



Krishna Kanta Handiqui State Open University

Report

On

Workshop on “Time and Stress Management for the staff members of KKHSOU”

27th December, 2022

Centre for Internal Quality Assurance (CIQA), Krishna Kanta Handiqui State Open University organised a Workshop on “Time and Stress Management for the staff members of KKHSOU” on 27th December, 2022. The programme was started with the welcome address by Dr. Pranab Saikia, Director (i/c), CIQA with a brief introduction about the programme. The inaugural speech was given by Dr. Arupjyoti Choudhury, Registrar, KKHSOU. Dr. Nripendra Narayan Sarma, Director, Maniram Dewan School of Management in his introductory note viewed his opinion on the importance of Time & Stress Management in our daily as well as official life. Dr. Sanjib Raj, Director i/c, Assam Institute of Management, Guwahati acted as the Resource person. Dr. Sanjib Raj is an experienced and professionally qualified Technocrat cum Academician with more than 30 years of Corporate, Start Up & Entrepreneurial and Academic experience in multiple fields including associations with various social organizations. Passionate about learning, teaching and training young people.

The Workshop was divided into two sessions. The first session of the program was started at 10:30 AM with and the second session of the programme was started at 2:00 PM with 74 numbers of employees from different branches of KKHSOU participated in each session. Dr. Sanjib Raj with the help of PPT discussed thoroughly how to manage stress. In a very communicative way he thoroughly explained the main reasons of stress & the importance of Stress Management. He advised every participants to distribute their works in four different categories – (i) Important-Urgent, (ii) Important-Not Urgent, (iii) Not Important- Urgent, (iv) Not Important-Not Urgent and on the basis of the categorized work, an employee must do his/her work. According to him, every employee must do his/her duty in a dedicated way and to the utmost. He urged everyone to put first thing first and to dedicate oneself to the better cause of the University and give his/her efforts to this cause full dedication. He also urged everyone to maintain cordial and healthy relationship with other colleagues so that he/she gets full support when needed the most. Things which matter most must never be at the mercy of things which matter least. Dr. Raj stated that “it is impossible to balance time and stress if we don't find the balance to manage them, especially if we want to maintain our mental and emotional health. Although managing your time is very difficult when you have

family and work responsibilities, you can still take control of your life.” Even when you're experiencing a lot of stress, learning time management techniques can help you stay healthy, happy, and productive. The ultimate goal is to maintain work-life balance, to relieve stress under pressure, and to promote mental health. Time management is a personal choice; what works for one may not work for another.

Dr. Raj also focused on the following questions- What makes one stressed? How can one identify his/her stressors? Why can't anyone manage time correctly? What is more significant to anybody, achieving more work or finishing the more important activities first? How can be more organized in the workplace etc.

Each and every employee who participated in the Workshop was immensely benefited by the program and are looking forward to such Workshop in near future.

List of Employees who will attend a Training Programme on Time and Stress Management		
Sl. No.	Name of the employee	Designation
1	Dr. Nandita Mazumdar	Secretary i/c to the Vice Chancellor
2	Juri Rani Barman	Stenographer (Grade II)
3	Jyoti Khataniar	Assistant Section Officer
4	Lani Mazumdar	Assistant Section Officer
5	Nabajyoti Deka	Junior Assistant
6	Sunil Deka	Senior Accounts Assistant
7	Gitanjali Medhi	Translator
8	Diganta Das	Senior Assistant
9	Anjan Jyoti Deka	Senior Assistant
10	Kalpana Mazumdar	Senior Assistant
11	Debananda Gogoi	Junior Assistant
12	Pranjit Kalita	Junior Assistant
13	Anupama Chetia	Library Assistant
14	Surajit Sarma	Programmer
15	Saurajyoti Sarma	Data Entry Operator
16	Mahesh Ch. Deka	Senior Assistant
17	Chibul Hazarika	Driver
18	Rajib Kalita	Attendant cum Driver
19	Nabajyoti Sarma	Attendant cum Electrician
20	Arun Das	Multi Tasking Staff
21	Pranjit Deka	Multi Tasking Staff
22	Manoj Kr. Bey	Multi Tasking Staff
23	Dhiraj Baishya	Multi Tasking Staff
24	Benudhar Kalita	Multi Tasking Staff
25	Akhter Hussain	Senior Assistant
26	Jitu Kalita	Multi Tasking Staff
27	Sanjay Rabha	Multi Tasking Staff

