



University of Science & Technology Meghalaya

BRIEF REPORT

DATE: 27th June,2022

VENUE: NKC Auditorium

NAME OF THE PROGRAM: Professional Training Session -016

TOPIC OF THE PROGRAM: Verbal and Non-Verbal Communication

ACADEMIC YEAR: 2021-2022

NO. OF RESOURCE PERSON: 1

NO. OF PARTICIPANTS: 56

ORGANIZED BY: USTM under IQAC Initiative.

BRIEF PROGRAM REPORT:

One Day Professional Training Session on was successfully conducted for Faculty Members at University of Science & Technology Meghalaya on 27th June 2022. The session of the Program was taken by Resource Person Mr. Anjan Choudhury. The scope of this session was to know the 7Cs of Communication. Better aspects of communication and hearing capsules with self-identification of correction techniques may be looked at. **Verbal communication** is the use of words to convey meaning. However, **nonverbal communication**, which includes all aspects of body language, is more than half of all perceived communication.

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Mr. Anjan Choudhury during the session Delivering speech




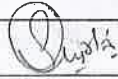

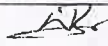
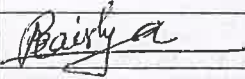

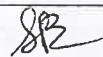
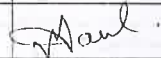
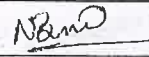
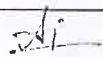

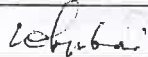
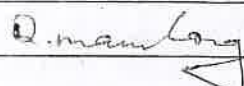
Professional Session with the Faculty members on verbal and Non-Verbal Communication







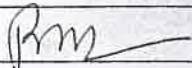
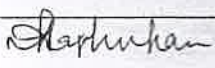


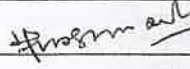



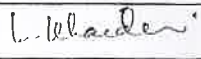
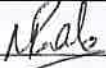
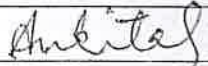
Registrar
University of Science & Technology,
Meghalaya

Date: - 27th June, 2022

Venue: - NKC
Auditorium, Block C

Professional Training Session - 016
" Verbal and Non-Verbal Communication
For Faculty Members .

| SL.NO | Name of Faculty | Department | Signature |
|-------|-------------------------------|---------------------|---------------------------------------------------------------------------------------|
| 1. | LALIT SAIKIA | Earth Sc |  |
| 2. | Dr. Sandeep Gupta | Sociology |  |
| 3. | Dr. Gopam Mohanta | Chemistry |  |
| 4. | Dr. NICOLUS B. G. TRICHOPIDES | Chemistry |  |
| 5. | Dr. Prasanta Baisya | Chemistry |  |
| 6. | Dr. Sarifuddin Gazi | " |  |
| 7. | Dr. Samiyasa Begum | " |  |
| 8. | Dr. Mitali Paul | Chemistry |  |
| 9. | Nandita Barman | Library & Info. Sci |  |
| 10. | Amrita Devi | - DO - |  |
| 11. | Abhijit Thakuria | - DO - |  |
| 12. | Nandashishu Kujuboi | Physics |  |
| 13. | Dusyanwar Manlong | - D - |  |

| S.No. | Name of Faculty | Department | Signature |
|-------|------------------------------|--------------------|---------------------------------------------------------------------------------------|
| 31. | Dr. Rashmi Boraiah | Business Adm. |  |
| 32. | Dr. Papiya Datta | Rural Development |  |
| 33. | Dr. Banjula Gogoi | USLR |  |
| 34. | Manjira Saikia | USLR |  |
| 35. | Yasser Fikar Rahman | USLR |  |
| 36. | Shangky Khongwar | USLR |  |
| 37. | Dr. Bulbul Akhjee | ZOOLOGY |  |
| 38. | Dr. Alike Borhukan Bora | Zoology |  |
| 39. | Jisan Ali Ahmed | Commerce |  |
| 40. | Subash Limbu | Commerce |  |
| 41. | Hari Mall Thakuri | Commerce |  |
| 42. | Dr. Kanak chandra Bora | CS&E |  |
| 43. | Dr. Keshyap Kr. Barua | Medical Laboratory |  |
| 44. | Onassimos Shengdian | Social Work |  |
| 45. | Lojika Khaidan | Social Work |  |
| 46. | Manalita Kala | Social work |  |
| 47. | Ankita Saema | Social Work |  |



