



ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1st Cycle)

(Affiliated to Aryabhatta Knowledge University)

Digha-Aashiyaana Road, Digha Ghat, Patna- 800011, Bihar

Mobile Nos.: 8987262019; 8877617734, E-mail: info@sxcpatna.edu.in, Website: www.sxcpatna.edu.in



Ref No.: SXCMT/IQAC/FDP/01/2022-2023

REPORT OF FACULTY DEVELOPMENT PROGRAM (FDP)

ON SOFT SKILLS

Academic Year (2022-23)

1. Event information:

- **Name of the Event:** Faculty Development Programme (FDP) on 'Soft Skills'
- **Date:** 30 January to 4 February 2023
- **Time:** 5:00 pm to 7:00 pm
- **Venue:** Online, Google Meet
- **Name of the Cell:** IQAC
- **Beneficiaries:** Professors, Teachers & Trainers

2. Objective of the Event:

- To enhance their ability to interact amicably with others and to have a positive influence on furthering their career.
- To acquaint the faculty with the importance of Soft Skills in their life and teachings, and thus to become trainers themselves.

3. Process:

- First notice of meeting [Annexure 1]
- Letter to St. Joseph's College, Tiruchirappalli [Annexure 2]
- Assigning/ delegating responsibilities to different people [Annexure 3]
- Brochure of the FDP [Annexure 4]
- Information to participants [Annexure 5]
- Programme flow chart [Annexure 6]
- Sample certificate: [Annexure 7]
- Mock Online FDP session: 28 January 2023

4. Number of participants registered / attended the FDP: [Annexure 8]

5. A brief report of the Event with geo-tagged photos: [Photos-Annexure 9]

Faculty Development Program (FDP) on Soft Skills was conducted by IQAC of St. Xavier's College of Management & Technology Patna in collaboration with Joseph's Academy for Soft Skills (JASS) of St. Joseph's College (Autonomous), Tiruchirappalli.

It was a six-day online FDP organized on a National level through Google Meet. Fr Dr Martin Poras, SJ was the organizer, whereas Sr Dr Grace SCSC was the Convener and Dr Ashok Kumar was the Co-convener of the FDP. It was held from 30th January 2023 to 4th February 2023 from 05:00 PM to 07:00 PM. The registration fee for the same was Rs 500/-. The FDP was compulsory for in-house faculty members. The eighty-four participants were from across the India. (Bihar, Assam, Karnataka, Kerala, Tamil Nadu and West Bengal).

30th January 2023, Day 1:

Resource Person: Dr A. John Balaiah, Coordinator, JASS (Joseph's Academy of Soft Skills), Asst. Professor of Counselling Psychology, St. Joseph's College (Autonomous), Tiruchirappalli

On the first day Dr A. John Balaiah discussed the "**Dimensions of Soft Skills**". He discussed on the importance of soft skills and how it helps to succeed in life. Education basically provides the hard skills which improves our intelligence but soft skills set us apart to make a good impression and succeed in life. Soft skills gives one, the ability for adaptive and positive behavior that enable individuals to deal effectively with the demands and challenges of everyday life. He also discussed about the core set of soft skills and informed how students with no soft skills suffer in life.

31st January 2023, Day 2:

Resource Person- Dr K. Alex, Soft Skills Trainer & Associate Professor of Commerce, St. Joseph's College (Autonomous), Tiruchirappalli

On the second day Dr K Alex discussed about "**Integrating Professionalism into Teaching**". He explained, what the role of a teacher in someone's life. How they can transform their lives for the good. They must bear the qualities to touch the hearts of the students. He urged the teachers not to settle for less and keep aspiring, keep inspiring and keep transforming.

