



# RAAK

## COLLEGE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Pondicherry University)  
An ISO 9001:2015 Certified Institution

RAAKCET/PRINCIPAL/CIR/SEP 2021

Date: 09.09.2021

### CIRCULAR

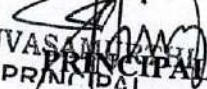
I am pleased to inform you that our esteemed college is organizing an Administrative Training Program on "Understanding Mental Health and Well-being in the workplace" will be held from 13.09.2021 to 15.09.2021. All non-teaching staffs are asked to participate in the training program.

Circulation to:

1. All Faculty and Staff Members
2. All HODs

Copy to:

1. All HODs
2. Office

  
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### SCHEDULE FOR ADMINISTRATIVE TRAINING PROGRAMME – NON TEACHING UNDERSTANDING MENTAL HEALTH AND WELL-BEING IN THE WORKPLACE 13<sup>th</sup> Sep 2021 to 15<sup>th</sup> Sep 2021

#### Program Schedule:

S.No	Date	Topic	Session	Speaker	Venue
Day 1	13.09.2021	Introduction to Mental Health and Well-being	I	Dr.J.Jayakrishnan	S & H – First Year ICT Class
			II	Dr.J.Jayakrishnan	
		Identifying Signs and Symptoms of Mental Health Issues	III	Mr.G. Krishnakumar	
Day 2	14.09.2021	Stress Management Techniques	I	Dr.A.Ananth	
			II	Mr.G. Krishnakumar	
		Impact of Workplace Environment on Mental Health	III	Dr.A.Ananth	



  
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Day 3	15.09.2021	Building Resilience and Coping Skills	I	Dr.J.Jayakrishnan
			II	Dr.J.Jayakrishnan
		Creating a Supportive Workplace Culture	III	Mr.G. Krishnakumar
Schedule of the Day : First Session : 09.00 AM – 11.00 AM; Tea Break : 11.00 AM – 11.15 AM Second Session : 11.15 AM – 1.15 PM; Lunch Break : 1.15 PM – 2.00 PM; Third Session : 2.00 PM – 4.00 PM.				



  
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### FDP Report on Understanding Mental Health and Well-being in the Workplace

<b>Institution Name</b>	RAAK College of Engineering and Technology
<b>Date of Event</b>	13 <sup>th</sup> Sep 2021 to 15 <sup>th</sup> Sep 2021
<b>Event Category</b>	Administrative Training Program – Non Teaching
<b>Topic</b>	Understanding Mental Health and Well-being in the workplace
<b>Guest Name</b>	<ul style="list-style-type: none"><li>• Dr.J.Jayakrishnan</li><li>• Mr.G. Krishnakumar</li><li>• Dr.A.Ananth</li></ul>

#### Brief Report :

##### Overview

The Faculty Development Program (FDP) on Understanding Mental Health and Well-being in the Workplace aimed to raise awareness and equip faculty with the knowledge and skills necessary to promote mental health in academic settings. Recognizing the significant impact of mental health on overall well-being and productivity, this program focused on identifying mental health issues, implementing stress management strategies, and fostering a supportive workplace culture. Participants engaged in interactive discussions, workshops, and case studies to explore these critical topics.

##### Objectives of the FDP

1. To enhance understanding of mental health and well-being concepts relevant to the workplace.
2. To identify signs and symptoms of mental health issues and develop appropriate responses.
3. To provide practical stress management techniques for faculty and staff.



  
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4. To promote the development of a supportive workplace culture that prioritizes mental health.

### Topics Discussed

- **Introduction to Mental Health and Well-being:** Provided an overview of mental health, its importance in the workplace, and the distinction between mental health and mental illness. Discussed factors that influence mental well-being, including work-life balance and personal resilience.
- **Identifying Signs and Symptoms of Mental Health Issues:** Explored common signs and symptoms of mental health issues, including anxiety, depression, and burnout. Participants learned how to recognize these signs in themselves and colleagues, fostering early intervention.
- **Stress Management Techniques:** Discussed various stress management strategies, including mindfulness, time management, and relaxation techniques. Participants practiced these techniques to develop personal coping strategies and promote well-being.
- **Impact of Workplace Environment on Mental Health:** Examined how workplace culture, communication styles, and environmental factors influence mental health. Discussed the importance of creating an inclusive and supportive environment to enhance employee well-being.
- **Building Resilience and Coping Skills:** Introduced strategies for building resilience, including positive thinking, social support, and adaptive coping mechanisms. Participants learned how to cultivate these skills in themselves and encourage resilience in colleagues.



