

WELCOME TO HOLY CITY VARANASI TO JOIN VARANASI - LUCKNOW CHAPTER CONVENTION VLCCQC- 2025



INVITATION

The chairman & members of the governing committee of Quality Circle Forum of India, **Varanasi & Lucknow Chapter** feels immense pleasure to inform you that this year again Varanasi and Lucknow Chapter is going to jointly organize the yearly Chapter Convention in the holy city Varanasi. In this regard, we invite to all the organizational, institutional, Individual Members of QCFI to send QC team, professional circle team & 5S team, safety circle team and other allied teams of quality concept to participate in this **Chapter convention on Quality Concepts & Allied Concepts (VLCCQC-2025) at the School of Management Sciences (SMS), Varanasi on dated 05.10.2025 (Sunday)**. This event will be an excellent platform for presenting the best of the work done by various quality- practicing organizations.

It will be a unique opportunity for all of us to share our experience & learn. This convention will dedicate to **"ATMA NIRBHAR VIKSIT BHARAT"**. Eminent personalities will participate in the convention at the holy city of Varanasi with a new look. During this visit you can also avail this opportunity to see new Vishwanath Corridor, well arranged Ghats, Neat & Clean city, 5S JUSE certified railway station (Banaras) new look of Sarnath, where Buddha gave his first sermon to his disciples, and other historical place of Varanasi.

Off course Varanasi is one of the oldest and cultural city in the world, has been a center of national and international conferences in various areas like religion, philosophy, culture, political, scientific and technical. As the eminent English author, Mark Twain wrote- **"Banaras is older than history, older than tradition, older even than legend and looks as old as all of the input together."** At present days QCFI, Varanasi is the most significant Chapter, because it is Prime Minister's parliamentary constituency.

This Chapter Convention is indeed an opportunity, which God has bestowed upon all the participants to get the blessing of Lord Shiva. Atithi Devo Bhavah' (Guest is our God) has always been a way of life at Varanasi and continuing with this ages old tradition, we invite you to attend the convention in this holy city. Please make yourself ready for an academic feast with the enjoyment of **'Banarasi Masti', 'Banarasi Paan' and 'Banarasi Ghats'** of the river Ganga, **Subah-E-Banaras, Unique Ganga Aarti and Baba Vishwanath temple, Buddha's monument at Sarnath, Sankat Mochan temple** & other historical temples & monuments **(like Kashiraj forte, Ram Nagar & Chunar Forte)** for your sweet memory.

We look forward to your wholehearted support and participation to make this event successful, meaningful and memorable one.