1st February 2023, Day 3:

Resource Person- Dr J John Love Joy, Asst. Professor of English, St. Joseph's College (Autonomous), Tiruchirappalli

On the third day Dr J John Love Joy discussed about "**Effective Communication**". He discussed how effective communication helps in communicating what we actually want to convey to other. He also discussed how one word can be used differently in different situation, the use of voice modulation and tone of voice, how stressing on a word in sentence can change the meaning of the sentence and the effect of body language while communicating.

2nd February 2023, Day 4:

Resource Person- Dr K Alex, Soft Skills Trainer & Associate Professor of Commerce, St. Joseph's College (Autonomous), Tiruchirappalli

On the fourth day Dr K Alex discussed on "**Decide Your Tomorrow Today**".

He discussed on how planning in advance helps. He said that the Professors should have a giraffe's vision and heart. As giraffe is so tall, it can look up to a long distance and it also has the biggest heart. So, should have a Professor. He also said that we must be mindful of what we intake emotionally, spiritually and physically. We must deserve first, then desire. For this we need to believe in ourselves, our potential and our mission.

3rd February 2023, Day 5:

Resource Person- Dr A Vimal Jerald, ICT Trainer, Asst Professor of Computer Science, St. Joseph's College (Autonomous), Tiruchirappalli

On the fifth day Dr A Vimal Jerald discussed on the “**Presentation Skills: Techno Pedagogy & E-content Development**”.

He discussed the advantages and challenges of techno-pedagogy, how to make presentations more effective and interactive. He also shared some useful links for hands on session for online classes. He gave demonstration for making the online classes interesting by using Zoom platform while having the class in Google Meet.

4th February 2023, Day 6:

Resource Person- Dr J John Love Joy, Asst. Professor of English, St. Joseph's College (Autonomous), Tiruchirappalli


On the final day Dr J John Love Joy discussed on “**Creative Thinking Skills**”. He explained through various examples and exercises how we can make ideas happen by some following some simple techniques like- 1. Confront assumptions, 2. Face failure as early as possible in life, 3. Translate things from our own perspective, 4. Combine the unusual, 5. Look for alternatives, 6. Draw inspiration from nature and 7. Steal/ imitate and improvise.

6. Evaluation Report: [Annexure 10]

7. Overall Rating: 8.6/10

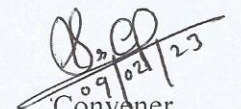
8. Media Coverage: [Annexure 11]

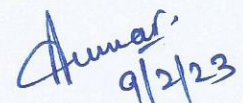
9. Expenses Incurred: [Annexure 12]


Organizer 11/2/2023

Fr Dr Martin Poras SJ
PRINCIPAL

St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011


Convener
Sr Dr Grace SCSC


Co-convener
Dr Ashok Kumar

IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011



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Ref No: SXCMT/IQAC/MN/03/2022-2023

7 January 2023

NOTICE

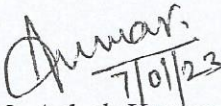
IQAC MEETING

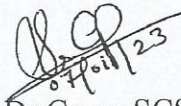
Date : 9 January 2023
Time : 02:15 PM
Venue : De Nobili

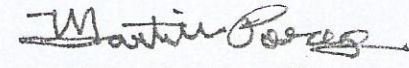
Agenda:

1. Minutes of the previous meeting
2. To finalize workshop
3. To decide five Best practices
4. To decide NAAC criteria wise evaluation of NAAC Cycle 1 report
5. Any other.

NB: All the members of IQAC are expected to be present for the meeting on time.


 Mr Ashok Kumar
 Asst. Coordinator IQAC


 Sr Dr Grace SCSC
 IQAC Coordinator
 IQAC
 St. Xavier's College of Mgmt. & Tech.
 Digha Ghat, Patna - 800 011


 Fr Dr Martin Poras SJ
 Principal
 St. Xavier's College of Mgmt. & Tech.
 Digha Ghat, Patna-800011
 Bihar, India



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Ref No.: SXCMT/IQAC/MM/03/2022-2023

Date: 12 January 2022-23

MINUTES OF IQAC MEETING (2022-23)

Date: Monday, 9th January 2023

Time: 02:15 PM

Venue: De Nobili Hall

The meeting was presided over by the IQAC Coordinator, Sr Dr Grace SCSC. The meeting started with a prayer by Dr Kalpana Kumari. She also read the minutes of the previous meeting and it was unanimously accepted by the house.

