



FATIMA COLLEGE

(Autonomous)

Affiliated to Madurai Kamaraj University
Re-Accredited with 'A++' by NAAC (Cycle - IV)
Mary Land, Madurai - 625018, Tamil Nadu

Professional ethics programme for Non Teaching under Capacity building and Skill development Activities



Fatima College (Autonomous)

Internal Quality Assurance Cell (IQAC)



Organizes a

Capacity Building Programme
on

Stress Management - "Relax and Unroll"

For the Non-Teaching Staff

Venue: A2

Date: March 09, 2024

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Mary Land, Madurai - 625 018.

Capacity Building Programme
on
Stress Management
"Relax and Unroll"
&
organized
by
Internal Quality Assurance Cell (IQAC)

Chief Guest
Ms. Andresia Michaeline
Corporate Trainer /
Student Counselor
Dindigul.

March 09, 2023
10 A.M. - 01 P.M.
Venue: A2



Programme Schedule

AGENDA

- ❖ Prayer Song : **Ms. V. Ebenezar Vimala Rani**

Lab Assistant, Fatima College, Madurai
- ❖ Welcome Address : **Mrs. L. Shanthi**

Office Assistant, Fatima College, Madurai
- ❖ Resource Person : **Mrs. Andresia Michaeline**

Corporate Trainer /

Student Counselor

Dindigul.
- ❖ Vote of Thanks : **Mrs. A. Sahaya Josphine**

Assistant Librarian, Fatima College, Madurai.



FATIMA COLLEGE (AUTONOMOUS), MADURAI
CAPACITY BUILDING PROGRAMME
ON

STRESS MANAGEMENT “RELAX AND UNROLL”

Date: March 09, 2024; Venue: A2

OBJECTIVE

The session aimed to equip participants with practical tools and strategies to effectively manage stress in their daily lives.

RESOURCE PERSON

Mrs. Andresia Michaeline, , Corporate Trainer and Students Counselor

KEY – POINTS OF THE PROGRAMME

The IQAC of Fatima College organized a capacity building programme for the non teaching staff on March 09, 2024. The programme focused on managing stress through the techniques of relaxing and unrolling. The session started off with a prayer. The IQAC coordinator Dr. Rosemary Euphrasia welcomed the gathering.

Introduction to Stress: Mrs. Andresia Michaeline began by defining stress and explaining its physiological and psychological effects on the body and mind. She emphasized the importance of understanding one's individual stressors.

Identification of Stressors: Participants engaged in an interactive activity to identify their personal stressors. They shared common sources of stress such as work pressure, financial concerns, and relationship issues.

Understanding Stress Responses: Mrs. Andresia Michaeline explained the fight-or-flight response and its impact on the body. She discussed the role of cortisol and adrenaline in stress reactions, highlighting their short-term benefits and long-term consequences.

Cognitive Strategies: Participants learned cognitive-behavioral techniques to challenge negative thought patterns and reframe stressful situations. The facilitator emphasized the power of positive self-talk and encouraged participants to practice mindfulness.

Stress Reduction Techniques: Various relaxation techniques were demonstrated, including deep breathing exercises, progressive muscle relaxation, and guided imagery. Participants actively engaged in these practices to experience immediate stress relief.



Time Management: She introduced effective time management strategies to prioritize tasks, set realistic goals, and avoid procrastination. Participants learned the importance of creating a balance between work, leisure, and self-care activities.

Healthy Lifestyle Habits: The session concluded with a discussion on the role of diet, exercise, yoga and sleep in stress management. She emphasized the significance of maintaining a healthy lifestyle to enhance resilience against stressors.

Feedback and Conclusion:

Participants expressed gratitude for the valuable insights and practical techniques shared during the session. Many found the interactive nature of the workshop engaging and appreciated the opportunity to connect with others experiencing similar stressors.

In conclusion, the stress management workshop provided participants with a comprehensive toolkit to effectively cope with stress in their daily lives. Mrs. Andresia Michaeline encouraged ongoing practice and integration of these strategies into their routines to promote overall well-being and resilience.

