

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 coping 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:

The brochure features a central graphic with the text "Stress and Time Management" overlaid on a background of various icons representing stress and productivity. The text is in a bold, blue font. The overall design is framed by a gold and black border.

St. Xavier's College, Mahuadanr
WORKSHOP
FOR NON-TEACHING ASSOCIATES
19th November – 24th November 2018

Stress and Time Management

Patron
Dr. Fr. M. K. Jose SJ
Principal
St. Xavier's College, Mahuadanr

Resource Persons:
Asst. Prof. Reema Renu Kandulna
Asst. Prof. Rose Alice Barla
Asst. Prof. Zafar Aqubal
Asst. Prof. Maxcentius Kujur
Asst. Prof. Amrit Minj

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Latehar-822119, Jharkhand

Photos:





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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

AISHE-C-42763

ISO-9001:2015

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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	<i>Saroj Minj</i>
2	Prema Xalxo	<i>Prema Xalxo</i>
3	Neelam Tirkey	<i>Neelam Tirkey</i>
4	Ravindra Minj	<i>Ravindra Minj</i>
5	Binod Xalxo	<i>Binod Xalxo</i>
6	Aruna Kujur	<i>Aruna Kujur</i>
7	Dipika Kujur	<i>Dipika Kujur</i>
8	Suchit Paul Kujur	<i>Suchit Paul Kujur</i>
9	Ashok Deepak Kujur	<i>Ashok Deepak Kujur</i>
10	Marianus Kujur	<i>Marianus Kujur</i>
11	Praveen Minj	<i>Praveen Minj</i>
12	Jai Prakash Nagesia	<i>Jai Prakash Nagesia</i>
13	Vijay Birendra Tirkey	<i>Vijay Birendra Tirkey</i>
14	Lorens Kujur	



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15	Xavier Ekka	बेनिमर रमर
16	Dilip Baxla	डिलिप
17	Santosh Kujur	सुदीप कुजुर
18	Anora Lakra	Anora Lakra
19	Sunita Nagesia	Sunita Nagesia
20	Christina Toppo	टोपो

Principal
St Xavier's College
Mahuadanr

St. Xavier's College, Mahuadanr

Affiliated to Nilamber-Pitamber University

Staff Development Program

Certificate

This is to certify that Prof./Dr./Mr./Ms. *Lorens Kujur*.....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 19th November to 24th November 2018.



IQAC Coordinator



Principal