LIST OF PROFESSIONAL DEVELOPMENT/ADMINISTRATIVE TRAINING

PROGRAMME CONDUCTED AT USTM

(2021-22)

Sl. no	Title of the professional development Programme organized for teaching staff	Title of the Administrative Development Programme organized for non-teaching staff
1	Classroom Delivery Enhancement Techniques for Faculty Members	
2	Verbal and Non-Verbal Communication for Faculty Members	
3	Managing Academic & Administrative Process for HoDs & Deans	
4	Strategic Input Planning for NEP Implementation for NAAC AQAR	
5	Professional workshop-Compilation of AQAR & AAA Methodology for IQAC Faculty Coordinator and IQAC Officials	
6		Mannerism & Etiquettes for House Keeping Staff
7		:Adherence to Traffic Rules for Drivers & Helpers
8		Managing Transactions for Academic Support for Technical Staff
9		Time Management for Administrative Officers & Counsellors
10		Managing Conflict for Smooth Operations for Operational Staff
11		Mannerism & Etiquettes for Drivers & Helpers
12		Managing Safety & Security for Campus Security Force
13		Fire Drill & Rescue Operations
14		Campus Traffic & Parking Facilities for Drivers & Helpers
15		Self Defence Skills for Campus Security Force

16		Body Language & Image for Security for Campus Security Force
17		Vehicle Breakdown Prevention and Maintenance for Drivers & Helpers
18		Hygenic Practices in House Keeping for House Keeping Staff
19		Dinning Room Hygiene and Etiquette for Catering and Dining hall Staff
20		Administrative and Academic Support for Effective Teaching Learning management