Notice of the meeting: [Annexure 1]

Members present:

1. Sr Dr Grace SCSC:
2. Dr Ashok Kumar:
3. Fr Dr Sherry George SJ;
4. Dr Kalpana Kumari:
5. Mr Piyush Verma:
6. Ms Dipika Chhetri:

Agenda:

1. Minutes of the previous meeting.
2. To finalize workshop.
3. To decide five best practices.
4. To decide NAAC criteria wise evaluation of NAAC cycle 1 report.
5. Any other.

1. Minutes of the previous meeting:

Dr Kalpana Kumari read the minutes of the previous meeting and it was unanimously accepted by the house.

2. To finalize workshop:

The IQAC in consultation with the Principal proposed the date 30th January, 2023 for the 6 days Faculty Development Program. Two time slots were proposed- 2:00 PM to 4:00 PM or 5:00 PM to 7:00 PM. JASS trainers of St. Joseph's College, Trichy will take the sessions. A fee of Rs 500/- each will be charged for the registration for the participants. It was said to look into the possibilities of entering into a MoU with St. Joseph's College, Trichy. It will add a lot of value to the program. Sr Dr Grace SCSC will enquire in this regard. It will be an online FDP and Google Meet will be the platform. The FDP will be open for outsiders also. Maximum 100 registrations will be taken. Participants from our College can join through one login with a manual attendance sheet so that more participants from outside can join.

Distribution of responsibilities was done as follows:

- Over-all in charge, Brochure, Certificate- Sr Dr Grace SCSC & Dr Ashok Kumar
- Registration, Finance, Attendance & Technical Assistance- Mr Piyush Verma
- Invitation & Feedback form- Ms Dipika Chhetri
- Moderator & prayer- Fr Dr Sherry George SJ and Dr Kalpana Kumari
- Welcome address- Fr Principal (Fr Dr Martin Poras SJ)
- Vote of thanks- Sr Dr Grace SCSC

The notice for the Faculty Development Program should also be sent by tomorrow (10.01.2023). It will be compulsory for the in-house members.

3. To decide five best practices:

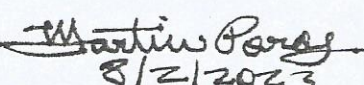
As the Principal was not present in the meeting, it was said that this agenda will be discussed in his presence.

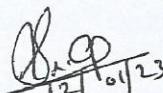
4. To decide NAAC criteria wise evaluation of NAAC cycle 1 report:

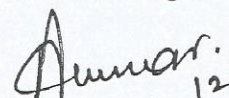
It was informed that IQAC receive NAAC cycle 1 evaluation report from all the criteria. One day is to be fixed where all the NAAC criterion in-charge will present their report. It is better to discuss it in common in one of the General Faculty Meetings. In view of the regular complaints from the staff members of being given less time, it was said to give them sufficient time to prepare well for the presentation. Also, in order to save time, they can present the same report and explain it, instead of making it into a PPT. The presentation should basically include the SWOC analysis of their criteria. It was suggested to hold this meeting on 18th January 2023 and inform the staff by tomorrow (10.01.2023) itself so that they start preparing.

5. Any other:

- The members suggested the following as the IQAC initiatives - conducting Faculty Development Programs, discussion of NAAC cycle 1 report, establishing Research Cell (yet to be done), training the future trainers, Average Performance Index (API) {IQAC can take initiative to bring it into practice}, creating various policy documents (IQAC can draft policies and get it approved by the Management), continuing Let's talk series department wise, starting an IQAC journal, writing column in the College magazine, etc.
- Students should be given more responsibility to conduct different activities so that faculty members get more time to do research and quality work.
- We need to limit the number of meetings. Once in a month Wednesday should be devoted to all other committee or departmental meetings.


