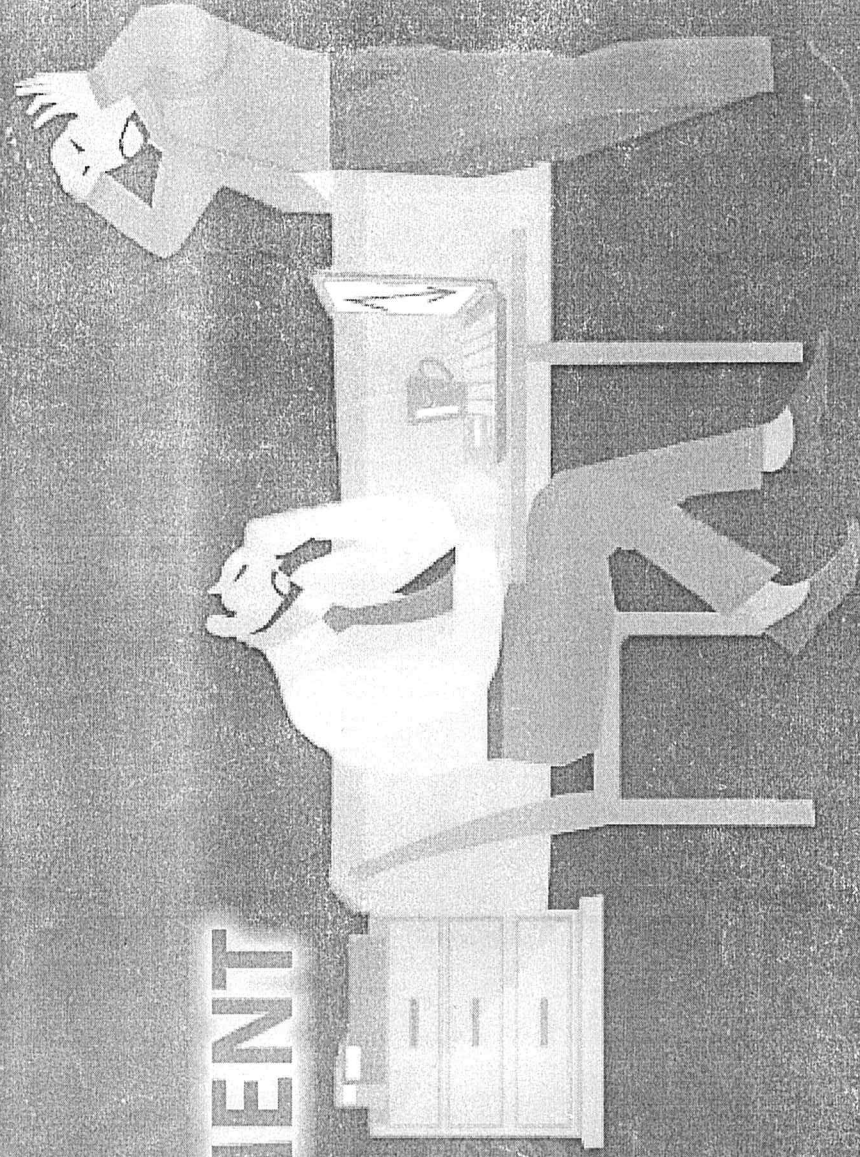


**DEPARTMENT OF PHILOSOPHY  
S N COLLEGE, KOLLAM**

**2017 - 2018**

*Certificate Course on*

# **STRESS MANAGEMENT FOR WORKING PROFESSIONALS**



*Contact : The Head of the Department, Department of Philosophy, S N College, Kollam*



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Affiliated to University of Kerala  
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***CERTIFICATE COURSE IN***

***STRESS MANAGEMENT FOR WORKING PROFESSIONALS***

**DEPARTMENT OF PHILOSOPHY**

**S N COLLEGE, KOLLAM**

**STRESS MANAGEMENT FOR WORKING PROFESSIONALS**

Amidst expeditious schedules, jam-packed days of meetings and looming deadlines to unceasing emails and in an often unrealistic workload, professionals tend to work around the clock, into the weekend, and wake up on Monday morning to start the cycle all over again. Most of them are made to love what they do. But either way you look at it, employees contend with a lot of stress. It doesn't matter how good they are at their job or how much they love the job nature the unmanaged and prolonged periods of stress more often lead to burning out, negativity and end up as unproductive employees. Long-term exposure to unmanaged stress can take a toll on your body and mental health resulting in work-related burnout, depression and anxiety.

Your personality, experiences and other unique characteristics all influence the way you respond to and cope with stress related to your profession as well. Situations and events that are distressing for one's colleagues might not bother another in the least. Or you might be particularly sensitive to certain stressors that don't seem to bother other people. Effectively coping with job stress can benefit both your professional and personal life. The course contains theoretical classes and seminar as well.

