

Report of **Professional Training** **Programme** **2018-2019**



Organized by :
IQAC



Unveiling Excellence

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA



Techno City, Baridua, Ri-Bhoi District, Meghalaya-793101

Report of Professional Training Programme

2018-2019

Organized by:

IQAC



University of Science & Technology, Meghalaya

Techno-city, Baridua, Ri-Bhoi District, Meghalaya-793101

BRIEF REPORT

VENUE: Conference Hall, Block A, USTM

DATE: 17th September to 18th September, 2018

- 1. NAME OF THE PROGRAM** : A Talk
- 2. TOPIC OF THE PROGRAM** : 'Quality Higher Education'
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 27 (Faculty Members)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

This two days talk on 'Quality Higher Education' was successfully conducted at University of Science & Technology, Meghalaya (USTM). The talk has been organized for three days from 17th September, 2018 to 18th September, 2018 on Quality Education where Prof. Ved Prakash, Former Chairman of UGC, New Delhi had explained the faculty members about the importance of Quality in Higher Education. He also added that it is very necessary for the Educational Institutions to understand the implementation of quality in



BRIEF REPORT

VENUE: Conference Hall, Block A, USTM

DATE: 22-02-2019 to 24-02-2019

- 1. NAME OF THE PROGRAM** : Orientation Programme
- 2. TOPIC OF THE PROGRAM** : ‘Personality Development’
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 17 (Faculty Members)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

A 3-Day Orientation Programme was organised for the faculty members from 22nd February to 24th February, 2019 by resource person Dr B.K. Das. The topic for the training programme was “Personality Development”. According to Dr Das, *personality development* is the relatively enduring pattern of the thoughts, feelings, and behaviours that distinguish individuals from one another. He mentioned that Personality development helps us develop an impressive personality and makes us stand apart from the rest.



BRIEF REPORT

VENUE: D Block, USTM **DATE:** 5th April to 12th April, 2019

- 1. NAME OF THE PROGRAM** : Faculty Development Program
- 2. TOPIC OF THE PROGRAM** : ‘Students and Institutional Growth and Success’
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 5
- 5. NUMBER OF PARTICIPANTS** : 45 (Faculty Members)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

This seven days Faculty Development Programme on ‘**Students and Institutional Growth and Success**’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 05/04/2019 to 12/04/2019. The FDP programme received an overwhelming response from the aspirants and finally the programme was attended by a total number of 45 participants/ faculty members from various departments of USTM. Five experts have been called as Resource Persons for the program who have shared their knowledge related to various sub topics like Creativity & Excel Leads to Organizational Success, Innovative & Effective Teaching for Institutional Growth, Students feedback Tool for Institutional Growth, Need of Industry Linkage for Institutional Success etc.



BRIEF REPORT

VENUE: NKC Auditorium, USTM **DATE:** 03/06/2019 to 09/06/2019

- 1. NAME OF THE PROGRAM** : Faculty Development Program
- 2. TOPIC OF THE PROGRAM** : ‘Student Centric Curriculum and Teaching Learning’
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 2
- 5. NUMBER OF PARTICIPANTS** : 44 (Faculty Members)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

This seven days Faculty Development Programme on ‘**Student Centric Curriculum and Teaching Learning**’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 03/06/2019 to 09/06/2019. The FDP programme received an overwhelming response from the aspirants and finally the programme was attended by a total number of 44 participants/ faculty members from various departments of USTM. Two experts-Prof D. P. Agarwal, honourable Former Chairman, UPSC and Prof. Mukulesh Baruah, Director AIM and ONGC Chairman, have been called as Resource Persons for the program who have shared their knowledge related to various sub topics like Student Centric Curriculum, Curriculum Innovation for Promoting Start-ups, Student Centric Teaching Learning Pedagogy etc.



BRIEF REPORT

VENUE: NIT Room, Block D, USTM

DATE: 18th June'19 to 21st June, 19

- 1. NAME OF THE PROGRAM** : Faculty Development Programme
- 2. TOPIC OF THE PROGRAM** : 'Providing Effective Feedback to Students for Creating better Learning Environment'
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 10 (Faculty Members)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

A faculty Development Programme was conducted from 18-06-2019 to 21-06-2019, by resource person Mr. Diganta Sarma on the topic "Providing Effective Feedback to students for creating better learning environment" for faculty members. According to him, feedback is an essential part of effective learning. It helps students understand the subject being studied and gives them clear guidance on how to improve their learning. The resource person also added that feedback can improve a student's confidence, self-awareness and enthusiasm for learning.



BRIEF REPORT

VENUE: NKC Auditorium, USTM

DATE: 21st June to 29th June, 2019

- 1. NAME OF THE PROGRAM** : Faculty Development Program
- 2. TOPIC OF THE PROGRAM** : ‘Quality Enhancement and Assurance of Learning’
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 3
- 5. NUMBER OF PARTICIPANTS** : 42 (Faculty Members)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

This eight days Faculty Development Programme on ‘**Quality Enhancement & Assurance of Learning**’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 21/06/2019 to 29/06/2019. The FDP programme received an overwhelming response from the aspirants and finally the programme was attended by a total number of 42 participants/ faculty members from various departments of USTM. Three experts have been called as Resource Persons for the program who have shared their knowledge related to various sub topics like Quality Enhancement, Total Quality Management, TQM and Assurance of Learning etc.



BRIEF REPORT

VENUE: Block C, USTM

DATE: 5th July-7th July, 2018

- | | |
|--------------------------------------|---------------------------------------|
| 1. NAME OF THE PROGRAM | : Orientation Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Importance of Team Building |
| 3. ACADEMIC YEAR | : 2018-2019 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 20 (Administrative Staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |

7. BRIEF PROGRAM REPORT:

An Orientation Programme was conducted from 05-07-2018 to 07-07-2018, by resource person Mr. N. I. Laskar on the topic “Importance of Teambuilding” for the Administrative Staff of USTM. He mentioned that team building brings people together by encouraging collaboration and teamwork. He explained that fun activities that help people see each other in a different light allow them to connect in a different setting. He highlighted that one of the most powerful reasons for team building is to get results.



BRIEF REPORT

VENUE: Block C, USTM

DATE:19th July to 21st, July, 2018

- 1. NAME OF THE PROGRAM** : Professional Training Programme
- 2. TOPIC OF THE PROGRAM** : ‘Training on Microsoft Office’
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 12 (Technical Staff)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

A Professional Training Programme was conducted from 19th July to 21st July, 2018 at USTM. The topic for the training programme was “Training on Microsoft Office” and the resource person for the programme was Ms Daisy Kalita. She explained that Microsoft Office is a collection of office-related applications. She added that each application serves a unique purpose and offers a specific service to its users.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 27th July to 29th July, 2018

- 1. NAME OF THE PROGRAM** : Professional Development Training Programme
- 2. TOPIC OF THE PROGRAM** : ‘Time Management’
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 12 (Operational Staff)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

A Professional Development Training Programme was conducted from 27th July to 29th July, 2018 at USTM. The topic for the training programme was “Time Management” and the resource person for the programme was Mr. Mrinal Sarkar. He explained that good *time management* allows to take advantage of learning opportunities lowers stress and helps to focus, which leads to career success.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 2nd August to 4th August, 2018

- 1. NAME OF THE PROGRAM : Professional Development Training Programme**
- 2. TOPIC OF THE PROGRAM : ‘Stress Management’**
- 3. ACADEMIC YEAR : 2018-2019**
- 4. NUMBER OF RESOURCE PERSONS : 1**
- 5. NUMBER OF PARTICIPANTS : 08 (Drivers)**
- 6. ORGANIZED BY : USTM under IQAC initiative**

7. BRIEF PROGRAM REPORT:

A Professional Development Training Programme was conducted from 2nd August to 4th August, 2018 at USTM. The topic for the training programme was “Stress Management” and the resource person for the programme was Mr. Samujjwal Deb Sharma. According to him people who learn to *manage stress* lead happier and healthier lives. He explained that Stress management is a wide spectrum of techniques and psychotherapies aimed at controlling a person's level of stress, especially chronic stress, usually for the purpose of and for the motive of improving everyday functioning.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 20th August to 21st August, 2018

- 1. NAME OF THE PROGRAM** : Professional Development Training Programme
- 2. TOPIC OF THE PROGRAM** : ‘Office Etiquette’
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 16 (Catering & Hostel Staff)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

A Professional Training Programme was conducted from 20th August to 21st August, 2018 at USTM. The topic for the training programme was “Office Etiquette” and the resource person for the programme was Ms. Salma Sabnam. She emphasised that Work and Office etiquette is important because it creates a professional, mutually respectful atmosphere and improves communication, which helps a work place serve as a productive place.



BRIEF REPORT

VENUE: NIT Room, Block D, USTM

DATE: 23rd August to 25th August, 2018

- 1. NAME OF THE PROGRAM : Administrative Training Programme**
- 2. TOPIC OF THE PROGRAM : ‘Ethics and Professionalism’**
- 3. ACADEMIC YEAR : 2018-2019**
- 4. NUMBER OF RESOURCE PERSONS : 1**
- 5. NUMBER OF PARTICIPANTS : 15 (Administrative Staff)**
- 6. ORGANIZED BY : USTM under IQAC initiative**
- 7. BRIEF PROGRAM REPORT:**

An Administrative Training Programme was conducted from 23rd August to 25th August, 2018 at USTM. The topic for the training programme was “Ethics and Professionalism” and the resource person for the programme was Mr. Deepankar Bhattacharya. According to him, Ethics is a fundamental requirement of any profession. He added that Ethics is a system of moral principles governing the appropriate conduct of a person or a group. He emphasised that maintaining good ethics is being consistent with the principles of correct moral conduct constantly.



BRIEF REPORT

VENUE: Block D, USTM

DATE: 24th August to 25th August, 2018

- 1. NAME OF THE PROGRAM : Professional Training Programme**
- 2. TOPIC OF THE PROGRAM : ‘e-mail etiquettes’**
- 3. ACADEMIC YEAR : 2018-2019**
- 4. NUMBER OF RESOURCE PERSONS : 1**
- 5. NUMBER OF PARTICIPANTS : 08 (Technical Staff)**
- 6. ORGANIZED BY : USTM under IQAC initiative**
- 7. BRIEF PROGRAM REPORT:**

A Professional Training Programme was conducted from 24th August to 25th August, 2018 at USTM. The topic for the training programme was “e-mail etiquettes” and the resource person for the programme was Ms Sangita Borkakoty. According to her email etiquette involves respect and common sense as well as maturity and professionalism. She added that common etiquette rules focus on good communication.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 29th August to 31st August, 2018

- 1. NAME OF THE PROGRAM** : Professional Development Training Programme
- 2. TOPIC OF THE PROGRAM** : ‘Life Skill for Personal Effectiveness’
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 14 (Catering & Hostel Staff)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

A Professional Development Training Programme was conducted from 29th August to 31st August, 2018 at USTM. The topic for the training programme was “Life Skill for Personal Effectiveness” and the resource person for the programme was Dr. Rashmi Baruah. She explained the importance of Life Skills for personal development in every individual’s life. She encouraged everyone to keep improving these skills in order to achieve greater heights in our life.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 30th August to 31st August, 2018

- 1. NAME OF THE PROGRAM : Professional Development Training Programme**
- 2. TOPIC OF THE PROGRAM : ‘Formal & Informal Communication’**
- 3. ACADEMIC YEAR : 2018-2019**
- 4. NUMBER OF RESOURCE PERSONS : 1**
- 5. NUMBER OF PARTICIPANTS : 14 (Operational Staff)**
- 6. ORGANIZED BY : USTM under IQAC initiative**
- 7. BRIEF PROGRAM REPORT:**

A Professional Development Training Programme was conducted from 30th August to 31st August, 2018 at USTM. The topic for the training programme was “Formal and Informal Communication” and the resource person for the programme was Ms Bidisha Sharma. She explained that formal communication is one that passes through predefined channels of communication throughout the organization.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 1st September to 2nd September, 2018

- 1. NAME OF THE PROGRAM : Professional Development Training Programme**
- 2. TOPIC OF THE PROGRAM : ‘Motivation’**
- 3. ACADEMIC YEAR : 2018-2019**
- 4. NUMBER OF RESOURCE PERSONS : 1**
- 5. NUMBER OF PARTICIPANTS : 14 (Operational Staff)**
- 6. ORGANIZED BY : USTM under IQAC initiative**
- 7. BRIEF PROGRAM REPORT:**

A Professional Development Training Programme was conducted from 1st September to 2nd September, 2018 at USTM. The topic for the training programme was “Motivation” and the resource person for the programme was Mr. Samujjwal Deb Sharma. According to him, motivation helps in improving performance and efficiency in one’s life.



