

**Good News Welfare Society's  
Arts and Commerce First Grade College  
Kalaghatgi - 581 204**

Academic year –2018-19

**IQAC INITIATIVE**

**STAFF TRAINING PROGRAM ON**

**“Personality Development and Stress Management Training  
for Teaching Non-Teaching, Administrative and ,  
Librarians, & Other staff”**

Date: – 19th September 2018

Venue: Auditorium



Organised by

**IQAC, GNWS FIRST GRADE COLLEGE, KALAGHATAGI**

## **PROGRAMME OBJECTIVES:**

The growth of a student would be complete when the surrounding facilitators both in academic, practical and administration all contribute in the development of the student and make him more successful so not only the teaching, non-teaching staff also has important role to play. An all round personality equipped with appropriate knowledge, skills and attitudes is a pre-requisite for becoming a successful leader. A positive and pleasant personality will ensure that he / she is able to motivate, inspire and lead the team / department / organisation towards performance excellence. Hence, the compelling need in all institutions to develop an all round personality in its employees especially the managerial cadres so that it can contribute to efficient, effective and productive functioning at all levels of management. For developing one's personality, an open mind, a positive attitude and a learning temperament are essential. By developing ones personality, the ability to handle people, situations and tasks is facilitated, which is the major attribute that is sought after by all employees.

### **OBJECTIVES:**

1. To create awareness regarding importance and impact of Personality Development on organizations
2. To trace the various attributes by way of knowledge, skills and attitudinal changes required to develop the personality.
3. To prepare an action plan and to highlight measures to inculcate these attributes in the Professionals.

### **PROGRAMME CONTENTS:**

1. Organizational Behaviour in institution
2. Overview of Personality Development
3. Motivation
4. Team Building and Trust Building
5. Leadership
6. Conflict management and Problem Solving
7. Stress Management and Work life Balance
8. Time Management Skills
9. Emotional intelligence, interpersonal effectiveness and positive thinking

### **METHODOLOGY :**


Methodology of the programme includes class room sessions with Lecture / Discussion with audio visual aid, bench marked video shows, Chalk & Talk sessions, group discussions, case studies, sharing of experiences etc. All the sessions will be interactive demanding active participation from all the participants.

## PROGRAM OUTCOMES :

After the completion of the course, the participant shall be able to

1. Increase effectiveness by carefully listening and recognize the distinction between 'hearing' and 'listening'
2. Acquire the skills necessary to listen actively and a greater understanding of their communication behaviours
3. Utilize own profiling tool to gain insight into personality type and communication preferences.
4. Recognize the personality traits and communication preferences of others
5. Acquire the ability to modify own communication style in response to circumstance and necessity.
6. Acquire the ability to interpret gestures into words and how to prevent frequent body language blunders.
7. Recognize the significance of face expressions in body language.
8. Acquire precise goal-setting abilities, efficient management of time, develop self motivation, and the completion of essential activities.
9. Develop teacher competence, sensitivity and teacher motivation.
10. Enhance the critical thinking skills through strategies that encourage precise approach to enquiry collaboration and active participation in the classroom.



  
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Arts and Commerce First Grade College Kalaghatgi - 581 204**

**Staff Training Program Schedule on 19/09/2018**


Sl. No	Particulars	Time
1	Inauguration Ceremony By Seretary, GNWS First Grade College	10.00am to 10.30am
2	Ist session on "Organizational Behaviour in institution and Motivation" By Sister Jayasree	10.30am to 11.30am
3	II nd Session on "Team Building , Trust Building And Leadership "By Sister Jayasree	11.30.am to 12.30pm
4.	TEA BREAK	12.30 pm to 12.45pm
5	IIIrd Session on "Conflict management and Problem Solving" By Sister Jayasree	12.45pm to 1.45pm
6	LUNCH BREAK	1.45pm to 2.30pm
7	IVth Session on "Stress Management and Work life Balance and Time Management Skills" By Sister Jayasree	2.30pm to 3.30pm
8	Vth Session on "Emotional intelligence, interpersonal effectiveness and positive thinking" By Sister Jayasree	3.30pm to 4.30pm
9	Interaction with participants	4.30pm to 5.00pm
10	Valedictory Function	5.00pm to 5.30pm

