


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

**Event Completion Report**

<b>Name of the Event</b>	<b>Capacity Building Workshop on "Time Management and Stress Management"</b>						
<b>Event Brief and Objectives (Brief description)</b>	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.						
	<b>Objectives</b> <ul style="list-style-type: none"> <li>To ensure that Inter Hostel Administration staff be more friendly and empathetic towards the students from various nationalities and mind-set.</li> <li>To ensure a peaceful environment for students from different parts of the country, conducive to living together harmoniously and nurturing friendly relationships.</li> <li>To enable participants to improve the satisfaction of the hostellers through effective counselling and guidance whenever required</li> <li>To ensure that the hostel environment positively affects students' academic performance.</li> <li>Help the IHA staff to overcome the stress caused due to global crises and have healthy work life balance</li> </ul>						
<b>Event Details</b>	<b>DD/ MM/ YYYY</b>		<b>Duration of the Event</b>		<b>Timings of the Event</b>		<b>Venue</b>
	Monday (19 <sup>th</sup> December 2022).		1 Day		9:30am to 4:00pm		Sharda University, Old V.C. Board Room, Block 3, Ground Floor
<b>Scope of the Event (Beneficiary) ( Write 'Y' for Yes and 'N' for No)</b>	<b>Faculty</b>		<b>Staff</b>		<b>Y</b>	<b>Student</b>	
<b>Target Audiences ( Write 'Y' for Yes and 'N' for No)</b>	<b>Faculty / Staff</b>	<b>Y</b>	<b>UG Group</b>		<b>PG Group</b>		<b>Ph.D. Scholars</b>
<b>Batch ( Write 'Y' for Yes and 'N' for No)</b>	<b>2018-19</b>		<b>2019-20</b>		<b>2020-21</b>		<b>2021-22</b>
<b>Name of the organizing Department / School</b>	<b>Department</b>				<b>School</b>		
	Internal Quality Assurance Cell and Sharda Skills						
<b>Advisor(s)</b>	<b>Name</b>		<b>Contact Number</b>			<b>Email ID</b>	

