



# ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1<sup>st</sup> Cycle)

(Affiliated to Aryabhatta Knowledge University)

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

Mobile Nos.: 8987262019; 8877617734, E-mail: info@sxepatna.edu.in,

Website: www.sxepatna.edu.in



Date: 8 June 2024

## **ACTIVITIES PLANNED FOR 2024-25**

- **Activities planned for 2023-24 to be continued in 2024-25**
- The responsibilities shared among the members of the Internal Quality Assurance Cell (IQAC) during the planning session held on 8 June 2024 at IQAC:

### **Responsibilities and Activities Undertaken:**

#### ***1. Develops and implements a quality assurance framework***

- **Person In charge:** Dr. Niharika Kumari
- **Activities:**
  - Assist in formulating various policies as per the need and requirement.
  - Implement teaching reforms such as case studies, student-led classes, and lectures from industry experts
  - Develop e-content & video content
  - Formulate new committees as per the need

#### ***2. Coordinates and facilitates accreditation processes***

- **Person In charge:** Mr. Piyush Verma
- **Activities:**
  - Initiate preparation of the Annual Quality Assurance Report (AQAR)
  - Prepare for NAAC Cycle 2
  - Conduct internal and external audits (green, energy, water, cleanliness, etc.)

### ***3. Conducts regular monitoring and evaluation***

- ***Person In charge:*** Sr. Dr. Grace SCSC
- ***Activities:***
  - Oversee lesson plans and class supervision
  - Conduct Academic and Administrative Audits (AAA)
  - Perform internal departmental audits
  - Cross-check answer scripts and student attendance
  - Attain COs, POs, and PSOs
  - Gather feedback from students and stakeholders

### ***4. Conducts regular monitoring and evaluation***

- ***Persons In charge:***
  - Effective use of ERP: Mr. Piyush Verma
  - Initiate best practices: Mr. Piyush Sahay
  - MoUs and collaborations: Sr. Dr. Grace
  - Organize national/international seminars: Mr. Piyush Sahay
  - Regular IQAC meetings: Sr. Dr. Grace SCSC
  - College magazine write-up: Sr. Dr. Grace SCSC
  - Digital initiatives: Mr. Piyush Verma

### ***5. Supports capacity building and professional development activities***

- ***Person In charge:*** Dr. Ashok Kumar
- ***Activities:***
  - Train students in communication ("Let's Talk" program)
  - Conduct Faculty Development Programs (FDP) for staff and students
  - Plan training for administrative and maintenance staff
  - **Organize sessions on sexuality by Dr. Ajay Krishan**
  - Support slow learners
  - Offer bridge and certificate courses for students

## ***6. Documentation***

- ***Person In charge:*** Mr. Mario Martin
- ***Activities:***
  - Verify documentation processes
  - Digitize documentation processes
  - Ensure documentation deadlines are met

## ***7. Other Initiatives***

- IQAC Calendar (2023-2024): Mr. Mario Martin
- Standard Documentation Formats: Sr. Dr. Grace SCSC
- Formats for report writing: Mr. Piyush Verma
- PPT presentation guidelines and demonstrations: Sr. Dr. Grace SCSC

## ***8. Action Plan for Upcoming Session (2024-25)***

- Collaborative initiatives: Dr. Ashok Kumar
- Student exchange programs: Mr. Piyush Sahay & Sr. Dr. Grace SCSC
- Student programs on relationships, stress management, career-related topics: Sr. Dr. Grace SCSC (Date: 20 July 2024)
- Refresher courses for teaching staff: Mr. Piyush Sahay
- NAAC criteria-wise seminars/workshops/conferences

## ***Tentative Time Schedule for 2024-25***

1. IQAC Meetings with the entire team:
  - 12 August 2024
  - 17 February 2025
2. Faculty Development Program (FDP):
  - 15 to 20 July 2024
3. Academic and Administrative Audit (AAA):
  - Internal Department Audit: 12, 13 & 14 May 2025
  - AAA: 26, 27 & 28 May 2025

4. Planning for 2025-26:
  - 29 & 30 June 2025
5. Feedback from Students:
  - Twice a year (semester-wise)

**NOTE:** *This structured plan aims to enhance the quality of education provided by the college through systematic and continuous efforts by the IQAC members.*

Mr Mario Martin  
Asst. coordinator IQAC

Sr Dr Grace SCSC  
Coordinator IQAC

Fr Dr Martin Poras SJ  
Principal



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Ref. No.: SXCMT/IQAC/INITIATIVE/05/2024-2025

Date: 03 October 2024

## **GENERAL GUIDELINES FOR PPT (2024-25)**

### ***Three Cs of Presentation:***

1. **Competency:** Ensure you thoroughly understand the topic and convey information accurately and effectively.
2. **Confidence:** Present with poise, maintaining control over your material and delivery.
3. **Communication Skills:** Articulate clearly, ensuring ideas are understood and engaging the audience effectively.