PHOTOS





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FEEDBACK:

Capacity Building Programme for the Non-Teaching Staff - Stress Management - "Relax and Unroll"

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Internal Quality Assurance Cell (IQAC)
Organize an
Capacity Building Programme
On
Stress Management - "Relax and Unroll"
for the Non-Teaching Staff

FEEDBACK

Date: March 09, 2024 Venue: A2

Name: D. Sahaya Hilda Mary

1. The Programme was useful.

☒ Strongly Agree
☐ Agree
☐ Moderate
☐ Disagree
☐ Strongly Disagree

2. The topic was relevant and useful to my life style.

☒ Strongly Agree
☐ Agree
☐ Moderate
☐ Disagree
☐ Strongly Disagree

Mar. 09, 2024

Capacity Building Programme for the Non-Teaching Staff - Stress Management - "Relax and Unroll"

3. I gained knowledge about the Stress Management through the programme.

☒ Strongly Agree
☐ Agree
☐ Moderate
☐ Disagree
☐ Strongly Disagree

4. I like the Programme because of the following reasons:

தேவையான அறிவு மற்றும் உந்துதலை
கிடைத்தது. சிறந்த கல்வி அமைதி
சிறந்த அமைதி

5. Suggestion (s)/ Any other comments:

செல்லும் திறமை

Mar. 09, 2024



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Attendance:

S. No.	Name of the Staff	Signature
17.	Mrs. P. Jeya	P. Jeya
18.	Mr. M. Jeyakumar	ABSENT
19.	Mr. P. Palanikumar	P. Palanikumar
20.	Mrs. R. Leena Mary	R. Leena Mary
21.	Mr. R. Gomathinathan	ABSENT
22.	Mrs. P. Nirmala	P. Nirmala
23.	Mr. R. Boominathan	R. Boominathan
24.	Mr. G. Sai Sankar	G. Sai Sankar
25.	Mr. R. Loyola Prince	ABSENT
26.	Mrs. P. Shanthi Reka	P. Shanthi Reka
27.	Mr. V. Venis	V. Venis
28.	Mrs. P. Senthil Vadivu	P. Senthil Vadivu
29.	Mrs. A. Maria Pushpam	A. Maria Pushpam
30.	Mr. P. Gelli Prabhakaran Henry	P. Gelli Prabhakaran Henry
31.	Mrs. A. Kamali Ruby Rajakumari	A. Kamali Ruby Rajakumari
32.	Mrs. V. Saratha	V. Saratha
33.	Mrs. S. Muthu Meenal	S. Muthu Meenal

Self - Financing:

S. No.	Name of the Staff	Signature
1.	Mrs. S. Sathya Kala	S. Sathya Kala
2.	Mrs. S. Meenakumari	S. Meenakumari
3.	Mrs. S. Florence Sylvia	S. Florence Sylvia
4.	Mrs. A. Sahaya Josphine	A. Sahaya Josphine
5.	Mrs. J. Sylvia Vaiz	J. Sylvia Vaiz
6.	Mrs. R. Selva Ambika	R. Selva Ambika

3. I gained knowledge about the Stress Management through the programme.

- ☐ Strongly Agree
☐ Agree
☒ Moderate
☐ Disagree
☐ Strongly Disagree

4. I like the Programme because of the following reasons:

* Time scheduled.
* Compare to others

5. Suggestion (s)/ Any other comments:

working days - arrangement

Mar. 09, 2024

Capacity Building Programme for the Non-Teaching Staff - Stress Management - "Relax and Unroll"



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Internal Quality Assurance Cell (IQAC)
Organize on
Capacity Building Programme
On

Stress Management - "Relax and Unroll"
for the Non-Teaching Staff

FEEDBACK

Date: March 09, 2024

Venue: A2

Name:

L. SHANTHI

1. The Programme was useful.

- ☐ Strongly Agree
☐ Agree
☒ Moderate
☐ Disagree
☐ Strongly Disagree

2. The topic was relevant and useful to my life style.

- ☐ Strongly Agree
☒ Agree
☐ Moderate
☐ Disagree
☐ Strongly Disagree

Mar. 09, 2024

S. No.	Name of the Staff	Signature
7.	Mrs. C. Mahalakshmi	C. Mahalakshmi
8.	Mrs. S. Alice Mary	A. Alice Mary
9.	Mrs. V. Chandra	V. Chandra
10.	Mrs. D. Sahaya Hilda Mary	D. Sahaya Hilda Mary
11.	Mrs. M. Kavitha	ABSENT
12.	Mrs. G. Sangeetha	G. Sangeetha
13.	Mrs. Mu. Abirama	Mu. Abirama
14.	Mrs. K. Kalyani	K. Kalyani
15.	Mrs. R. Maria Chitra	R. Maria Chitra
16.	Mrs. V. Nivetha	V. Nivetha
17.	Mrs. M. Suguna	M. Suguna
18.	Ms. V. Ebenezer Vimala Rani	V. Ebenezer Vimala Rani
19.	Ms. R. Suriya	R. Suriya
20.	Mrs. A. Jeyalakshmi	A. Jeyalakshmi
21.	Ms. R. Bavithra	R. Bavithra
22.	Mrs. P. Jani Rani	P. Jani Rani
23.	Mrs. P. Kavitha	P. Kavitha
24.	Mrs. M. Deepitha	M. Deepitha
25.	Mrs. V. Menaka	ABSENT
26.	Mrs. D. Minsala Barveen	D. Minsala Barveen
27.	Mrs. P. Vanaja	P. Vanaja
28.	Ms. Caroline	ABSENT

S. Arulmozhi
M. Parul
P. Michael James

M. Parul
M. Parul
P. Michael James



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Date: March 09, 2024

Time: 10.00 a.m.- 01.00 p.m.

Capacity Building Programme
on

Stress Management - "Relax and Unroll"

For the Non-Teaching Staff

Aided:

S.No.	Name of the Staff	Signature
1.	Mrs. A. R. Jacintha	A.R. Jacintha
2.	Sr. F. Arockia Mary	
3.	Sr. S. Stell Arul Mary	S. Stell
4.	Mr. T. Antony Dhanasekaran	T. Antony Dhanasekaran
5.	Mrs. V. Elizebeth Rani	V. Elizebeth Rani
6.	Mrs. J. Mary Clarabai	J. Clarabai
7.	Mrs. R Sundari	R. Sundari
8.	Mr. T. Appavu	T. Appavu
9.	Mrs. M. Magdaline Manonmani	M. Magdaline
10.	Mrs. S. Emelda Daisy	ABSENT
11.	Mrs. M. Ahila	Ahila
12.	Mrs. P. Kala Devi	P. Kala Devi
13.	Mr. I. Francis Xavier	ABSENT
14.	Mrs. S. Mahilprabha	S. Mahilprabha
15.	Mrs. K. Jeyabalaji	ABSENT
16.	Mrs. L. Shanthi	L. Shanthi



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Date: March 09, 2024

Time: 10.00 a.m.- 12.00 noon.

Skill Development Programme
on
Cottage Healthy Food Products
For the Sub-Staff

AGENDA

❖ Prayer

❖ Welcome Address : **Dr. C. Sujatha**

Librarian

❖ Resource Person : **Dr. M. Angel**

The Research Centre of Home Science

Fatima College (Autonomous), Madurai.

❖ Vote of Thanks : **Mrs. Anthonyammal**

Sub- Staff, Fatima College (Aut.), Madurai



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Invitation:

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Skill Development Programme
Cottage Healthy Food Products

organized
by
Internal Quality Assurance Cell (IQAC)

Chief Guest
Dr. M. Angel
Assistant Professor of Home Science
Fatima College (Autonomous)
Madurai.