Secretary,  
GNWS, First Grade College



  
Principal,  
GNWS, First Grade College

**PROFILE OF THE RESOURCE PERSON**

1.	Name: - Sr.B.Jayasree				
2.	Date of Birth: - 15.8.1969		3. Gender: - Female		
4.	Full details of registered address for Communication:- Prem Joythi 109, Charles Campbell Road Cox Town – Bangalore - 5				
Office:- Prem Joythi 109, Charles Campbell Road Cox Town – Bangalore - 5					
Residence:- Prem Joythi 109, Charles Campbell Road Cox Town – Bangalore - 5					
5.	Educational Qualification(Please attach photocopy of certificate)				
	Examination passed	Board/University	Year of Passing	Percentage%	DIV
	MA	Nagarjuna University			
	MSW	Mangalore University			
	Communication with Code Number			Mobile No: 8892713769	
				Email Id: bjayasreedw@gmail.com	
	Languages Known		YES/NO		
	Kannada		Yes		
	Telugu		Yes		
	English		Yes		
	Hindi		Yes		
	Tamil		Yes		
	Others(Specify):		French		
6.	Details Experience (Certificates to be attached with)				
	Organisation	Years of Working	Nature of Work	Designation	Reason of Leaving
	1.	St.John's medical college and hospital - Bangalore	Social work	Staff	
	2.	MCDS - Chennai	Social worker		
	3.	Montfort – Ballarpur	Social Worker	Co-Ordinator	
	4.	Dream India Network	Social Worker	Asst. Director	
7.	Skill Sets (Certificates to be attached with)				


# Annexure A: - Profile of a Resource Person

(i) No. of the Training attended:			
a.	Name of the Training attended	Name of the Organising Institute etc.,	Thematic Area
	1 Soft Skill	effec, Kowar	Tally, Automation etc
	2 Finance Management	YNWS, Kalashahar	Projects etc
	3		
(ii) No. of the Training conducted:			
b.	Name of the Training conducted	Name of the Organising Institute etc.,	Thematic Area
	1 How to Face Interviews	Lake new post Bangalore	Finance Risk Management
	2 Soft Skill Management	APB College Hargalanchalli	Tally, Automation
	3		
8.	Area of Expertise:	1. 2. 3.	
9.	Any other area of interest(Please Tick): 1. Social Mobilisation <input checked="" type="checkbox"/> 2. Enterprise Development (Including EDP) 3. Value Chain Development <input checked="" type="checkbox"/> 4. Market Linkage 5. Financial Linkages (Including preparation of Detailed Project Report etc.,) 6. Infrastructure Development <input checked="" type="checkbox"/> 7. Soft skills <input checked="" type="checkbox"/> 8. Others(Specify):-		
10.	Willingness to travel to remote villages for overnight stay		YES/NO
11.	Affiliations:		
	1. Are you already identified by any District/State/Programme/Organisation as a Resource Person? Give details		
	2. Have you developed any resource materials module? YES/NO, If yes please detail out		

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Date: - 10.09.2018

Place: - Bangalore

Signature:- 

Name in Full:- B. Jayasree

Contact No:- 8892713769

**Good News Welfare Society's  
Arts and Commerce First Grade College Kalaghatgi - 581 204**

**REGISTRATION FORM**



**STAFF TRAINING ON**

**"Personality Development and Stress Management Training  
for Teaching Non-Teaching, Administrative and , Librarians, & Other staff"**

**Date: – 19th September 2018**

**Venue: Auditorium**

Sl.No	Name	Designation	Contact number	Signature
1	Dr. B G Biradar, Dept. of Kannada	Principal & Asso. Prof	9449613989	
2	Prof. S S Nayak ,Dept. of Kannada	Asso.Prof.	9448037170	
3	Prof. Anita Bhat, Dept. of History	Asso.Prof.	9449642964	
4	Prof. M S Muragodmath, Dept. of Commerce	Asso.Prof.	8050492500	
5	Prof. M P Hiremath, Dept. of Commerce	Asso.Prof.	9441042187	
6	Prof. G R Soolibhavi, Dept. of Sociology	Asso.Prof.	9242212902	
7	Dr. V R Betagar, Dept. of Political Science	Asso.Prof.	9448783790	
8	Prof. S R Yemmi ,Dept. of Commerce	Asso.Prof.	9448170809	
9	Dr. M D Horakeri ,Dept. of	Asso. Librarian	9448783793	

