

7th CHAPTER CONVENTION ON QUALITY CONCEPTS

2025

Organized by

QUALITY CIRCLE FORUM OF INDIA

QCFI DURGAPUR CHAPTER

GUWAHATI SUB-CHAPTER

Venue

Tool Room & Training Centre (TRTC),

Amingaon Industrial Area,
Amingaon, Guwahati-781031

Date of Convention

13th September 2025, Saturday, 8 am to 4pm

Closing Ceremony at 4:00 pm, Prize Distribution

14th September 2025, Sunday, 8 am to 4 pm

Closing Ceremony at 4:00 pm, Prize Distribution

Date of Registration

13th & 14th September 2025 08:00am onwards

INVITATION

Dear Sirs,

It is our pleasure to invite you at our Chapter Convention which will be held at Tool Room & Training Centre (TRTC), Amingaon Industrial Area, Amingaon, Guwahati - 781031 on Saturday 13th & Sunday 14th Sept. 2025.

You are requested to kindly nominate your teams in the convention. Please register well in advance to provide you better service. A number of new organizations are attending the convention. We shall try to help them for up gradation of their case studies. Your valued cooperation will be highly solicited.

You are requested to kindly nominate maximum teams in the convention. Please register well in advance to provide you better service.

Please confirm details about team along with payment details FOR REGISTRATION. It will not be possible to allow for registration without full and final payment.

Please confirm details about team along with payment for Registration within 6th September 2025.

Only member organizations of QCFI can participate in the case study presentation and other competitions, after registration.

Siromani Rajkhowa

Jt. Secretary Guwahati Sub-Chapter &
Unit Head -The Supreme Industries Ltd.

REGISTRATION FEE STRUCTURE WITHIN SATURDAY 06th SEPTEMBER 2025

Sl	Category	Fee	GST
1.	Delegate or Additional Member for any type of Team per head	3000/-	18%
2.	QC Team up to 6 members including Facilitator/Coordinator. In case of more member Addl. Member will be treated as delegate. Fee will be added in the team payment	18000/-	18%
3.	Allied Case Study, Kaizen Display, Lean QC, 5S, etc. Team will be up to 4 Members including Facilitator, Coordinator.	12000/-	18%
4.	Visual case study presentation up to 4 members. Any more member may be added with delegate fee. In any case less than 4 members' payment will be team payment. No discount will be allowed for less members.	12000/-	18%
5.	Model presentation from the participating teams.	Free	

The amount may kindly be drawn in favour of "QCFI Durgapur Chapter", payable within 06.09.2025

For Nomination form reaching after due date i.e. 6th September 2025 revised fee structure will be applied which is noted below.

REVISED FEE STRUCTURE AFTER DUE DATE- 06. 09.2025

SI	Category	Fee	GST
1.	Delegate or Additional Member for any type of Team per head	3500/-	18%
2.	QC Team up to 6 members including Facilitator/Coordinator. In case of more member Addl. Member will be treated as delegate. Fee will be added in the team payment	21000/-	18%
3.	Allied Case Study, Kaizen Display, Lean QC, 5S, etc. Team will be up to 4 Members including Facilitator, Coordinator.	14000/-	18%
4.	Visual case study presentation up to 4 members. Any more member may be added with delegate fee. In any case less than 4 members' payment will be team payment. No discount will be allowed for less members.	14000/-	18%
5.	Model presentation from the participating teams.	Free	

BANK DETAILS

The amount may kindly be drawn in favour of "QCFI Durgapur Chapter
Account No: 0450010109436
Bank: Punjab National Bank
Branch: ADDA Building, City Centre, Durgapur- 713216
GST No :19AAAAQ0008P1ZG, Pan No: AAAAQ0008P
Branch Code:SOL045020 IFSC: PUNB0045020 MICR: 713024210

MAIN EVENTS FOR COMPETITION

Scope of Presentations:-

- | | | |
|--|----------------|----------------|
| 1.QIT/Quality Circle/Lean Quality Circle | 2. Kaizen | 3. Six Sigma |
| 4.SMED Concepts | 5. TPM Circles | 6. WCM Circles |
| 7.Poka Yoke Concepts | 8. 5-SConcepts | |
| 9.Any other allied concepts | | |

MODEL PRESENTATION: FREE ENTRY FOR ALL PARTICIPATING TEAMS

AWARDS

Category of Awards in the chapter level: -	GOLD	SILVER	BRONZE
& Prizes for Other Competitions			

Award Category on Secured Marks during CCQC only.

