

USTM

Professional Ethics Programs *for* Students, Faculties, Administrator & other Staff

Academic Session

2018-19
2017-18
2016-17
2015-16
2014-15



Unveiling Excellence

UNIVERSITY OF SCIENCE & TECHNOLOGY
MEGHALAYA



UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

(Established under Act 6 of 2008 enacted by the state Legislative Assembly
of Meghalaya & incorporated under section 22 & 2(f) of the UGC Act 1956)

Student Attributes Facilitated by USTM

A Report

The need of a balance between syllabus curriculum, books and co-curricular activities is necessary for a faster all round development of a student. Co-curricular activities give the students an opportunity to develop particular skills and exhibit their nonacademic abilities.

Various types of extracurricular activities are conducted in the institution, which offer students, an opportunity to work with others and to gain essential life skills. The university has its Cultural Forum, Sports Forum etc. to conduct in house events. Though numerous extracurricular activities exist, the following activities are more prominently conducted in the University: Organization of various co-curricular activities for students such as Cultural activity, N.S.S. activity, sports activity through various committees such as cultural committee, N.S.S. committee. Sports department in the university organizes various activities for students to participate and to develop their skills. To participate in various competitions, to face the youth festivals through cultural, to face district, state, national, international level competition through sports, students are trained by the experts.



Dipak Kumar, Regional Director, NSS addressing inaugural of at NSS East Zone Pre Republic Day Parade Camp at USTM, 5 Nov 2018



*P. R. Khound, Director, Directorate of Sports & Youth Welfare, Assam addressing inaugural of
at NSS East Zone Pre Republic Day Parade Camp at USTM, 5 Nov 2018*

In the field of cultural activities, students are trained for singing, dancing, drama etc. Students are trained and carry out practice in the field of sports in order to take part in various competitions like Football, Cricket, Kabbadi, Basket Ball, badminton, etc. University organizes various social service related activities such as N.S.S., tree plantation, cleanliness drives, gram swachata abhiyan, shram daan, leadership development activity and so on.



Kho Kho Team of USTM



USTM Baseball Team



Sattriya Dance being performed by USTM student

Through all these extracurricular activities, students develop skills related to their career path and success in future jobs. Students have opportunities to improve their leadership and interpersonal skills while increasing their self-confidence. Extracurricular involvement allows students to link academic knowledge with practical experience thereby leading to a better understanding of their own abilities, talents and career goals. The university feels proud to mention that through these

various extracurricular activities, students of the university have been successful in various fields such as posted as high officials in different central and state departments, coaching of different sports, posted in various posts in various institutions, pathological laboratories, State Public Service Officers and so on.



DATE: 29.06.2019

Registrar, USTM

Professional Ethics Programmes

(Academic Year: 2018-19)

A total of twenty six Professional Ethics Programmes were organized for students, teachers, administrators and other staff of the university during the Academic Year 2018-19. Each category – Students, Faculty member, Administrative Staff, Technical staff, Operational Staff, Drivers, Security Staff, Catering Staff, Gardener & Housekeeping staff have gone through one or more program during this year. Brief Reports of the various programmes held during 2018-19 are given below:

PROGRAMMES FOR STUDENTS

Workshop on Time Management as a Professional Behaviour

A session was organised by USTM for the students on 1st September 2018. The session was titled “Time Management as a Professional Behaviour”. It was conducted by renowned motivator Thomas John Rose and was participated by about 200 1st semester students of the university. Students were very enthusiastic and interactive during the entire session.



Session on “Ethics and Moral”

A workshop on “Ethics and Moral” was organised by the university on 7th July 2018 where the students, mainly the newly admitted ones participated. The workshop was conducted by Mr Nurul Islam Laskar, a speaker on image building, communication and personality development. The session was participated by about 100 students.



A view of participants during the programme on Ethics and Moral

Workshop on Dignity of Labour

On 10th November 2018, a workshop on “Dignity of Labour” was organised at USTM campus for the benefit of the students of the university. The workshop was conducted by Mr Dipankar Bhattacharjya. It was participated by about 40 students. The students were guided about the importance and significance of dignity of labour and not to look down upon any kind of work. We should remember what Gandhiji, the Father of the nation has taught us.



A session on Dignity of Labour

Session on Importance of Communication

On 12th January 2019, Ms. Rashmi Baruah, Head of the Department of Business Administration at USTM took a session on “Importance of Communication” at the university. The session was participated by around 70 students. Ms Baruah spoke on the necessity of good conduct while communicating with teachers, staff and fellow students.

Workshop on Life Skill for Personal Effectiveness

On 23rd March 2019, the University of Science & Technology Meghalaya organised a workshop on “Life Skill for Personal Effectiveness” for the benefit of the students. The workshop was conducted by expert on soft skill development Mr Deepankar Bhattacharjya. About 30 students actively participated in the workshop.



Life Skill For Personal Effectiveness Session

PROGRAMMES FOR FACULTY MEMBERS

Workshop on Personality Development

A one day event was organised on 22nd February 2019 for the faculty members of USTM. The resource person for the workshop was 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.



Professional Ethics Program for faculty members

He mentioned that Personality development helps us develop an impressive personality and makes us stand apart from the rest. He added that Personality development also plays an essential role in improving one's communication skills. Seventeen Faculty staff have attended this program.

PROGRAMMES FOR ADMINISTRATIVE STAFF

Six programmes were organised on various dates for the Administrative Staff.

Importance of Team Building

On 5th July 2018 the topic for the training programme was “Importance of Team building” and the resource person for the training programme was Mr. N.I. Laskar.



Resource person along with the Administrative Staff

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. Mr Laskar said that team building activities also work to improve workplace projects that involve teamwork because it helps the teams understand each other better. Also after completing team building activities together, employees better understand each other's strengths, weaknesses, and interests. This understanding according to Mr Laskar helps them work even better together on future progress is vital to a company. More than 20 administrative staff participated in the programme.

Ethics and Professionalism

On 23rd August 2018 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.



Administrative staff along with resource person Mr. Deepankar Bhattacharya

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. They help in building good relationships in personal as well as professional lives. More than 15 administrative staff participated in the programme.

