

# CAPACITY BUILDING WORKSHOP

For Non-Teaching Staff

## Conflict Handling Skills to Manage Stress



Organised by  
Internal Quality Assurance  
Cell, (IQAC)  
Shri Shikshayatan College

ROOM NO. 303  
SHRI SHIKSHAYATAN  
COLLEGE

**Date:** 31.5.2025

**Day:** Saturday

**Time:** 11AM-3PM



Chief Patron

Dr. Tania Chakraverty  
(Principal)

### Organising Committee

Smt. Anasua Das, (IQAC, Co-ordinator)

Dr. Agnita Kundu

Dr. Siuli Mukherjee

Smt. Paramita Chakravorty

Dr. Udit Mitra

Dr. Chitrlekha Sengupta

Smt. Tanuka Sen Chatterjee

Dr. Ujjayani Saha Gupta

Smt. Somdutta Roy

## “Conflict Handling Skills to Manage Stress” Resource Person



Prof. Sharbari Saha  
Professional Corporate Trainer &  
Adjunct Faculty Member IBS

### Objective

- Understand the sources of workplace conflict and its impact on stress and learn effective conflict resolution and stress management techniques.
- Foster a collaborative and respectful work environment through improved communication.



## **REPORT**

**NAME OF THE EVENT:** Capacity Building Workshop For Non Teaching Staff  
**ORGANIZED BY:** Internal Quality Assurance Cell, Shri Shikshayatan College  
**COLLABORATOR:** Nil  
**DATE:** 31.05.2025 (Saturday)  
**DURATION:** 11- 3 pm  
**VENUE:** Room 303  
**SPEAKER:** Prof. Sharbari Saha  
Professional Corporate Trainer & Adjunct Faculty Member, IBS  
**TOPIC:** Conflict Handling Skills to Manage Stress  
**NUMBER OF PARTICIPANTS:** 47 Participants & Members of IQAC

### **BRIEF DESCRIPTION OF THE EVENT:**

Human resource is a strength of any organization and to keep them free from stress is the priority of the latter. To deal with the issue of managing stress and conflict, a capacity building workshop was organized by IQAC of Shri Shikshayatan College for the non teaching staffs. Prof. Sharbari Saha, Life Skill Coach and Corporate Trainer addressed the Office and Library Staff Members in the first session (11.30-1 pm) and the Ministerial Staff in the second session (2-3.30 pm).

Prof. Saha in a very lucid and approachable manner initiated the issue of stress, the causes behind and impact of it on an individual. She spoke on how the stress at the workplace and personal domain controls the behavior and reactions of individuals. She included real life examples to make her deliberation lively and relevant to the participants. As it is an undeniable fact that stress and conflict is unavoidable in our daily life, Prof. Saha emphasized on positive coping mechanisms for effective stress and conflict handling. She advised for adopting self-care practices like maintaining calmness, greater communication, handling issues with composure, grace etc so that participants can ensure a harmonious environment at their professional and personal life. Both the sessions were highly engaging and well received by the participants.

### **OUTCOME**

The story-based approach of the Speaker made the sessions relatable and enjoyable. The participants of both the sessions opened up their mind and entered into a meaningful interaction with the Speaker. They learnt the practical techniques of minimizing stress and de-escalating conflict so that it can improve the quality as well as balance of life. The participants completed the



session with a sense of satisfaction and positive feedbacks were received from all of them noting the usefulness and significance of the session content.







**CAPACITY BUILDING WORKSHOP ON "CONFLICT HANDLING SKILLS TO MANAGE STRESS" ORGANIZED BY IQAC, SHRI SHIKSHAYATAN COLLEGE**

