



**ST. XAVIER'S COLLEGE MAHUADANR**  
Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11  
P.O- Mahuadanr, Dist. Latehar, Jharkhand 822119

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that the following Non-Teaching Associates were attending Workshop during the academic year 2022-23.

| S. No. | Name of Faculty           |
|--------|---------------------------|
| 1.     | Mrs. Saroj Minj           |
| 2.     | Mrs. Prema Xalxo          |
| 3.     | Mrs. Neelam Tirkey        |
| 4.     | Mr. Ravindra Minj         |
| 5.     | Mr. Chandan Tirkey        |
| 6.     | Mrs. Aruna Kujur          |
| 7.     | Mrs. Dipika Kujur         |
| 8.     | Mr. Suchit Paul Kujur     |
| 9.     | Mr. Ashok Deepak Kujur    |
| 10.    | Mr. Marianus Kujur        |
| 11.    | Mr. Praveen Minj          |
| 12.    | Mr. Jai Prakash Nagesia   |
| 13.    | Mr. Vijay Birendra Tirkey |
| 14.    | Mr. Lorens Kujur          |
| 15.    | Mr. Xavier Ekka           |
| 16.    | Mr. Dilip Baxla           |
| 17.    | Mr. Santosh Kujur         |
| 18.    | Mrs. Anora Lakra          |
| 19.    | Mrs. Sunita Nagesia       |
| 20.    | Ms. Christina Toppo       |

**Principal**

*Principal*  
St. Xavier's College  
Mahuadanr

# **ST. XAVIER'S COLLEGE MAHUADANR**

## **Latehar-822119, Jharkhand**

### **Report of the Workshop on Legal Rights and Social Responsibility for Non-Teaching Staff of St. Xavier's College Mahuadanr from 18<sup>th</sup> to 23<sup>rd</sup> March 2023**

The Internal Quality Assurance Cell (IQAC) organized a workshop for the non-teaching staff of St. Xavier's College, Mahuadanr on Legal Rights and social responsibility from 18<sup>th</sup> to 23<sup>rd</sup> March 2023.

#### **Day 1**

**March 18, 2023**

**Time: 2.00-4.00 pm**

**Topic: Introduction to Legal Rights and Social Responsibility**

**Resource Person: Fr. Shyju Thomas (Advocate)**

The session on "Introduction to Legal Rights and Social Responsibility" was successfully conducted for non-teaching staff by the resource person Fr. Shyju Thomas (Advocate). The objective was to familiarize participants with the basic concepts of legal rights and stress the importance of adhering to legal frameworks. The session also underscored the role of individuals in promoting ethical practices and positive community engagement within the institution.

#### **Day 2**

**March 19, 2023**

**Time: 2.00-4.00 pm**

**Topic: Foundations of Social Responsibility**

**Resource Person: Fr. Shyju Thomas (Advocate)**

Non-teaching staff engaged in a module that explored the foundations of social responsibility. The focus was on understanding the historical and philosophical underpinnings that shaped the concept. Participants gained insights into key principles and ethical considerations, with a view to applying these foundations to foster a socially responsible environment within the institution.

# **ST. XAVIER'S COLLEGE MAHUADANR**

## **Latehar-822119, Jharkhand**

### **Day 3:**

**March 20, 2023**

**Time: 2.00-4.00 pm**

**Topic: Human Rights and Equality**

**Resource Person: Asst. Prof. Sr. Jolly**

In this module, non-teaching staff delved into the fundamental principles of human rights and equality. The resource person Sr. Jolly highlighted the relevance of upholding these principles within the institutional context. Practical scenarios and case studies were used to illustrate the application of human rights and equality principles in the daily activities of non-teaching staff.

### **Day 4:**

**March 20, 2023**

**Time: 2.00-4.00 pm**

**Topic: Environmental Sustainability and Legal Compliance**

**Resource Person: Fr. Shyju Thomas (Advocate)**

A session on the intersection of environmental sustainability and legal compliance was conducted. Non-teaching staff learned about the legal frameworks governing environmental issues and explored their role in ensuring compliance. Practical strategies for promoting sustainability within the institution were emphasized, aligning actions with legal obligations and environmental stewardship.

