

LIST OF PROFESSIONAL DEVELOPMENT/ADMINISTRATIVE TRAINING  
PROGRAMME CONDUCTED AT USTM  
(20114-15 to 2018-19)

<u>Sr. no</u>	Title of the professional development Programme organized for teaching staff	Title of the Administrative Development Programme organized for non-teaching staff
1	A talk on 'Quality Higher Education'	
2	Orientation Programme on 'Personality Development'	
3	Seven Days Faculty Development Programme on 'Students and Institutional Growth and Success'	
4	Seven Days Faculty Development Programme on 'Student Centric Curriculum and Teaching Learning'	
5	Faculty Development Programme on 'Providing Effective Feedback to students for creating better learning environment'	
6	Eight Days Faculty Development Program on 'Quality Enhancement and Assurance Of Learning'	
7		Orientation Program for Administrative Officers on 'Importance of Teambuilding'
8		Professional Training Programme for Technical Staff 'Training on Microsoft office'
9		Professional Development Training Programme for Operational Staff on 'Time Management'
10		Professional Training Programme for Drivers on 'Stress Management'
11		Professional Training Programme for Catering and Hostel Staff on 'Office Etiquette'
12		Administrative Training Programme for Administrative Officers on 'Ethics and Professionalism'
13		Professional Training Programme for Technical Staff 'e-mail etiquettes'
14		Professional Training Programme for Catering and Hostel Staff on 'Life skill for Personal Effectiveness'
15		Professional Development Training Programme for Operational Staff on 'Formal and Informal Communication'

16		Professional Development Training Programme for Operational Staff on 'Motivation'
17		Administrative Training for Administrative Officers on 'Individual Work Vs. Teamwork'
18		Professional Development Training Programme for Operational Staff on 'Organizational Behaviour'
19		Professional Training Programme for Drivers 'Work Ethics'
20		Professional Training Programme for Housekeeping and Gardener Staff on 'Green Environment, Clean Environment'
21		Professional Training Programme for Security Staff on 'Working under pressure'
22		Professional Training Programme for Security Staff on 'Motivation'
23		Professional Training Programme for Security Staff on 'Professionalism'
24		Professional Development Training Programme for Block officers on 'Importance of Teamwork'
25		Professional Development Training Programme for Block Officers on 'Time Management'
26		Professional Development Training Programme for Block officers on 'Moral & Value'
27		Professional Training Programme for Block Officers on 'Barriers in Communication'
28		Professional Training Programme for Drivers 'Values'
29		Professional Development Training Programme for Operational Staff on 'Moral & Value'
30		Professional Training Programme for Drivers 'Moral and Ethics'
31		Professional Training Programme for Gardener Staff on 'Importance of Beautification'
32	Fourteen Days Faculty Development Programme on 'Art of Living'	
33	Eight Days Faculty Development Program on 'Professional Ethics and Development'	
34	Seven Days Short Term Course on	



	'Work Life Balance'	
35	A Talk on 'Initiation of Teachers for Curriculum Development	
36		Professional Training of Block Officers on 'Motivation'
37		Professional Development Programme for Operational Staff on 'Ethics and Organization Behaviour'
38		Professional Training Programme for Technical Staff on 'Work ethics'
39		Professional Development Programme for Operational Staff on 'Individual Work Vs Teamwork'
40		Professional Training Programme for Security Staff on 'Moral and Values'
41		Administrative Training of Administrative Staff and Block Officers on 'Work Responsibility'
42		Professional Training Programme for Technical Staff on 'Use of IT Tools'
43		Professional Development Programme for Operational Staff on 'Teamwork and Job satisfaction'
44		Professional Training Programme for Security Staff on 'Motivation'
45		Administrative Training of Administrative Staff and Block Officers on 'Ethics, Integrity and Professionalism'
46		Professional Training Programms for Drivers on 'Importance of Communication'
47		Professional Training Programme for Technical Staff on 'Work Ethics'
48		Professional Training Programms for Drivers on 'Time management'
49		Orientation Programme for Catering and Hostel Staff on 'Health & Hygiene'
50		Orientation Programme for Housekeeping and Gardening Staff on 'Group Behaviour'
51		Administrative Training of Administrative Staff and Block Officers on 'Importance of Documentation'
52		Professional Training Programme for Security Staff on 'Importance of Communication'
53		Professional Development Programme for Catering and Hostel Staff on 'Responsiveness to students'





54		Professional Development Programme for Operational Staff on 'Distortion of Communication'
55		Professional Training Programms for Drivers on 'Work Ethics'
56		Professional Development Programme for Catering and Hostel Staff on 'Time management'
57		Professional Training Programms for Drivers on 'Moral'
58		Professional Development Programme for Operational Staff on 'Importance of Teamwork'
59		Professional Development Programme for Housekeeping and Gardening Staff on 'Time management'
60		Professional Development Programme for Housekeeping and Gardening Staff on 'Professionalism'
61	Ten Days Faculty Development Programme on 'Professional Work Environment and Professionalism'	
62	Seven Days Faculty Development Programme on 'Academic Administration'	
63		Professional Training Programme for Gardener on 'Moral'
64		Orientation Programme for Catering and Hostel Staff on 'Motivation'
65		Professional Development Programme for Catering and Hostel Staff on 'Life skill for Personal Effectiveness'
66		Professional Training Programms for Security Staff on 'Importance of Communication'
67		Professional Training Programms for Security Staff on 'Organizational Behaviour'
68		Professional Training Programme for Housekeeping and Gardening Staff on 'Life Skill for Personal Effectiveness'
69		Professional Training Programms for Security Staff on 'Dignity of Labour'
70		Professional Training Programms for Security Staff on 'Attitude'
71		Professional Training Programms for Security Staff on 'Organizational



