

## GUIDELINES FOR PARTICIPATING QC CIRCLE TEAMS

1. Time allotted for each QC Circle presentation is **17 minutes**. The break-up would be **12 minutes – Presentation by the QC team; 3 minutes – Question Answer Session by the Jury team; 2 minutes – Change over**.
2. Q C Circle would include participation fee for one Facilitator or Team Leader and Five QC Circle members, totaling to 6 nos. Any additional member required in the team, he/she could participate as an observer as delegate by paying the delegate fees specified for the competition.
3. A Q C 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/HR head.
4. **Teams with Diploma Holders / Engineers will be evaluated upon higher level of tools application and knowledge 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. While the **Reply Form 1** for participation should reach us immediately, the **Detailed Reply Form 2** should reach us latest by **15<sup>th</sup> July 2023**, & the Format for QC Presentation / Synopsis / the PPT Presentation & payment should reach us latest by **21<sup>st</sup> July, 2023**.
6. Presentations could either be in Hindi or in English. However, the slides (power point presentation) should be in English only.
7. As suggested by Jury members at the earlier Q C Competitions, the number of slides to be restricted to a feasible number.
8. The assessment of the presentation would be made on a weighted scale covering different aspects of the QC Circle activity including presentation. The assessment/evaluation would depend upon factors like Problem Selection, Interpretation, Analysis, Solution, Participation, Presentation, Special features, etc.
9. 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, Customer Complaints Reduction etc. done by worker level.
10. The dress code for the team member should be preferably in company uniform or light shirt and dark trouser.