### **Day 5:**

**March 21, 2023**

**Time: 2.00-4.00 pm**

**Topic: Social Justice and Community Engagement:**

**Resource Person: Asst. Prof. Sr. Jolly**

Non-teaching staff participated in a session addressing the concept of social justice and its significance in fostering a just and inclusive environment. The module explored strategies for promoting social justice within the institution and engaging with the local community. Real-life examples and interactive discussions provided practical insights into incorporating social justice principles into everyday practices.

# **ST. XAVIER'S COLLEGE MAHUADANR**

## **Latehar-822119, Jharkhand**

**Day 6:**

**March 22, 2023**

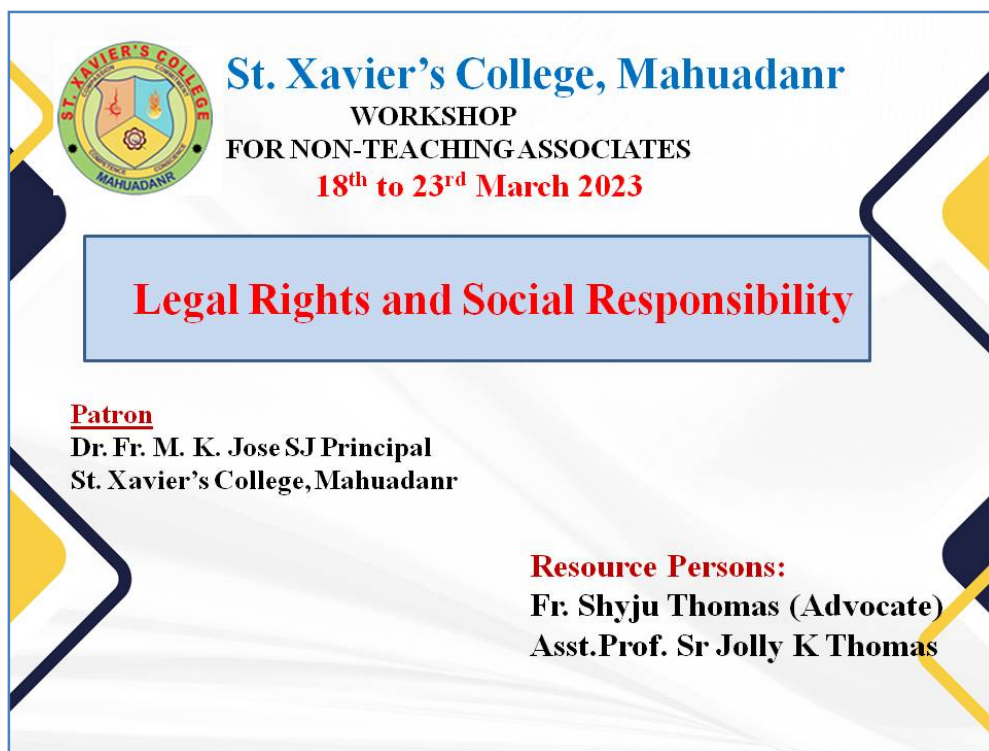
**Time: 2.00-4.00 pm**


**Topic: Legal and Social Responsibility in Action**

**Resource Person: Fr. Shyju Thomas (Advocate)**

The final module brought together the knowledge gained throughout the program. Non-teaching staff actively applied legal and social responsibility principles to their roles, contributing to the overall well-being of the institution and the community. Real-life examples and success stories inspired participants to become active agents of positive change within their professional spheres.

**Brochure of the event:**



 **St. Xavier's College, Mahuadanr**  
WORKSHOP  
FOR NON-TEACHING ASSOCIATES  
**18<sup>th</sup> to 23<sup>rd</sup> March 2023**

**Legal Rights and Social Responsibility**

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

**Resource Persons:**  
Fr. Shyju Thomas (Advocate)  
Asst. Prof. Sr Jolly K Thomas

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## Latehar-822119, Jharkhand

Photos:





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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: *Legal Rights and Social Responsibility*