**DATE : 31.05.2025**

**TIME: 11-3 PM**

**ROOM NO: 303**

**SESSION - 1 (11AM - 12:30PM)**

SL	NAME	SIGNATURE WITH DATE
1	SHRI. AYON BANERJEE	Ayon Banerjee 31.05.2025.
2	SHRI. KSHAMABRATA ROUTH	Kshamabrata Routh 31.05.25
3	SHRI. SANKAR CHANDRA DAS	Sankar 31-5-2025
4	SMT.TANUSHREE MUKHERJEE	T. Mukherjee 31.05.25
5	SMT.SWETA JAISWAL (RAY)	Sweta Jaiswal Ray 31.5.25
6	SMT. JAYEETA DAS	Jayeeta Das 31.05.25
7	SMT.RUMELA CHAKRABORTY	Rumela Chakraborty.. 31/05/25.
8	SHRI. KRISHNA KUMAR YADAV	Krishna Kumar yadav 31/05/25
9	SHRI. MANIK DAS	Manik Das 31/05/25
10	SHRI. SHUVRO MUKHERJEE	Shuvro Mukherjee 31/05/25.
11	SMT. SUCHARITA NAG POREY	Sucharita Nag
12	SHRI. ABHIMANYU MOJUMDER	Abhimanyu Mojumder
13	SMT.LILY MARTHA GOMES	Lily Gomes
14	SHRI. RAJU KUNDU	Raju Kundu- 31/05/25
15	SMT. ASHA MARY AUGUSTINE CHACKO	Asha Chacko 31/05/25.
16	SMT. SUDIPTA GHOSH	
17	SMT. DEEPIKA TARAFDER	
18	SMT. MITALI DASGUPTA	Mitali Dasgupta - 31.5.25
19	SMT.SWATI BHATTACHARYA	Swati Bhattacharya. 31.5.2025
20	SHRI. SUJIT DAS	Sujit Das 31.5.2025
21	SMT.SANCHITA ROY	Sanchita Roy 31.5.2025
22	SMT.TANUSHREE DASGUPTA	Tanushree Dasgupta
23	SMT. ADITI MONDAL	Aditi Mondal 31.5.2025
24	SHRI. SANTOSH BISWAS	Santosh Biswas 31.05.2025
25	SHRI. GUDDU KR BAITHA	Guddu Baitha 31-05-25
26	SHRI. ANKAN DAS	ANKAN Das. 31/05/25



# SESSION - 2

TIME: 1:30 - 3 PM

SL	NAME	SIGNATURE WITH DATE
1	SHRI. VIJAY NATH PANDEY	V. N. Pandey.
2	SHRI. RAJENDER SINGH	R. Singh - 31/5/2025
3	SHRI. SAMBHU DEY	Sambhu Dey 31.05.25
4	SHRI. PARTHA BASU ADHIKARY	Partha Basu Adhikary 31.5.25
5	SHRI. KINKAR DHARA	
6	SHRI. ANJAN KUMAR DASH	Anjan Kumar Dash 31.5.25
7	SHRI. NARAYAN RAM	Narayan Ram
8	SHRI. SANTOSH KUMAR MISHRA	Santosh K. Mishra.
9	SMT. ANANYA NASKAR	Ananya Naskar Mondal
10	SHRI. ALOKE CHATTERJEE	Aloke Kumar Chatterji 31/05/25
11	SHRI. RABINDRANATH BISWAS	
12	SHRI. ANJAN PANDAB	
13	SMT. RATNA MONDAL	Ratna Mondal
14	SMT. NANDINI BAKSHI	Nandini Bakshi
15	SMT. RUMA MONDAL	Ruma Mondal
16	SMT. ANIMA BHAKTA	Anima Bhakta
17	SMT. RINA ADHIKARY	x
18	SMT. SARASWATI SARKAR	Saraswati Sarkar
19	SMT. MITALI SARDAR	Mitala <del>Shaw</del> Mitali Sarkar
20	SMT. KABITA MISTRI	Kabita Mistri
21	SMT. POMPA NASKAR	Pampa Naskar
22	SMT. SEEMA MONDAL	Seema Mondal
23	SMT. DOLLY DAS	Dolly DAS
24	SMT. BAISAKHI PATRA	BAISAKHI PATRA
25	SMT. MEETA SHAW	Mita Shaw
26	SMT. SUNITA SAHA	Sunita Saha.
27	SMT. NOORJAHAN BEGUM	Noorjahan Begum