Individual Work Vs. Teamwork

On 5th September 2018 the topic for the training programme was “Individual Work Vs. Teamwork” and the resource person for the programme was Dr. Rashmi Baruah. According to Dr Rashmi the concept of individualism is, at once, an ethical, psychological and political concept.



Administrative staff along with resource person Dr. Rashmi Baruah

Dr Rashmi mentioned that 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 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. More than 20 administrative staff participated in the programme.

Importance of Teamwork

On 6th December 2018 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.



Administrative staff along with resource person Dr. Rashmi Baruah

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. Three administrative staff participated in the programme.

Time Management

On 7th December 2018 the topic was “Time Management” and the resource person for the training 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. If we better understand the time value, then we can gain experience and develop skills over time. More than 10 administrative staff participated in the programme.



Administrative staff along with resource person Mr. Deepankar Bhattacharjya

Moral & Value

On 12th December 2018 the topic was “Moral & Value” and the resource person for the training programme was Dr. Yancey Momin. . 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. About 12 administrative staff participated in the programme.



Administrative Staff along with resource person Dr. Yancey Momin

PROGRAMMES FOR OPERATIONAL STAFF

Four days long programme on was organised for the Operational Staff.

Time Management

On 27th July 2018 the topic was “Time Management” and the resource person for the event was 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. More than 12 Operational staff participated in the programme.



Operational Staff along with resource person Mr. Mrinal Sarkar

Motivation

On 1st September 2018 the topic was “Motivation” and the resource person for the training programme was Samujjal Deb Sharma. According to him, motivation helps in improving performance and efficiency in one’s life. More than 14 Operational staff participated in the programme.



Operational staff along with resource person Mr. Samujjal Dev Sharma

Formal and Informal Communication

On 30th August 2018 the topic was “Formal and Informal Communication” and the resource person for the event was Bidisha Sharma. She explained that formal communication is one that passes through predefined channels of communication throughout the organization.



Resource person Ms. Bidisha Sharma delivering lecture to Operational Staff

On the contrary, informal communication refers to the form of communication which flows in every direction, i.e. it moves freely in the organization. More than 14 Operational staff participated in the programme.

Moral & Value

On 14th June 2019 the topic was “Moral & Value” and the resource person for the training 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. More than 14 Operational staff participated in the programme.



Resource person Dr. Yancey Momin along with Operational staff

PROGRAMMES FOR DRIVERS

A four day programme was held for the drivers.

Stress Management

On 2nd August 2018 the topic was “Stress Management” and the resource person for the programme was Samujwal 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. Eighteen number of Drivers have attended this program.



Drivers along with resource person Mr. Samujwal Dev Sharma

Work Ethics

On 14th October 2018 the topic was “Work Ethics” and the resource person for the training programme was Bidisha Sharma. She stressed on the importance of ethics in our everyday life, particularly in our professional life.



Resource person Ms. Bidisha Sharma delivering lecture to Drivers

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. Ten number of Drivers have attended this program.

Values

On 25th April 2019 the topic was “Values” and the resource person for the training programme was Dr. Yancey Momin. 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. Nine number of Drivers have attended this program.



Drivers along with resource person Dr. Yancey Momin

Moral and Ethics

On 20th June 2019 the topic was “Moral and Ethics” and the resource person for the training 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. Ethics, on the other hand, are how we actually do behave in the face of difficult situations that test our moral fibre. She also added that Ethics are the code or principles on which one's character depend. She mentioned that Ethics and character are closely related. Eight number of Drivers have attended this program.



Resource person Dr. Rashmi Baruah along with Drivers

PROGRAMMES FOR SECURITY STAFF

A three days programme was organised for the security staff.

Working under pressure

On 8th November 2018 the topic was “Working under pressure” and the resource person for the training programme was N I Laskar.



Security staff along with resource person 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. Twelve numbers of Security staff have attended this program.

Motivation

On 16th November 2018 the topic was “Motivation” and the resource person for the training programme was Dr. Rashmi Baruah. According to her, motivation helps in improving performance and efficiency in one’s life. Twelve numbers of Security staff have attended this program.



Security staff along with resource person Dr. Rashmi Baruah

Professionalism

On 29th November 2018 the topic was “Professionalism” and the resource person for the training programme was 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. Fourteen number of Security staff have attended this program.



Security staff along with resource person Mr. N. I. Laskar

PROGRAMMES FOR CATERING STAFF

A two days long programme was organised for the catering staff.

Office Etiquette

On 20 August 2018 the topic was “Office Etiquette” and the resource person for the training programme was Salma Sabnam. She emphasised that work etiquette is important because it creates a professional, mutually respectful atmosphere and improves communication, which helps a work place serve as a productive place. Sixteen number of Catering staff have attended this program.



Catering & Hostel Staff along with resource person Ms. Salma Sabnam

Life skill for Personal Effectiveness

On 29th August 2019 the topic was “Life skill for Personal Effectiveness” and the resource person for the training 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. Fourteen number of catering staff have attended this program.



Catering & Hostel Staff along with resource person Dr Rashmi Baruah

PROGRAMMES FOR GARDENERS & HOUSEKEEPING STAFF

A day long programme was organised for the Gardeners & Housekeeping staff.

Green Environment, Clean Environment

On 12th October 2018 the topic was “Green Environment, Clean Environment” and the resource person for the training programme was Mr. N I Laskar. He explained that environment is a place where humans as well as plants and animals live.

He added that it is necessary to keep our environment clean and green because we get fresh air. He added that an unclean environment leads to a bad condition of a society, arrival of diseases and many more. Thirty number of Gardeners & Housekeeping staff has attended this program.



Resource person Mr. N. I. Laskar delivering lecture to Gardener and Cleaner

PROFESSIONAL ETHICS PROGRAMMES

Academic Session : 2017-18

Twenty six Professional Ethics Programmes organized for students, teachers, administrators and other staff during the year 2017-18. Each category – Students, Faculty member, Administrative Staff, Technical staff, Operational Staff, Drivers, Security Staff, Catering Staff, Gardener & Housekeeping staff have gone through one or more training programs in this year. Below mentioned are different programmes held in the year 2017-18.

