



Unveiling Excellence

# USTM

**Brief Report**  
*on*  
**Faculty Development Programme**  
**2016-17**

**UNIVERSITY OF SCIENCE & TECHNOLOGY, MEGHALAYA**



Amenity Centre



## BRIEF REPORT

**DATE:** 20<sup>th</sup> January to 30<sup>th</sup> January, 2017

**VENUE:** D Block, USTM

- |                                      |  |
|--------------------------------------|--|
| <b>1. NAME OF THE PROGRAM</b>        | <b>: Faculty Development Program</b>                         |
| <b>2. TOPIC OF THE PROGRAM</b>       | <b>: “Professional Work Environment and Professionalism”</b> |
| <b>3. ACADEMIC YEAR</b>              | <b>: 2016-2017</b>   |
| <b>4. NUMBER OF RESOURCE PERSONS</b> | <b>: 3</b>   |
| <b>5. NUMBER OF PARTICIPANTS</b>     | <b>: 32 (Enclosed the list)</b>                              |
| <b>6. ORGANIZED BY</b>               | <b>: USTM under IQAC initiative</b>                          |
| <b>7. TEACHER IN-CHARGE</b>          | <b>: Ms. Rashmi Baruah</b>                                   |
| <b>8. BRIEF PROGRAM REPORT:</b>      |  |

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.

### PHOTOGALLERY



*Few representative photographs during various sessions*

**LIST OF FACULTY MEMBERS PARTICIPATED IN THE FDP**

Sl no	Name of the Participants	Department
1	DR. ABDUR RASHID	Department of Commerce
2	SUBHASH LIMBU	Department of Commerce
3	SABITA DUTTA	Department of Commerce
4	POLAKSHI BHATTACHARYA	Department of Economics
5	MS POLLY BORGHAIN	Department of Business Administration
6	DR. ANURADHA SINHA	Department of Economics
7	MR RUPAM ROY	Department of Business Administration
8	MR. ANKUR GOSWAMI	Department of English
9	DR. SANKAR THAPPA	Department of Business Administration
10	HIMADRI DUWARAH	Department of Computer Science & Electronics
11	DR PRANJAL BORAH	Department of Computer Science & Electronics
12	DR NABAJEET BARMAN	Department of Chemistry
13	KANAK BORA	Department of Computer Science
14	DR DIPANKAR DUTTA	Department of Zoology
15	ALIKA PHUKAN BORA	Department of Zoology
16	WANAZ N ISLAM	Department of Zoology
17	DR NIBEDITA BANIK	Department of Chemistry
18	DR. BEDABATI CHOUDHURY	Department of Botany
19	DR MILU RANI DAS	Department of Botany
20	DR ALPANA CHOUDHURY	Department of Sociology
21	MR BAHARUL ISLAM	Department of Sociology
22	DR NABARUN PURKAYASHTHA	Department of Sociology
23	DR SANDEEP GUPTA	Department of Sociology
24	MS.PALME BORTHAKUR	Department of Earth Science
25	DR DEEPAK KR. PRADHAN	PQSE
26	LALIT SAIKIA	Department of Earth Science
27	DR ZACHARIAS TIRKEY	PQSE
28	DR.DURLOV SAIKIA	Department of Chemistry
29	DR PALLABI BORAH	Department of Chemistry
30	ANGONJAM ANNU DEVI	Department of PQSE
31	MS.PRAMASA SAIKIA	Department of English
32	MS.SUKANYA KASHYAP	Department of English

## DETAIL REPORT

### 1. SUMMARY SHEET

Name of the Program:	Faculty Development Program on 'Professional Work Environment and Professionalism'
Organizer:	University of Science & Technology, Meghalaya
Venue:	Block D
Duration of the Programme:	10 days
Date of the commencement:	20 <sup>th</sup> January, 2017
Date of Conclusion:	30 <sup>th</sup> January, 2017
Total Participants:	32
Total Male Participants:	19
Total Female Participants:	13
Total Resource Person attended:	Three