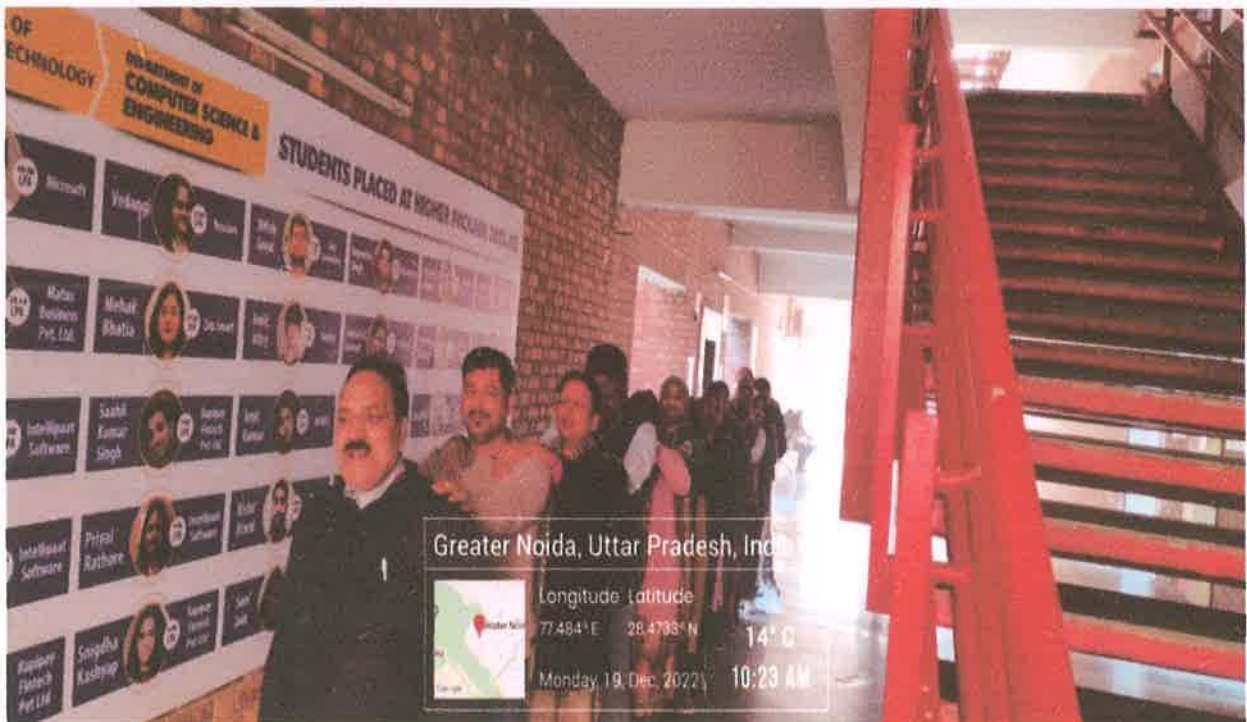
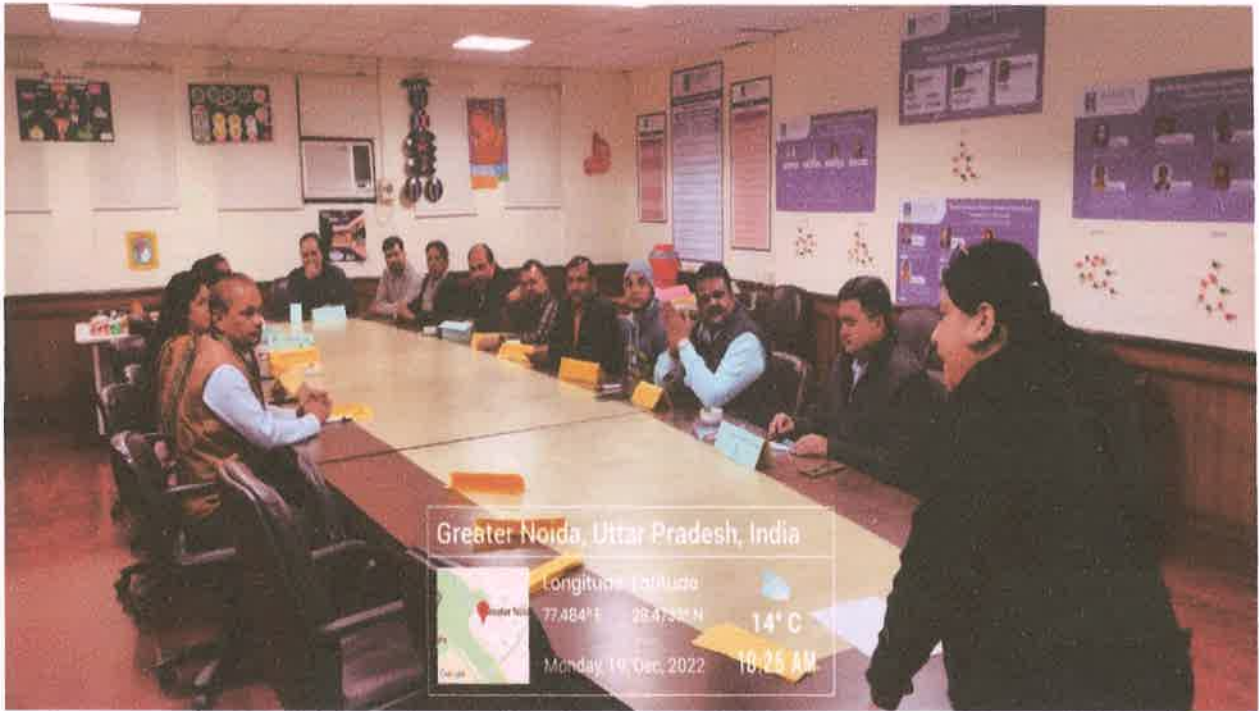
  
**ANUBHA**  
 DIRECTOR  
 Internal Quality Assurance Cell (IQAC)  
 SHARDA UNIVERSITY  
 Plot No.-32, 34, Knowledge Park-III  
 Greater Noida - 201306 (U.P.)

