



## **SUPPORTING DOCUMENTS**

### **6.5.2**

#### **DEVELOPMENT PROGRAMMES FOR THE STAFF ORGANISED BY THE INSTITUTION**



S.No.	Links
1.	<a href="#">Lecture on NEP-2020</a>
2.	<a href="#">Five Day Faculty Development Programme on “Design and Development of MOOCs”</a>
3.	<a href="#">Five Day Faculty Development Programme was Organized by St. Bede’s College, Shimla on “Revamping Emotional and Professional Paradigms for an Inclusive Approach to Holistic Education”</a>
4.	<a href="#">Development Programme for Non-Teaching Staff</a>



## LECTURE ON NEP-2020



**ST. BEDE'S COLLEGE, SHIMLA**

( NAAC RE-ACCREDITED A + GRADE )

INTERNAL QUALITY ASSURANCE CELL

Organises

A Lecture on

**NEP-2020 and the Directions of  
Change in  
Higher Education**

By

**Prof. N.V. Varghese**



Vice Chancellor, NIEPA, New Delhi

16TH SEPTEMBER, 2021

PLATFORM: GOOGLE MEET & YOU TUBE

12.00 P.M.

Link for Registration

<https://forms.gle/4eNVI/vcdzHBW6NSx6>

*Dr. Sr. Molly Abraham*

*Principal*

*Dr. Anurama Tandon*

*Coordinator IQAC*

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**FIVE DAY FACULTY DEVELOPMENT PROGRAMME ON “DESIGN AND DEVELOPMENT OF MOOCs”**



**St. Bede's College Shimla**

Under the Aegis of IQAC

*Organises*

*Online One Week*

**Faculty Development Program (FDP)**

*on*

***Design & Development of MOOCs***

*from*

*1<sup>st</sup> January to 5<sup>th</sup> January 2022*



**Resource Person**

**Dr. Tejinderpal Singh**

Associate Professor

University Business School

Punjab University, Chandigarh

**Coordinator**

**Dr. Sapna Sharma**

Associate Professor

St. Bede's College

**Patron**

**Dr. (Sr.) Molly Abraham**

Principal

St. Bede's College

Link for Registration: <https://forms.gle/oUqELhgbDmNUxTJfA>

For any query contact  
9459742576, 8091765890,

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## ATTENDANCE SHEET



### Attendance Sheet

St. Bede's College Shimla Himachal Pradesh 171002

Faculty Development Programme organised by the St. Bede's College "Design and Development of MOOCs" from January 1-5, 2022.

S.no.	Name of teacher	Department	Signature
1.	Mr. V.K. Sanoria	Physics	VK Sanoria
2.	Dr. Shramja Munjal	Botany	Shramja
3.	Ms. Anuja Sharma	English	Anuja
4.	Dr. Sapna Sharma	Physics	Sapna
5.	Dr. Ravi Bhushan	Psychology	Ravi
6.	Dr. Anupama Tandon Tomar	Economics	Anupama
7.	Dr. Deepti Pajni	English	Deepti
8.	Dr. Geetanjali Mahendra	English	Geetanjali
9.	Mr. Susheel Kumar	Mathematics	Susheel
10.	Mr. Manu Mahajan	Commerce	Manu Mahajan
11.	Ms. Neha Walia	Computer Science	Neha Walia
12.	Ms. Nivedita Bhardwaj	Computer Science	Nivedita
13.	Ms. Poonam Chauhan	History	Poonam
14.	Ms. Unnati Chauhan	Economics	Unnati
15.	Ms. Reena Thakur	Microbiology	Reena
16.	Ms. Shweta Thakur	Zoology	Shweta
17.	Dr. Savita Rana	Commerce	Savita Rana
18.	Ms. Navdeep	Biotechnology	Navdeep

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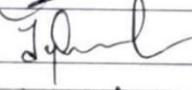
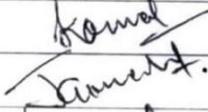
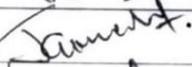
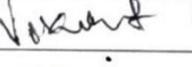
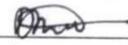