**Objectives**

1. Understand the concept of stress and stress management.
2. Classify the types and source of stress and the various causes of stress. Identify your stress situations that you face during your work.
3. Explains the physical, psychological and behavioural symptoms of stress and identifies the negative effects of stress in personal and work life. To acquire qualities like positive thinking, pressure control, delegation, self-motivation and to sharpen your time management skills.
4. Evaluate your ability to deal with stress by applying stress management skills and evaluate your life through the Wheel of Life model to achieve balance.

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5. To acquire qualities like positive thinking, pressure control, delegation, self-motivation and time management

## **Syllabus**

### **Theoretical Classes**

The theory classes aim in imparting a proper understanding on Stress management. Major topics identified as preliminary course syllabus are:

- Introduction to stress management
- Symptoms of stress and its negative effects
- Techniques for dealing with stress
- The Wheel of Life model to achieve balance in life

## **SYLLABUS**

### **Unit-1 Introduction to Stress and Understanding Stress**

- (i) Introduction to stress : Meaning, Definition, Eustress, Distress,
- (i) Types of stress: Acute stress, Episodic Acute stress and chronic stress, signs and Symptoms.

### **Unit-2: General sources of stress**

- (i) Psychological, Social, Environmental
- (ii) Academic, Family and Work stress

### **Unit-3: Impact of stress**

- (i) Physiological Impact of stress.
- (ii) Autonomic Nervous System Changes, Changes in Brain, General adaptive syndrome (GAD), Quality of sleep, Diet and Health effects.
- (iii) Impaired Mental functions, Poor memory.
- (iv) Social Impact of stress
- (v) Stressful Life Events, Social support and health.

### **Unit-4 Stress Response**

‘Fightor Flight’ Response, Stress warning signals

### **Unit-5 : Stress and Coping**

Coping Mechanisms: Appraisal focused, Emotional focused and Problem focused.

### **Unit-6: Stress Reduction Techniques:**

1. Autogenic Training
2. Biofeedback

3. Relaxation

4. Yoga and Meditation

### **Expected Outcome**

Upon successful completion, the student will be able to :

1. Analyze information that promotes the development of a plan for life-long stress management. Analysing stress triggering situations in the profession.
2. Analyze attitudes toward allocating time management and to sharpen your time management skills so as to cope with the nature of work.
3. Recognize and evaluate personal stressors and how the stress impacts wellbeing.
4. Analyse the ways to balance your work and personal life.
5. Identify and integrate selected stress management strategies that positively affect the quality of your profession.
6. Re-evaluate the negative thoughts.
7. Analyze various strategies for decompressing and taking care of yourself.
8. Analyze various stress management skills that can be used to achieve and maintain the expected output.

### **Seminars**

In addition to the theoretical and practical components a third dimension is given to the program for the purpose of giving chance to the professionals to understand more about the relevance of Stress Management in work. For this purpose, the candidates are requested to participate in one seminar and one debate session of one day duration.

### **Examination**

This Certificate course is a non-formal education scheme. In the final phase of the course a written examination of three-hour duration will be conducted to the participants.

### **Certificate**

The certificates will be issued for the students who are successfully completing the course.

### **Qualification of the course**

Plus two/Pre Degree is the basic qualification for attending the course.

### **Method of Teaching**

The medium of lecture classes and seminars will be in Malayalam and English.

### **Duration of the course**

Duration of the course will be six months.

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## REPORT OF THE CERTIFICATE COURSE 2017-2018

Department of Philosophy conducted certificate course in “Stress Management for Working Professionals” during the academic year 2017-2018. For the smooth functioning of the course, a Board of Studies was constituted comprising the Principal, College Level Certificate Course Coordinator, department level coordinator and faculties of the department. Meetings were conducted by the Department for preparing syllabus, title selection of the course, brochure preparation, project discussion and fixing examination date. Twenty six teachers applied for the course and the same were selected for the course. All of them completed the course. The classes were conducted on Saturdays and were handled by Smt Bindu.R (HOD), Dr. Letha T.S, and Dr. Laiju S.

Stress is a fact of everyday life – but too much stress makes us ineffective and reduces the control we have over our lives. This course was intended to help one to identify the personal difficulties, reflection upon your stress management, relaxation strategies and become more effective in handling everyday pressures in a worthwhile way. If you feel swamped by stress, come along and take a fresh look at yourself, rebuild your energy and create a more balanced lifestyle by identifying unsustainable behaviors as well as sharpening your stress management skills and remoulding your resources.