<b>Convener/PI/CO-PI/Faculty Consultant</b>	Prof. Anubha Vashisht Mr. Dheeraj Sharma	Director IQAC Director Sharda Skills	director.iqac@sharda.ac.in dheeraj.sharma1@sharda.ac.in							
<b>Coordinator</b>	Mr. Firoz Khan	Administrative Officer	firoz.khan@sharda.ac.in							
<b>Speaker details</b>	<b>Name of the Speaker</b>	<b>Affiliation</b>	<b>AREA</b> [Academics/ Industry/ Research Organization/ Others (Please specify)]							
<b>Speaker - 1</b>	Mr. Prasanjeet Sinha	Sharda Skills, Sharda University								
<b>Speaker - 2</b>	Dr. Parul Saxena	IQAC, Sharda University								
<b>Type of the Event</b>	<b>(Write 'Yes' where applicable in the respective event column)</b>									
	<b>Conference</b>	<b>Seminar/ Workshop/Symposium</b>	<b>Projects</b>		<b>Guest Lecture (Invited talk)</b>	<b>Consultancy/ MDP/ EDP</b>	<b>Co-curricular Activities</b>	<b>Cultural/ Celebration/ Sports</b>	<b>FDP</b>	<b>Extension and Outreach programs</b>
<b>National</b>		Yes								
<b>International</b>										
<b>Expected Number of Participants</b>	<b>Internal</b>									
	<b>External</b>									

<b>Attendance Sheet</b>	<b>Name</b>	<b>Contact Number</b>	<b>Email ID</b>
	<b>Number of Participants - 15</b>		

*Anubha*  
 21/12/2022  
**DIRECTOR**  
 Internal Quality Assurance Cell (IQAC)  
 SHARDA UNIVERSITY  
 Plot No.-32, 34, Knowledge  
 Greater Noida - 201306 (U.P.)