Date:- *18.03.2023 to 23.03.2023* Academic Year:-2022-2023

| 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      | Chandan Tirkey        | <i>C. Tirkey</i>             |
| 6      | Aruna Kujur           | <i>Aruna</i>                 |
| 7      | Dipika Kujur          | <i>Dipika</i>                |
| 8      | Suchit Paul Kujur     | <i>Suchit P Kujur</i>        |
| 9      | Ashok Deepak Kujur    | <i>Ashok Deepak Kujur</i>    |
| 10     | Marianus Kujur        | <i>Marianus Kujur</i>        |
| 11     | Praveen Minj          | <i>Praveen</i>               |
| 12     | Jai Prakash Nagesia   | <i>Jai Prakash</i>           |
| 13     | Vijay Birendra Tirkey | <i>Vijay Birendra Tirkey</i> |
| 14     | Lorens Kujur          | <i>Lorens Kujur</i>          |



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|    |                 |                 |
|----|-----------------|-----------------|
| 15 | Xavier Ekka     | एकिका 25/07/21  |
| 16 | Dilip Baxla     | Dilip Baxla     |
| 17 | Santosh Kujur   | संतोश कुजुर     |
| 18 | Anora Lakra     | Anora Lakra     |
| 19 | Sunita Nagesia  | Sunita Nagesia  |
| 20 | Christina Toppo | Christina Toppo |

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St.Xavier's College  
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# **ST. XAVIER'S COLLEGE MAHUADANR**

## **Latehar-822119, Jharkhand**

### **Report of the Workshop on ERP Software for Non-Teaching Staff of St. Xavier's, College Mahuadanr from 19<sup>th</sup> November 2021 to 26<sup>th</sup> November 2021**

The Internal Quality Assurance Cell (IQAC) of the College organized a Seven -day Training Program on ERP Software for non-teaching staff, spanning from 19th November 2021 to 26th November 2021.

#### **Day 1:**

**November 19, 2021**

**Time: 2.00-4.00 pm**

**Topic: Inaugural Session**

**Resource Person: Mr. Akash Agrawal and team**

The workshop for the Non-teaching staff began with a warm welcome extended to Mr. Akash Agrawal and the team from Master soft company and the non-teaching staff of the college by the Principal, Dr. Fr. M .K. Jose. The Principal emphasized the significance of computer knowledge in day-to-day administrative work. The resource person Mr. Akash Agrawal highlighted the importance of ERP, a web-based integrated software designed for educational institutions. It serves as the backbone of a comprehensive Management Information System, automating key processes.

#### **Day 2:**

**November 20, 2021**

**Time: 2.00-4.00 pm**

**Topic: Overview of ERP and Its Significance**

**Resource Person: Mr. Akash Agrawal and team**

The second day of the program included a comprehensive overview of ERP and its significance in educational institutions. The participants were acquainted with the functionalities and

# **ST. XAVIER'S COLLEGE MAHUADANR**

## **Latehar-822119, Jharkhand**

applications of the software, understanding how it facilitates the automation of essential processes.

### **Day 3:**

**November 22, 2021**

**Time: 2.00-4.00 pm**

**Topic: Data Handling in ERP**

**Resource Person: Mr. Akash Agrawal and team**

The heart of the training program comprised practical sessions conducted. The detailed schedule of these sessions was communicated to the participants, covering a range of topics and hands-on activities. Each day focused on specific aspects of ERP usage, ensuring a thorough understanding. Participants learned how to handle vast amounts of student data, including information on fees, roll numbers, internal assessment, and admissions. Practical exercises allowed them to navigate and input data effectively

### **Day 4:**

**November 23, 2021**

**Time: 2.00-4.00 pm**

**Topic: Advanced Tools and Software Entry**

**Resource Person: Mr. Akash Agrawal and team**

This session delved into the advanced tools of the ERP software. Participants gained proficiency in using these tools and were guided on the correct procedures for data entry into the software.

### **Day 5:**

**November 24, 2021**

**Time: 2.00-4.00 pm**

**Topic: Comprehensive ERP Applications**

**Resource Person: Mr. Akash Agrawal and team**

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The training continued with a focus on the comprehensive applications of ERP. Participants explored various functionalities that contribute to the smooth functioning of educational institutions.

### **Day 6:**

**November 25, 2021**

**Time: 2.00-4.00 pm**

**Topic: Integration of ERP in Administrative Processes**

**Resource Person: Mr. Akash Agrawal and team**

The day emphasized the seamless integration of ERP into various administrative processes, ensuring a streamlined approach to managing information and tasks.

