



Quality Circle Forum of India, Kolkata Chapter

Ref : QCFI/KOL/AGM/622

Date : 20th June 2019

TO ALL MEMBERS OF QUALITY CIRCLE FORUM OF INDIA, KOLKATA
CHAPTER

Dear Member,

**RE : THIRTY THIRD ANNUAL GENERAL MEETING OF
QUALITY CIRCLE FORUM OF INDIA, KOLKATA
CHAPTER : – NOTICE**

Notice is hereby given in accordance with clause No. 4 of the Constitution of QCFI that the 33rd Annual General Meeting (AGM) of Quality Circle Forum of India, Kolkata Chapter will be held at 15.00 hrs. on Thursday, 25th July 2019 at the Conference Room of Ordnance Factory Board, 6 Esplanade East, Kolkata-700 069, to transact the following :

1. Consideration and adoption of the Minutes of 32nd Annual General Meeting held on 19th July 2018 at Ordnance Factory Board and circulated, vide Notice dated 28th June 2018.
2. Consideration and adoption of Annual Report on activities of the Chapter for the period: 1st April 2018 to 31st March 2019.
3. Consideration and adoption of the audited Income & Expenditure Account, Balance Sheet, Receipts & Payment Statement and Auditor's Report for the Financial Year : April 2018 to March 2019.
4. Election of Governing Council Members as per Clause 5.3 of the Constitution of Quality Circle Forum of India was held on 19th July 2018. As the Elected body of the Governing Council Members remains valid for three successive years, next Election of the G. C. Body of Kolkata Chapter will be held in the year 2021.
5. Appointment of Auditors for the Financial Year: April 2019 to March 2020 and finalization of their professional fees.

(Contd....p/2.)



Quality Circle Forum of India, Kolkata Chapter

: 2 :

Ref : QCFI/KOL/AGM/622

Date : 20th June 2019

Members who will attend the meeting are requested to inform the Secretariat-QCFI Kolkata Chapter (Email: qcfikol@bharatmail.co.in, qcfikol@gmail.com, Telephone: 033-2242-8165, 033-2230-6714) by 20th July 2019 so that necessary Gate Passes/ Security Sanctions at Ordnance Factory Board can be made ready.

Co-operation from all members is solicited.

Yours truly,

JOYDEV SEN GUPTA
HONORARY SECRETARY
Mobile : 9830320935

Enclosure : Activities 2018-19



**AGENDA
FOR
THIRTY-THIRD ANNUAL GENERAL MEETING
QUALITY CIRCLE FORUM OF INDIA
KOLKATA CHAPTER**

=====

VENUE

**ORDNANCE FACTORY BOARD
6, ESPLANADE EAST
KOLKATA**

**DATE
THURSDAY, 25TH JULY 2019**

**TIME
15.00 HRS. TO 16 HRS.**

P R O G R A M M E

- 1. Welcome Address**
- 2. Consideration and Adoption of MOM of last AGM (32nd)**
- 3. Consideration and adoption of Activity Report (2018-19)**
- 4. Consideration and adoption of audited Financial
Accounts 2018-19**
- 5. Appointment of Auditor**
- 6. Vote of Thanks**

ACTIVITIES – KOLKATA CHAPTER : APRIL 2018 TO MARCH 2019

Sl No.	Activity	Total								
1.	<p>Workshops / Seminars / Conventions at Hotels & Venue:</p> <table><thead><tr><th><u>Programme</u></th><th><u>Participants</u></th></tr></thead><tbody><tr><td>a) CCQC 2018 held on 11.09.2018 at Taj Bengal, Kolkata</td><td>389</td></tr><tr><td colspan="2">b) Poster/Poem/Slogan/Essay Competitions participated by school students and awards presented on 11.09.2018 at Taj Bengal, Kolkata.</td></tr><tr><td colspan="2">Total 50 participation from 6 schools</td></tr></tbody></table>	<u>Programme</u>	<u>Participants</u>	a) CCQC 2018 held on 11.09.2018 at Taj Bengal, Kolkata	389	b) Poster/Poem/Slogan/Essay Competitions participated by school students and awards presented on 11.09.2018 at Taj Bengal, Kolkata.		Total 50 participation from 6 schools		1 day
<u>Programme</u>	<u>Participants</u>									
a) CCQC 2018 held on 11.09.2018 at Taj Bengal, Kolkata	389									
b) Poster/Poem/Slogan/Essay Competitions participated by school students and awards presented on 11.09.2018 at Taj Bengal, Kolkata.										
Total 50 participation from 6 schools										
2.	<table><thead><tr><th><u>SPECIAL PROGRAMME :</u></th><th><u>Participants</u></th></tr></thead><tbody><tr><td>a) 149th QCFI BOD Meeting held on 14th March 2019 at Indismart Hotel, Sector V, Salt Lake, Kolkata</td><td>27</td></tr><tr><td>b) Chapter Meets Board – the programme was held on 13rd March 2019 at Indismart Hotel, Sector-V, Salt Lake, Kolkata</td><td>30</td></tr></tbody></table>	<u>SPECIAL PROGRAMME :</u>	<u>Participants</u>	a) 149 th QCFI BOD Meeting held on 14 th March 2019 at Indismart Hotel, Sector V, Salt Lake, Kolkata	27	b) Chapter Meets Board – the programme was held on 13 rd March 2019 at Indismart Hotel, Sector-V, Salt Lake, Kolkata	30	1 day 1 day		
<u>SPECIAL PROGRAMME :</u>	<u>Participants</u>									
a) 149 th QCFI BOD Meeting held on 14 th March 2019 at Indismart Hotel, Sector V, Salt Lake, Kolkata	27									
b) Chapter Meets Board – the programme was held on 13 rd March 2019 at Indismart Hotel, Sector-V, Salt Lake, Kolkata	30									
3.	In-house pogrammes									
	<ul style="list-style-type: none">Exide Industries Limited, Haldia – 8 daysExide Industries Limited, Shyamnagar – 7 daysExide Industries Ltd., R&D – 2 daysCESC Limited – 5 daysLinc Pen & Plastics Ltd. – 6 daysHindustan Copper Ltd., ICC Unit – 2 daysV-Guard Industries Limited, Sikkim – 3 daysSun Pharmaceutical Laboratories Limited, Sikkim – 1 dayChloride Power Systems & Solutions Limited – 1 dayBrahmaputra Cracker and Polymer Ltd – 1 dayZyduz Wellness, Sikkim – 3 daysEastern Railway, Liluah – 13 days	52 days								

Contd...page 2/.

ACTIVITIES – KOLKATA CHAPTER : APRIL 2018 TO MARCH 2019

Sl No.	Activity	Total
4.	Quality Initiative in Academic Institutions : Quality Concepts Awareness & Implementation Training Programmes were conducted in Vivekananda Mission School – one training session each in January 2019 and in March 2019.	2 days
5.	Innovative Programmes like Judges service, TV programme, etc.	
	<ul style="list-style-type: none"> • Judges Service at GRSE Limited – 1 day • Judges Services at Grasim Industries Limited – 1 day • Ceremonial Function of 5S Certification handover at Eastern Railway, Liluah – 1 day 	3 days
6.	Promotional Activities : Visit to different Organizations for promotion of Quality Initiatives	21 days
7.	Inclusion of new Members	
	a) Institutional - 12	17 Members
	c) Individual Life - 5	
8.	Sale of QCFI Publications (Books & 5S Posters)	Rs.8,300.00