



QUALITY CIRCLE FORUM OF INDIA

Nagpur Chapter

EVENTS AND EVALUATION CRITERIA for Chapter Convention on Quality Concepts

QCFI Nagpur Chapter Address

**Quality Circle Forum of India
Flat No. 501, Sanskruti Appartment,
Samata Layout, Yashwant Nagar
N.A. Road, Opp. Swimming Pool,
Ambazari, Nagpur - 440033**

Case Study Presentation

On Quality Concepts (Physical / Virtual)

1. General

- 1.1. Case study presentations will be in Physical mode but virtual participation will be by sending their case studies by power point as per the choice of the respective units.
- 1.2. Case study Presentation will be in the following category
 - 1.2.1. Quality Circle
 - 1.2.2. Allied Quality Concepts like
 - * Five-S,
 - * Kaizen / Quality Improvement Team (QIT),
 - * Poka Yoke Concept,
 - * SMED (Single Minute Exchange of Die),
 - * TPM Circle,
 - * Lean Quality Circle (LQC)
 - * Lean Safety Circle,
 - * WCM Circle,
 - * ISO-9001-2015 QMS implementation,
 - * Six Sigma Concept,
 - * Health, Safety & Environment (HSE),
 - * Pharmaceutical Quality Systems & Regulatory Guidelines,
 - * HR Case Study and
 - * Any Other Allied Team Concept
- 1.3. The participation for case study presentation competition is open for all.
- 1.4. Organizations willing to participate in case study presentation competitions (physical or virtual) are required to forward their presentation to QCFI, Nagpur Chapter on mail id

QCFI.NAGPUR@GMAIL.COM

Adhere to the schedule to facilitate smooth organization of the convention.
There may not be spot registration.

- 1.5. The official language for Physical presentation will be Marathi, Hindi and English. Teams should have their own power point presentation either in Marathi, Hindi or English. (Combination of these languages may also be used i.e. slides in English and speech in Hindi Marathi or vice versa).
- 1.6. The entire presentation, including translation, need to be completed within the stipulated time limit of 15 minutes (First bell after 12 min). For Question-Answers and / or clarification 5 min and 2 minutes for change over.
- 1.7. Presentation of allied concepts, would be separate evaluation criteria for each concept.
- 1.8. Evaluation of case studies (Physical Mode) will be done in two stages –180 Marks**
- 1.8.1. Pre evaluation i.e. an advance before case study presentation - 120 marks**
- 1.8.2. Evaluation at the time of actual case study presentation - 60 marks**
- The details of criteria for evaluation of case studies on Quality Circles and on other Quality Concepts are given on separate pages in this brochure.
- 1.9. Evaluation of case studies (Virtual Mode) will be done in one stage – (Total 180 marks).**
- 1.10. The evaluation of case studies shall be done by a panel of independent judges and their decision will be final and binding to the participants.
- 1.11. It is desired that following details are furnished in the introductory slide of the case study.
- I.** Name of the Team & Quality concept
 - II.** Organization's Name & Place
 - III.** Date of starting the project
 - IV.** Date of completion of the project
 - V.** Name of the event:
 - VI.** Date of CCQC :
- 1.12. Please see that the maximum number of slides are limited to 75 nos.
- 1.13. The case study format should be in Power Point version. Teams may use their Laptop/Pen drive.

2. Quality Circle

- 2.1. All Quality Circle members should be involved in the presentation of case study. At least five members should speak turn by turn during presentation.
- 2.2. The Quality Circle should be comprised of minimum five members plus one facilitator or coordinator.
- 2.3. Knowledge Test for Quality Circle, will be conducted as per the time line mentioned in the brochure.

