


1:00PM- 2:00PM	Lunch	
2:00PM – 3:00PM	Session – X Various Options For Maintaining balance of Work and Life	Mrs. Manisha Bhagwat Asst. Prof. OBG Dept. Index Nursing College
3:00PM - 4:00PM	Session – XI Improving Physical and Mental Health	Prof. Ankush Patrick MSN Dept. Index Nursing College
<b>Day 3</b>		
9:00AM-10:00AM	Session – XII Enhanced Productivity and Performance	Dr. Naveen Kumar Jaiswal HOD cum Prof. Chn. Dept. Index Nursing College
10:00AM-11:00AM	Session – XIII Factors Affecting Quality of Work Life	Dr. Payal Sharma HOD cum Prof. MHN Dept. Index Nursing College
11:00AM – 12:00NOON	Valedictory Session	
<p>For Registration Contact :</p> <p><b>Mr. Ajay Meena - 8965048407</b></p> <p><b>Mr. Ayush Pawar - 7898765979</b></p>		

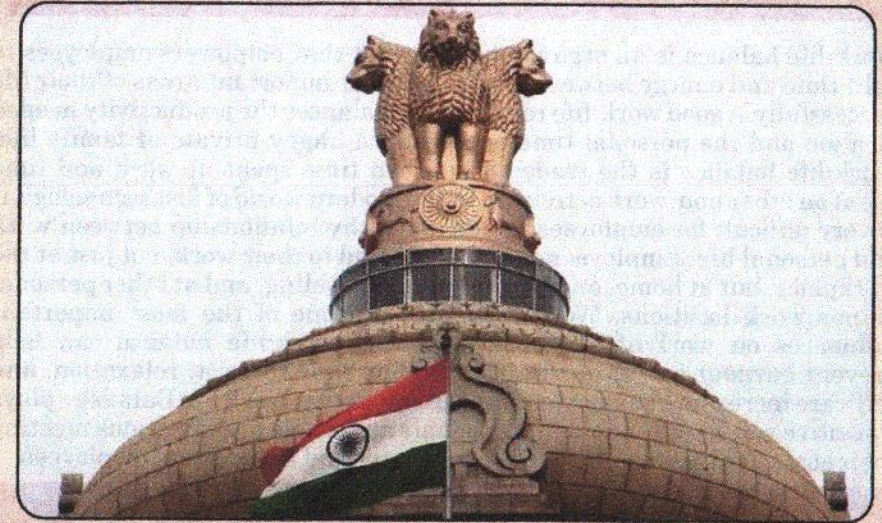
  
**Principal**  
**INDEX NURSING COLLEGE**  
**INDORE (M.P.)**



## MALWANCHAL UNIVERSITY INDEX NURSING COLLEGE



Approved by Indian Nursing Council, New Delhi,  
Madhya Pradesh Nurses Registration Council, Bhopal (M.P.)




### VALUE ADDED COURSE ON "WORK LIFE BALANCE"

Course Code:INC/VAC/23/17

DATE: 14:03:2024 to 16:03:2024  
VANUE: INDEX NURSING COLLEGE

ORGANIZING CHAIRPERSON  
**Dr.(Prof.) Smriti G. Solomon**  
 Principal  
 Index Nursing College

  
**Registrar**  
**Malwanchal University**  
 Indore (M.P.)

ORGANIZING SECRETARY  
**Dr. Th. Bidyani Devi**  
 Professor, Dept of Obg  
 Index Nursing College



## About College

Index Nursing College, Indore (M.P.) was established under the aegis of Mayank welfare society in september 2007 and the college has successfully completed 16 years of its existence with the mission to be a leading edge nursing educational institution devoted to prepare post graduate, under graduated and diploma nurses to provide multidisciplinary and integrated health services to clients globally. Index Nursing College is constituent unit of Malwanchal University, Indore (M.P.)

## Overview of Topic

Work-life balance is an organization concept that empowers employees to split time and energy between work and other important areas of their life successfully. A good work-life relationship balances the productivity needed at a job and the personal time needed for a happy private or family life. Work-life balance is the trade-off between time spent at work and time spent on other non-work activities. In the modern world of fast technology, it is very difficult for employees to find a healthy relationship between work and personal life. Employees can be connected to their work, not just at the workplace, but at home, on vacation, while traveling, and at other personal or non-work locations. Work schedules are one of the most important influences on work-life balance. Achieving work-life balance can help prevent burnout and turnover by providing time for rest, relaxation, and self-care increasing engagement and productivity. Work life Balance plays a positive role in individual professionals and whole organizations meeting their goals. It also helps organizations recruit and retain great employees.