## Capacity Building Workshop on "Time Management and Stress Management"



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

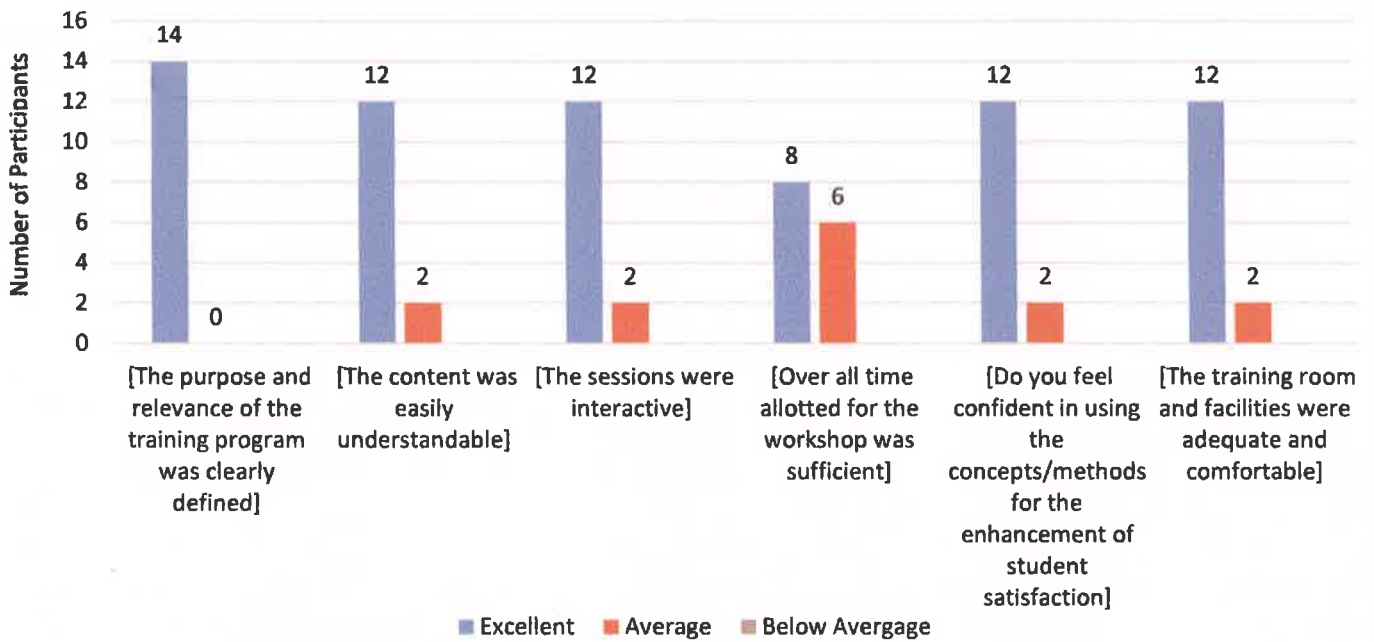


*Anubha*  
 21/12/2022  
 DIRECTOR  
 Internal Quality Assurance Cell (IQAC)  
 SHARDA UNIVERSITY  
 Plot No. 21, Sector-10, Noida Park-III  
 (U.P.)

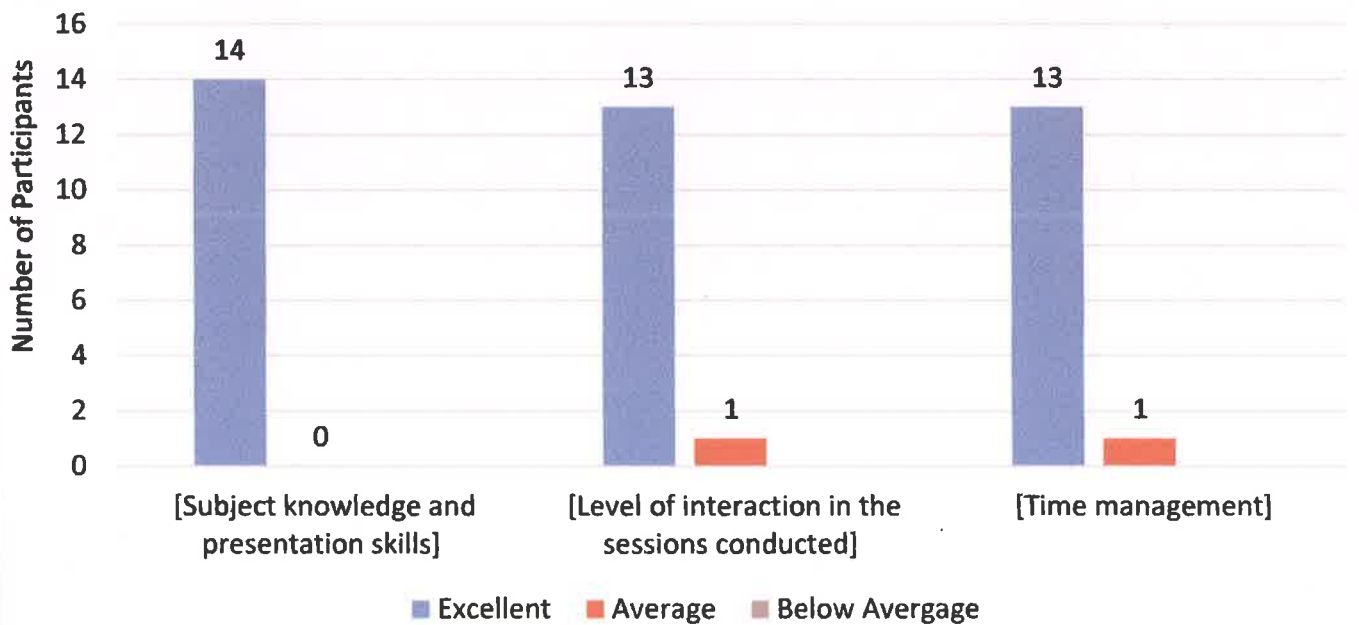


*Anurag*  
21/12/2022  
DIRECTOR  
Internal Quality Assurance Cell (IQAC)  
SHARDA UNIVERSITY  
Plot No.-32, 34, Knowledge Park-III  
Greater Noida - 201306 (U.P.)