BRIEF REPORT

VENUE: NIT Room, Block D, USTM

DATE: 4thSeptember- 6thSeptember, 2018

- 1. NAME OF THE PROGRAM : Administrative Training Programme**
- 2. TOPIC OF THE PROGRAM : ‘Individual Work Vs Teamwork’**
- 3. ACADEMIC YEAR : 2018-2019**
- 4. NUMBER OF RESOURCE PERSONS : 1**
- 5. NUMBER OF PARTICIPANTS : 20 (Administrative Staff)**
- 6. ORGANIZED BY : USTM under IQAC initiative**
- 7. BRIEF PROGRAM REPORT:**

An Administrative Training Programme was conducted from 4th September to 6th September, 2018 at USTM. The topic for the training programme was “Individual Work Vs Teamwork” and the resource person for the programme was Dr Rashmi Baruah. According to her-teamwork involves the interaction of individuals to a common purpose where the interests of the individual are secondary to group unity and the efficiency of the group to perform the task assigned. She also mentioned that creating productive environments where teamwork thrives requires workers with highly developed communication and interpersonal skills and an organizational structure that promotes collaboration and partnership instead of competition and rivalry.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 7th September to 8th September, 2018

1. NAME OF THE PROGRAM : Professional Development Training Programme

2. TOPIC OF THE PROGRAM : ‘Organizational Behaviour’

3. ACADEMIC YEAR : 2018-2019

4. NUMBER OF RESOURCE PERSONS : 1

5. NUMBER OF PARTICIPANTS : 13 (Operational Staff)

6. ORGANIZED BY : USTM under IQAC initiative

7. BRIEF PROGRAM REPORT:

A Professional Development Training Programme was conducted from 7th September to 8th September, 2018 at USTM. The topic for the training programme was “Organizational Behaviour” and the resource person for the programme was Dr. Rashmi Baruah. According to her, organizational behaviour helps us to study the complex nature of human beings in organizations.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 4th October to 6th October, 2018

- 1. NAME OF THE PROGRAM** : **Professional Development Training Programme**
- 2. TOPIC OF THE PROGRAM** : **‘Work Ethics’**
- 3. ACADEMIC YEAR** : **2018-2019**
- 4. NUMBER OF RESOURCE PERSONS** : **1**
- 5. NUMBER OF PARTICIPANTS** : **10 (Drivers)**
- 6. ORGANIZED BY** : **USTM under IQAC initiative**
- 7. BRIEF PROGRAM REPORT:**

A Professional Development Training Programme was conducted from 4th October to 6th October, 2018 at USTM. The topic for the training programme was “Work Ethics” and the resource person for the programme was Ms Bidisha Sharma. She explained that Professional ethics are principles that govern the behaviour of a person or group in a work environment. She added that like values, professional ethics provide rules on how a person should act towards other people and institutions in such an environment.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 12th October to 13th October, 2018

- 1. NAME OF THE PROGRAM : Orientation Programm**
- 2. TOPIC OF THE PROGRAM : ‘Green Environment, Clean Environment’**
- 3. ACADEMIC YEAR : 2018-2019**
- 4. NUMBER OF RESOURCE PERSONS : 1**
- 5. NUMBER OF PARTICIPANTS : 30 (Housekeeping & Gardener)**
- 6. ORGANIZED BY : USTM under IQAC initiative**
- 7. BRIEF PROGRAM REPORT:**

An Orientation Programme was conducted from 12th October to 13th October, 2018 at USTM. The topic for the training programme was “Green Environment, Clean Environment” and the resource person for the programme was Mr. N. I. Laskar. He added that it is necessary to keep our environment clean and green because we get fresh air as unclean environment leads to a bad condition of a society, arrival of diseases and many more.



BRIEF REPORT

VENUE: Block C, USTM

DATE: 8th November to 10th November, 2018

- 1. NAME OF THE PROGRAM** : Professional Development Training Programme
- 2. TOPIC OF THE PROGRAM** : ‘Working Under Pressure’
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 12 (Security Staff)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

A Professional Training Programme was conducted from 8th November to 10th November, 2018 at USTM. The topic for the training programme was “Working Under Pressure” and the resource person for the programme was Mr. N. I. Laskar. According to him, the ability to work under pressure involves dealing with constraints which are often outside of our control. He explained that *working well under pressure* is a good trait to have.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 16th November to 17th November, 2018

- 1. NAME OF THE PROGRAM : Professional Development Training Programme**
- 2. TOPIC OF THE PROGRAM : ‘Motivation’**
- 3. ACADEMIC YEAR : 2018-2019**
- 4. NUMBER OF RESOURCE PERSONS : 1**
- 5. NUMBER OF PARTICIPANTS : 12 (Security Staff)**
- 6. ORGANIZED BY : USTM under IQAC initiative**
- 7. BRIEF PROGRAM REPORT:**

A Professional Training Programme was conducted from 16th November to 17th November, 2018 at USTM. The topic for the training programme was “Motivation” and the resource person for the programme was Dr. Rashmi Baruah. According to her, motivation helps in improving performance and efficiency in one’s life.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 29th November to 30th November, 2018

- 1. NAME OF THE PROGRAM** : **Professional Development Training Programme**
- 2. TOPIC OF THE PROGRAM** : **‘Professionalism’**
- 3. ACADEMIC YEAR** : **2018-2019**
- 4. NUMBER OF RESOURCE PERSONS** : **1**
- 5. NUMBER OF PARTICIPANTS** : **12 (Security Staff)**
- 6. ORGANIZED BY** : **USTM under IQAC initiative**
- 7. BRIEF PROGRAM REPORT:**

A Professional Training Programme was conducted from 29th November to 30th November, 2018 at USTM. The topic for the training programme was “Professionalism” and the resource person for the programme was Mr. N. I. Laskar. According to him, a workplace is beneficial if professionalism remains intact because professional employees are more productive and profitable. However, emotions and attitudes are contagious, so unprofessional behaviour between employees can negatively impact the workplace too.



BRIEF REPORT

VENUE: NIT Room, Block D, USTM

DATE: 6th December to 8th December, 2018

- 1. NAME OF THE PROGRAM : Professional Development Training Programme**
- 2. TOPIC OF THE PROGRAM : ‘Importance of Teamwork’**
- 3. ACADEMIC YEAR : 2018-2019**
- 4. NUMBER OF RESOURCE PERSONS : 1**
- 5. NUMBER OF PARTICIPANTS : 03 (Block Officers)**
- 6. ORGANIZED BY : USTM under IQAC initiative**
- 7. BRIEF PROGRAM REPORT:**

A Professional Development Training Programme was conducted from 6th December to 8th December, 2018 at USTM. The topic for the training programme was “Importance of Teamwork” and the resource person for the programme was Dr Rashmi Baruah. According to her teamwork involves the interaction of individuals to a common purpose where the interests of the individual are secondary to group unity and the efficiency of the group to perform the task assigned.



BRIEF REPORT

VENUE: Block C, USTM

DATE: 9th December to 10th December, 2018

- 1. NAME OF THE PROGRAM** : Professional Development Training Programme
- 2. TOPIC OF THE PROGRAM** : ‘Time Management’
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 10 (Block Officers)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

A Professional Development Training Programme was conducted from 9th December to 10th December, 2018 at USTM. The topic for the training programme was “Time Management” and the resource person for the programme was Mr. Deepankar Bhattacharjya. Mr Bhattacharjya explained that “Time management” refers to the way we organize and plan how long we spend on specific activities. He added that Time Management helps us to make a good habit of organizing and structuring our daily activities. He stressed upon the fact that Time management plays a significant role in our lives



BRIEF REPORT

VENUE: Block C, USTM

DATE: 12th December to 14th December, 2018

- 1. NAME OF THE PROGRAM** : Professional Development Training Programme
- 2. TOPIC OF THE PROGRAM** : ‘Moral and Values’
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 12 (Block Officers)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

A Professional Development Training Programme was conducted from 12th December to 14th December, 2018 at USTM. The topic for the training programme was “Moral and Values” and the resource person for the programme was Dr Yancey Momin. She explained that moral values reflect an individual's character and spirituality. She also added that moral and values help in building good relationships in personal as well as professional lives



BRIEF REPORT

VENUE: Block C, USTM

DATE: 28th December to 29th December, 2018

- 1. NAME OF THE PROGRAM : Professional Training Programme**
- 2. TOPIC OF THE PROGRAM : ‘Barriers in Communication’**
- 3. ACADEMIC YEAR : 2018-2019**
- 4. NUMBER OF RESOURCE PERSONS : 1**
- 5. NUMBER OF PARTICIPANTS : 10 (Block Officers)**
- 6. ORGANIZED BY : USTM under IQAC initiative**
- 7. BRIEF PROGRAM REPORT:**

A Professional Training Programme was conducted from 28th December to 29th December, 2018 at USTM. The topic for the training programme was “Barriers in Communication” and the resource person for the programme was Ms Jyoti Hatiborooah. She mentioned that most often than not, faulty technology, disability in a person, environment in which the message is conveyed, cultural differences, etc. causes barriers in communication



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 25th April to 27th April, 2019

- 1. NAME OF THE PROGRAM** : Professional Development Training Programme
- 2. TOPIC OF THE PROGRAM** : 'Values'
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 09 (Drivers)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

A Professional Development Training Programme was conducted from 25th April to 27th April, 2019 at USTM. The topic for the training programme was "Values" and the resource person for the programme was Dr. Yancey Momin. She explained that the teaching of values and character is the very basis of education. Thus the emphasis should be towards the teaching of values rather than just imparting knowledge



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 14th June to 16th June, 2019

- 1. NAME OF THE PROGRAM** : **Professional Development Training Programme**
- 2. TOPIC OF THE PROGRAM** : **‘Moral and Values’**
- 3. ACADEMIC YEAR** : **2018-2019**
- 4. NUMBER OF RESOURCE PERSONS** : **1**
- 5. NUMBER OF PARTICIPANTS** : **14 (Operational Staff)**
- 6. ORGANIZED BY** : **USTM under IQAC initiative**
- 7. BRIEF PROGRAM REPORT:**

A Professional Development Training Programme was conducted from 14th June to 16th June, 2019 at USTM. The topic for the training programme was “Moral and Values” and the resource person for the programme was Dr. Yancey Momin. According to her when a person has a strong moral character, they are said to be a person of integrity and to live an honest life is said to be the most important virtue a person can have. She also mentioned that Value is a concept of ethical integrity and people should act according to their valued principles..



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 20th June to 22nd June, 2019

- 1. NAME OF THE PROGRAM** : Professional Development Training Programme
- 2. TOPIC OF THE PROGRAM** : ‘Moral and Ethics’
- 3. ACADEMIC YEAR** : 2018-2019
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 08 (Drivers)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

A Professional Development Training Programme was conducted from 20th June to 22nd June, 2019 at USTM. The topic for the training programme was “Moral and Ethics” and the resource person for the programme was Dr. Rashmi Baruah. According to her moral values reflect an individual's character and spirituality. They help in building good relationships in personal as well as professional lives. She added that the moral values in life hold great importance from the point of personal, social and spiritual development.



