

Subject: Circular For Submission Of Posters, Slogans In English/Hindi, Theme Paper For Participating In INSSAN Contests & Awards – 2015 To Be Held During 26th National Convention Conducted By INSSAN At Pune

Indian National Suggestions' Scheme Association (INSSAN) - is organizing 26th National Convention on the theme " **Explore, Evolve, Excel through Employee Engagement** " on 8th and 9th January, 2015 at Pune for promoting continuous improvement through creative value addition.

In this regard, Paradeep Unit is organising following contest:

1. **POSTER CONTEST**
2. **SLOGAN CONTEST in English**
3. **SLOGAN CONTEST in Hindi**
4. **THEME PAPER CONTEST**

All employees up to E grade on roll of IFFCO are eligible to participate in this competition as per below given specifications.

From the total entries received, best 4 Posters, Best 4 English/Hindi slogans, best 4 Theme Paper will be selected by an in-house committee. These best four selected will be sent to INSSAN for further consideration in National Level Competition.

**LAST DATE FOR RECEIVING THE POSTERS, SLOGANS, THEME PAPERS
05th October. 2015. 17.00 Hours.**

Departmental & Sectional heads are kindly requested to display this circular at prominent locations so that all employees of their section are informed.

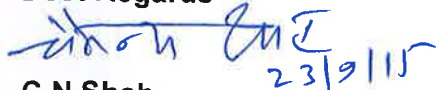
Employees can submit their posters, & theme papers to following coordinators & put slogans in Box @ time office and New Admin. building:

| Sr. No. | Contest for | Coordinators | Last date of submission |
|---------|--|---|---------------------------|
| 1 | POSTER Contest | Capt S K Mohapatra Mr. P K Mahapatra | 05 th Oct 2015 |
| 2 | SLOGAN Contest in English SLOGAN Contest in Hindi | Mr. J P Srivastava Mr. N R Nayak | 05 th Oct 2015 |
| 3 | THEME PAPER Contest in English and Hindi | Mr. D S Rao Mr. S R. Maurya | 05 th Oct 2015 |

This circular has the approval of competent authority.

DGM (Systems) may kindly send email circular to all

Best Regards


23/9/15

C.N.Shah ,
JGM(Technical)

POSTER CONTEST

THEME

- To highlight one or more motivating aspects of Suggestion Scheme and other Employee Involvement processes and its benefits to the Organisation and its employees.

ELIGIBILITY

- Any employee up to E grade.

ENTRIES FROM PARADEEP TO BE SENT TO INSSAN

- 4 entries

PROCEDURE

- Poster should be painted with Sketch Pen or Brush on 50 cms. x 38 cms. 130 gsm (plain white) paper or mounted board. Only three flat colours are permitted.
- A margin of 2.5 cms. from 3 sides and 5 cms. from bottom should be drawn. (In other words - the design area should not be more than 42.5 cms. x 33 cms.)
- It can feature a caption in English or Hindi.

Note: An earlier, already awarded Poster in any contest will not be considered.

SLOGAN CONTEST (English/Hindi)

THEME

The slogan should be a phrase or a combination of words that rhyme and should convey a Message on:

- Ways to increase awareness of Employee Involvement Processes like Suggestion Scheme
- Usefulness of the above for achieving increased productivity, cost savings.
- Benefits of the above to the Organisation
- Ways of activating Employee Involvement process

ELIGIBILITY

- Any employee up to E grade.

ENTRIES FROM PARADEEP TO BE SENT TO INSSAN

- 4 entries in English/Hindi

LENGTH

- Upto Twelve Words

FORMAT

- Typewritten or legibly hand written - only one slogan per page.

LANGUAGE

- Entries are invited in English and Hindi.

Note: An earlier, already awarded Slogan in any contest will not be considered.
Scan it and send to (Soft copies size not to exceed 2 MB with PDF or JPEG format)

Hard copies to be sent to **Mr. Prakash Avachat**, Flat No. 11, Parimal Apartment, Bhujbal Baug, Damodar Estate, Karvenagar, Pune - 411052. Mob. 08380066692

POSTER & SLOGAN CONTEST

RULES AND GUIDELINES

Rules and guidelines applicable to both contests are:

1. The entry should be an original work of the entrant and should not be a copy (either in full or part) of any other publication.
2. The entries will be evaluated by the Awards Committee.
3. The decision of the Committee in respect to award etc. will be final and binding to all concerned.
4. All entries are the property of INSSAN and it will have the right to make use of them in a manner deemed fit.
5. Entries received after the closing date or not meeting the conditions specified will be rejected.
6. No correspondence or query with regard to any entry will be entertained.
7. **Entries should be forwarded under a covering note indicating:**
 - ***Name of the Organisation.***
 - ***Membership Number of the Organisation.***
 - ***Address, Telephone, Fax Number and E-mail ID.***
 - ***Number of Entries (separately for Poster & Slogans).***
 - ***Name and Signature of the Principal Nominee along with a "Declaration" on the reverse of each entry.***

The format of the Declaration is as follows:

| <u>DECLARATION</u> | |
|--|-------------------|
| (To be featured on the reverse of each Poster or Slogan) | |
| <p>I hereby certify that the Poster / Slogan proposed for the Contest is my Original creation and has not been entered earlier for any other competition. I have read the rules of the contest and the decision of the judges appointed by INSSAN will be final and binding on me.</p> | |
| Applicant | Principal Nominee |
| Name : | |
| Designation : | |
| Signature : | |
| Date : | |

THEME PAPER CONTEST

PROCEDURE FOR SUBMISSION

- Papers are invited in English and Hindi on the theme of the Convention:
- The Paper should be an original work of the author / authors based on their own experience and should not describe Suggestion Scheme of the Organisation.
- **The author should be able to come out with a plan-how to inspire a culture of innovation in the organization which will address the ever increasing need for innovation capacity of employees. How to have stronger brand culture with employees and customer loyalty. Improved employee engagement with focus on improvement and creating value. Purposeful employee network with ability to collaborate to find solutions faster.**
- One Soft copy of the full text and graphics in English or Hindi of the Theme Paper / Best Suggestor Case Study, along with the name and designation of the presenter, duly certified and signed by the Principal Nominee to be sent to themepaper.inssan26nc@gmail.com (Soft copies size not to exceed 2 MB with PDF or JPEG format). The Paper in English / Hindi should not exceed 3000 words on A4 size paper.
- Generally each presentation will not exceed Twelve minutes including questions and answers. Actual time for presentation will be announced at the time of Convention, if required.
- Participants may use Computer aided presentation/ projection system.
- All Paper Presenters have to present the paper personally and register as delegates.
- Paper Contest Committee of INSSAN reserves the right to select articles, which are of the requisite standard and in line with the Convention Theme. The copyright of the accepted articles will rest with INSSAN.
- The Papers and Presentations will be evaluated by the Committee to decide on the winners. Such decision will be final and binding on all the contestants.
- Subject to receipt of sufficient number of entries, there will be a dedicated session for presentation.
- The completed paper should be accompanied by an **abstract not exceeding 100 words**.
- Author's name and designation should be sent along with the entry.
- The Theme Paper should come to INSSAN only through principle nominee.
- Soft copies of the Theme Paper Entries should be sent to themepaper.inssan26nc@gmail.com

Hard copies to be sent to

Mr. Prakash Avachat Chairman, Theme Paper & Vice Chairman, INSSAN - WIC Flat No. 11, Parimal Apartment, Bhujbal Baug, Damodar Estate, Karvenagar, Pune - 411052.
Mob.08380066692