19.	Ms. Madhu Pahwa	Computer Science	M. Pahwa
20.	Mr. Ashish Kumar	Commerce	Ashish
21.	Ms. Kusum	Botany	Kusum
22.	Ms. Shruti Gupta	Biotechnology	Shruti Gupta
23.	Mr. Anup Ditta	Geography	Anup Ditta
24.	Mr. Mohit Kumar	Psychology	Mohit
25.	Ms. Neha Jhoita	Political Science	Neha
26.	Ms. Swati Kapil	Economics	Swati
27.	Ms. Raman Bassi	Commerce	Raman Bassi
28.	Ms. Shivani Chauhan	Zoology	Shivani
29.	Ms. Priyanka Mehta	Commerce	Priyanka Mehta
30.	Mr. Nishant	Chemistry	Nishant
31.	Dr. Maheshwar Thakur	Chemistry	Maheshwar
32.	Ms. Preeti Kaundal	Botany	Preeti
33.	Ms. Poonam Thakur	Botany	Poonam
34.	Ms. Sangeeta Bali Sharma	Music	Sangeeta
35.	Ms. Kanu Mehta	Mathematics	Kanu
36.	Dr. Pankaj Ashish	Geography	Pankaj
37.	Sr. Shanti	Geography	Shanti
38.	Mr. Sanjeev	Geography	Sanjeev
39.	Dr. Vandana	English	Vandana
40.	Ms. Snigdha	English	Snigdha
41.	Ms. Jagriti	Psychology	Jagriti
42.	Mr. Vishal	Economics	Vishal

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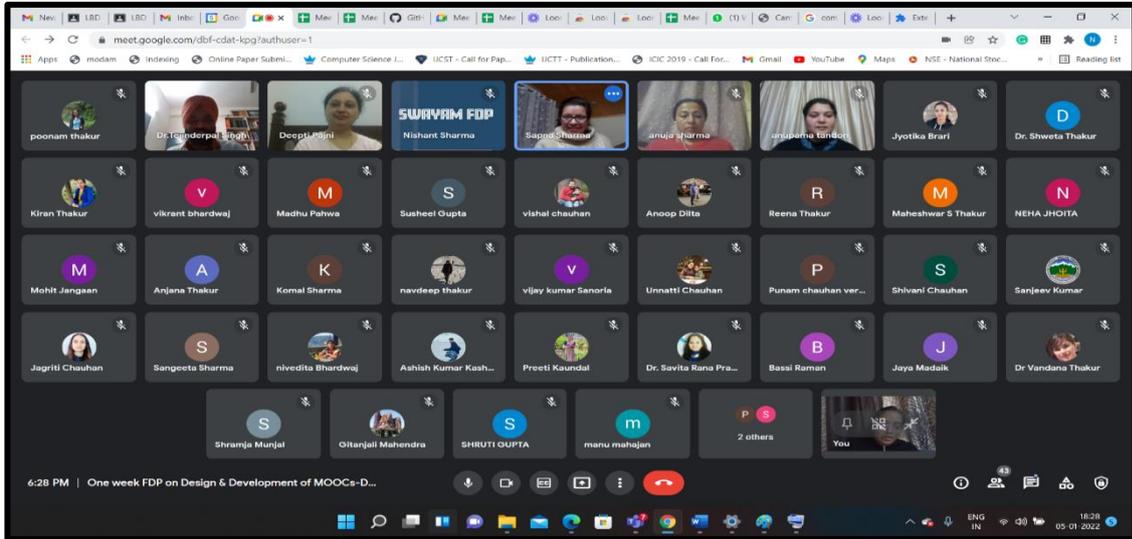


43.	Ms. Madhu	Chemistry	
44.	Dr. Jyotika	Zoology	
45.	Ms. Kiran	Microbiology	
46.	Ms. Komal	Political Science	
47.	Ms. Jaiwanti	Nutrition	
48.	Ms. Vikrant	Physical Education	
49.	Dr. Devina	Hindi	
50.	Ms. Anjana Devi	Hindi	

  
Principal  
St. Bede's College  
Shimla-171002

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Five  
Day

**Faculty Development Programme on “Design and Development of MOOCs”**

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## SAMPLE CERTIFICATES

**St. Bede's College, Shimla**  
(NAAC Re-Accredited with A+ Grade)



**Certificate of Participation**

This is to certify that Mr. MANU MAHAJAN, Department of Commerce & Management, St. Bede's College, Shimla participated in the Faculty Development Program (online) on "Design and Development of MOOCs" from January 1-5, 2022.

