied Quality Concepts have emerged as a mechanism to develop and utilize the tremendous potential of people for improving Production, Productivity and Quality. The concept has gained immense popularity as it respects people working at every level, involves them in decision making and facilitates an environment where an individual's capabilities are looked upon as assets to solve work-area problems. Application of knowledge and skills by first line employees can produce and render quality goods and services.

We are thankful to all our participating organizations of the region with whose support 78 circles had participated in CCQC-2020. This year any member organization can participate in CCQC-21 organized by QCFI, Rourkela Chapter.

I, on behalf of Executive council, Rourkela Chapter have great pleasure in extending the cordial invitation to your esteemed organization and team members. We look forward to welcoming you to the (Virtual) 29<sup>th</sup> Chapter Convention on Quality Concepts (CCQC-21) in September, 2021 in Rourkela. Result shall be given by 30<sup>th</sup> September, 2021.

Sincerely  
**(S. Arasu)**  
Chairman, QCFI-RC &  
Chief Sales Officer (India & China)  
Dalmia OCL



### OBJECTIVES:

1. To provide a forum for interaction and exchange of knowledge on Quality concepts
2. To provide an opportunity to the members of Quality circles & allied concepts to exchange their ideas, learn and explain their achievements
3. To give opportunity to display their creative talents through competitions in Essay, Slogan, Poem & SKIT
4. Encourage the spirit of competition, teamwork and continuous improvement to gain & sustain high team motivational standards and results
5. To select and recommend the case studies for the forthcoming 35<sup>th</sup> National convention on Quality Concepts (NCQC-2021) being held in Coimbatore, Tamil Nadu in December 2021

### WHO SHOULD PARTICIPATE?

1. Teams from QC & Allied concepts
2. Organisations who wish to introduce QC & other concepts
3. Potential Practitioners & Life members
4. Students & Staff from Educational Institutions

### A BRIEF OUTLINE OF PROGRAMME EVENTS:

#### 1. CASE STUDY REPORT

Case studies nominated by various organizations will be considered in CCQC-2021. Only those case studies (**Gold Award winners**) will be eligible for consideration for presentation in NCQC-2021 to be held in Coimbatore, Tamil Nadu in December 2021. Both are sent to be in SOFT copy through e-mail only.

#### 2. KNOWLEDGE TEST:

Since this is mandatory in NCQC, it is advised that all registered teams participate in it for their knowledge in various Quality concepts and QC tools & techniques. Time duration will be of 20 minutes. Mark sheet will include this marks also. This is OPTIONAL in CCQC-21.

#### 3. ESSAY, SLOGAN, POEM&SKIT COMPETITION:

- There is immense quest for excellence in all fields of human endeavor. QCFI has been leading in this regard through employees' involvement. Hence the theme for Essay competition this year is **"Involving people through Quality Concepts to make India a global leader"** and is limited to 500 words only.
- Slogan/Poem can be related to various Quality concepts like QC, 5S, TQM, Kaizen, Safety etc. *For Slogan/Poem, a team/member can give maximum 2 entries only.*
- This year, there shall not be any Model competition.
- For SKIT contest, theme has to be related to any Quality concepts. Only interested participating teams can take part in it and send in **video format** before 30<sup>th</sup> August'20 through email only.
- Home Kaizen/Five S by Homemakers: In order to encourage Kaizen/Five S practices in home, Rourkela chapter wishes to recognize home makers, who have done improvements in their homes. Interested circles can send report in soft copy.

### GUIDELINES FOR COMPETITION:

1. *This year for CCQC-21, there shall be evaluation for Case study report, Presentation and QC Register evaluation too. Evaluation will comprise of all these three for 100 marks. No QC register for Allied concepts circles.*
2. Case Study Report should be in English only.
3. Standard fonts e.g. Times New Roman, Arial etc. and standard animations are advised to be used for case study report/presentation to avoid any issues while opening the report.
4. Front page of Case study report shall have the details like name of organization & Team, Title of the case study and Category of the case study e.g. QC, 5S, SPC, Six Sigma etc. (summary Sheet).