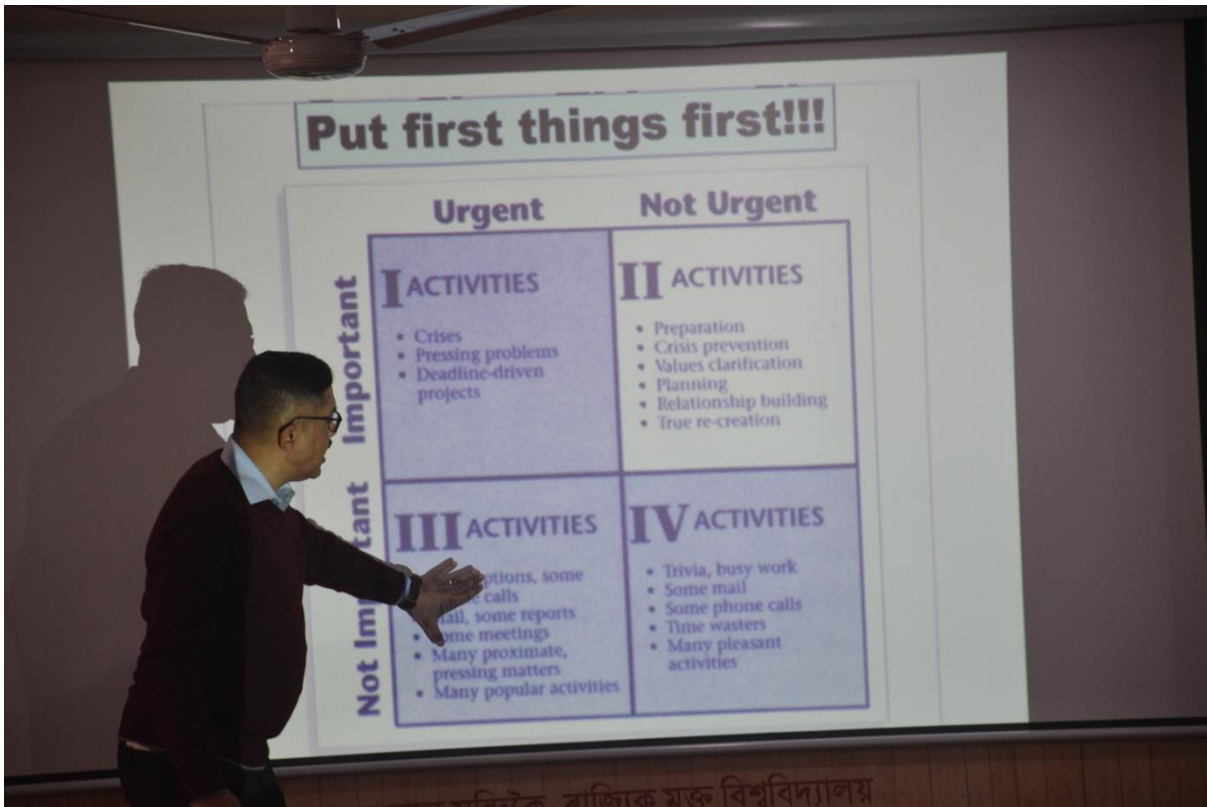
28	Kishor Lohar	Multi Tasking Staff
29	HemprokashMout	Programme Assistant
30	Harculish Kachari	Multi Tasking Staff
31	Simanta Das	Multi Tasking Staff
32	Dipak Nath	Multi Tasking Staff
33	Parikshit Hazarika	Multi Tasking Staff
34	Dhruba Jyoti Sarmah	Multi Tasking Staff
35	Rajib Dutta	Multi Tasking Staff
36	Niranjan Rajbongshi	Multi Tasking Staff
37	Ganesh Kr. Sah	Multi Tasking Staff
38	Chayan Kakati	Junior Assistant
39	Manoj Kalita	Junior Assistant
40	Munmi Borah	Senior Assistant
41	Hemanta Baruah	Assistant Section Officer
42	Jan Jyoti Mahanta	Assistant Section Officer
43	Anupam Das	Junior Assistant
44	Jutika Das	Multi Tasking Staff
45	Deity Deka	Junior Assistant
46	Kalyan Sarma	Senior Assistant
47	Prasanta Deka	Junior Accounts Assistant
48	Hiren Baishya	Junior Assistant
49	Nazneen Niger Hanif	Senior Assistant
50	Sarat Das	Junior Assistant
51	Saurav Kr. Barman	Junior Assistant
52	Pahari Das	Book Arranger
53	Biswadip Deka	Data Entry Operator
54	Manalisha Mahanta	Junior Accounts Assistant
55	Madhab Deka	Driver
56	Kushal Medhi	Attendant cum Driver
57	Dhan Das	Attendant cum Driver
58	Ratan Barman	Multi Tasking Staff
59	Tapan Bhuyan	Multi Tasking Staff
60	Ganesh Boro	Multi Tasking Staff
61	Binay Boro	Multi Tasking Staff
62	Balen Chandra Baro	Multi Tasking Staff
63	Bhubaneswar Das	Multi Tasking Staff
64	Jayanta Deka	Multi Tasking Staff
65	Simanta Sarma	Multi Tasking Staff
66	Mukul Kachari	Multi Tasking Staff
67	Neelotpal Dutta	Multi Tasking Staff
68	RashmiDuwarah	Audio Visual Production Technician
69	Bitu Das	Audio Visual Production Technician
70	Rajesh Sarma	Multi Tasking Staff
71	Nayan Moni Patowary	Multi Tasking Staff

