



# Workshop on Managing Academic and Administrative Process

# USTM

nirf India Ranking-2023 (151-200)

Organized by

Internal Quality Assurance Cell

**UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA**

Accredited 'A' Grade by NAAC

## About the Workshop

Academic administration is a branch of university or college employees responsible for the maintenance and supervision of the institution and separate from the faculty or academics, although some personnel may have joint responsibilities. Some type of separate administrative structure exists at almost all academic institutions. Academic administration can involve various tasks and roles, such as admissions, academic affairs, official records, financial management, physical plant, safety and security, fundraising, public affairs, student services, and research administration



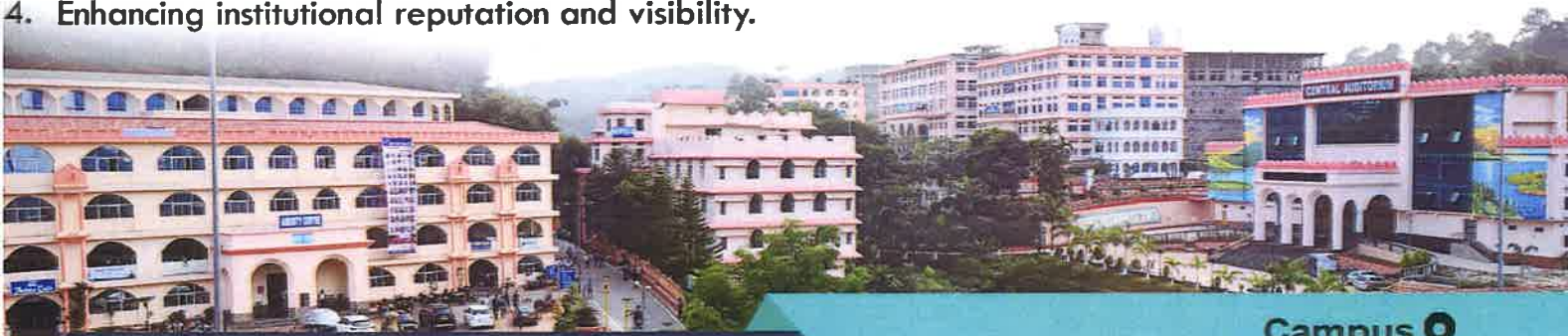
Resource Person

**Dr. B K Das**

Pro Vice Chancellor, USTM

## Objectives

1. Providing quality education to students
2. Ensuring effective utilization of resources.
3. Promoting academic excellence and innovation
4. Enhancing institutional reputation and visibility.



**Date : 20<sup>th</sup> June, 2023**

**Time : 2pm**

**Venue : Conference Hall, Block-A**

**Campus**

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

Phone: 9508 444 000/0361-2895030/098540-23060

E-mail : [ustm2011@gmail.com](mailto:ustm2011@gmail.com), Web : [www.ustm.ac.in](http://www.ustm.ac.in)



Unveiling Excellence

# Workshop on Maintaining Decorum in the Workplace

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## About the Workshop

Maintaining decorum in the workplace is an important aspect of professionalism and respect. It can help create a positive and productive work environment, as well as avoid conflicts and misunderstandings. It means following the rules and policies of the organization, dressing appropriately for the role and the occasion, and being courteous and considerate to co-workers, managers, clients, and visitors. It also means keeping the workspace clean and organized, being mindful of the noise level and privacy of others, and using the shared resources and facilities responsibly. By maintaining office decorum and etiquette, employees can create a positive and productive work environment, as well as avoid conflicts and misunderstandings.



Resource Person

**Jayashree Deka**

Assistant Training & Placement  
Officer, USTM

## Objectives

1. Be punctual and meet your deadlines.
2. Be respectful and courteous to your co-workers, managers, clients, and visitors.
3. Dress appropriately for your role and the occasion.
4. Keep your workspace clean and organized.
5. Be considerate of the shared resources and facilities

**Date : 12<sup>th</sup> June, 2023**

**Time : 1pm**

**Venue : Multipurpose Hall, Block -G**

## Campus

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Unveiling Excellence

# USTM

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## Workshop on Delivering Effective Classroom Lecture

Organized by

Internal Quality Assurance Cell

**UNIVERSITY OF SCIENCE & TECHNOLOGY MEGHALAYA**

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### About the Workshop

Delivering effective classroom lectures is a skill that can be learned and improved with practice. Lectures are a common and useful way of presenting information, explaining concepts, and engaging students in a topic. However, lectures can also be boring, confusing, and ineffective if they are not well-designed and delivered.

### Objectives

1. Plan your lecture and visual aids beforehand.
2. Be transparent
3. Be enthusiastic and expressive
4. Be clear and concise
5. Be interactive
6. Be responsive



Resource Person

**Mr. Anjan Choudhury**

Senior Training Consultant

Assam Administrative Staff College



**Date : 10<sup>th</sup> June, 2023**

**Time : 2pm**

**Venue : NKC Auditorium, USTM**

**Campus**

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# Workshop on Planning & Prioritization of Tasks

## USTM

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### About the Workshop

Planning and prioritization of tasks is a skill that helps individuals and organizations achieve their goals efficiently and effectively. Planning involves setting clear and realistic objectives, identifying the steps and resources needed to accomplish them, and allocating time and energy accordingly. Prioritization involves ranking the tasks based on their importance, urgency, and impact, and focusing on the ones that have the highest value and benefit.



Resource Person

Er. Debasish Saha

Director Operation, USTM

### Objectives

1. Use a calendar or a planner to keep track of your deadlines and appointments.
2. Make a to-do list of your tasks and break them down into smaller and manageable subtasks.
3. Use the Eisenhower matrix to categorize your tasks into four quadrants: urgent and important, important but not urgent, urgent but not important, and neither urgent nor important.
4. Apply the Pareto principle to focus on the 20% of tasks that generate 80% of the results.
5. Delegate or outsource the tasks that are not within your core competencies or interests.
6. Review and revise your plan and priorities regularly and adjust them according to changing circumstances and feedback.

**Date :** 22<sup>th</sup> June, 2023

**Time :** 2pm

**Venue :** NKC Auditorium, USTM

Campus 

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