## Objectives

After the course, the students will be able to,

- Concept of work and life balance
- Benefits of work life balance to employees
- Benefits of work life balance to organization
- Effects of poor work life balance on employees
- Relation between work life balance and stress
- Planning for maintaining balance of work and life
- Approaches and time management for maintaining balance of work and life
- Process and steps for work life balance
- Factors considered for work life balance
- Various options for maintaining balance of work and life
- Improving physical and mental health
- Enhanced productivity and performance
- Factors affecting quality of work life

**Principal**  
**INDEX NURSING COLLEGE**  
**INDORE (M.P.)**

## SCHEDULE

Day 1		
Time	Topic/Subtheme	Resource Person
9:00AM-9:30AM	<b>Registration/Pre test</b>	<b>Mr. Ajay Meena</b>
9:30AM- 9:45AM	Inauguration/Deep Prajwalan	Chief Guest/Guest of Honour
9:45AM-10:00AM	Floral Welcome & Address of Chief Guest	
10:00AM-11:00AM	<b>Session – I</b> Concept of work and life balance	<b>Dr. Rajendra Singh</b> Asst. Registrar Malwanchal University
<b>11:00AM- 11:15AM</b>	<b>Tea Break</b>	
11:15AM – 12:00NOON	<b>Session – II</b> Benifits of Work Life balance to employees	Prof. Berlin Sara Thampy HOD. Chn. Dept. Index Nursing College
12:00NOON – 1:00PM	<b>Session – III</b> Benifits Of Work Life balance to Organization	Dr. Reena Thakur Prof. MSN Dept. Index Nursing College
1:00PM- 2:00PM	<b>Lunch</b>	
2:00PM – 3:00PM	<b>Session – IV</b> Effects Of Poor Work Life balance on employees	Dr. Smriti G. Solomon Principal, Index Nursing College
3:00PM - 4:00PM	<b>Session – V</b> Relation Between Work Life balance And Stress	Mr. Vishal Choudhary Asst. Prof. MSN dept. Index Nursing College
Day 2		
9:00AM-10:00AM	<b>Session – VI</b> Planning For Maintaining balance of Work And Life	Mr. Nitin Chicholkar Asst. Prof. MHN dept. Index Nursing College
10:00AM-11:00AM	<b>Session – VII</b> Approaches And Time Management For Maintaining balance Of Work And Life	Dr. Th. Bidyani Devi Prof. OBG Dept. Index Nursing College
11:00AM- 11:15AM	<b>Tea Break</b>	
11:15AM – 12:00Noon	<b>Session – VIII</b> Process And Steps For Work Life balance	Dr. Anu V. Kumar HOD cum Prof. OBG dept. Index Nursing College
12:00Noon – 1:00PM	<b>Session – IX</b> Factors Considered For Work Life balance	Dr. Jitendra Chicholkar Asso.Prof. CHN dept. Index Nursing College

**Registrar**  
**Malwanchal University**  
**Indore (M.P.)**





# INDEX NURSING COLLEGE

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Approved by Indian Nursing Council, New Delhi, Madhya Pradesh Nurses Registration Council, Bhopal (M.P.)

Constituent Unit of Malwanchal University, Indore (M.P.)



Ref.No. INC/PO/24/288/B

Date 09/03/2024

## CIRCULAR

Index Nursing College is organizing an add on course on “**Work Life Balance**” (Course Code:INC/VAC/23/17). The duration of the course is 16 hours. Interested students can enroll their name to Dr. Th. Bidyani Devi, Prof. Index Nursing College on or before 11:03:2024. The course commences from 14:03:2024 to 16:03:2024.

  
**Organizing Chairperson**

Dr. Prof. Smriti G. Solomon

Principal, Index Nursing College

**PRINCIPAL**  
**INDEX NURSING COLLEGE**  
**INDORE (M.P.)**

**Copy to:-**

- Registrar
- All concerned authority
- File

  
**Registrar**  
Malwanchal University  
Indore (M.P.)

College Address : Gram Morodhat, Nemawar Road, Post. Bavlia Khurd, Dist., INDORE - 452 016 (M.P.), Ph. : 0731- 4013751

E-mail : nursing@indexgroup.co.in • Visit us : www.indexgroup.co.in

City Office : 104, Trishul Apartment 5, Sanghi Colony, A.B. Road, INDORE -08, Ph. : 0731-4215757, Fax : 0731-4044715





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## “WORK LIFE BALANCE”

### OVERVIEW

Index nursing college affiliated to Malwanchal University organized value added course on “Work Life Balance” (Course Code:INC/VAC/23/17) from 14:03:2024 to 16:03:2024 with the blessings of Mr. Suresh Singh Bhadoria, Chairman, Index Group of Institutions under the guidance of Dr. Prof. Smriti G. Solomon, Principal, Index Nursing College.