### **Day 7:**

**November 26, 2021**

**Time: 2.00-4.00 pm**

**Topic: Review and Feedback**

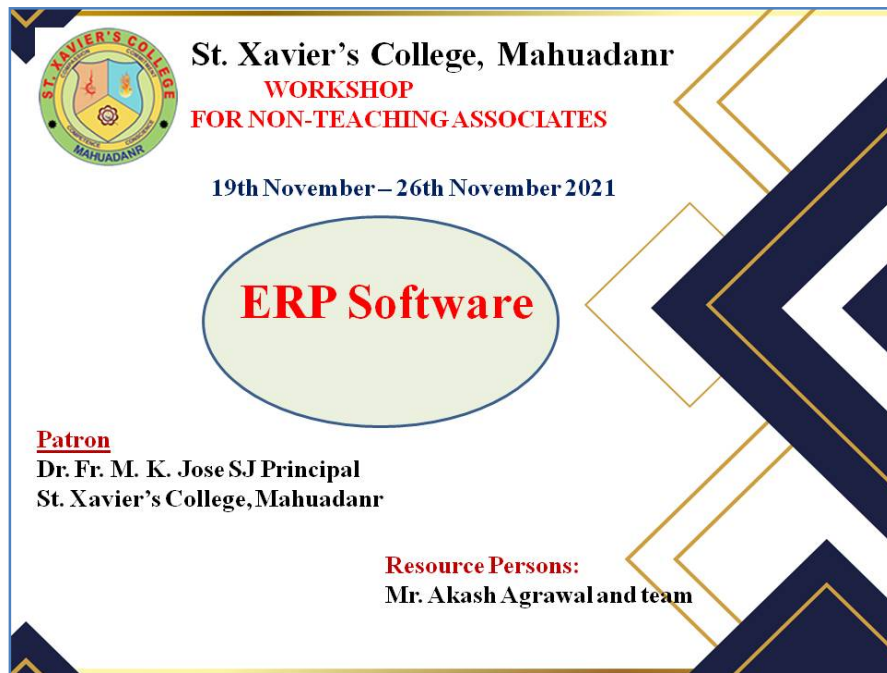
The final day involved a review of the entire training program. Participants provided feedback on the effectiveness of the sessions, and any queries or concerns were addressed. Dr. Fr. M.K. Jose, the Principal, reiterated the commitment to conducting more such training sessions in the future to enhance the knowledge of staff.

In conclusion, the Training Program on ERP Software for Non-Teaching Staff proved to be a valuable initiative in enhancing the technological proficiency of the staff, aligning the institution with modern administrative practices. The commitment to future training sessions reflects the College's dedication to continuous improvement and staff development.

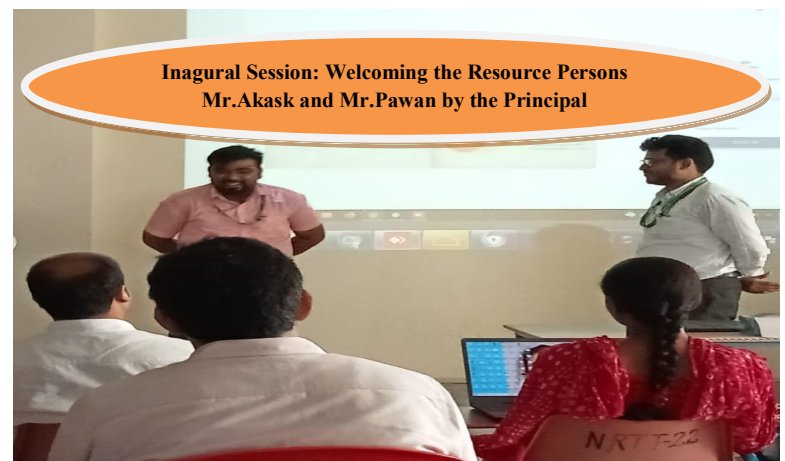
# ST. XAVIER'S COLLEGE MAHUADANR

## Latehar-822119, Jharkhand

Brochure of the event:



Photos:



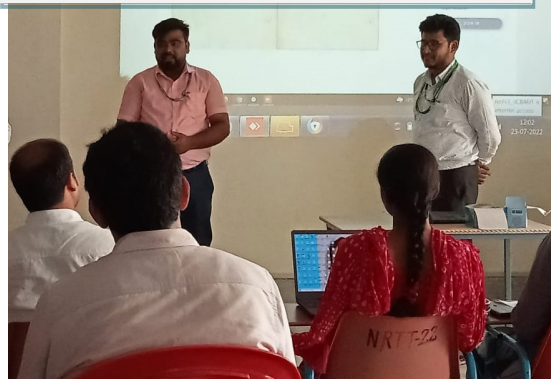
# ST. XAVIER'S COLLEGE MAHUADANR

## Latehar-822119, Jharkhand

Training session: Comprehensive ERP Applications



Review and Feedback





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Name of the Program: ERP Software