### 2. About Organizer:

University of Science & Technology, Meghalaya is the first State Private University on Science & Technology in entire North East India, sponsored by Education Research and Development Foundation (ERDF). The University is being established in more than 400 acres of picturesque landscape surrounded by tranquil led greenery in Assam Meghalaya border, just one kilometer from GS Road, Baridua, 9<sup>th</sup> mile, opposite to CRPF Camp, Ri-Bhoi District of Meghalaya. It is about 85 kilometers from Shillong, the Capital of Meghalaya and 6 kilometers from Dispur, the Capital of Assam and 36 kilometers from Guwahati International Airport. The University is also having its own helipad within the campus.

### 3. Inauguration:

This faculty development program on '**Professional Work Environment and Professionalism**' was inaugurated by Mr. M. Haque, honourable Chancellor of University of Science & Technology, Meghalaya, on 20<sup>th</sup> January, 2017 at the conference Hall, Administrative Block of USTM Campus. He explained about the importance of understanding 'Professionalism' to achieve overall success of an organization. Dr. R. K. Sharma, Pro Vice Chancellor, USTM has also given his opinion on present importance and need of 'Professional Work Environment and Professionalism'.

### 4. About the various sessions of the Program:

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 aspirants and finally the programme was attended by a total number of 32 participants/faculty members from various departments of USTM. Various sessions started after the inaugural session.

Various sessions in the first four days, (20<sup>th</sup> January to 23<sup>rd</sup> January, 2017) have taken by the resource person Mr. Diganta Sarma and he has talked on 'Emotional Intelligence in Professional Work Environment'. On the first day, he emphasised on the relation between Human Values and Emotional Intelligence.





*Felicitating resource person Mr. Diganta Sarma*

Mr. Diganta Sarma emphasised on the importance of Emotional intelligence that is the capacity to understand and manage your emotions. The skills involved in emotional intelligence are self-awareness, self-regulation, motivation, empathy, and social skills. He added that in recent times, it has become a bit of a buzz word in human resources departments across the globe but researchers are saying that it is time emotional intelligence is taken seriously.

Embracing the nuances of human emotion in the workplace can have pragmatic benefits, such as better collaboration among employees and a happier workplace, according to Mr Sarma. He also added that Emotional intelligence is widely recognized as a valuable skill that helps improve communication, management, problem- solving, and relationships within the workplace.



*Mr. Diganta Sarma delivering the lecture to participants*

Mr. Sarma has highlighted that emotionally intelligent people are good at stepping into another person's shoes and understanding how they feel. According to him empathy is more than just recognizing how others are feeling; it also involves how you respond to these emotions.

Sessions for next four days (24<sup>th</sup> January to 28<sup>th</sup> January, 2017) have taken by the resource person Mr. N.I.Laskar and he has talked on 'Ethics, Integrity and Professionalism'. On the first day, he emphasised that Ethical standards exist in every profession.

He also explained that the Standards governing professional conduct include knowing how you present yourself, your work ethic, and how you communicate with others.



*Resource person Mr. N. I. Laskar along with participants*

According to him, Integrity requires strong moral principles: good character, honour, and honesty. He added 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.



*Mr. N. I. Laskar delivering the lecture*



The resource person also explained that 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. He also mentioned that Consistency is a concept of ethical integrity and people should act according to their moral principles.

It was followed by the lecture and interactive sessions by the eminent speaker Prof Abdul Mannan, Former UGC Chairman, Bangladesh on the Day 9 and Day 10 of this FDP.

He discussed about the 'Importance of Faculty Orientation Program for understanding Professionalism'. This session was designed to improve the performance of faculty members in education, research and administration as well as augmenting organizational capacities and culture and made the faculty members understand how important it is for them to update themselves with time by attending various sessions.