8/2/2023
Fr Dr Martin Poras SJ
Principal
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
Bihar, India


12/1/23
Sr Dr Grace SCSC
IQAC Coordinator
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011


12/1/23
Dr Ashok Kumar
Asst. Coordinator IQAC



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Ref No.: SXCMT/IQAC/MN/03/2022-2023

Date: 5 January 2023

NOTICE IQAC MEETING

January 5, 2023

Good morning All,
Information:

We will have a short emergency meeting of IQAC at 2.30 pm today in the IQAC Office to decide upon the FDP. Kindly be present on time.

Thank you

8:05 AM ✓✓

The topics we can focus
FDP- Soft Skills for capacity Building
(Title)

- * Dimensions of Soft Skills
- * Effective Communication
- * Body Language
- * Personal Effectiveness
- * Creativity & Lateral thinking *
- Integrating professionalism into teaching
- * Self discovery
- * Stress busters
- * Goal setting
- * To start is to succeed
- * Techno pedagogy smart teaching
- * Design and development of E content

A 7 day programme

8:07 AM ✓✓



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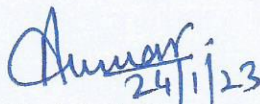
Date: 24 January 2023

NOTICE **ONLINE FDP ON SOFT SKILLS**

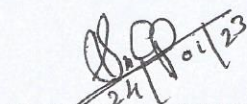
IQAC in collaboration with Joseph Academy of Soft Skill (JASS), St. Joseph's College, Tiruchirappalli, is organizing a six day Online Faculty Development Program on Soft Skills from 30 January 2023 to 4 February 2023.

- ❖ Registration Fee: Rs. 500/- only
- ❖ Timing: 05:00 PM to 07:00 PM
- ❖ Platform: will be informed one day in advance

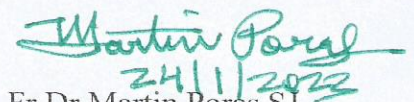
Registration is mandatory for all the in-house faculty members. Last day of registration is 27 January 2023.


24/1/23

Mr Ashok Kumar
Asst. IQAC Coordinator


24/1/23

Sr Dr Grace SCSC
IQAC Coordinator


24/1/2023

Fr Dr Martin Poras SJ
Principal

IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011

St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna-800011
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Ref No. SXMT/IQAC/LETTER/01/2022-23

10 January 2023

To
The Principal
St. Joseph's College
Tiruchirappalli
Tamil Nadu

Sub: Inviting JASS Trainers to be the Resource Person for a six days FDP for the faculty members of St. Xavier's College of Management & Technology

Res Dr M Arockiasamy Xavier SJ,

We would like to introduce ourselves as St. Xavier's College of Management & Technology, established in the year 2012 in Patna, Bihar. Our College runs professional courses like Bachelor of Business Administration, Bachelor of Business Administration (International Business), Bachelor of Computer Application, Bachelor of Commerce (Professional), and Bachelor of Journalism & Mass Communication. In this short lifespan of 10 years of the College, we are accredited with NAAC B++ grade in the 1st cycle.

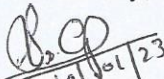
Our College believes in continuous growth of our staff members and in the same line the IQAC is organizing a six days Faculty Development Program for its Teaching Fraternity.

In this context, in consultation with Dr John Balaiah, Coordinator, Joseph's Academy of Soft Skill (JASS), St. Joseph's College, Tiruchirappalli, I would like to invite the trainers of JASS to take fruitful sessions for our teaching fraternity on topic 'Soft Skills for Capacity Building' from 30th January 2023 to 4th February 2023. The timing of the FDP would be for 5pm to 7pm.

