

**RULES AND REGULATIONS**

**1. Objective / Purpose :**

To encourage Quality Enhancement Teams in Educational Institutions, successfully promoting Quality practices in their operations, and there by significantly enhancing satisfaction of their customers, both internal and external.

**2. The Awards :**

The Awards include an Award Trophy to the winning institution in each category, and a Certificate to each team member. The Runner – up institutions are awarded with Certificates of Merit, with a Certificate to each team member

**3. Eligibility:**

- 3.1. Each Applicant must be an Institutional member of NCQM.
- 3.2. Colleges and institutions who have been accredited by NAAC and who have Quality Improvement as an integral part of their requirement.
- 3.3. Colleges and Institutions affiliated to any university in Maharashtra or in any other state.
- 3.4. Recognized schools, both primary and secondary and also high schools, both aided and un-aided.
- 3.5. The competition is also open to all Schools, Colleges and Institutions affiliated to NCQM Institutional Members.

**4. Entry into Competition:**

- 4.1. Each school or college or institution can nominate upto three (3) teams competing for these awards.
- 4.2. Only those teams whose projects have been completed during the past three years, and the benefits are being maintained are considered for these awards.
- 4.3. Each nomination is required to be made on the standard Application Form, as per the format enclosed, and submitted to NCQM, along with an Entrance Fee of Rs.500 (Rs. Five hundred only) per team.

**1. Time Schedule:**

Call for Entries	: by August 2011
Acceptance/Acknowledgement	: by November 2011
Competition	: December 2011
Award Presentation	: Date will be declared later

**APPLICATION FORM**

**BEQET AWARDS – 2011**

1. Name of the Institution :
2. Address :
3. Institution Head :
4. Contact Person :
5. Contact Details :
6. Project Title :
7. Team Leader :
8. Team Members :
9. Project Highlights with Achievements :
10. Enclosures :
  - 10.1 The Project Story  
(the recommended format attached)
  - 10.2 Other Details, if any
  - 10.3 Participation Fee
11. Authorized Signatory :
12. Date of Application :

**BEQET PROJECT STORY FORMAT**

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- 1.1 Institution :
  - 1.2 Project Title :
  - 1.3 Problem Area :
  - 1.4 Project Definition :
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- 2.1 Team Members :
  - 2.2 No. of Meetings Planned :
  - 2.3 No. of Meetings Held :
  - 2.4 % Attendance :
  - 2.5 Project Start Date :
  - 2.6 Project Close Date :
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- 3.1 Poor Quality Annual Costs :  
Identified :
  - 3.2 Benefits Aimed :
  - 3.3 Benefits Achieved :
- 

- 4.1 Project Diagnosis
    - a. Possible Causes :
    - b. Tools Applied :
    - c. Conclusions :
- 

- 5.1 Evolving Solutions
    - a. Likely Solutions :
    - b. Tools Applied :
    - c. Conclusions :
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- 6.1 Experimenting Solutions
    - a. Experimentation :
    - b. Tools Applied :
    - c. Results :
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- 7.1 Project Closure
- a. Target Benefits :
  - b. Achieved Benefits :
  - c. Tangable Benefits :
  - d. Intangible Benefits :

7.2 Enlarging Application :

- 7.3 Audit Schedule
- a. Plan :
  - b. Implementation :
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8.1 Enclosures, if any :

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9.1 Document Prepared By

- Name :
- Designation :
- Place :
- Date :

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10.1 Document Approved BY

- Name :
- Designation :
- Place :
- Date :

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**BEQET -2011**

**ASSESSMENT CRITERIA**

1. Each application will first be scrutinized and assessed by NCQM against the eligibility criteria. NCQM may seek necessary clarifications from the applicant institution, if required. After this Stage 1 assessment, NCQM would inform in writing application's eligibility.
2. Applicant's team is then invited for Stage 2 assessment before a Panel of Judges, consisting of at least three eminent members.
3. The assessment will be based on the presentation of their work by the team members.
4. The Panel will primary be guided by the 3-P Model, described in the following pages.
5. Each team is required to impress on the Panel how the members have selected the project and how they had approached solving the problem, the results achieved so far, and initiatives to hold on to the gains.
6. Each team will be given a 15 min. slot for their presentation followed by a 5 min. question – answer session.
7. The Assessment Criteria will be broadly along the lines of the 3-P Model. (Preparation, Participation, Presentation)

# NATIONAL CENTRE FOR QUALITY MANAGEMENT, MUMBAI.

## BEQET AWARDS : 2011

### STAGE II ASSESSMENT : THE 3P MODEL

INSTITUTION :

NOMINATED TEAM :

PROJECT TITLE :

S.No.	Assessment Area	Issues Covered	Grading					Score (%)
			A (5)	B (4)	C (3)	D (2)	E (1)	
1.	Preparation	• Improvement Area Identification						
		• Project Definition						
		• Quantification Addressed						
		• Measurements Followed						
		• Abilities and Attitudes						
		• Others, if any						
2.	Participation	• Degree of Horizontal Involvement						
		• Extent of Vertical Involvement						
		• Skills Imparted to the Team						
		• Skills Executed by the Team						
		• Level of Management Commitment						
		• Others, if any						
3.	Presentation	• Analytical Skills demonstrated						
		• Presentation Skills Displayed						
		• Problem Solving methods followed						
		• Solution Irreversibility						
		• Extended Application						
		• Others, if any						
<b>Total Score (%)</b>								

Assessed By :

Date :