BRIEF REPORT

VENUE: NIIT Room, Block D, USTM

DATE: 28th June to 29th June, 2019

- 1. NAME OF THE PROGRAM : Professional Training Programme**
- 2. TOPIC OF THE PROGRAM : ‘Importance of Beautification’**
- 3. ACADEMIC YEAR : 2018-2019**
- 4. NUMBER OF RESOURCE PERSONS : 1**
- 5. NUMBER OF PARTICIPANTS : 12 (Gardener)**
- 6. ORGANIZED BY : USTM under IQAC initiative**
- 7. BRIEF PROGRAM REPORT:**

An Professional Training Programme was conducted from 28th June to 29th June, 2019 at USTM. The topic for the training programme was “Importance of Beautification” and the resource person for the programme was Dr. Rashmi Baruah. She explained that aside from the obvious aesthetic benefits, studies indicate that garden beautification can help people reduce stress, frustration, and aggression.





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UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA
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IQAC**



University of Science & Technology, Meghalaya

Techno-city, Baridua, Ri-Bhoi District, Meghalaya-793101

BRIEF REPORT

DATE : 4th November – 17th November, 2017
VENUE : Conference Hall, Administrative Block, USTM

1. NAME OF THE PROGRAM : Faculty Development Program
2. TOPIC OF THE PROGRAM : ‘Art of Living’
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 3
5. NUMBER OF PARTICIPANTS : 40 (Faculty Members)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This fourteen days Faculty Development Programme on ‘Art of Living’ was successfully conducted for Faculty members at University of Science & Technology, Meghalaya (USTM) from 04/11/2017 to 17/11/2017. A total number of 40 faculty members from various departments of USTM have participated in this FDP. Experts of the programme have taken various sessions regarding the topic. Some of the sessions included in the programme were: yoga, meditation, stress management, effective communication, handling complaints and problems in college environment, dynamism and crossing boundaries, ethics in team work, holistic rejuvenation of body and mind system, experiential teaching, being inspired and inspiring others, etc.



BRIEF REPORT

DATE : 15th December to 23rd December, 2017
VENUE : D Block, USTM

1. NAME OF THE PROGRAM : Faculty Improvement Program
2. TOPIC OF THE PROGRAM : ‘Professional Ethics and Development’
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 3
5. NUMBER OF PARTICIPANTS : 40
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This eight days Faculty Improvement Programme on ‘Professional Ethics and Development’ was successfully conducted for faculty members at University of Science & Technology, Meghalaya (USTM) from 15/12/2017 to 23/12/2017. A total number of 40 faculty members from various departments of USTM have participated in this FDP. Three experts were invited in this FDP as resource persons and they have taken various sessions regarding Professional ethics and Moral Values, Importance of Professional Development in Education Sector etc.



BRIEF REPORT

DATE : 5th January to 11th January, 2018
VENUE : C Block, USTM

- 1. NAME OF THE PROGRAM** : Short Term Course
- 2. TOPIC OF THE PROGRAM** : “Work Life Balance of Faculty Members”
- 3. ACADEMIC YEAR** : 2017-2018
- 4. NUMBER OF RESOURCE PERSONS** : 2
- 5. NUMBER OF PARTICIPANTS** : 42
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. TEACHER IN-CHARGE** : Dr. Rashmi Baruah
- 8. BRIEF PROGRAM REPORT:**

This seven days Short Term Course on ‘Work Life Balance of Faculty Members’ conducted successfully for faculty members from 5th January, 2018 to 11th January, 2018 at University of Science & Technology, Meghalaya (USTM). This Short Term Course was attended by a total number of 42 participants/ faculty members from various departments of USTM. Two experts Dr. Satya B. Borgohain, Director Personnel, NEEPCO, and Mr Parag Phukan, Former VP, RIL were called as resource persons and they talked on various sub-topics related to ‘Work Life Balance’.



BRIEF REPORT

DATE : 22-06-2018 to 23-06-2018
VENUE : Conference Hall, Administrative Block, USTM

- 1. NAME OF THE PROGRAM** : A talk
- 2. TOPIC OF THE PROGRAM** : 'Initiation of Teachers for Curriculum Development'
- 3. ACADEMIC YEAR** : 2017-2018
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 15
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT** :

This two days talk on 'Initiation of Teachers for Curriculum Development' was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 22/06/2018 to 23/06/2018. A total number of 15 faculty members from various departments of USTM have participated in this discussion. The resource person explained that the role of teachers in the curriculum process is to help students develop an engaged relationship with the content. Active learning will increase the focus and retention of the curriculum, resulting in an exciting learning environment. teachers play an integral part in the process of developing the curriculum; then students' outcomes.



BRIEF REPORT

DATE : 07-07-2017 to 08-07-2017
VENUE : Block D, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : 'Motivation'
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 06 (Block Officers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:

This two days Professional Training Programme on 'Motivation' was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 07-07-2017 to 08-07-2017. A total number of 06 Block officers of USTM have participated in this discussion. According to the resource person, motivation is an important life skill. He mentioned that the reason it's important because every person on this earth is unique and has a purpose. Resource person Mr. Bhattacharjya added that to steward your purpose well, you have to be motivated to work towards your goals which helps your dreams become a reality.



BRIEF REPORT

DATE : 14-07-2017 to 15-07-2017
VENUE :Block C, USTM

1. NAME OF THE PROGRAM : Professional Training Programme Programme
2. TOPIC OF THE PROGRAM : ‘Ethics and Organizational Behaviour’
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 16 (Operational Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Use of IT Tools’ for Technical Staff was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 14-07-2017 to 15-07-2017. The resource person for this training programme was Mr. Samujjawal Deb Sarma. According to him, work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual abilities, which is required to maintain good organizational behaviour.



BRIEF REPORT

DATE : 21-07-2017 to 22-07-2017
VENUE :Block D, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: ‘Work Ethics’
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 07 (Technical Staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Training Programme on ‘Work Ethics’ was successfully conducted for Technical staff at University of Science & Technology, Meghalaya (USTM) from 21-07-2017 to 22-07-2017. According to the resource person Ms. Rashmi Baruah, *Work ethics* is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual ability. Dr. Baruah mentioned that it is a set of values centered on importance of work and manifested by determination or desire to work hard.



BRIEF REPORT

DATE : 11-08-2017 to 12-08-2017
VENUE :Block C, USTM

- | | |
|--------------------------------------|----------------------------------------------------|
| 1. NAME OF THE PROGRAM | : Professional Training Programme Programme |
| 2. TOPIC OF THE PROGRAM | : ‘Individual Work Vs. Teamwork’ |
| 3. ACADEMIC YEAR | : 2017-2018 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 11 (Operational Staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT | : |

This two days Professional Training Programme on ‘Individual Work Vs Teamwork’ was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 11-08-2017 to 12-08-2017. The resource person was Dr. Rashmi Baruah. According to her, effective teamwork allows workers to accomplish projects which are too complex or large for an individual to do alone, which includes all but the smallest of projects. She added that Teamwork also allows a group to investigate a problem from many perspectives through brainstorming, which allows a team to incorporate different perspectives and ideas.



BRIEF REPORT

DATE : 18-08-2017 to 19-08-2017
VENUE : Block D, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : 'Moral and Values'
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 12 (Security Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on 'Moral and Values' was successfully conducted for Security Staff at University of Science & Technology, Meghalaya (USTM) from 18-08-2017 to 19-08-2017. It was taken by resource person Ms. Jyoti Hatiboruah. She explained that moral values reflect an individual's character and spirituality. She added that moral and values help in building good relationships in personal as well as professional lives.



BRIEF REPORT

DATE : 30-08-2017 to 31-08-2017
VENUE :Block D, USTM

- 1. NAME OF THE PROGRAM** : Administrative Training Programme
- 2. TOPIC OF THE PROGRAM** : ‘Work Responsibility’
- 3. ACADEMIC YEAR** : 2017-2018
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 10 (Administrative Staff and Block Officers)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT** :

This two days Administrative Training Programme on ‘Work Responsibility’ was successfully conducted for Administrative staff and Block officers at University of Science & Technology, Meghalaya (USTM) from 30-08-2017 to 31-08-2017. A total number of 10 staff of USTM have participated in this discussion. The resource person Dr Rashmi Baruah explained and tried to make employees understand their responsibility to perform the duties of that position to the best of their ability while adhering to the organisation’s policies and protocols.



BRIEF REPORT

DATE : 08-09-2017 to 09-09-2017
VENUE :Block D, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : ‘Use of IT Tools’
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 07 (Technical Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Use of IT Tools’ was successfully conducted for Technical Staff at University of Science & Technology, Meghalaya (USTM) from 08-09-2017 to 09-09-2017. The resource person for the programme was Ms. Daisy Sharma. According to her software *tools* help diagnose computer and network problems and determine which computer device is not functioning correctly. She emphasised that a technician must be able to *use* a range of software *tools* to diagnose problems, maintain hardware, and protect the data stored on a computer.



BRIEF REPORT

DATE : 14-09-2017 to 16-09-2017
VENUE :Block C, USTM

1. NAME OF THE PROGRAM : Professional Development Programme
2. TOPIC OF THE PROGRAM : ‘Teamwork and Job Satisfaction’
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 13 (Operational Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This three days Professional Development Programme on ‘Teamwork and Job Satisfaction’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 14-09-2017 to 16-09-2017 for Operational Staff. The training programme was taken by resource person Jyoti Hatiboruah. According to her, from an ethical and psychological perspective, individualism is the idea that humans should act, think and judge independently following only their own minds. She also mentioned that, however a group approach increases the chances of detecting flaws in a solution an individual might miss.



BRIEF REPORT

DATE : 21-09-2017 to 23-09-2017
VENUE :Block D, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : ‘Motivation’
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 13 (Security Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This three days Professional Training Programme on ‘Motivation’ was successfully conducted for Security Staff at University of Science & Technology, Meghalaya (USTM) from 21-09-2017 to 23-09-2017. The training programme was taken by resource person Dr Rashmi Baruah. She mentioned that motivation is an important life skill. She added that to steward our purpose well, we have to be motivated to work towards our goals which helps your dreams become a reality.



BRIEF REPORT

DATE : 28-09-2017 to 29-09-2017
VENUE :Block D, USTM

- 1. NAME OF THE PROGRAM** : Administrative Training Programme
- 2. TOPIC OF THE PROGRAM** : ‘Ethics, Integrity and Professionalism’
- 3. ACADEMIC YEAR** : 2017-2018
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 16 (Administrative Staff & Block Officers)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT** :

This two days Administrative Training Programme on ‘Ethics, Integrity and Professionalism’ for Administrative staff and Block Officers was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 28-09-2017 to 29-09-2017. The resource person Dr Rashmi Baruah explained that *Professional ethics* encompass the personal and corporate standards of behaviour expected by codes of practice that members of the profession must follow to prevent exploitation of the client and to preserve the *integrity* of the profession. She explained that the standards governing professional conduct include knowing how you present yourself, your work ethic, and how you communicate with others.



BRIEF REPORT

DATE : 06-10-2017 to 07-10-2017
VENUE :Block D, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : ‘Importance of Communication’
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 07 (Drivers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Importance of Communication’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 06-10-2017 to 07-10-2017. For this training the resource person for the training was Dr. Mousumi Choudhury. According to Dr Mousumi, clarifying the objective of a communication is important because it will help us determine the right medium for the message we are delivering. She added that the more a message will have a direct impact on an individual, the more personal the communication should be.



BRIEF REPORT

DATE : 13-10-2017 to 14-10-2017
VENUE :Block C, USTM

1. NAME OF THE PROGRAM : Professional Training Programme Programme
2. TOPIC OF THE PROGRAM : ‘Work Ethics’
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 11 (Technical Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Use of IT Tools’for Technical Staff was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 13-10-2017 to 14-10-2017. This training session was taken by resource person Dr. Rashmi Baruah. According to her work ethic is basically the belief that work is a good moral. She added that it refers to a set of values that are defined and characterized by diligence and hard work.