3. Allied Quality Concepts

- 3.1. All Quality Concepts other than Quality Circle are covered under this category.
- 3.2. The case study is to be presented in their own system (**DMAIC**) followed by them. They need not convert into 12 step method being followed by Quality Circles.
- 3.3. Kaizen : KAIZEN Team should comprise of three persons who have given Kaizen,
- 3.4. Five-S : Case Study on Five-S' implementation in an organization or in specific department / zone may be presented with step by step approach and gains out of the same. Implementation at Home, Colony, Shops. School etc. may also be presented in this category of presentations.
- 3.5. Lean Quality Circle : If QC members have taken up an instant problem and solved it, they need not convert it into 12 steps. The same can be presented by existing QC team members if they have done it. Any other person who has helped in implementation and immediate boss as facilitator can also present the same under LQC. Already formed regular LQC team will present in 5 steps. Define, Measure, Analyse, Improve & Control (DMAIC METHOD).
- 3.6. Lean Safety Circle : Team can present Case study on the incident investigation process with a structured nine step process. Case study can be consisting of the following steps under LSC either 3.6.1 or 3.6.2.
 - 3.6.1. Problem Identification, Investigation Team Formation & Problem Defining, Team formation and leader selection, Ascertain The Facts (Human, Physical, Systemic), Develop The Chronology (for Incident), Why-Why Analysis, Identify Gaps in The System, Developing solution and Recommendation, Record & communicate (After Approval granted), Implement And Review, Tangible / Intangible Gain.
 - 3.6.2. Define, Measure, Analyse, Improve & Control (DMAIC Method).

4. Teams Opting for Virtual Participation

- 4.1 Teams are required to send their case studies in soft copy to QCFI, Nagpur Chapter through email along with the registration forms.

qcfi.nagpur@gmail.com

5. Teams Opting for Physical Participation can Present as under

- 5.1 Case Studies on various Quality Concepts including Quality Circles will be scheduled for physical presentation in parallel sessions.

6. Model Competitions

- 6.1 The objective of the Model presentation competition is to recognize the creativity, skill, enthusiasm and efforts of Quality Circles and Allied Quality Concept teams to display the improvement/solution for ease of understanding by the viewers.
- 6.2 This competition is FREE of participation fee and will be open for all teams presenting case studies on any Quality Concept including Quality Circle.
- 6.3 The team desirous of participating in this competition should indicate the same while sending their entry vide registration form for the convention of the chapter. Advanced information is required to provide essential facilities.
- 6.4 The model should be relevant to their case study to be presented.
- 6.5 The models should be designed and made by team members themselves and not bought out from professionals.
- 6.6 A separate location shall be provided for display of all models at venue at appropriate/convenient time for teams which make advance registration. At least two members should be present to explain the model.

A sign board / banner should be displayed showing the Team Name, Organization Name and the Theme of the project.

| Sr. No | Evaluation Criteria | Max Marks |
|--------|----------------------------------|-----------|
| 1. | Relevance with project presented | 05 |
| 2. | Creativity, Design & Display | 20 |
| 3. | Use of scrap for Model Creation | 05 |
| 4. | Skill in Explaining | 10 |
| 5. | Moving/Dynamic Model | 10 |
| | TOTAL | 50 |

7. Evaluation Criteria

The overview of evaluation criteria for case study presentation at chapter convention four stages is given hereunder:

| CASE STUDY EVALUATION CRITERIA FOR QUALITY CIRCLES | | |
|--|--|--------------------|
| Stage No. | Description of Stages | Max. Marks at CCQC |
| I | Evaluation of case study in Advance before presentation | 140 |
| II | Evaluation of case study at the time of oral presentation with Q&A | 60 |
| | TOTAL MARKS | 200 |
| III | QC Knowledge Test | 45 |

| Stage I | Details of Criteria for Pre-evaluation in Advance | Max. Marks at CCQC |
|---------|---|--------------------|
| 1 | Identification of Problems (50 unsolved problems) | 10 |
| 2 | Selection of the Problem | 10 |
| 3 | Define the Problem | 12 |
| 4 | Analysis of the Problem | 12 |
| 5 | Find out Causes | 12 |
| 6 | Root Causes Analysis | 6 |
| 7 | Data Analysis on Root Causes | 16 |
| 8 | Development of Solution | 16 |
| 9 | Foreseeing Probable Resistances | 6 |
| 10 | Trial Implementation & Check Performance | 16 |
| 11 | Regular Implementation | 12 |
| 12 | Follow up & Review | 12 |
| | Total Marks | 140 |

| Stage II | Details of Criteria for evaluation at the time of Oral Presentation by Quality Circles and Allied Quality Concepts | Max. Marks at CCQC |
|----------|--|--------------------|
| 1 | Sequencing, Clarity and Team Participation | 10 |
| 2 | Communication Skills, Confidence Level | 10 |
| 3 | Time Management | 10 |
| 4 | Special Effects / Features / Model | 10 |
| 5 | Correct Answers to the Questions from Judges | 20 |
| | Total Marks | 60 |

| Stage III | QC Knowledge Test Evaluation | Max. Marks at CCQC |
|-----------|--|--------------------|
| 1 | Knowledge Test (Test paper of 45 objectives type questions, of total 45 marks. | 45 |

