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 19th 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.

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Day 6:

November 24, 2018

Time: 1.30-3.30 p.m.

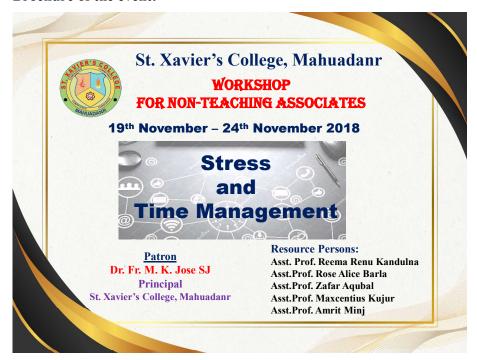
Topic: Integrating Wellness into Time Management

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:



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Photos:















COLLEGE

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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

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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	Puna Xalso
3	Neelam Tirkey	Neelam Puliag Rovindra Mij
4	Ravindra Minj	Rovindra Mij
5	Binod Xalxo	Binod Xalxo
6	Aruna Kujur	Down Davin
7	Dipika Kujur	Kijus
8	Suchit Paul Kujur	Suchit & hunn's Adop appek Kusus
9	Ashok Deepak Kujur	Adop acopiek Kujur
10	Marianus Kujur	Marianus Kuf
11	Praveen Minj	A
12	Jai Prakash Nagesia	643
13	Vijay Birendra Tirkey	िलामित्रे कु ति जी
14	Lorens Kujur	



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6	Dilip Baxla	Diff
17	Santosh Kujur	या गुल द्धार
18	Anora Lakra	Anora Lakra Sunita Nagelia
19	Sunita Nagesia	Semita Nagetia
20	Christina Toppo	Goppa

Principal
St Xavier's College
Mahuadaar

St. Xavier's College, Mahuadanr

Affiliated to Nilamber-Pitamber University

Staff Development Program

Certificate

a Davies

IQAC Coordinator

B

Principal