

## **ANNEXURE -X**

### **CO-CURRICULAR ACTIVITIES CONDUCTED BY THE INSTITUTIONS**

- Reference to 9(a) Conferences organized by Institution
- Reference to 9(b) Seminar organized by Institution
- Reference to 9(d) Workshop organized by Institution
- Reference to 9(e) Short term/ Value added programmes conducted by Institution

## CO-CURRICULAR ACTIVITIES CONDUCTED BY INSTITUTION (2022-2023)

### 9(a) LIST OF CONFERENCES ORGANIZED BY INSTITUTION

S.NO	NAME OF CONFERENCE	DATE	TIME
1.	2 <sup>nd</sup> National Conference on "Patient Safety: No space for Human Err" organized by M.Sc. Nursing I & II Year.	28-09-2023 to 29-09-2023	08:00am to 05:00pm

### 9(b) LIST OF SEMINARS ORGANIZED BY INSTITUTION

S.NO	TYPE OF SEMINAR	NAME OF SEMINAR	DATE	TIME
1.	One- day seminar	Seminar on "Stress Management" organized by B.Sc. (Hons) Nursing 4 <sup>th</sup> Year	23-11-2022	08:00am to 03:00pm
2	Half-day seminar	Seminar on "Stress Management" organized by B.Sc. (Hons) Nursing 4 <sup>th</sup> Year	22-11-2023	08:00am to 01:00pm

### 9(d) LIST OF WORKSHOP ORGANIZED BY INSTITUTION

S.NO	NAME OF WORKSHOP	DATE	TIME
1.	Workshop on "Suicide Prevention" organized by Post Basic B.Sc. Nursing II Year	11-09-2023	08:15am to 04:00pm

### 9(e) LIST OF SHORT TERM PROGRAMME ORGANIZED BY INSTITUTION

S.NO	NAME OF PROGRAMME	DATE	TIME
1.	Session on "The Prevention of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013"	06-10-2023	02:00pm to 03:00pm



Prof. Dr. Feba Geevarghese  
Principal  
St. Stephen's Hospital College of Nursing





## REPORT ON 2<sup>nd</sup> NATIONAL CONFERENCE ON "PATIENT SAFETY: NO SPACE FOR HUMAN ERR"

"First, do no harm" is the most fundamental principle of any health care service. No one should be harmed in health care; however, there is compelling evidence of a huge burden of avoidable patient harm globally across the developed and developing health care systems. This has major human, moral, ethical and financial implications. Patient safety is defined as "the absence of preventable harm to a patient and reduction of risk of unnecessary harm associated with health care to an acceptable minimum." Within the broader health system context, it is "a framework of organized activities that creates cultures, processes, procedures, behaviours, technologies and environments in health care that consistently and sustainably lower risks, reduce the occurrence of avoidable harm, make error less likely and reduce impact of harm when it does occur."

St. Stephen's Hospital College of Nursing organized a two days 2<sup>nd</sup> National conference on 28<sup>th</sup> and 29<sup>th</sup> September 2023 with the theme: "**Patient Safety: No Space for Human Err**". The organizing chairperson for the Conference was Prof. Dr. Feba Geevarghese, Principal, St. Stephen's Hospital College of Nursing. The Chief Guest of the Conference was Dr. Sudhir C. Joseph, Director, St. Stephen's Hospital. The Inaugural session included welcome address by Principal madam, lighting of the ceremonial lamp and unveiling of the theme of the conference by the Chief Guest.