With Regards,

Dr. Ashok Rai

Chairman

Quality Circle Forum of India
Varanasi Chapter

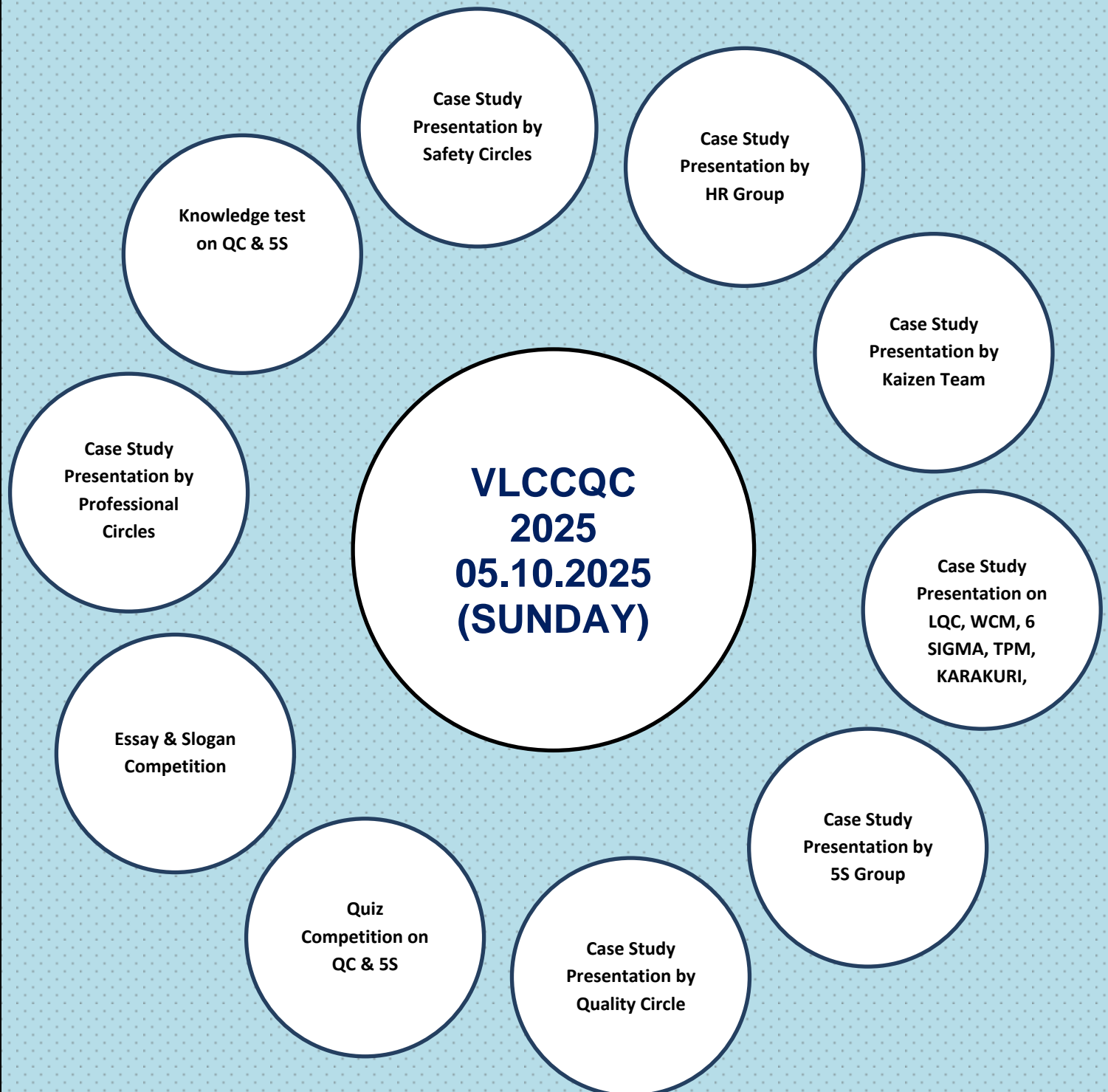
Pawan Grover

Chairman

Quality Circle Forum of India
Lucknow Chapter

ABOUT THE CONVENTION

The aim of the convention is to provide enhanced knowledge and skills on quality concepts and other TQM concepts by effective presentation of the team of organizations. Varanasi and Lucknow Chapters are trying to propagate these concepts as a show- case by this chapter convention VLCCQC-2025.



PARTICIPATION ELIGIBILITY

S. No.	HIGHLIGHTS	OBJECTIVES	FOR WHOM
1.	Case Study Presentation by Quality Circle	Sharing of success with knowledge & skills. Learning from case studies from other organization	Workers and supervisors.
2.	Case Study Presentation on LQC, WCM, 6 SIGMA, TPM, KARAKURI, POKAYOKE	Sharing of experiences on application of LQC, WCM, SIX SIGMA, TPM, POKAYOKE, KARAKURI etc.	Workman, supervisors, cross-functional groups, executives,
3.	Knowledge test on QC & 5S	Assessment of skill & knowledge of individuals on 5S and QC	Workman, supervisors, coordinators, facilitators, leaders subzone leader , 5s internal auditors
4.	Quiz competition on QC & 5S team	Personality development of team	Workman, supervisors, coordinators, facilitators, leaders subzone leader , 5s internal auditors (5s team & QC Team)
5.	Essay & Slogan competition	Effective propagation of Quality Concepts	Member/ employee/ students.
6.	Case Study Presentation by professional Circles	Effective participation by executives, managers, expert group of organization	Executives & expert group, cross functional group
7.	Case Study Presentation by safety circles	Sharing knowledge & skills for creating safe workplace	Workman, supervisors, safety Stuarts, executives/ safety officers.
8.	Case Study Presentation by HR group	Development of Human Resource by HR initiation	Employees & executives of HR/ Personnel Department
9.	Case Study Presentation by Kaizen team & model presentation	Change for better with little steps	Workman, supervisors, cross-functional groups, executives
10.	Case Study Presentation by 5S Group	For safe, secure, beautiful workplace	Workman, supervisors, coordinators, facilitators, leaders subzone leader , 5s internal auditors



