



SHARDA
UNIVERSITY
Beyond Boundaries

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

Programme, Objective, Convener, Coordinator and Speaker

☆
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)

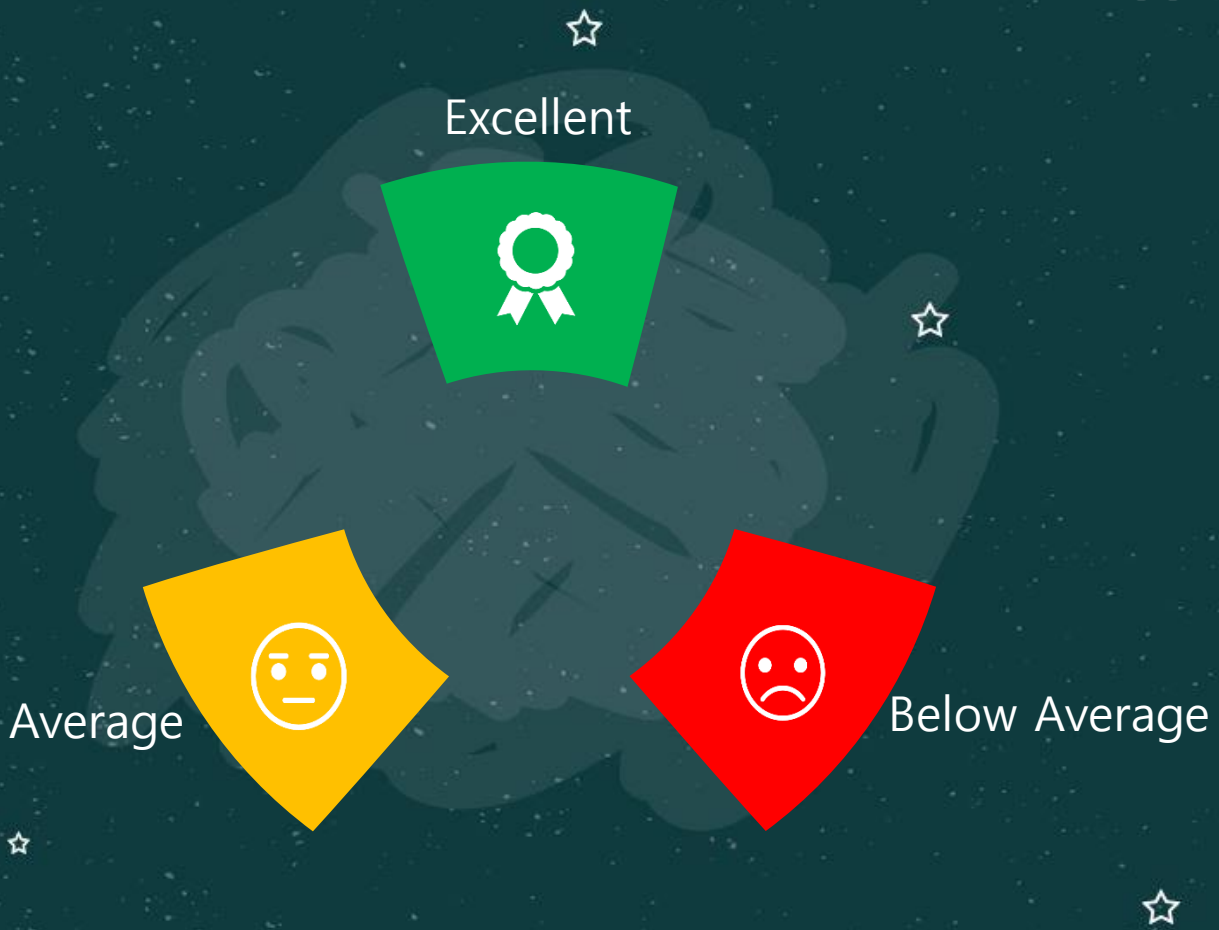


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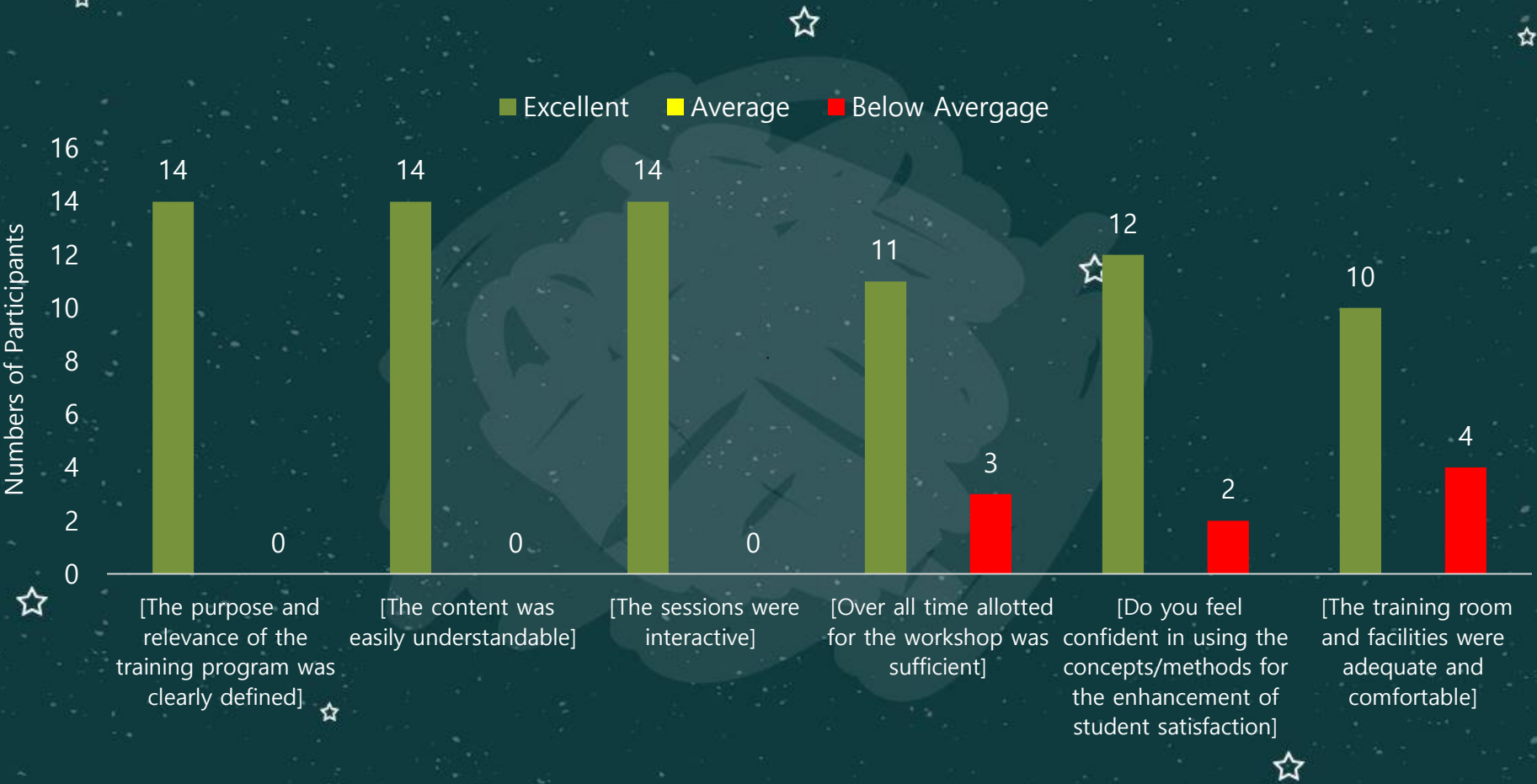
S.No	Module	Session Day	Methodology
1	Definition of Time, Spend VS Investing the time, Sharpening the saw	1	Group Discussion Experience sharing Facilitator and Instructor led sessions
TEA BREAK (15 Mins)			
2	Prof Stephen Covey's Time Management Matrix	1	Group Discussion Experience sharing Facilitator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