Date:- 19.11.2021 to 26.11.2021

Academic Year:-2021-2022

| S. No. | Name               | Signature          |
|--------|--------------------|--------------------|
| 1      | Saroj Minj         | Saroj Minj         |
| 2      | Prema Xalxo        | Prema Xalxo        |
| 3      | Neelam Turkey      | Neelam Turkey      |
| 4      | Ravindra Minj      | Ravindra Minj      |
| 5      | Binod Xalxo        | Binod Xalxo        |
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|    |                       |  |
|----|-----------------------|--|
| 11 | Praveen Minj          |  |
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| 14 | Lorens Kujur          |  |
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Mahuadanr



# **ST. XAVIER'S COLLEGE MAHUADANR**

## **Latehar-822119, Jharkhand**

### **Report of the Workshop for Non-Teaching Staff of St. Xavier's, College Mahuadanr on "Communication Skills and Personality Development" from 15<sup>th</sup> to 20<sup>th</sup> December 2020**

The Internal Quality Assurance Cell (IQAC) organized a Six-Day workshop for the non-teaching staff of St. Xavier's College, Mahuadanr on Communication Skills and Personality Development from 15<sup>th</sup> to 20<sup>th</sup> December 2020.

#### **Day 1:**

**December 15, 2020**

**Time: 2.00-4.00 pm**

**Topic: Introduction and Verbal Communication**

**Resource Person: Dr. Fr. M.K. Jose**

The inaugural session of the workshop, led by the esteemed resource person Dr. Fr. M. K. Jose, the Principal set the stage for an enlightening exploration of communication skills. Participants were introduced to the fundamental role of effective communication in personal and professional contexts. The focus of the day was on refining verbal communication skills, emphasizing clarity, coherence, and effective expression. Practical activities and discussions laid a solid foundation for the ensuing days of the workshop.

#### **Day 2:**

**December 16, 2020**

**Time: 2.00-4.00 pm**

**Topic: Active Listening Skills**

**Resource Person: Asst. Prof. Binay Kumar Yadav**

Under the guidance of Asst. Prof. Binay Kumar Yadav participants delved into the art of active listening on the second day of the workshop. Understanding the pivotal role of listening in effective communication, attendees engaged in interactive exercises aimed at honing their

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## **Latehar-822119, Jharkhand**

listening skills. The session fostered an appreciation for the nuances of attentive listening, laying a solid foundation for improved communication and interpersonal relationships.

### **Day 3:**

**December 17, 2020**

**Time: 2.00-4.00 pm**

**Topic: Body Language and Communication**

**Resource Person: Dr. Pyari Kujur**

Dr. Pyari Kujur led an engaging session on the impact of body language on communication. Through practical demonstrations and role-playing activities, participants explored the subtleties of non-verbal cues. The day was dedicated to helping attendees comprehend the importance of positive body language and equipping them with techniques to convey confidence and authenticity in their interactions.

### **Day 4:**

**December 18, 2020**

**Time: 2.00-4.00 pm**

**Topic: Assertiveness in Communication**

**Resource Person: Asst. Prof. Binay Kumar Yadav**

Asst. Prof. Binay Kumar Yadav took the reins on the fourth day, focusing on assertiveness in communication. Participants gained valuable insights into expressing their thoughts and opinions confidently. The workshop featured role-playing scenarios, allowing attendees to practice assertiveness in a controlled environment. The day's activities empowered participants to communicate assertively while maintaining professionalism and respect.

### **Day 5:**

**December 19, 2020**

**Time: 2.00-4.00 pm**

**Topic: Empathy in Communication**

**Resource Person: Dr. Pyari Kujur**

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## **Latehar-822119, Jharkhand**

Led by Dr. Pyari Kujur, the workshop transitioned into the realm of empathy in communication. Participants explored the significance of understanding different perspectives and fostering positive relationships. Through activities promoting empathy, attendees honed their ability to connect on a deeper level, contributing to a more inclusive and harmonious communication environment.