Date: March 09, 2024
Venue: Home Science Lab
Time: 10 a.m. - 12 noon



FATIMA COLLEGE (AUTONOMOUS)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

SKILL DEVELOPMENT PROGRAMME FOR SUPPORT STAFF

COTTAGE HEALTHY FOOD

March 9, 2024

VENUE: Home Science Lab

Time: 10 a.m. – 12 Noon

The Internal Quality Assurance Cell (IQAC), Fatima College (Autonomous), organised Skill Development Programme for Support staff on “Cottage Healthy Food Products” in Home Science Lab on March 9, 2024 from 10 am to 12 noon. Dr. M. Angel, Assistance Professor of Home Science, Fatima College (Autonomous) was the Chief Guest. On the whole 22 support staff members participated in the programme.

The event started with a holy prayer song. The Welcome address was delivered by Dr. Sujatha, Librarian, Fatima College (Autonomous), and she introduced the chief guest. Three various food products viz. Grapes Squash (natural food without chemicals), Health mix (can be used by all aged people), and Iron-rich nutritious health-mix balls (a supplement to cure anaemia), were prepared by the chief guest and the method of preparation was explained to the audience. The aim of choosing these three food products was to improve the health by consuming food prepared with the locally available ingredients and to eradicate malnutrition problems.

The nutritional health values of all the foods prepared were also explained the resource person. The support staff members were highly enthusiastic in the hands-on training and clarified their doubts with great interest. The prepared products were distributed to the participants to taste and to take away to their home.

The programme was a great success with positive feedback from the participants. The event ended up with the vote of thanks by one of the participants.

Photos:



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Feedback:

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SKILL DEVELOPMENT PROGRAMME
on
Cottage Healthy Food Products
for the Sub-Staff

Venue: Food Science Lab Date: Mar. 09, 2024

FEEDBACK

- The programme was useful. (நிகழ்ச்சி மிகவும் பயனுடையதாக இருந்தது.)
 - ☒ Strongly Agree / முழுமையாக ஒத்துக்கொள்கிறேன்
 - ☐ Agree / ஒத்துக்கொள்கிறேன்
 - ☐ Moderate / பரவாயில்லை
 - ☐ Disagree / ஒத்துக்கொள்ளவில்லை
 - ☐ Strongly Disagree / முழுமையாக ஒத்துக்கொள்ளவில்லை
- The resource person clearly explained the process of making healthy food products. (பயிற்சியாளர்கள் சத்தான உணவுகள் செய்முறையை தெளிவாக விளக்கினார்கள்.)
 - ☒ Strongly Agree / முழுமையாக ஒத்துக்கொள்கிறேன்
 - ☐ Agree / ஒத்துக்கொள்கிறேன்
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- The skill I learnt is useful. (நான் கற்றுக் கொண்ட திறன் எனக்கு உபயோகமாக இருக்கும்.)
 - ☒ Strongly Agree / முழுமையாக ஒத்துக்கொள்கிறேன்
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 - ☐ Strongly Disagree / முழுமையாக ஒத்துக்கொள்ளவில்லை
- I like the programme because of the following reasons: (இந்த நிகழ்ச்சி எனக்கு மிகவும் பிடித்தமைக்கான காரணங்கள்:)
செய்முறை உணவு வகைகள் ரசூமித்தெரிவி
பயிற்சி அமல் சிவசுந்தரம் ரசூமித்து பற்றித்தெரிவி
சுருத்துக்கள்: சிவசுந்தரம் இத்தெரிவி ரசூமித்தெரிவி
பிடித்தெரிவி சிவசுந்தரம் இத்தெரிவி
- Suggestion (s)/ Any other comments: (ஆலோசனைகள் / பிற கருத்துக்கள்:)

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SKILL DEVELOPMENT PROGRAMME
on
Cottage Healthy Food Products
for the Sub-Staff