TEA BREAK (15 Mins) Summary, Recap , Conclusion

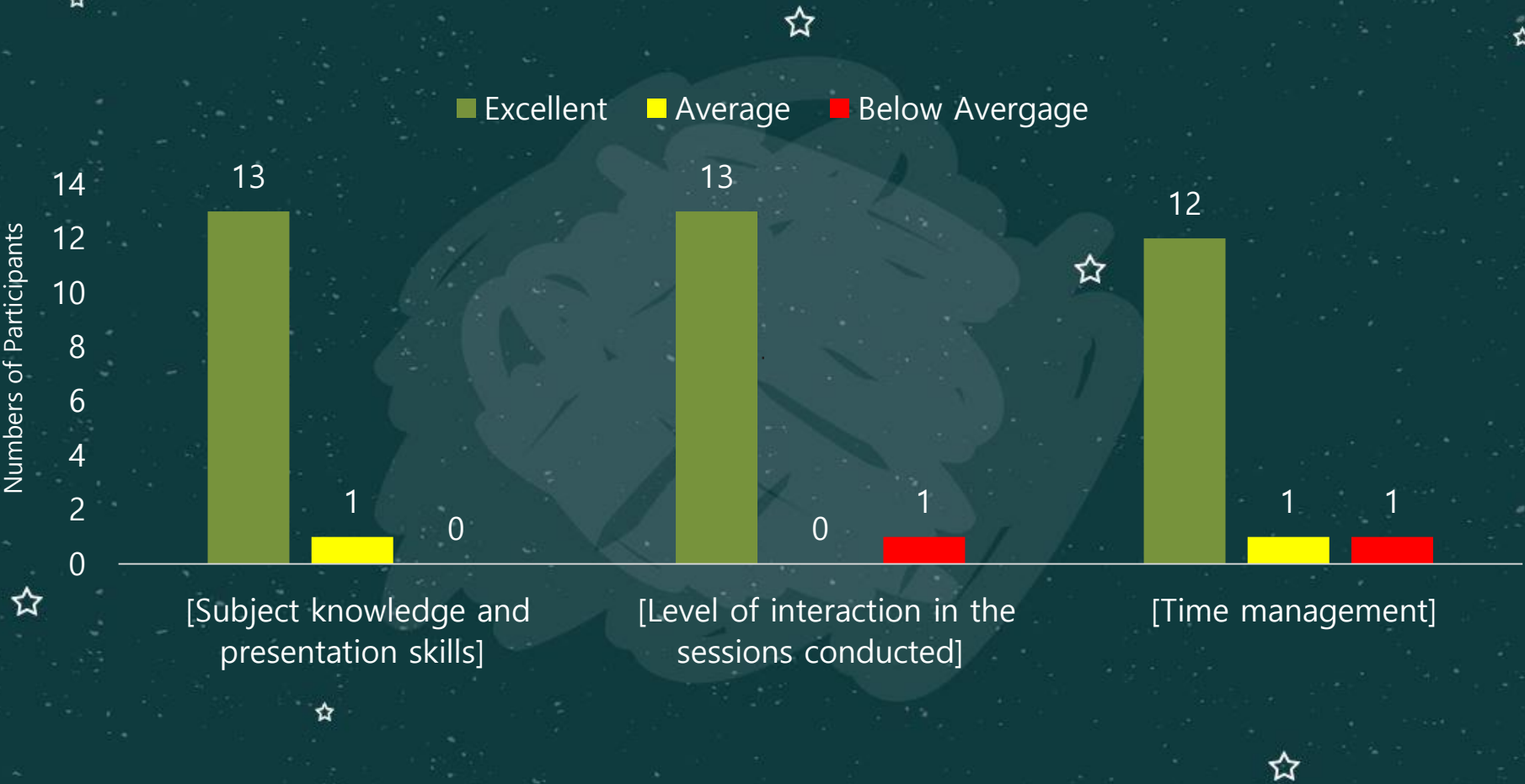
Criteria for Evaluation



Likert Scale Graph



Likert Scale Graph



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 good value.
- ❖ 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 Time Management and Stress Management (9:30am to 4:00pm) Block 3, Sharda University

May 21, 2022

Sr. No	Name of Participants	Designation	Hostel Name	Signature
1	Arun Kr Rawat	Hostel Executive	Vardhman	Arun 21/05/22
2	Kamlesh K. Bhatt	H/Executive	Jawahar	Bhatt 21/05/22
3	Akhilesh Singh	H/Executive	Mandela Bop	A. Singh 21/5/22
4	Anil Kumar Pandey	Jr. H/Executive	Mandala	A.K. Pandey 21/5/22
5	Salit Kumar	Jr. H/Exec	Vardhman	Salit Kumar 21/5/22
6	VIVEK SINGH THAKUR	H/Exec	TAGORE	Vivek 21/5/22
7	MANISH KUMAR YADAV	H/Executive	TAGORE	Manish 21/5/22
8	ANIL KUMAR	JR. H/Exec	VIVEKANAND	Anil 21/5/22
9	Alka Singh	H/Executive	Sarvini	Alka Singh 21/5/22
10	Renu Yadav	Sr. H. Executive	Kasturba	Renu Yadav 21/5/22
11	Manjula Lata Pandey	Jr. H. Executive	Indira	Manjula 21/5/22
12	Shalu Sharma	H. Executive	Indira	Shalu Sharma 21/5/22
13	Ruchi Pal	Sr. Executive	Mandela Bop	Ruchi Pal 21/5/22
14	Kavita Deshwal	Jr. H. Exec	Mandala	Kavita 21/5/22
15				
16				

