



BACKWARD CLASS YOUTH RELIEF COMMITTEE'S

BHIWAPUR MAHAVIDYALAYA

BHIWAPUR DIST. NAGPUR- 441201

ACCREDITED WITH GRADE 'B' (CGPA-2.54) BY NAAC, BENGALURU

ISO-9001:2015

AFFILIATED TO RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR

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ACTIVITY REPORT

ACADEMIC SESSION	2018-2019
ORGANIZER	Internal Quality Assurance Cell Bhiwapur Mahavidyalaya, Bhiwapur
NAME OF THE ACTIVITY WITH TITLE	One day Training Programme on “Meeting the Deadline: Stress Management”
DATE OF ACTIVITY	7th December, 2018
MODE OF ACTIVITY	Offline
ORGANIZING COMMITTEE	Internal Quality Assurance Cell Bhiwapur Mahavidyalaya, Bhiwapur
PROGRAMME COORDINATOR	Asst. Prof. Dr. Mangesh V. Kadu
COMMITTEE MEMBER	Asst. Prof. Dr. Vinita S. Virgandham
NUMBER OF BENEFICIARIES	All the Non-teaching Staff
BRIEF REPORT	One-day Training Programme on ‘Meeting the Deadline: Stress Management’ was organized to guide the non-teaching staff of our Institution on how to complete the scheduled work within the stipulated time without causing mental or physical stress. This Training Programme was dedicated for the non-teaching staff of Bhiwapur

Mahavidyalaya. All non-teaching staff members of Bhiwapur Mahavidyalaya participated in this Programme. The non-teaching staff of the College has to complete so many types of assignments within the scheduled time. While completing the task assigned to them, they undergo various types of stress even without realizing it. It adversely affects their performances and at times would prove fatal to their lives. This Training Programme was very much helpful for them to avoid such situations.

Asst. Prof. Dr. Vinita Virgandham, Department of English, Bhiwapur Mahavidyalaya, was the Chief Instructor of this Programme. At the outset, Asst. Prof. Dr. Mangesh Kadu, the IQAC Coordinator, explained to the participants the motive behind organizing such a Programme. Asst. Prof. Dr. Vinita S. Virgandham, the Chief Instructor of the Programme, was welcomed by Mr. Sanjay Meshram, the Senior Clerk of our Institution.

Asst. Prof. Dr. Vinita S. Virgandham asked the participants, whether they face any problem or stress while discharging their duties or not? All the employees answered in the affirmative. Asst. Prof. Dr. Vinita S. Virgandham explained to them the factors that create stress during their work. While considering the reasons, she explained to the participants that they have to complete so much tasks within a scheduled period of time, and hence they are unknowingly facing severe stress with the worry that whether they will be able to complete their tasks on time or not. At the outset, the

	<p>Resource Person suggested certain working mechanisms to avoid stress as;</p> <ol style="list-style-type: none"> 1. Prepare a tentative schedule of tasks to be completed throughout the year. 2. On the last day of the week, prepare a Diary of the work to be done in the next week. 3. As far as possible, ensure that the work is completed on the scheduled date and time. 4. Reserve some time from every day's work for unexpected tasks. 5. Do daily exercise or yoga and pursue your hobbies.
<p>PROGRAMME OBJECTIVES</p>	<ol style="list-style-type: none"> 1. To identify the causes of mental and physical stress of the non-teaching staff. 2. To provide proper and scientific information to the non-teaching staff to ease out their mental and physical stress. 3. To develop a positive work culture among the Administrative staff. 4. To complete all the Administrative works on time.
<p>PROGRAMME OUTCOMES</p>	<ol style="list-style-type: none"> 1. Several major and minor causes of physical and mental stress of the non-teaching staff at the workplace were identified. 2. Provided proper and scientific information to the non-teaching staff to ease out their mental and physical stress. 3. Almost every participant got motivated and was satisfied with the outcome of this Training

Programme, and they were trying to discuss their problems.

4. Succeeded to convince them the importance of completing all the Administrative works on time.

PHOTO GALLERY WITH CAPTIONS



Member of the non-teaching staff and junior clerk of the Institution Shri. Amol Bhagat while welcoming the Chief Instructor of the Programme Dr. Vinita Virgandham.



Chief Instructor of the Programme Asst. Prof. Dr. Vinita Virgandham during her presentation



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Principal
Bhiwapur Mahavidyalaya