IMC RBNQA Study Mission

**Sharing of Best Practices, Showcasing the IMC RBNQ Award winners**

Wednesday, 11 July 2018, Mumbai

**Please Email to:**

**Manasi Kadane Vartak**

**Deputy Director**

IMC Ramkrishna Bajaj National Quality Award Trust

IMC Chamber of Commerce & Industry, IMC Marg,

Churchgate, Mumbai 400 020.

Tel: 71226691 (D); Email: manasik@imcrbnqa.com

The Study Mission is applicable only for all interested organizations on first come first served basis.

This form should be sent as an expression of interest to participate in the Study mission and Confirmed participants will be informed accordingly

**We nominate the following persons to attend:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S. No | Name | Designation | Mobile No | Email |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Nominator Name: ………………………………………………………………………………………………………………………………

Designation: …………………………………………………………………………………………………………………………................

Company: ……………………………………………………………………………………………………………………………................

Address: ………………………………………………………………………………………………………… ……………………………..

………………………………………………………………………………………………………………………………................

Tel No.: …………………………………………………Fax No. ……………………………………………………………………..

E – Mail: …………………………………………………………………………………………………………………….........

**Note: There is a nominal fee per person for the visit**

**Participation fees- INR 8000/- + GST**

**For IMC Members- INR 7000/- + GST**

Please make a payment through **Cheque / DD/Cash/ NEFT** drawn in favor of “IMC Ramkrishna Bajaj National Quality Award Trust” towards the Delegate's fee and courier to the above address**.**

|  |  |
| --- | --- |
| **Start** | **Agenda** |
| 0900 hrs | **Assembly** at Hiranandani Hospital Gate |
| 0900- 0905 hrs | **Welcome by Dr L H Hiranandani Hospital Team** |
| 0905- 1000 hrs | Presentation on Excellence & benchmark practices |
| 1000- 1015 hrs | Tea Time |
| 1015- 1130 hrs | Hospital visit |
| 1130- 1200 hrs | Interaction with senior officials |
| 1200- 1300 hrs | **Lunch Break** |
| 1315- 1400 hrs | Departure to P D Hinduja Hospital & MRC |
| 1400- 1410 hrs | **Meet & Greet P D Hinduja Hospital & MRC Team** |
| 1410- 1510 hrs | Presentation on Excellence & benchmark practices |
| 1510- 1630 hrs | Hospital visit |
| 1640- 1700 hrs | Interaction with senior officials & Tea / coffee |
| 1715 hrs  | Departure  |

# SELECT NOTES AND POINTS TO REMEMBER

## DO’S & DON’T’S

* All participants to assemble at the Hiranandani Hospital gates by sharp 9.00 am. Late comers will not be entertained.
* Bus has been arranged for internal travel between Hiranandani Hospital to Hinduja Hospital.
* There would be an IMC RBNQA representative accompanying for the day, who would be responsible for leading the team for the visit to the host companies.
* Dress code is formal. Please avoid wearing free flowing clothes. Delegates both men & women are required to wear fully covered shoes.  **No cell phones inside the premises.** Members are requested to wear their mission badges during the period of the mission.
* Punctuality and discipline should be maintained during the visit.
* Do participate in discussions. Do not ask embarrassing questions. Do not start auditing – HOW & WHY?
* Follow safety precautions as required by the host companies.
* Do not take photographs.  Keep your cameras, cellular phone at the reception.
* Every participant to list down at least 2-3 key learning points and give to the leader for the day.
* A feedback form will be given to all the participants.  It is mandatory to fill the form and submit it to the IMC RBNQA representative at the end of the day.
* Members are requested to settle all payments along with the registration.
* In case of assistance please feel free to contact Ms. Manasi her mobile 9821389383

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*