**C I R C U L A R**

18/06/2014

INSSAN is organizing 16th National Creativity Summit on 22nd & 23rd August,2014 at scope Convention Center, New Delhi. The theme of the summit is **( Employee Creativity for Growth in Turbulent Business Environment).**

The two day summit is being organized with the objective of helping organisations in "Igniting the Minds of Employees" for being creative and innovative. The summit will also support the organisations in nurturing 'Creativity Culture" so that Creativity is institutionalized where each & every employee enjoys in giving Creative value addition for achieving the goal of quantum growth in current turbulent business environment.

For short-listing of employees for participation in the summit, nominations are invited from interested employees on technical papers and case studies.

**1)** **Technical Paper on the the summit theme**

Technical papers are invited on the theme of Summit 'Employee Creativity for Growth in Turbulent Business Environment".

The paper should be original work of author (Employee) based on his own knowledge, Experience & wisdom about the summit theme. The papers selected for presentation will participate in the summit contest and shall be evaluated on following parameters.

  Theme relevance

  Originality & Creativity in developing the paper.

  Explanation of concept

No. of employees presenting one Technical paper will be limited to two only. The selected person has to make a presentation as per the advise of JGM (Process).

Nominations for Technical Paper presentation should be submitted to Sh Nagendra Kumar Asst. Mgr. (Process)/Sh Anil Kumar Singh, Asst. Mgr. (HR) giving details of presenter/presenters and a write - up of Technical Paper developed by the presenter.

**2)** **Case Studies based on Suggestions / Creative Ideas**

Case studies are invited in Hindi/English for presentation in the summit. Case Studies may be based on Creative Ideas & Suggestions from Employees in the areas of

1. Technical & Non-Technical improvements in Productivity / Quality / Methods / Processes / systems.

 ii) Cost Reduction / savings

 iii) Safety, Health & environment Improvement

 iv) Water &Energy Conservation

The following points will be considered in evaluation process :

 i) Creativity in developing Suggestion / Idea

 ii) Efforts in implementation

 iii) Benefits to the organisation

 iv) Quality of presentation (Preparation & Presentation skills)

No. of employees presenting one Case Study will be limited to three only. The selected person has to make a presentation as per the advise of JGM (Process).

There are two categories for entries in Case Study presentation :

 Non Executive (Below H1 Grade)

 Executive (H1 & above Grade)

Nominations for Case Study presentation should be submitted to Sh Nagendra Kumar Asst. Mgr. (Process)/Sh Anil Kumar Singh, Asst. Mgr. (HR) giving details of presenter/presenters and title of case study.

**The last date for submission of entries for Technical paper presentation & Case Study presentation is 25th June 2014. All sectional heads are requested to communicate widely in their sections to ensure maximum participation of employees.**

Regards

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