

**GUIDELINES FOR PARTICIPATING TEAMS**  
**15<sup>th</sup> ACMA QC COMPETITION, AUGUST 13, 2020**

1. The competition would be organized in Digital platform (e.g. Zoom, Google meet, etc). Members would be informed of the finalized platform separately in advance
2. Time slots would be assigned to each team for participation that would be communicated one day prior to the event, to the participating teams.
3. Companies have to ensure good internet connectivity on the date of the event for smooth functioning of the competition.
4. The Team would have to install the required application on its laptop and share the screen for making their presentation, with their camera option on.
5. The Team would have to necessarily log-in with the team name & the Company Name only.
6. Time allotted for each QC Circle presentation is 15 minutes. The break-up would be :
  - i. 12 minutes -- Presentation
  - ii. 3 minutes – Question Answer Session.
7. There would be a 2 minute change over time after each presentation.
8. Participation fee would include for one Facilitator or Team Leader and five QC members (workmen/ team members), i.e. a maximum of 6 people in a team.
9. A QC should consist of Workmen/women as Members and Supervisor as Facilitator (teams could be cross-functional).
10. Worker is an individual(s) employed directly or indirectly on the machines or the other operations for the discharge of his duties pertaining to the job but doesn't include any individual employed in a supervisory or managerial capacity.
11. Please ensure that the reply form carries the company designations and educational qualification of the circle members and is certified by the departmental/section head/HR Head.
12. Teams with Diploma Holders will qualify to compete at the competition. however, the team will be evaluated upon higher level of tools application and knowledge and will have a different weightage criterion decided by the jury including problem selection, observations, analysis, action, savings, checks, standardization etc., This is to ensure a level playing field for a healthy competition.

13. Presentations may be in Tamil, Telugu, Kannada or English. However, the slides (power point presentation “.ppt” only) should be in English only.
14. The assessment of the presentation would be made on a weighted scale covering different aspects of the QC activity including presentation. The assessment/evaluation would depend upon factors like Problem Selection, Interpretation, Analysis, Solution, Participation, Presentation, Special features, etc.
15. Presentation has to be in Power Point (.ppt).
16. A case study can be presented on Topics related to either Manufacturing Activities or Support functions namely Quality, Cost Reduction, Safety, Productivity Improvement, Improvement in Facilities, Housekeeping etc. done by worker level. Also, it would be useful to have an internal customer in the team.
17. The presentation in PDF format has to be shared in advance, which will be shared with the Jury members, who need it for evaluation purposes. The presentation should reach ACMA not later than August 6, 2020.
18. A case study presented once by the company at any competition/at ACMA Programme is not to be presented again. Secondly, the Problem Identified should not be more than 1 year old and it has to be validated by the Management.
19. Winners would be announced in an online valedictory session on the 13<sup>th</sup> of August 2020.
20. Jury's decision would be final and cannot be challenged

**Important Notes:**

- a. *The 1-page QC Story is to be submitted along with the Reply form for participation and should be sent latest by July 13<sup>th</sup> 2020.*
- b. Complete Presentation should be sent at least by August 6th 2020. The competition being online, ACMA has to share all the presentations with the Jury prior.
- c. Juries have decided to give weightage to presentations reaching on time. For presentations reaching after deadline will not be awarded this weightage.

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