# GUIDELINES FOR PREPARATION OF POWERPOINT PRESENTATION OF A SYNOPSIS/THESIS / DISSERTATION MD/MS (AYU.)

1. Build the Presentation:

2. Timing: The presentation should be no longer than 30 minutes

   Practice multiple times. Practice, practice

**3. Format:**

- Select a conservative slide Layout that appears professional

- Do not crowd slides with excessive text. Use 6*6 rule (6 lines of text;6 words per line)

- Keep text to a minimum - avoid full sentences, keep bullets to a minimum, use a sans-serif font ( like Arial or Helvetica) - serif fonts are harder for people to read on screens (e.g. Times New Roman). Use color to focus people on the most important details. Use images to support your content.

- Recommended fonts: Arial, Tahoma, Veranda and Standardize the Font Throughout all the slides.

- **Keep the font sizes large and readable. Make sure the graphics are big enough.** Minimum font size for titles is 36;and 24 for body text and 16 is for footnote . **Remember, your slides must be readable, even at the back of the room.**

- Emphasize important statements of words with **bold,** *italic,* underline, larger size, different font or color.

- Use figures and tables.

- Use 'bold' to highlight points rather than underlining

- Use both uppercase and lowercase letters (avoid ALL UPPERCASE)

- Keep backgrounds simple, avoid patterns. **Use the Same Background on Each Slide**

- Do not add slide transitions, animation or sounds that are distracting

- **Watch your color combinations** for background, graphics, text, etc. Some combinations are not appropriate for a professional presentation. Check your slides using the projector (sometimes colors show up differently when projected), and get another opinion if necessary.

- Dark text on light background for bright rooms

- Light text on dark background for dark rooms.

- **References should be mentioned as footnote on the same slides only those cited in the presentation.**
- **Every slide must be contained title of dissertation/Synopsis ; Date of Presentation and Slide number in bottom**.

## 4. Oral Presentation:

- Create notes in your presentation of the points you want to cover in your oral presentation of each slide.
- Except For things like the research questions,
- **Do not just read** the slides.
- Be sure to introduce yourself and your project at the beginning of the presentation. Approach the introduction as if the audience has not met you and is not familiar with your project. For example, identify yourself as an AE student of such and such an option etc.
- Your oral presentation should explain or expand on what is on the slides.
- Talk at a normal or slightly increased rate…change speed, pitch, pause, point, etc. when you want to make a specific point for the audience to remember. Most students do not use the electronic pointer in an effective fashion. Use it to focus your audience on a particular point and to save presentation time by pointing out the feature you want rather than having the audience read the entire slide each time.
- Speak so you can be heard…due to acoustics, computer noise, air conditioning, etc. most people have to speak louder than normal and in some cases you might have to exaggerate the level.

### FORMAT FOR PPT

**A. First note down :**

1. First slide should contain
    a) **Title of Dissertation/synopsis :**
    b) **Name of Scholar :**
    c) **Department in which work is carried out**
    d) **Name of Supervisor and Co-Supervisor (if Any)**
    e) **Institution**
    f) **University :**

**2. Read introduction which will brief about need for the study (or it will define problem). Jot down "need for the study" in 6-8 sentences.**

**3. What is the problem that made scholar to take up the work? What is hypothesis?**

**4. Review of Literature: if anything find newly added by scholar**

**5. Method to be followed while summarizing the Thesis:**

**1.      Directly go to Experimental/ Applied/Clinical study section of thesis**

**a.  Note down following items:**

**Objectives**

**Material and Methods:**

Source of Data: Place where work is conducted (population)

Diagnostic Criteria and also inclusion and exclusion criteria (on what basis they included and excluded subject/animals/ tests/patients into /from study)

Grouping including procedure/treatment plan which includes medicine or procedure followed, dose, duration, form of medicine, Anupana, diet restriction advised.

**Grouping:**

1 or 2 or 3 groups

If one group : it will be pre and post test design

if two group : it is called as controlled. One group would be trial group and other would be known medicine or placebo like that...

What is sample size and subjects/animals/patients in each group?