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

May 21, 2022

Sr. No	Name of Participants	Designation	Hostel Name	Signature
1	Kavita Deshwal	Hostel Executive	Mandala	Kavita 21/5/22
2	Ruchi Pal	Jr. H/Executive	Mandela Bop	Ruchi Pal 21/5/22
3	Shalu Sharma	H. Executive	Indira H.	Shalu Sharma 21/5/22
4	Manjula Lata Pandey	H. Executive	Indira H.	Manjula 21/5/22
5	Renu Yadav	Sr. H. Executive	Kasturba	Renu Yadav 21/5/22
6	Alka Singh	H. Executive	Sarvini Kesh	Alka Singh 21/5/22
7	ANIL KUMAR	J. H. / Exec	VIVEKANAND	Anil 21/5/22
8	MANISH KUMAR YADAV	H. Executive	Tagore	Manish 21/5/22
9	VIVEK SINGH THAKUR	H/E	TAGORE	Vivek 21/5/22
10	Salit Kumar	J. H. / Exec	Vardhman	Salit Kumar 21/5/22
11	Anil Kumar Pandey	Jr. H. Executive	Mandala	Anil 21/5/22
12	Akhilesh Singh	H/Executive	Mandela Bop	A. Singh 21/5/22
13	Kamlesh K. Bhatt	H/Executive	Jawahar	Bhatt 21/5/22
14	Arun Kr Rawat	H/Executive	Vardhman	Arun 21/5/22
15				
16				

Geo-tagged Photographs



Geo-tagged Photographs



SHARDA UNIVERSITY
Training Program

Time Management and Stress Management

21st May, 2022

FEEDBACK

Name: _____ Hostel: _____

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			
5. 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):

THANK YOU FOR YOUR FEEDBACK!!!

Signature

Internal Quality Assurance Cell (IQAC)
SHARDA UNIVERSITY
Plot No.-32, 34, Knowledge Park-II
Greater Noida - 201305 (U.P.)



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Certificate of Participation

This is to certify that

Mr./Ms.

has participated in capacity building workshop on
Time Management & Stress Management 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

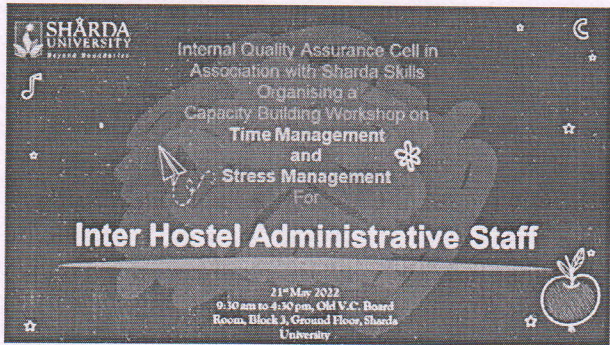
Mr. Dheeraj Sharma
Director, Sharda Skill
Sharda University



Event Completion Report

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

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

Name of the event	Capacity Building Workshop – Time Management and Stress Management
Date of the event	Saturday (21 st May 2022).
Objective	<ul style="list-style-type: none"> 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	

DIRECTOR
 Internal Quality Assurance Cell (IQAC)
 SHARDA UNIVERSITY
 Plot No.-32, 34, Knowledge Park-Iii
 Greater Noida - 201306 (U.P.)

Videos (Selected with Video Description) representatives, speakers, and exhibitors			
Name of the Organizing Department / School	Department	School	
	Internal Quality Assurance Cell and Sharda Skills		
Convener details	Name	Contact Number	Email ID
	Prof. Anubha Vashisht Mr. Dheeraj Sharma	Director of IQAC Director of Sharda Skills	director.iqac@sharda.ac.in dheeraj.sharma1@sharda.ac.in
Chief Guest / Guest of Honor	Name	Affiliation	
	-	-	

	Name of the Speaker	Affiliation	AREA [Academics/ Industry/ Research Organization/ Others (Please specify)]
Speaker - 1	<ul style="list-style-type: none"> Ms. Shalini Anand Mr. Prasanjeet Sinha 	Sharda Skills	-

Type of the Event	(Write 'Yes' where applicable in the respective event column)									
	Conference	Seminar	Workshop	Symposium	Guest Lecture (Invited talk)	FDP/ MDP / EDP	Special Session		Industrial Visit	Extension and Outreach programs
							Quiz	Cultural/ Celebration/ Sports		
National			Yes							
International										



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THANKS