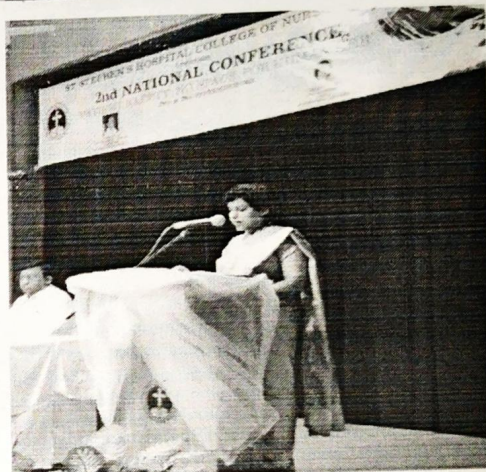
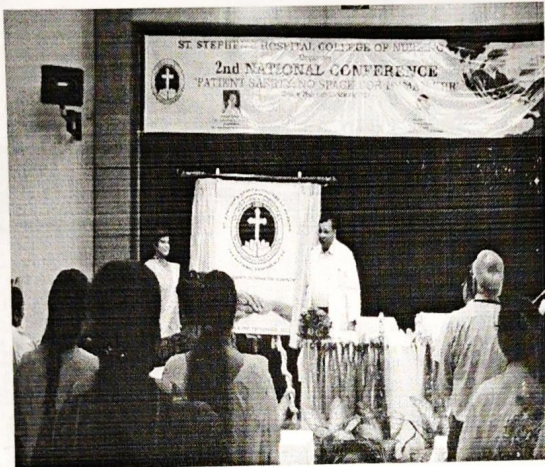
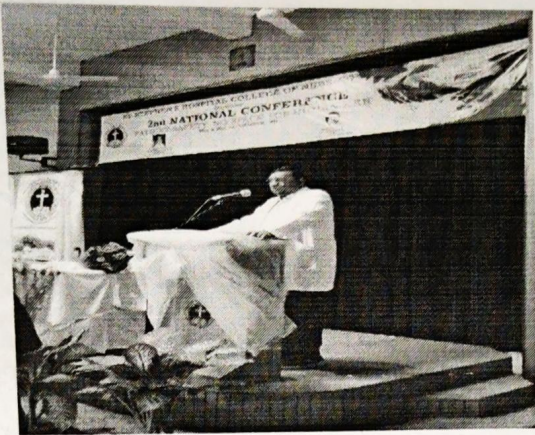
The conference witnessed the participation of nearly eighty-one staff nurses from different organizations and on the spot registration was also conducted. There was a brief pre-test and post-test which consisted of 15 questions and was aimed at analyzing the previous existing knowledge of the subject matter.

The speakers for the conference were: Ms. Thankam Gomez, Founder & CEO-Cygnia Healthcare, Prof. Dr. Raminder Kalra, Principal, Holy Family, CON, Ms. Jeena Jose, Nursing Superintendent, Holy Family Hospital, Ms. Rimple Sharma, Associate Professor, AIIMS, Prof. Bindu Shaiju, Associate Professor, RFCON, Prof. Dr. Mini George, Principal, ILBS, CON, Ms. Clarice Lyngdoh, M.Sc. Tutor, SSHCON, Dr. S.K Chumber, Senior Specialist, Microbiology, SSHCON, Anugrah Milton, Tutor, RAK, college of Nursing, Prof. Dr. Feba Geevarghese, Principal, SSHCON, Dr. Pragya Pathak, Vice Principal, AIIMS, Ms. Shiny Chacko, Secretary, TNAI. The speakers were welcomed with the planters and were awarded with the memento after the session.


All the sessions were highly beneficial and updated the knowledge regarding patient safety which is a sensitive issue.

The participants actively participated during the sessions and were given a certificates and a bag as a sovenier.





*gsp*  
 Prof. Sheeba P. Joseph/Ms.N.Grace Amitha  
 Organizing Committee

*Grace Amitha*  
  
 Prof. Dr. Feba Geevarghese  
 Principal



WE CORDIALLY INVITE YOU  
TO OUR  
2<sup>nd</sup>  
NATIONAL CONFERENCE  
ON

*‘Patient Safety: No Space for  
Human Err’*

DATES:

28<sup>TH</sup> – 29<sup>TH</sup> SEPTEMBER 2023

VENUE: CONFERENCE HALL,

ST. STEPHEN'S HOSPITAL, DELHI

Payment for Registration:

Early Bird: Rs. 1200/- upto 20.09.2023

After 20.09.2023 & On-the-Spot Registration:  
Rs. 1400/-

*(Tea, Snacks and Lunch will be provided)*

Registration and Payment Link

<https://www.ststephenshospital.org/confRegistration>

CONTACT FOR REGISTRATION

Ms. Karthika: 8860215686

Ms. Rency Jaboi: 8860132947

Email: [consshde.lhi@gmail.com](mailto:consshde.lhi@gmail.com)

**CHIEF GUEST**

DR. SUDHIR C. JOSEPH  
DIRECTOR

ST. STEPHEN'S HOSPITAL, DELHI

**CONFERENCE CHAIRPERSON**

PROF. DR. FEBBA GEEVARGHESE  
PRINCIPAL

ST. STEPHEN'S HOSPITAL  
COLLEGE OF NURSING, DELHI

**ORGANIZING COMMITTEE**

(Faculty College of Nursing)

PROF. SHEEBA JOSEPH

MS. N. GRACE AMITHA

MS. VARSHA VARGHESE

MS. SHWETA

MS. JAYA SIMON

MS. B. POOJA



ST. STEPHEN'S HOSPITAL  
COLLEGE OF NURSING, DELHI

2<sup>nd</sup>

**NATIONAL CONFERENCE**

on

‘PATIENT SAFETY: NO SPACE  
FOR HUMAN ERR’



Dates: 28<sup>th</sup> – 29<sup>th</sup> September 2023

Venue: Conference Hall,  
St. Stephen's Hospital, Delhi

11 Credit Hours will  
be provided!



## GREETINGS

Greetings from St. Stephen's Hospital. Our College of Nursing has immense pleasure in inviting you to the 2<sup>nd</sup> National Conference from 28<sup>th</sup> - 29<sup>th</sup> September 2023.

## TARGET GROUP

Nurse Administrators, Nursing Faculty, Nurse Educators, Staff Nurses.

## ABOUT THE INSTITUTION

St. Stephen's Hospital, Delhi is a charitable mission hospital established and run by St. Stephen's Hospital Society. It had a humble beginning in 1885 as a 20-bed hospital in Chandni Chowk in memory of Ms. Priscilla Winter, a non medical missionary. By 1908, the hospital into 100 bedded Women and Children's hospital relocated at Tis Hazari. Today this modern well-equipped hospital has a strength of 595 beds in various specialities and super specialities. Education and training of medical, nursing and Allied Health professionals is an ongoing programme in this institution.

Established in 1908 and founded by Ms. Alice Wilkinson, a pioneer and co-author of the constitution of the INC, we have one of the oldest nursing schools in the country. In 1952, we started the A-grade diploma course and then the General Nursing & Midwifery course. In the year 2008, the School of Nursing was upgraded to College of Nursing affiliated to GGSIPU and B.Sc. (Hons.) Nursing was started with 50 seats. We also have M.Sc. Nursing with 15 seats in 3 specialities and Post Basic B.Sc. Nursing with 20 seats.

## ABOUT THE THEME

Patient safety is a critical policy issue and remains an important challenge to the health system. The main theme of the conference revolves around understanding the basic concepts and the importance of patient safety.

## PROGRAMME SCHEDULE DAY 1 (28.09.2023)

TIME	EVENT	RESOURCE PERSON
8:00-9:00am	Registration and Pre-Test	
9:00-9:45am	<b>Inaugural session</b> Opening prayer Lamp Lighting Welcome address Unfolding of theme Chief Guest's address	
9:45-10:15am	<b>TEA BREAK</b>	
10:15-11:15am	Overview of Patient Safety Goals	<b>Ms. Thankam Gomez</b> Founder & CEO-Cygnia Healthcare, Gurugram
11:15am-12:15 pm	Integration of sound mental health and effective communication among caregivers	<b>Prof. Dr. Raminder Kalra</b> Principal, Holy Family College of Nursing, Delhi
12:15-1:00pm	'We value you': Ethical and Legal issues in patient safety	<b>Prof. Bindu Shaiju</b> Associate Professor Rufaida College of Nursing, Delhi
1:00-2:00pm	<b>LUNCH BREAK</b>	
2:00-3:00pm	Latest Trends in patient safety and care	<b>Dr. Rimple Sharma</b> Associate Professor AIIMS College of Nursing, Delhi
3:00-3:15pm	<b>ACTIVITY</b>	
3:15-4:15pm	Safe Pharmacotherapy: the role of pharmacovigilance in effective patient care	<b>Ms. Jeena Jose</b> Nursing Superintendent Holy Family Hospital, Delhi
4:15-5:00pm	Universal protocols of patient safety in Peri-operative Nursing	<b>Prof. Dr. Minnie George</b> Principal, College of Nursing, Institute of Liver & Biliary Sciences, Delhi
5:00 pm	<b>TEA BREAK</b>	