PROGRAMMES FOR STUDENTS

a) Workshop on Importance of Communication

A workshop on “Importance of Communication” was organised by the university on 17th July 2017 where the students, mainly the newly admitted ones participated. The workshop was conducted by Thomas John Rose, a renowned motivational speaker. Around 300 students participated in the workshop which was conducted in 3 different sessions. He said that Communications is fundamental to the existence and survival of humans as well as to an organization. It is a process of creating and sharing ideas, information, views, facts, feelings, etc. among the people to reach a common understanding. Communication is the key to the Directing function of management. A manager may be highly qualified and skilled but if he does not possess good communication skills, all his ability becomes irrelevant. A manager must communicate his directions effectively to the subordinates to get the work done from them properly. He conducted the entire workshop with very active participation.



A Session on Importance of Communication

b) Ethics & Moral

A workshop was held at USTM on Ethics & Moral values for the benefit of the students. On 2nd September 2017, the workshop was conducted by Mr. N I Laskar for about 100 participants. Addressing the students he said that at its simplest, ethics is a system of moral principles. They affect how people make decisions and lead their lives. Ethics is concerned with what is good for individuals and society and is also described as moral philosophy. The term is derived from the Greek word ethos which can mean custom, habit, character or disposition. Ethics covers the dilemmas such as: how to live a good life, our rights and

responsibilities, the language of right and wrong, moral decisions - what is good and bad? He said that concepts of ethics have been derived from religions, philosophies and cultures.

c) Time Management

A workshop was organised by the University of Science & Technology Meghalaya with the title “Time Management”. Targeted for the student community, the workshop was held on 14th November 2017 and was participated by about 70 students. The resource person for the workshop was Ms Rashmi Baruah. Addressing students, she said that there are some people who seem to have enough time to do everything they want to while others are always switching from task to task. This simply means that one who does everything they want to use their time more effectively and practice good time management skills. Time management skills are a variety of skills that help to manage time well, she said. She mentioned some of the skills as: Staying organized, Prioritizing what one needs to accomplish, Setting goals clearly, Strong communication skills, Effectively planning out the day, Practicing delegating tasks, Handling stress in a positive way, etc.

d) Dignity of labour

On 6th January 2018, a workshop was organised for students with the topic Dignity of labour. The resource person for the programme was Deepankar Bhattacharjya. About 50 students participated in the workshop. Speaking to the students, he said that human beings need to work somewhere in order to fulfill their basic need and to live a happy life. It is generally observed that labour working at lowest strata have to suffer a lot of problems and they even get a very near salary for their work. Every person wants to be respected and taken care of in a proper manner. No profession is mean or unpleasant or unworthy or commands itself to be tagged as disrespectful. Every person working at every level commands respect for himself, his work and the profession. Every work deserves its worthy appreciation and calls for respect and dignity and cannot be termed as inferior just because of a form of work being a different skill or a physical form of work. Form of work cannot be a reason for discrimination or disrespecting someone's individuality.

d) Life Skill for Personal Effectiveness

On 10th March 2018, the University of Science & Technology Meghalaya organised a workshop on Life Skill for Personal Effectiveness. The workshop was meant for the student community and it was conducted by resource person Mr Deepankar Bhattacharjya. Speaking on personal effectiveness, he said that this is about making best use of our time and all other personal resources at our disposal. This means achieving our goals efficiently, like investment, getting the best possible return. People are personally effective in different ways because everyone has different goals, values and priorities. Skilled communicators, for example, can be effective in numerous ways depending on what they want to achieve. About 60 students participated in the workshop.

PROGRAMMES FOR FACULTY MEMBER

a) Ethics, Integrity & Professionalism

A program was conducted on 28th September 2017 by resource person Mr. N I Laskar on the topic “Ethics, Integrity & Professionalism” for faculty members. He explained the importance of Professional ethics, moral and 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. Sixteen number of Faculty staff have attended this program.



Faculty members along with resource person Mr. N. I. Laskar

Programmes for Administrative Staff

Two Professional Ethics programmes were organised for the administrative staff in the year 2017-18.

b) Motivation

On 7th July 2017 a workshop was organised with the topic “Motivation” and it was taken by resource person Mr. Deepankar Bhattacharya. According to him, 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.



Administrative staff along with resource person Mr. Deepankar Bhattacharjya

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. Six numbers of Administrative Staff have attended the programmes.

c) Ethics, Integrity and Professionalism

On 28th September 2017 a workshop was organised by USTM with the topic “Ethics, Integrity and Professionalism” and it was taken by Dr. Rashmi Baruah. She 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. Sixteen numbers of Administrative Staff have attended the programme.



Administrative staff along with resource person Dr. Rashmi Baruah

PROGRAMMES FOR TECHNICAL STAFF

Work Ethics

On 13th October 2017 a workshop was organised at USTM with the topic “Work ethics” and it was taken by resource person Dr Rashmi Baruah. According to her, 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 abilities.



Technical staff along with resource person Dr. Rashmi Baruah

Dr. Baruah mentioned that it is a set of values centered on importance of work and manifested by determination or desire to work hard. Eleven number of Technical staff have attended this programme.

PROGRAMMES FOR OPERATIONAL STAFF

Five professional ethics programmes were held from for the Operational Staff in the year 2017-18.

a) **Ethics & Organizational Behaviour**

The first program held on 14th July 2017 for operational staff. The topic was “Ethics & Organizational Behaviour” and it was taken by resource person 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. Thirteen numbers of Operational staff have attended this program.



Operational Staff along with resource person Mr. Samujjawal Mohan Dev Sharma

b) **Individual Work vs. Teamwork**

The second programme held on 11th August 2017 for the Operational staff and the topic was “Individual Work vs. Teamwork” and it was taken by resource person Dr. Rashmi Baruah.



Operational Staff along with resource person Dr. Rashmi Baruah

According to Dr Rashmi Baruah, the concept of individualism is, at once, an ethical, psychological and political concept. She mentioned that from an ethical and psychological

perspective, individualism is the idea that humans should act, think and judge independently following only their own minds.

Dr Baruah also focussed on the idea that 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. Eleven numbers of Operational staff have attended this program.

c) Teamwork and Job Satisfaction

On 14th September 2017, the third program was held on the topic “Teamwork and Job Satisfaction” and the training programme was taken by resource person Jyoti Hatiboruah.