72	Rubul Sarma	Multi Tasking Staff
73	Nitul Saikia	Multi Tasking Staff
74	Harmohan Nath	Multi Tasking Staff
75	Prakash Barman	Multi Tasking Staff

Some of the snapshots:









দৈনিক অসম

ই-কন্টেন্ট 'দৈনিক অসম' <http://dainik-assamtribune.com>

গুৱাহাটী আৰু ডিব্ৰুগড়ৰপৰা প্ৰকাশিত

শেহতীয়া সংস্কৰণ

৭ | দৈনিক চলিব ৩৩০খন টিটি বাছ

কাৰাগাৰতে বৰাট ভ্ৰমৰ বাবে উপযুক্ত টাই | ১০



১২ | স্বৰূপমা পুৰকায়স্থৰ দৰ্শনীয় হাফ চেপ্তেম্বৰী

সাহিত্য কাননৰ সম্পৰ্জনী অনুষ্ঠান | ৯

৩০ সংখ্যা, ১২ পৃষ্ঠা, বুধবাৰ, ১৯৪৪ শক | DAINIK ASSAM : Assamese Daily | VOL. 58 NO. 143 | GUWAHATI, WEDNESDAY, DECEMBER 28, 2022 | পৃষ্ঠা ১২ (Pages

কৃষকসকলত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়ত কৰ্মশালা সম্পন্ন

গুৱাহাটী, ২৭ ডিচেম্বৰ : কৃষকসকলত সন্দিকৈ ৰাজ্যিক মুক্ত বিশ্ববিদ্যালয়ৰ অঙ্গণত আভ্যুত্থান
ওপৰত মান নিশ্চিতকৰণ কেন্দ্ৰৰ উদ্যোগত মানসিক হেঁচা তথা সময়ৰ সদ্ব্যৱহাৰ সম্পৰ্কীয়
এখন কৰ্মশালা আৰ্জি অনুষ্ঠিত হয়। এই কৰ্মশালাত গুৱাহাটীৰ আছাম ইনষ্টিটিউট অৱ
নেলেজৰেণ্ডেণ্টৰ ভাৱশ্ৰীপু সঞ্চালক ড° সঞ্জীৱ ৰাজে সমল ব্যক্তিকৰূপে অংশগ্ৰহণ কৰে। ড° ৰাজে
কয় যে মানসিক হেঁচা আধুনিক কৰ্মস্থলী তথা জীৱনৰ এক অপৰিহাৰ্য অংশ। এগৰাকী ব্যক্তিয়ে
নিজৰ কৰ্মস্থলীত তেওঁৰ ভূমিকা আৰু দায়িত্ব সম্পৰ্কে সচেতন হ'লে এই মানসিক হেঁচাৰ পৰা
সহজে মুক্ত হ'ব পাৰে। এনে হেঁচা দেখাকিলে মানৱ সম্পদৰ কমদক্ষতা হোৱা পায়।
অশ্ৰয়োজনীয় মানসিক হেঁচাৰ পৰা হাত সাৰিবলৈ বিভিন্ন কৌশলৰ বিষয়েও সমল ৰাজি ড°
ৰাজে তেওঁৰ উপস্থাপনত বিস্তৃতভাৱে উল্লেখ কৰে। কৰ্মশালাত বিশ্ববিদ্যালয়ৰ জ্যেষ্ঠ
অধ্যাপক নৃপেন্দ্ৰ নাৰায়ণ শৰ্মা আৰু পল্লীমুক্ত ড° অৰূপকোজাতি চেপ্তেম্বৰী, আভ্যুত্থান ওপৰত
মান নিশ্চিতকৰণ কেন্দ্ৰৰ ভাৱশ্ৰীপু সঞ্চালক ড° শ্ৰৱণ শইকীয়াই বক্তৃতা আগবঢ়ায়। টাইম এণ্ড
ষ্টেছ নেলেজৰেণ্ডেণ্ট শীৰ্ষক এই কৰ্মশালাত বিশ্ববিদ্যালয়ৰ সকলো কৰ্মচাৰীয়ে অংশগ্ৰহণ কৰে।