BRIEF REPORT

DATE : 09-11-2017 to 11-11-2017
VENUE :Block D, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : ‘Time Management’
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 10 (Drivers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This three days Professional Training Programme on ‘Time Management’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 09-11-2017 to 11-11-2017. The training programme was taken by resource person Chandrani Roy. She explained “Time management” refers to the way we organize and plan how long we spend on specific activities. She added that Time Management helps us to make a good habit of organizing and structuring our daily activities. She stressed that Time management plays a significant role in our lives. If we better understand the time value, then we can gain experience and develop skills over time.



BRIEF REPORT

DATE : 16-11-2017 to 18-11-2017
VENUE : Block D, USTM

1. NAME OF THE PROGRAM : Orientation Programme
2. TOPIC OF THE PROGRAM : 'Health and Hygiene'
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 31 (Catering and Hostel Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This three days Orientation Programme on 'Health and Hygiene' was successfully conducted for Catering and Hostel Staff at University of Science & Technology, Meghalaya (USTM) from 16-11-2017 to 18-11-2017. The resource person for the training programme was Mr. N.I.Laskar. He explained that health is the normal and healthy state of the body. He stressed on the fact that hygiene refers to good practices that prevent disease and lead to good health, especially cleanliness, proper disposal of wastewater and drinking water supply. He mentioned that it refers to all the activities that are done to improve and preserve, maintain good health.



BRIEF REPORT

DATE : 23-11-2017 to 25-11-2017
VENUE :Block D, USTM

- 1. NAME OF THE PROGRAM** : Orientation Programme
- 2. TOPIC OF THE PROGRAM** : ‘Group Behaviour’
- 3. ACADEMIC YEAR** : 2017-2018
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 30 (Housekeeping and Gardening Staff)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT** :

This three days Orientation Programme on ‘Group Behaviour’ was successfully conducted for Housekeeping and Gardening Staff at University of Science & Technology, Meghalaya (USTM) from 23-11-2017 to 25-11-2017. The resource person was Deepankar Bhattacharjya. According to him, the most effective group behaviour is produced when all the individuals involved harmonize their contributions and work towards a common goal.



BRIEF REPORT

DATE : 08-12-2017 to 09-12-2017
VENUE :Block D, USTM

1. NAME OF THE PROGRAM : Administrative Training Programme
2. TOPIC OF THE PROGRAM : 'Importance of Documentation'
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 10 (Administrative Staff & Block Officers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Administrative Training Programme on 'Importance of Documentation' was successfully conducted for Administrative staff and Block Officers at University of Science & Technology, Meghalaya (USTM) from 08-12-2017 to 09-12-2017. Dr. Sandeep Gupta was the resource person and he explained how important it is to keep the file properly with a very good documentation for the future use of data and thereby to make some right decision in an organization. Each and every employee of the organization must understand the importance of documentation.



BRIEF REPORT

DATE : 14-12-2017 to 16-12-2017
VENUE :Block D, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : 'Importance of Communication'
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 13 (Security Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This three days Professional Training Programme on 'Importance of Communication' was successfully conducted for Security Staff at University of Science & Technology, Meghalaya (USTM) from 14-12-2017 to 16-12-2017. The training programme was taken by resource person by N I Laskar. According to him, clarifying the objective of a communication is important because it will help us determine the right medium for the message we are delivering. He added that the more a message will have a direct impact on an individual, the more personal the communication should be.



BRIEF REPORT

DATE : 16-03-018 to 17-03-2018
VENUE :Block D, USTM

1. NAME OF THE PROGRAM : Professional Development Programme
2. TOPIC OF THE PROGRAM : ‘Responsiveness to Students’
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 19 (Catering and Hostel Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Profesional Development Programme on ‘Responsiveness to Students’ was successfully conducted for Catering and Hostel Staff at University of Science & Technology, Meghalaya (USTM) from 16-03-018 to 17-03-2018. The resource person for the training programme was Dr. Mousumi Choudhury. According to her, student responsiveness is about being fast and right. The value of being right is obvious – customers i.e. the students get something that meets their needs. But the value also depends critically on the speed with which the response is produced.



BRIEF REPORT

DATE : 22-03-2018 to 24-03-2018
VENUE :Block D, USTM

1. NAME OF THE PROGRAM : Professional Development Programme
2. TOPIC OF THE PROGRAM : 'Distortion of Communication'
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 16 (Operational Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This three days Professional Development Programme on 'Distortion of Communication' was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 22-03-2018 to 24-03-2018. The resource person was Ms. Jyoti Hatiboruah. According to her, distortion can take many forms in communication. She mentioned that most often than not, faulty technology, disability in a person, environment in which the message is conveyed, cultural differences, etc. causes distortion of communication.



BRIEF REPORT

DATE : 20-04-2018 to 21-04-2018
VENUE : Block D, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : 'Work Ethics'
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 08 (Drivers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on 'Work Ethics' was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 20-04-2018 to 21-04-2018. The training programme was taken by resource person Bidisha Sharma. She explained that work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue or value to strengthen character and individual abilities. She added that it is a set of values centered on importance of work and manifested by determination or desire to work hard.



BRIEF REPORT

DATE : 27-04-018 to 28-04-2018
VENUE :Block D, USTM

1. NAME OF THE PROGRAM : Professional Development Programme
2. TOPIC OF THE PROGRAM : 'Time Management'
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 17 (Catering and Hostel Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Profesional Development Programme on 'Time Management' was successfully conducted for Catering and Hostel Staff at University of Science & Technology, Meghalaya (USTM) from 27-04-018 to 28-04-2018. The resource person was Dr. Rashmi Baruah. She explained "Time management" refers to the way we organize and plan how long we spend on specific activities. She added that Time Management helps us to make a good habit of organizing and structuring our daily activities. She stressed that Time management plays a significant role in our lives. If we better understand the time value, then we can gain experience and develop skills over time.



BRIEF REPORT

DATE : 18-05-2018 to 19-05-2018
VENUE :Block D, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: 'Moral'
3. ACADEMIC YEAR	: 2017-2018
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 08 (Drivers)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Training Programme on 'Moral' was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 18-05-2018 to 19-05-2018. The training programme was taken by resource person Salma Sabnam. She explained that *Moral* is the differentiation of intentions, decisions and actions between those that are distinguished as proper and those that are improper. She stressed on the fact that Moral reflect an individual's character and spirituality. She added that moral help in building good relationships in personal as well as professional lives.



BRIEF REPORT

DATE : 24-05-2018 to 26-05-2018
VENUE :Block D, USTM

1. NAME OF THE PROGRAM : Professional Development Programme
2. TOPIC OF THE PROGRAM : ‘Importance of Teamwork’
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 12 (Operational Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This four days Professional Development Programme on ‘Importance of Teamwork’ was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 24-05-2018 to 26-05-2018 and the training programme was taken by resource person Dr. Mousumi Choudhury. According to her, effective teamwork allows workers to accomplish projects which are too complex or large for an individual to do alone, which includes all but the smallest of projects. Teamwork also allows a group to investigate a problem from many perspectives through brainstorming, which allows a team to incorporate different perspectives and ideas. A group approach also increases the chances of detecting flaws in a solution an individual might miss



BRIEF REPORT

DATE :14-06-2018 to 16-06-2018
VENUE :Block D, USTM

1. NAME OF THE PROGRAM : Professional Development Programme
2. TOPIC OF THE PROGRAM : 'Time Management'
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 26 (Housekeeping and Gardenin Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This three days Professional Development Programme on 'Time Management' was successfully conducted for Housekeeping and Gardening Staff at University of Science & Technology, Meghalaya (USTM) from 14-06-2018 to 16-06-2018. The resource person for the training programme was Chandrani Roy. According to her, Time Management helps us to make a good habit of organizing and structuring our daily activities. She stressed that Time management plays a significant role in our lives.



BRIEF REPORT

DATE :22-06-2018 to 23-06-2018
VENUE :Block D, USTM

1. NAME OF THE PROGRAM : Professional Development Programme
2. TOPIC OF THE PROGRAM : 'Professionalism'
3. ACADEMIC YEAR : 2017-2018
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 28 (Housekeeping and Gardening Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Development Programme on 'Professionalism' was successfully conducted for Housekeeping and Gardening Staff at University of Science & Technology, Meghalaya (USTM) from 22-06-2018 to 23-06-2018. The resource person of the session was Mr Samujjwal Deb. He explained that Professionalism is the conduct, behaviour and attitude of someone in a work. He added that a person doesn't have to work in a specific profession to demonstrate the important qualities and characteristics of a professional.





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Amenity Centre



Unveiling Excellence

Report of

Professional Training Programme

2016-2017



Organized by : **IQAC**

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Techno City, Baridua, Ri-Bhoi District, Meghalaya-793101



Report of

Professional Development Training Programme

2016-2017

Organized by:
IQAC



University of Science & Technology, Meghalaya

Techno-city, Baridua, Ri-Bhoi District, Meghalaya-793101

BRIEF REPORT

DATE : 20th January to 30th January, 2017
VENUE : D Block, USTM

- 1. NAME OF THE PROGRAM** : Faculty Development Program
- 2. TOPIC OF THE PROGRAM** : ‘Professional Work Environment and Professionalism’
- 3. ACADEMIC YEAR** : 2016-2017
- 4. NUMBER OF RESOURCE PERSONS** : 3
- 5. NUMBER OF PARTICIPANTS** : 32 (Faculty Members)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

This ten days Faculty Development Programme on ‘**Professional Work Environment and Professionalism**’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 20/01/2017 to 30/01/2017. The FDP programme received an overwhelming response from the participants and finally the programme was attended by a total number of 32 faculty members from various departments of USTM. Resource persons have explained various concepts related to Professional Work Environment, Ethics, Integrity, Professionalism etc. to the participants.



BRIEF REPORT

DATE : 23rd June to 30th June, 2017
VENUE : Administrative Block, USTM

- 1. NAME OF THE PROGRAM** : Faculty Development Program
- 2. TOPIC OF THE PROGRAM** : “Academic Administration”
- 3. ACADEMIC YEAR** : 2016-2017
- 4. NUMBER OF RESOURCE PERSONS** : 3
- 5. NUMBER OF PARTICIPANTS** : 52 (Enclosed the list)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

This seven days Faculty Development Programme on ‘Academic Administration’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 23/06/2017 to 30/06/2017. The FDP programme received an overwhelming response from the participants and finally the programme was attended by a total number of 52 faculty members from various departments of USTM. Three resource persons were there who imparted knowledge to the faculty members in this FDP. Various sub-themes discussed in this FDP are- Academic Administration & Teachers, Academic Administration: Challenges and Opportunities and Academic Leadership.



BRIEF REPORT

DATE : 15-07-2016 to 16-07-2016
VENUE : D Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Moral”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 24 (Gardener staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Moral’ was successfully conducted for Catering and Hostel staff at University of Science & Technology, Meghalaya (USTM) from 15-07-2016 to 16-07-2016. The resource person for the training was Jyoti Hatiboruah. According to her ethics and moral values are important principals in today’s fast paced world. According to her, moral values reflect an individual's character and spirituality. They help in building good relationships in personal as well as professional lives.



BRIEF REPORT

DATE : 22-07-2016 to 23-07-2016
VENUE : D Block, USTM

1. NAME OF THE PROGRAM : Orientation Programme
2. TOPIC OF THE PROGRAM : “Motivation”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 21 (Catering & Hostel staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Orientation Programme on ‘Motivation’ was successfully conducted for Catering and Hostel staff at University of Science & Technology, Meghalaya (USTM) from 22-07-2016 to 23-07-2016. The Resource person for the topic was Mr Deepankar Bhattacharjya. According to him, motivation will help him achieve his personal goals. He mentioned that if an individual is motivated, he will have job satisfaction. Motivation will help in self-development of individual.