  
Dr. Sr. Molly Abraham  
Principal

  
Dr. Sapna Sharma  
Coordinator

**St. Bede's College, Shimla**  
(NAAC Re-Accredited with A+ Grade)



**Certificate of Participation**

This is to certify that Ms. Neha Walia, Department of Computer Science, St. Bede's College participated in the Faculty Development Program (online) on "Design and Development of MOOCs" from January 1-5, 2022.

  
Dr. Sr. Molly Abraham  
Principal

  
Dr. Sapna Sharma  
Coordinator

*Certificates of Participation*

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## St. Bede's College, Shimla

(NAAC Re-Accredited with A+ Grade)



### Certificate of Participation

This is to certify that Ms. Nivedita Bhardwaj , Department of Computer, St. Bede's College participated in the **Faculty Development Program (online)** on "Design and Development of **MOOCs**" from January 1-5, 2022.

Dr. Sr. Molly Abraham  
Principal

Dr. Sapna Sharma  
Coordinator

## St. Bede's College, Shimla

(NAAC Re-Accredited with A+ Grade)



### Certificate of Participation

This is to certify that Dr. Savita Rana, Department of Commerce and Management, St. Bede's College participated in the **Faculty Development Program (online)** on "Design and Development of **MOOCs**" from January 1-5, 2022.

Dr. Sr. Molly Abraham  
Principal

Dr. Sapna Sharma  
Coordinator

*Certificates of Participation*

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## REPORT

During the last year, everyone has seen the metamorphosis of teaching /learning processes into an online mode and has realized that the use of technology now stands unparalleled. Keeping this in view the St. Bede's College, Shimla under the aegis of IQAC organized a Faculty Development Program on *Design and Development of MOOCs* from 1<sup>st</sup> to 5<sup>th</sup> January 2022.

### **Day 1** January 1, 2022

The first session of the FDP was chaired by the Coordinator, Dr. Sapna Sharma, who commenced the session with greetings to principal Dr. Sr. Molly Abraham, the participating faculty, and the distinguished resource person of the FDP, Dr. Tejinder Pal Singh. Dr. Sapna in her foreword emphasized the necessity of the teaching community to be aware of and be empowered with both the dual modes of teaching i.e., online and offline, which are here to stay due to the COVID-19 pandemic.

Dr. Sapna Sharma then introduced Dr. Tejinder Pal Singh as a bright Alumni of Punjabi University Patiala who is currently working as an Associate Professor at the University Business School of Panjab University, Chandigarh with over 15 years of teaching and research experience in marketing, e-learning, and qualitative research.

Dr. Tejinder Pal Singh started the first session entitled "Introduction to Massive Open Online Courses (MOOCs)-The Mindset" by sharing a personal anecdote and emphasizing the need to make education accessible to not just a few students but to thousands of others as well through MOOC's which give an open access via Web to Anyone, Anywhere and Anytime. He focussed on the fact that we need to switch to the 'Blended Learning System' where both MOOC's and Traditional Education run together and prepare our youngsters according to the current market demands. Dr. Singh also talked about the LMS- Learning Management System which can help the college to start their own e-courses. He guided on how to enter the MOOCs platform by carefully choosing a topic in which the Learning Objectives and Learning Outcomes defined will be the key deciding factors for the acceptance of the proposal. CEC is the platform for UG courses where teachers can contribute their expertise in the form of Course Modules. Finally, he gave information about the Credit Transfer of a student who has completed her/his course from Swayam.