Venue: Food Science Lab Date: Mar. 09, 2024

FEEDBACK

- The programme was useful. (நிகழ்ச்சி மிகவும் பயனுடையதாக இருந்தது.)
 - ☒ Strongly Agree / முழுமையாக ஒத்துக்கொள்கிறேன்
 - ☐ Agree / ஒத்துக்கொள்கிறேன்
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 - ☐ Strongly Disagree / முழுமையாக ஒத்துக்கொள்ளவில்லை
- The resource person clearly explained the process of making healthy food products. (பயிற்சியாளர்கள் சத்தான உணவுகள் செய்முறையை தெளிவாக விளக்கினார்கள்.)
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 - ☐ Strongly Disagree / முழுமையாக ஒத்துக்கொள்ளவில்லை
- The skill I learnt is useful. (நான் கற்றுக் கொண்ட திறன் எனக்கு உபயோகமாக இருக்கும்.)
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செய்முறை உணவு வகைகள் ரசூமித்தெரிவி
பயிற்சி அமல் சிவசுந்தரம் ரசூமித்து பற்றித்தெரிவி
சுருத்துக்கள்: சிவசுந்தரம் இத்தெரிவி ரசூமித்தெரிவி
பிடித்தெரிவி சிவசுந்தரம் இத்தெரிவி
- Suggestion (s)/ Any other comments: (ஆலோசனைகள் / பிற கருத்துக்கள்:)

Attendance:

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SKILL DEVELOPMENT PROGRAMME
on
Cottage Healthy Food Products
for the Sub-Staff

Venue: Food Science Lab Date: Mar. 09, 2024

FEEDBACK

- The programme was useful. (நிகழ்ச்சி மிகவும் பயனுடையதாக இருந்தது.)
 - ☒ Strongly Agree / முழுமையாக ஒத்துக்கொள்கிறேன்
 - ☐ Agree / ஒத்துக்கொள்கிறேன்
 - ☐ Moderate / பரவாயில்லை
 - ☐ Disagree / ஒத்துக்கொள்ளவில்லை
 - ☐ Strongly Disagree / முழுமையாக ஒத்துக்கொள்ளவில்லை
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 - ☐ Disagree / ஒத்துக்கொள்ளவில்லை
 - ☐ Strongly Disagree / முழுமையாக ஒத்துக்கொள்ளவில்லை
- I like the programme because of the following reasons: (இந்த நிகழ்ச்சி எனக்கு மிகவும் பிடித்தமைக்கான காரணங்கள்:)
செய்முறை உணவு வகைகள் ரசூமித்தெரிவி
பயிற்சி அமல் சிவசுந்தரம் ரசூமித்து பற்றித்தெரிவி
சுருத்துக்கள்: சிவசுந்தரம் இத்தெரிவி ரசூமித்தெரிவி
பிடித்தெரிவி சிவசுந்தரம் இத்தெரிவி
- Suggestion (s)/ Any other comments: (ஆலோசனைகள் / பிற கருத்துக்கள்:)

Fatima College
(AUTONOMOUS)
Re-Accredited with 'A++' by NAAC (Cycle - IV)
Mary Land, Madurai - 625018.

Date: March 09, 2024 Time: 10.00 a.m. - 12.00 noon

Skill Development Programme
on
Cottage Healthy Food Products
For the Sub-Staff

S. No.	Name of the Staff	Signature
1.	Mrs. S. Annamayil	ABSENT
2.	Mrs. Y. Catharina	செய்முறை
3.	Mrs. N. Natchammal	செய்முறை
4.	Mrs. A. Annakamu	செய்முறை
5.	Mrs. A. Lourdu Jeyam	செய்முறை
6.	Mrs. M. Pappathy	செய்முறை
7.	Mrs. S. Guruvammal	செய்முறை
8.	Mrs. M. Shanthy	செய்முறை
9.	Mrs. M. Anthoniammal	செய்முறை
10.	Mrs. J. Bagyamary	செய்முறை
11.	Mrs. P. Kavitha	செய்முறை
12.	Mrs. P. Kanniammal	செய்முறை