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Certificate

This is to certify that

*Prof./ Dr./Shri/Smt.....**SANDEEP.....GUPTA**..... of*

University of Science & Technology Meghalaya has participated in Professional Training

*for the "**Faculty Members**" on the topic "**Verbal and Non-Verbal Communication**"*

conducted by Mr. Anjan Choudhury, Senior Training Consultant, Assam Administrative Staff College

on 27th June, 2022

Mrs Anju Hazarika
Registrar, USTM

Mr. Shamun Goney
Dy. Registrar (Admin), USTM

Dr. A. H. Barbhuiya
Director IQAC



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Prof./ Dr./Shri/Smt..... LALIT..... SAIKIA..... of

University of Science & Technology Meghalaya has participated in Professional Training

for the "Faculty Members" on the topic "Verbal and Non-Verbal Communication"

conducted by Mr. Anjan Choudhury, Senior Training Consultant, Assam Administrative Staff College

on 27th June, 2022

Mrs Anju Hazarika
Registrar, USTM

Mr. Shamin Goney
Dy. Registrar (Admin), USTM

Dr. A. H. Barbhuiya
Director IQAC



University of Science & Technology Meghalaya

BRIEF REPORT

DATE: 28th May,2022

VENUE: NKC Auditorium

NAME OF THE PROGRAM: Professional & Administrative Training Session -004

TOPIC OF THE PROGRAM: Time Management

ACADEMIC YEAR: 2021-2022

NO. OF RESOURCE PERSON: 1

NO. OF PARTICIPANTS: 56

ORGANIZED BY: USTM under IQAC Initiative.

BRIEF PROGRAM REPORT:

Professional and Administrative Training Session on was successfully conducted for Administrative Officers and Counselors at University of Science & Technology Meghalaya **Time Management** on 28th May,2022. The session of the Program was taken by Resource Person **Mr. Rakesh Sethi**. According to him this session covered various tools and practices which were very effective in enabling an official to manage time and effectively deliver task even in pressing times. In today's time of productivity demands in every sphere of life, be it professional or personnel, it is very important to be able to manage time in an organized manner.

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University of Science & Technology,
Meghalaya



Mr. Rakesh Sethi discussing about the Time Management to Administrative Officers and Counselors.



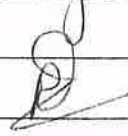

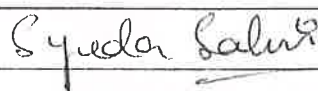

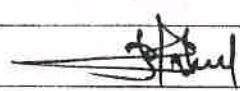


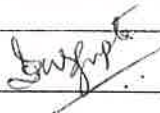

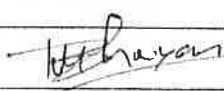
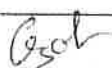

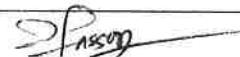
Administrative Staff of USTM

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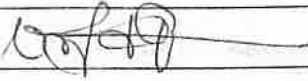
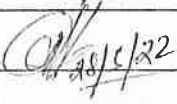







Date: - 28th May

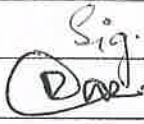
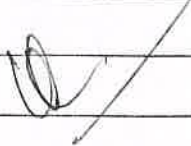