### **Day 6:**

**December 20, 2020**

**Time: 2.00-4.00 pm**

**Topic: Conflict Resolution**

**Resource Person: Asst. Prof. Kaslin Juliet**

On the sixth day, Asst. Prof. Kaslin Juliet guided participants through the intricacies of conflict resolution. Practical tips were shared on handling conflicts and criticism, and role-playing scenarios provided a platform for applying conflict resolution strategies. Attendees left the session equipped with valuable skills for navigating and resolving conflicts in diverse settings.

The workshop, spanning diverse topics, proved to be a comprehensive journey in communication skills and personality development. Each day brought new insights, practical exercises, and opportunities for participants to refine their abilities. The guidance of the resource persons, combined with interactive sessions, ensured a well-rounded learning experience, setting the stage for continued personal and professional growth.

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## Latehar-822119, Jharkhand

Brochure of the event:



**St. Xavier's College, Mahuadanr**  
**WORKSHOP**  
**FOR NON-TEACHING ASSOCIATES**

15th December – 20th December 2020

**Communication**  
**Skill development**

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

**Resource Persons: Asst.**  
**Prof. Pyari Kujur**  
**Asst.Prof. Binay Yadav**  
**Asst.Prof. Sr Kaslin**  
**Juliet**

Photo:



**ST. XAVIER'S COLLEGE MAHUADANR**  
**Latehar-822119, Jharkhand**





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Name of the Program: *Communication Skill and Personality Development*

Date:- *15.12.2020 to 20.12.2020* Academic Year:-2020-2021

| S. No. | Name                  | Signature                    |
|--------|-----------------------|------------------------------|
| 1      | Saroj Minj            | <i>Saroj minj</i>            |
| 2      | Prema Xalxo           | <i>Prema Xalxo</i>           |
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|----|-----------------|------------------------|
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| 16 | Dilip Baxla     | <del>डिलिप बाखला</del> |
| 17 | Santosh Kujur   | संतोष कुजुर            |
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| 12.    | Mr. Jai Prakash Nagesia   |
| 13.    | Mr. Vijay Birendra Tirkey |
| 14.    | Mr. Lorens Kujur          |
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| 19.    | Mrs. Sunita Nagesia       |
| 20.    | Ms. Christina Toppo       |

**Principal**  
*Principal*  
St. Xavier's College  
Mahuadanr



# **ST. XAVIER'S COLLEGE MAHUADANR**

## **Latehar-822119, Jharkhand**

### **Report of the Workshop for Non-Teaching Staff of St. Xavier's, College Mahuadanr from 17<sup>th</sup> July to 21<sup>st</sup> July 2019**

The Internal Quality Assurance Cell (IQAC) organized a Five-Day workshop for the non-teaching staff of St. Xavier's College, Mahuadanr on “**Establishment rule, Service book and other records**” from 17<sup>th</sup> July to 21<sup>st</sup> July 2019

#### **Day 1:**

**July 17, 2019**

**Time: 2.00-4.00 pm**

**Topic: Introduction to Establishment Rules**

**Resource Person: Asst. Prof. John Vinod Kujur**

The workshop for the Non-teaching staff commenced on 17<sup>th</sup> July 2019, with a warm welcome extended to all the Non-teaching Associates by the Principal. The Resource person, Asst. Prof. John Vinod Kujur shared insights into the historical context and evolution of Establishment Rules. He clarified basic terminologies and their implications.

#### **Day 2:**

**July 18, 2019**

**Time: 2.00-4.00pm**

**Topic: Service Book Management**

**Resource Person: Asst. Prof. Zafar Aqubal**

The resource person with the objective to understand the significance of maintaining accurate and updated service records provided a detailed walkthrough of the service book components. He also demonstrated effective methods for maintaining and updating service records.

#### **Day 3:**

**July 19<sup>th</sup>, 2019**

**Time: 2.00-4.00 pm**

# **ST. XAVIER'S COLLEGE MAHUADANR**

## **Latehar-822119, Jharkhand**

**Topic: Records Digitization and Modernization**

**Resource Person: Asst. Prof. Amrit Minj**

Asst. Prof. Amrit Minj shared the success stories of organizations that transitioned to digital record-keeping. There was also a discussion about the potential challenges and solutions in the modernization process.