**LEADERSHIP IS THE AUALITY TO GET EXTRA ORDINARY ACHIEVEMENT  
FROM ORDINARY PEOPLE**



5. Case study report to be e-mailed only, either in WORD or PDF format (*preferably as its size reduces significantly*), and must be limited to less than 10 MB.
6. Similarly Presentation slides also to be sent in PPT format with explanation in footnote and must be less than 15 MB in size. This is also to be e-mailed only.
7. **Case study report for QC & Allied concepts as well as Presentation slides must be strictly prepared as per the guidelines of QCFI only. QC Register also must be updated as per guidelines and kept ready for evaluation.**
8. All entries for Case study, Essay, Slogan, Poem, SKIT (Video format), Home Kaizen or Homemakers' 5S must reach on or before **31st August 2021** Whereas for Presentation slides it is **7<sup>th</sup> September 2021**.
9. Copy of QCFI membership needs to be sent along with Registration form via e-mail too.
10. *QC register being maintained (in QCFI Register format permissible) must not be mailed or couriered for the convention. This is not required this year.*
11. All Case Studies shall be evaluated by two judges, trained by QCFI.
12. E-Certificates shall be issued as per names given in Registration form.
13. Case study presented previously in Chapter / State / Regional / National level are not eligible for CCQC-2021.
14. Date for *Knowledge Test* shall be sent separately to the participating Organization's Coordinator. *This is optional.* Only 2 members shall be permitted per circle.
15. Participation in Knowledge Test, Essay / Slogan / Poem or SKIT competition is optional. It is being conducted for the practice of the teams towards preparing them for NCQC-21.
16. Essay/Slogan/Poem/SKIT should be in Odia/Hindi/English language only. Maximum two entries per team member is permissible.
17. **Result will be declared and sent through email to all the participating organizations along with e-certificates by 30<sup>th</sup> September 2021. Trophy shall be sent by Post or Courier to the respective coordinator.**

#### AWARDS TO BE PRESENTED:

1. **E-Certificates** shall be given to all the participating teams in the convention.
2. Successful teams shall be adjudged as Bronze, Silver & Gold Medal award winners depending upon the marks achieved as given below
  - a. 50% - 59% : Bronze Medal
  - b. 60% - 69% : Silver Medal
  - c. 70% & above : Gold Medal
3. Overall BEST circle in both QC & Allied concepts categories, shall also be awarded Jayant Dash Memorial Trophy and given **E-Certificates**.
4. **E-Certificates** shall be given to the winners of Essay/Slogan/Poem/SKIT/Knowledge Test/Home makers' 5S or Kaizen (who achieve 70% or more marks).
5. Only **Gold Award Winners** are eligible for participation in NCQC-21 this year.

#### PARTICIPATION FEE:

Team Area	Fee
Teams from Quality Circles or Allied Quality Concepts	Rs.5,000/- per circle + 18% GST (Irrespective of members in the circle)
Engg. & Mgmt. Colleges / Schools / Home Kaizen / 5S by Homemakers	Rs.4,200/- per circle + 18% GST

Note:

1. Last date of registration is **31.08.2021**.
2. Payment through Demand Draft/at par Cheque / NEFT / RTGS should be made in favour of **Quality Circle Forum of India, Rourkela Chapter** payable at **Rourkela** and payment details E-mailed along with the dully filled in Registration form and detailed case study report in the WORD or PDF format.
3. Participation shall be allowed only after payment of registration fee.
4. **Bank commission on registration fee, payable to QCFI Rourkela Chapter, must be borne by the participating organization.**

**GREAT THINGS IN BUSINESS ARE NEVER DONE BY ONE PERSON.  
THEY ARE DONE BY A TEAM OF PEOPLE**



5. For direct remittance to the bank, the details are given hereunder :

**Bank** : UCO Bank, Sector-5, Rourkela-769 002  
**Account No.** : 07120100005676  
**Type of Account** : Savings Bank A/c  
**For RTGS/NEFT Payment** : IFS Code - UCBA0000712  
**MICR Code** : 769028004  
**PAN** : AAAAQ0008P  
**GSTIN** : 21AAAAQ0008P1ZV  
**HSN / SAC Code** : 999293