## PROGRAMME SCHEDULE DAY 2 (29.09.2023)

TIME	EVENT	RESOURCE PERSON
8:00-9:00am	Patient Transportation safety	<b>Ms. Clarice Lyngdoh</b> M.Sc. Tutor St. Stephen's Hospital College of Nursing, Delhi
9:00-9:15am	<b>GROUP ACTIVITY</b>	
9:15-10:15 am	Reduction in Risk of HAIs	<b>Dr. SK Chumber</b> Senior Specialist, Microbiology St. Stephen's Hospital, Delhi
10:15-10:45 am	<b>TEA BREAK</b>	
10:45-11:45 am	Challenges of Maternal and Newborn Safety	<b>Ms. Anugrah Milton</b> Tutor RAK College of Nursing Delhi
11:45-12:45 pm	Plan, Prepare and Practice: Ensuring Quality Care Delivery	<b>Prof. Dr. Feba Geevarghese</b> Principal, St. Stephen's Hospital College of Nursing, Delhi
12:45-1:45pm	<b>LUNCH BREAK</b>	
1:45-2:45pm	Patient Safety Strategy for a better outcome	<b>Dr. Pragma Pathak</b> Vice Principal, Dr. RML Hospital Lucknow, U.P.
2:45-3:45pm	Patient Safety- Nursing Perspective	<b>Ms. Shiny Chacko</b> Secretary, Delhi State Branch, TNAI
3:45-4:15 pm	<b>Valedictory session</b>	
4:15-4:30pm	Post Test	
4:30 pm	<b>TEA BREAK</b>	



**ST. STEPHEN'S HOSPITAL  
COLLEGE OF NURSING  
DELHI**

**REPORT ON  
STRESS MANAGEMENT**

**SUBMITTED TO:**

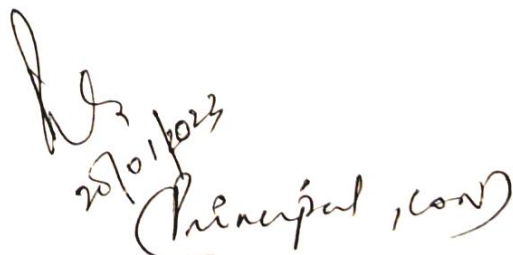
Ms. Sheljy Shajan  
Associate Professor  
St. Stephens Hospital  
College of Nursing



20/10/2022

**SUBMITTED BY:**

B.Sc. (Hons.) Nursing  
4<sup>th</sup> year  
Batch: 2018-2022



20/10/2022  
Principal, (cont)

## INTRODUCTION

*"The greatest weapon against stress is our ability to choose one thought over another."*

*- William James*

In an effort to spread awareness regarding stress management, we, the students of B.Sc. (H) Nursing 4<sup>th</sup> year conducted a workshop on "Stress Management" on 23<sup>rd</sup> November 2022 from 8:00 am to 3:00 pm, which was given to 1st year students of B.Sc. (H) Nursing and General Nursing and Midwifery courses.

Prof. Dr. Feba Geevarghese, Principal, St. Stephen's Hospital College of Nursing, was the Organizing Chairperson of the Workshop. Prof. Sheeba P. Nath, Vice-Principal, St. Stephen's Hospital College of Nursing, was the Organizing Secretary and Ms. Sheljy Shajan, Associate Professor, Ms. N. Grace Amitha, Nursing Tutor and B.Sc. (Hons.) Nursing 4<sup>th</sup> Year, were the organizing committee of the workshop.