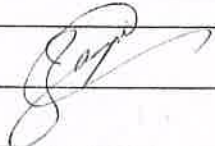
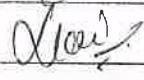
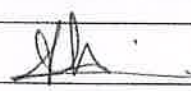

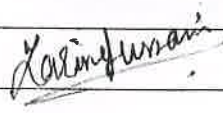

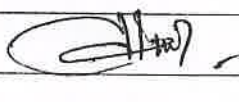

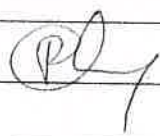
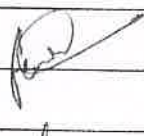

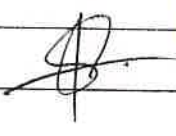
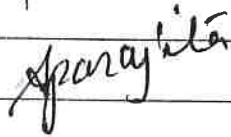

Venue: - NKE
Auditorium


Professional & Administrative Training Session - 004
"Time Management"
For Administrative Officers & Counsellors

| Sl. No. | Name | Signature |
|---------|-------------------------|---------------------------------------------------------------------------------------|
| 1. | Rijuana Sultana |  |
| 2. | Pulak Gogoi |  |
| 3. | Syeda Sahin |  |
| 4. | Bidisha Sarona |  |
| 5. | Masok Ahmed |  |
| 6. | Madhumita Bhattacharjee |  |
| 7. | Rakhi Pathak Rajwaru |  |
| 8. | Pamelie Dasgupta |  |
| 9. | Jyotishman Saemra |  |
| 10. | Mayon Jyoti Bhuyan |  |
| 11. | Gauram Ozoh |  |
| 12. | Mamas Jyoti Hazarika |  |
| 13. | Mahbub Hassan |  |

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| Sl.No. | Name | Signature |
|--------|------------------------|---------------------------------------------------------------------------------------|
| 14 | N. I. Khan |  |
| 15 | Jingjai Loum |  |
| 16 | Preetij Sinha | Preetij |
| 17 | Paly Hazarika | Paly |
| 18 | Anghumala Adhikari |  |
| 19 | Baibya Deka | Baibya |
| 20 | Nazmina Hussain |  |
| 21 | Himabari Hazarika |  |
| 22 | Jafina Parbin Hussain | Hussain |
| 23 | Fashen Tamanna Forhad. | Fashen |
| 24 | Neiba Syiemiong | Syiemiong |
| 25 | Ylostins Nongkhum | Nongkhum |
| 26 | Akhona H. Choudhury | A.H. Choudhury |
| 27 | Shahid Islam |  |
| 28 | Kynsaimon Siekhiong | Kelly |
| 29 | Manatu Ahmed |  |
| 30 | Nibir Choudhury |  |
| 31 | Arnab Nayak |  |
| 32 | Nurmatunndu M |  |

| Sl. No. | Name | Sig. |
|---------|-----------------------|---------------------------------------------------------------------------------------|
| 34 | Debjit Das |  |
| 35 | Ujjwal Das |  |
| 36 | Phunka Nazary |  |
| 37 | Zayed Choudhury |  |
| 38 | Xoni Kalita |  |
| 39 | Bundhata Mishra |  |
| 40 | Simran Ahmed |  |
| 41 | Taise Hussain |  |
| 42 | Madhusmita Deka |  |
| 43 | Chaitanya Baruah |  |
| 44 | James Banoth Muzundoi |  |
| 45 | Rishiparna Choudhury |  |
| 46 | Frankad Choudhury |  |
| 47 | Mandira Das |  |
| 48 | Sankar Saha |  |
| 49 | Sparajita Barbhuyan |  |
| 50 | Abu L. hal Lal Meebee |  |


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 Meghalaya

51 Asmal Hussain

Asmal Hussain

52 Angshuman Dull

Angshuman

53 Shahil Suraj Bora

Shahil

54 Dr. D. J. Deke

Dr. D. J. Deke

55. Shabnam Masani

Shabnam

56. Baharul Alam

Baharul





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Prof./ Dr./[✓]Shri/Smt..... **PULAK GOGOI**..... of