6. All correspondence should be addressed to:

**S.C. PRASAD**

**Hony. Secretary, QCFI-Rourkela Chapter**

**B-56, Sector-20, Rourkela - 769 005 (Odisha)**

**Mobile: +91 8895501691, 9437245547, 8594939563**

**E-mail: [sureshc.prasad55@gmail.com](mailto:sureshc.prasad55@gmail.com) / [qcfi.rklchapter@gmail.com](mailto:qcfi.rklchapter@gmail.com)**

### EVALUATION CRITERIA FOR QC / ALLIED CONCEPTS CASE STUDIES

SL. No.	Pre-Evaluation Criteria:: Quality Circles Case Study	Total Marks
1	<b>Identification of Problems (Unsolved&gt;50)</b>	
2	<b>Selection of problem</b> A, B, C Categorization & Prioritization	
3	<b>Define the problem (up to this)</b> Milestone chart, Flow / Pictorial diagram of process, Description of problem with suitable diagram Objectives, Goal /Target	6
4	<b>Analysis of the Problem</b> Required data/verbal data for 4W+1H& its impact on Quality, Productivity, Cost etc.	6
5	<b>Find out probable causes and root causes</b> Circles up to 2 years old, may use Dispersion analysis but Old circles to use other type of CED with all possible sub causes With proper headers, Marking/Listing the probable root causes	6
6	<b>Root Cause Analysis (Validation of root causes)</b> By using appropriate method for validation	3
7	<b>Data analysis</b> Collection of appropriate data for validated root causes and Pareto diagram	6
8	<b>Development of solution</b> Min. No. of Alternate solutions developed = 5 & Validation	6
9	<b>Foreseeing Probable resistance</b> Min. No. of probable resistances with solutions = 5	3
10	<b>Trial Implementation &amp; Check Performance</b> Use of PDCA, Trial implementation & Check performance	12
11	<b>Regular Implementation</b> Present status, Overall gains – Tangible & Intangible	6
12	<b>Follow up &amp; Review</b> Follow up system developed& Review results	6
	<b>Grand Total Marks</b>	<b>60</b>



SL. No.	Evaluation criteria :: Oral Presentation for QC & Allied concepts (Including QIT)	Total Marks
1	Sequence	5
2	Communication Skills	5
3	Time Management	5
4	Special Effects	5
5	Judge's Question & Answers	10
	<b>Total Marks</b>	<b>30</b>

SL. No.	Evaluation criteria :: Quality Circles' Register	Total Marks
1	General Information	2
2	Project Information	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
	<b>Total Marks</b>	<b>10</b>

SL. No.	Evaluation criteria :: 5-S, Kaizen, TPM, LQC, QIT, Poka-Yoke, SMED & Benchmarking. (Circles can adopt DMAIC methodology also for all Allied concepts)	Total Marks
1	<b>Define the problem</b> Milestone chart proposed, Flow diagram/Pictorial diagram of process, Description of problem with suitable diagram, Objectives, Goals / Target	10
2	<b>Measure (Data collection / compilation)</b> 4W+1H / Data collection for key parameters its subsequent impact on quality, productivity, cost etc.	15
3	<b>Analyze the problem</b> Identification of causes, Develop suitable CED with all sub causes Validation of causes, data collection, Root cause analysis	15
4	<b>Improve (Solution Implementation)</b> Solution search, PDCA Trial implementation, Check performance Regular implementation, Performance status	20
5	<b>Control (Gains &amp; Standardization)</b> Gains – Tangible & intangible Follow up system developed – New / Updation Review results	10
	<b>Total Marks</b>	<b>70</b>

**Note: QC Register marks not applicable for Allied concepts**

SL. No.	Evaluation criteria for CCQC - 2021	Total Marks
1	Pre-evaluation of Case studies	60
2	Case study Oral presentation	30
3	QC Register marks*	10
	<b>Total Marks</b>	<b>100</b>
*	<i>For Allied concepts, Pre-evaluation marks = 70 and no QC register evaluation</i>	

**POSITIVE PEOPLE DO NOT ONLY MAINTAIN A POSITIVE MINDSET & ATTITUDE.  
BUT THEY ALSO CREATE & MAINTAIN A POSITIVE ATMOSPHERE**