## DESCRIPTION OF ACTIVITIES DONE

The workshop on stress management was conducted on 23<sup>rd</sup> November 2022 under guidance of Prof. Dr. Feba Geevarghese, Principal, SSHCON and Ms. Sheljy Shajan & Ms. N. Grace Amitha who guided us from planning to organizing the workshop in a coordinated manner.

The workshop started at 8:00 am with registration and pre-test for the workshop. A total of 74 students enrolled in the workshop and submitted their pre-test before the start. The pre-test consisted of 20 questions. Registration was closed by 8:15 am and pretest was collected.

After pretest, a Bible verse was read and a prayer song was sung by the organizing members of B.Sc. (Hons) Nursing 4th year for the blessing and grace of God throughout the workshop.

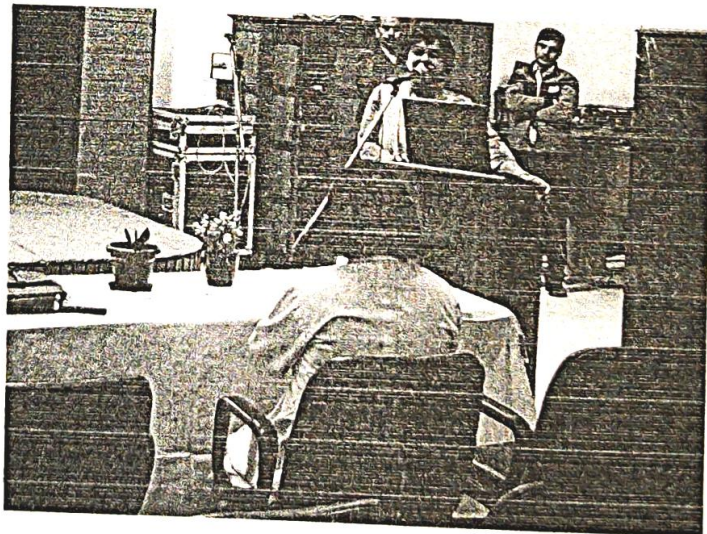




The Guests and the resource persons as well as the participants of the workshop were welcomed by the emcee, Ms. Sharon S. James and unveiling of the theme for the workshop was done by Principal Ma'am and Vice-Principal Ma'am. The theme, "Rise above the Turbulent Waves" was then described by Ms. Kezia K. Kuruvilla.



After unveiling of the theme, the chief guest of the day, Prof. Dr. Feba Geevarghese addressed the participants and gave tips to tackle their stress throughout the years of their studies which was beneficial to the gathering as it gave ways and tricks to manage stress easily in daily life of an individual.





## SUMMARY AND CONCLUSION

Through this workshop, the organizers and participants were able to impart knowledge and practical skills regarding Stress Management. The students coping and comprehensive skills were assessed through a pre-test and post-test, there after feedback from audience was collected which had an overall positive response.

The workshop took place on 23<sup>rd</sup> November, 2022. It was organized in the context of Stress Management.

The **main objectives** were to:

1. **To identify** various stressors in 1st year Nursing students.
2. **To understand** the concept of stress management.
3. **To practice** various stress relieving techniques.

**The workshop** was organized into 3 main sessions. The session started by conducting a pre-test to **assess** the knowledge of audience followed by the introduction by the representative of the **workshop** and then the prayer session was held and welcoming chief guest for the workshop. Prof. Dr. Feba Geevarghese. The different sessions were taken by resource person.

**Session 1** - by Ms. Karthika Krishnan, Assistant Professor, St. Stephen's Hospital College of Nursing regarding "Interventional approach to low self-esteem among adolescence".

**Session 2** - by Dr. Atmesh Kumar, Senior Consultant, Department of Psychiatry, St. Stephen's Hospital, on "Stress management-Taking Mind off the problem".