**Day 2** January 2, 2022

The second day session was on “*Course plan and Instructional Design for MOOCs*” and was chaired by Mrs. Anuja Sharma

The resource person Dr. Tejinder Pal Singh started with the different challenges which a beginner faces in **Topic Selection, Course outline and Instructional Design**. He suggested that for the topic selection the developer should identify the niche area and focus on a particular segment which is a key and significant part of the course design. After selecting a topic the course plan should be prepared according to the following criteria.

- **Course outcome and Learning objectives at higher level BLOOM’S TAXONOMY**
- **Modules**
- **Activities**
- **Assessment**

Dr. Singh further explained in detail the four quadrants which are to be designed for each topic wherein **Quadrant I** includes videos (minimum 4 independent videos with duration of 7-8 minutes for each module). Each video should have an introduction and a conclusion summary. Quadrant I can also include audio content and animations as well.

**Quadrant II** includes E- content with approximately 3000 words per module wherein the instructor can write in his/her own words about the content or take help from OER i.e., Open Educational Resources.

**Quadrant III** includes Activities, Quiz and Assignments. For quiz 5-10 multiple choice questions can be given in order to find out whether the students are meeting the learning objectives or not.

The last **Quadrant IV** includes a Discussion Forum wherein the students can share their knowledge about the topic assigned for discussion. He briefly explained the Rubric method a self-evaluated activity to reduce the workload of the instructor. He highlighted that one TA can be assigned to one instructor in order to answer the queries on Discussion forum

Towards the end of the session Dr. Singh shared the template of the instructional design for the planned course.



The course plan was divided week-wise into 4 quadrants keeping in mind the course outcome, learning objectives and modules, activities and assignments. As assignment participants were asked to prepare a course plan based on the explanation during the second day of FDP on MOOCs. The session came to an end with a vote of thanks delivered by Mr. Manu Mahajan.

### **Day 3** January 3, 2022

The session was chaired by Dr. Shramja Munjal who welcomed the eminent resource person Dr. Tejinder Pal Singh. The third session focussed on the ***“Course production, script writing and video presentation”***.

The speaker talked about the various challenges faced by beginners in video production like first time camera facing, fear of video recording, maintaining continuity in video recording etc. He pointed out that all these challenges can be overcome with practice and understanding the fundamentals. He also laid emphasis on the importance of script writing before recording the video. He mentioned four steps necessary for production of a quality video i.e., preparation, script writing, recording settings and final recording. In preparation a base source of learning is required, and in addition prior organization of thoughts in the mind is also necessary. The next step is script writing that outlines every aural, visual, behavioural and lingual element to deliver the message. The script plan helps to see how all the elements in educational video like presenter, audio, narration, images, screen capture clips, texts, ppts will be visible on screen. The resource person demonstrated with examples the process of writing a script. He explained the tools which help in script writing to save time and effort. The next step involves the recording settings in which the selection of studio team is very important for ensuring maximum coordination. The speaker also mentioned the use of light make up and chroma key compositing. An assignment was given to all the participants and were asked to prepare a script for the introduction video. At the end of the session there was a question answer round and vote of thanks was proposed by Dr. Savita Rana.

### **Day 4** January 4, 2022



The session was chaired by Dr. Anupama Tomar, HOD, Dept. Of Economics. The session primarily focused on Course Production, Script Writing and Video Production. The resource person Dr. Tajinder Pal Singh started the session by highlighting the importance of a well-structured script to produce a good video lecture. He strongly recommended thorough preparation before recording at the studio, for the on-screen lecture to become a success.

He also talked about fear of facing a camera and suggested some fundamental rules and tips to overcome them. A good professional video must be free of unnecessary cuts/jerks and should employ various camera shots such as close-up shots, medium close-up shots etc. to record a smooth video. He also suggested that one can use a 'Teleprompter' in the recording of video lecture and told the participants to use a laptop efficiently as a Teleprompter.

Dr. Singh mentioned that one can record the video at home using certain tools like a good quality camera, microphone, tripod, green screen and good quality light. He also mentioned some tools which can be used in video making like Microsoft Power Point, Loom Screen Recorder, TechSmith Camtasia and also highlighted how one can include subtitles in the video. In the question answer session the resource person answered the queries patiently and the session ended with the formal vote of thanks delivered by Ms. Neha Walia.

