

**Association of Indian Universities &
Academic and Administrative Development Centre (AADC)
Under the Aegis of Staff Development Cell
Guru Gobind Singh Indraprastha University**

Organizes

***One-Day Workshop on
“A Guide to Lowering Stress and Enhancing Efficiency in the Workplace”
On 6th May 2025***

NOTICE

AADC Under the aegis of Staff Development Cell is organizing **One Day Workshop on “A Guide to Lowering Stress and Enhancing Efficiency in the Workplace”** On 6th May 2025 in offline mode.

The details of the proposed Workshop are given below:

Date and Time	Details	Proposed no. of participants
On 6th May 2025 in offline mode	The objective of this one-day workshop is to help employees understand workplace stress, develop effective stress and conflict management techniques, and adopt strategies to enhance personal efficiency and overall well-being.	Maximum 40 participants on first come first serve basis (Target Group : The workshop is open to all the employees of the University)

Interested participants should fill up the attached form and send it through proper channel at the following address by 5th May 2025, 3.00 pm.

The Chairperson, Staff Development Cell, Room number: D-317, GGSIP University

Applicants are also requested to fill the following form in Google link (mandatory) and the list of selected participants will be displayed on the website on 5th May, 2025, 8.00 pm

<https://forms.gle/5tjH4CLM862BXfDs7>



**Prof Arvinder Kaur
Chairperson (SDC Cell)**

Nodal Officer, AADC cell, GGSIP

Copy to:

1. All Deans/Directors/Branch Heads/Librarian of GGSIPU.
2. AR to Hon'ble Vice Chancellor for kind information of the Hon'ble Vice Chancellor.
3. AR to Registrar for kind information of the Registrar.
4. In-Charge UITS with a request to upload this notice on the University website.



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**One-Day Workshop on
“A Guide to Lowering Stress and Enhancing Efficiency in the Workplace”**

1	Title of Workshop	One Day Workshop on “A Guide to Lowering Stress and Enhancing Efficiency in the Workplace”
2	Duration of Workshop	On 6 th May 2025, (1 Days), 9.30 to 10 am : Registration 10 am to 10.30 am: Inauguration 10.30 am to 11 am tea break 11 am – 1 pm : Session 1 1pm to 2 pm : Lunch 2 pm – 4pm: Session 2 4 pm to 4.30 pm: valedictory
3	Eligibility	Employee of GGSIP University
4	Mode of delivery	Offline Mode
5	Venue	Seminar Hall, Admin Block

Objectives of the Workshop

- To raise awareness about the impact of stress on physical health, mental well-being, and professional productivity among employees.
- To identify common sources of workplace stress and understand their psychological and organizational triggers.
- To equip participants with evidence-based strategies and tools to manage stress effectively through mindfulness, time management, and emotional regulation techniques.
- To promote a positive work culture that supports open communication, peer support,

and a healthy work-life balance.

- To enhance individual efficiency by integrating mental wellness practices into daily routines and professional responsibilities.
- To encourage self-reflection and goal setting for sustainable behavioral change and performance improvement.
- To empower employees and team leaders to recognize early signs of burnout and take proactive steps for prevention and intervention.

About the Workshop: Experienced resource persons from Industry and Academia will be handling the sessions.

- The participants must be employee of the GGSIP University.
- Participants will be given the opportunity to interact with the experts. The resource persons will also be sharing their knowledge through case studies.
- Each session will be an opportunity for learning, experiencing and sharing knowledge with the experts & co-participants.
- Certificate will be given by Staff Development Cell, GGSIP University.

Workshop Registration Details (Registration is FREE)

The participants can register for the Workshop by accessing the following link and providing the required details.

<https://forms.gle/5tjH4CLM862BXfDs7>

Patrons:

Prof Mahesh Verma, Vice-Chancellor, GGSIP University

SDC Chairperson:

Prof Arvinder Kaur, Chairperson, SDC, GGSIP University

SDC Co-ordinator:

Dr. Anuradha Chug, Convener, SDC, GGSIP University

SDC members:

Ms. Shikha Agarwal

Mr. Kushpreet Singh Chhatwal

Contact Details:

sdc@ipu.ac.in

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On 6th May 2025
(Application Form)

Name of the employee	
Designation	
Employee Department/ School	
Employee Code	
Date of Birth	
Employee type (Regular/ Contractual/ Adhoc)	
Date of Joining in the university	
Mobile number	
Email id	

Signature of the employee
(Name and Designation)

The candidate will be permitted to attend the above course, if selected.

Signature of the forwarding authority
(Name and Designation)