8. Evaluation Criteria

Allied Quality Concepts (Physical Mode)

Criteria of Evaluation of Case Study Presentation Such as are given below and covered under two stages:

| | | | | | |
|-----|-----------|-----|--|----|--|
| 1. | Five-S | 2. | Poka-Yoke | 3. | Lean Quality Circle / Lean Safety Circle |
| 4. | Kaizen | 5. | TPM Circle | 6. | ISO 9001:2015 QMS Implementation |
| 7. | SMED | 8. | WCM Circle | 9. | Health, Safety & Environment (HSE) |
| 10. | Six Sigma | 11. | Pharmaceutical Quality Systems & Regulatory Guidelines etc., | | |

| Stage No. | Description of Stages | Max. Marks |
|-----------|--|------------|
| I | Pre-evaluation of case study in Advance before presentation | 140 |
| II | Evaluation of case study at the time of oral presentation with Q&A | 60 |

| Stage | Details of Criteria for Pre-evaluation in Advance Allied Concepts – KAIZEN / LQC / Six Sigma / SM | Max. Marks CCQC |
|-------|--|--------------------|
| 1 | Selection of Problem | 20 |
| 2 | Define the Problem | 20 |
| 3 | Measurement of data on Problem / Problem Analysis | 30 |
| 4 | Analysis of the Problem for Root Causes | 30 |
| 5 | Implementation of the Problem | 10 |
| 6 | Tangible / Intangible Gains | 10 |
| 7 | Control / Follow up | 20 |
| | Total Marks | 140 |

| Stage I | Details of Criteria for Pre-evaluation in Advance - Allied Concepts – Five S | Max. Marks at CCQC |
|---------|--|-----------------------|
| 1 | Selection of the Area / Problem | 5 |
| 2 | Present Status | 10 |
| 3 | Steps taken to implement 1S & 2S | 10 |
| 4 | Standardization Steps taken | 10 |
| 5 | Tangible gains in terms of money, space, safety, time, etc. and intangible gains | 15 |
| 6 | Follow up and Stabilization | 10 |
| 7 | Any Special Activities taken | 10 |
| | Total Marks | 70 |

Note : Appropriate photographs with captions wherever applicable should be included

| Stage II | Details of Criteria for evaluation at the time of Oral Presentation by All Allied Quality Concepts | Max. Marks at CCQC |
|----------|---|-----------------------|
| 1 | Sequencing, Clarity and Team Participation | 10 |
| 2 | Communication Skills, Confidence Level | 10 |
| 3 | Time Management | 10 |
| 4 | Special Effects / Features / Model | 10 |
| 5 | Correct Answers to the Questions from Judges | 20 |
| | Total Marks | 60 |

Evaluation Criteria (Virtual Mode)

| Case Study Evaluation Criteria For Quality Circles | | |
|--|---|------------|
| SR.NO | Steps of The Evaluation | MARKS |
| 1 | Identification of Problems (50 unsolved problems) | 10 |
| 2 | Selection of the Problem | 10 |
| 3 | Define the Problem | 12 |
| 4 | Analysis of the Problem | 12 |
| 5 | Find out Causes | 12 |
| 6 | Root Causes Analysis | 6 |
| 7 | Data Analysis on Root Causes | 16 |
| 8 | Development of Solution | 16 |
| 9 | Foreseeing Probable Resistances | 6 |
| 10 | Trial Implementation & Check Performance | 16 |
| 11 | Regular Implementation | 12 |
| 12 | Follow up & Review | 12 |
| | Total Marks | 140 |

| Details of Criteria for Evaluation - Allied Concepts – KAIZEN / LQC / Six Sigma / SMED | | |
|--|---|-----|
| 1 | Selection of Problem | 20 |
| 2 | Define the Problem | 20 |
| 3 | Measurement of data on Problem / Problem Analysis | 30 |
| 4 | Analysis of the Problem for Root Causes | 30 |
| 5 | Implementation of the Problem | 10 |
| 6 | Tangible / Intangible Gains | 10 |
| 7 | Control / Follow up | 20 |
| Total Marks | | 140 |

