

**J.C. BOSE UNIVERSITY OF SCIENCE AND TECHNOLOGY,
YMCA FARIDABAD**

(Formerly YMCA University of Science and Technology)

NAAC 'A +' Grade accredited State University



Department of Management Studies

**Report of Work Life Balance and Work Ethics for Non-
Teaching Staff**

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A one-day Training Program on “Work-Life Balance & Worth Ethics” for non-teaching staff was organized by the Department of Business Studies, JC Bose University of Science and Technology, YMCA, Faridabad on 21st December 2022. The inaugural session was presided by Chief guest Prof. Sandeep Grover, Dean Institutions, JC Bose University of Science and Technology, YMCA, Faridabad, Dr. Rajiv Singh (Registrar, Gurugram University), Prof. S.K. Garg (Registrar, J.C. Bose University of Science & Technology, YMCA, Faridabad), Prof. Ashutosh Nigam (Dean, Dept. of Management Studies, J.C. Bose University of Science &

Technology, YMCA, Faridabad) and Dr. Rachna Agrawal (Chairperson, Dept. of Management Studies, J.C. Bose University of Science & Technology, YMCA, Faridabad).

Dr. Renu Aggarwal (Assistant Professor, Dept. of Management Studies) & Dr. Gunjan (Assistant Professor, Dept. of Management Studies, welcomed the dignitaries, guests, and participants for Non-Teaching Training Program with a brief note on importance of work life balance in enhancing their overall productivity and efficiency. The dignitaries were presented a small sapling as a token of regard for attending the session and sharing their valuable experience with the participants.

Dr. Neha Goyal (Coordinator) was invited on podium to confer the concise description of the Program. Dr. Neha mentioned on importance of work-life balance in today's life and how strong work ethics can help in reshaping the outlook of life and achieve one goal after another.

Later, Prof. Sandeep Grover, Chief Guest of the session was invited to share his knowledge and thoughts on the underlined topic. Prof. Sandeep Grover is currently working as Professor (Mech. Engg., JC Bose University of Science & Technology, YMCA). He has worked in various capacities at our institution. Dr Sandeep Grover has obtained Bachelor's degree in Engineering, Master's degree in Technology and Ph.D. in the field of Quality Management. He is associated with different regulatory bodies for quality related activities. Prof Grover addressed the participants by discussing a famous management theory on motivation, i.e., the Herzburg two factor theory (hygiene and motivation factor). He presented his views on role of motivational factors in work-place.

The programme was held in four sessions of two hours each. The details of each session are as below:

Session-1: Work Ethics (Dr. Rajiv Kumar, Registrar of Gurugram University, Gurugram)



The first session was taken by Dr. Rajiv Kumar Singh, who is presently the Registrar of Gurugram University, Gurugram. Dr. Rajiv has more than 16 years of experience in teaching and educational administration. Prior to his current position, he was the Controller of Examinations at J.C Bose University of Science and Technology, YMCA.

He elaborated on Jargon term “A B C” for the audience, where ‘A’ stands for Apna, ‘B’ stands for Boss and ‘C’ for Company. Self-satisfaction is important for one’s life. The expert presented a matrix deal the matter of ‘urgency’ and ‘importance’.

Session-2: Work Ethics Prof. S.K. Garg, Registrar J.C Bose University of Science and Technology, YMCA)



The session-2 was addressed by Prof. S.K. Garg, Registrar on work ethics. Prof. S.K Garg mentioned on relevance of balancing the work-life in today's hectic schedule. To improve the efficiency and productivity in life the participant needs to understand how to work in a team. The young generation specially need to cut unproductive time such as spending too much time on mobile phone. More importantly, physical and mental health is important these days. Yoga and meditation could be instrumental.

He also elaborated on code of conducts for employees in the organization.

Session 3: Stress Management-Prof. Ashutosh Nigam (Dean, Dept. of Management Studies, J.C. Bose University of Science & Technology, YMCA, Faridabad)



Prof. Ashutosh Nigam, is currently Professor & Dean in Dept. of Management Studies, J.C. Bose University of Science & Technology, YMCA, Faridabad. Prof. Nigam has more than 19 years of teaching and research experience. In stress management session he discussed on various repercussions of stress such as physical, weight gain/loss, emotional (such as anxiety, mood swings, depressions etc.) and unhealthy coping strategies. The participants were given stress test to rate the stress level on scale of 0 to 40 (from low stress to high stress). Further, the expert elaborated on use of Eisenhower Matrix for prioritizing time based on what matters

most (Urgent vs Important). The participants were given the task to prepare the matrix in a group which was judged by the internal faculty members of the department.

Session 4: Time Management-Dr. Arti Gupta (Assistant Professor, Department of Management Studies, J. C. Bose, University & Science & Technology, YMCA)



Dr. Arti Gupta is currently Assistant Professor, Department of Management Studies, J. C. Bose, University & Science & Technology, YMCA. Prior to this, she works at various capacities in different institutions. Dr. Arti Gupta discussed in details on various theories of time management such as Pareto Analysis, “Eat that Frog” Technique, Eisenhower Matrix, Parkinson’s Law, Time Blocking Method, Pomodoro Technique, “Getting things done” method, Rapid planning Method and Pickle Jar theory. The expert also gave a task to the participants to discuss on time management by them on day-to-day basis.



Later, Valedictory report was submitted by Dr. Jyotsana Chawla and certificate distribution to participants, organizing team and coordinators by Prof. Ashutosh Nigam, (Dean, Dept. of Management Studies).

The session concluded with a vote of thanks by Dr. Jyotsana Chawla to our Ho'ble Vice Chancellor Prof. Sushil Kumar Tomar, Registrar sir, Dr. SK Garg, Dean faculty of Management studies-Prof Ashutosh Nigam, Chairperson- Dr. Rachna Agarwal, deans and chairpersons of various departments, esteemed experts: Dr Rajiv Singh (Registrar, Gurugram University, Prof. S. K Garg, Registrar J C Bose UST, YMCA, Prof. Ashutosh Nigam, Dr Arti Gupta, organizing team members and administrative staff members.