#### **Day 5 January 5, 2022**

The session was chaired by Dr. Deepti Pajni who welcomed the eminent resource person Dr. Tejinder Pal Singh. The fifth session focused on “***video editing, course management and promotion***”. The session was divided into three parts. Firstly, the resource person discussed the importance of video editing which is required to remove any unwanted material from the video. The speaker talked about different softwares which can be used for video editing, but the main emphasis was given to TechSmith Camtasia software and various functions of this software were discussed in detail. Key highlights of this part were:

- To merge or split two videos
- To insert ppt., text and animation in the video
- To zoom in on any part of the video
- To insert music in the video
- Annotations, media line and chroma key



- Colour remover and visual effects

In the second part, the speaker explained course management dealing with posting the course on learning management system (LMS). Few LMS's such as SWAYAM, MOODLE, MOOKIT, TEACHABLE etc. were briefly explained by the speaker. Dr. Singh also explained the importance of teacher communication with the students for course related queries. Further, discussion forums and appointment of discussion form managers (DFM), training and role of DFM's were also clarified by the speaker.

In the last part, the resource person emphasised on promotion of the course through search engine optimization, free webinars and social media which are necessary for increasing the number of registrations for the course.

At the end of the session there was a question-answer round and vote of thanks was proposed by Dr. Gitanjali Mahindra.

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**FIVE DAY FACULTY DEVELOPMENT PROGRAMME ON “REVAMPING  
EMOTIONAL AND PROFESSIONAL PARADIGMS FOR AN INCLUSIVE  
APPROACH TO HOLISTIC EDUCATION**



Department of Commerce & Management in  
collaboration with Chitkara University Chandigarh  
under the aegis of IQAC, St. Bede's College, Shimla



**Organises a FDP  
on the topic  
“ Revamping Emotional and Professional  
Paradigms for an Inclusive Approach to Holistic  
Education”**

**from 3<sup>rd</sup> to 7<sup>th</sup> March, 2022**



**By Sir Kiran Kurwade**

**Convener: Mr. Manu Mahajan  
HOD, Commerce & Management  
Department**

**For any query please contact:  
9816327990,**

*Five Day Faculty Development Programme was Organized by St. Bede's College, Shimla on “Revamping Emotional and Professional Paradigms for an Inclusive Approach to Holistic Education”*

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## ATTENDANCE SHEET



### Attendance Sheet

St. Bede's College Shimla Himachal Pradesh 171002

Faculty Development Programme organised by the Department of Commerce and Management, St. Bede's College on "Revamping Emotional and Professional Paradigms for an Inclusive Approach to Holistic Education" from March 3-7, 2022.

S.no.	Name of teacher	Department	Signature
1.	Mr. V.K. Sanoria	Physics	
2.	Dr. Shramja Munjal	Botany	
3.	Ms. Anuja Sharma	English	
4.	Dr. Sapna Sharma	Physics	
5.	Dr. Ravi Bhushan	Psychology	
6.	Dr. Anupama Tandon Tomar	Economics	
7.	Dr. Deepti Pajni	English	
8.	Dr. Geetanjali Mahendra	English	
9.	Mr. Susheel Kumar	Mathematics	
10.	Mr. Manu Mahajan	Commerce	
11.	Ms. Neha Walia	Computer Science	
12.	Ms. Nivedita Bhardwaj	Computer Science	
13.	Ms. Poonam Chauhan	History	
14.	Ms. Unnati Chauhan	Economics	
15.	Ms. Reena Thakur	Microbiology	
16.	Ms. Shweta Thakur	Zoology	
17.	Dr. Savita Rana	Commerce	

