

Internal Quality Assurance Cell

Capacity Building Workshop

Time Management and Stress Management

21st May 2022

Venue: Old VC Board Room, 003, Block 3, Sharda University

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Programme, Objective, Convener, Coordinator and Speaker

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Event – Capacity Building Workshop for Inter Hostel Administration Staff (Hostel Staff)

Title - Time Management and Stress Management



Organizer – Internal Quality Assurance Cell (IQAC)

Associated Department – Sharda Skills, Sharda University

Event Date – 21st May 2022

Duration – Full Day

Number of Participants - 14

Objectives of Event:

- To ensure that Inter Hostel Administration staff be more friendly and empathetic towards the students from various nationalities and mindsets.
- To ensure a peaceful environment for students from different parts of the country, conducive to living together harmoniously and nurturing friendly relationships.
- To enable participants to improve the satisfaction of the hostellers through effective counseling and guidance whenever required.
- To ensure that the hostel environment positively affects students' academic performance.
- Help the IHA staff to overcome the stress caused due to global crises and have healthy work life balance

Convener: Prof. (Dr.) Anubha Vashishit, Director IQAC Mr. Dheeraj Sharma, Sharda Skills **Coordinators:** Mr. Firoz Khan, IQAC **Speaker/ Resource Person:** Mr. Prasenjit Sinha , Sharda Skills Ms. Shalini Anand, Sharda Skills

Training Programme (Module and Methodology)

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S.No	Module	Session Day	Methodology
1	Definition of Time, Spend VS Investing the time, Sharpening the saw	1	Group Discussion Experience sharing Facilitator and Instructor led sessions
	TEA BREAK (15	Mins)	
2	Prof Stephen Covey's Time Management Matrix	1	Group Discussion Experience sharing
3	Managing Time Priority Management - Practice Exercises and Time and Priority Tracking Sheets	1	Facilitator and Instructor led sessions
	Lunch (60 Mi	ins)	
4	Managing Stress	1	
5	Stress Management Activities	1	Group Discussion Experience sharing Facilitator and Instructor led sessions

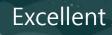
Criteria for Evaluation

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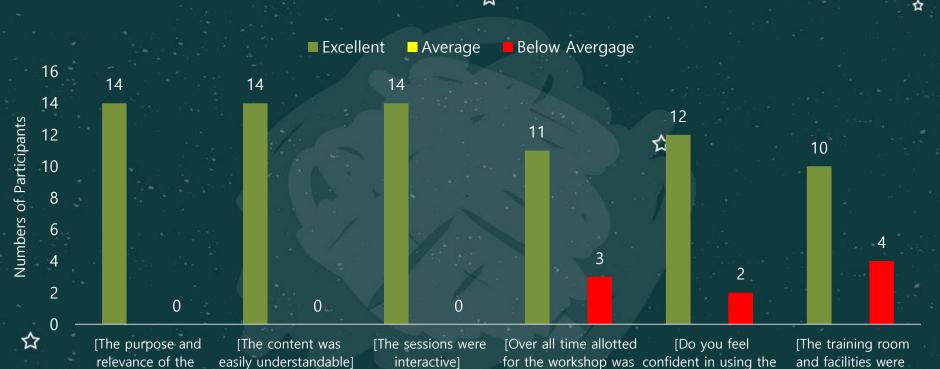


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Likert Scale Graph





training program was clearly defined]

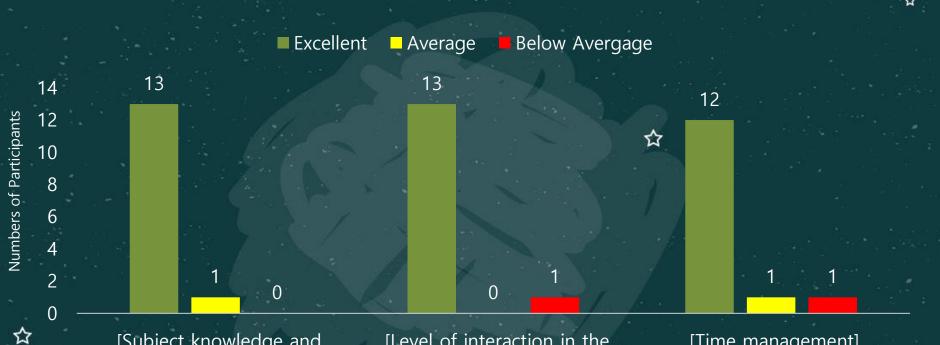
sufficient] concepts/methods for the enhancement of

student satisfaction]

adequate and comfortable]

Likert Scale Graph





[Subject knowledge and presentation skills]

[Level of interaction in the sessions conducted]

[Time management]

Comments and Suggestion (Given by Participants)



- ***** Feeling good to a part of training. Please arrange for quarterly basis.
- ✤ I feel good after attending this training program
- ✤ Very good
- This type of workshop improve our inner values & helps us to maintain our stress level at a go od value.