University of Science & Technology Meghalaya has participated in Professional & Administrative Training for the "Administrative Officers & Counsellors" on the topic "Time Management" conducted by Mr. Rakesh Sethi, DIG, CRPF on 28th May, 2022

Mrs Anju Hazarika
Registrar, USTM

Mr. Sharim Goney
Dy. Registrar (Admin), USTM

Dr. A. H. Barbhuiya
Director IQAC



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Prof./ Dr./Shri/Smt.....RIJUANA.....SULTANA..... of

University of Science & Technology Meghalaya has participated in Professional & Administrative Training for the "Administrative Officers & Counsellors" on the topic "Time Management" conducted by Mr. Rakesh Sethi, DIG, CRPF on 28th May, 2022

Mrs Anju Hazarika
Registrar, USTM

Mr. Shamim Goney
Dy. Registrar (Admin), USTM

Dr. A. H. Barbhuiya
Director IQAC



University of Science & Technology Meghalaya

BRIEF REPORT

DATE: 4th June, 2022

VENUE: NIT Room Block C

NAME OF THE PROGRAM: Professional Training Session -011

TOPIC OF THE PROGRAM: Body Language and Image for Security.

ACADEMIC YEAR: 2021-2022

NO. OF RESOURCE PERSON: 1

NO. OF PARTICIPANTS: 17

ORGANIZED BY: USTM under IQAC Initiative.

BRIEF PROGRAM REPORT:

Professional and Administrative Training Session on was successfully conducted for Campus Security Force at University of Science & Technology Meghalaya **Body Language and Image for Security** on 4th June 2022. The session of the Program was taken by Resource Person Major Munin Sarma Bordoloi. This session trained the security personnel on how to carry and conduct themselves in all type of situation and basic security related manners, body language and maintaining and image so that the task of ensuring security inside the campus becomes easier and well disciplined.

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University of Science & Technology,
Meghalaya



Training for Security Personnel regarding Body language and Security Image



Maj.Munin Sarma Bordoloi delivering the session


Registrar
University of Science & Technology,
Meghalaya

Date: - 4th June

Venue: - NIT Room,
Block C.

Professional Training Session - 011
"Body Language + Image for Security"
For Campus Security Force

| NO | Name | Signature |
|-----|--------------------------------|-------------|
| 1. | Bikubata Machahattij | Bmu |
| 2. | Sahunda M Sangma | Sm |
| 3. | Sengjrong Sangma | Su |
| 4. | Browny Tejang A. Sangma Sai | B.A. Sangma |
| 5. | Salchugna Sangma | SR Sangma |
| 6. | Tengual Sangma | Tengua |
| 7. | PORBAL | BORA |
| 8. | Promod Koo. NATH | PNATH |
| 9. | Henry Phangcho | Phangcho |
| 10. | Phelus Mandi SILEHAN LABPAK | Phelus |
| 11. | Tralson Maring | Tralson |
| 12. | Bikrom pantani | Bikrom |
| 13. | Rabikul Horn | Rabikul |



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UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Accredited 'A' Grade by NAAC

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This is to certify that

Prof./ Dr./Shri/Smtth..... BIRULA..... MACHAHARY..... of
University of Science & Technology Meghalaya has participated in Professional Training
for the "Campus Security Force"

on the topic "Body Language & Image for Security"
conducted by Maj. Munin Bordoloi, SM(Retd.) on 4th June, 2022

Mrs Anju Hazarika
Registrar, USTM

Mr. Shamim Goney
Dy. Registrar (Admin), USTM

Dr. A. H. Barbhuiya
Director IQAC



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UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Accredited 'A' Grade by NAAC