**Day 4:**

**July 20<sup>th</sup>, 2019**

**Time: 2.00-4.00 pm**

**Topic: Compliance and Auditing**

**Resource Person: Asst. Prof. Rose Alice Barla**

The resource person clarified the legal obligations associated with establishment rules and shared insights on preparing for and handling audits effectively.

**Day 5:**

**21st July 2019**

**Time: 2.00- 4.00 pm**

**Sharing of Participant Experiences and Open Forum for Questions**

**Resource person: Asst. Prof. John Vinod Kujur**

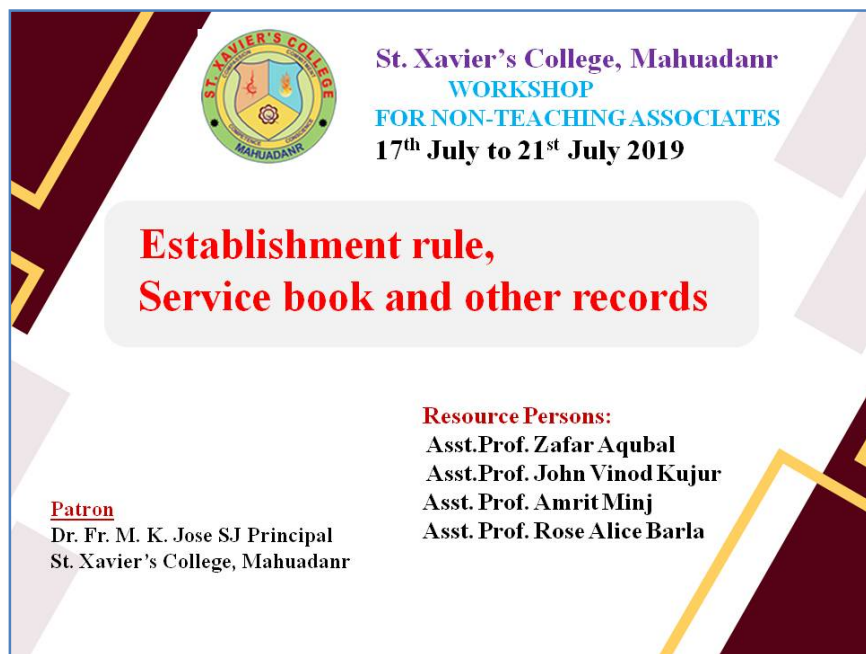
Asst. Prof. John Vinod Kujur encouraged the interaction and answered participants' queries and provided additional insights.

The five-day workshop provided participants with a comprehensive understanding of Establishment Rules, Service Book management, and modern record-keeping practices. The diverse range of topics covered ensured a holistic approach to the subject matter. Participants left with practical knowledge and insights to implement effective record-keeping strategies within their respective organizations.

# ST. XAVIER'S COLLEGE MAHUADANR

## Latehar-822119, Jharkhand

Brochure of the event:



**St. Xavier's College, Mahuadanr**  
**WORKSHOP**  
**FOR NON-TEACHING ASSOCIATES**  
**17<sup>th</sup> July to 21<sup>st</sup> July 2019**

**Establishment rule,  
Service book and other records**

**Resource Persons:**  
Asst. Prof. Zafar Aqbal  
Asst. Prof. John Vinod Kujur  
Asst. Prof. Amrit Minj  
Asst. Prof. Rose Alice Barla

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

Photos:



# ST. XAVIER'S COLLEGE MAHUADANR

## Latehar-822119, Jharkhand





# ST. XAVIER'S COLLEGE MAHUADANR

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AISHE-C-42763

ISO-9001:2015

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

Name of the Program: *Establishment Rule, Service Book  
and Other Record.*

Date:- *17.07.2019 - 21.07.2019*

Academic Year:-2019-2020

| 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</i>              |
| 7      | Dipika Kujur       | <i>Dipika</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>     |



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|    |                       |                     |
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| 11 | Praveen Minj          |                     |
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| 13 | Vijay Birendra Tirkey | विजय बिरेंद्र तिरकी |
| 14 | Lorens Kujur          | लॉरेन्स कुजूर       |
| 15 | Xavier Ekka           | जेवियर एका          |
| 16 | Dilip Baxla           |                     |
| 17 | Santosh Kujur         | संतोष कुजूर         |
| 18 | Anora Lakra           | Anora Lakra         |
| 19 | Sunita Nagesia        | Sunita Nagesia      |
| 20 | Christina Toppo       | Toppo               |