BRIEF REPORT

DATE : 12-08-2016 to 13-08-2016
VENUE : D Block, USTM

1. NAME OF THE PROGRAM : Professional Development Programme
2. TOPIC OF THE PROGRAM : “Life Skill for Personal Effectiveness”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 17 (Catering & Hostel staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Development Programme on ‘Life Skill for Personal Effectiveness’ was successfully conducted for Catering and Hostel staff at University of Science & Technology, Meghalaya (USTM) from 12-08-2016 to 13-08-2016. The resource person was Dr. Rashmi Baruah. According to her *life skills* addresses the core communication and self-organization *skills* that make it possible for individuals to consider their own further *development*. According to her, increased self-confidence leads to a sense of power over their own lives.



BRIEF REPORT

DATE : 26-08-2016 to 27-08-2016
VENUE : D Block, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: “Importance of Communication”
3. ACADEMIC YEAR	: 2016-2017
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 12 (Security staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Training Programme on ‘Importance of Communication’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 26-08-2016 to 27-08-2016. The resource person was Mr Deepankar Bhattacharjya. According to him, workplace communication is very important to organisation because it allows companies to be productive and operate effectively. He emphasised that the ability to effectively communicate with others is very important to one's professional growth and development.



BRIEF REPORT

DATE : 09-09-2016 to 10-09-2016

VENUE : D Block, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: “Organization Behaviour”
3. ACADEMIC YEAR	: 2016-2017
4. NUMBER OF RESOURCE PERSONS	: 1
5. NUMBER OF PARTICIPANTS	: 12 (Security staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Training Programme on ‘Organization Behaviour’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 09-09-2016 to 10-09-2016. The resource person was Mr. Irfan Ziaur. It is very important to study organizational behaviour because it provides an understanding of why people behave as they do in organizations. In any organization, importance of organizational behaviour has tremendous necessities.



BRIEF REPORT

DATE : 15-09-2016 to 17-09-2016
VENUE : D Block, USTM

1. NAME OF THE PROGRAM : Professional Development Programme
2. TOPIC OF THE PROGRAM : “Life Skill for Personal Effectiveness”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 23 (Housekeeping and Gardener staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Development Programme on ‘Life Skill for Personal Effectiveness’ was successfully conducted for Catering and Hostel staff at University of Science & Technology, Meghalaya (USTM) from 15-09-2016 to 17-09-2016. The resource person for the training was Mr Deepankar Bhattacharjya. Mr. Bhattacharjya explained the importance of Life Skills for personal development in every individual’s life. He encouraged everyone to keep improving these skills in order to achieve greater heights in our life.



BRIEF REPORT

DATE : 22-09-2016 to 23-09-2016
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Dignity of Labour”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 13 (Security staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Dignity of Labour’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 22-09-2016 to 23-09-2016. The resource person for this training was Mr Deepankar Bhattacharjya. According to Mr Bhattacharjya “*Dignity of Labour*” implies that all professions or jobs are treated equally and no occupation is considered to be superior or inferior to others.



BRIEF REPORT

DATE : 07-10-2016 to 08-10-2016
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Attitude”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 12 (Security staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Attitude’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 07-10-2016 to 08-10-2016. The resource person for this training was Ms.Rashmi Baruah. According to Ms. Baruah an *attitude* is an evaluation ranging from extremely negative to extremely positive. She explained that a positive attitude is mental outlook of optimism and of expecting good things to happen. She added that people who possess this attitude are easier to get along with, are happy, and they spread joy around them.



BRIEF REPORT

DATE : 21-10-2016 to 22-10-2016
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Organizational Behaviour”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 13 (Security staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Organizational Behaviour’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 21-10-2016 to 22-10-2016. The resource person was Mr. N. I. Laskar for this training programme. According to Mr. Laskar, organizational behaviour helps us to study the complex nature of human beings in organizations he added human behaviour in a work environment and determines its impact on job structure, performance, communication, motivation, leadership, etc.



BRIEF REPORT

DATE : 04-11-2016 to 05-11-2016
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Crisis Management”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 08 (Drivers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Crisis Management’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 04-11-2016 to 05-11-2016. The resource person was Mr Deepankar Bhattacharjya. Mr Bhattacharjya explained that *crisis management* is the process by which an organization deals with a disruptive and unexpected event that threatens to harm the organization or its stakeholders.



BRIEF REPORT

DATE : 01-12-2016 to 03-12-2016
VENUE : D Block, USTM

1. NAME OF THE PROGRAM : Orientation Programme
2. TOPIC OF THE PROGRAM : “Ethics and Values”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 31 (Catering & Hostel staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This three days Orientation Programme on ‘Ethics and Values’ was successfully conducted for Catering and Hostel staff at University of Science & Technology, Meghalaya (USTM) from 01-12-2016 to 03-12-2016. The resource person was Mr. N.I.Laskar. He said that Ethics is a fundamental requirement of any profession. According to him Ethics is a system of moral principles governing the appropriate conduct of a person or a group. Mr. Laskar mentioned that maintaining good ethics is being consistent with the principles of correct moral conduct constantly.



BRIEF REPORT

DATE : 18-12-2016 to 19-12-2016
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Professionalism”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 07 (Drivers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Professionalism’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 18-12-2016 to 19-12-2016. The resource person of the Mr. Deepankar Bhattacharjya. The resource person explained that the standards governing professional conduct include knowing how you present yourself, your work ethic, and how you communicate with others.



BRIEF REPORT

DATE : 27-02-2017 to 28-02-2017
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Work Responsibility”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 26 (Gardener staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Work Responsibility’ was successfully conducted for Catering and Hostel staff at University of Science & Technology, Meghalaya (USTM) from 27-02-2017 to 28-02-2017. The resource person for the training was Deepankar Bhattacharjya. Mr Bhattacharjya also added that it is employee’s responsibility to perform the duties of that position to the best of their ability while adhering to the organisation’s policies and protocols.



BRIEF REPORT

DATE : 03-03-2017 to 04-03-2017
VENUE : D Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Importance of Communication”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 06 (Drivers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Importance of Communication’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 03-03-2017 to 04-03-2017. It was taken by resource person Dr. Mousumi Choudhury. According to her, effective communication is significant for all professionals in the organizations so as to perform the basic functions of an organisation.



BRIEF REPORT

DATE : 30-03-2017 to 31-03-2017
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Development Program
2. TOPIC OF THE PROGRAM : “Motivation”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 16 (Operational Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Development Programme on ‘Motivation’ was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 30-03-2017 to 31-03-2017. The resource person was Deepankar Bhattacharjya. According to him, motivation helps us to achieve our personal goals. He added that if an individual is motivated, he will have job satisfaction. He stressed that an individual would always gain by working with a dynamic team.



BRIEF REPORT

DATE : 21-04-2017 to 22-04-2017
VENUE : D Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Dignity of Labour”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 08 (Drivers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Dignity of Labour’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 21-04-2017 to 22-04-2017. The resource person was Mr Deepankar Bhattacharjya. According to him, the *dignity of labour* is the philosophy that all types of jobs are respected equally, and no occupation is considered superior and none of the jobs should be discriminated on any basis. He emphasised that whether one's occupation involves physical work or mental *labour*, it is held that the job deserves respect.



BRIEF REPORT

DATE : 28-04-2017 to 29-04-2017
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Orientation Program
2. TOPIC OF THE PROGRAM : “Moral and Values”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 06 (Operational Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Orientation Programme on ‘Moral and Values’ was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 28-04-2017 to 29-04-2017. The resource person was Mr. N.I.Laskar. According to him moral values reflect an individual's character and spirituality. They help in building good relationships in personal as well as professional lives.



BRIEF REPORT

DATE : 04-05-2017 to 06-05-2017
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Program
2. TOPIC OF THE PROGRAM : “Training on Microsoft Office”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 07 (Technical Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Training on Microsoft Office’ was successfully conducted for Technical Staff at University of Science & Technology, Meghalaya (USTM) from 04-05-2017 to 06-05-2017. The resource person was Ms Daisy Kalita. She explained that Microsoft Office is a collection of office-related applications. She added that each application serves a unique purpose and offers a specific service to its users.



BRIEF REPORT

DATE : 11-05-2017 to 13-05-2017
VENUE : C Block, USTM

- 1. NAME OF THE PROGRAM** : Professional Development Training Program
- 2. TOPIC OF THE PROGRAM** : “Ethics”
- 3. ACADEMIC YEAR** : 2016-2017
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 12 (Operational Staff)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT** :

This three days Professional Development Training Programme on ‘Ethics’ was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 11-05-2017 to 13-05-2017. The resource person was Deepankar Bhattacharjya. According to him, Ethics is a fundamental requirement of any profession. According to the resource person, it is a system of moral principles governing the appropriate conduct of a person or a group. Maintaining good ethics is being consistent with the principles of correct moral conduct constantly.



BRIEF REPORT

DATE : 26-05-2017 to 27-05-2017
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Program
2. TOPIC OF THE PROGRAM : “Use of IT Tools”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 11(Technical Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Use of IT Tools’ was successfully conducted for Technical Staff at University of Science & Technology, Meghalaya (USTM) from 26-05-2017 to 27-05-2017. The resource person was Ms Daisy Sharma. According to her software *tools* help diagnose computer and network problems and determine which computer device is not functioning correctly. She emphasised that a technician must be able to *use* a range of software *tools* to diagnose problems, maintain hardware, and protect the data stored on a computer.



BRIEF REPORT

DATE : 23-06-2017 to 24-06-2017
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Orientation Programme
2. TOPIC OF THE PROGRAM : “Importance of Teamwork”
3. ACADEMIC YEAR : 2016-2017
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 14 (Operational Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Orientation Programme on ‘Importance of Teamwork’ was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 23-06-2017 to 24-06-2017. The resource person was Mr. N.I.Laskar. According to him, team building brings people together by encouraging collaboration and teamwork. He highlighted that one of the most powerful reasons for team building is to get results.



BRIEF REPORT

DATE : 29th June to 30th June, 2017
VENUE : C Block, USTM

- 1. NAME OF THE PROGRAM** : Administrative Training Program
- 2. TOPIC OF THE PROGRAM** : “Individual Work Vs Teamwork”
- 3. ACADEMIC YEAR** : 2016-2017
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 08 (Administrative Staff & Block Officers)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT** :

This two days Administrative Training Programme on ‘Individual Work Vs Teamwork’ was successfully conducted for Administrative staff and Block officers at University of Science & Technology, Meghalaya (USTM) from 29/06/2017 to 30/06/2017. The resource person was Ms. Rashmi Baruah. According to her, Working in teams increases collaboration and allows brainstorming. As a result, more ideas are developed and productivity improves. She added that individual work is important when the task requires more concentration.



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Amenity Centre

USTM

Report of Professional Training Programme 2015-2016

Organized by :
IQAC



Unveiling Excellence

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Techno City, Baridua, Ri-Bhoi District, Meghalaya-793101



Report of Professional Training Programme

2015-2016

Organized by:

IQAC



University of Science & Technology, Meghalaya

Techno-city, Baridua, Ri-Bhoi District, Meghalaya-793101

BRIEF REPORT

DATE : 26-03-2016 to 08-04-2016

VENUE : Conference Hall, Administrative Block, USTM

- | | |
|--------------------------------------|-----------------------------------------|
| 1. NAME OF THE PROGRAM | : Faculty Development Program |
| 2. TOPIC OF THE PROGRAM | : “Entrepreneurship Development” |
| 3. ACADEMIC YEAR | : 2015-2016 |
| 4. NUMBER OF RESOURCE PERSONS | : 10 |
| 5. NUMBER OF PARTICIPANTS | : 30 (Faculty Members) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT | : |

This twelve days Faculty Development Program on Entrepreneurship Development conducted at USTM successfully. 30 faculty members of various Departments of USTM have participated in this programme. The programme was sponsored by The National Science & Technology Entrepreneurship Development, Board, Department of Science & Technology, New Delhi, India and organized by USTM. This FDP has been conducted to create awareness among skill and trained persons to take up entrepreneurship as a career. Ten experts have been invited as resource persons who have given lectures on various sub topics related to Entrepreneurship Development.