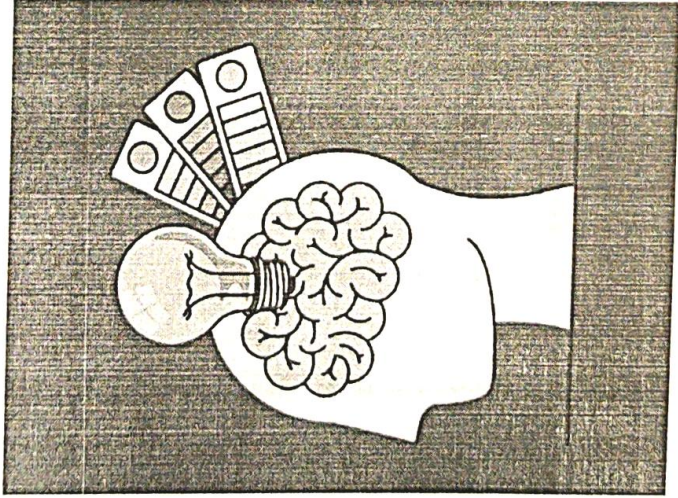
**Session 3** - by Ms. Sakshi Mehta, Clinical Psychologist, St. Stephen's Hospital, on "Stress Management Techniques".

The Evening session consisted of a Mime and game activities.

Post-test was conducted; feedback was taken from the participants.

The workshop was concluded by Vote of Thanks from the representatives.





## CONTACT FOR REGISTRATION

MS. ANJURI

7827523784

MS. JOSINA

9650948256

### CHIEF GUEST

PROF. DR. FEBE  
GEEVARGHESE

PRINCIPAL

ST. STEPHEN'S HOSPITAL  
COLLEGE OF NURSING

TIS HAZARI, DELHI

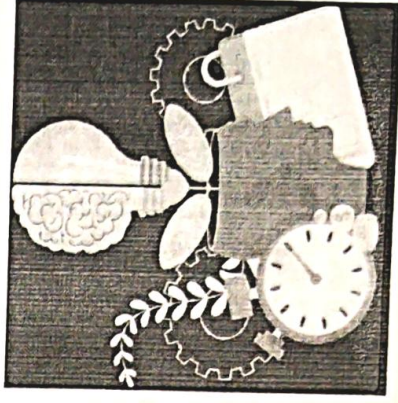
### ORGANIZING COMMITTEE

- Prof. Sheeba Joseph  
(Vice-principal, College  
of Nursing)
- Ms. Sheljy Shajan  
(Associate professor)
- Ms. Komal  
(M.Sc. Nursing Tutor)
- B.Sc. 4<sup>th</sup> year Students

ST. STEPHEN'S HOSPITAL  
COLLEGE OF NURSING,  
DELHI



ORGANIZES A WORKSHOP ON  
"STRESS MANAGEMENT"



UNWIND THE MIND:  
STRESS LESS, LIVE  
MORE



## GREETINGS

Greetings from St. Stephen's Hospital College of Nursing, Delhi. It gives us immense pleasure to invite you to the Workshop scheduled on 22 November 2023.

## TARGET GROUP

B.Sc. (Hon.) Nursing First year Students (Semester-1)

## ABOUT THE INSTITUTION

St. Stephen's Hospital, Delhi is a charitable mission hospital, established and run by St. Stephen's Hospital Society. It had a humble beginning in 1885 as 20- bedded hospital in Chandni Chowk in memory of Ms. Priscilla Winter, a non-medical Missionary. By 1908 the hospital grew into a 100 bedded Women and Children's hospital relocated in Tis Hazari. Today, this Modern well-equipped hospital has a strength of 595 beds in Various specialities and super specialities. Education and training Of Medical, Nursing and Allied Health Professionals is a ongoing Programme in this institution. In 2012, St. Stephen's Hospital Health Care Facility was opened in Gurugram, Haryana. Established in 1908 and founded by Ms. Alice Wilkinson, a pioneer and co-author of constitution of the INC, we have one of the oldest Nursing schools in the country. In 1952, we started the A- grade Diploma course and then General Nursing and midwifery course. In the year 2008 the school of Nursing was upgraded to College of Nursing affiliated to GGSIPU and B.Sc. (Hons.) Nursing was Started with 50 seats. We have 15 seats in M.Sc. Nursing and 20 seats in Post Basic B.Sc. Nursing.

