

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)
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. **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.**
6. The Reply Form for participation should reach us latest by 12th July, 2024,
7. Presentations may be in Hindi or English. However, the slides (power point presentation) should be in English only.
8. As suggested by Jury members, number of slides to be restricted to a feasible number.
9. 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.
10. A soft copy of the presentation is to reach the ACMA secretariat at least by July 15, 2024.
11. The participation fee must be paid by July 18, 2024, to confirm participation.
12. Presentation has to be in Power Point. Presentation can be supported by photographs/video clippings.
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 Program is not to be presented again. Secondly, the Problem Identified should not be more than one year old and it has to be validated by the Management.
15. The dress code for the team members should be company uniform or light shirt and dark trouser.

ACMA
(Eastern Region)