		Behaviour'
72		Professional Training Programms for Drivers on 'Crisis Management'
73		Orientation Programme for Catering and Hostel Staff on 'Ethics & Values'
74		Professional Training Programms for Drivers on 'Professionalism'
75		Professional Training Programme for Gardener on 'Work responsibility'
76		Professional Training Programms for Drivers on 'Importance of Communication'
77		Professional Development Programme for Operational Staff on 'Motivation'
78		Professional Training Programms for Drivers on 'Dignity of labour'
79		Orientation Programme for Operational Staff on 'Moral & Value'
80		Professional Training Programme for Technical Staff on 'Training on Microsoft office'
81		Professional Development Training Programme for Operational Staff on 'Ethics'
82		Professional Training Programme for Technical Staff on 'Use of IT tools'
83		Orientation Programme for Operational Staff on 'Importance of Teamwork'
84		Administrative Training Programme for Administrative Staff and Block Officers on 'Individual Work Vs. Teamwork'
85	Twelve Days Faculty Development Programme on 'Entrepreneurship Development'	
86	Seven Days FDP on Application of ICT in Higher Education	
89	Faculty Training Programme on 'Professionalism'	
87	A Talk on Higher Education System in India	
88	A Discussion on Student Centric Curriculum	
90		Professional Development Training Programme for Block Officers on 'Human Relation Skill'
91		Professional Training for Block Officers on 'Barriers in Communication'



92		Professional Training Programme for Technical Staff on 'Time Management'
93		Professional Development Training for Operational Staff on 'Individual Work Vs. Teamwork'
94		Professional Development Training Programme for Operational Staff on 'Moral'
95		Orientation Programms for Drivers on 'Communication & professional Skill'
96		Orientation Programms for Drivers on 'Human Behaviour'
97		Professional Training Programme for Drivers on 'Working under pressure'
98		Training Programme for Security Staff on 'Stress Management'
99		Professional Training Programme for Security Staff on 'Work responsibility'
100		Professional Training Programme for Security Staff on 'Professionalism'
101		Professional Training Programme for Security Staff on 'Ethics'
102		Orientation Programme for Catering and Hostel Staff on 'Behaviour & Communication'
103		Orientation Programme for Catering and Hostel Staff on 'Importance of Kitchen Cleanliness'
104		Professional Development Programme for Catering and Hostel Staff on 'Importance of maintaining discipline'
105		Professional Development Programme for Catering and Hostel Staff on 'Dignity of labour'
106		Training Programme for Housekeeping and Gardening Staff on 'Moral and Values'
107		Training Programme for Housekeeping and Gardening Staff on 'Teamwork'
108		Professional Training Programme for Housekeeping Staff on 'Working under pressure'
109		Professional Training Programme for Housekeeping Staff on 'Dignity of labour'
110	Eight Days Faculty Development Programme on 'Human Relation Skill and Teambuilding'	





111	Twelve Days Faculty Development Programme on 'Entrepreneurship Development'	
112	A Talk on Role of Faculty in Institution Building	
113	A Talk on Islamic Banking	
114	Faculty Development Programme on 'Ethics and Moral'	
115		Administrative Training for Administrative Staff and Block Officers on 'Importance of Professional development'
116		Professional Training Programme for Technical Staff on 'e-mail etiquettes'
117		Professional Training Programme for Technical Staff on 'Use of IT tools'
118		Professional Development Programme for Operational Staff on 'Importance of Communication'
119		Orientation Programme for Drivers and Technical Staff on 'Etiquettes & Behaviour'
120		Professional Training Programme for Drivers on 'Life Skill for Personal Effectiveness'
121		Professional Training Programme for Drivers on 'Moral and Ethics'
122		Professional Training Programme for Drivers on 'Crisis Management'
123		Professional Training Programme for Security Staff on 'Crisis management'
124		Training Programme for Security Staff on 'Time Management'
125		Professional Training Programme for Security Staff on 'Work responsibility'
126		Professional Training Programme for Security Staff on 'Ethics'
127		Professional Development Programme for Catering and Hostel Staff on 'Working Under Pressure'
128		Professional Development Programme for Catering and Hostel Staff on 'Professionalism'
129		Professional Development Programme for Catering and Hostel Staff on 'Moral'
130		Professional Development Programme for Catering and Hostel Staff on 'Working Under Pressure'
131		Professional Training Programme for

		Gardener on 'Time Management'
132		Orientation Programme for Housekeeping and Gardening Staff on 'Importance of Cleanliness & Beautification'
133		Orientation Programme for Housekeeping and Gardening Staff on 'Motivation'
134		Professional Training Programme for Gardener on 'Moral'



Registrar  
University of Science & Technology,  
Meghalaya