#### 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.

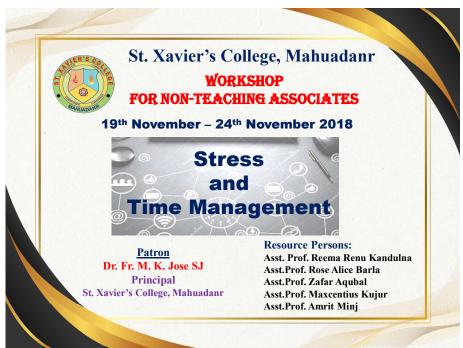
Participants engaged in a final reflection session, sharing their key takeaways and committing to implementing learned strategies.

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

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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         | Neelem Quliep<br>Revindra Minj         |
| 4      | Ravindra Minj         | Revindra Minj                          |
| 5      | Binod Xalxo           | Binod Xalxo                            |
| 6      | Aruna Kujur           | Down-Dani                              |
| 7      | Dipika Kujur          | Dijus                                  |
| 8      | Suchit Paul Kujur     | Suchit & thuming<br>Adop acpiete Kojus |
| 9      | Ashok Deepak Kujur    | Ador alapter Kujur                     |
| 10     | Marianus Kujur        | Marianus Kuj                           |
| 11     | Praveen Minj          | #                                      |
| 12     | Jai Prakash Nagesia   | 652                                    |
| 13     | Vijay Birendra Tirkey | िगणम तिमे हु ति करि                    |
| 14     | Lorens Kujur          |  |



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| 17 | Santosh Kujur   | 2 dial 3 M/L                  |
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| 19 | Sunita Nagesia  | Semita Nagetia                |
| 20 | Christina Toppo | Etop 23                       |

Principal St Xavier's College Mahuadaar

# St. Xavier's College, Mahuadanr

**Affiliated to Nilamber-Pitamber University** 

Staff Development Program

#### Certificate

Franlin-

**IQAC** Coordinator