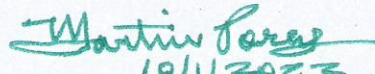
I am sure this collaboration will open doors for many more other programs together with your College in future.

Looking forward to hear from you.

Thanking you,
Yours sincerely,


Sr Dr Grace SCSC
IQAC Coordinator

IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011


Fr Dr Martin Poras SJ
Principal
St. Xavier's College of Mgmt. & Tech.
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Ref No.: SXCMT/IQAC/FDP/01/2022-2023

Date: 11 January 2023

WORKSHOP 30 JANUARY TO 4 FEBRUARY (2022-2023)

ROLES & RESPONSIBILITIES

S. No	PERSONS RESPONSIBLE	ROLES & RESPONSIBILITY
1.	Sr Dr Grace SCSC & Mr Ashok Kumar	Over-all in charge Brochure, Programme flow, Certificate
2.	Mr Piyush Verma / Mr Mukesh Kumar	Registration, Finance, Attendance & Technical Assistance
3.	Ms Dipika Chhetri	Invitation & Feedback form
4.	Fr Dr Sherry George SJ & Dr Kalpana Kumari	Moderator & Prayer
5.	Principal (Fr Dr Martin Poras SJ)	Welcome Address
6.	Sr Dr Grace SCSC	Vote of thanks

Grace SCSC
11/01/23
Sr Dr Grace SCSC
IQAC Coordinator

IQAC
St. Xavier's College of Mgmt. & Tech.
Digha Ghat, Patna - 800 011



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Assignment of Duties to the Staff during FDP

(30th January to 4th February 2023)

Day 1 (30/01/2023), Monday - Inaugural Session (5.00 – 7.00 pm)	
Resource Person	Dr A John Balaiah
Topic	Dimensions of Soft Skill
Prayer	Ms Rachna Thakkar
Moderator	Fr Dr Sherry George
Vote of Thanks	Dr Ashok Kumar
Day 2 (31/01/2023), Tuesday (5.00 – 7.00 pm)	
Resource Person	Dr K Alex
Topic	Integrating Professionalism into Teaching
Prayer	Ms Supriya Shree
Moderator and Vote of Thanks	Dr Kalpana Kumari
Day 3 (01/02/2023), Wednesday (5.00 – 7.00 pm)	
Resource Person	Dr J John Love Joy
Topic	Effective Communication
Prayer	Mr Mario Martin
Moderator and Vote of Thanks	Ms Priya Manish Kumar
Day 4 (02/01/2023), Thursday (5.00 – 7.00 pm)	
Resource Person	Dr K Alex
Topic	Decide Your Tomorrow Today
Prayer	Ms Priya Gupta
Moderator and Vote of Thanks	Dr Mala Kumari Upadhyay
Day 5 (03/02/2023), Friday (5.00 – 7.00 pm)	
Resource Person	Dr A Vimal Jerald
Topic	Presentation Skill: Techno Pedagogy & Content Development
Prayer	Ms Soumya Shukla
Moderator and Vote of Thanks	Mr Mario Martin
Day 6 (04/02/2023), Saturday - Closing Ceremony (5.00 – 7.00 pm)	
Resource Person	Dr J John Love Joy
Topic	Creative Thinking Skills
Prayer	Dr Alok Baran
Moderator	Mr Farhan Khalid
Concluding Remarks	Mr Samar Reyaz
Vote of Thanks	Sr Dr Grace SCSC

