



VIVEK P.G. COLLEGE KALWAR, JAIPUR

(Affiliated to University of Rajasthan & Govt. of Rajasthan)

F4(179/60)AAKASHI/ANU/2003/89

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Date: 16 August 2019

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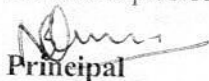
All the non-teaching members are hereby informed that the institute has scheduled FDP on "Stress Management" from 19st August 2019 to 24th August 2019.

The brief date wise Schedule of the event is as under:

Day	Date	Time	Topic	Resource Person
1	19/08/2019	2 PM to 3:30 PM	Introduction to Stress Management	Dr. Sandeep
2	20/08/2019	2 PM to 3:30 PM	Stress Awareness and Assessment	K.L. Yadav
3	21/08/2019	2 PM to 3:30 PM	Stress Reduction Techniques	Dr. Sandeep
4	22/08/2019	2 PM to 3:30 PM	Time Management and Organizational Skills	K.L. Yadav
5	23/08/2019	2 PM to 3:30 PM	Work-Life Balance	Dr. Sandeep
6	24/08/2019	2 PM to 3:30 PM	Review, Reflection, and Future Planning	K.L. Yadav

All the non-teaching members are requested to attend the sessions. On the completion of the event, the proper certificate shall be conferred to the participants who have attended all the sessions.

All are requested to conform to the instructions.


Principal

Copy to:
Chairman
All non-teaching members
IQAC

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Report on Faculty Development Program Organized by

VIVEK P.G. COLLEGE, KALWAR

On

“Stress Management”

(Period- 19th August 2019 to 24th August 2019)

This Faculty Development Program (FDP) focused on stress management for non-teaching staff is a valuable initiative, given the high-pressure environments they often work in. The goal of this FDP is to equip staff with effective strategies to manage stress, enhance their well-being, and improve their overall job satisfaction. Here’s a detailed plan for such a program:

Day 1: Introduction to Stress Management

Session 1: Understanding Stress

- **Overview:** Definitions and types of stress.
- **Workshop:** Identifying personal stressors and their impacts.


Session 2: Stress and Its Effects on Health

- **Presentation:** Physical and psychological effects of stress.
- **Activity:** Self-assessment of stress levels and health impacts.

Day 2: Stress Awareness and Assessment

Session 1: Recognizing Stress Symptoms

- **Workshop:** Identifying signs of stress in oneself and others.
- **Discussion:** How stress manifests in different roles.


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Session 2: Stress Assessment Tools

- **Introduction:** Tools and techniques for assessing stress levels.
- **Activity:** Using self-assessment tools to evaluate current stress levels.

Day 3: Stress Reduction Techniques

Session 1: Mindfulness and Meditation

- **Workshop:** Introduction to mindfulness and meditation practices.
- **Activity:** Guided meditation session.

Session 2: Relaxation Techniques

- **Workshop:** Techniques such as deep breathing, progressive muscle relaxation, and visualization.
- **Activity:** Practice relaxation exercises.

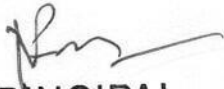
Day 4: Time Management and Organizational Skills

Session 1: Effective Time Management

- **Workshop:** Prioritizing tasks and managing time efficiently.
- **Activity:** Time management tools and techniques.

Session 2: Organizational Skills

- **Workshop:** Strategies for organizing workspaces and tasks to reduce stress.
- **Activity:** Creating an action plan for better organization.


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Day 5: Work-Life Balance

Session 1: Strategies for Work-Life Balance

- **Workshop:** Techniques for balancing work responsibilities with personal life.
- **Activity:** Setting boundaries and creating a balanced schedule.

Session 2: Building Support Networks

- **Workshop:** Importance of social support and how to build a support network.
- **Activity:** Networking and support group formation.

Day 6: Review, Reflection, and Future Planning

Session 1: Review and Reflection

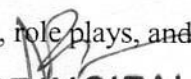
- **Discussion:** Recap of the week's learning and personal reflections.
- **Activity:** Sharing experiences and insights.

Session 2: Action Plan and Closing Remarks

- **Workshop:** Developing a personalized stress management action plan.
- **Certificate Distribution:** Closing remarks and distribution of certificates.

Additional Tips:

- **Facilitators:** Involve experts in stress management, psychology, or wellness to lead the sessions.
- **Materials:** Provide resources such as handouts, books, and access to online tools for ongoing support.
- **Interactive Elements:** Include interactive elements such as group discussions, role plays, and practical exercises to engage participants.