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This is to certify that

*Prof./ Dr./Shri/Smt.....***SENGJRANG SANGMA***..... of*

University of Science & Technology Meghalaya has participated in Professional Training

for the "Campus Security Force"

on the topic "Body Language & Image for Security"

conducted by Maj. Munin Bordoloi, SM(Retd.) on 4th June, 2022

Mrs Anju Hazarika
Registrar, USTM

Mr. Shamim Goney
Dy. Registrar (Admin), USTM

Dr. A. H. Barbhuiya
Director IQAC



University of Science & Technology Meghalaya

BRIEF REPORT

DATE: 11th June, 2022

VENUE: Conference Hall Block A

NAME OF THE PROGRAM: Professional Training Session -012

TOPIC OF THE PROGRAM: Vehicle Breakdown Prevention and Maintenance

ACADEMIC YEAR: 2021-2022

NO. OF RESOURCE PERSON: 1

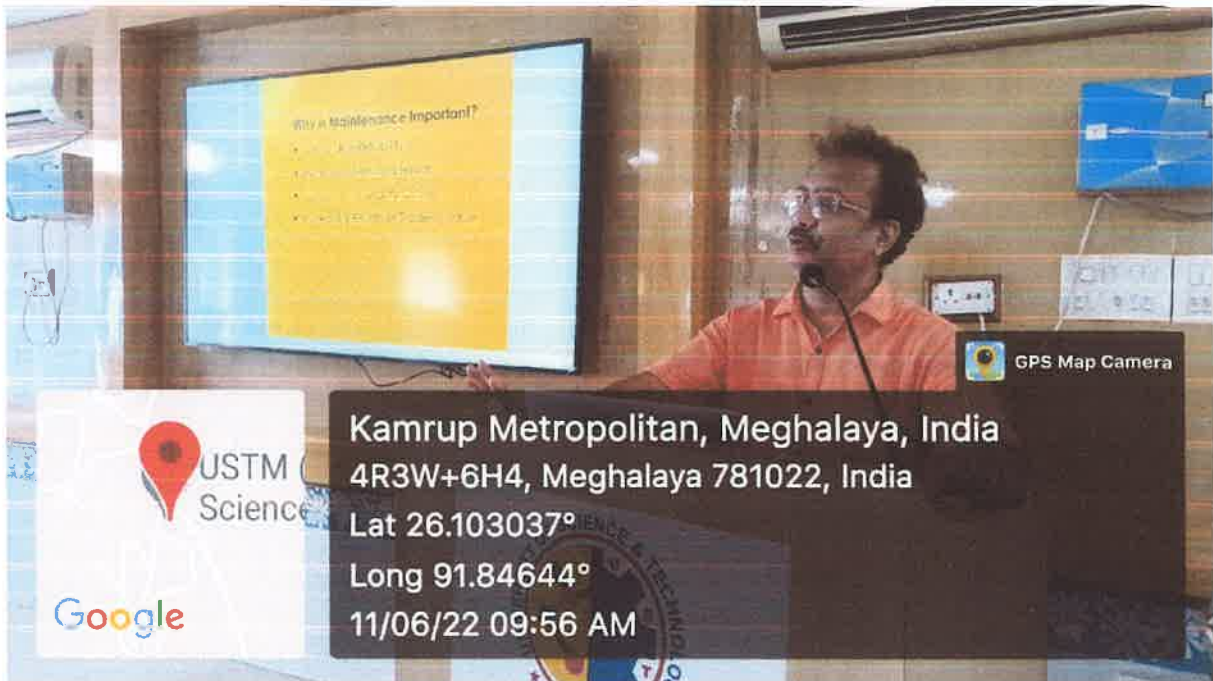
NO. OF PARTICIPANTS: 14

ORGANIZED BY: USTM under IQAC Initiative.

BRIEF PROGRAM REPORT:

Professional and Administrative Training Session was successfully conducted for Drivers & Helpers of University of Science & Technology Meghalaya on 11th June 2022. The session of the Program was taken by Resource Person **Er. Debasish Saha**. The session enabled the Drivers & helpers of the University Transport System to maintain the vehicles in such a manner and timely repair so that vehicles do not go out of service in an unpredictable manner & they can be operated smoothly without any failure.

