



## Quality Circle Forum of India, Kolkata Chapter

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### **GUIDELINES FOR PARTICIPATION IN ANNUAL CHAPTER CONVENTION – CCQC 2016**

We are pleased to inform you that we will conduct our Annual Chapter Convention - CCQC 2016 on 27th September 2016 at Taj Bengal Hotel, 34-B, Belvedere Road, Kolkata - 700 027, India from 8-00 a.m. to 6-00 p.m.

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 invite presentations of case studies on 5S, Kaizen, WCM, QIT, TPM, SHE, Six Sigma, Lean QC etc.

Our evaluators will visit each organization, wherever possible, during next 8/10 weeks. Even if they visit without any appointment due to reasons beyond control, we request you to accommodate them by way of organizing meetings with Coordinator / Facilitator and those teams who will participate in this convention. In case our expert cannot reach you in time, please start using the formats mentioned in the Brochure.

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 this time 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.
2. Evaluation of case studies before CCQC (based on specified criteria) studying their hard copies (60).
3. On CCQC day, judges will evaluate Sequence, Communication Skills, Time Management & Special Effects in Case Study Presentation, followed by Questions & Answers - Total (20 + 10) Marks.
4. For Allied Teams ( 5S, Kaizen, TPM, Lean QC, Six Sigma, SMED etc ), a total marks of 70 is allotted to Hard Copy and 30 (20 + 10) to Oral Presentation

Do join the CCQC in large number. Besides case study presenters, let future Members / Leaders of teams not competing, Facilitators, Coordinators join the Convention.

Sd/-

A. K. DASGUPTA

HONORARY GENERAL SECRETARY

(Mobile: 8697167099)

Dated: 20 July 2016

Kolkata