

Circular for National Contests & Awards – 2014 BY INSSAN

25.08.2014

Subject: Circular for Submission of Posters, Slogans in English & Hindi, Essay, Poem / Jingle, Technical Paper for Participating In National Contests & Awards – 2014 to Be Held During 25th National Convention Conducted By INSSAN at Mumbai.

Indian National Suggestions' Scheme Association (INSSAN) - is organizing 25th National Suggestion Summit on the theme "INVOLVE, INTERACT, INNOVATE" on 16th and 17th January, 2015 at Mumbai 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. BEST ESSAY CONTEST
5. BEST POEM / JINGLE CONTEST
6. TECHNICAL PAPER CONTEST

All employees up to E grade on roll of IFFCO are eligible to participate in all above competitions as per the specifications given in the circular page 2 of 5 to page 5 of 5 and send their entries to the coordinators / committee members.

From the total entries received, best 4 Posters, best 4 English slogans, Best 4 Hindi slogans, best 4 ESSAY, best 4 POEM / JINGLE, best 4 TECHNICAL PAPER will be selected by an in-house committee. These best four selected entries in above categories will be sent to INSSAN for further consideration in National Level.

LAST DATE FOR RECEIVING THE POSTERS, SLOGANS, ESSAYS, POEMS/JINGLES, TECHNICAL PAPERS IS 20th September, 2014, 17.00 Hours.

All 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 slogans and posters to following coordinators latest by 20.09.2014

Sr. No.	Contest for	Coordinators	Last date of submission
1	POSTER Contest	J. P. Srivastava, JGM (Utility) & S K Mohapatra, DGM (Shipping)	20.09.2014
2	SLOGAN Contest in English	C. N. Shah, JGM (Process) & P.K Mahapatra, SM (GE)	20.09.2014
	SLOGAN Contest in Hindi		
3	BEST ESSAY Contest either in English or in Hindi	R K Jain, JGM(Mech.) & S R Maurya, DGM (Tpt)	20.09.2014
4	BEST POEM / JINGLE Contest either in English or in Hindi	P Bhattacharjee, JGM (HR) & S K Mohapatra, DGM (Shipping)	20.09.2014
5	TECHNICAL PAPER Contest either in English or in Hindi	D S Rao, JGM (Matls.) & N R Nayak, DGM (System)	20.09.2014

This circular has the approval of competent authority.

Best Regards
C.N.Shah, JGM (Process)

C.N. Shah
25/8/14

DGM (Systems) may kindly send circular through email to all employees.

1. 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 (white coloured) 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.

2. SLOGAN CONTEST: ENGLISH AND 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

For example: "SUGGESTION SCHEME ACTIVITY - A WAY TO PRODUCTIVITY"

ELIGIBILITY

- Any employee up to E grade.

ENTRIES FROM PARADEEP TO BE SENT TO INSSAN

- 4 entries each in English and Hindi

LENGTH

- Up to Twelve Words.

FORMAT

- Typewritten or legibly hand written in triplicate with only one slogan per A4 size page.

LANGUAGE

- Entries are invited in English, Hindi.

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

Slogan shall be put in the BOX kept near TIME OFFICE and NEW ADMN. Building.

3. BEST ESSAY CONTEST

ON THEME "INVOLVE, INTERACT, INNOVATE"

The author will have his own personal ideas or opinions on the above theme. The subject must be clearly defined. It should have his individuality in it. The essay should express his own views and experience. Let there be a note of sincerity in all that the author writes. The essay should project suitable subject matter, proper arrangement and adequate power of expression. It should clearly explain the relationships of each word in the theme given above and its collective result which terminates into the expected successes. Actual examples out of experiments made by author himself should be highlighted and should be part of the essay. Mere mention of somebody else's' results or opinions of other's will not be carrying any weightage. Author's own efforts will carry higher weightages. How the innovation is driven and made part & parcel of system of organisation's working has to come out clearly from the essay.

PROCEDURE:

1. The essay should be limited to 3000-5000 words.
 2. The essay should be typed on A4 size paper with clear margins on both sides and should be typed on one side only (not back to back).
 3. Language: Either English or Hindi
 4. It should be an original creation of the author.
 5. Avoid participating with an earlier awarded essay.
- **Self declaration is a must to that effect.**
 - Eligibility: As mentioned for Poster and Slogan Contest.
 - Awards: As mentioned for Poster and Slogan Contest.
 - Other rules and conditions are same as Poster and Slogan Contest.
 - Only award winners will be communicated the result of the contest.

POSTER, SLOGAN & ESSAY 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:

DECLARATION

(To be featured on the reverse of each Poster or Slogan)

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.

Applicant Principal Nominee

Name:

Designation:

Signature:

Date:

4. BEST POEM / JINGLE CONTEST

- A Jingle should not exceed 4 lines.
- The poem will be with maximum 12 lines or maximum 3 stanzas of 4 lines each. The poem will describe INSSAN / its activities / usefulness of suggestion scheme to employees or organization.
- It should be neatly handwritten or typed on a A4 size paper.
- The poem should be such that it can be easily made into a Jingle and can be recited with musical accompaniment.
- It should be an original creation of the author.
- Language of the poem-Either English or Hindi.
- It is an individual contest for employees of members of INSSAN and has thus to be certified by the principle nominee as in the case of slogan/poster/essay contests.

5. TECHNICAL PAPER CONTEST

PROCEDURE FOR SUBMISSION

- Papers are invited in English and Hindi on the theme of the Convention: **‘Involve, Interact, Innovate’**
- 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.

RULES AND CONDITIONS:

- One hard copy and One Soft copy of the full text and graphics in English or Hindi of the Technical 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.
- The Paper in English / Hindi should not exceed 3000 words, and prepared on double space on A4 size paper, should be forwarded before the prescribed date.
- In addition to the hard copy, one soft copy (CD) of the Technical Paper should also be sent by E-mail (in MS-Word format).
- In the case of the Hindi Papers, the font used should be sent on a CD separately.
- **A copy of the Presentation on CD** will be required, as INSSAN intends to bring out all presentations on a single CD, for the benefit of records as well as members who desire to have a copy.
- 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.
- 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 completed paper should be accompanied by an abstract not exceeding 100 words.
- Author’s name and designation should be sent along with the entry.

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