- 1 The Circles who score up to 59%marks will be awarded Bronze Medal.
- 2 The Circles who score 60%to 69%marks will be awarded Silver Medal.
- 3 The Circles who score 70% and above marks will be awarded Gold Medal.

EVENTS FOR PARTICIPATION

1. Slogan(English/Hindi/Assamese)
Must be written very clearly or computer printout only A4(210x297mm) size papers will be accepted.
2. Poster
Paper size: A3 Size. Page Margin:5 cm from all sides.
3. Poetry in Hindi/English/Assamese:
Preferably in computer printout or clear handwriting. Paper Size–A4.
4. Essay Competition:
Preferably computer printout or clear handwriting
5. Each participant/team is eligible to submit maximum one entry per circle.
6. MODEL PRESENTATION
** (Please note that below 5 entries no competition will be organized).

NOTE: Team Members can participate in the Slogan/Poem/Poster/ Essay Competition without any fee.

ESSAY COMPETITION

Topic: SAFETY RELATED

1. Essay should not exceed 400 words. It should be eligibly hand written in A4 size white paper, leaving margin of 2 cm on all four sides. They can be either in English or Hindi or Assamese. Only Member who are participating in the Convention are eligible. Prizes will be awarded to winners in each category.
2. Entry should have the name of the Participant and Team which he / she represent, along with the organization name & category.

POSTER, POETRY & SLOGAN COMPETITION

Topic: Quality FOR Productivity and Safety

1. Can be prepared in English or Hindi or Assamese.
2. One Person- one entry in each category
3. The Only Team Members who are participating in the convention are eligible.
4. Prizes will be awarded to winners in each category as per number of submissions.

IMPORTANT INFORMATION

1. Case Study presentation slot allotment will be declared before the date of convention, after full and final payment.
2. Filled up Nomination Form including postal address & pin code may kindly be sent within **6th September, 2025**.
3. The official language is either English or Hindi. You may please use English for better communication.
4. Register will be presented during presentation.
5. Mail to: Mr. Siromani Rajkhowa Jt. Secretary, QCFI GUWAHATI Sub chapter qcfi_ghy@yahoo.com

GUIDELINES FOR CCQC - 2025

1. For Quality Circles-Pre-evaluation+Register+Case study Presentation
2. For other Allied concepts-Pre-evaluation+Case study Presentation.

EVALUATION CRITERIA

SL. NO.	Activity / Area	MARKS	
		QC	ALLIED
1.	Pre-evaluation of Case Study	60	70
2.	QC Register marks	10	N.A.
3.	Case study presentation marks	20	20
4.	Question-answer based on project presented	10	10
TOTAL MARKS		100	100



CONTACT:

Siromani Rajkhwa
Joint Secretary, QCFI Guwahati Sub-Chapter &
Plant Head, The Supreme Industries Limited
Export Promotion industrial Park
Amingaon, North Guwahati,
Assam-781031
Mobile : +91 75780 12031
Mail : qcfi_ghy@yahoo.com

CASE STUDY PRESENTATION MARKS

Sl. No.	Activity/Area	Marks
1	Sequence	5
2	Communication Skills	5
3	Time Management	5
4	Special Effects	5
TOTAL		20

REGISTER EVALUATION CRITERIA:CCQC

Sl. No.	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

PRE-EVALUATION MARKS FOR QC

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

PRE-EVALUATION CRITERIA FOR LQC&OTHER ALLIED CONCEPTS

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

NOMINATION FORM

N.B. The filled-up Registration Form along with payment Details must be sent to us by 02 September,2025

To
Sri Siromani Rajkhowa
Jt. Secretary, QCFI Durgapur Chapter Sub Chapter Guwahati
Unit Head M/s The Supreme Industries Ltd.
EPIP, Amingaon, North Guwahati -781031
M- 7578012031
Mail: gcfi_ghy@yahoo.com