| Allied Quality Concept FIVE-S | | |
|-------------------------------|--|----|
| 1 | Selection of the Area / Problem | 5 |
| 2 | Present Status | 10 |
| 3 | Steps taken to implement 1S & 2S | 10 |
| 4 | Standardization Steps taken | 10 |
| 5 | Tangible gains in terms of money, space, safety, time, etc. & intangible gains | 15 |
| 6 | Follow up and Stabilization | 10 |
| 7 | Any Special Activities taken | 10 |
| Total Marks | | 70 |

Lean Safety Circle Evaluation Criteria for both CCQC & NCQC

Safety Circle Evaluation System are designed considering fulfilling of organization aim of “Zero Harm through overall development of employee and change in attitude” with the following objectives :

- I. To involve grassroot employee and contract workers
- II. To improve observation power by
 - a) To differentiate between hazard & risk
 - b) To understand the five human factor responsible for more than 90% of incidences
 - c) To understand the near-miss cases and importance of its reporting
- III. To improve analytical power
- IV. To get contribution from grassroot level employee for better records
- V. To improve teamwork
- VI. To improve in retaining safety knowledge

Part – A : Pre-Evaluation of Case study Report (DMAIC module followed)

| Steps | Description | Max. Marks | |
|-------|--|---------------|--------------|
| | | Case-1 (Lead) | Case-2 (Lag) |
| 1a | Identification of Hazard/Risk (Every hazard/risk identified will get 0.2 marks). Unsafe act and condition reported should be supported with Before/After photographs/sufficient proof of validation. | 10.0 | 10.0 |
| 1b | Selection of problem using Risk rating method | 2.0 | 2.0 |
| 2 (D) | Define the Selected problem | 4.0 | 4.0 |
| | Gantt chart or Milestone chart | 1.0 | 1.0 |
| | Define the problem with the help of Flow diagram / Pictorial depiction | 3.0 | 3.0 |
| 3 (M) | Measure by ascertaining the facts (Human, Physical, Systemic) & 4W+1H | 9.0 | 10.5 |
| | a. Physical factor (fact with detail) | 2.0 | 2.0 |
| | b. Human factor (fact with detail) | 2.0 | 2.0 |
| | c. Systemic factor (fact with detail) | 2.0 | 2.0 |
| | d. Approach for ascertaining the fact | 1.0 | 1.0 |
| | e. 4W + 1H | 2.0 | 2.0 |
| | f. Develop the chronology (for incident) | 0.0 | 1.5 |
| 4 (A) | Analysis | 13.5 | 13.5 |
| | a. Physical | 2.5 | 2.5 |
| | b. Human | 2.5 | 2.5 |
| | c. Systemic | 2.5 | 2.5 |
| | Approach & Logic to find out root cause (systemic) with the help of Tree diagram / Cause & Effect diagram | 3.0 | 3.0 |
| | Validation of Root causes | 3.0 | 3.0 |
| 5 (I) | Improve | 7.0 | 5.5 |
| | Developing solution & Recommendation | 3.0 | 1.5 |
| | Record & Communicate (After approval granted) | 1.0 | 1.0 |
| | Implement | | |
| | Use of PDCA cycle | 1.0 | 1.0 |
| | Comparative milestone chart | 1.0 | 1.0 |
| | Assess gains | 1.0 | 1.0 |
| 6 (C) | Control | 4.5 | 4.5 |
| | Review by using appropriate tools | | |
| | Total Marks | 50.0 | 50.0 |

Part – B : Case Study Presentation Evaluation


| Criteria | Criteria Description | Marks (Max -25) |
|------------|---|--------------------|
| Criteria-1 | Sequence, Clarity, Team participation, Smooth change over from one speaker to another | 5.0 |
| Criteria-2 | Time Management: How circle has managed the time to explain the project | 5.0 |
| Criteria-3 | Communication Skill and Confidence level | 5.0 |
| Criteria-4 | Special Features | 5.0 |
| Criteria-5 | Answering satisfactorily & correctly the questions asked by the judges | 5.0 |