Registrar
University of Science & Technology,
Meghalaya



Er. Debasish Saha explaining about the Breakdown Prevention and Maintenance of Vehicles to the Drivers & Helpers



A Group photo with the Drivers & Helpers of USTM

Registrar
University of Science & Technology,
Meghalaya


Date: - 11th June

Venue: - Conference Hall,
Block A

Professional Training Session - 012

"Vehicle Breakdown Prevention and Maintenance"
For Drivers & Helpers.

| No. | Name | Signature |
|-----|------------------|------------------|
| 1. | Raju Ali | Raju Ali |
| 2. | Baharul Islam | Baharul Islam |
| 3. | Burhan Uddin | Burhan Uddin |
| 4. | Aulab Hussain | Aulab |
| 5. | Meinul Aziz | Meinul Aziz |
| 6. | Rajib Ali | Rajib Ali |
| 7. | Narayan Rajbensi | Narayan Rajbensi |
| 8. | Manik Rai | MANIK RAY |
| 9. | Dhanti Hira | Dhanti Hira |
| 10. | Jalil Ali | Jalil Ali |
| 11. | Echad Ali | Echad Ali |
| 12. | Fajzul Hussain | Fajzul Hussain |
| 13. | Biki Ali | Biki Ali |


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University of Science & Technology
Meghalaya



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UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

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Certificate

This is to certify that

Prof./ Dr./Shri/Smt..... **RAJU ALI**..... of

University of Science & Technology Meghalaya has participated in Professional Training

for the "Drivers & Helpers"

on the topic "Vehicle Breakdown Prevention and Maintenance"

conducted by Er. Debasish Saha on 11th June, 2022

Mrs Anju Hazarika
Registrar, USTM

Mr. Shamim Goney
Dy. Registrar (Admin), USTM

Dr. A. H. Barbhuiya
Director IQAC



Unveiling Excellence

Professional Training

Organized by

Internal Quality Assurance Cell

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Accredited 'A' Grade by NAAC

Certificate

This is to certify that

Prof./ Dr./Shri/Smt..... **BAHARUL ISLAM**..... *of*

University of Science & Technology Meghalaya has participated in Professional Training

for the "Drivers & Helpers"

on the topic "Vehicle Breakdown Prevention and Maintenance"

conducted by Er. Debasish Saha on 11th June, 2022

Mrs Anju Hazarika
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Dr. A. H. Barbhuiya
Director IQAC



