

8.0 How to Apply for the Award

1. INSTRUCTIONS

Each Applicant is required to submit following details about its organisation in a document, not exceeding 30 pages in total. This document should contain:

- A. An Organisation Profile, describing the key facts about the organisation and its business**
- B. Organisation Performance ('Results') relating to its Customers, People, Society and Business Performance**
- C. Organisation Practices ('Enablers') in place and improvements made to these practices, in order to achieve the results**

A. ORGANISATION PROFILE

1. Please provide a summary of up to three pages (maximum) of information about the organisation and your business. The summary may cover the following, as applicable:
 - No. of locations
 - Products/Services- Types, categories, numbers
 - Customers - Main Customers/Customer segments, Share of Business
 - Suppliers - Main Suppliers, Numbers
 - Annual Sales - Domestic, Exports
 - Distributors, if any - numbers, locations
 - Competitors - Main competitors
 - People - Numbers, Managerial, Supervisory and Workers, Casuals
2. Please describe briefly the key improvement methodologies followed
 - Organisation Structure - include or attach chart
 - Statutory, regulatory requirements applicable - List details
 - Collaborations, if any- List details
 - Certifications held - List details
 - Technologies -List main technologies
 - Awards/Recognitions - List details
 - Main Production/Delivery Processes - List details
 - Key Business Challenges - List details
 - IT Facilities - List details
 - Any challenging or adverse business situations overcome successfully

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B. ORGANISATION PERFORMANCE (RESULTS)

1. Applicants are required to present results achieved with respect to Customers, People, Society and Business Performance; (refer pages 19 to 22)
2. Results may be presented in the form of line graphs, bar charts, tables, numbers, figures, data as appropriate
3. While presenting organisation performance on customers, people, society and Key Business /Performance related areas please list the parameters and present the trends along with, targets and comparisons where applicable for at least past three years.
4. While presenting the results on Customers, People, Society related and Key Business /Performance please consider the definitions and explanations for these under section " Model Criteria: (refer pages 19 to 22) Provide the data on the parameters relevant to your business; the list is only for illustration. You may however, include additional parameters as appropriate for your business.
5. While presenting results with respect to Customers, People, Society related and Key Business /Performance, please refer (refer page 24) and give your responses to the parameters listed in relevant sections.

C. ORGANISATION PRACTICES (ENABLERS)

1. Applicants are required to present a brief description of the organisation practices addressing leadership, policy & strategy, people management, partnerships and process management;(refer pages 14 to 18)
2. The description of the practices should relate to how the results with respect to customers, people, society related and Key Business /Performance referred to above are planned and implemented in line with their needs and expectations;
3. Applicants are required to briefly describe the improvements and innovations made to the organisation practices during the course of their implementation over last three to four years to achieve present and future requirements of their stakeholders. Please read carefully and consider the examples, illustrations provided under Organisation Practices. Applicants may add additional practices relevant for their business.
4. Also briefly describe how and at what time intervals do the CEO and other managers review the effectiveness of organisation practices and make necessary changes.
5. As appropriate, the applicants may provide the linkage between the practices and the results achieved through cross references in relevant sections.

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2. GENERAL GUIDELINES

1. Please read carefully the instructions before completing the application document
2. Five (5) Copies of the filled in application document are required to be submitted to the CII-IQ Award Secretariat
3. Each copy of the application document should not exceed 30 pages including all the supporting documents.
4. Each page of the application document should be of A4 size only.
5. Please include table of contents, glossary of terms and abbreviations for providing clarity.
6. All the sheets including the accompanying documents, placed in an orderly manner with references, may be loosely bound.
7. Please read each section carefully and respond to the points raised therein briefly.
8. Please describe the details in English, typescript, text in Arial point 11 and figures in 9 point Arial narrow. The pages may be numbered.
9. While presenting the results and describing the practices, the applicants may keep in view the relative weightages and importance of the different Model Criteria so as not to exceed the limit of 30 pages for total number of pages.