Random allocation is followed or not. If yes, what method?


**Treatment / Procedure Plan :** Note down following points

Medicine /procedure : if drug, Its ingredients, botanical name, part used, proportion, form of medicine (tablet, syrup, Kashaya etc.), Package (ex : tablet 500 mg, Kashaya 200 ml bottle)

If procedure, exact method (preoperative, operative and postoperative) followed to be noted. Note down if any medicine is used. If so, details of medicine as mentioned above.

Reference or source from where medicine / procedure selected. Whether source of raw drugs mentioned? whether raw drugs authenticated? Where medicine is prepared. whether pharmacy is GMP certified?

**Dosage and anupana :** how much procedure /medicine / day in divided doses along with what ? and for how many days? (ex : 2 tablets (each 500 mg) twice daily (total 4 tablets means 2 tabs x 2 = 4 tablets - 2gm /day) along with Ushnodaka for 30 days)

Whether any Pathya and Apathya advised during treatment / procedure to be noted.


**Assessment Criteria :** Assessment of effect of treatment / procedure

Usually scale / lab test / specific test will be used to assess the effect of treatment / procedure at regular interval.

## Statistical methods followed

Usually "Student "t" test to assess before and after treatment effect withiin one group

Unpaired "t" test to assess before and after treatment effect between two group

If 3 groups, usually one way ANOVA test will be used.

otherwise Mann-Whitney Signed rank test, Chi-square test / Make out which test is followed.

## Result :

Result is collection of data regarding demographics of subjects (patients) like age, sex, Prakriti etc as well as result of treatment or procedure that is followed. **You may not go in detail about these at the beginning stage as it will be time consuming. Skip the section outright.**

☐ Use tables from your dissertation.

☐ Call attention to significant findings.

☐ Address How the findings relate to the research questions.

## Discussion :

In Discussion section, scholar would discuss the result and to what extent treatment / procedure was successful / failure in managing the selected disease / condition. Scholar would discuss the mode of action of treatment / procedure. Also scholar make an effort to compare the result obtained with that of previous workers. **You may not go in detail as it is time consuming. Skip this section; if required you may refer in between.**

## Summary and Conclusion:

Directly get down to this section. Note down important finding especially results and final outcome and carefully read "recommendation for further study" where scholar would have left some clue about what may be done in future works.

**So your summary must be maximum of 4 A4-sized pages with 1.5 space. Get it corrected by Guide or Dept teachers as it is important that you may be guided / corrected about the method that you are following.**

Last slide will be of Thank you:

      Thank the members of the committee.

# COMMON SEMINAR- PG STUDIES

## DESH BHAGAT AYURVEDIC COLLEGE & HOSPITAL, MANDI GOBINDGARH

**Name of the Scholar**                                     **Dept**

**Subject**                                                          **Date**

*Please tick whichever is applicable*

| SR. No | Criteria | Excellent 5 | Good 4 | Average 3 | Poor 2 | Minimum 1 |
|---|---|---|---|---|---|---|
| 1 | Appearance & Body Language | | | | | |
| 2 | Eye contact | | | | | |
| 3 | Fluency | | | | | |
| 4 | Introduction | | | | | |
| 5 | Relevance of the topic | | | | | |
| 6 | Subject content | | | | | |
| 7 | Subject command | | | | | |
| 8 | Critical approach | | | | | |
| 9 | Cross reference | | | | | |
| 10 | Personal contribution to the science | | | | | |
| 11 | Research attitude | | | | | |
| 12 | Conclusion | | | | | |
| 13 | Reciprocating attitude | | | | | |
| 14 | Ability to Defend /Answer queries | | | | | |
| 15 | Power point slides | | | | | |
| 16 | Figures / Graphs / Animation | | | | | |
| 17 | Voice – Tone & Clarity | | | | | |
| 18 | Time Management | | | | | |
| 19 | Audience appreciation | | | | | |
| 20 | Overall performance | | | | | |

**TOTAL MARKS SCORED BY THE SCHOLAR**                    **EVALUATING FACULTY**

**SPECIFIC COMMENTS:**                                              **SIGNATURE**