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- **Creating a Supportive Workplace Culture:** Focused on the role of leadership and organizational policies in promoting mental health. Discussed initiatives that can foster a supportive culture, including mental health training, open communication, and access to resources.

### Outcomes of the FDP

Participants reported increased awareness of mental health issues and their impact on workplace well-being. Faculty members expressed a greater understanding of stress management techniques and resilience-building strategies. The program facilitated discussions on creating a supportive workplace culture, with participants sharing best practices and potential initiatives for implementation. Additionally, the emphasis on recognizing signs and symptoms of mental health issues underscored the importance of early intervention and support. Participants left motivated to advocate for mental health initiatives within their departments, aiming to enhance overall workplace well-being.



  
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### Conclusion

The FDP on Understanding Mental Health and Well-being in the Workplace provided essential insights and tools for faculty at RAAK College of Engineering and Technology. By addressing mental health proactively, the program laid the groundwork for future initiatives that promote a healthier, more supportive academic environment, ultimately enhancing faculty and staff well-being and productivity.

COORDINATOR

Dr. S. SEENU PRINCYATHI, M.E., Ph.D.

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### ADMINISTRATIVE TRAINING PROGRAMME ATTENDANCE

TOPIC: Understanding Mental Health and Well-being in the workplace

S.NO	Name of the Faculty	Designation	13.9.2021	14.9.2021	15.9.2021
1	Mr. SYED MOHIDEEN. S	OFFICE SUPERINTENDENT			
2	Mrs. SHEYAMALA DEVI. A	ADMIN. OFFICE ASST.			
3	Mrs. ANITHA. B	ADMIN. OFFICE ASST.			
4	Mr. GNANAVEL. M	LAB ASSISTANT (Mech)			
5	Mrs. RAJAKUMARI P	HOUSE KEEPING			
6	Mr. SARAVANAVELU G	LAB ASSISTANT (CSE & IT)			
7	Mr. BALACHANDAR B	LIBRARIAN			
8	Mr. ANANDA BASKARAN S	PHYSICAL DIRECTOR			
9	Mrs. AZEERA BANU M	OFFICE ASSISTANCE			
10	Mr. GAFFAR K	OFFICE ASSISTANCE			
11	Mrs. SUBHASHINI T	OFFICE ASSISTANCE			
12	Mr. SARAVANAVEL. G	OFFICE ASSISTANT			
13	Mr. PRASANANMOORTHIK	LAB ASSISTANT/EEE			
14	Mr. MARK S	LAB ASSISTANT/CSE			
15	Mr. ILIYAHATHALI C	LAB ASSISTANT/CSE			
16	Mr. ARUNKUMAR T	LAB ASSISTANT /EEE			

PROGRAM COORDINATOR



Dr. S. SEENVASAMURTHI, M.E., Ph.C.  
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HOD

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### CERTIFICATE OF PARTICIPATION

This is to certify that Mr. GNANAVEL. M, LAB ASSISTANT (Mech) has actively participated in three day Administrative Training Program on "Understanding Mental Health and Well-being in the workplace" organized by RAAK College of Engineering and Technology, from 13. 9. 2021 -15. 9. 2021.

*d. Roq. ile.*  
CO COORDINATOR

*[Signature]*  
CO ORDINATOR

*[Signature]*  
PRINCIPAL

**Dr. S. SEENUVASAN**  
Principal  
B.T., M.E., Ph.D.

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## CERTIFICATE OF PARTICIPATION

This is to certify that Mrs. RAJAKUMARI P, HOUSE KEEPING has actively participated in three day Administrative Training Program on "Understanding Mental Health and Well-being in the workplace" organized by RAAK College of Engineering and Technology, from 13. 9. 2021 - 15. 9. 2021.

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CO COORDINATOR

*[Signature]*  
CO ORDINATOR

*[Signature]*  
PRINCIPAL



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## CERTIFICATE OF PARTICIPATION

This is to certify that Mr. SARAVANAVELU G, LAB ASSISTANT (CSE & IT) has actively participated in three day Administrative Training Program on "Understanding Mental Health and Well-being in the workplace" organized by RAAK College of Engineering and Technology, from 13. 9. 2021 - 15. 9. 2021.

*A. Royal*  
CO COORDINATOR

*[Signature]*  
COORDINATOR

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### CERTIFICATE OF PARTICIPATION

This is to certify that Mr. BALACHANDAR B, LIBRARIAN has actively participated in three day Administrative Training Program on "Understanding Mental Health and Well-being in the workplace" organized by RAAK College of Engineering and Technology, from 13. 9. 2021 - 15. 9. 2021.

*d. Reddy*  
CO COORDINATOR

*[Signature]*  
CO ORDINATOR

*[Signature]*  
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