Operational staff along with resource person Ms. 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. Thirteen numbers of Operational staff have attended this program.

d) Importance of Teamwork

On 24th May 2018 a workshop was organised with the topic “Importance of Teamwork” 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. Twelve numbers of Operational staff have attended this program.



Resource person Dr Mousumi Choudhury with two of the Operational staff

PROGRAMMES FOR DRIVERS

Four programmes were held for the drivers of USTM during 2017-18.

a) Importance of Communication

The first training for Drivers held on 6th October 2017. For this training the topic was “Importance of Communication” and the resource person for the training was Dr. Mousumi Choudhury.



Drivers along with resource person 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. Seven number of Drivers have attended this program.

b) Time management

The second programme was held on 9th November 2017 and the topic was “Time management”. 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. Ten numbers of Drivers have attended this program.



Drivers along with resource person Ms Chandrani Roy

c) Work Ethics

The third professional ethic programme was held on 20th April 2018 and the topic was “Work Ethics”. 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. Eight numbers of Drivers have attended this program.



Drivers along with resource person Ms. Bidisha Sharma

d) Moral

On 18th May 2018, the fourth professional ethics programme was held for the Drivers of USTM. The topic was “Moral” and 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.



Drivers along with resource person Ms. Salma Sabnam

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. Eight numbers of Drivers have attended this program.

PROGRAMMES FOR SECURITY STAFF

Three days programme were organised for the security staff in the year 2017-18.

a) Moral and Values

The first program held on 18th August 2017. The topic was “Moral and Values” and 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. Twelve numbers of Security staff have attended this program.



Security staff with resource person Ms. Jyoti Hatiboruah

b) Motivation

On 21st September 2017, the second programme was held for security staff. The topic was “Motivation” and the training programme was taken by resource person Dr Rashmi Baruah. She mentioned that motivation is an important life skill.



Security staff with resource person Dr Rashmi Baruah

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. Thirteen numbers of Security staff have attended this program.



Security staff with resource person Dr Rashmi Baruah

c) Importance of Communication

The third professional ethics programme was held on 14th December 2017 and the topic was “Importance of Communication” and the training programme was taken by resource person by N I Laskar.



Security staff along with resource person Mr. 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. Thirteen numbers of Security staff have attended this program.



Security staff along with resource person Mr. N. I. Laskar

PROGRAMMES FOR CATERING STAFF

Two programmes were organised for the catering staff in the year 2017-18 in USTM.

a) Health & Hygiene

The first program was held on 16th November 2017 and the topic of discussion was “Health & Hygiene” and 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. Thirty one numbers of Catering staff have attended this program.



Catering and Hostel staff along with Mr. N. I. Laskar

b) Time management

The topic of the second professional ethics programme held on 27th April 2018 was “Time management” and 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. Seventeen numbers of Catering staff have attended this program.



Catering staff with resource person Dr. Rashmi Baruah

PROGRAMMES FOR GARDENERS & HOUSEKEEPING STAFF

Three programmes were organised for the Gardeners & Housekeeping staff in the year 2017-18 in USTM.

a) Group Behaviour

The first professional ethics programme was held on 23rd November 2017 for the Gardeners & Housekeeping staff and the topic was “Group Behaviour” and 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. Thirty numbers of Gardeners & Housekeeping staff have attended this program.



Catering & Garden staff along with resource person Mr. D. Bhattacharjya

b) Time management

The second professional ethics programme was held on 14th June 2018, the topic was “Time management” and 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. Twenty eight numbers of Gardeners & Housekeeping staff have attended this programme.



Catering & Garden staff along with resource person Ms. Chandrani Roy

PROFESSIONAL ETHICS PROGRAMS

Academic Session: 2016-17

Twenty four Professional Ethics Programs have been conducted in the year 2016-17 in University of Science & Technology, Meghalaya. Each category –Students, Administrative Staff, Technical staff, Operational Staff, Drivers, Security Staff, Catering Staff, Gardener & Housekeeping staff have gone through one or more programmes in this year. Below mentioned are different programmes held in the year 2016-17.

PROGRAMS FOR STUDENTS

A total of five programmes on Professional Ethics were organised by USTM for students during the academic year 2016-17.

a) Time Management

On 17th July 2016, the university organised a workshop on Time Management. The workshop was conducted by resource person Ms Rashmi Baruah. Time management is the coordination of tasks and activities to maximize the effectiveness of an individual's efforts. During the session Ms Baruah stated that time management is enabling people to get more and better work done in less time. Learning the art of time management could yield a positive impact especially on professional life — where most people face problem at giving due time to each and every task. The benefits of time management according to her: Better task management, Higher productivity, No stress levels, Better work-life balance. If people are unable to manage time effectively, they could experience undesirable consequences such as: Missed deadlines, Poor work quality, Higher stress levels, Work imbalance or Lead to a burnout. With effective time management, one can easily manage their hours to the best effect. The workshop was participated by about 90 students.

b) Importance of Communication

A workshop on Importance of Communication was organised by USTM on 3rd September 2016. The workshop was aimed at orienting students about the ethical aspects in communication. Ms. Rashmi Baruah was the resource person of the workshop. The workshop was participated by about 60 students. Ms Baruah said that it is nearly impossible to go through a day without the use of communication. Communication is sending and receiving information between two or more people. The person sending the message is referred to as the sender, while the person receiving the information is called the receiver. The information conveyed can include facts, ideas, concepts, opinions, beliefs, attitudes, instructions and even emotions. She said that in daily interaction communication plays an important role in making interaction faster. She stated that as the world has developed we also need to develop our skills in every sector. Without communication, one cannot even think about a part of development.

c) Ethics & Moral

A workshop on Ethics and Moral was organised for the benefit of the students of the university. The event was held on 26th November 2016 and it was conducted by resource person Mr. N I Laskar. The workshop was participated by about 80 students. Mr Laskar said that Ethics and morals relate to “right” and “wrong” conduct. While they are sometimes used interchangeably, they are different: ethics refer to rules provided by an external source, e.g., codes of conduct in workplaces or principles in religions. Morals refer to an individual's own principles regarding

right and wrong. He also said that Ethics are governed by professional and legal guidelines within a particular time and place while Morality transcends cultural norms.