REGISTRATION FEE DETAILS

S. No.	Particulars	Registration fee for permanent members	Registration fee for annual members
1.	QC concepts team – for a group of maximum 6 members.	Rs. 21,000/- + 18% GST as applicable	Rs. 24,000/- + 18% GST as applicable
2.	Allied concepts team – for a group of maximum 3 members of (5S, Six Sigma, LQC, TPM, Kaizen, WCM, JIT, QIT, Karakuri, Jidoka, Pokayoke etc.	Rs. 10,500/- + 18% GST as applicable	Rs. 12,000/- + 18% GST as applicable
3.	Presentation by maximum 2 members on Safety Circle, Professional Circle, HR and other innovative concepts.	Rs. 7,000/- + 18% GST as applicable	Rs. 8,000/- + 18% GST as applicable
4.	Additional member for serial No. 1 & 2 concepts team	Rs. 3,500/- + 18% GST as applicable	Rs. 4,000/- + 18% GST as applicable
5.	Management/ Engineering/ Social Sciences/ Schools/ Colleges and all educational institution – for serial No. 1, 2, 3 & 4.	40% discount for serial No. 1, 2, 3 & 4 + 18% GST as applicable	40% discount for serial No. 1, 2, 3 & 4 + 18% GST as applicable

Note: Last date to submit the registration fees is on or before 15.09.2025.

MODE OF PAYMENT

1. Demand Draft/ pay order to be drawn in favor of **Quality Circle Forum of India, Varanasi, payable at Varanasi.**
2. Registration fees can also be paid through NEFT or ECS

Bank Name: Quality Circle Forum of India Varanasi
 Bank & Branch: Punjab National bank, Lahuravir, Varanasi
 Account No: 4182005500000551
 IFSC Code: PUNB0418200
 MICR Code: 221024023
 GST No: 09AAAAQ0008P2ZG

Details required for Creation of new Vendor Master**(ALL DETAILS SHOULD BE IN CAPITAL LETTERS)**

Name of Vendor	:	QUALITY CIRCLE FORUM OF INDIA VARANASI
Nature of Business (RM / PM / ENG ITEM)	:	COMMERCIAL TRAINING (OR) COACHING
Address 1	:	8, Kamla Nagar, Siga, Behind Siga Police Station.
Town	:	Varanasi
State	:	Utter Pradesh
Pin Code	:	221010
Mobile No.	:	9451327890, 8303844892
Fax No.	:	-
E-mail ID	:	qcfivns@gmail.com
TIN / STX No.	:	N.A.
CST No.	:	N.A.
PAN No.	:	AAAAQ0008P
ESIC No.	:	N.A.
GST No.	:	09AAAAQ0008P2ZG
WCT No.	:	N.A.
ECC No.	:	N.A.
Small Scale / Export / None	:	N.A.
Dealer / Manufacture	:	N.A.
RTGS DETAILS		
Account Name	:	Quality Circle Forum of India Varanasi
Bank Name	:	Punjab National bank
Bank Address	:	Punjab National bank, Lahuravir, Varanasi
IFSC / NEFT Code	:	IFS Code. PUNB0083510
A/c No.	:	4182005500000551

Note: In case you wish to deposit the fee to QCFI HQ account, please contact Ms. Madhulatha (+91-6281977040/ +91-9640519572)

