



SHARDA
UNIVERSITY
Beyond Boundaries



**SHARDA SCHOOL OF
MEDIA, FILM & ENTERTAINMENT**



— COURSE —
**Stress and
Time Management
Strategies
(NVA00002)**

**VALUE ADDED
COURSE BROCHURE
2025-26**

ABOUT THE UNIVERSITY

Sharda University is a leading Educational institution based out of Greater Noida, Delhi NCR. A venture of the renowned Sharda Group of Institutions (SGI), The University has established itself as a high quality education provider with prime focus on holistic learning and imbibing competitive abilities in students.

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-recognized 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: **Stress and Time Management Strategies (NVA0002)**

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.

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. Rajashree S Adhikary B.Sc Animation & VFX and B.Sc Gaming 2nd Semester – Dr. Shrinkhala Upadhyaya
Venue	BA(J&MC) and BA(FT&OTTP) 2nd Semester – 504, Block 2 B.Sc Animation & VFX and B.Sc Gaming 2nd Semester – 604, Block 2
Start	January, 2026

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. Rajashree Sharma Adhikary



Dr. Rajashree Sharma Adhikary is a dedicated media educator with over a decade of experience in broadcasting and higher academics. She holds a Ph.D. in Mass Communication from Assam University (A Central University), with a strong academic foundation complemented by practical industry exposure.

Before entering academia, she was associated with All India Radio (AIR) and Door Darshan (DD) under Prasar Bharati, where she worked as casual announcer and moderator for talk shows and panel discussions, gaining valuable experience in public service broadcasting and content creation. Her core research interests include media psychology, audience behavior, digital content influence, and media's role in social development. Actively engaged in curriculum development, departmental planning and student mentorship, brings a dynamic mix of industry insight and academic expertise to encourage critical thinking and promote socially responsible communication among future media professionals.

She has been actively engaged in community-based studies and has supervised number of real-life projects leading to articles. Her consistent contributions to digital media literacy and social awareness initiatives have placed a special emphasis on underprivileged communities and women empowerment.

Dr. Shrinkhala Upadhyaya



Academician and researcher, Dr. Shrinkhala Upadhyaya has completed her PhD from BGSU Ohio University, Ohio. Her research interest incorporates health & development communication and communication for social change. Currently working as Assistant Professor - communication at School of Media, Film & Entertainment, Sharda University.

Dr. Shrinkhala's doctoral dissertation titled "Detection of Eating Disorders Among Young Women: Implications for Development Communication," using quantitative techniques (SPSS) for data analysis, under Dr. Srinivas Melkote (advisor) from BGSU, Ohio.

Prior to joining Sharda University, Dr. Shrinkhala was associated with many international universities. She also have experience in communication team of NGOs including Plan India and New Concept Information Systems. Dr. Shrinkhala have also conducted freelance training and workshops on Oral Communication Skills.

School: SSMFE Programme: BA & B.Sc Branch: NA		Batch : UG Batch2025-2029 Current Academic Year: 2025-26 Semester: II	
1. Course Code	NVA0002		
2. Course Title	Stress & Time Management Strategies		
3. Credits	Audit Course		
4. Contact Hours (L-T-P)	30 Hours		
Course Type	Value Added Course (NCVAC)		
5. Course Objective	<ul style="list-style-type: none">• To understand the nature of stress• Comprehend the psychological and physiological effects of stress• To access the risk factors related to stress.• To understand intricacies of time management		
6. Course Outcomes	After completing the course students will be able to – CO1: Outline the basics nature of stress CO2: Review the strategies of stress management CO3: Adapt strategies of stress management prevention CO4: Explain fundamental aspects of time management CO5: Examine productive time management system CO6: Elaborate the techniques of stress and time management		
7. Course Description	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.		
8. Outline syllabus			CO Achievement
Unit 1	Understanding the Nature of Stress		
A	Basics and basis of Stress		CO1
B	Stress: Reactions and Sources		CO1
C	Stress: Individual and Cultural Differences		CO1
Unit 2	Strategies of Stress Management		
A	Stressful thinking causes and remedies		CO2
B	Methods of Psychological and Spiritual Relaxation		CO2
C	Physical Methods of Stress Reduction		CO2
Unit 3	Strategies of Stress Management Prevention		
A	Stress & Self-Care: Nutrition and Lifestyle		CO3
B	Stress & Conflict in relationships, Resilience and Stress		CO3
C	Stress Management technique		CO6
Unit 4	Understanding Time Management		
A	Planning & Goal Setting to overcome stress		CO4
B	Stress Management: Focus on time and resources		CO4
C	Pre-Analysis of performance		CO6
Unit 5	Productive Time Management System		
A	Time: Busy vs Productive		CO5
B	Time: Indecision and Delay, Urgency vs Importance		CO5
C	Time management technique		CO6
Text Book/s*	Stress and Time Management by Brian Lomas		
Other References	Time and Stress Management for Rookies by Kay Frances		