Part – C : Knowledge Test – 20 Multiple choice question / 25 marks

| | | |
|----|--|--------------|
| a. | Question on Problem solving Tools & Techniques | 5 questions |
| b. | Questions on safety | 15 questions |

Please note :

- 1.5 bonus marks will be given if contract worker is included in the team subject to the maximum marks limit shall not be exceeding 50 marks.
- 1.5 marks will be deducted if victim is not a part of team, in case for incident investigation (Co- worker of victim if he/she is not on duty)
- Teams eligible to participate in CCQC for the calendar year should have completed their project on or before 31st July of the current calendar year.

| Awarding System of Nagpur CCQC | | |
|--------------------------------|----------------------|---|
| GOLD | 70% and Above |  |
| SILVER | 60 to 69.9% | |
| BRONZE | Below 60 % | |

Poster / Slogan / Poem / Essay / Skit Competitions

On Any Quality Concepts

Slogan / Poem / Poster / Essay / On Quality
Related Concepts Including Convention Theme

RULES AND GUIDELINES FOR THE COMPETITIONS

Slogan, Poem, Poster and Essay should convey the philosophy, importance and beneficial effects of any one or more Quality Concepts such as Quality Circle, TPM, WCM, SMED, ISO 9001 -2015 QMS Implementation, HSE, Kaizen, Five-S, Six Sigma, Poka Yoke, LQC, QMS Pharmaceutical Quality Systems and Regulatory Guidelines, etc. General Guideline/Rules as below,.

COMMON RULES FOR THE ABOVE COMPETITIONS :

SECTION - I

SLOGAN COMPETITION

| | |
|-----|--|
| 1.1 | Slogan shall consist of maximum 12 words. |
| 1.2 | Slogan may be written in Hindi, English, or Marathi. |
| 1.3 | Slogan may be written / printed on A-4 size paper. |
| 1.4 | Only one slogan shall be accepted per participant. |

SECTION - II

POEM COMPETITION

| | |
|-----|--|
| 2.1 | Poem shall consist of 10 to 14 lines. |
| 2.2 | Poem may be written in Hindi, English or Marathi & should be rhythmic. |
| 2.3 | Poem to be written / printed on A-4 size paper. |

SECTION - III

POSTER COMPETITION

| | |
|-----|--|
| 3.1 | Poster to be submitted in size 420mm x 594mm (A-2 size) only. |
| 3.2 | Only one poster to be submitted per participant. |
| 3.3 | Poster should display title/appropriate message-slogan-story line in English / Hindi / Marathi |

SECTION - IV**ESSAY COMPETITION**

| | |
|-----|---|
| 4.1 | Essay competition is separated in two categories |
| | (a) For Officers, Engineers and Managers |
| | (b) For Grass root level/First line Employees, Workers, Operators / Technicians. |
| 4.2 | Essay may be written / typed on one side of A-4 size paper consisting of maximum 600 words. |
| 4.3 | Essay may be submitted in any one of three (Hindi / English / Marathi) Languages. |
| 4.4 | Only one essay per participant shall be accepted. |

1. Competitions are open to individual QCFI members and employees of Institutional Members without any participation fees.
2. The entries should be original in nature not copied or published in any previous magazine or QCFI souvenir or journal.
3. **Only one entry in each section shall be entertained from the same individual participant.**
4. The entries shall be sent by e mail, **qcfi.nagpur@gmail.com**
5. Name of the virtual winners shall be intimated by E-mail, Awards will be sent through courier to mentioned address in registration form.
6. Physical participants will be presented the Awards in the Valedictory session

PAYMENT

You are requested to upload required Participation Fee by DD/CHEQUE/NEFT/RTGS drawn in favour of "QUALITY CIRCLE FORUM OF INDIA" NAGPUR CHAPTER

| | | |
|--------------------------|---|--|
| QCFI Nagpur, | - | PAN - AAAAQ0008P |
| GST No. | - | 27AAAAQ0008P5ZF |
| Beneficiary Name | - | Quality Circle forum of India, Nagpur Chapter |
| Account No. | - | 009010100010642 |
| IFSC code | - | NGSB0000009 |
| Bank & Branch | - | Nagpur Nagarik Sahakari Bank, MIDC, Hingna, Nagpur |