Principal  
St.Xavier's College  
Mahuadaar



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P.O- Mahuadanr, Dist. Latehar, Jharkhand 822119

## TO WHOMSOEVER IT MAY CONCERN

This is to certify that the following Non-Teaching Associates were attending Workshop during the academic year 2018-19.

| S. No. | Name of Faculty           |
|--------|---------------------------|
| 1.     | Mrs. Saroj Minj           |
| 2.     | Mrs. Prema Xalxo          |
| 3.     | Mrs. Neelam Tirkey        |
| 4.     | Mr. Ravindra Minj         |
| 5.     | Mr. Binod Xalxo           |
| 6.     | Mrs. Aruna Kujur          |
| 7.     | Mrs. Dipika Kujur         |
| 8.     | Mr. Suchit Paul Kujur     |
| 9.     | Mr. Ashok Deepak Kujur    |
| 10.    | Mr. Marianus Kujur        |
| 11.    | Mr. Praveen Minj          |
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**Principal**

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Mahuadanr

# **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.



# **ST. XAVIER'S COLLEGE MAHUADANR**

## **Latehar-822119, Jharkhand**

### **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.

# **ST. XAVIER'S COLLEGE MAHUADANR**

## **Latehar-822119, Jharkhand**

**Day 6:**

**November 24, 2018**

**Time: 1.30-3.30 p.m.**

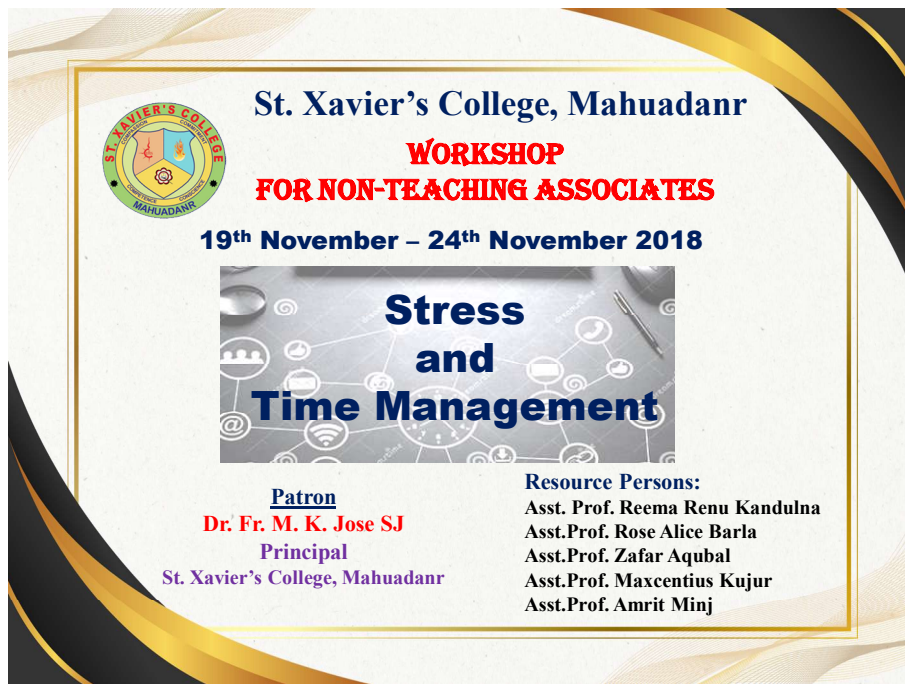
**Topic: Integrating Wellness into Time Management**

**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:**



# ST. XAVIER'S COLLEGE MAHUADANR

## Latehar-822119, Jharkhand

Photos:





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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>           |
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| 4      | Ravindra Minj         | <i>Ravindra Minj</i>         |
| 5      | Binod Xalxo           | <i>Binod Xalxo</i>           |
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| 11     | Praveen Minj          | <i>Praveen</i>               |
| 12     | Jai Prakash Nagesia   | <i>Jai Prakash</i>           |
| 13     | Vijay Birendra Tirkey | <i>Vijay Birendra Tirkey</i> |
| 14     | Lorens Kujur          |                              |



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