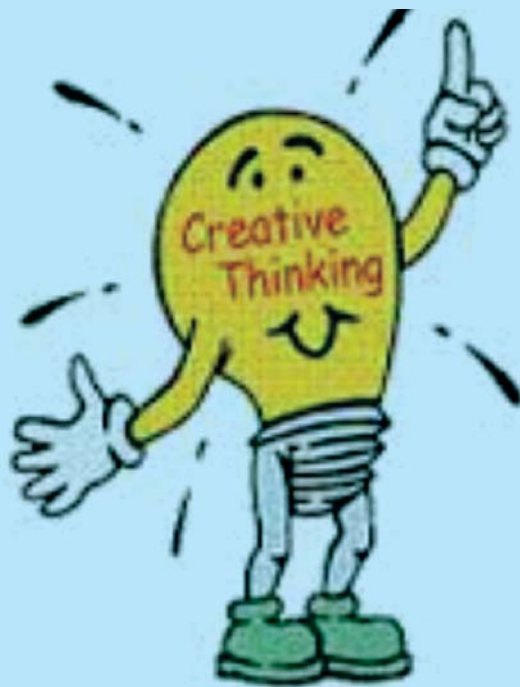




**INDIAN NATIONAL SUGGESTION SCHEMES' ASSOCIATION**  
(Northern India Chapter, New Delhi)



**Creative Employees:  
Your Edge**

**17th National Creativity Summit**

*Theme*

**"EMPLOYEE CREATIVITY - A MUST FOR CONTINUOUS IMPROVEMENT"**

**SCOPE Convention Center, New Delhi**

**20th & 21st August, 2015**

## THE INSSAN

Indian National Suggestion Schemes' Association (INSSAN) is a nonprofit making registered Association of Industrial & Business Organizations, dedicated to the promotion of Employee Involvement through Suggestions / Ideas. Founded in 1987, INSSAN has a membership of over 500 organizations representing all types of Indian Industries across the country. INSSAN achieves its mission by helping it's member organizations to capitalize their employee's creative potential by providing an opportunities to meet and exchange information, ideas and to share experiences and success stories through Workshops, Seminars, Conferences, Annual convention etc. Also INSSAN facilitates in-house Consultancy/Training Interventions towards initiating or enhancing employee involvement in Suggestion Scheme / Employee Involvement Forum.

In order to give thrust to INSSAN activities in Northern part of the country, INSSAN NIC was created in 1994.

## CONTEXT

In the present business context, continuous improvement in all aspects of business operations is not merely a need but has become a “Compelling Factor” for optimizing Cost, improving Quality & Delivery for achieving ultimate goal of customer delightment leading to sustainable growth.

The is possible only when all the employees believe in giving Creative Contribution & Creative Value Addition along with their routine job. To achieve this objective of making every employee creative & innovative, the organizations must develop a culture of creativity where employees are continuously energized & motivated for thinking beyond the routine. Also employees must be helped, guided & encouraged for Mental & Emotional Involvement along with Physical Involvement so that they can go that extra mile towards being Creative & Innovative.

This Summit is being orgained with the objective of helping organizations in “Igniting the Minds of Employees” for being Creative & Innovative. The Summit will also support the organizations in nurturing “Creativity Culture” so that Creativity is institutionalized where each & every employee enjoys in giving Creative Contribution and Creative Value Addition.

The Summit will also support “Make in India” initiative of the present government as Employee Creativity always helps in making products more qualitative and more cost effective which are two important factors for making Indian products globally competitive.

The two days programme will bring people associated with continuous improvement programmes like Suggestion Scheme, KAIZEN, TQM, Small Group Activity, TPM, Quality Circle etc. at one platform and provide a forum for experience sharing & mutual learning. The Summit interventions will also be very useful for academicians from Universities, Engineering Colleges & Management Institutes.