GUIDELINES FOR VLCCQC PARTICIPATION

1. This year for VLCCQC- 2025, there shall be an evaluation for the Case study report, Presentation and QC Register evaluation too. Evaluation will comprise of all these three for 100 marks.
2. **No QC register is required for Allied concepts circles, 5S group, Professional circles, Kaizen team, safety circles, Six Sigma circle, QIT team, HR Group.**
3. Standard fonts e.g. Times New Roman, Arial etc. and standard animations are advised to be used for case study reports/presentations to avoid any issues while opening the report.
4. Front page of the 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).
5. Case study report (in English) 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. However, the presentation can be made in Hindi or English language. Presentation slides must be in English only.
7. Case study reports 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 15th September 2025 including the duly filled Registration form.**
9. QC register being maintained (in QCFI Register format permissible) must be submitted on the convention day at the Registration counter.
10. All Case Studies shall be evaluated by two judges, trained by QCFI.
11. Certificates shall be issued as per names given in the Registration form.
12. Case studies presented previously in Chapter / State / Regional / National level are not eligible for VLCCQC- 2025.
13. Date/Time for Model display, SKIT, Kaizen display or Home Maker's Kaizen/5S presentation competition shall be sent separately to the Participating Organization's Coordinator. Only 2 members shall be permitted per circle.
14. **Maximum 2 members can participate for professional circle, safety circle, HR Group and other innovative concepts for their presentation.**
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-25.

16. Essay/Slogan/Poem/SKIT should be in Hindi/English language only. A maximum of two entries per team member is permissible.
17. All Case study presentations on QC or Allied concepts shall be conducted in parallel halls.
18. Each team shall be given 15 minutes for presentation and 5 minutes for Question & Answer whereas 1 minute for change over to the next team.
19. Presentation aids e.g. audio system, Multi-media kit, screen & tables shall be provided in each hall.
20. CD/DVD/Pen drive for presentation to be loaded beforehand in respective halls. Teams may bring their laptop for presentation.
21. Certificates are made as per names given in the Registration Form. Ensure that names are written correctly in the Registration Form
22. **Trophy and certificate shall be given to the winning teams of Allied concepts circles, 5S group, Professional circles, Kaizen team, safety circles, Six Sigma team, QIT team, HR Group for their presentation. Maximum 3 members can participate for presentation.**
23. All the Certificates shall be e-mailed to respected coordinators of the participating organization.

AWARDS TO BE PRESENTED

- E-Certificates shall be given to all the coordinators who participate in the coordinator's meet.
- E-Certificates shall be given to all the participating teams in the convention.
- Successful teams shall be adjudged as Bronze, Silver & Gold trophy award winners depending upon the marks achieved as given below a. 50% - less than 60% : Bronze Trophy b. 60% - less than 70% : Silver Trophy c. 70% & above : Gold Trophy
- E-Certificates shall be given to the winners of Essay/Slogan/Poem/SKIT/Knowledge Test/Home makers' 5S / Kaizen or Model or Kaizen display (who score 70% or more marks).

Evaluation criteria for quality circle case study presentation:

Sl. No.	Evaluation criteria: Oral Presentation for QC & Allied concepts (Including QIT)	Total Marks
1	Identification of Problems (Unsolved>50)	
2	Selection of problem A, B, C Categorization & Prioritization	
3	Define the problem Milestone chart, Flow / Pictorial diagram of the process, Description of problem with suitable diagram Objectives, Goal / Target	6
4	Analysis of the Problem Required data / verbal data for 4W+1H & its impact on Quality, Productivity, Cost etc.	6
5	Find out probable causes and root causes Circles up to 2 years old, may use Dispersion analysis but old circles to use other types of CED with all possible sub causes With proper headers, Marking / Listing the probable root causes	6
6	Root Cause Analysis (Validation of root causes) By using an appropriate method for validation	3
7	Data analysis Collection of appropriate data for validated root causes and Pareto diagram	8
8	Development of solution Min. No. of Alternate solutions developed = 5 & Validation	8
9	Foreseeing Probable resistance Min. No. of probable resistances with solutions = 5	3
10	Trial Implementation & Check Performance Use of PDCA, Trial implementation & Check performance	8
11	Regular Implementation Present status, Overall gains – Tangible & Intangible	6
12	Follow up & Review Follow-up system developed & Review results	6
<u>13</u>	<u>Grand Total Marks</u>	<u>60</u>