## ABOUT THE THEME

Stressful situations are an unavoidable part of life. Time, money and energy will always have limits. With a better understanding of stress and a little practice, however, the effects of stress can be lessened or eliminated. Our theme "STRESS MANAGEMENT AND LIFE SKILL DEVELOPMENT", is based on easing academic stress, build self-confidence and positive relationships, improve attitude, and make positive evaluation strategies

# PROGRAMME SCHEDULE

VENUE : Conference hall  
DATE : Wednesday, 22<sup>nd</sup> November 2023  
TIME : 8AM-1PM

TIME	EVENTS	RESOURCE PERSON
08-08:30 AM	Registration & Pre-test	
08:30 - 09:00 AM	Inaugural session ❖ Prayer ❖ Welcome speech ❖ Unveiling the Theme ❖ Chief Guest address- Prof. Dr Feba Geevarghese, Principal, St. Stephen's Hospital College of Nursing	
09:00 AM -09:30AM	Tea Break	
09:30 AM- 10:00 AM	Session: I Stress among adolescents: Prevalence and Manifestations	Dr. Atmesh Kumar MD, Psychiatry Senior Consultant St. Stephen's Hospital
10:00 AM - 10:45 AM	Session: II Stress Management: Taking mind off the problem	Ms Sakshi Mehta M.A.M.Phil. (Clinical Psychology) RCI Clinical Psychologist St. Stephen's Hospital
<i>Quiz Time</i> 10:45AM-11:00AM		
11:00 AM - 12:00 PM	Session: III Stress Management techniques: Practice based intervention	Ms Shinon A Samuel M.A.M.Phil.(Clinical Psychology) RCI Clinical Psychologist St. Stephen's Hospital
12:00PM-12:30PM <i>Group Activity</i>		
	Valedictory session ❖ Post Test ❖ Participant response ❖ Vote of Thanks	





**CONTACT FOR REGISTRATION**  
MS. GHANAKSHI-9873945031  
MS. SHIVANI-7678698413

**CHIEF GUEST**  
DR. SUDHIR C. JOSEPH  
DIRECTOR  
ST. STEPHEN'S HOSPITAL  
TIS HAZARI, DELHI

**ORGANIZING CHAIRPERSON**  
PROF. DR. FEBA GEEVARGHESE  
PRINCIPAL  
ST. STEPHEN'S HOSPITAL, COLLEGE OF  
NURSING  
TIS HAZARI, DELHI

**ORGANIZING COMMITTEE**  
MS. RENCY MOL JABOI  
(M.SC, NURSING TUTOR)  
MS. SHALINI SINGH  
(CLINICAL INSTRUCTOR)  
MS. AKANSHA DAVID  
(CLINICAL INSTRUCTOR)

**POST BASIC BSC NURSING SECOND  
YEAR**  
SHIVANI  
PRIYANKA TIWARI  
GRESHMA JOHNSON  
VISHAKHA JOHN  
VARSHA RANI GAUTAM  
ARUNA  
PRIYANKA SAINI  
ANCHAL  
GHANAKSHI

ST. STEPHEN'S HOSPITAL  
COLLEGE OF NURSING  
DELHI



Organizing a WORKSHOP ON  
"SUICIDE PREVENTION"



DATE: 11<sup>TH</sup> SEPTEMBER 2023  
VENUE: CONFERENCE HALL  
TIME: 8:15AM-4:00PM



### GREETINGS

Greetings from St. Stephen's Hospital. Our College of Nursing has immense pleasure in inviting you to the WORKSHOP scheduled on 11<sup>th</sup> September 2023.