## SUMMIT THEME

**“EMPLOYEE CREATIVITY – A MUST FOR CONTINUOUS IMPROVEMENT”**

## AGENDA

The two days programme itinerary includes :

- Ø Knowledge, experience & wisdom sharing by Sr. Executives of Industries who are champions in Employee Involvement.
- Ø Case Study presentation by participants about their creative & innovative Suggestion / Ideas implemented in their organizations.
- Ø Technical Paper presentations by Managers/Coordinators involved in management of Employee Involvement Programmes. Also Technical Paper will be presented by academicians from Universities, Engineering Colleges & Management Institutes.
- Ø Presentation of Exhibits by Suggestors.
- Ø Presentation & sharing of “Innovative & Unique Practices in Employee Involvement” by the participants.
- Ø Presentation of Awards to winners in Case Study Presentation, Technical Paper Presentation, Presentation on Innovative & Unique Practices in Employee Involvement and Slogan, Poster, Essay & Exhibit contest.
- Ø Presentation of special INSSAN honour of :
  - \* SUJHAV RATN (सुझाव रत्न) to “Exceptional” & “Standout” Suggestors nominated by Companies.
  - \* CREATIVITY CHAMPION to “Exceptional & Standout” Creative & Innovative employees nominated by Companies.
  - \* IDEA MANAGEMENT CHAMPION to “Exceptional” & “Standout” Coordinators nominated by Companies.
  - \* DISTINGUISHED EVALUATOR to most effective Evaluators nominated by Companies.
  - \* EMINENT SUGGESTOR OF CORPORATE INDIA to Award Winners from Govt. Of India under the category of Prime Minister’s Shram Award and Vishwkarma Rashtriya Puskar.

## CALL FOR 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
2. Cost Reduction/ Savings.
2. Safety, Health & Environment Improvement
3. Water & Energy Conservation

A panel of Judges will evaluate these case study presentations for the purpose of Awards. The following points will be considered in evaluation process:-

- Creativity in developing Suggestion/Idea
- Benefits to the organisation
- Quality of Presentation ( Preparation and Presentation Skills)

Keeping in mind the time constraint, only limited no. of case studies pertaining to meritorious Suggestions / Ideas shall be considered for presentation.

No. of employees presenting one Case Study will be limited to three only. Each presentation will be allowed eight minutes of time.

There are two categories for entries in Case Study presentation:

1. Non Executive (Staff & Workmen)
2. Executive (Officers, Supervisors & Managers)

Separate groups will be made for presentation based on entries received in above categories. Therefore, nomination for Case Study presentations should be forwarded giving details of presenter / presenters alongwith title of Case Study.

**The last date for submission of entries for Case Study presentation is 15<sup>th</sup> July, 2015.**

## **CALL FOR TECHNICAL PAPERS ON THE SUMMIT THEME**

Technical Papers are invited on the theme of Summit “Employee Creativity - A Must for Continuous Improvement”.

The Paper should be original work of author based on his own knowledge, experience & wisdom about the Summit theme. The Papers selected for presentation will participate in the contest and shall be evaluated on following parameters :

- Theme relevance
- Originality & creativity in developing the Paper.
- Explanation of concept
- Quality of Presentation ( Preparation and Presentation Skills)

No. of employees presenting one Technical Paper will be limited to two only. Each presentation will be allowed only eight minutes of time.

Technical Paper can also be presented by academicians from Universities, Engineering Colleges & Management Institutes.

Nominations for Technical Paper presentation should be forwarded giving details of presenter / presenters and a write-up of Technical Paper developed by the presenter.

**The last date for submission of entries for Technical Paper presentation is 15<sup>th</sup> July, 2015.**

## **CALL FOR INNOVATIVE / UNIQUE EMPLOYEE INVOLVEMENT PRACTICES**

Entries for “Innovative/Unique Practice in Employee Involvement” are invited for presentation.

Nominations for Innovative / Unique Employee Involvement Practices should be forwarded giving details of presenter and a “One Page Write-up” consisting of the details of any one of the Unique Practices being adopted for effective management of Employee Involvement, how it is being used for employee motivation and ROI / the benefits being accrued by the organisation. Participating organizations to nominate one delegate to present & share such Innovative / Unique Practice.

Each presentation will be allowed only ten minutes of time.

**The last date for submission of entries for presentation of Innovative/Unique Employee Involvement Practices is 15<sup>th</sup> July, 2015.**

## CALL FOR SLOGAN, POSTER, POEM & ESSAY CONTEST

Entries are invited for Slogan, Poster, Poem & Essay contest.

### **Posters :**

The Poster should highlight motivating aspect of Suggestion Scheme and its benefits to the organizations and employees.

It should be painted with sketch pen or brush on 50 cm x 38 cm, 130gsm ( White coloured ) paper. Entries for Poster will be accepted only in white sheet as specified.

Only three flat colors are permitted.

Poster should feature a caption in English or Hindi related to the concept painted on Poster.

Nominations for Poster contest should be forwarded along with the name of employee and company name clearly written on the back side of his entry.