### Course outline:

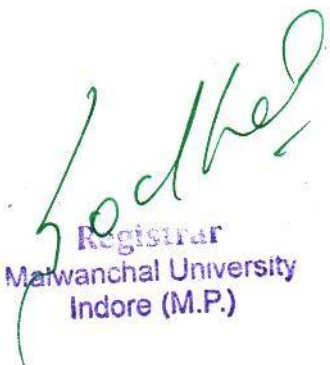
Work-life balance is an organization concept that empowers employees to split time and energy between work and other important areas of their life successfully. A good work-life relationship balances the productivity needed at a job and the personal time needed for a happy private or family life. Work-life balance is the trade-off between time spent at work and time spent on other non-work activities. In the modern world of fast technology, it is very difficult for employees to find a healthy relationship between work and personal life. Employees can be connected to their work, not just at the workplace, but at home, on vacation, while traveling, and at other personal or non-work locations. Work schedules are one of the most important influences on work-life balance. Achieving work-life balance can help prevent burnout and turnover by providing time for rest, relaxation, and self-care increasing engagement and productivity. Work life Balance plays a positive role in individual professionals and whole organizations meeting their goals. It also helps organizations recruit and retain great employees.

### Objectives:

After the course, the students will be able to,

- Concept of work and life balance
- Benifits of work life balance
- Benifits of work life balance to employees for organization

  
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College Address : Gram Morodhat, Nemawar Road, Post. Bavlia Khurd, Dist., INDORE - 452 016 (M.P.), Ph. : 0731- 4013751

E-mail : [nursing@indexgroup.co.in](mailto:nursing@indexgroup.co.in) ● Visit us : [www.indexgroup.co.in](http://www.indexgroup.co.in)


City Office : 104, Trishul Apartment 5, Sanghi Colony, A.B. Road, INDORE -08, Ph. : 0731-4215757, Fax : 0731-4044715

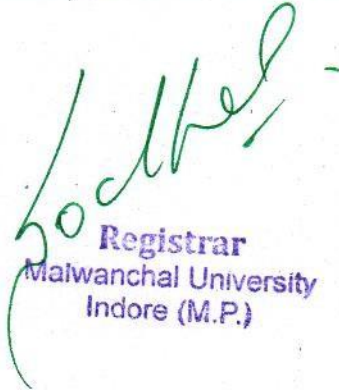


- Effects of poor work life balance on employees
- Relation between work life balance and stress
- Planning for maintaining balance of work and life
- Approaches and time management for maintaining balance of work and life
- Process and steps for work life balance
- Factors considered for work life balance
- Various options for maintaining balance of work and life
- Improved physical and mental health
- Enhanced productivity and performance
- Factors affecting quality of work life

The program was organized for three days and the timings were from 9:00 am to 4:00pm. The first day session was started with registration and pretest from 9:00am-9:30am followed by inaugural ceremony. The Chief Guest was Dr. Rajendra Assistant Registrar Malwanchal University Indore M.P. The inauguration session was started with lighting the lamp by the chief guest with the Principal and Organizing Secretary. After lamp lighting, welcome speech was delivered by Mr. Deepak Rajput, Asst. Lecturer, CHN dept. Index Nursing College. The first inaugural session was taken by the chief guest, Dr. rajendra Assistant Registrar Malwanchal University on "Concept of work and life balance". In the session sir discussed about the basic concepts of work and personal life: two sides of the same coin. Striking a harmony between work and life is critical for an employee to achieve his personal and professional goals. The session was very effective and students understood the importance of developing good harmony in their professional and personal life. The session was followed by tea break.

The second session was started at 11:15 pm by Prof. Berlin Sara Thampy, HOD. CHN dept., Index Nursing College on "Benifits of Work life balance to employees". The students were educated regarding advantages of work-life balance to the individual and also it will improve the employee productivity and performance at work. Third session was taken by Dr. Reena Thakur, Prof. MSN dept., on "Benifits Of Work Life balance to Organization" followed by lunch break. Dr. Smriti G.Solomon, Principal, Index Nursing College have taken on the vital outcome of the disharmony on "Effects of poor work life balance on employees". The last session was on "Relation Between Work Life balance And Stress" by Mr. Vishal Choudhary, Asst. Prof. MSN dept., Index Nursing College.