### Outcome of the course

- Co1 Comprehend the basic rules of stress management
- Co2 Understand your stress-triggers and controlling them
- Co3 Develop proactive reactions to stressful conditions
- Co4 Use tips for managing stress in job, family and social life
- Co5 Learn to handle stress through lifestyle changes
- Co6 Develop an effective plan to diminish and curtail stress
- Co7 Understand the intangible issues linked to stress
- Co8 Interpret the psychological mechanisms linked to stress
- Co9 Learn the major foundational therapies used for stress management
- Co10 Learn the mindset designed for relaxation
- Co11 Understand relaxation and its clinical applications
- Co12 Learn the psycho-physiological perspectives of anxiety and stress
- Co13 Learn the basics of therapy to effectively control stress

*Turhaalharajil*  
Principal  
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### **NOTICE**

**This is to inform all the faculties of Department of Philosophy that there will be a meeting of certificate course on 10/08/2017 at 3.15 P.M at the department chamber.**

#### **Agenda**

- **Preparation of Syllabus**
- **Title selection of Certificate Course**
- **Brochure preparation of the course**

**Dr. Letha T.S. (Department Level Certificate Course Coordinator)**

Dept. of Philosophy  
Sree Narayana College, Kollam



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## NOTICE

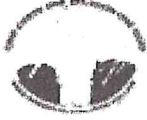
This is to inform all the faculties of Department of Philosophy that there will be a meeting of certificate course on 12/08/2017 at 3.15 P.M at the department chamber.

### Agenda

- Official Launch of Certificate Course
- Selection of Resource Person

**Dr. Letha T.S. (Department Level Certificate Course Coordinator)**

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Sree Narayana College, Kollam



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### NOTICE

**This is to inform all the faculties of Department of Philosophy that there will be a meeting of certificate course on 01/01/2018 at 3.15 P.M at the department chamber.**

#### Agenda

- **Project Discussion**
- **Fixation of Exam Date of Certificate Course**

**Dr. Letha T.S. (Department Level Certificate Course Coordinator)**

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Sree Narayana College, Kollam





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## MINUTES

Sree Narayana College Kollam, Department of Philosophy conducted a meeting on 1st January 2018 for finalizing of the inauguration date of the certificate course as a part of the 2017-18 academic programme under the leadership and guidance of the Board of Studies in the SNC, Kollam. The meeting was presided by Philosophy Department HOD, Smt. Bindu and the certificate course Coordinator Dr. T.S. Letha explained in detailed about the subject matter. Under the instruction by the Board of Studies members, project discussion has been done and the date of examination has been done. The exam was planned for 20<sup>th</sup> February.

Kollam

Dr. T.S. LETHA

CO-ORDINATOR

Dept. of Philosophy  
Sree Narayana College, Kollam

Principal  
Sree Narayana College  
Kollam





## SREE NARAYANA COLLEGE, KOLLAM

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### MINUTES

Sree Narayana College Kollam, Department of Philosophy conducted a meeting on 12<sup>th</sup> August 2017 for finalizing of the inauguration date of the certificate course as a part of the 2017-18 academic programme under the leadership and guidance of the Board of Studies in the SNC, Kollam. The meeting was presided by Philosophy Department HOD, Smt. Bindu and the certificate course Coordinator Dr. T.S. Letha explained in detailed about the subject matter, Preparation of Syllabus, Title selection of Certificate Course, Brochure preparation of the course has been done in the meeting.

**Kollam**

**Dr. T.S. LETHA**

**CO-ORDINATOR**

Dept. of Philosophy  
Sree Narayana College, Kollam



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### MINUTES

Sree Narayana College Kollam, Department of Philosophy conducted a meeting on 10<sup>th</sup> August 2017 for finalizing of the inauguration date of the certificate course as a part of the 2017-18 academic programme under the leadership and guidance of the Board of Studies in the SNC, Kollam. The meeting was presided by Philosophy Department HOD, Smt. Bindu and the certificate course Coordinator Dr. T.S. Letha explained in detail about the subject matter. Under the instruction by the members of the Board of Studies in the meeting, the inauguration for the Course was planned for 16<sup>th</sup> August 2017.

**Kollam**

**Dr. T.S. LETHA**

**CO-ORDINATOR**

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**DEPARTMENT OF PHILOSOPHY**

**DEPARTMENT LEVEL CERTIFICATE COURSE 2017-2018**

**STRESS MANAGEMENT FOR WORKING PROFESSIONALS**

**LIST OF TEACHERS HANDLING CLASSES**

**Smt. Bindu R.- HOD, Philosophy**

**Dr. T.S. Letha – Faculty, Philosophy**

**Dr. S. Laiju- Faculty, Psychology**

Dept. of Philosophy  
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**TIMETABLE 2017-18**

Day	Time	Teacher
SATURDAY	3.30-4.30	Letha T.S
SATURDAY	3.30-4.30	Dr Laiju.S
SATURDAY	3.30-4.30	Dr. Laiju S.
SATURDAY	3.30-4.30	Letha T.S
SATURDAY	3.30-4.30	Bindu R.