### **Slogans:**

The Slogan should highlight motivating aspect of Suggestion Scheme and its benefits to the organizations and employees.

It should be phrase or combination of words (Hindi / English) that rhyme and the length of the slogan should be limited upto 12 words.

It should be typewritten or legibly hand written with max. one slogan on one page.

Nominations for Slogan contest should be forwarded along with the name of employee and company name clearly written on the back side of his entry.

### **Essay:**

The essay should be developed by an employee using his own ideas, views & experience focusing on the theme "Employee Creativity - A Must for Continuous Improvement". It should be an original creation of the employee with appropriate expression and arrangement of thoughts. The flow of the content should be clear and matter interesting for the reader.

Essay should be neatly written/typed in English or Hindi with not more than 3000 words on A4 size white color paper.

Nominations for Essay contest should be forwarded along with name of employee & company name clearly written on back side of the entry.

### **Poem :**

The Poem should highlight motivating aspect of Suggestion Scheme and its benefits to the organizations and employees.

It should be maximum of 12 lines in Hindi / English. It should be an original creation of the employee with appropriate expression and arrangement of thoughts so that that it rhymes and can be made into a Jingle and easy to recite.

It should be typewritten or legibly hand written on one page.

Nominations for Poem contest should be forwarded along with name of employee & company name clearly written on back side of the entry.

**The last date for submission of entries for Slogan, Poster, Essay & Poem Contest is 15<sup>th</sup> June, 2015.**

## **CALL FOR SUJHAV RATN, CREATIVITY CHAMPION, IDEA CHAMPION, DISTINGUISHED EVALUATOR & EMINENT SUGGESTOR OF INDIA**

Entries are invited for giving INSSAN special honour to Sujhav Ratn, Creativity Champion, Idea Management Champion, Distinguished Evaluator & Eminent Suggestor of Corporate India.

### **Sujhav Ratn (सुझाव रत्न)**

Any good Suggestor who can be rated as “Exceptional” & “Standout” Creative & Innovative employee. He who regularly participates in Employee Involvement initiatives as well as motivates peers for the same. He is certainly one of the best Suggestors in the company.

Nomination for Sujhav Ratn should be forwarded giving details of Suggestor & a brief about his unique contribution.

### **Creativity Champion**

An employee who firmly believes in Creative & Innovative approach and out-of-the-box thinking for problem solving and bringing improvements. He actively participates in most of the continuous improvement initiatives like Suggestion Scheme, Quality Circle, TPM, Kaizen programme etc.. He also motivates peers for the same. He is certainly a improvement oriented and progressive thinking employee of the company.

Nomination for Creativity Champion should be forwarded giving details of Employees & a brief about his unique contribution.

### **Idea Management Champion**

Any good Coordinator/Officer/Manger who can be rated as “Exceptional” & “Standout” motivator to employees for participation in Employee Involvement initiatives. He who manages Employee Involvement activities better than others in his own area/department. He is certainly one of the best Coordinators in the Company.

Nomination for Idea Management Champion should be forwarded giving details of Coordinator & a brief about his unique contribution.

### **Distinguished Evaluator**

An active evaluator who puts considerable efforts on speedy evaluation of Suggestions. He believes in fair evaluation using defined evaluation criteria but also gives importance to evaluation results which must be motivating for suggestors.

Nomination for Distinguished Evaluator should be forwarded giving details of Evaluator & a brief about his unique contribution.

### **Eminent Suggestor Of Corporate India**

Employees who have been awarded by Govt. Of India under the categories of Prime Minister's Shram Award and Vishwkarma Rashtriya Purskar.

Nomination for Eminent Suggestor Of India should be forwarded giving details of employee alongwith copy of Certificate received by him from the government.

**The last date for submission of entries for Sujhav Ratn, Creativity Champion, Idea Management Champion, Distinguished Evaluator & Eminent Suggestor Of Corporate India is 15<sup>th</sup> July, 2015.**

## CALL FOR EXHIBIT CONTEST

Entries are invited for Exhibit contest.

Suggestors can make an exhibit of their implemented idea. It should be simple and understandable. The exhibit should depict old and new status of implemented Idea/Suggestion. Exhibit should be displayed during the presentation session scheduled on one of the days.

Max. two presenters can make presentation of the exhibit.