Timestamp	Email	How relevant is today's topic?	How knowledgeable was your resource person?	How would you rate the resource person's presenta	How do you grade today's workshop?	Please suggest some topics for upcoming sessions
31/05/2025 12:31:26	ssacdmn09@gmail.com	Extremely Relevant	Extremely knowledgeable	Excellent	Excellent	Knowledge & Resource sharing
31/05/2025 12:32:30	everajeeval83@gmail.c	Extremely Relevant	Extremely knowledgeable	Excellent	Excellent	Time Management
31/05/2025 12:34:10	suman_youth_1974@yahoo	Extremely Relevant	Extremely knowledgeable	Excellent	Excellent	
31/05/2025 12:35:48	suchantarg@gmail.com	Extremely Relevant	Very knowledgeable	Excellent	Excellent	
31/05/2025 12:36:25	idymarthagomes2015@g	Extremely Relevant	Very knowledgeable	Excellent	Excellent	
31/05/2025 12:36:27	dasumank1946@gmail.co	Extremely Relevant	Extremely knowledgeable	Excellent	Excellent	
31/05/2025 12:36:34	guddukumathath123@	Extremely Relevant	Very knowledgeable	Excellent	Excellent	
31/05/2025 12:38:02	sumelachakrabortyoni.ne	Very Relevant	Very knowledgeable	Excellent	Very Good	Corporate Communication and A Training
31/05/2025 12:38:31	ajayuban2005@gmail.co	Extremely Relevant	Extremely knowledgeable	Excellent	Excellent	Building Self Confidence & Leadership, A or Techn
31/05/2025 12:38:37	jagadeesha.n@gmail.com	Extremely Relevant	Very knowledgeable	Very Good	Very Good	A and Technical Support Financial investment Goo
31/05/2025 12:40:01	ky00034020@gmail.co	Extremely Relevant	Extremely knowledgeable	Excellent	Very Good	Balancing time with workplace with family
31/05/2025 12:42:42	cumanyu@gmail.com	Relevant	Very knowledgeable	Very Good	Very Good	
31/05/2025 12:42:51	mamontans2@gmail.co	Very Relevant	Knowledgeable	Excellent	Very Good	
31/05/2025 12:56:51	ssplacemert@ahsahika	Very Relevant	Extremely knowledgeable	Excellent	Excellent	Topics related financial management and Leadership
31/05/2025 14:25:45	upanda99@gmail.com	Very Relevant	Very knowledgeable	Very Good	Very Good	Body language
31/05/2025 14:44:34	mtalmtan@gmail.com	Extremely Relevant	Extremely knowledgeable	Excellent	Excellent	Regarding body language, managing physical unfin
31/05/2025 14:49:25	bhs_jevs@yahoo.co.in	Extremely Relevant	Extremely knowledgeable	Excellent	Excellent	1. Improving teamwork, 2. Improving workplace relat
31/05/2025 16:46:55	1574sqtoas@gmail.com	Extremely Relevant	Extremely knowledgeable	Excellent	Excellent	body language
31/05/2025 18:57:16	sohmondal12@gmail.co	Extremely Relevant	Very knowledgeable	Excellent	Excellent	
03/06/2025 16:25:42	tanuani2345@gmail.co	Extremely Relevant	Extremely knowledgeable	Excellent	Excellent	How maintaining peace when staying people aroun

## কর্মশালা

31.05.25

### আজকের কর্মশালা বিষয়ে আপনার মতামত

1. আজকের কর্মশালা আপনার কেমন লাগল ?

- ✓ খুব ভাল
- ভাল
- মোটামুটি
- ভাল না

2. বক্তা যেভাবে বুঝিয়ে বললেন, সেটা কেমন লাগল?

- ✓ খুব ভাল
- ভাল
- মোটামুটি
- ভাল না

3. আজকের আলোচনা আপনার কাজে লাগবে?

- ✓ খুব কাজে লাগবে
- অনেকটা কাজে লাগবে
- কিছুটা কাজে লাগবে
- বেশী কাজে লাগবে না

4. ভবিষ্যতে এই ধরনের কর্মশালায় যোগ দিতে চান?

- ✓ হ্যাঁ
- না





## कार्यशाला

31/05/2025

### आज की कार्यशाला पर आपके विचार

1. आज की कार्यशाला आपको कैसी लगी ?

- बहुत अच्छी ✓
- अच्छी
- औसत/ठीक-ठाक
- अच्छी नहीं लगी

2. वक्ता का विषय को समझाने का तरीका आपको कैसा लगा ?

- बहुत अच्छा ✓
- अच्छा
- औसत/ठीक-ठाक
- अच्छा नहीं लगा

3. आज की कार्यशाला में की गयी बातचीत क्या आपके प्रयोग में आएगी ?

- हमेशा प्रयोग में आएगी ✓
- ज्यादातर प्रयोग में आएगी
- कभी-कभी प्रयोग में आएगी
- प्रयोग में नहीं आएगी

4. भविष्य में आप ऐसी किसी कार्यशाला या कार्यक्रम में भाग लेना चाहेंगे ?

- हाँ ✓
- ना