

Administrative Training Session - 013



“Hygienic Practices in House Keeping”

For House Keeping Staff

Mr. Nurmahmud Ali

Trainer

Profile

Md Nurmahmud Ali served as an Assistant Professor, Training Specialist for more than 14 Years in Assam and North India. He is a Professional Grooming Trainer for Aviation, Hospitality and other service sector

Scope of the Program

The objective of the session to motivate the staff to follow the Practice of Good Housekeeping and Personal Hygiene. It will motivate and aware how to Keep work area clean and uncluttered, particularly when done for the day.

Registrar
University of Science & Technology,
Meghalaya

Date : 11th June, 2022

Venue : NIT Room, Block - C

UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA

Accredited “A” Grade by NAAC



Campus

Techno City, Khanapara, Kling Road, Baridua
9th Mile, Ri-Bhoi, Meghalaya - 793101



9508 444 000 / 0361-2895030 / 7002508978

Professional Training Session - 011



Unveiling Excellence

Body Language & Image for Security

For Campus Security Force

Maj. Munin Sarma Bordoloi
SM (Retd.)

Trainer

Profile

Maj. Munin Sarma Bordoloi served in defence for 23 years, having vast experiences in the security sector. He is a highly decorated soldier with President's gallantry award SENA MEDAL. He also served in the corporate sector as a Security Compliance Officer for 15 years and is qualified in ISO 27001 and BS 25999.

Scope of the Program

This session will train the Security personnel on how to carry and conduct themselves in all type of situations and the basic Security related manners, body language and maintaining an image so that the task of ensuring security inside the campus becomes easier and well disciplined.


Registrar
University of Science & Technology,
Meghalaya

Date : 4th June, 2022

Venue : NIT Room, Block -C

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Professional Training Session - 012



Unveiling Excellence

“Vehicle Breakdown Prevention and Maintenance”

For Drivers & Helpers

Er. Debasish Saha



Trainer

Profile

Er. Debasish Saha is a BE in Mechanical Engineering and has a long experience of 30 years in the engineering field including maintenance function. His understanding in preventive maintenance is very good.

Scope of the Program

This programme will enable the Drivers and Helpers of the University Transport system to maintain the vehicles in such a manner and do timely repair so that the vehicles do not go out of service in an unpredictable manner and they can be operated smoothly without any failures.


Registrar
University of Science & Technology,
Meghalaya

Date : 11th June, 2022

Venue : Conference Hall, Block -A

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Administrative Training Session-016



“Verbal and Non-Verbal Communication”

For Faculty Members

Mr. Anjan Choudhury

Trainer

Profile

Mr. Anjan Choudhury is a Post Graduate in Hospitality Management and Applied Nutrition from Mumbai. He is an ISTD certified master trainer from Mumbai, and having a Global Master training (Advanced) from London, UK. He is the Senior Trainer of Assam Administrative Staff College, Guwahati and is the recipient of the prestigious Vocational excellence Award in the year 2015. He has been nominated twice for the prestigious president's Award in skill innovation and excellence in training in colleges like Pandu College, Digboi College and many more. Moreover, he also initiated FDPs in various colleges and Universities. He is carrying a total of 27yrs of training experience in many Govt, Non-Govt and PPP sectors.

Scope of the Program

The scope of this session is 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

Registrar
University of Science & Technology,
Meghalaya

Date : 27th June, 2022

Venue : Prof. NKC Auditorium

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Professional & Administrative Training Session 004



Unveiling Excellence

Time Management

For Administrative Officers & Counsellors

Mr. Rakesh Sethi

DIG, CRPF



Profile

He is a decorated and distinguished officer in the Central Reserve Police Force currently serving as the Group Centre Head, CRPF at Guwahati. He is known for his management style and operations in the Police Force and has conducted many Training Sessions for officials at various places. He is specially known for his time management inspite of his extremely busy schedule.

Scope of the Program

The session shall cover various tools and practices which are very effective in enabling an official to manage time and effectively deliver tasks even in pressing times. In today's time of productivity demands in every sphere of life, be it professional or personal, it is very important to be able to manage time in an organised manner.

Registrar
University of Science & Technology,
Meghalaya

Date : 28th May, 2022

Venue : NKC Auditorium, USTM

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