The lecture of Day 10 was followed by an interactive session where each of the participants have tried to understand the importance of Faculty Orientation program in today's scenario to gain Professionalism and then followed by the valedictory program.



*Resource person Prof Abdul Mannan with participants*

## **5. Valedictory Function**

Valedictory function was held on 30<sup>th</sup> January, 2017. At the outset a welcome address was given by Dr. Sankar Thappa, HoD, Business Administration Department. It was preceded over by Dr. P. G Rao, Vice Chancellor, USTM. He explained briefly the importance of Creating Professional Work Environment in the organization. The program co-ordinator gave a summary of the program and then ended the FDP with vote of thanks and participation certificates were distributed among the faculty members.

## **6. Resource Person**

Three experts related to the topics have been called as Resource Persons for the program. They are Mr. N.I.Laskar, Mr. Diganta Sarma and Prof. Abdul Manan.



## BRIEF REPORT

**DATE:** 23<sup>rd</sup> June to 30<sup>th</sup> 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. TEACHER IN-CHARGE** : Ms. Rashmi Baruah
- 8. 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.

## PHOTO GALLERY



Few representative photographs of the FDP

**LIST OF FACULTY MEMBERS PARTICIPATED IN THE FDP**

Sl no	Name of the Participants	Department
1	DR MAYURI DEVEE	Department of Physics
2	NITU BORGOHAIN	Department of Physics
3	DR. GITUMONI SARMA	Department of Mathematics
4	DR KIMTY DAS	Department of Zoology
5	MS. RASHMI BARUAH	Department of Business Administration
6	DR MD. MAQBUL ALI	Department of Sociology
7	MS.JYOTI HATI BORUAH	Department of Business Administration
8	ANUP BORDOLOI	Department of Computer Science
9	JEEMANI KALITA	Department of Computer Science
10	DR AFSANA AMIN	Department of Sociology
11	DR NAZIA PARVEEN	Department of Sociology
12	ANUJ CHOUDHURY	Department of Social Work
13	SONY KUMARI	Department of Applied Biology
14	DEBOJA SHARMA	Department of Applied Biology
15	DEBASHISH BORAH	Department of Applied Biology
16	SATYAKAM AGARWALA	Department of Applied Biology
17	MS.NINJA BEGUM	Department of Applied Biology
18	DR.SERAM ANIL SING	Department of Applied Biology
19	MAUTUSHI DAS	Department of Botany
20	GAUTAM GOGOI	Department of Library Science
21	PALLABI BARUAH	Department of English
22	MS.GIRIMALLIKA SARMA	Department of Social Work
23	MS.SANGITA MAHANTA	Department of Social Work
24	DR PRIYAMBADA DEVI	Department of Sociology
25	DR.BAKTIAR HUSSAIN	Department of Zoology
26	REJAUL KARIM AHMED	Department of Zoology
27	DR.BULBUL ACHERJYA	Department of Zoology
28	SAIKAT MAZUMDAR	Department of Rural Development
29	DR. EAHYA AL HUDA	Department of Earth Science
30	DR.ANINDITA BHETTACHARYA	Department of Earth Science
31	DR SUBHASHISH ROY	Department of Chemistry
32	DR.JATINDRA NATH GANGULI	Department of Chemistry
33	SHALLEYMA KARIM	Department of Rural Development
34	MONUJ KR. SARMA	Department of Political Science
35	DR. PAPIYA DUTTA	Department of Rural Development
36	ALI BORDOLOI	PQSE
37	MS.FARIZA SAIDIN	PQSE
38	MS.SUDESHNA NATH	PQSE
39	ANGSHUMAN DUTTA	Department of Business Administration
40	ROBIUL AWAL	Department of Commerce
41	SURAJIT TALUKDAR	Department of Economics
42	KARABI RAJBANGSHI	Department of Mathematics
43	DR RANJAN DUTTA KALITA	Department of Applied Biology
44	DR AKAN DAS	Department of Applied Biology
45	DR PRABIN PHANJAM	Department of Applied Biology
46	SHABIHA N. HAZARIKA	Department of Applied Biology
47	RANJANA DEKA	Department of Applied Biology
48	DR SAIBAL SENGUPTA	Department of Zoology
49	RAJA BAISHYA	Department of Botany
50	DR YUMNAM L. SINGH	Department of Zoology
51	ANASUYA BARTHAKUR	Department of Applied Biology
52	BIBHARANI SWARGIARY	Department of Social Work

