



COURSE

# Stress and Time Management Strategies (NVA0002)

**VALUE ADDED  
COURSE BROCHURE  
2024-25**

## ABOUT THE UNIVERSITY

Sharda University envisions to serve the society by being a global University of higher learning in pursuit of academic excellence, innovation and nurturing entrepreneurship. It has 14,000+ students from 95+ countries, 29 states, and Union Territories, providing cultural diversity and global exposure to students. It has 26000+ alumni who are today leaders in their realms. Sharda University is NAAC A+ University with Overall NIRF Rank of 86. Teaching Learning Center at Sharda University is to equip the faculty members with the expertise, skills and knowledge they need for capacity building of students. Teaching as a profession requires highly specialized skills and knowledge to impact significantly on student learning and therefore teachers must refine their conceptual and pedagogical skills.

## ABOUT SCHOOL

Sharda School of Media, Film and Entertainment offers a medium to convert the creativity of the student into career, with the help of an array of industry-recognised programs. The students not only get a chance to study at a world-class institution but also the exposure to prove their capabilities through their work. Successful creative professionals and experts continuously work together to develop the student skills and equip them so they contribute to the thriving cultural and creative industries. SSMFE corporate partners commit to providing guidance, expertise, and feedback to the students through various industrial visits where they get to meet with industry professionals, get portfolio reviews, exercise their interviewing skills and receive an internship or job opportunity.

## ABOUT COURSE

Course: **Introduction to Innovation & Entrepreneurship (NVA0001)**

The course is designed to provide the tools necessary for starting independent businesses. This course will facilitate the students with competencies and knowledge in key business functional areas, understand the changing business environment and apply the new business management solutions in terms of start-up ideas.

## COURSE SCHEDULE

Name of the Course	Stress and Time Management Strategies
Course Code	NVA0002
VAC Coordinator, SSMFE	Dr. Mukta Martolia
Faculty Expert(s)	BA(J&MC) and BA(FT&OTTP) 2nd Semester – Dr. Preeti & Md. Ahsraf Ali B.Sc Animation & VFX and B.Sc Gaming 2nd Semester – Dr. Atul Arora
Venue	BA(J&MC) and BA(FT&OTTP) 2nd Semester – 502, Block 3 B.Sc Animation & VFX and B.Sc Gaming 2nd Semester – 303, Block 2
Start Date	January, 2025
Course End Date	April, 2025

### Schedule

Topic: **Understanding the Nature of Stress**

A Basics and basis of Stress

B Stress: Reactions and Sources

C Stress: Individual and Cultural Differences

Topic: **Strategies of Stress Management**

A Stressful thinking causes and remedies

B Methods of Psychological and Spiritual Relaxation

C Physical Methods of Stress Reduction

Topic: **Strategies of Stress Management Prevention**

A Stress & Self-Care: Nutrition and Lifestyle

B Stress & Conflict in relationships, Resilience and Stress

C Stress Management technique

Topic: **Fundamental Aspects of Time Management**

A Planning & Goal Setting to overcome stress

B Stress Management: Focus on time and resources

C Pre-Analysis of performance

Topic: **Productive Time Management System**

A Time: Busy vs Productive

B Time: Indecision and Delay, Urgency vs Importance

C Time management technique

## PROFILES OF FACULTY EXPERTS



### **Dr. Preeti Singh**

With more than 12 years of research and teaching experience in a diverse academic environment, Dr. Preeti Singh has worked with many renowned international academic institutions and universities. Dr. Singh is an M. Phil and UGC-NET qualified. Dr. Preeti has been associated with All India Radio as a Casual Compere for more than ten years addressing various contemporary social issues through her Radio Programmes. Her area of study incorporates Radio Broadcasting, Digital Media, Development Communication and Gender Studies. She also provides free online-offline Sessions for soft-skills development to the University/College students on demand.



### **Dr. Atul Arora**

With more than 12 years of experience in industry and academia, Dr. Atul Arora has a PhD in Mass Communication. His expertise lies in Advertising, Digital Marketing, Media Marketing and Media Laws & Ethics. Dr. Atul Arora has recently published his book on Digital Marketing.



### **Md. Ashraf Ali**

With more than 12 years of teaching experience in different colleges in Delhi AJK MCRC, JAMIA MILLIA ISLAMIA, Aditi Mahavidyalaya (DU), IIMM(DELHI) etc, Md. Ashraf Ali has directed a health show for ETV channel for three years and directed many documentaries and short films. His expertise lies in Cinema, Photography & Mobile Journalism and is an author of a book titled Handbook of Mobile Journalism.

<b>School: SSMFE</b>		<b>Batch : UG</b>	
<b>Program: BA &amp; B.Sc</b>		<b>Current Academic Year: 2024-25</b>	
<b>Branch: NA</b>		<b>Semester: IV</b>	
<b>1. Course Code</b>	NVA0002		
<b>2. Course Title</b>	Stress and Time Management Strategies		
<b>3. Credits</b>	Audit Course		
<b>4. Contact Hours</b>	30 Hours		
<b>Course Type</b>	Value added course		
<b>5. Course Objective</b>	<ul style="list-style-type: none"> <li>To understand the nature of stress</li> <li>Comprehend the psychological and physiological effects of stress</li> <li>To access the risk factors related to stress.</li> <li>To understand intricacies of time management</li> </ul>		
<b>6. Course Outcomes</b>	<p>After completing the course students will be able to –</p> <p>CO1: Outline the basics nature of stress</p> <p>CO2: Review the strategies of stress management</p> <p>CO3: Adapt strategies of stress management prevention</p> <p>CO4: Explain fundamental aspects of time management</p> <p>CO5: Examine productive time management system</p> <p>CO6: Elaborate the techniques of stress and time management</p>		
<b>7. Course Description</b>	The course is designed to inculcate the basic understanding of the relationship between the stress management and time management skills with the academic achievement of the students.		
<b>8. Outline syllabus</b>		<b>CO Achievement</b>	
<b>Unit 1</b>	<b>Understanding the Nature of Stress</b>		
A	Basics and basis of Stress	CO1	
B	Stress: Reactions and Sources	CO1	
C	Stress: Individual and Cultural Differences	CO1	
<b>Unit 2</b>	<b>Strategies of Stress Management</b>		
A	Stressful thinking causes and remedies	CO2	
B	Methods of Psychological and Spiritual Relaxation	CO2	
C	Physical Methods of Stress Reduction	CO2	
<b>Unit 3</b>	<b>Strategies of Stress Management Prevention</b>		
A	Stress & Self-Care: Nutrition and Lifestyle	CO3	
B	Stress & Conflict in relationships, Resilience and Stress	CO3	
C	Stress Management technique	CO6	
<b>Unit 4</b>	<b>Understanding Time Management</b>		
A	Planning & Goal Setting to overcome stress	CO4	
B	Stress Management: Focus on time and resources	CO4	
C	Pre-Analysis of performance	CO6	
<b>Unit 5</b>	<b>Productive Time Management System</b>		
A	Time: Busy vs Productive	CO5	
B	Time: Indecision and Delay, Urgency vs Importance	CO5	
C	Time management technique	CO6	
<b>Text book/s*</b>	Stress and Time Management by Brian Lomas		
<b>Other References</b>	Time and Stress Management for Rookies by Kay Frances		