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- It was the good work shop I learn so very much
- This type of workshop should be conducted at least in every 3 months (quarterly)
- ✤ Over all good
- Please arrange meeting every 2 or 3 month

Participants (Attendance Sheet)

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Capacity Building Workshop ime Management and Stress Management (9:30am to 4:00pm) Block 3, Sharda University

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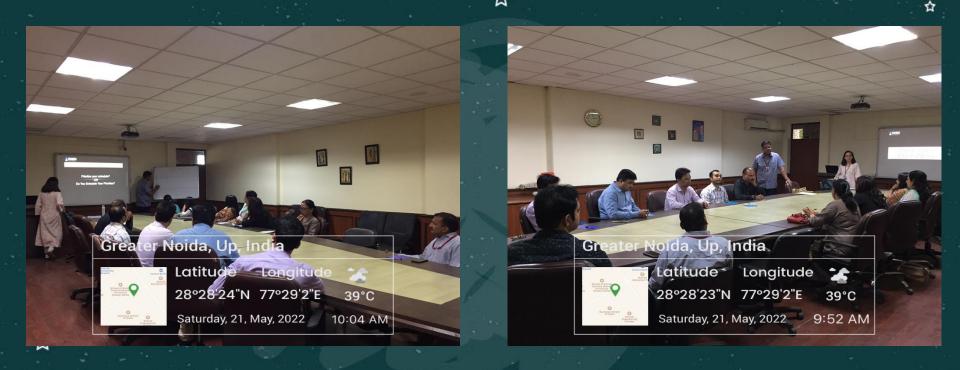
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Feedback From

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SHARDA UNIVERSITY Training Program

Time Management and Stress Management

21st May, 2022

FEEDBACK

Hostel:

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Please select the appropriate option for the following statements :	Excellent	Average	Below Average
1. The purpose and relevance of the training program was clearly defined			
2. The content was easily understandable.			
3. The sessions were interactive			
4.Over all Time allotted for workshop was sufficient			
DO you feel confident in using the concepts/methods for the enhancement of student satisfaction.			
6. The training room and facilities were adequate and comfortable			
For Resource Person:			-
1. Subject Knowledge and presentation skills			
2. Level of Interaction in the sessions conducted		-	
3. Time management			

Comments/Suggestions (if any):

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Name:

THANK YOU FOR YOUR FEEDBACK!!! Direction SHAROL UNIVERSITY Plot No. 32, A Konvided B Tarkil Greater Note - 201508 (U.P.)

Sample Certificate





Certificate of Participation

This is to certify that

Mr./Ms.

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has participated in capacity building workshop on **Time Management & Stress Managment** organized by Internal Quality Assurance Cell, and Sharda Skills at Sharda University, Greater Noida, 21st May, 2022

> Prof. (Dr.) Anubha Vashisht Director, IQAC Sharda University

Mr. Dheeraj Sharma Director, Sharda Skill Sharda University



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Event Completion Report

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Sharda University

Plot Number 32, 34, Knowledge Park-3, Greater Noida

Name of the event	Capacity Building Workshop – Time Management and Stress Management
Date of the event	Saturday (21 st May 2022).
Objective	 To ensure that Inter Hostel Administration staff be more friendly and empathetic towards the students from various nationalities and mind-set. To ensure a peaceful environment for students from different parts of the country, conducive to living together harmoniously and nurturing friendly relationships. To enable participants to improve the satisfaction of the hostellers through effective counselling and guidance whenever required To ensure that the hostel environment positively affects students' academic performance. Help the IHA staff to overcome the stress caused due to global crises and have healthy work life balance
Location of the event	Sharda University, Old V.C. Board Room, Block 3, Ground Floor
Sponsoring organization	-
Event Caption/ Conference Summary /	Internal Quality Assurance Cell (IQAC) in association with Sharda Skills is organizing a capacity building workshop on "Time Management and Stress Management" for the Support Team of IHA.
Notes, Highlights & dialogs with representatives, speakers, and exhibitors	
Images/Photos (Selected with Caption) representatives, speakers, and exhibitors	Internal Quality Assurance Cell in Association with Sharda Skills Organising a Capacity Building Workshop on Time Management and Stress Management For Inter Hostel Administrative Staff Varia to 4:sOpen, CMV V: Board Room, Block J. Ground Floor, Shards University

DIRECTOR Internal Quality Assurance Ceil (IQAC) SHONON UNIVERSITY

Plot No.-3

Event Completion Report (post event activity, to be utilized by School)

Videos (Selected with Video Description) representatives, speakers, and exhibitors			-		
Name of the Organizing Department / School	Departme Internal Quality Assuranc and Sharda-Skills	And a second		School	
Convener details	Prof.Anubha Vashisht	da. Director of Sharda Skills dhe		Email ID director.iqac@shar da.ac.in dheeraj.sharma1@ sharda.ac.in	
Chief Guest / Guest of Honor	Name -		Affil	iation -	

	Name of the Speaker	Affiliation	AREA [Academics/ Industry/ Research Organization/ Others (Please specify)]
Speaker - 1	 Ms. Shalini Anand Mr. Prasanjeet Sinha 	Sharda Skills	-

Type of the Event	(Write 'Yes' where applicable in the respective event column)									
	e	-	b	В	Cuest	ost	Special Session		Industria l Visit	Extensio n and Outreac h program s
	Conference	Seminar	Workshop	Guest Lectur e (Invite d talk)		Quiz	Cultural/ Celebratio n/ Sports			
National			Yes					a and appropriation	and the second	Caller
International								Contraction of C	TOR rapee Ceil (

Internal SH/S VERSITY Versity

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