## DETAIL REPORT

### 1. SUMMARY SHEET

Name of the Program:	Faculty Development Program on 'Academic Administrative
Organizer:	University of Science & Technology, Meghalaya
Venue:	Administrative Block
Duration of the Programme:	7 days
Date of the commencement:	23 <sup>rd</sup> June, 2017
Date of Conclusion:	30 <sup>th</sup> June, 2017
Total Participants:	52
Total Male Participants:	25
Total Female Participants:	27
Total Resource Person attended:	Three

### 2. About Organizer:

University of Science & Technology, Meghalaya is the first State Private University on Science & Technology in entire North East India, sponsored by Education Research and Development Foundation (ERDF). The University is being established in more than 400 acres of picturesque landscape surrounded by tranquil led greenery in Assam Meghalaya border, just one kilometer from GS Road, Baridua, 9<sup>th</sup> mile, opposite to CRPF Camp, Ri-Bhoi District of Meghalaya. It is about 85 kilometers from Shillong, the Capital of Meghalaya and 6 kilometers from Dispur, the Capital of Assam and 36 kilometers from Guwahati International Airport. The University is also having its own helipad within the campus.

### 3. Inauguration:

This faculty development program on 'Academic Administrative' was inaugurated by Dr. P.G. Rao, Vice-Chancellor of University of Science & Technology, Meghalaya, on 23<sup>rd</sup> June, 2017 at the conference Hall, Administrative Block of USTM Campus. The welcome address of the inaugural session of the programme was given by the Vice-Chancellor, USTM. Dr. R. K. Sharma, Pro Vice Chancellor, USTM has also given his opinion on present importance and need of 'Academic Administration'.

### 4. About the various sessions of the Program:

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 aspirants and finally the programme was attended by a total number of 52 participants/ faculty members from various departments of USTM. Various sessions started after the inaugural session.

Dr Balendra Kumar Das was the resource person on Day 1 and Day 2. He explained about 'Academic Administration and Teachers'. He emphasised that educational administration by its very nature is generally tradition-based, for one of the important functions of education is preservation of tradition. He explained that this attitude manifests itself prominently into what is popularly called 'maintenance administration' which believes in keeping the routine going. According to Dr Das this pattern worked satisfactorily when education was the monopoly of the few and education systems were rather static in character and limited in size.





*Resource person Dr. Balendra Kr. Das delivering lecture*

He added that while education became a vast undertaking, administrative bodies and methods remain as they were at the beginning of the century when the volume of education was only a fraction of what it is today. He focussed that the range of education has been greatly extended, but the administrative structures have not been reorganized correspondingly.

According to Dr Das participation in administrative decisions by individuals employed in educational institutions may affect many of their behaviours positively or negatively. Dr Das mentioned that participation in administration means extending and anonymizing the authority to make and implement decisions on a specified scale, sharing of tasks by the employees related to the management and operation of the organization and making use of the experiences and professional knowledge of the employees.



*Participants along with resource person Dr. B. K. Das*

Dr Das also mentioned that participation in administration is the undertaking of delegated tasks by each member according to their capacity in relation with the other tasks in an organization composed of interrelated actions. In this sense, according to Dr Das participation in administration gives the employees the right to participate in the decision making process. Thus Dr Das concluded that participation in administration has advantages such as motivating individuals, changing employees' attitudes and habits, creating a balance between personal goals and organizational goals, generating morale and decreasing resistance and opposition.

