

# **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 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 non-teaching 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 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 the college's logo on the left, which includes a shield with a cross and a book, surrounded by the text 'ST. XAVIER'S COLLEGE MAHUADANR'. The main title is 'St. Xavier's College, Mahuadanr' in blue, followed by 'WORKSHOP FOR NON-TEACHING ASSOCIATES' in red. The dates '19<sup>th</sup> November – 24<sup>th</sup> November 2018' are in blue. The central image shows a laptop screen with the text 'Stress and Time Management' in blue, overlaid on a background of various icons like a clock, a person, and a gear. Below this, the 'Patron' is listed as 'Dr. Fr. M. K. Jose SJ, Principal, St. Xavier's College, Mahuadanr' in red and purple. The 'Resource Persons' are listed in black: 'Asst. Prof. Reema Renu Kandulna, Asst. Prof. Rose Alice Barla, Asst. Prof. Zafar Aqubal, Asst. Prof. Maxcentius Kujur, and Asst. Prof. Amrit Minj'.

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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

ISO-9001:2015

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

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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ISO-9001:2015

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

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. *Xavier Ekka*.....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.



**IQAC Coordinator**



**Principal**