d) Life Skill for Personal Effectiveness

On 7th January 2017, a workshop was organised on Life Skill for Personal Effectiveness. Meant for the students, the workshop was conducted by the resource person Mr Deepankar Bhattacharjya. The workshop saw enthusiastic participation of about 70 students. He said that personal effectiveness is the ability to: achieve goals, communicate, manage priorities, developing self-confidence and inspire others. He also said that the five aspects of personal development include: extraversion, agreeableness, openness, conscientiousness, neuroticism. He said that a key component of improving personal effectiveness is to always be learning and developing skills. Whether this means attending seminars, participating in workplace training, or even just reading a book, one should live a life of constant learning. This will improve one's personal effectiveness by increasing the magnitude of talents, skills, and energy.

e) Dignity of labour

On 25th March 2017, a workshop was organised on Dignity of labour. The target participants of the workshop were the students of the university. About 50 students joined the session. The resource person for the workshop was Mr Deepankar Bhattacharjya. He said about the importance to learn the dignity of labour by all of us. He said that Dignity of Labor implies that all professions or jobs are treated equally and no occupation is considered to be superior or inferior to others. It is therefore an extension of the universal Principle of Equality making it a fundamental right of every worker. "Every person has the right to work with dignity" is a statement that we have heard or read at some point of our education, he added.

PROGRAMS FOR ADMINISTRATIVE STAFF

Individual Work vs. Teamwork

A one day training programme was held on 29th June 2017 by resource person Ms. Rashmi Baruah on the topic "Individual Work vs. Teamwork". 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. Eight number of Administrative Staff have attended the programmes.



Administrative Staff along with Resource person Ms. Rashmi Baruah

Programs for Operational Staff

Four programs were organised for the operational staff in the year 2016-2017.

a) Motivation

The topic of the first programme of Operational Staff that held on 30th March 2017 was “Motivation” and 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. Sixteen number of Operational staff have attended this programme.



Operational Staff along with Resource person Mr. Deepankar Bhattacharjya

b) Moral & Value

The topic of the second program held on 28th April 2017 was “Moral & Value” and 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. Six number of Operational staff have attended this programme.



Operational Staff along with Resource person Mr. N. I. Laskar

c) Ethics

The third program was held on 11th May 2017. The topic of discussion was “Ethics” and the resource person was Deepankar Bhattacharjya. According to him, Ethics is a fundamental requirement of any profession.



Operational Staff along with Resource person Mr. Deepankar Bhattacharjya

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. Twelve number of Operational staff have attended this programme.

d) Importance of Teamwork

The topic of the fourth professional training held on 23rd June 2017 was “Importance of Teamwork” and 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. Fourteen number of Operational staff have attended this programme.



Operational Staff along with Resource person Mr. N. I. Laskar

PROGRAMS FOR DRIVERS

Four program were organised for the drivers in the year 2016-17 in USTM.

a) Crisis Management

The first program was held on 4th November 2016. The topic was “Crisis Management” and 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. Eight numbers of Drivers have attended this program.



Drivers along with Resource person Mr. Deepankar Bhattacharjya

b) Professionalism

The second programme for Drivers held on 18th December 2016 where the topic was “Professionalism” and the resource person was Mr Deepankar Bhattacharjya.



Drivers along with Resource person 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. Seven numbers of Drivers have attended this programme.

c) Importance of Communication

On 3rd March 2017, the third programme was held. The topic was “Importance of Communication” and 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. Six numbers of Drivers have attended this programme.



Drivers along with Resource person Dr Mousumi Choudhury

d) Dignity of labour

The fourth programme was organized on 21st April 2017, the topic was “Dignity of labour” and 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. Eight number of Drivers have attended this programme.



Drivers along with Resource person Mr. Deepankar Bhattacharjya

PROGRAM FOR SECURITY STAFF

Five programs were organised for the Security Staff of USTM in the year 2016- 2017.

a) Organizational Behaviour

The first programme was held on 9th September 2016 where the topic was “Organizational Behaviour” and the resource person was Mr. N.I.Laskar.



Security staff along with resource person Mr. N. I. Laskar

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. Twelve numbers of Security staff have attended this programme.

b) Importance of Communication

On 26th August 2017, second programme for the security staff was organized where the topic was “Importance of Communication” and 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. Twelve numbers of Security staff have attended this programme.



Security staff along with resource person Mr. Deepankar Bhattacharjya

c) Organizational Behaviour

The third programme was organized on 21st October 2016. The topic was “Organizational Behaviour” and 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. Thirteen numbers of Security staff have attended this programme.



Security staff along with resource person Mr. Irfan Ziaur

d) Dignity of Labour

The fourth programme for security staff was held on 22nd September 2016, the topic was “Dignity of Labour” and the resource person was Mr Deepankar Bhattacharjya.



Security staff along with resource person 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. Thirteen numbers of Security staff have attended this programme.

e) Attitude

The fifth on the topic “Attitude” was conducted on 7th October 2016 by resource person Ms Rashmi Baruah.



Security Staff at the time of Training

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. Twelve numbers of Security staff have attended this programme.

PROGRAMMES FOR CATERING STAFF

Three professional development programmes were organised for Catering and Hostel staff of USTM in the year 2016-2017.

a) Ethics & Values

A programme on “Ethics & Values” was held on 1st December 2016 and 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.



Catering and Hostel staff along with resource person Mr. N. I. Laskar

Mr. Laskar mentioned that maintaining good ethics is being consistent with the principles of correct moral conduct constantly. Thirty one Catering staff have attended this programme.

b) Motivation

On 22nd July 2016, a programme was held on “Motivation”. 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. Twenty one number of Catering staff have attended this programme.



Catering and Hostel staff along with resource person Mr. D. Bhattacharjya

c) Life skill for Personal Effectiveness

On 12th August 2016, a programme was conducted on “Life skill for Personal Effectiveness” and 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. Seventeen number of Catering staff have attended this programme.