### Workshop and Activity



### For Resource Person



*Anusha*  
 21/12/2022  
 DIRECTOR  
 Internal Quality Assurance Cell (IQAC)  
 Govt. Group

- This type of interaction sessions must be organised in every 3/4 month.
- Very helpful and interactive session
- Sometimes do these activities outside the campus
- All Good
- It should be conducted on regular basis very useful session
- Session was very interesting, next session can be conducted outdoor
- More frequently workshop should be conducted, if possible out campus can be opted

Anubha  
21/12/2022

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

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

December 19, 2022 (1st Session)

Sr. No	Name of Participants	Designation	Hostel Name	Signature
1	Akhilesh Singh	Warden	Mandela Bay P.G. Hostel	A. Singh
2	Shalu Madan	Warden	Kasturba Hostel	Shalu
3	Anupama Tomar	Warden	Mandela Bay	Anupama
4	Shalu Sharma	Warden	Indira Hostel	Shalu
5	Kavita	Senior executive	Mandela Hostel	Kavita
6	Savita S	Warden	Mandela G	Savita
7	NITIN KR TRIPATHI	Sn. hostel ex.	Vardhman Hall	Nitin Kr Tripathi 19/12/22
8	KALIT KUMAR	Jr. H/O	Vardhman	Kalita Kumar
9	ANIL KUMAR	Sr. H.O. m.	Mandela Bay	Anil Kumar
10	Sandeep Sandhu	Hostel Executive	Vivekanand Hostel	Sandeep Sandhu
11	MANISH KUMAR	HOSTEL EXECUTIVE	TAGORE HOSTEL	Manish
12	KAMLESH BHATT	—do—	JAWAHAR HOSTEL	K. Bhatt
13	PRITAJ MISHRA	Sr. HOSTEL EXECUTIVE	Vivekanand	Pritaj Mishra
14	Amil Kumar Pandey	Jr. Hostels	P.G. Hostel	A.K. Pandey
15	Alka Singh	Asst Warden	Kothari Terrace Sarojini	Alka Singh 19/12/22
16				
17				
18				
19				
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21/12/2022

DIRECTOR  
 Internal Quality Assurance Cell (IQAC)  
 SHARDA UNIVERSITY  
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**Capacity Building Workshop**  
**Time Management and Stress Management**  
**(9:30am to 4:00pm)**  
**Block-3, Sharda University**

December 19, 2022 (2nd Session)

Sr. No	Name of Participants	Designation	Hostel Name	Signature
1	NITIN KR TRIPATHI	Sr. Hostel Exe	Jawahar	
2	HALIT KUMAR	Jr. H/E	"	
3	Sandeep Sandhu	Hostel Exe	Vivekanand Hostel	
4	Anil Kumar Pandey	Jr. Hostel Ex	P.G.	
5	Akhil-esh Singh	Warden	Mandela Boys & P.G. Hostel	
6	MANISH KUMAR	HOSTEL EXECUTIVE TAGORE	TAGORE	
7	KAMLESH KR. BHATT	HOSTEL EXECUTIVE	JAWAHAR	
8	Anil Kumar	HOSTEL EXECUTIVE	Mandela Boys	
9	Savita S	Warden	Mandela G.	
10	Shalu Sharma	Warden	Jawahar	
11	Keerthi K Mishra	Sr. Hostel Executive	Vivekanand	
12	Shalu Madan	Warden	Kasturba	
13	Alka Singh	" "	Joint M.S.	
14	Kavita Desai	Sr. Hostel Exe	Mandela	
15				
16				
17				
18				
19				
20				
21				

Anshu  
21/12/2022

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



# Certificate of Participation

Mr/Ms

has participated in capacity building workshop on "Time Management and Stress Management", organized by Internal Quality Assurance Cell, and Sharda Skills at Sharda University, Greater Noida, 19<sup>th</sup> December, 2022

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

**Mr. Dheeraj Sharma**  
Director, Sharda Skill  
Sharda University

