

December 2016			
<i>1st December</i>	<i>Thursday</i>	<i>Make Folder EQUIP 2016, Sub Folder, Streams etc. Selection of Pics from 8th NCSQCs, Organize Cabinets.</i>	
<i>8th December</i>	<i>Thursday</i>	<i>Insertion of Excelsior Report and Photo's, Proof Reading of Excelsior.</i>	
<i>17th December</i>	<i>Saturday</i>	<i>Sending of Excelsior for Printing.</i>	
January 2017			
<i>2nd January</i>	<i>Monday</i>	<i>Finalization of Themes for 9th NCSQCs</i>	
<i>7th January</i>	<i>Saturday</i>	<i>1-Day Students Quality Circles Facilitator's Training Workshop</i>	
<i>17th January</i>	<i>Tuesday</i>	<i>Issuance of Excelsior</i>	
<i>30th January</i>	<i>Monday</i>	<i>Review of EQUIP Website</i>	
February 2017			
<i>1st February</i>	<i>Wednesday</i>	<i>Preparation of the list of Institutions that require training for Case Studies.</i>	
<i>2nd February</i>	<i>Thursday</i>	<i>Issuance of Mini Brochure of 9th NCSQCs</i>	
<i>3rd February</i>	<i>Friday</i>	<i>Preparation of the Content of the brochure</i>	
<i>4th February</i>	<i>Saturday</i>	<i>Meeting of Executive Committee</i> <ul style="list-style-type: none"> • <i>Finalization of streams</i> • <i>Finalization of themes</i> • <i>Finalization of keynote speakers</i> 	
<i>6th February</i>	<i>Monday</i>	<i>Issuance of Minutes of the Meeting of the Meeting of Executive Committee</i>	
<i>7th February</i>	<i>Tuesday</i>	<i>Invitation for 1-Day Facilitator's Training Workshop</i>	
<i>9th February</i>	<i>Thursday</i>	<i>Finalize the presenters of the Feb 18th Training.</i> <i>Prepare a list of potential Keynote speakers for the 9th NCSQCs</i>	
<i>13th February</i>	<i>Monday</i>	<i>Preparation for 1-Day Facilitator's Training Workshop</i>	
<i>15th February</i>	<i>Wednesday</i>	<i>Preparation of list of participating institutes for 1-Day Facilitator's Training Workshop</i>	
<i>18th Feb</i>	<i>Saturday</i>	<i>1-Day Students Quality Circles Facilitator Training Workshop.</i>	
<i>28th February</i>	<i>Tuesday</i>	<i>Review of website of EQUIP</i>	
March 2017			
<i>25th March</i>	<i>Saturday</i>	<i>1-Day Students Quality Circle Facilitator Training Workshop.</i>	
<i>30th March</i>	<i>Thursday</i>	<i>Finalization of Content of 9th NCSQCs brochure</i>	
April 2017			
<i>11th April</i>	<i>Tuesday</i>	<i>Preparations for Radio Jockeying, 60-Sec Film Making and Robotics Training</i>	
<i>12th April</i>	<i>Wednesday</i>	<i>Send samples to Graphic Designer to design certificates, souvenirs, name tags</i>	
<i>22nd April</i>	<i>Saturday</i>	<i>1-Day Students Quality Circle Facilitator Training Workshop</i>	
<i>24th April</i>	<i>Monday</i>	<i>Preparation of list of Institutions that will be invited for 9th NCSQCs</i>	
<i>25th April</i>	<i>Tuesday</i>	<i>Finalization of Quotation for Printing Material</i>	
May 2017			
<i>2nd May</i>	<i>Tuesday</i>	<i>Finalization of Rules and Regulations for Streams</i> <i>Dispatch of Cover Letter, Brochure, Registration Form, Rules and Regulations, Poster, and Chart.</i>	