### ***Presentation Guidelines:***

- **Time limit:** 8 + 2 = 10
- **Font size:** 26/28 (Title), (Bullet points only)
- **Font style:** Times New Roman
- **Slide:** Plain, with simple margin & no animation effect
- **Add College Logo** to the first slide only,
- **Number each slides** (Start from the table of contents)
- **Send the PPT at least 3days in advance** to the professor concerned,
- Use only bullet points.

### ***Checklist for an Effective Presentation:***

1. **Get the Topic:**
  - Understand the topic assigned or selected.
2. **Start Preparing:**
  - Develop a clear structure for the presentation.
  - Formulate a strategy to ensure the presentation is coherent and conclusive.
3. **Know the Audience:**
  - Understand the background, interests, and purpose of the audience or attendees.

### ***Key Aspects of Presentation Skills:***

- **Self-Introduction:** Start by briefly introducing yourself.
- **Energy & Enthusiasm:** Deliver with enthusiasm and energy to keep the audience engaged.
- **Body Language:** Pay attention to posture, eye contact, and gestures. Speak loudly and clearly, ensuring your voice and tone are appropriate.
- **Appropriate Use of Humour:** Use humour carefully to engage the audience without detracting from the professionalism of the presentation.

- **Be Mindful of Negative Gestures:** Avoid gestures that may indicate nervousness or disinterest, such as fidgeting or crossed arms.

### Effective Introduction Techniques:

- Use anecdotes, quotes, or stories to captivate the audience.
- Start with something interesting or thought-provoking.
- Voice modulation is crucial to maintain interest and emphasize key points.

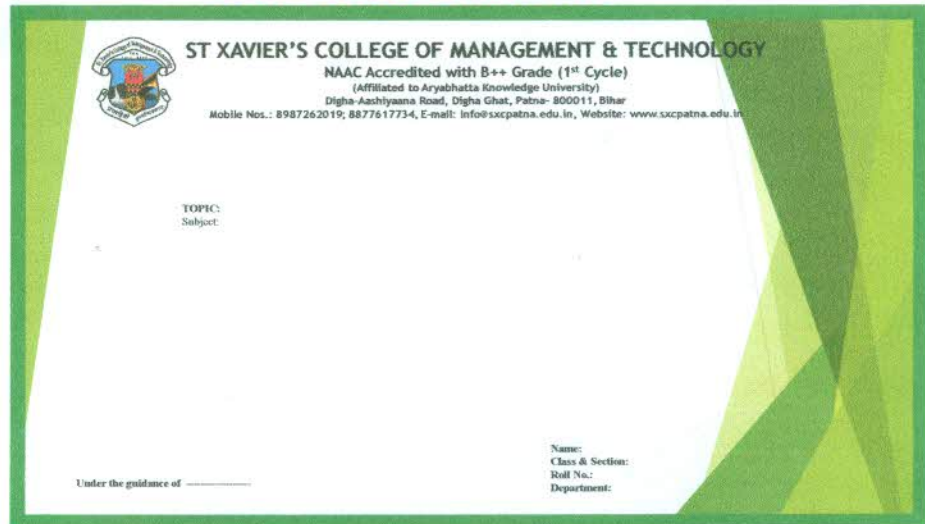
### Organizing the Presentation:

- **Topic:** Clearly state the topic.
- **Table of Contents:** Outline the main sections of your presentation.
- **Introduction:** Provide a concise introduction to the topic.
- **Body:** Present the main content logically and sequentially.
- **Conclusion:** Summarize the key points.
- **References:** List sources used.
- **Q & A:** Open the floor to questions.
- **Thank You:** End with a brief thank-you slide.

### Additional Tips:

- **Sound Spontaneous & Conversational:** Avoid reading directly from slides; maintain a conversational tone.
- **Use Visual Aids:** Enhance your presentation with relevant visuals to clarify and reinforce points.
- **Coping with Stage Fright:** Practice in front of classmates or a mirror to build confidence and reduce anxiety.