The topic of discussion on Day 3 and Day 4 of the faculty development programme was “**Academic Administration: Challenges & Opportunities**” and resource person was Prof Sohail Sabir. Prof Sabir mentioned that in the process of developing professionals, leaders and managers in educational system, it is necessary to introduce them to the nature and problems of Academic Administration. According to him since this area is dynamic in nature involving decisions people make, the organisation which they engage and the interactions that take place among them, based on the system contingency approach. Prof Sabir said that in this perspective, the academic administration encompasses Management Principles, Organisation Theory, Personnel Management, Financial Management, etc. Prof Sabir mentioned in his speech that an application of the sound knowledge, in these and related areas would enable the professionals in the field to improve the effectiveness of their organisation.



*Prof. Sohail Sabir delivering the lecture*

According to Prof Sabir higher education is fast growing, so it is important to give timely and speedy support to it from the administration. He mentioned that higher education is highly flexible, so the administration also should change accordingly. Prof Sabir added that any delay in academic administration will seriously affect a new generation as it will eliminate the chances of our youth. Prof Sabir mentioned that for the better developments and growth of our younger generation it should be better to have a good administrative set up for higher education. Here Prof Sabir mentioned that for development of academic administration adequate research and analysis are not done in this field by the scholars. Prof Sabir mentioned that for restructuring and renewing the syllabus, policies and teaching methodology are the general areas of concern.



*Participants attending the FDP on Academic Administration*



Thus, he focussed that the backbone of the academic community i.e the civil servants in the academic field is neglected from the purview of a serious study. Prof Sabir highlighted that for the development of the academic administration and to effect timely changes in the system of governance of the universities, it is highly important that it be studied. Thus Prof Sabir concluded that therefore development of academic administration is coextensive and coexistent with studies in this area.

Various sessions on Day 5 and Day 6 were taken by Dr. Mridul Hazarika, Vice Chancellor, Gauhati University on the topic 'Academic Leadership'.



*Resource person Dr. Mridul Hazarika delivering the lecture*

According to Dr Hazarika academic leadership is the name given to leadership in an academic setting or organization as a special subdivision of overall leadership. He mentioned that it includes such roles as creating vision and mission based on science and research data for the organization, setting up creative ideas, doing and providing teamwork.



*Participants attending the session*

He emphasised that academic leadership is a broad capability and function across a higher education institution, reflected in leadership in governance, both corporate and academic, and in operations.





*Participants along with resource person Dr. Mridul Hazarika*

According to Dr Hazarika, in the process of developing professionals, leaders and managers in educational system, it is necessary to introduce them to the nature and problems of Academic Administration.

Dr Hazarika mentioned that since this area is dynamic in nature involving decisions people make, the organisation of activities in which they engage and the interactions that take place among them, based on the system contingency approach. Dr Hazarika stressed that in this perspective, the academic administration encompasses Management Principles, Organisation Theory, Personnel Management, Financial Management, etc. Thus he concluded that an application of the sound knowledge, in these and related areas would enable the professionals in the field to improve the effectiveness of their organisation.

## **5. Valedictory Function**

Valedictory function was held on 30<sup>th</sup> June, 2017 after the interactive session of participants with DR. B. K. Das. At the outset a welcome address was given by Dr. Alaka Sarma, Dean, Student Welfare, USTM. It was precided over by Mr. M. Haque, honourable Chancellor, USTM. He explained briefly the importance of Academic Administration in Education Sector. The program co-ordinator gave a summary of the program and then ended the FDP with vote of thanks and participation certificates were distributed among the faculty members.

## **6. Resource Person**

Three experts related to the topics have been called as Resource Persons for the program. They are Dr. Balendra Kumar Das, Prof. Sohail Sabir and Dr. Mridul Hazarika.

## **Campus**

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