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**DEPARTMENT OF PHILOSOPHY**

**LIST OF TEACHERS APPLIED FOR THE CERTIFICATE COURSE**

Sl.No.	Candidate Code	Name
1	Biochemistry	Dr. Ambili S
2	Biochemistry	Dr. Vinod B S
3	Biotechnology	Greeshma P
4	Biotechnology	Nimi M(On Leave)
5	Biotechnology	Dr Nitha Anand
6	Biotechnology	Dr Sujith S
7	Biotechnology	Dr Sayi D S
8	Biotechnology	Dr Divya Balakrishnan
9	Botany	Dr C Shaji
10	Botany	Dr. Sreedevi S
11	Botany	Nisha A P
12	Botany	Dr Preetha P S
13	Botany	Dr Latha Sadanandan
14	Botany	Dr Kiran Raj M S
15	Botany	Dr N. Ratheesh
16	Botany	Dr. Chithra Vijayan
17	Botany	Dr Smitha P D
18	Botany	Smt. Minimol V
19	Botany	Ms. Vrindha Vijayan
20	Chemistry	Dr. V L Pushpa
21	Chemistry	Dr. S V Manoj
22	Chemistry	Dr.P Nikhil Chandra (on FDP)
23	Chemistry	Dr.AmbiliRaj DB
24	Chemistry	Dr. Rijith S
25	Chemistry	Mr. Abhilash S
26	Chemistry	Dr.Reshma R

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## DEPARTMENT OF PHILOSOPHY

Attendance Sheet For Certificate Course 2017-2018

Sl.No.	Candidate Code	Name	19	26	02	16	23	30	07	21	28	04	18	25	02	16	23	Signature
			AUG	AUG	SEP	SEP	SEP	SEP	OCT	OCT	OCT	NOV	NOV	NOV	DEC	DEC	DEC	
1	Biochemistry	Dr. Ambili S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
2	Biochemistry	Dr. Vinod B S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
3	Biotechnology	Greeshma P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
4	Biotechnology	Nimi M(On Leave)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
5	Biotechnology	Dr Nitha Anand	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
6	Biotechnology	Dr Sujith S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
7	Biotechnology	Dr Sayi D S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
8	Biotechnology	Dr Divya Balakrishnan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
9	Botany	Dr C Shaji	P	P	P	A	P	P	P	P	P	P	P	P	P	P	P	
10	Botany	Dr. Sreedevi S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
11	Botany	Nisha A P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
12	Botany	Dr Preetha P S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
13	Botany	Dr Latha Sadanandan	P	P	P	P	P	P	P	P	P	P	A	P	P	P	P	
14	Botany	Dr Kiran Raj M S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
15	Botany	Dr N. Ratheesh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
16	Botany	Dr. Chithra Vijayan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
17	Botany	Dr Smitha P D	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
18	Botany	Smt. Minimol V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
19	Botany	Ms. Vrindha Vijayan	P	P	P	P	P	A	P	P	P	P	P	P	P	P	P	
20	Chemistry	Dr. V L Pushpa	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
21	Chemistry	Dr. S V Manoj	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
22	Chemistry	Dr.P Nikhil Chandra (on	P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	
23	Chemistry	Dr.AmbiliRaj DB	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
24	Chemistry	Dr. Rijith S	P	P	P	P	P	P	P	P	P	A	P	P	P	P	P	
25	Chemistry	Mr. Abhilash S	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
26	Chemistry	Dr.Reshma R	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

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*Tushar Haraji*  
Principal  
Sree Narayana College  
Kollam





# SREE NARAYANA COLLEGE KOLLAM

## DEPARTMENT OF PHILOSOPHY

### CERTIFICATE COURSE IN STRESS MANAGEMENT FOR WORKING PROFESSIONALS

This is to certify that Mr./Ms./Mrs. *Dr. Sreedevi.S*.....Department  
of *Botany*.....has successfully completed Certificate Course in  
STRESS MANAGEMENT FOR WORKING PROFESSIONALS during the Academic  
Year *2017-2018*.....

*SA*

Course Coordinator

*Principals*

Principal





# SREE NARAYANA COLLEGE KOLLAM

## DEPARTMENT OF PHILOSOPHY

### CERTIFICATE COURSE IN STRESS MANAGEMENT FOR WORKING PROFESSIONALS

This is to certify that Mr./Ms./Mrs.....*D. & Ambili. S*.....Department  
of ....*Biochemistry*.....has successfully completed Certificate Course in  
STRESS MANAGEMENT FOR WORKING PROFESSIONALS during the Academic  
Year.....*2017-2018*.....

*JK*

Course Coordinator

*Principals*

Principal