5 th May	Friday	Preparation of list of Keynote Speakers	
6 th May	Saturday	Meeting of Data Management and Publication Committee (NC)	
9 th May	Tuesday	Review of Policy of 9 th NCSQCs Preparation of List of Sponsors and their contact information	
12 th May	Friday	Finalization of Keynote Speakers	
13 th May	Saturday	Dispatch of Letter Requesting Abstracts from Keynote Speakers	
19 th May	Friday	Finalize Printing Material (Certificates, Souvenirs, Name Tags, Banners and Wrapping Sheet)	
20 th May	Saturday	1 Day Students Quality Circles Facilitator Training workshop	
22 nd May	Monday	Finalize the President of Debate	
23 rd May	Tuesday	Meeting of Executive Committee	
24 th May	Wednesday	Dispatch of letters for messages of the program book	
25 th May	Thursday	Start of Holy Month of Ramadan (Subject to the Sighting of the Moon)	
27 th May	Saturday	Meeting of Finance Committee	
June 2017			
1 st June	Thursday	Finalization of Sponsors of the Event	
6 th June	Tuesday	Finalization of Program Schedule	
7 th June	Wednesday	Preparation of List of International Delegates	
9 th June	Friday	Finalization of the Security Policy by the Security In-Charge	
16 th June	Friday	Assign graphic designer task to design Letter Pad, File Cover, Pens, Pencils (NC)	
20 th June	Tuesday	Finalization of Quiz Booklet	
22 nd June	Thursday	Send a reminder to keynote speakers about the abstract (NC)	
26 th June	Monday	Eid-ul-Fitr	
27 th June	Tuesday	Eid-ul-Fitr	
July 2017			
5 th July	Wednesday	Setting agenda of meeting with committee heads Print all the letters send to national and International delegates for record (NC)	
10 th July	Monday	Meeting of Committee Heads for 9 th NCSQCs	
12 th July	Wednesday	Preparation of Plan for Cultural Evening	
15 th July	Saturday	Meeting of Judgment Committee	
17 th July	Monday	Meeting of Souvenir Committee (NC) Follow up of Keynote Speaker about their Confirmation to be attending the 9 th NCSQCs.	
18 th July	Tuesday	Meeting of Reception Committee (NC)	
19 th July	Wednesday	Preparation of list of potential judges (NC)	
24 th July	Monday	Meeting of Program committee Call judges to invite and take their consent (NC)	
25 th July	Tuesday	Dispatch of Reminder to Keynote Speakers about the Abstract (NC)	

28 th July	Friday	Write invitation letter to judges (NC)	
31 st July	Monday	Send invitation letters to the judges (NC)	
August 2017			
1 st August	Tuesday	Confirmation of Topics of Keynote Addresses	
4 th August	Friday	Finalization of List of Judges Design feedback forms (NC)	
5 th August	Saturday	Finalization of Lists of Dignitaries	
7 th August	Monday	Meeting with Committee Heads	
8 th August	Tuesday	1-Day Facilitator Workshop on Game Development	
9 th August	Wednesday	Print all the letters send to national and International delegates for record (NC)	
18 th August	Friday	Place order for souvenirs (NC)	
19 th August	Saturday	Finalization of Letter pads, Certificates, Lapels and Files	
21 st August	Monday	Finalize the itinerary for International Delegates	
23 rd August	Wednesday	Collect relevant data for Program Book (NC)	
25 th August	Friday	1-Day Students Quality Circles Facilitator Training Workshop	
26 th August	Saturday	Meeting of Registration Committee	
29 th August	Tuesday	Meeting of Venue Committee	
September 2017			
1 st September	Friday	Dispatch of Brochure to the Keynote Speakers or any other Printed Material for the 9 th NCSQCs.	
6 th September	Wednesday	Compilation of Program Book	
7 th September	Thursday	Meeting of Committee Heads	
14 th September	Thursday	Meeting of Venue Committee & Stage and Decoration Committee	
19 th September	Tuesday	Meeting with Representatives of Local Administration for Security and Information Purposes	
26 th September	Tuesday	Meeting with Food Committee Meeting with Reception Committee	
October 2017			
3 rd October	Tuesday	Meeting of Accommodation Committee	
10 th October	Tuesday	Meeting of Registration Committee	
11 th October	Wednesday	Dispatch of Convention Schedule to Keynote Speakers. Meeting of Souvenir Committee	
12 th October	Thursday	Meeting of Photography Committee	
16 th October	Monday	Meeting of Data Management Committee	
17 th October	Tuesday	Meeting of Transport Committee	
18 th October	Wednesday	Meeting of the Organizing Committee for 9 th NCSQCs	
21 st October	Saturday	Pre-Convention Meeting with Members of Executive of Committee.	
November 2017			
2 nd November	Thursday	Pre-convention dinner Arrival of foreign guests and schools Prepare Report to be published in the Newspapers	

<i>3rd November</i>	<i>Friday</i>	<i>Day 1 of convention Distribution of Nametags Write Certificates for position holders Take Interviews of two delegates to publish in Excelsior (NC) Prepare Report to be published in the Newspapers Printing of Highlights of Day 1 by Data Management Committee</i>	
<i>4th November</i>	<i>Saturday</i>	<i>Day 2 of Convention Write Certificates for position holders Post-Convention dinner Reports for Excelsior Prepare Report to be published in the Newspapers Departure of delegates</i>	
<i>6th November</i>	<i>Monday</i>	<i>Meeting of Photography Committee</i>	
<i>7th November</i>	<i>Tuesday</i>	<i>Post-Convention Meeting of Executive Committee Review of Feedback Forms</i>	
<i>8th November</i>	<i>Wednesday</i>	<i>Dispatch of Letter of Thanks to all the Concerned People</i>	
<i>30th November</i>	<i>Thursday</i>	<i>Approval of the Record File by the Director General Finalization of Excelsior</i>	
<i>December 2017</i>			
<i>23rd December</i>	<i>Sat</i>	<i>Issuance of Excelsior, Dec 2017</i>	