Yours Sincerely

Fr Sherry George SJ,

Fr Sherry George SJ
28/1/2023



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ANNEX. 04



Faculty Development Programme on SOFT SKILLS

Online FDP

 **30.01.2023 to 04.02.2023**  **5 pm to 7 pm**

Registration Link

<https://bit.ly/3iv6FEN>

The meeting link will be sent a day before the FDP

6 Days
2022-2023

Under the aegis of IQAC

St. Xavier's College of Management & Technology

Accredited with B++ Grade (1st Cycle) by NAAC

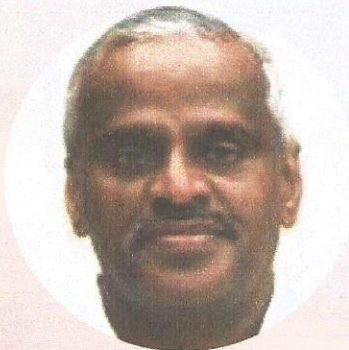
In Collaboration with

Joseph's Academy of Soft Skills (JASS)

St. Joseph's College (Autonomous)

Tiruchirappalli

Accredited with A++ Grade (4th Cycle) by NAAC



Fr Dr Martin Poras SJ

■ Principal
St. Xavier's College of Management & Technology
Patna (Bihar)



Fr Dr M Arockiasamy Xavier SJ

■ Principal
St. Joseph's College (Autonomous),
Tiruchirappalli-620 002, Tamil Nadu, India.



Convenor
Sr Dr Grace SCSC



Co-Convenor
Dr Ashok Kumar

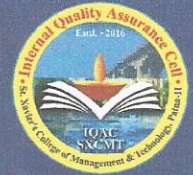


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About the College

St Xavier's College of Management & Technology, Patna, centre for quality education, life-oriented, affordable and professional higher education managed by Jesuits, who are members of the Patna Province of the Society of Jesus. As Jesuit educators, our strong concern and effort is to aid the development of the **WHOLE PERSON** who will be fully human, fully Indian and truly modern, open to God and to all people.

Within a short span of 11 years, the College has seen steady growth in numbers and has carved a niche for itself in setting high teaching and learning standards in higher education.

Our proven record of excellence for education drives so many students to join our College.

The goal of Jesuit Education is the formation of men and women for others.

Why FDP on Soft Skills?

The significance and relevance of Soft Skills Training for Faculty members in Higher Education has gained swift momentum in recent times. The term soft skills refers to certain personal traits and skills. Recently the corporate world has realised that soft skills are as important as hard skills. Some management institutions attach greater importance to soft skills. Hard skills can be imparted by training employees for specific tasks they have to do, it is more difficult to inculcate soft skills within a short time. Soft skills are a necessity if one wants to do well in any field. So, the IQAC of St Xavier's College of Management & Technology in collaboration with the Joseph's Academy of Soft Skills (JASS) of St. Joseph's College Tiruchirappalli, organizes the present FDP in an effort to provide training on soft skills to the teaching fraternity.

Who can register?

Interested teachers and trainers from various colleges, schools, industries and other institutioins who are interested in improving the skill sets.

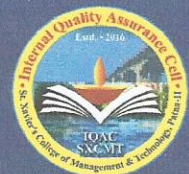


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Digha-Aashiyana Road, Digha Ghat, Patna- 800011, Bihar



Patrons

Fr Joseph Sebastian, SJ

Rector

Fr Dr Martin Poras, SJ

Principal

Organised by

IQAC

Organising Team

Sr Dr Grace SCSC (Coordinator)

Dr Ashok Kumar (Assistant Coordinator)

Fr Dr Sherry George SJ

Dr Kalpana Kumari

Mr Piyush Verma

Ms Dipika Chhetri

Takeaways

Lifelong Learning of Soft Skills

Certificates for the registered participants

Registration Details

Last Date for Registration

27 January 2023

Registration Fee

Rupees 500/-

for each participant

Payment Details

Demand Draft in favour of:

St. Xavier's College of
Management & Technology, Patna

Net Banking/NEFT/IMPS

Bank Name: UCO Bank

A/c No. 18950110022238

IFS Code: UCBA0001895

Contacts

Convenor

(Sr Dr Grace SCSC): 9470655556

Co-Convenor

(Dr Ashok Kumar): 9304397773

Office WhatsApp: 8987262019