  
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On the second day the first session was taken by Mr. Nitin Chicholkar, Asst. Prof. MHN dept., Index Nursing College on "Planning For Maintaining balance Of Work and Life" in which students were educated about planning to maintain the harmony to improve productivity and image. The next session of the day was on "Approaches And Time Management For Maintaining balance Of Work And Life" and the speaker was Dr. Th. Bidyani Devi, Professor, Index Nursing College explaining the ways to balance the work stress and life. After the tea break the next session was delivered by Dr. Anu V. Kumar, HOD cum Prof. OBG dept., Index Nursing College on the topic "Process And Steps For Work Life balance". Continuing the session Dr. Jitendra Chicholkar, Asso.Prof. CHN dept., Index Nursing College on "Factors Considered For Work Life balance". He explains about the factors which influence personal and professional lives. The session was followed by lunch break. Mrs. Manisha Bhagwat, Asst. Prof. OBG dept. and Prof. Ankush Patrick, MSN dept., have dealt on the topics "Various Options For Maintaining balance Of Work And Life" and "Improving Physical and Mental Health". The second day session was winded up at 4:00 pm.

On the third day, the first session was given by Dr. Naveen Kumar Jaiswal, HOD cum Prof. CHN dept., Index Nursing College on "Enhanced Productivity and Performance". The last session of the day was on "Factors Affecting Quality of Work Life" and the speaker was Dr. Payal Sharma, HOD cum Professor, MHN Department, Index Nursing College. Terminating the session the post test was taken to assess the effectiveness of the program. The program was concluded by a valedictory session. Mr. Ajay Meena clinical instructor proposed vote of thanks to all the speakers, organizers and the delegates. A total of 30 delegates attended the program and the program was organized out of the routine classes. The program was a great success with the hard work of all the organizers.

#### **Outcome of the Program:**

The program was a great success with the hard work of all the organizers. The delegates have gained knowledge and competence regarding work life balance, effective working skills with patients and co-workers, work harmony with patients with different cultural background and working skills effectively.

  
**ORGANIZING SECRETARY**

  
**ORGANIZING CHAIRPERSON**  
**PRINCIPAL**  
**INDEX NURSING COLLEGE**  
**INDORE (M.P.)**


**Registrar**  
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**Indore (M.P.)**


  
**Registrar**  
**Malwanchal University**  
**Indore (M.P.)**



**Index Nursing College**  
**PBBSc Nursing 2nd Year**  
**Attendance Sheet**  
**VAC "Work Life Balance"**  
**Course Code:INC/VAC/23/17**

