ST. XAVIER'S COLLEGE MAHUADANR Latehar-822119, Jharkhand

Report of the Workshop for Non-Teaching Staff of St. Xavier's, College

Mahuadanr on Stress and Time Management from 19th November to 24th

November 2018

The Internal Quality Assurance Cell (IQAC) organized a Six-Day workshop for the non-

teaching staff of St. Xavier's College, Mahuadanr from 19th November to 24th November

2018.

Day 1:

**November 19, 2018** 

Welcoming and Introduction

Inaugural Session: 1.30-3.30 p.m.

Resource Person: Asst. Prof. Reema Renu Kandulna

The workshop for the Non-teaching staff commenced on 19<sup>th</sup> November 2018 with a warm welcome extended to all the Non-teaching Associates by the Principal. The Resource person

Asst. Prof. Reema Renu Kandulna led a comprehensive session on the psychological aspects

of stress. She provided insights into recognizing stress triggers and adopting copying

mechanisms. Participants engaged in interactive exercises to identify their personal stressors

and learned practical time management techniques.

**Day 2:** 

**November 20, 2018** 

Time: 1.30-3.30 p.m.

**Topic: Techniques for Stress Reduction** 

Resource Person: Asst. Prof. Rose Alice Barla

Asst. Prof. Rose Alice Barla, the resource person for the second day conducted sessions on mindfulness and meditation as effective tools for stress reduction. Practical demonstrations of

relaxation techniques were provided, emphasizing the need for a balanced lifestyle.

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**Day 3:** 

**November 21, 2018** 

Time: 1.30-3.30 p.m.

**Topic: Goal Setting and Prioritization** 

Resource Person: Asst. Prof. Reema Renu Kandulna

Asst. Prof. Reema Renu Kandulna shared insights into setting SMART goals and prioritizing tasks effectively. Participants engaged in hands-on activities to develop personalized strategies for goal setting and prioritization.

**Day 4:** 

**November 22, 2018** 

Time: 1.30-3.30 p.m.

**Topic: Stress-Inducing Factors in the Workplace** 

Resource Person: Asst. Prof. Zafar Aqubal

Asst. Prof. Zafar Aqubal, the resource person addressed stress factors specific to the workplace and discussed strategies for creating a healthier work environment. Open discussions allowed participants to share their workplace stressors and seek advice on managing them.

**Day 5:** 

**November 23, 2018** 

Time: 1.30-3.30 p.m.

**Topic: Time Management Tools and Techniques Resource Person: Asst. Prof. Maxentius Kujur** 

Asst. Prof. Maxentius Kujur introduced participants to various time management tools and techniques, emphasizing the importance of technology in enhancing efficiency.

Participants engaged in a final reflection session, sharing their key takeaways and committing to implementing learned strategies.

## ST. XAVIER'S COLLEGE MAHUADANR Latehar-822119, Jharkhand

**Day 6:** 

**November 24, 2018** 

Time: 1.30-3.30 p.m.

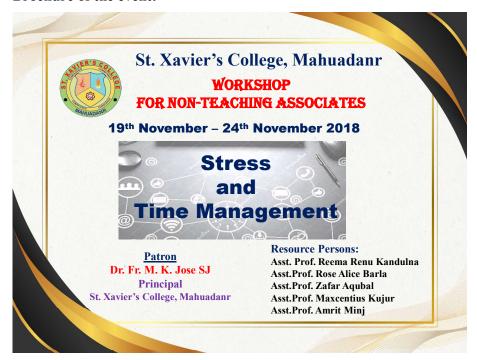
**Topic: Integrating Wellness into Time Management** 

Resource Person: Asst. Prof. Amrit Minj

Asst. Prof. Amrit Minj discussed the integral connection between physical and mental well-being and effective time management. Participants created personalized action plans, integrating wellness practices into their daily routines for sustained stress management.

The comprehensive six-day workshop provided participants with a well-rounded understanding of stress and time management, incorporating psychological, physical, and practical strategies. The diverse expertise of the resource persons ensured a holistic approach, empowering participants to cultivate a balanced and productive lifestyle.

#### **Brochure of the event:**



## ST. XAVIER'S COLLEGE MAHUADANR Latehar-822119, Jharkhand

#### **Photos:**















# COLLEGE

#### ST. XAVIER'S COLLEGE MAHUADANR

Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11
P.O- Mahuadanr, Dist. Latehar, Jharkhand 822119
Accredited with 'B' Grade by NAAC

AISHE-C-42763

ISO-9001:2015

Phone:08986638271/08987890754 Email:sxcmdanr@gmail.com website: www.sxcm.co.in

Name of the Program: Stress and Time Monagement

Date:- 19.11.2018 to 24.11.2018

Academic Year:-2018-2019

S. No.	Name	Signature
1	Saroj Minj	Saraj menj
2	Prema Xalxo	Puma Xalso
3	Neelam Tirkey	Neelam Tukey
4	Ravindra Minj	Revindra Minj
5	Binod Xalxo	Binod Xalxo
6	Aruna Kujur	Aru-Jan-
7	Dipika Kujur	Kijus
8	Suchit Paul Kujur	Suchet & hunn's
9	Ashok Deepak Kujur	Adop Charper Kujur
10	Marianus Kujur	Marianus Kuf
11	Praveen Minj	A
12	Jai Prakash Nagesia	612
13	Vijay Birendra Tirkey	िलाम वित्रे द्व ति कि
14	Lorens Kujur	



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16	Dilip Baxla	Diff.
17	Santosh Kujur	या या वा वा व्यापूर
18	Anora Lakra	Anora Lakra Sunita Nagetia
19	Sunita Nagesia	Semita Nagetia
20	Christina Toppo	Clopp3

Principal
St Xavier's College

Mahuadaar

### St. Xavier's College, Mahuadanr

Affiliated to Nilamber-Pitamber University

#### **Staff Development Program**

#### Certificate

**IQAC** Coordinator

Principal