BRIEF REPORT

DATE : 24th - 30th June, 2016
VENUE : D Block, USTM

- 1. NAME OF THE PROGRAM** : Faculty Development Program
- 2. TOPIC OF THE PROGRAM** : “Application of ICT in Higher Education”
- 3. ACADEMIC YEAR** : 2015-2016
- 4. NUMBER OF RESOURCE PERSONS** : 2
- 5. NUMBER OF PARTICIPANTS** : 48 (Enclosed the list)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

This seven days Faculty Development Programme on ‘**Application of ICT in Higher Education**’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 24/06/2016 to 30/06/2016. The resource persons of this FDP explained the importance and usage of ICT in Education Sector in today’s scenario, with special reference to Higher Education System. Different sub themes of this FDP were -ICT and its Application, ICT usage in Teaching and ICT in Higher Education. 48 participants have attended this seven days FDP.



BRIEF REPORT

DATE : 06-09-2015

VENUE : Conference Hall, Administrative Block, USTM

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|--------------------------------------|---------------------------------------|
| 1. NAME OF THE PROGRAM | : A Discussion |
| 2. TOPIC OF THE PROGRAM | : “Student Centric Curriculum’ |
| 3. ACADEMIC YEAR | : 2015-2016 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 12 (Faculty members) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

This one day discussion on ‘Student Centric Curriculum’ was successfully conducted for faculty members at University of Science & Technology, Meghalaya (USTM) on 06-09-2015 . The resource person was Dr. Zafar Sareshwala, honourable Chancellor, Maulana Azad National Urdu University. He has explained about the importance of student centric curriculum in today’s scenario.



BRIEF REPORT

DATE : 22-01-2016 to 23-01-2016
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Faculty Training Programme
2. TOPIC OF THE PROGRAM : “Professionalism”
3. ACADEMIC YEAR : 2015-2016
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 20 (Faculty members)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Faculty Training Programme on ‘Professionalism’ was successfully conducted for faculty members at University of Science & Technology, Meghalaya (USTM) from 22-01-2016 to 23-01-2016. The resource person for this programme was Dr. S. Borgohain. According to him professional development may be used in reference to a wide variety of specialized training, formal education, or advanced professional learning intended to help educators improve their professional knowledge, competence, skill, and effectiveness.



BRIEF REPORT

DATE : 11-03-2016
VENUE : Conference Hall, Administrative Block, USTM

- 1. NAME OF THE PROGRAM** : A Talk
- 2. TOPIC OF THE PROGRAM** : “Higher Education System in India”
- 3. ACADEMIC YEAR** : 2015-2016
- 4. NUMBER OF RESOURCE PERSON** : 1
- 5. NUMBER OF PARTICIPANTS** : 16 (Faculty members)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT** :

This one day Talk on Programme on ‘Higher Education System in India’ was successfully conducted for faculty members at University of Science & Technology, Meghalaya (USTM) on 11-03-2016. The resource persons of this talk was Prof Ved Prakash, honourable Chairman, UGC, New Delhi. He has explained the faculty members regarding higher education system in India. He also told about how to maintain the quality of education for the overall development of the country.



BRIEF REPORT

DATE : 02-07-2015 to 04-07-2015

VENUE : C Block, USTM

- | | |
|-------------------------------------|-----------------------------------------|
| 1. NAME OF THE PROGRAM | : Orientation Programme |
| 2. TOPIC OF THE PROGRAM | : “Behaviour and Communication” |
| 3. ACADEMIC YEAR | : 2015-2016 |
| 4. NUMBER OF RESOURCE PERSON | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 20 (Catering and Hostel staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT | : |

This three days Orientation Programme on ‘Behaviour and Communication’ was successfully conducted for Catering and Hostel Staff at University of Science & Technology, Meghalaya (USTM) from 02-07-2015 to 04-07-2015. The resource person was Mr. N I Laskar for this orientation programme. According to him, behaviour is a means of communication, and all behaviour has a functional elements.



BRIEF REPORT

DATE : 23-07-2015 to 25-07-2015
VENUE : D Block, USTM

- 1. NAME OF THE PROGRAM** : Orientation Programme
- 2. TOPIC OF THE PROGRAM** : “Importance of Kitchen Cleanliness”
- 3. ACADEMIC YEAR** : 2015-2016
- 4. NUMBER OF RESOURCE PERSON** : 1
- 5. NUMBER OF PARTICIPANTS** : 20 (Catering and Hostel staff)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT** :

This three days Orientation Programme on ‘Importance of Kitchen Cleanliness’ was successfully conducted for Catering and Hostel Staff at University of Science & Technology, Meghalaya (USTM) from 23-07-2015 to 25-07-2015. The resource person was Mr Deepankar Bhattacharya. He mentioned that it is important to keep the kitchen clean because the food that is produced is going into people's bodies. He stressed that the possibility of getting someone sick is always therefore it is important to maintain an environment that is safe for preparing food.



BRIEF REPORT

DATE : 07-08-2015 to 08-08-2015

VENUE : D Block, USTM

- 1. NAME OF THE PROGRAM** : Professional Development Programme
- 2. TOPIC OF THE PROGRAM** : “Importance of Maintaining Discipline”
- 3. ACADEMIC YEAR** : 2015-2016
- 4. NUMBER OF RESOURCE PER** : 1
- 5. NUMBER OF PARTICIPAN** : 18 (Catering and Hostel staff)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

This two days Professional Development Programme on ‘Importance of mainining Discipline’ was successfully conducted for Catering and Hostel Staff at University of Science & Technology, Meghalaya (USTM) from 07-08-2015 to 08-08-2015. It was taken by resource person Ms Jyoti Hatiboruah. She mentioned that without discipline, employees would not only misbehave but also do whatever they want to do. She added that discipline is important as it binds the employees and also motivates them to respect their organization.



BRIEF REPORT

DATE : 28-08-2015 to 29-08-2015
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Training Programme
2. TOPIC OF THE PROGRAM : “Stress Management”
3. ACADEMIC YEAR : 2015-2016
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 12 (Security staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Training Programme on ‘Stress Management’ was successfully conducted for Security Staff at University of Science & Technology, Meghalaya (USTM) from 28-08-2015 to 29-08-2015. The resource was Mr N.I. Laskar. According to him people who learn to *manage stress* lead happier and healthier lives.



BRIEF REPORT

DATE : 18-09-2015 to 19-09-2015
VENUE : C Block, USTM

- 1. NAME OF THE PROGRAM** : Professional Development Programme
- 2. TOPIC OF THE PROGRAM** : “Dignity of Labour”
- 3. ACADEMIC YEAR** : 2015-2016
- 4. NUMBER OF RESOURCE PER** : 1
- 5. NUMBER OF PARTICIPAN** : 16 (Catering and Hostel staff)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

This two days Professional Development Programme on ‘Dignity of Labour’ was successfully conducted for Catering and Hostel Staff at University of Science & Technology, Meghalaya (USTM) from 18-09-2015 to 19-09-2015. The resource person was Mr Deepankar Bhattacharjya. According to him, the dignity of labour is the philosophy that all types of jobs are respected equally, and no occupation is considered superior and none of the jobs should be discriminated on any basis. He explained that regardless of whether one's occupation involves physical work or mental labour, it is held that the job deserves respect.



BRIEF REPORT

DATE : 25-09-2015 to 26-09-2015
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Work Responsibility”
3. ACADEMIC YEAR : 2015-2016
4. NUMBER OF RESOURCE PERSON : 1
5. NUMBER OF PARTICIPANTS : 12 (Security staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:

This two days Professional Training Programme on ‘Work Responsibility’ was successfully conducted for Security Staff at University of Science & Technology, Meghalaya (USTM) from 25-09-2015 to 26-09-2015. The resource person was Ms. Rashmi Baruah. According to her it is the employee’s responsibility to perform the duties of the position to the best of their ability while adhering to company policies and protocols.



BRIEF REPORT

DATE : 06-11-2015 to 07-11-2015

VENUE : C Block, USTM

1. NAME OF THE PROGRAM	: Professional Training Programme
2. TOPIC OF THE PROGRAM	: “Professionalism”
3. ACADEMIC YEAR	: 2015-2016
4. NUMBER OF RESOURCE PERSON	: 1
5. NUMBER OF PARTICIPANTS	: 11 (Security staff)
6. ORGANIZED BY	: USTM under IQAC initiative
7. BRIEF PROGRAM REPORT	:

This two days Professional Training Programme on ‘Professionalism’ was successfully conducted for Security Staff at University of Science & Technology, Meghalaya (USTM) from 06-11-2015 to 07-11-2015. The resource person was Deepankar Bhattacharjya for this training. He emphasised that *in case of emergency security personnel* should not panic rather they should assist the people to lead them to the safest place. He explained that Security Staff should act *in a disciplined and professional manner in any situation*, when either dealing with difficult people or working under a difficult situation.



BRIEF REPORT

DATE : 20-11-2015 to 21-11-2015
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Ethics”
3. ACADEMIC YEAR : 2015-2016
4. NUMBER OF RESOURCE PERSON : 1
5. NUMBER OF PARTICIPANTS : 12 (Security staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Ethics’ was successfully conducted for Security Staff at University of Science & Technology, Meghalaya (USTM) from 20-11-2015 to 21-11-2015. The resource person was Jyoti Hatiboruah. According to her Ethics is a fundamental requirement of any profession. She explained that it is a system of moral principles governing the appropriate conduct of a person or a group. She emphasised that maintaining good ethics is being consistent with the principles of correct moral conduct constantly.



BRIEF REPORT

DATE : 29-01-2016 to 31-01-2016
VENUE : C Block, USTM

- 1. NAME OF THE PROGRAM** : Professional Development Training Programme
- 2. TOPIC OF THE PROGRAM** : “Human Relation Skill”
- 3. ACADEMIC YEAR** : 2015-2016
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 08 (Block Officers)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT** :

This three days Professional Development Training Programme on ‘Human Relation Skill’ was successfully conducted for Block officers at University of Science & Technology, Meghalaya (USTM) from 29-01-2016 to 31-01-2016. The resource person for this training was Mr. Deepankar Bhattacharya. According to him human relation skills is crucial to establishing and maintaining productive business relationships. He added that good communication and attention from managers typically lead to increased levels of productivity and job satisfaction.



BRIEF REPORT

DATE : 12-02-2016 to 13-02-2016
VENUE : D Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Barriers in Communication”
3. ACADEMIC YEAR : 2015-2016
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 12 (Block Officers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Barriers in Communication’ was successfully conducted for Block officers at University of Science & Technology, Meghalaya (USTM) from 12-02-2016 to 13-02-2016. The resource person for this training was Ms. Jyoti Hatiboruah. According to her the barriers to effective communication could be of many types like linguistic, psychological, emotional, Physical and cultural etc. She added that in many communications, the message may not be received exactly the way the sender intended. She mentioned that therefore it is important that the communicator seeks feedback to check that their message is clearly understood.



BRIEF REPORT

DATE : 18-02-2016 to 20-02-2016

VENUE : C Block, USTM

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|----------------------------------|------------------------------------------------|
| 1. NAME OF THE PROGRAM | : Training Programme |
| 2. TOPIC OF THE PROGRAM | : “Moral and Values” |
| 3. ACADEMIC YEAR | : 2015-2016 |
| 4. NUMBER OF RESOURCE PER | : 1 |
| 5. NUMBER OF PARTICIPAN | : 40 (Housekeeping and Gardening staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT | : |

This three days Training Programme on ‘Moral and Values’ was successfully conducted for Housekeeping and Gardening Staff at University of Science & Technology, Meghalaya (USTM) from 18-02-2016 to 20-02-2016. the resource person was Mr. N I Laskar. According to him moral values reflect an individual's character and spirituality. He mentioned that moral help in building good relationships in personal as well as professional lives. He emphasised that values can help in eradicating problems like dishonesty, violence, cheating, and jealousy from one's life. Thus moral values in life hold great importance from the point of personal, social and spiritual development.