S.no	Student	14/03/24	15/03/24	16/03/24
1	AKASH KUMAR GIRI	<u>Akash</u>	<u>Akash</u>	<u>Akash</u>
2	ANIL	<u>Anil</u>	<u>Anil</u>	<u>Anil</u>
3	ANIL RATHORE	<u>Anil</u>	<u>Anil</u>	<u>Anil</u>
4	ARCHANA KANESH	<u>Archana</u>	<u>Archana</u>	<u>Archana</u>
5	ASHI	<u>Ashi</u>	<u>Ashi</u>	<u>Ashi</u>
6	BABITA AYYER	<u>Babita</u>	<u>Babita</u>	<u>Babita</u>
7	BASANTI TIRKEY	<u>Basanti</u>	<u>Basanti</u>	<u>Basanti</u>
8	BHARTI ANJNA	<u>Bharti</u>	<u>Bharti</u>	<u>Bharti</u>
9	BHAVANA YADUVANSHI	<u>Bhavna</u>	<u>Bhavna</u>	<u>Bhavna</u>
10	BHUMIKA	<u>Bhumika</u>	<u>Bhumika</u>	<u>Bhumika</u>
11	BIBI BUSHRA	<u>Bibi</u>	<u>Bibi</u>	<u>Bibi</u>
12	CHANDNI	<u>Chandni</u>	<u>Chandni</u>	<u>Chandni</u>
13	CHANDRAVEER SINGH CHOUHAN	<u>Chandu</u>	<u>Chandu</u>	<u>Chandu</u>
14	CHETANA	<u>Chetana</u>	<u>Chetana</u>	<u>Chetana</u>
15	DEEPA	<u>Deepa</u>	<u>Deepa</u>	<u>Deepa</u>
16	DEEPAK	<u>Deepak</u>	<u>Deepak</u>	<u>Deepak</u>
17	DEEPAK	<u>Deepak</u>	<u>Deepak</u>	<u>Deepak</u>
18	DEEPAK SISODIYA	<u>Deepak</u>	<u>Deepak</u>	<u>Deepak</u>
19	DEEPANJALI MISHRA	<u>Deepa</u>	<u>Deepa</u>	<u>Deepa</u>
20	DIKSHA PAL	<u>Diksha</u>	<u>Diksha</u>	<u>Diksha</u>
21	DILEEP DEWADA	<u>Dilip</u>	<u>Dilip</u>	<u>Dilip</u>
22	DONGARDIVE PRACHI SURESH	<u>Duni</u>	<u>Duni</u>	<u>Duni</u>
23	DURGESH MISHRA	<u>Durgesh</u>	<u>Durgesh</u>	<u>Durgesh</u>
24	GOLDI	<u>Goldi</u>	<u>Goldi</u>	<u>Goldi</u>
25	HEMANT KUMAR JAISWAL	<u>Hemant</u>	<u>Hemant</u>	<u>Hemant</u>
26	JAYA ANJNA	<u>Jaya</u>	<u>Jaya</u>	<u>Jaya</u>
27	JITENDRA SINGH CHAUHAN	<u>Jitendra</u>	<u>Jitendra</u>	<u>Jitendra</u>
28	JYOTI RAJPUT	<u>Jyoti</u>	<u>Jyoti</u>	<u>Jyoti</u>
29	KAJAL	<u>Kajal</u>	<u>Kajal</u>	<u>Kajal</u>
30	KAMNA	<u>Kamna</u>	<u>Kamna</u>	<u>Kamna</u>
31	KAVITA LODHI	<u>Kavita</u>	<u>Kavita</u>	<u>Kavita</u>
32	KAVITA YADAV	<u>Kavita</u>	<u>Kavita</u>	<u>Kavita</u>
33	KM KALPANA CHAUHAN	<u>Kamna</u>	<u>Kamna</u>	<u>Kamna</u>
34	KM NEELAM YADAV	<u>Nilam</u>	<u>Nilam</u>	<u>Nilam</u>
35	KM. POONAM PATEL	<u>Poonam</u>	<u>Poonam</u>	<u>Poonam</u>
36	KM. REKHA YADAV	<u>Rekha</u>	<u>Rekha</u>	<u>Rekha</u>
37	KM. SHASHI MAURYA	<u>Shashi</u>	<u>Shashi</u>	<u>Shashi</u>

  
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**Malwanchal University**  
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38	KU MOHINI THAKUR	Mohini	Mohini	Mohini
39	LAKHAN	Lakhan	Lakhan	Lakhan
40	LALITA	Lalita	Lalita	Lalita
41	LALITA DAWAR	Lalita Dawar	Lalita Dawar	Lalita Dawar
42	MAHAK	Mahak	Mahak	Mahak
43	MALTI YADAV	Malti Yadav	Malti Yadav	Malti Yadav
44	MAMTA	Mamta	Mamta	Mamta
45	MAMTA SEHRAWAT	Mamta Sehrawat	Mamta Sehrawat	Mamta Sehrawat
46	MANISH	Manish	Manish	Manish
47	MANISH	Manish	Manish	Manish
48	MANISHA	Manisha	Manisha	Manisha
49	MANJU DAMOR	Manju Damor	Manju Damor	Manju Damor
50	MD MOZAMMIL	MD Mozammil	MD Mozammil	MD Mozammil

*Bidda*  
 ORGANIZING SECRETARY

*(Signature)*  
 PRINCIPAL  
 INDEX NURSING COLLEGE  
 INDORE (M.P.)

*(Signature)*  
 Registrar  
 Malwanchal University  
 Indore (M.P.)





# INDEX NURSING COLLEGE MALWANCHAL UNIVERSITY



(Run by Mayank Welfare Society)

Approved by Indian Nursing Council, New Delhi, Madhya Pradesh Nurses Registration Council, Bhopal (M.P.)  
(Constituent Unit of Malwanchal University, Indore, M.P.)

## Certificate

This is to certify that

MD MOZAMMIL

as delegate for successful completion of Value Added Course on  
“WORK LIFE BALANCE”

Course Code: INC/VAC/23/17 of 16 hours held from

DATE: 14:03:2024 to 16:03:2024

**Dr. Smriti G. Solomon**  
Principal, Index Nursing College  
Organizing Chairperson

Principal  
INDEX NURSING COLLEGE  
INDORE (M.P.)

**Dr. Th. Bidyani Devi**  
Professor, Dept of Obg  
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## *Certificate*

This is to certify that

MANJU DAMOR

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“WORK LIFE BALANCE”

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**Dr. Smriti G. Solomon**  
Principal, Index Nursing College  
Organizing Chairperson

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**INDEX NURSING COLLEGE**  
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