### FIRST SLIDE: SAMPLE



*Sr Dr Grace SCSC*  
 03/10/2024  
 Sr Dr Grace SCSC  
 IQAC Coordinator

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

*Martin Poras*  
 Fr Dr Martin Poras SJ  
 Principal  
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Ref. No.: SXCMT/IQAC/INITIATIVE/05/2024-2025

Date: 11 December 2024

## **GENERAL GUIDELINES FOR POWERPOINT PRESENTATION FOR STUDENTS, REPORT (2024-25)**

**Prepared by:** Internal Quality Assurance Cell (IQAC)

**Purpose:** To prepare first-year students for creating and delivering PowerPoint presentations, facilitated by second- and third-year students.

**Background:** One of the key initiatives of IQAC is to enhance the presentation and communication skills of first-year students through guided learning sessions. This initiative, successfully implemented in previous years, aims to foster confidence and technical competence in students, enabling them to excel in academic and professional settings.

**Implementation:** The IQAC has entrusted the responsibility of organizing these sessions to the coordinators of each department. The coordinators are expected to arrange workshops wherein senior students (second/third-year students) will mentor first-year students. This peer-to-peer learning model has proven to be an effective method for knowledge transfer and skill development.

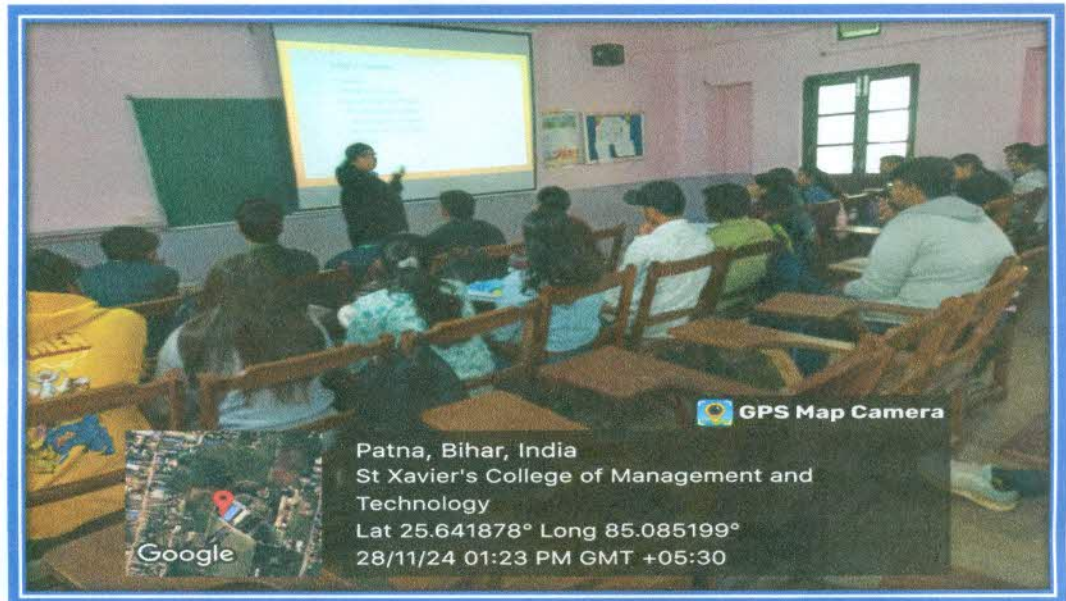
**OUTCOME OF THE INITIATIVE:** The PowerPoint Presentation initiative organized by IQAC yielded significant positive outcomes for students across various departments. The following outcomes were observed:

- 1. Skill Development for First-Year Students*
- 2. Leadership Development for Senior Students*
- 3. Enhanced Peer-to-Peer Learning*
- 4. Increased Participation and Engagement*
- 5. Academic and Professional Preparedness*
- 6. Positive Feedback from Stakeholders*

**Conclusion:** The initiative successfully met its objectives of enhancing the presentation and communication skills of first-year students while fostering leadership qualities in senior students. It continues to be a cornerstone of IQAC's efforts to provide holistic

education and promote a collaborative academic culture at St. Xavier's College of Management & Technology.

**Tarunima & Lucky from BCP, Second Year conduct a PowerPoint Presentation (PPT) session for the First-Year students.**





## POWER POINT PRESENTATION OF FIRST YEARS



  
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