**The last date for submission of entries for Exhibit contest is 15th July, 2015.**

## PARTICIPATION

The Summit would be most suitable for employees, both Suggestors & Coordinators, involved in continuous improvement activity through various Employee Involvement Programmes i.e. KAIZAN, SUGGESTION SCHEME, TPM, QUALITY CIRCLE, TQM, SMALL GROUP ACTIVITY, 5S etc..

The Summit would also be very interesting & useful to Academicians from Universities, Engineering Colleges & Management Institutes as this will give them a new insight and advanced learning on Creativity for Continuous Improvement.

## PROGRAMME DATES AND VENUE

The Programme will be held on 20th & 21st August, 2015 ( 9.30 a.m. to 5.30 p.m. ) at the Auditorium of SCOPE Convention Center, Core - 8, SCOPE Building, Central Government Offices Complex (Near Jawahar Lal Nehru Stadium), Lodhi Road, New Delhi.

The venue is at a walking distance from Jawahar Lal Nehru Stadium Metro Rail Station.

## DELEGATE FEE

### Delegate Fee per Participant

INSSAN MEMBER	Rs. 6,500/- + 14% Service Tax	(If paid by 21st August, 2015)
	Rs. 7,000/- + 14% Service Tax	(If paid after 21st August, 2015)
NON-MEMBER	Rs. 7,000/- + 14% Service Tax	(To be paid by 20th August, 2015)

**The above mentioned Delegate fee is net payable to INSSAN after deduction of TDS.**

The programme is non residential. The fee will cover the cost of participant kit, lunch and refreshments. Delegate fee is payable even for those, who would be coming to receive awards in Poster, Slogan, Poem, Essay Contest and special honor of Sujhav Ratn, Creativity Champion, Idea Management Champion, Distinguished Evaluator & Eminent Suggestor of India.

## ENROLMENT & PAYMENT

Nominations, giving the details of Participants's Name, Designation & Organization, along with DD/ Cheque (drawn in favour of INSSAN – NIC, payable at New Delhi) may please be forwarded to Mr. V.K. Srivastava in INSSAN - NIC office. Payments can also be made through NEFT/RTGS for which required details of INSSAN-NIC Bank Account can be taken from Mr. K.K. Singh (inssan.nic@gmail.com / 09910998818).



All awards announced before the Summit for Slogan, Poster, Essay, Poem Contest and for Sujhav Ratn, Creativity Champion, Idea Management Champion, Distinguished Evaluator & Eminent Suggestor Of India will be given only to the winners and not to other participants from the nominating organization. Therefore, all such winners must be nominated by the organizations to attend the Summit for two days and receive their awards in person.

## SPONSORSHIP

Contribution from companies is invited for sponsoring in various categories as below :

PATRON : Rs. 1,00,000/- (Four Participants can attend the Summit free)

SPONSORS : Rs. 50,000/- (Two Participants can attend the Summit free).

SUPPORTER : Rs. 25,000/- (One Participant can attend the Summit free).

The names of the contributor will be displayed prominently in the Auditorium. The organizations interested in sponsorship may send the details along with crossed DD/ Cheque (drawn in favour of INSSAN – NIC, payable at New Delhi, to INSSAN-NIC office in Gurgaon latest by 10th August, 2015.

## CORE TEAM MEMBERS OF INSSAN - NIC COORDINATING THE SUMMIT

V.K. SRIVASTAVA, Hon. Gen. Secretary	Mob : 09911222117
K. K. SINGH, Hon. Finance Secretary	Mob : 09910998818
SATYA PRAKASH, Hon. Joint Secretary	Mob : 09818452460
A.K. AHARWAL, Hon. Member – Managing Council	Mob : 09968605271
N. POWNRAJ, Hon. Member – Managing Council	Mob : 09999155155

## INSSAN NIC MAILING ADDRESS

**V.K. Srivastava**  
Indian National Suggestion Schemes' Association  
(Northern India Chapter)  
I - 34, Block – I, 1st Floor, South City – 2, GURGAON - 122001  
Tel. : 0124 - 4360428, E-mail : inssan.nic@gmail.com

## SUMMIT VENUE

**Convention Centre, Core - 8, SCOPE Building**  
**Central Government Offices Complex, Lodhi Road, New Delhi**  
**(Near Jawaharlal Nehru Stadium & Jawaharlal Nehru Metro Rail Station)**



**National Headquarter**

1204 - Daffodil, Satguru Gardens, Thane (E) Mumbai  
Web : [www.inssanindia.com](http://www.inssanindia.com)