

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 Four QC Circle members. Any additional member 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)
4. 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.
5. Please ensure that the Reply Form carries the company designations of the circle members and is certified by the departmental/section/HR head.
6. **Teams with Diploma Holders/ITI / Engineers/Any Technical background 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.**
7. While the **Reply Form 2** for participation should reach us latest by **5th July, 2022**, the **Format for QC Presentation / Synopsis / the PPT Presentation** should reach us latest by **15th July, 2022**.
8. Presentations could either be in Hindi or in English. However, the slides (power point presentation) should be in English only.
9. As suggested by Jury members, number of slides to be restricted to a feasible number.
10. **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 Presentation by Diploma Holders/ITI / Engineers/Any Technical background (Technical) or Non-Engineer (Non- technical), Problem Selection, Interpretation, Analysis, Solution, Participation, Presentation, Special features, etc.**
11. Soft Copy of the Presentation to reach us latest by **15th July, 2022**.
12. LCD projector can be used for the presentation. However, please indicate your audio-visual requirements ten days before the Competition.
13. A case study can be presented on Topics related to Manufacturing Excellence including Cost Reduction, Customer Complaints Reduction, Facility Improvement, Productivity Improvement, Safety.
14. 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.
15. The dress code for the team member should be preferably in company uniform or light shirt and dark trouser.