



## Quality Circle Forum of India, Kolkata Chapter

### GUIDELINES FOR PARTICIPATION IN CCQC 2018, KOLKATA (To be held on 11<sup>th</sup> September 2018 at Taj Bengal, Kolkata)

The guidelines viz. maintenance of records, checking of registers, submission of case study in a specific sequence both in hard copies and CD which were followed in the past years, will be following this year also. *Other than QC, we also invite presentations of case studies on :*

- a) Lean Quality Circle
- b) Kaizen
- c) WCM Circle
- d) Six Sigma
- e) Poka Yoke
- f) SMED
- g) 5-S
- h) TPM Circle
- i) Business Excellence Model
- j) SGA
- k) SQC Circle
- l) QIT

The judges will follow under mentioned steps for evaluation (allotted marks are given in bracket):

1. Scrutiny of register of teams (10). Evaluation will be conducted by Chapter only. This mark will be required for CCQC. However, for Special Case Studies (5S, Kaizen, TPM, Lean QC, Six Sigma, SMED etc.) submission of Registers is not applicable. Submission of Registers is MUST for QC Presentations only.

Register Evaluation Criteria for Chapter Convention are as follows

| 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         |
|        | <b>TOTAL Marks</b>   | <b>10</b> |

1. Evaluation of Case Studies will be done before CCQC (based on Specified Criteria) studying their hard copies for 60 marks for QC and 70 marks for other Allied Concepts.
2. On CCQC day, judges will evaluate Sequence, Communication Skills, Time Management & Special Effects in Case Study Presentations followed by Questions & Answers : Total (20 + 10) 30 Marks.