Dear Sir

Please register our TEAM nomination:-

**** Category of team: QIT/QC/LQC/SPECIAL CASE STUDY**

Sl	Name of team	Category	No. of Members
1			
2			
3			
4			
5			
6			

1. Name of Organisation:
2. GST/IGST Number:
3. Name of contact person & Designation:
4. Postal Address with pin code :
5. Mob. No:
6. Email Id:
7. NEFT/CHEQUE/DD, etc. DETAILS:

Signature



QUALITY CIRCLE FORUM OF INDIA, DURGAPUR CHAPTER

118, MOULANA AZAD SARANI, CITY CENTRE, DURGAPUR - 713216, Paschim BURDWAN, W.B
M : 09434023320, 8967636433 E-mail : qcfidurgapur@gmail.com

Bank authorization

Annexure A

Real Time Gross Settlement (RTGS)/National Electronic funds transfer (NEFT) Mandate Form

(To be issued on vendors letter head)

1. Vendor/customer Name : QCFI Durgapur chapter
2. Vendor/customer Code
3. Vendor /customer Address: 118 Moulana Azad Sarani City centre Durgapur 713216
4. Vendor/customer e-mail id : qcfidurgapur@gmail.com
5. Pan No : AAAAQ0008P
6. GST No : 19AAAAQ0008P1ZG
7. TÂN No : CALQ00493D
8. Particulars of bank account
 - a) Name of Bank : Punjab National Bank
 - b) Name of branch : UBI City centre
 - c) Branch code: SOL 045020
 - d) Address: ADDA Admn Building City centre Durgapur 713216
 - e) Telephone number: 0343 254 6720
 - f) Type of account (current/saving etc) SAVING Bank a/c
 - g) Account Number: 0450010109436
 - h) RTGS IFSC code of the bank branch : PUNB 00 450 20,
 - i) NEFT IFSC code of the bank branch : PUNB 00 450 20,
 - j) 9 digit MICR code : 713024210

I/We hereby authorize to release any amount due to me/us in the bank account as mentioned above. I/We hereby declare that the particulars given above are correct and complete.

(Signature of vendor/customer)

BANK CERTIFICATE

We certify that QCFI Durgapur chapter has an Account no. 0450010109436 with us and we confirm that the details given above are correct as per our records.

Bank stamp

पुनब नैशनल बैंक
For Punjab National Bank

वरिष्ठ प्रबन्धक/Senior Manager
सिटी सेंटर शाखा/City Centre Br.

Date 11/03/2021

(Signature of authorized officer of bank)



Government of India
And
Government of West Bengal
Form GST REG-25

Certificate of Provisional Registration

1.	GSTIN	19AAAAQ0008P1ZG
2.	PAN	AAAAQ0008P
3.	Legal Name	QUALITY CIRCLE FORUM OF INDIA
4.	Trade Name	QUALITY CIRCLE FORUM OF INDIA
5.	Registration Details under Existing Law	
	Act	Registration Number
(a)	Service Tax Registration Number	AAAAQ0008PSD013
Date	28/06/2017	

This is a Certificate of Provisional Registration issued under the provisions of the Act.

स्थायी लेखा संख्या /PERMANENT ACCOUNT NUMBER
AAAAQ0008P



नाम /NAME
QUALITY CIRCLE FORUM OF INDIA

निगमन/बनने की तिथि /DATE OF INCORPORATION/FORMATION
31-12-1982

[Signature]

मुख्य आयकर आयुक्त, आंध्र प्रदेश
Chief Commissioner of Income-tax, Andhra Pradesh



PAY

रुपये RUPEES

खाता सं.
A/c No. 0450010109436

बचत खाता
SAVINGS A/c

0450010109436

HMM

सिटी सेंटर (दुर्गापुर) (पश्चिम बर्द्धमान) पश्चिम बंगाल
CITY CENTRE (DURGAPUR) (Paschim Bardhaman) West Bengal-713216
RTGS/NEFT IFS Code : PUNB0045020

सभी शाखाओं पर देय PAYABLE AT ALL BRANCHES

DDMMYY

या धारक को OR BEARER

For QCFI, DURGAPUR CHAPTER

Authorised Signatory(ies)

Authorised Signatory
QCFI Durgapur Chapter

30554 7 3024 2101