Catering and Hostel staff along with resource person Ms. Rashmi Baruah

PROGRAMMES FOR GARDENERS & HOUSEKEEPING STAFF

Two programmes were held for the Gardeners & Housekeeping staff of USTM in the year 2016-2017.

a) Life Skill for Personal Effectiveness

The topic of the first programme held on 15th September 2016 was “Life Skill for Personal Effectiveness” and the resource person for the training was Mr Deepankar Bhattacharjya.



Housekeeping & Gardener staff along with resource person Mr. D. 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. Twenty three numbers of Gardeners & Housekeeping staff have attended this programme.

b) Moral

The topic of second programme conducted on 15th July 2016 was “Moral” and 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. Twenty four number of Gardeners & Housekeeping staff have attended this programme.



Housekeeping & Gardener staff along with resource Ms. Jyoti Hatiboruah

PROFESSIONAL ETHICS PROGRAMMES

Academic Session: 2015-16

Twenty three Professional Ethics Programmes were organized for students, teachers, administrators and other staff during the year 2015-16. Each category – Students, Faculty member, Administrative Staff, Technical staff, Operational Staff, Drivers, Security Staff, Catering Staff, Gardener & Housekeeping staff have gone through many training programmes in this year. Below mentioned are different programmes held in the year 2015-16.

PROGRAMMES FOR STUDENTS

Four programmes on Professional Ethics were organised by USTM for students during the Academic year 2015-16.

a) Ethics & Moral Values

The first program was on Ethics & Moral Values which was held on 17th July 2015 at USTM. The resource person for the workshop was Mr. N I Laskar. About 150 students participated in the workshop. Speaking to the students, Mr Laskar said that a person whose morality is reflected in his willingness to do the right thing – even if it is hard or dangerous – is ethical. Ethics are moral values in action. Being ethical is an imperative because morality protects life and is respectful of others.

b) Life Skill for Personal Effectiveness

On 15th September 2015, the institution organised a workshop on Life Skill for Personal Effectiveness. The workshop was conducted by resource person Mr Deepankar Bhattacharjya. He said that Personal Effectiveness refers to making the best use of one's time and making use of the resources at disposal, in order to perform to the best of one's ability in the workplace. Determination, Self-confidence, Persistence, Managing stress, Problem-solving skills, Creativity are some of the skills that will greatly increase the efficiency of any person who owns them. About 40 students attended the program.

c) Time Management

The University of Science & Technology Meghalaya organised a workshop on Time Management on 28th November 2015 for the benefit of the students. The resource person for the workshop was Ms Rashmi Baruah. According to her, "Time management is the process of organizing and planning how to divide your time between specific activities. Good time management enables you to work smarter – not harder – so that you get more done in less time, even when time is tight and pressures are high". Failing to manage your time damages your effectiveness and causes stress, she added. About 60 students attended the program.

d) Importance of Communication

On 4th April 2016, a workshop on Importance of Communication was organised by USTM for the benefit of the student community. The resource person for the program was Ms. Rashmi Baruah. Speaking to the students, she said that Good communication helps the workers to adjust to the physical and social aspect of work. It also improves good human relations in the industry. An efficient system of communication enables the management to motivate, influence and satisfy the subordinates which in turn boosts their morale and keeps them motivated. About 40 students attended the program.

PROGRAMS FOR FACULTY MEMBER

Professionalism

A programme was conducted on 22nd January 2016 by resource person Dr. S. Borgohain on the topic "Professionalism" for faculty members. He explained the importance of Professionalism among the educators.



Faculty members along with Resource person Dr. S. Boragohain

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. Twenty number of Faculty staff have attended this programme.

PROGRAMS FOR ADMINISTRATIVE STAFF

Two programme were held for Administrative staff in the year 2015-16 in USTM.

a) Barriers in Communication

The topic of the programme held on 12th February 2016 was “Barriers in Communication” and the resource person for the event was Ms. Jyoti Hatiboruah.



Administrative staff along with Resource person 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. Twelve number of Administrative Staff have attended the programs

b) Human Relation Skill

The topic of the second programme of Administrative staff held on 29th January 2016 was “Human Relation Skill” and resource person 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. Eighteen number of Administrative Staff have attended the programmemes.



Administrative staff along with Resource person Mr. Deepankar Bhattacharjya

PROGRAMS FOR TECHNICAL STAFF

Time Management

The topic of the program for Technical staff held on 5th May 2016 was “Time Management” and it 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. Seven number of Technical staff have attended this program.



Technical staff along with Resource person Ms Jyoti Hatiboruah

PROGRAMS FOR OPERATIONAL STAFF

Two programme were organised for the operational staff of USTM in the year 2015-16.

- a) **Individual Work vs. Teamwork** : The first program was held on 3rd June 2016 and the topic was “Individual Work vs. Teamwork” and Ms. Rashmi Baruah was the resource person. 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. Sixteen number of Operational staff have attended this programme.



Operational staff along with Resource person Ms. Rashmi Baruah

b) Moral

On 7th June 2016 the second program was held for Operational staff. The topic was “Moral” and Ms. Jyoti Hatiboruah was the resource person. According to her, Moral values such as integrity, determination, loyalty, truthfulness, honesty, giving respect to each other etc should be inherited by every individual.



Operational staff along with Resource person Ms. Jyoti Hatiboruah

She also mentioned that moral values help us distinguish between what's right and wrong, good or bad for us as well as society. Ten number of Operational staff have attended this programme.

PROGRAMS FOR DRIVERS

Three programs on Professional ethics were organised for the drivers in the year 2015- 2016.

- a) **Communication & Professional Skill** :The first program was held on 17th March 2016. The topic was “Communication & Professional Skill” and 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. Twelve number of Drivers have attended this programme.



Drivers along with Resource person Mr. N. I. Laskar

b) **Human Behaviour**

The second program was held on 22nd April 2016 and the topic was “Human Behaviour”. The resource person for the program 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. Nine number of Drivers have attended this programme.



Drivers along with Resource person Ms. Rashmi Baruah

c) **Working under pressure**

The third program was held on 13th May 2016. The topic was “Working under pressure” and 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.



Drivers along with Resource person Ms. Jyoti Hatiboruah

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. Six number of Drivers have attended this programme.