Evaluation criteria for quality circle case study presentation:

Sl. No.	Pre-Evaluation Criteria:: Quality Circles Case Study	Total Marks
1	Sequence, Clarity, Team participation, Smooth change over from one speaker to other	5
2	Communication Skills	5
3	Time Management	5
4	Special Effects	5
5	Judge's Question & Answers	10
<u>6</u>	<u>Total Marks</u>	<u>30</u>

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
<u>7</u>	<u>Total Marks</u>	<u>10</u>

Evaluation criteria for allied concepts case study presentation:

Sl. No.	Evaluation criteria :: 5-S, Kaizen, TPM, LQC, QIT, POKA-YOKE, SMED, WCM, TQM, HR Group, Safety Circle, Professional Circle & Six Sigma presentation (The team can adopt DMAIC methodology also for all Allied concepts)	Total Marks
1-D	Define the problem	10
	Milestone chart proposed, Flow diagram / Pictorial diagram of the process	
	Description of problem with suitable diagram, Objectives, Goals / Target	
2-M	Measure (Data collection / compilation)	15
	4W+1H / Data collection for key parameters	
	It's subsequent impact on quality, productivity, cost etc.	
3-A	Analyze the problem	15
	Identification of causes, Develop suitable CED with all sub causes	
	Validation of causes, data collection, Root cause analysis	
4-I	Improve (Solution Implementation)	20
	Solution search, PDCA	
	Trial implementation, Check performance	
	Regular implementation, Performance status	
5-C	Control (Gains & Standardization)	10
	Gains – Tangible & intangible	
	Follow-up system developed – New / Updating	
	Case study Oral presentation	30
	<u>Total Marks</u>	<u>100</u>

Address for Registration

D. K. Prajapati
Mobile No. 7985313264
Quality Circle Forum of India, Varanasi Chapter
8, Kamla Nagar, Sigra, behind Sigra Police Station,
Varanasi, Uttar Pradesh 221010
E-mail: qcfivns@gmail.com

VLCCQC-2025 SECRETARIATE Program Organizing Team

A.M. Chakraborty (Varanasi Chapter)

Mobile No. 9451327890, 8303844892

E-Mail: qcfivns@gmail.com

1. Vijay Krishna Rai
2. Prof. Amitabh Tiwari
3. Rajeev Mehrotra
4. Aruna Singh
5. Prof. R. K. Singh
6. Dr. R. N. Singh
7. Mr. Anil Kumar Singh
8. Arif Hussain Khan
9. Mr. PC Srivastava

Shailendra Kumar (COO Lucknow Chapter)

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E-Mail: shailendra.lko@gmail.com

1. Dr. Vineeta Kamran- Vice Chairman
2. Atul Agarwal
3. Ravi Srivastava
4. Satya Prakash Srivastava
5. Manoj Kr Srivastava
6. Pradeep Kr Srivastava

For any query, please contact us:

- | | |
|-------------------------|------------|
| 1. Mr. Ravi Srivastava: | 9140934511 |
| 2. D. K. Prajapati: | 7985313264 |

VLCCQC-2025

Program Schedule - 05.10.2025

Registration & breakfast	: 08:00 to 9:00
Knowledge Test	: 09:00 to 9:30
SKIT Competition	: 09:40 to 10:30
Inauguration	: 10:30 to 11:30
Coordinator's Veneration Ceremony	: 11:30 to 12:00
Case Studies Presentation (for team)	: 12:00 to 15:30
Lunch starts from	: 13:00 to 15:00
Quiz Competition	: 15:00 to 16:00
Valedictory & Prize Distribution Followed by High Tea	: 16:00 to 17:30
