

GUIDELINES FOR PARTICIPATING QC TEAMS

1. Time allotted for each QC Circle presentation is 15 minutes. The break-up would be 12 minutes -- Presentation; 3 minutes – Question Answer Session.
2. QC Circle would include participation fee for one facilitator or team leader and five QC members. Additional member can participate as Delegate (Observer) by paying delegate fee. Please see the Reply Form attached for this purpose.
3. A QC Circle should consist of Workmen only as Members and Supervisor as Facilitator (Teams could be cross-functional)
 - 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.
 - Please ensure that the reply form carries the company designations of the circle members and is certified by the departmental/section head.
4. Teams with Diploma Holders/ Engineers will be evaluated upon higher level of tools application and acknowledge and will have a different weightage criteria 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 .
5. QC Presentation along with the reply form for participation should reach us latest by 15th July 2023.
6. Presentations may be in Hindi or English. However, the slides (power point presentation) should be in English only.
7. 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.
8. Soft copy of the Presentation to reach at least by 15th July 2023. However, company can do minor changes after the submission.
9. Presentation has to be in Power Point. Presentation can be supported by photographs/video clippings. LCD projector would be organized by ACMA.
10. 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 would be useful to have an internal customer in the team.
11. 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.
12. The dress code for the team members should be company uniform or light shirt and dark trouser.