BRIEF REPORT

DATE : 11-03-2016 to 12-03-2016

VENUE : C Block, USTM

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|----------------------------------|------------------------------------------------|
| 1. NAME OF THE PROGRAM | : Training Programme |
| 2. TOPIC OF THE PROGRAM | : “Teamwork” |
| 3. ACADEMIC YEAR | : 2015-2016 |
| 4. NUMBER OF RESOURCE PER | : 1 |
| 5. NUMBER OF PARTICIPAN | : 29 (Housekeeping and Gardening staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT | : |

This two days Training Programme on ‘Teamwork’ was successfully conducted for Housekeeping and Gardening Staff at University of Science & Technology, Meghalaya (USTM) from 11-03-2016 to 12-03-2016. The resource person was Deepankar Bhattacharjya for this training programme. According to him the most effective teamwork is produced when all the individuals involved harmonize their contributions and work towards a common goal.



BRIEF REPORT

DATE : 17-03-2016 to 19-03-2016
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Orientation Programme
2. TOPIC OF THE PROGRAM : “Communication and Professional Skill”
3. ACADEMIC YEAR : 2015-2016
4. NUMBER OF RESOURCE PERSON : 1
5. NUMBER OF PARTICIPANTS : 12 (Drivers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This three days Orientation Programme on ‘Communication and Professional Skill’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 17-03-2016 to 19-03-2016. The resource person was Mr. N I Laskar. According to him the ability to communicate effectively with others is essential, whatever sector we may work in. Good communication improves and inspires high performance and enhances the workplace culture.



BRIEF REPORT

DATE : 22-04-2016 to 23-04-2016
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Orientation Programme
2. TOPIC OF THE PROGRAM : “Human Behaviour”
3. ACADEMIC YEAR : 2015-2016
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 09 (Drivers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Orientation Programme on ‘Human Behaviour’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 22-04-2016 to 23-04-2016. The resource person for the programme was Ms Rashmi Baruah. According to her *human behaviour* is the response of individuals or groups of *humans* to internal and external stimuli. She mentioned that it refers to the array of every physical action and observable emotion associated with individuals, as well as the *human* race.



BRIEF REPORT

DATE : 29-04-2016 to 30-04-2016
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Working Under Pressure”
3. ACADEMIC YEAR : 2015-2016
4. NUMBER OF RESOURCE PER : 1
5. NUMBER OF PARTICIPAN : 29 (Housekeeping and Gardening staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Working Under Pressure’ was successfully conducted for Housekeeping and Gardening Staff at University of Science & Technology, Meghalaya (USTM) from 29-04-2016 to 30-04-2016. The resource person was Ms Jyoti Hatiboruah for this programme. According to her, the ability to work under pressure involves dealing with constraints which are often outside of our control.



BRIEF REPORT

DATE : 05-05-2016 to 07-05-2016
VENUE : C Block, USTM

- 1. NAME OF THE PROGRAM** : Professional Training Programme
- 2. TOPIC OF THE PROGRAM** : “Time Management”
- 3. ACADEMIC YEAR** : 2015-2016
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 07 (Technical Staff)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT** :

This three days Professional Training Programme on ‘Time Management’ was successfully conducted for Technical Staff at University of Science & Technology, Meghalaya (USTM) from 05-05-2016 to 07-05-2016. The session was taken by Resource Person Ms. Jyoti Hatiboruah. According to her, time management is the process of planning and exercising conscious control of the time spent on specific activities to work smarter than harder. She added that it is a juggling act of various things that help you increase efficiency and strike a better work-life balance.



BRIEF REPORT

DATE : 13-05-2016 to 14-05-2016
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Working Under Pressure”
3. ACADEMIC YEAR : 2015-2016
4. NUMBER OF RESOURCE PERSON : 1
5. NUMBER OF PARTICIPANTS : 06 (Drivers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Orientation Programme on ‘Working Under Pressure’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 13-05-2016 to 14-05-2016. The resource person was Jyoti Hatibarooah. She emphasised that the ability to work under pressure involves dealing with constraints which are often outside of your control. The resource person also added that these constraints might be resource or time constraints, the difficulty of the task or having insufficient knowledge required to complete the task, or unforeseen changes or problems.



BRIEF REPORT

DATE : 03-06-2016 to 05-06-2016
VENUE : C Block, USTM

- 1. NAME OF THE PROGRAM** : Professional Development Training Programme
2. TOPIC OF THE PROGRAM : “Individual Work Vs Teamwork”
3. ACADEMIC YEAR : 2015-2016
4. NUMBER OF RESOURCE PERSON : 1
5. NUMBER OF PARTICIPANTS : 16 (Operational Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This three days Professional Development Training Programme on ‘Individual Work Vs Teamwork’ was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 03-06-2016 to 05-06-2016. Ms. Rashmi Baruah was the resource person for this training programme. According to her, some people prefer to work individually and others in teams. She mentioned that working in teams increases collaboration and allows brainstorming. As a result, more ideas are developed and productivity improves. She added that however it is better for a person to work alone for a task that require high concentration and focus.



BRIEF REPORT

DATE : 17-06-2016 to 18-06-2016
VENUE : C Block, USTM

- 1. NAME OF THE PROGRAM** : Professional Development Training Programme
- 2. TOPIC OF THE PROGRAM** : “Moral”
- 3. ACADEMIC YEAR** : 2015-2016
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 10 (Operational Staff)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT** :

This two days Professional Development Training Programme on ‘Moral’ was successfully conducted for Operational Staff at University of Science & Technology, Meghalaya (USTM) from 17-06-2016 to 18-06-2016. Ms. Jyoti Hatiboruah was the resource person for this session. According to her, *Moral values* such as integrity, determination, loyalty, truthfulness, honesty, giving respect to each other etc should be inherited by every individual. She also mentioned that *moral values* help us distinguish between what's right and wrong, good or bad for us as well as society.



BRIEF REPORT

DATE : 24-06-2016 to 25-06-2016
VENUE : C Block, USTM

1. NAME OF THE PROGRAM : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Dignity of Labour”
3. ACADEMIC YEAR : 2015-2016
4. NUMBER OF RESOURCE PER : 1
5. NUMBER OF PARTICIPAN : 26(Housekeeping and Gardening staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Dignity of Labour’ was successfully conducted for Housekeeping and Gardening Staff at University of Science & Technology, Meghalaya (USTM) from 24-06-2016 to 25-06-2016. The resource person for this training programme was Deepankar Bhattacharjya. According to him the dignity of labour is the philosophy that all types of jobs are respected equally, and no occupation is considered superior and none of the jobs should be discriminated on any basis. He added that regardless of whether one's occupation involves physical work or mental labour, it is held that the job deserves respect.





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Report of Professional Training Programme 2014-2015



Unveiling Excellence

Organized by :
IQAC

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Techno City, Baridua, Ri-Bhoi District, Meghalaya-793101



Report of Professional Training Programme

2014-2015

**Organized by:
IQAC**



University of Science & Technology, Meghalaya

Techno-city, Baridua, Ri-Bhoi District, Meghalaya-793101

BRIEF REPORT

VENUE : D Block, USTM
DATE : 15th -22nd November, 2014

1. NAME OF THE PROGRAM : Faculty Development Program -1
2. TOPIC OF THE PROGRAM : ‘Human Relation Skill and Team Building’
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 2
5. NUMBER OF PARTICIPANTS : 46 (Attach the list)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This eight days Faculty Development Programme on ‘**Human Relation Skill and Team Building**’ was successfully conducted at University of Science & Technology, Meghalaya (USTM) from 15/11/2014 to 22/11/2014. The FDP programme received an overwhelming response from the aspirants and finally the programme was attended by a total number of 46 participants/ faculty members from various departments of USTM. Two experts have been called as Resource Persons for the program who have shared their knowledge related to various sub topics like Human Relation Skills, Importance of Team Building etc.



BRIEF REPORT

VENUE : Conference Hall, Administrative Block, USTM

DATE : 18th March-31st March, 2015

1. NAME OF THE PROGRAM : Faculty Development Program
2. TOPIC OF THE FDP : Entrepreneurship Development
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSON : 10
5. NUMBER OF PARTICIPANTS : 30 (Faculty members)
6. ORGANIZED BY : USTM under IQAC initiative
7. SPONSORED BY : NSTEDB, DST, Govt of India, New Delhi
8. BRIEF PROGRAM REPORT :

Twelve days Faculty Development Program on Entrepreneurship Development conducted on USTM where 30 faculty members have participated. The Programmes conducted by NSTEDB, DST, Govt of India, New Delhi and organized by USTM. This FDP has been conducted to create awareness among skill and trained persons to take up entrepreneurship as a career. Ten experts have been invited as resource persons who have given lectures on various sub topics related to Entrepreneurship Development.



BRIEF REPORT

DATE : 19th February, 2015
VENUE : Conference Hall, Administrative Block, USTM

1. NAME OF THE PROGRAM : A Talk
2. TOPIC OF THE PROGRAM : “Islamic Banking”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 12 (Faculty members)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This one day Talk on Programme on ‘Islamic Banking’ was successfully conducted for faculty members at University of Science & Technology, Meghalaya (USTM) on 19th February, 2015. Dr. Mohammed Obaidullah, Senior Economist, IDBI was the resource person. He has explained various policies, rules and regulations of Islamic Banking. He has also explained the procedure along with various advantages of Islamic Banking.



BRIEF REPORT

DATE :28th February, 2015
VENUE : Conference Hall, Administrative Block, USTM

1. NAME OF THE PROGRAM : A Talk
2. TOPIC OF THE PROGRAM : “Role of Faculty in Institution Building’
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 15 (Faculty members)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:

This one day Talk on Programme on ‘**Role of Faculty in Institution Building**’ was successfully conducted for faculty members at University of Science & Technology, Meghalaya (USTM) on 28th February, 2015. The resource persons of this talk was Dr. Mehmoodur Rehman, Rt. IAS and Former VC, AMU. 15 faculty members from various department of USTM attended the programme. Dr Rehman explained to faculty members about their role and responsibility for institution building.



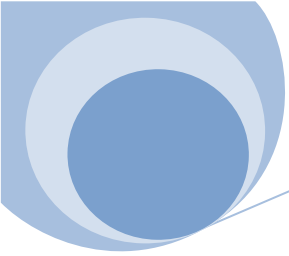
BRIEF REPORT

DATE : 25-06-2015 to 27-06-2015
VENUE : D-Block, USTM

- 1. NAME OF THE PROGRAM** : Faculty Development Programme
- 2. TOPIC OF THE PROGRAM** : “Ethics and Moral”
- 3. ACADEMIC YEAR** : 2014-2015
- 4. NUMBER OF RESOURCE PERSONS** : 1
- 5. NUMBER OF PARTICIPANTS** : 16 (Faculty members)
- 6. ORGANIZED BY** : USTM under IQAC initiative
- 7. BRIEF PROGRAM REPORT:**

This three days Faculty Development Programme on ‘Ethics and Moral’ was successfully conducted for faculty members at University of Science & Technology, Meghalaya (USTM) from 25-06-2015 to 27-06-2015. The resource person was Mr N.I. Laskar for this FDP. He explained the importance of Professional ethics and moral values in today’s fast paced world. According to him moral values reflect an individual’s character and spirituality. They help in building good relationships in personal as well as professional lives.





BRIEF REPORT

DATE : 04-07-2014 to 05-07-2014
VENUE : D Block, USTM

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|--------------------------------------|-------------------------------------------|
| 1. NAME OF THE PROGRAMME | : Professional Developme Programme |
| 2. TOPIC OF THE PROGRAM | : “Working Under Pressure” |
| 3. ACADEMIC YEAR | : 2014-2015 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 11 (Catering & Hostel Staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

This two days Professional Development Programme on ‘Working Under Pressure’ was successfully conducted for Catering & Hostel staff at University of Science & Technology, Meghalaya (USTM) from 04-07-2014 to 05-07-2014. The resource person for the topic was Jyoti Hatibarooah. She explained that the ability to work under pressure involves dealing with constraints which are often outside of our control.