	Library Science			
10	M B Ullagaddi, Dept. of Economics	Asst. Prof.	8548854043	<i>Ullagaddi</i>
11	Zakiya Soudagar Dept. of Computer Science	Asst. Prof.	7204181680	<i>Zakiya</i>
12	Archana Biradar Dept. of Kannada	Asst. Prof.	9449613989	
13	Smt. Lavina Lopis Dept. of Kannada	Asst. Prof.	9449339681	<i>Lavina</i>
14	Dr. N S Kusugal Dept. of Economics	Asst. Prof.	9445236732	<i>N.S.K.</i>
15	Smt. Lovely Prabha [ office staff]	F D A	9449339681	<i>Lovely</i>
16	Smt. Annamma Chacko [ office staff]	S D A	9448874616	<i>Anni</i>
17	Shri. L. S. Lupis [ office staff]	S D A	9449339681	<i>L.S. Lupis</i>
18	Shri. K A Nadaf [ office staff]	Typist	9741888014	<i>Nadaf</i>
19	Shri. S. S. Sutagatti [ office staff]	C C T	9945875214	
20	Shri. Jacob Doddabutty [ Library staff]	Attender	9743776294	<i>Jacob</i>
21	Shri. R. K. Koti [ office staff]	Attender	9731421692	<i>Koti</i>
22	Shri. S.C.Pannakar [ office staff]	Peon	9449658791	<i>Sykur</i>
23	Shri. Ravi Handiyavar [ office staff]	Peon	9482708851	<i>Ravi</i>
24	Shri. B.T.Tumakannavar [ Library staff]	Peon	8722770391	<i>B.T. Tumakannavar</i>

Secretary,  
GNWS, First Grade College



Principal,  
GNWS, First Grade College


**GOOD NEWS WELFARE SOCIETY'S ARTS AND COMMERCE FIRST  
GRADE COLLEGE, KALAGHATGI-581204**

**Feedback on Staff Training Program [A Y 2018-19]**

Sl No	QUESTIONS	Satisfactory	Good	Excellent
1	How do you feel about Training Program ?	✓		
2	How do you interacted on all Technical sessions ?		✓	
3	How do you appreciate your Resource person?	✓		
4	Is it help full to you in serving in college ?			✓
5	Is it help full to you in Motivating Students ?		✓	
6	How do you feel about Time Management ?			✓

Suggestion: It would have conducted two days residential program. Really such types of programs are helpful for staff.



  
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3	How do you appreciate your Resource person?	✓		
4	Is it help full to you in serving in college ?			✓
5	Is it help full to you in Motivating Students ?			✓
6	How do you feel about Time Management ?		✓	

*Suggestion:- Best workshop for staff. I request to organize such type of programs twice in a year.*



  
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4	Is it help full to you in serving in college ?		✓	
5	Is it help full to you in Motivating Students ?			✓
6	How do you feel about Time Management ?		✓	

Suggestion! It was wonderful, but I would suggest to organise it for two days.



  
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Report on Staff Training Program [A Y 2018-19]

GNWS, Management and Principal organised an IQAC Initiative Staff Training Program on 19/09/2018 at college Auditorium. It was inaugurated by the secretary, GNWS Rev. Bro. Niju Thomas. The principal Dr. B G Biradar presided over the function. The resource person Sister B. Jayasri was present on the stage. The function was started with a college prayer by B A Final year students. The college union chairman prof. G R Soolibhavi welcomed the gathering and Rev. Bro. Niju Thomas said, that all the staff members should gain something out of this training program, which should help our rural students. And the resource person Sister B. Jayasri said that this training program will help you in all respects for ever and she thanked the management for inviting here to give training to all the staff members. The principal Dr. B G Biradar gave his presidential remarks on the occasion. Finally Prof. M S Muragodmath gave vote of thanks.


All the five technical sessions went on interestingly and all the participants were very happy in involving 100% in each and every session. The resource person Sister B. Jayasri covered all the topics on Personality Development and Stress Management. She covered the following topics without any tiredness.

1. Organizational Behaviour in institution and Motivation
2. Team Building, Trust Building and Leadership
3. Conflict management and Problem Solving
4. Stress Management and Work life Balance and Time Management Skill
5. Emotional intelligence, interpersonal effectiveness and positive thinking

During interaction session many staff members raised some queries and got clarifications. Prof. G R Soolibhavi asked about time management & stress management, prof. Smt. S S Nayak asked the resource person about problem solving aspect in the class room. The discussion went on till 5.10 pm and finally valedictory function took place at 5.15 pm and ended over by 5.45 pm.