PROGRAMS FOR SECURITY STAFF

Three program were organised for the Security Staff of USTM in the year 2015-2016.

a) Stress Management

The first programme of Security staff held on 28th August 2015. The topic of discussion was “Stress Management” and the resource was Mr N.I. Laskar. According to him people who learn to manage stress lead happier and healthier lives. Twelve number of Security staff have attended this programme.



Security Staff along with Resource person Mr. N. I. Laskar

b) Professionalism

The second programme for Security Staff held on 6th November 2015 and the topic was “Professionalism”. 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. Eleven number of Security staff have attended this programme.



Security Staff along with Resource person Mr. Deepankar Bhattacharjya

c) **Ethics** : On 20th November 2015 the topic was “Ethics” and 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.



Security Staff along with Resource person Ms. Jyoti Hatiboruah

She emphasised that maintaining good ethics is being consistent with the principles of correct moral conduct constantly. Twelve number of Security staff have attended this programme.

PROGRAMMES FOR CATERING AND HOSTEL STAFF

Three programmes were organised for the catering staff in USTM in the year 2015-16.

- a) **Behaviour & Communication** : The first programme was held on 2nd July 2015 and the topic was “Behaviour & Communication” and the resource person was Mr. N I Laskar. According to him, behaviour is a means of communication, and all behaviour has a functional element. Twenty number of Catering staff have attended this programme.



Catering & Hostel Staff along with Resource person Mr. N. I. Laskar

b) Importance of maintaining discipline

The second programme was held on 7th August 2015. The topic was “Importance of maintaining discipline” and 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.



Catering & Hostel Staff along with Resource person Ms. Jyoti Hatiboruah

She added that discipline is important as it binds the employees and also motivates them to respect their organization. Eighteen number of Catering staff have attended this programme.



Catering & Hostel Staff along with Resource person Ms. Jyoti Hatiboruah

c) Dignity of labour

On 18th September 2015 the third programme was held. The topic was “Dignity of labour” and 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. Sixteen number of Catering staff have attended this programme.



Catering & Hostel Staff along with Resource person Mr. D. Bhattacharjya

PROGRAMMES FOR GARDENERS & HOUSEKEEPING STAFF

Four programmes were held for the Gardeners & Housekeeping staff in USTM in the year 2015-16.

a) Moral and Values

The first training programme was held on 18th February 2016. The topic was “Moral and Values” and 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. Forty number of Gardeners & Housekeeping staff have attended this programme.



Housekeeping & Gardening Staff along with Resource person Mr. N. I. Laskar

b) Teamwork

Second programme was held on 11th March 2016. The topic was “Teamwork” and the resource person was Deepankar Bhattacharjya.



Housekeeping & Gardening Staff with Resource person D. Bhattacharjya

According to him the most effective teamwork is produced when all the individuals involved harmonize their contributions and work towards a common goal. Twenty nine number of Gardeners & Housekeeping staff have attended this programme.

c) Working under pressure

On 29th April 2016, the third training programme was held on the topic “Working under pressure” and the resource person was Ms Jyoti Hatiboruah. According to her, the ability to work under

pressure involves dealing with constraints which are often outside of our control. Twenty nine number of Gardeners & Housekeeping staff have attended this programme.



Housekeeping & Gardening Staff along with Resource person J. Hatibotuah

d) Dignity of labour

The fourth programme for housekeeping staff was held on 24th June 2016. The topic was “Dignity of labour” and the resource person 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. Twenty six number of Gardeners & Housekeeping staff have attended this programme.



Housekeeping & Gardening Staff with Resource person D. Bhattacharjya

These are the twenty three Ethics and Professional development programmes that held for various categories of staff in USTM in the year 2015-16.

PROFESSIONAL ETHICS PROGRAMMES

Academic Session: 2014-15

Total 23 Professional Ethics Programmes were organized for students, teachers, administrators and other staff during the year 2014-15. Each category – Students, Faculty member, Administrative Staff, Technical staff, Operational Staff, Drivers, Security Staff, Catering Staff, Gardener & Housekeeping staff have gone through these programmes during this year. Below mentioned are different programmes held during the academic year 2014-15.

PROGRAMMES FOR STUDENTS

Altogether four programmes were organised with different themes on Professional Ethics for the students of the university during this academic year.

a) Workshop on Ethics & Moral Values

On 18th July 2014, the University of Science & Technology Meghalaya organised an workshop on Ethics & Moral Values for the students of the institution. The resource person of the programme was Mr. N I Laskar, a well known expert on personality and image building. About 50 students participated in the workshop which was very interactive. All the students were enthusiastic and actively involved themselves in the session. Mr Laskar spoke on the significance of ethics and morality while briefing them about the code of conduct of the university.



Students during the workshop on Moral Values

b) Session on Life Skill for Personal Effectiveness

On 6th September 2014, a workshop was organised by the University of Science & Technology Meghalaya for the benefit of the student community. The workshop was titled “Life Skill for Personal Effectiveness”. The resource person was Mr Deepankar Bhattacharjya.

Addressing the students, Mr Bhattacharjya said that every day we spend our time and energy on achieving our goals. But even the same goal can be reached with different costs by different people. It happens because we all have different personal effectiveness.

Our personal effectiveness depends on our innate characteristics – talent and experience accumulated in the process of our personal development. About 29 students participated in the workshop.

c) Time Management

On 20th September 2014, a programme was organised by the university on how to manage time. Titles “Time Management”, the programme was conducted by Ms Rashmi Baruah. About 30 students participated in the workshop.

She said that time management is the process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. Good time management gives extra time to spend in daily life. People who can time-manage effectively enjoy having more time to spend on hobbies or other personal pursuits.

d) Importance of Ethics in Communication

On 10th January 2015, the University of Science & Technology Meghalaya organised a workshop on Importance of Communication for the students. The workshop was conducted by Ms Rashmi Baruah.

Ms Bariah explored why Ethics is important in Communication. She said that in communication, ethics work to enhance credibility, improve the decision-making process and allow for trust between the two parties. Ethics provide the groundwork for right and wrong, allowing two parties to communicate with a basic understanding of what is expected. Importance of Communication

PROGRAMMES FOR FACULTY MEMBER

Ethics & Moral

A professional development program was conducted on 25th June 2015 by resource person Mr N.I. Laskar on the topic “Ethics & Moral” for faculty members. 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. Sixteen number of Faculty staff have attended this program.