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18.	Ms. Navdeep	Biotechnology	Navdeep
19.	Ms. Madhu Pahwa	Computer Science	Madhu
20.	Mr. Ashish Kumar	Commerce	Ashish
21.	Ms. Kusum	Botany	Kusum
22.	Ms. Shruti Gupta	Biotechnology	Shruti
23.	Mr. Anup Dilta	Geography	Anup
24.	Mr. Mohit Kumar	Psychology	Mohit
25.	Ms. Neha Jhoita	Political Science	Neha
26.	Ms. Swati Kapil	Economics	Swati
27.	Ms. Raman Bassi	Commerce	Raman
28.	Ms. Shivani Chauhan	Zoology	Shivani
29.	Ms. Priyanka Mehta	Commerce	Priyanka
30.	Mr. Nishant	Chemistry	Nishant
31.	Dr. Maheshwar Thakur	Chemistry	Maheshwar
32.	Ms. Preeti Kaundal	Botany	Preeti
33.	Ms. Poonam Thakur	Botany	Poonam
34.	Ms. Sangeeta Bali Sharma	Music	Sangeeta
35.	Ms. Kanu Mehta	Mathematics	Kanu
36.	Dr. Pankaj Ashish	Geography	Pankaj
37.	Sr. Shanti	Geography	Shanti
38.	Mr. Sanjeev	Geography	Sanjeev
39.	Dr. Vandana	English	Vandana
40.	Ms. Snigdha	English	Snigdha
41.	Ms. Jagriti	Psychology	Jagriti

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42.	Mr. Vishal	Economics	
43.	Ms. Madhu	Chemistry	
44.	Dr. Jyotika	Zoology	
45.	Ms. Kiran	Microbiology	
46.	Ms. Komal	Political Science	
47.	Ms. Jaiwanti	Nutrition	
48.	Ms. Vikrant	Physical Education	
49.	Dr. Devina	Hindi	
50.	Ms. Anjana Devi	Hindi	

Principal  
St. Bede's College  
Shimla-171002

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## SAMPLE CERTIFICATES

*Certificates of Participation*

	<p style="text-align: center;"><b>St. Bede's College Shimla</b> <b>NAAC Re-Accredited A+</b> <b>Affiliated to Himachal Pradesh University</b></p> <p style="text-align: center;"><b><i>Certificate Of Participation</i></b></p> <p style="text-align: center;">This is to Certify that Ms. Ms. PUNAM CHAUHAN Of ST BEDE'S COLLEGE,SHIMLA</p> <p>has participated in the FDP on "Revamping Emotional and Professional Paradigms for an Inclusive Approach to Holistic Education" organised by Department of Commerce and Management under the aegis of IQAC, St. Bede's College Shimla, from March 3rd to March 7th, 2022.</p>	
 <b>Dr. (Sr.) Molly Abraham</b> Patron Principal St. Bede's College	 <b>Dr. Anupama Tandon</b> IQAC Coordinator	 <b>Mr. Manu Mahajan</b> Convener Assistant Professor Department of Commerce

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	<p style="text-align: center;"><b>St. Bede's College Shimla</b> <b>NAAC Re-Accredited A+</b> <b>Affiliated to Himachal Pradesh University</b></p> <p style="text-align: center;"><b><i>Certificate Of Participation</i></b></p> <p style="text-align: center;">This is to Certify that Mr. MANU MAHAJAN Of St. Bede's College Shimla</p> <p>has participated in the FDP on "Revamping Emotional and Professional Paradigms for an Inclusive Approach to Holistic Education" organised by Department of Commerce and Management under the aegis of IQAC, St. Bede's College Shimla, from March 3rd to March 7th, 2022.</p>	
 <b>Dr. (Sr.) Molly Abraham</b> Patron Principal St. Bede's College	 <b>Dr. Anupama Tandon</b> IQAC Coordinator	 <b>Mr. Manu Mahajan</b> Convener Assistant Professor Department of Commerce



## REPORT

The department of Commerce & Management of St. Bede's College Shimla, under the aegis of IQAC organised an online Five-Day FDP program for the faculty members on the topic **“Revamping Emotional and Professional Paradigms for an Inclusive Approach to Holistic Education”** from March 3, 2022 to March 7, 2022 in collaboration with Chitkara University Chandigarh.