Secretary,  
GNWS, First Grade College



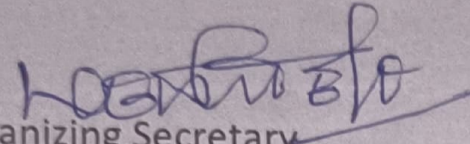
  
Principal,  
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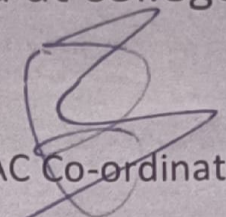
**GOOD NEWS WELFARE SOCIETY'S ARTS AND COMMERCE**

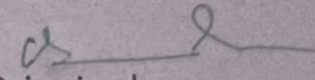
**FIRST GRADE COLLEGE, KALAGHATGI-581204**

**CERTIFICATE**

This is to certify that Shri/Dr./Prof. M. S. MURAGODMATH.....of  
Dept. of Commerce.....has participated in IQAC initiative one day Staff  
Training Program on “ **Personality Development and stress Management**” Organized by IQAC  
COMMITTEE ON 19<sup>TH</sup> September, 2018 held at college Auditorium

  
Organizing Secretary

  
IQAC Co-ordinator

  
Principal

2018-19

19<sup>th</sup> Sept, 2018



Let us go ahead with a Wonderful Personality.



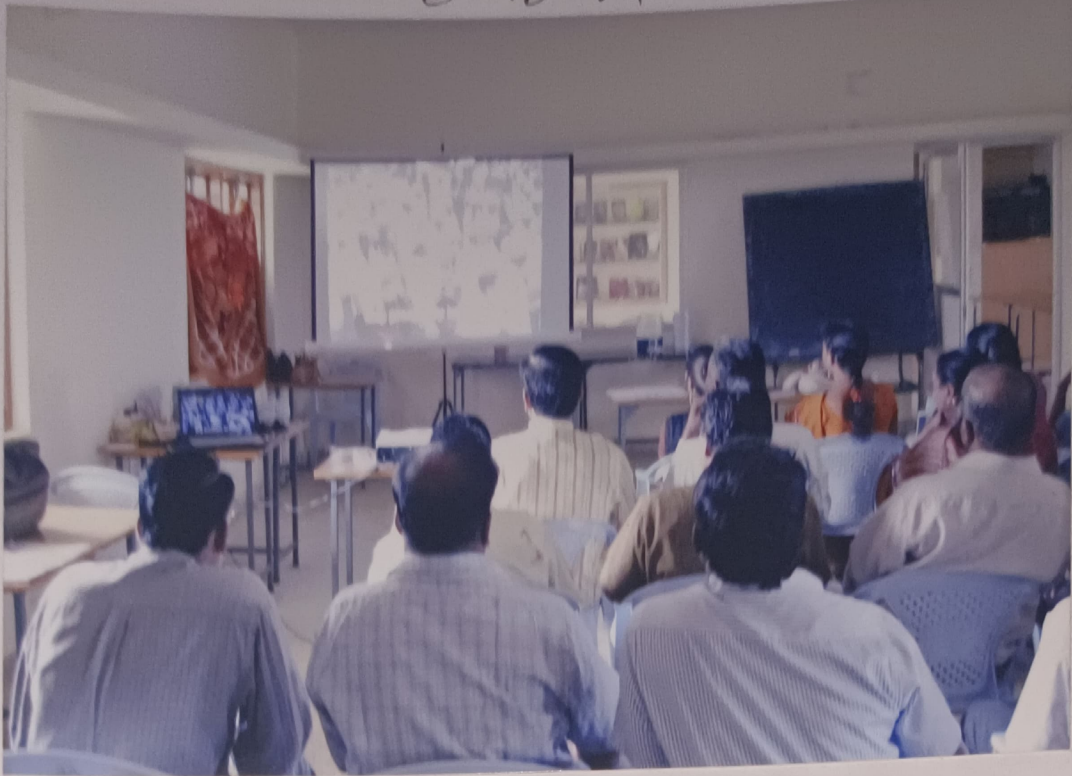
Look at the NATURE!!

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Good News Welfare Society's  
Arts & Commerce First Grade College,  
Kalaghatgi-581204

2018-19

19<sup>th</sup> Sept, 2018



WHERE ARE WE LEADING?



LET US MEET OUR LOVING ~~FATHER~~  
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Good News Welfare Society's  
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Kalaghatgi-581204

2018-19

19<sup>th</sup> Sept. 2018



SMILING PERSONALITIES



DO YOU FOLLOW ME ?

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