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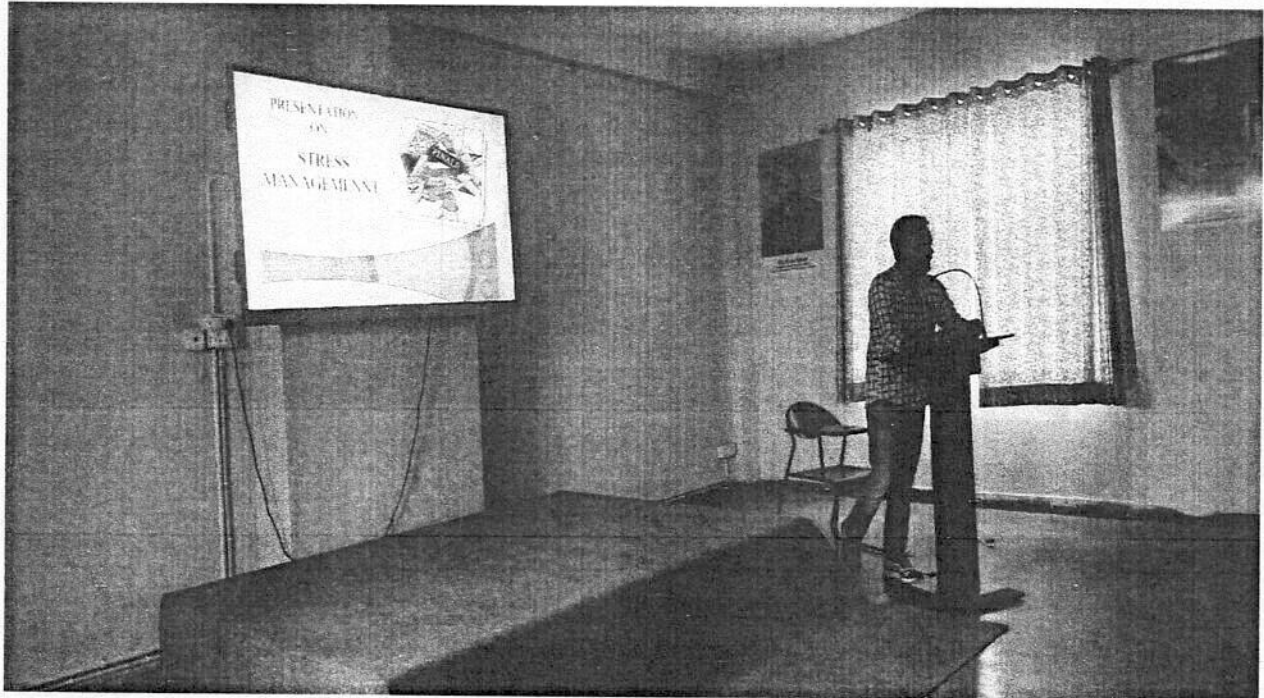
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Mr. K.L. Yadav Delivering Lecture on Stress Management




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ATTENDANCE LIST OF THE PARTICIPANTS

S.No.	Name of the Faculty	Signature
1	Jyoti Singh	Jyoti Singh
2	Sanni Deol Verma	Sanni Deol Verma
3	Suita Saini	Suita Saini
4	Vinla Gurjar	Vinla Gurjar
5	Kusum Rathore	Kusum Rathore
6	Soniya Dhyal	Soniya Dhyal
7	Sunita Sharma	Sunita Sharma
8	Manisha Kalirawana	Manisha Kalirawana
9	Neelam Shekhawat	Neelam Shekhawat
10	Archana Mishra	Archana Mishra
11	Kishan Lal Dodwadiya	Kishan Lal Dodwadiya
12	Hari Singh Meena	Hari Singh Meena
13	Durga Lal Meena	Durga Lal Meena
14	Meena Devi	Meena Devi
15	Kailash Takhar	Kailash Takhar
16	Om Prakash Bagra	Om Prakash Bagra
17	Mangal Chand Gora	Mangal Chand Gora
18	Mahaveer Prasad	Mahaveer Prasad
19	Ratan Lal Sharma	Ratan Lal Sharma
20	Om Prakash Bagra	Om Prakash Bagra
21	Tejpal Singh	Tejpal Singh
22	Ramesh Katariya	Ramesh Katariya
23	Kalu Ram	Kalu Ram
24	Madan Lal Yadav	Madan Lal Yadav
25	Nanda Ram Yadav	Nanda Ram Yadav
26	Saitan Singh	Saitan Singh
27	Babudin Khan	Babudin Khan
28	Shankar Lal Gurjar	Shankar Lal Gurjar


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