University of Science & Technology Meghalaya

BRIEF REPORT

DATE: 11th June, 2022

VENUE: NIT Room Block C

NAME OF THE PROGRAM: Administrative Training Session - 0013

TOPIC OF THE PROGRAM: Hygienic Practices in House Keeping

ACADEMIC YEAR: 2021-2022

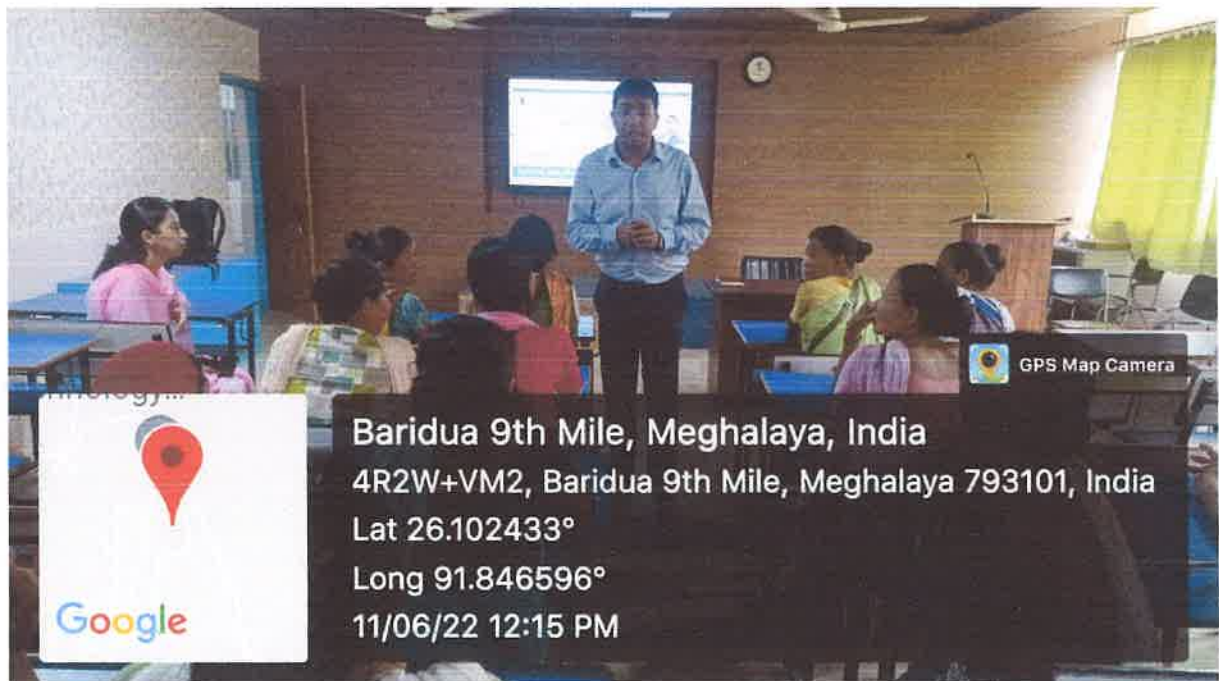
NO. OF RESOURCE PERSON: 1

NO. OF PARTICIPANTS: 36

ORGANIZED BY: USTM under IQAC Initiative.

BRIEF PROGRAM REPORT:

One Day Professional and Administrative Training Session on was successfully conducted for House Keeping Staff at University of Science & Technology Meghalaya **Hygienic Practices in House Keeping** on 11th June 2022. The session of the Program was taken by Resource Person **Nurmahmud Ali**. The objective of the session is to motivate the staff to follow the practice of good housekeeping and personnel hygiene. It motivated and created awareness on how to keep work area clean and uncluttered, particularly when done for the day.



Registrar
University of Science & Technology,
Meghalaya



Baridua 9th Mile, Meghalaya, India
4R2W+VM2, Baridua 9th Mile, Meghalaya 793101, India
Lat 26.102428°
Long 91.846603°
11/06/22 12:14 PM

Hygienic Practices in House Keeping



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This is to certify that

Prof./ Dr./Shri/Smt..... **CHAK MOMIN** *of*
University of Science & Technology Meghalaya has participated in Professional Training
for the "House Keeping Staff" on the topic "Hygienic Practices in House Keeping"
conducted by Mr. Nurmahmud Ali, Joint Director, Training & Placement Division, USTM
on 11th June, 2022

Mrs Anju Hazarika
Registrar, USTM

Mr. Shamim Goney
Dy. Registrar (Admin), USTM

Dr. A. H. Barbhuiya
Director IQAC



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This is to certify that

Prof./ Dr./Shri/Smt..... **ROSEMARY SANGMA**..... of

University of Science & Technology Meghalaya has participated in Professional Training for the "**House Keeping Staff**" on the topic "**Hygienic Practices in House Keeping**" conducted by Mr. Nurmahmud Ali, Joint Director, Training & Placement Division, USTM

on 11th June, 2022

Mrs Anju Hazarika
Registrar, USTM

Mr. Shamim Goney
Dy. Registrar (Admin), USTM

Dr. A. H. Barbhuiya
Director IQAC