

1. OBJECTIVES

Main objectives of the Competition are as under.

- To develop the competency of collating and analyzing business intelligence and strategies;
- To develop general management skills among Junior / Middle level Executives;
- To promote skill in literature survey and research;
- To encourage creativity and innovative thinking;
- To encourage teamwork and build team spirit; and
- To enhance presentation skills.

2. ELIGIBILITY

- 2.1. The competition is open to the employees in member organizations of Power HR Forum as well as to other utilities in Indian Power Sector.
- 2.2. Each organization can send a maximum of two teams and each team may comprise of a maximum of three members up to the level of Dy. General Manager or its equivalent.

3. THEME OF Q4E - 2009: **“BUILDING TOMORROW’S TALENT”**

4. PROCEDURE

- 4.1 The participating team shall submit a written paper and oral presentation as per the following schedule in line with the guideline given in Annexure – A.

Q4E - 2009 : Schedule of the event

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| ▪ Announcement of the theme of competition | - March 12, 2009 |
| ▪ Last Date for Registration | - July 30, 2009 |
| ▪ Last Date for Submission of Written Papers | - September 1, 2009 |
| ▪ Date of Oral Presentation Before Jury Members
and Declaration of Winners | - September 18, 2009 |

- 4.2 A Panel of Judges constituted by the Forum whose decision shall be final and binding shall evaluate the written paper as well as the oral presentation and declare the winners. Details of the evaluation criteria are given in Annexure – B.

5. PARTICIPATION FEE

A participation fee of Rs. 25,000/- per team is to be sent to the Forum Secretariat by DD/ Cheque favoring “Power HR Forum” payable at New Delhi.

6. PRIZES & RECOGNITIONS

- 6.1 The winning team shall receive a cash prize of Rs. 10,000/- plus a Trophy and a certificate and other attractive prizes.
- 6.2 The runners up team shall receive cash prize of Rs 5,000/- plus a Trophy and a certificate.
- 6.3 In addition to above there will be three cash prizes of Rs 3000/ each in the following categories.
 - Best New Promising Team (all the team members are participating for the first time in Q4E event)
 - Best young presenter (male) [less than 36 Years]
 - Best young presenter (female) [less than 36 Years]
- 6.4 All the participating team members shall be presented with a certificate and a token memento in recognition of their participation.
- 6.5 Coverage to the winners of the competition in the Media and also in the Journal and Web Site of the Forum.

Quest for Excellence (Q4E -2009) - Guidelines for Presentations

1.0 WRITTEN PRESENTATION

- 1.1 The written paper shall preferably be in the context of the own organization based on new ideas and innovative approaches supported by analysis of data from pertinent sources, including organizational examples wherever applicable.
- 1.2 The content of the written presentation should be within 3000 words excepting supporting papers to be kept to the minimum in the Annexure for reference.
- 1.3 The orientation, font and style to be followed in the written presentation are given below.
 - Use the Font - Arial, Size 12 and Line Spacing 1.2
 - Please ensure to keep the images, charts to a minimum and also ensure the following.
 - Please avoid multicolor charts; otherwise please ensure that the corresponding data in your chart could be easily distinguished in two color, because after the competition a compendium containing the presentations of top 3 teams will be released in two color only.
 - All images, Charts etc. should be in a form so that they could be easily copied/ exported from the soft copy of your written paper to another blank Microsoft Word document for processing the compendium.
 - Please avoid using images downloaded from Internet.
 - Figures, Tables etc. should be numbered consecutively like Figure –1, Figure –2, Table-1, Table-2 and so on and please give a caption below each corresponding figures, Tables etc.
 - Content of the presentation should maintain a logical flow as mentioned below.
 - Title Page containing the theme, name of the team leader and team members, name of the organization, number of words, date of submission and signature.
 - Abstract (Limited to 300 words)
 - Introduction
 - Details of Research
 - Analysis of data
 - Key findings
 - Recommendations
 - Approach for implementation
 - Conclusion
 - References
 - Annexure – Including details of the team members
 - Give References in Harvard Style as mentioned below.
 - For books give surname, initials (year), title of book, publisher, place of publication.
 - For Journal Articles give surname, initials (year), "title of article", and journal name in full, volume and/or issue number, and pages.
 - For electronic sources If available online, the full URL should be mentioned at the end of the reference.
- 1.4 **Each team is required to submit one soft copy (preferably in a CD in MS Word) and four bound copies of the written presentation.**

2.0 ORAL PRESENTATION

- 2.1 Each team will get a total of 25 minutes for the oral presentation, out of which the first 15 minutes will be used for presentation and the subsequent 10 minutes will be used for clarification of any query raised by jury members and others. It is essential that all the team members should participate in making the presentation.
- 2.2 The content of the oral presentation should not reflect any thing extra, which is not mentioned in your written presentation.
- 2.3 The teams should bring main findings and points in their presentations before the Judges.
- 2.4 Computer Projection system would be provided at the venue of the oral presentations.
- 2.5 The decision of the Panel of Judges shall be final and binding.

Quest for Excellence (Q4E - 2009) - Evaluation Criteria

CRITERIA	WEIGHTAGE
1 WRITTEN	
1.1 Conceptual Clarity	15
1.2 Original Inputs and Creative Content	10
1.3 Linkage to Practical Issues	10
1.4 Workable Recommendations	20
1.5 Literature Survey, Extent and source of Research	15
Sub- Total	70
2 ORAL	
2.1 Clarity and Substance in the Presentation	10
2.2 Response to Questions	10
2.3 Team Work in Presentation	10
Sub- Total	30
<hr/> TOTAL	<hr/> 100 <hr/>