Faculty members with resource person Mr. N. I. Laskar

PROGRAMMES FOR TECHNICAL STAFF

E-mail Etiquettes

A session was held for Technical staff on 24th April 2015 on the topic “e-mail etiquettes”.

The resource person for the programme was Sangita Borkotoky and the topic was “e-mail etiquettes”. 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. Two of Technical staff members have attended this programme.



Technical staff along with Resource person Ms Sangeeta Borkotoky

PROGRAMMES FOR OPERATIONAL STAFF

Importance of Communication

A professional ethics Program was held for Operational staff on the topic ‘Importance of Communication’ on 10th April 2015 and 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.



Operational staff along with Resource person Rashmi Baruah

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. Sixteen number of Operational staff have attended this program.

PROGRAMMES FOR DRIVERS

Four programmes were organised for Drivers by USTM in the year 2014-15.

a) The first programme for the Drivers was held on 15th May 2015. The topic was “Etiquettes & Behaviour” and the resource person was Mr. N. I. Laskar. Nine Drivers have attended this program. 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.



Drivers along with Resource person Mr. N. I. Laskar

b) Life Skill for Personal Effectiveness

The second training program for Drivers held on 20th February 2015 on the topic “Life Skill for Personal Effectiveness” and 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. Eight Drivers have attended this program.



Drivers along with Resource person Mr. Deepankar Bhattacharjya

c) Moral and Ethics

On 13th March 2015, the third program was held and the topic was “Moral and Ethics”. 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 relationship in personal as well as professional lives. Seven Drivers have attended this program.



Drivers along with Resource person Ms Rashmi Baruah

d) Crisis Management

The fourth programme for the Derivers was held on 27th March 2015. The topic was “Crisis Management” and 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 exercise. Seven Drivers have attended this program.



Drivers along with Resource person Mr. Deepankar Bhattacharjya

PROGRAMMES FOR SECURITY STAFF

Four programmes were organized in USTM for the Security Staff in the year 2014-15.

a) **Crisis Management**

The first program held on 30th October 2014. The topic of discussion was “Crisis management” and the resource person was Mr. Shamim Goney. He said that security personnel should always be prepared with a rapid response plan to emergencies. Thirteen Security staff have attended this program.



Security Staff along with Resource person Mr. Shamim Goney

b) **Time Management**

The second program for security staff held on 21st November 2014. The topic was “Time Management” and it was taken by resource person 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. Twelve Security staff have attended this programme.



Security Staff along with Resource person Ms Rashmi Baruah

c) **Work responsibility**

The third training program for security staff held on 19-12-2014. The topic was “Work responsibility” 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. Twelve Security staff personnel have attended this program.



Security Staff along with Resource person Mr. N. I. Laskar

d) Ethics

The fourth program for security staff held on 30th January 2015. The topic was “Ethics” and was taken by resource person Jyoti Hatibarooh. 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. Twelve number of Security staff have attended this program.



Security Staff along with Resource person Ms. Jyoti Hatiboruah

PROGRAMMES FOR CATERING STAFF

Four programmes were organised for the catering staff in USTM in the year 2014-15.

a) Working under Pressure

The first program was held on 4th July 2014. The topic was “Working under Pressure” and the resource person for the topic was Jyoti Hatibarooh. She explained that the ability to work under pressure involves dealing with constraints which are often outside of our control. Eleven number of Catering staff have attended this program.



Catering and Hostel Staff along with Resource person Ms. Jyoti Hatiboruah

b) Professionalism

The second program was held on 25th July 2014. The topic was “Professionalism” and it was 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. . All together six number of Catering staff have attended this programme.



Catering and Hostel Staff along with Resource person Mr. D. Bhattacharjya

c) Moral Values

On 29th August 2014, the third program was held for catering staff. The topic was “Moral Values” and the resource person was Mr Rupam Roy.



Catering and Hostel Staff along with Resource person Mr. Rupam Roy

According to him, the moral values in life hold great importance from the point of personal, social and spiritual development. Sixteen number of Catering staff have attended this program

d) Working under Pressure

The fourth program was held on 19th September 2014. The topic was “Working under Pressure” and was taken by Rashmi Baruah. She mentioned that the ability to respond effectively to pressure and stress is extremely important in any line of work.. Nine number of Catering staff have attended this program.



Catering and Hostel Staff along with Resource person Ms. Rashmi Baruah

PROGRAMS FOR GARDENERS & HOUSEKEEPING STAFF

Four professional programs were held for the Gardeners & Housekeeping staff in USTM in the year 2014-2015.

a) Time Management

The first program was held on 22nd August 2014. The topic was “Time Management” and Deepankar Bhattacharjya was the resource person for this training programme.



Gardener Staff along with Resource person Mr. Deepankar Bhattacharjya

According to him, time management helps us to make a good habit of organizing and structuring our daily activities. 12 number of Gardeners & Housekeeping staff have attended this program.



Gardener Staff along with Resource person Mr. Deepankar Bhattacharjya

b) Importance of Cleanliness& Beautification

The second program was held on 12th September 2014. The topic was on “Importance of Cleanliness& Beautification” and 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.



Housekeeping & Gardener Staff along with Resource person Mr. N. I. Laskar

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. Forty one number of Gardeners & Housekeeping staff have attended this program.

c) Motivation

On 23rd October 2014, the third program was held. The topic of discussion was “Motivation” and the resource person was Deepankar Bhattacharjya. According to him, motivation helps in improving performance and efficiency in one’s life. Thirty three number of Gardeners & Housekeeping staff have attended this programme.



Gardener & Housekeeping Staff along with Resource person Mr. D. Bhattacharjya

d) Moral

The fourth program for Housekeeping and Gardener staff held on 14th November 2014. The topic was “Moral” and the resource person was 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. More than 16 number of Gardeners & Housekeeping staff have attended this program.



Gardener & Housekeeping Staff along with Resource person Mr. Rashmi Baruah

Total 21 Ethics and Professional Development Programmes were held in the year 2014-15 for various categories of staff in USTM.

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