### TARGET GROUP

"Nursing Students of College Of Nursing, St Stephen's Hospital"

### ABOUT THE INSTITUTION

St. Stephen's Hospital, Delhi is a charitable mission hospital, established and run by St. Stephen's Hospital Society. It had a humble beginning in 1885 as 20 bedded hospital in Chandni Chowk in memory of Ms. Priscilla Winter, a non- medical missionary. By 1908 the hospital grew into a 100 bedded Women & Children's hospital relocated at Tis Hazari. Today, this modern well equipped hospital has strength of 595 beds in various specialities and super specialities. Education and training of Medical, Nursing and Allied Health Professionals is ongoing programme in this institution. Established in 1908 and founded by Ms. Alice Wilkinson, a pioneer and co-author of the constitution of the INC, we have one of the oldest nursing school in the country. In 1952, we started the A-grade diploma course and then General Nursing & Midwifery course. In the year 2008 the School of Nursing was upgraded to College of Nursing affiliated to GGSIPU and B.Sc. (Hons.) Nursing was started with 50 seats. We also have 15 seats in M.Sc. Nursing with 3 specialities and 20 seats in Post Basic B.Sc Nursing.

### ABOUT THE THEME

Suicide is a serious public health problem that can have lasting harmful effects on individuals, families, and communities. There are many factors that contribute to suicide. The goal of suicide prevention is to reduce factors that increase risk and increase factors that promote resilience.

TIME	EVENT	RESOURCE PERSON
08:15-08:30 AM	Registration	Ms. Ghanakshi & Ms. Shivani
08:30-08:45 AM	Pre-test	Ms. Greesha Johnson & Ms. Varsha
08:45-09:00 AM	Inaugral session • Prayer Song • Prayer	Bsc Nursing 2 <sup>nd</sup> year Students Rev. Poonam
09:00-09:45 AM	Welcome address by Prof. Dr. Feba Geevarghese Chief Guest address – Dr. Sudhir C. Joseph, Director	
09:45-10:30 AM	Session 1: Introduction: • Prevalence of suicide threat among people	Ms. Sakshi Mehta (Clinical Psychologist)
10:30-10:45 AM	Tea break	
10:45-11:30 AM	Session 2: How to recognise suicide threat	Dr. Rupali Sivaikar(HOD, Dept. of Psychiatry)
11:30-11:45 AM	Group activity 1	
11:45-12:30 PM	Session 3:Strategies to reduce the risk factors of suicidal thoughts.	Ms. Shinon Samuel (Cinical Psychologist)
12:30-01:30 PM	Lunch break	
01:30-02:15 PM	Session 4: Management and preventive approach.	Dr. Atmesh (Consultant, Dept. of Psychiatry)
02:15-02:30 PM	Group activity 2	
02:30-03:30 PM	Session 5: Nurses role in managing the patient with suicidal ideation. Valedictory session	Ms. Jaya Simon (Msc. Nursing Tutor)
03:30-04:00 PM	• Post test • Feedback of participants • Test results • Vote of thanks	Ms. Aruna Ms. Priyanka Saini Ms. Anchal Ms. Vishakha John



**ST. STEPHEN'S HOSPITAL, DELHI- 110054**

**Ref No. SSH/PERS/ICC/2023**

30<sup>th</sup> September, 2023

This is to inform all the concerned HODs.

The Personnel Office is conducting a session on **“The Prevention of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013”** for **General Staff** on 06<sup>th</sup> October, 2023 (Friday) at 02:00pm to 03:00pm in the Conference Hall.

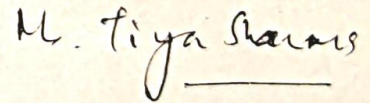
Therefore, you are requested to relieve the concerned employees whose names are attached herewith and ensure that they attend the session on the above mentioned date and time.

In case you are unable to relieve them, kindly inform in the Personnel Office by 4<sup>th</sup> October 2023 to enable others to replace them.

**Please note that the attendance of the participants is mandatory.**



**Dr. Sudhir Joseph**  
Director



Trainer Names: Mr. John Masih (Personnel Officer)

Dr. Vinita Gupta (ICC Member)