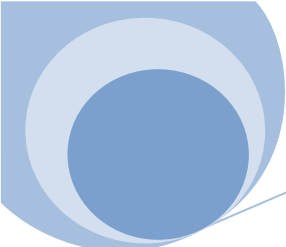
BRIEF REPORT

DATE : 25-07-2014 to 26-07-2014
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME : Professional Development Programme
2. TOPIC OF THE PROGRAM : “Professionalism”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 06 (Catering & Hostel Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:

This two days Professional Development Programme on ‘Professionalism’ was successfully conducted for Catering & Hostel staff at University of Science & Technology, Meghalaya (USTM) from 25-07-2014 to 26-07-2014. All the sessions of this programme were taken by resource person Deepankar Bhaatacharjya. According to him professional work place attitude and appearance allow employees to take pride in their work and improve worker performance.





BRIEF REPORT

DATE : 22-08-2014 to 23-08-2014
VENUE : D Block, USTM

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|--------------------------------------|------------------------------------------|
| 1. NAME OF THE PROGRAMME | : Professional Training Programme |
| 2. TOPIC OF THE PROGRAM | : “Time Management” |
| 3. ACADEMIC YEAR | : 2014-2015 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 10 (Gardener) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT | : |

This two days Professional Training Programme on ‘Time Management’ was successfully conducted for Gardening staff at University of Science & Technology, Meghalaya (USTM) from 22-08-2014 to 23-08-2014. Deepankar Bhattacharjya was the resource person for this training programme. According to him, time management helps us to make a good habit of organizing and structuring our daily activities.



BRIEF REPORT

DATE : 29-08-2014 to 30-08-2014
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME : Professional Development Programme
2. TOPIC OF THE PROGRAM : “Moral”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 16 (Catering & Hostel Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Development Programme on ‘Moral’ was successfully conducted for Catering & Hostel staff at University of Science & Technology, Meghalaya (USTM) from 29-08-2014 to 30-08-2014. The resource person for all the sessions of this programme was Mr Rupam Roy. According to him, the moral values in life hold great importance from the point of personal, social and spiritual development.



BRIEF REPORT

DATE: 12-09-2014 to 14-09-2014

VENUE: D Block, USTM

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|--------------------------------------|---------------------------------------------------------|
| 1. NAME OF THE PROGRAMME | : Orientation Programme |
| 2. TOPIC OF THE PROGRAM | : “Importance of Cleanliness and Beautification” |
| 3. ACADEMIC YEAR | : 2014-2015 |
| 4. NUMBER OF RESOURCE PERSONS | : 1 |
| 5. NUMBER OF PARTICIPANTS | : 41 (Housekeeping and Gardening staff) |
| 6. ORGANIZED BY | : USTM under IQAC initiative |
| 7. BRIEF PROGRAM REPORT: | |

This three days Orientation Programme on ‘Importance of Cleanliness and Beautification’ was successfully conducted for Housekeeping and the Gardening staff at University of Science & Technology, Meghalaya (USTM) from 12-09-2014 to 14-09-2014. Mr. N.I. Laskar was the Resource person for the programme. According to him, cleanliness gives rise to a good character by keeping body, mind, and soul clean and peaceful. According to the resource person, maintaining cleanliness and beauty is the essential part of healthy living because it is the cleanliness and beauty only which helps to improve our personality by keeping clean and beauty externally and internally.



BRIEF REPORT

DATE : 19-09-2014 to 20-09-2014
VENUE : D Block, USTM

- 1. NAME OF THE PROGRAMME** : Professional Development Programme
2. TOPIC OF THE PROGRAM : “Working Under Pressure”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 09 (Catering & Hostel Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:

This two days Professional Development Programme on ‘Working Under Pressure’ was successfully conducted for Catering & Hostel staff at University of Science & Technology, Meghalaya (USTM) from 19-09-2014 to 20-09-2014. The sessions of this programme were taken by Rashmi Baruah. She mentioned that the ability to respond effectively to pressure and stress is extremely important in any line of work.



BRIEF REPORT

DATE : 23-10-2014 to 25-10-2014
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME : Orientation Programme
2. TOPIC OF THE PROGRAM : “Motivation”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 33 (Housekeeping and Gardening staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:

This three days Orientation Programme on ‘Motivation’ was successfully conducted for Housekeeping and the Gardening staff at University of Science & Technology, Meghalaya (USTM) from 23-10-2014 to 25-10-2014. The resource person for the sessions of this orientation programme was Deepankar Bhattacharjya. According to him, motivation helps in improving performance and efficiency in one’s life.



BRIEF REPORT

DATE : 30-10-2014 to 01-11-2014
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Crisis Management”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 13 (Security Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:

This two days Professional Training Programme on ‘Crisis Management’ was successfully conducted for Security Staff at University of Science & Technology, Meghalaya (USTM) from 30-10-2014 to 01-11-2014. The resource person was Mr. Shamim Goney. He said that security personnel should always be prepared with a rapid response plan to emergencies.



BRIEF REPORT

DATE : 14-11-2014 to 15-11-2014
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Moral”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 16 (Gardening staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:

This two days Professional Training Programme on ‘Moral’ was successfully conducted for Gardening staff at University of Science & Technology, Meghalaya (USTM) from 14-11-2014 to 15-11-2014. The resource person for the sessions of this training Programme were Rashmi Baruah. She explained that moral values reflect an individual's character and spirituality. They help in building good relationships in personal as well as professional lives.



BRIEF REPORT

DATE : 21-11-2014 to 22-11-2014
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME : Training Programme
2. TOPIC OF THE PROGRAM : “Time Management”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 12 (Security Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:

This two days Training Programme on ‘Time Management’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 21-11-2014 to 22-11-2014. The sessions of this training was taken by resource person Ms. Rashmi Baruah. She explained that good *time management* allows to take advantage of learning opportunities lowers stress and helps to focus, which leads to career success.



BRIEF REPORT

DATE : 18-12-2014 to 20-12-2014
VENUE : C Block, USTM

1. NAME OF THE PROGRAMME : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Work Responsibility”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 12 (Security Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:

This three days Professional Training Programme on ‘Work Responsibility’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 18-12-2014 to 20-12-2014. The sessions of the training was taken by resource person Mr N I Laskar. According to him, it is the employees’ responsibility to perform the duties of that position to the best of their ability while adhering to company policies and protocols.



BRIEF REPORT

DATE : 30-01-2015 to 31-01-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Ethics”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 12 (Security Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:

This two days Professional Training Programme on ‘Ethics’ was successfully conducted for Security staff at University of Science & Technology, Meghalaya (USTM) from 30-01-2015 to 31-01-2015. It was taken by resource person Jyoti Hatibarooah. She explained Ethics is a fundamental requirement of any profession. It is how we behave in the face of difficult situations that test our moral fibre.



BRIEF REPORT

DATE : 20-02-2015 to 21-02-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Life Skill for Personal Effectiveness”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 08 (Drivers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:

This two days Professional Training Programme on ‘Life Skill for Personal Effectiveness’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 20-02-2015 to 21-02-2015. The resource person for this program was Mr Deepankar Bhattacharjya. He explained the importance of Life Skills for personal development in every individual’s life. He encouraged everyone to keep improving these skills in order to achieve greater heights in our life.



BRIEF REPORT

DATE : 13-03-2015 to 14-03-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Moral and Ethics”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 07 (Drivers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT:

This two days Professional Training Programme on ‘Moral and Ethics’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 13-03-2015 to 14-03-2015. The resource person was Rashmi Baruah. According to her, ethics and moral values are important principals in today’s fast paced world. According to her, moral values reflect an individual's character and spirituality. They help in building good relationships in personal as well as professional lives.



BRIEF REPORT

DATE : 27-03-2015 to 28-03-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Crisis Management”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 07 (Drivers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘Crisis Management’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 27-03-2015 to 28-03-2015. Mr Deepankar Bhattacharjya was the resource person for the event. According to Mr Bhattacharjya a crisis mindset requires the ability to think of the worst-case scenario while simultaneously suggesting numerous solutions. He added that organizations and individuals should always be prepared with a rapid response plan to emergencies which would require analysis, drills and exercises.



BRIEF REPORT

DATE : 10-04-2015 to 11-04-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME : Professional Development Programme
2. TOPIC OF THE PROGRAM : “Importance of Communication”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 16 (Operational Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Development Programme on ‘Importance of Communication’ was successfully conducted for Operational staff at University of Science & Technology, Meghalaya (USTM) from 10-04-2015 to 11-04-2015. Ms. Rashmi Baruah was the resource person for the programme. According to her workplace communication is very important to an organisation because it allows the organisation to be productive and operate effectively. She also added that employees can experience an increase in morale, productivity and commitment if they are able to communicate up and down the communication chain in an organization.



BRIEF REPORT

DATE : 24-04-2015 to 25-04-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME : Professional Training Programme
2. TOPIC OF THE PROGRAM : “E-mail etiquettes”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 02 (Technical Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Professional Training Programme on ‘e-mail etiquettes’ was successfully conducted for Technical staff at University of Science & Technology, Meghalaya (USTM) from 24-04-2015 to 25-04-2015. The resource person for the training was Sangita Borkotoky. According to her email etiquette involves respect and common sense as well as maturity and professionalism. She added that common etiquette rules focus on good communication.



BRIEF REPORT

DATE : 15-05-2015 to 16-05-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME : Orientation Programme
2. TOPIC OF THE PROGRAM : “Etiquettes and Behaviour”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 09 (Drivers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Orientation Programme on ‘Etiquettes and Behaviour’ was successfully conducted for Drivers at University of Science & Technology, Meghalaya (USTM) from 15-05-2015 to 16-05-2015. The resource person for this programme was Mr. N. I. Laskar. According to him being a good driver goes way beyond following the rules. He added that having good etiquette plays a large hand in getting to your destination safely and without incident.



BRIEF REPORT

DATE : 21-05-2015 to 23-05-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAMME : Professional Training Programme
2. TOPIC OF THE PROGRAM : “Use of IT Tools”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 08 (Technical Staff)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This three days Professional Training Programme on ‘Use of IT Tools’ was successfully conducted for Technical staff at University of Science & Technology, Meghalaya (USTM) from 21-05-2015 to 23-05-2015. The resource person was Daisy Sharma. According to her software *tools* help diagnose computer and network problems and determine which computer device is not functioning correctly. She emphasised that a technician must be able to *use* a range of software *tools* to diagnose problems, maintain hardware, and protect the data stored on a computer.



BRIEF REPORT

DATE : 05-06-2015 to 06-06-2015
VENUE : D Block, USTM

1. NAME OF THE PROGRAM : Administrative Training Programme
2. TOPIC OF THE PROGRAM : “Importance of Professional Development”
3. ACADEMIC YEAR : 2014-2015
4. NUMBER OF RESOURCE PERSONS : 1
5. NUMBER OF PARTICIPANTS : 12 (Administrative Staff & Block Officers)
6. ORGANIZED BY : USTM under IQAC initiative
7. BRIEF PROGRAM REPORT :

This two days Administrative Training Programme on ‘Importance of Professional Development’ was successfully conducted for Administrative staff and Block Officers at University of Science & Technology, Meghalaya (USTM) from 05-06-2015 to 06-06-2015. The resource person was Mr. Deepankar Bhattacharya. The resource person mentioned that actively pursuing professional development ensures that knowledge and skills stay relevant and up to date. It also allows employees to be more aware of changing trends and directions in an industry. Mr Bhattacharya mentioned that with the professional world moving at a faster pace than ever before, standing still will cause us to be left behind as peers expand their knowledge and skills.





Campus

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