**Facilitator: Mr. Kiran Kurwade, Director – Office of Strategic Initiatives, Chitkara University.**

The modules delivered were: -

- 1) Holistic Intelligence comprising the IQ (Intelligence Quotient), EQ (Emotional Quotient), SQ (Spiritual Quotient) and PQ (Physical Quotient).
- 2) Leadership & Teamwork including Lateral Thinking.
- 3) Image Management
- 4) Training Skills
- 5) Atomic Habits

### Modules:

**March 3 (Day 1): Holistic Intelligence:** It comprises. The resource person discussed IQ, EQ, SQ and PQ to co explore and co evolve holistically. He said that it is important to attain a full range of abilities and talent that students possess. The discussion involved experiential examples aside certain theories. He said that students should be motivated to learn new things via various modalities to strengthen and reinforce new forms of learning.

**March 4 (Day 2): Holistic Intelligence continued.** Discussing the importance of teamwork and leadership he emphasised on the causes of low performances and ways to enhance it through leadership styles and team building.

**March 5 (Day 3): Image Management – Power Dressing and Winning Habits.** He discussed that along with the right clothing style it is important that the teacher should possess intelligence, right knowledge, skills, efforts which are the keys to success and authenticity.

**March 6 (Day 4): Training Skills –** He discussed the complete training cycle including role of a modern teacher in recent times, Gen Z for better learning, the VAK model – Visual, Audio and Kinesthetics learning styles, the teaching methodologies like lecture, case study, group discussion, mentoring, assigning projects and follow up etc. to improve the decision-making ability of the students.

**March 7 (Day 5): Atomic Habits:** He discussed that it is very important to inculcate a science of habit among students where teachers can play a key role. He further discussed the laws of atomic habit which includes the Law of-Make it Obvious, Law of- Make it attractive, Law of



Make it Easy, Law of- Make it Satisfy. He said that these above-mentioned laws of atomic habits are quite helpful in creating a positive learning environment.

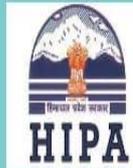
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## DEVELOPMENT PROGRAMME FOR THE NON-TEACHING STAFF



**St. Bede's College**  
(NAAC Re-Accredited A+ Grade)



**IQAC**

St. Bede's College  
organises

# Development Programme

for the Non Teaching Staff on

May 28, 2022

Life  
Skills

Time  
Management

Stress  
Management

Happiness  
Quotient

Ethics and  
Values

Time : 10:30 A.M.



Resource Person  
**Ms. Jyoti Rana**  
*Additional Director HIPA*

Venue : Seminar Hall

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## REPORT

The IQAC of St. Bede's College organized a "Development Programme" on May 28, 2022 for the non-teaching staff in the seminar room of the college. The Resource person was Mrs. Jyoti Rana, Additional Director HIPA.

Mrs. Jyoti Rana gave us an informative and interesting talk on the following topics:

### I) **Life Skills:**

Mrs. Jyoti Rana made us aware about life skills to deal with the challenges of life. She stressed on challenges, Interpersonal Skills, Decision making and problem-solving skills. She explained how healthy relations can be developed through awareness and creative thinking.

### II) **Time Management:**

Time management means managing the time and following a schedule. She shared many examples and methods like organizing, planning, prioritizing work, setting a goal etc. to use time productively.

### III) **Stress Management:**

Various techniques to handle stress in various ways were explained by the resource person like identifying the causes of stress, keeping a track on them and finally eliminating them from your life. She shared four 'C' to manage stress.

- i) **Channelizing:** We must channelize our stress.
- ii) **Conversation:** One must talk about the stress or to the person who is the cause of your stress.
- iii) **Comparison:** We must not compare ourselves with others as each individual is different.
- iv) **Cut Off:** The person who causes stress must be avoided.

### IV) **Ethics and Value:** In the she explained how ethics and value define personality. Ethics help in deciding what is morally right or wrong in a given situation and values guide us in achieving our goals.

The programme provided an opportunity to the non-teaching staff to find new ways of thinking and problem solving by laying importance on confidence building, critical thinking, Identifying the challenges in life and strengthening the relations through interpersonal skills.

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