#### Report of the Workshop for Non-Teaching Staff of St. Xavier's, College Mahuadanr on Stress and Time Management from 19<sup>th</sup> November to 24<sup>th</sup> November 2018

The Internal Quality Assurance Cell (IQAC) organized a Six–Day workshop for the nonteaching staff of St. Xavier's College, Mahuadanr from 19<sup>th</sup> November to 24<sup>th</sup> 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.

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.

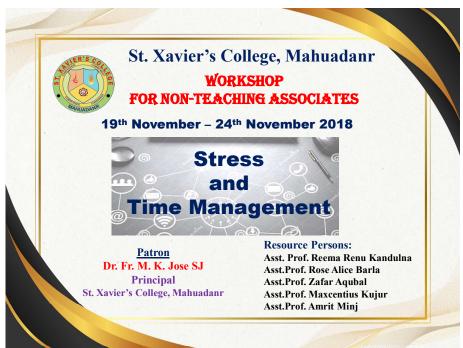
Participants engaged in a final reflection session, sharing their key takeaways and committing to implementing learned strategies.

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 wellbeing 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:**



**Photos:** 















#### 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

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Name of the Program: Stress and Time Management

Date: 19 11 2018 to 24.11 2018 Academic Year:-2018-2019

S. No.	Name	Signature
1	Saroj Minj	Saraj menj
2	Prema Xalxo	Ruma Xabo
3	Neelam Tirkey	Neelam Tubier
4	Ravindra Minj	Neelam Quliep Rowindra Minj
5	Binod Xalxo	Binod Xalxo
6	Aruna Kujur	dow-Dim
7	Dipika Kujur	Dijus
8	Suchit Paul Kujur	Suchit & thuming Adop acepick Kusius
9	Ashok Deepak Kujur	Ador alapter Kujur
10	Marianus Kujur	Marianus Kuj
11	Praveen Minj	A
12	Jai Prakash Nagesia	642
13	Vijay Birendra Tirkey	िगण्य तिमे हु हि करि
14	Lorens Kujur	



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15	Xavier Ekka	angue zour
16	Dilip Baxla	Sife
17	Santosh Kujur	Lidia Sylt
18	Anora Lakra	Anora Lakra Semita Nagetia
19	Sunita Nagesia	Semita Nayetia
20	Christina Toppo	Etopp2

Principal St Xavier's College Mahuadaar

# St. Xavier's College, Mahuadanr

**Affiliated to Nilamber-Pitamber University** 

**Staff Development Program** 

#### Certificate

This is to certify that Prof./Dr./Mr./Ms. Borgen. Mini......has participated in Workshop for the Non-Teaching Staff on "Stress and Time Management" organized by the Internal Quality Assurance Cell at St. Xavier's College, Mahuadanr, Latehar, Jharkhand, India, from 19<sup>th</sup> November to 24<sup>th</sup> November 2018.

Principal

**IQAC** Coordinator